



The Regular Meeting of the
Brian Head Town Council

Brian Head Town Hall – Council Chambers
56 North Highway 143 – Brian Head, UT 84719

www.Zoom.us (Click Here)

Via Zoom Meeting ID# 858 4452 9711

TUESDAY, SEPTEMBER 10, 2024 @ 1:00 PM

AGENDA

- A. CALL TO ORDER**
- B. PLEDGE ALLEGIANCE**
- C. DISCLOSURES**
- D. APPROVAL OF THE MINUTES: August 27, 2024, Town Council Meeting Minutes.**
- E. REPORTS / PUBLIC INPUT ON NON-AGENDA ITEMS.** Public input is limited to three (3) minutes on non-agenda items.
- F. AGENDA ITEMS:**
 - 1. A RESOLUTION OF THE TOWN COUNCIL (THE “COUNCIL”) OF THE TOWN OF BRIAN HEAD, UTAH (THE “TOWN”), DECLARING ITS INTENTION TO DESIGNATE THE SPRING CIRCLE ASSESSMENT AREA FOR THE PURPOSE OF LEVYING ASSESSMENTS AGAINST PROPERTIES WITHIN THE SPRING CIRCLE ASSESSMENT AREA TO FINANCE THE COSTS OF CERTAIN WATER SYSTEM IMPROVEMENTS AND RELATED IMPROVEMENTS IN THE ASSESSMENT AREA, AND TO FIX A TIME AND PLACE FOR PROTESTS AGAINST THE ASSESSMENT AREA AND ITS ASSESSMENTS, AND RELATED MATTERS.** Shane Williamson, Town Treasurer. The Council will consider a resolution for the Spring Circle Notice of Intent for water system improvements.
 - 2. A RESOLUTION OF THE TOWN COUNCIL (THE “COUNCIL”) OF THE TOWN OF BRIAN HEAD, UTAH (THE “TOWN”), DECLARING ITS INTENTION TO DESIGNATE THE 275 EAST ASSESSMENT AREA FOR THE PURPOSE OF LEVYING ASSESSMENTS AGAINST PROPERTIES WITHIN THE 275 EAST ASSESSMENT AREA TO FINANCE THE COSTS OF CERTAIN WATER SYSTEM IMPROVEMENTS AND RELATED IMPROVEMENTS IN THE ASSESSMENT AREA, AND TO FIX A TIME AND PLACE FOR PROTESTS AGAINST THE ASSESSMENT AREA AND ITS ASSESSMENTS, AND RELATED MATTERS.** Shane Williamson, Town Treasurer. The Council will consider a resolution for the 275 East Special Assessment Area Notice of Intent.
 - 3. SPECIAL ASSESSMENT AREA POLICY DISCUSSION AND IMPACT FEE WAIVER.** Bret Howser, Town Manager. The Council will discuss the Special Assessment Area Policy and the impact fees for those in SAAs.
 - 4. CONSTRUCTION MITIGATION DISCUSSION.** Greg Sant, Planning Administrator. The Council will hold a discussion on construction parking and material storage.
 - 5. PUBLIC HEARING FOR LAND MANAGEMENT CODE AMENDMENTS, CHAPTERS 2, 4, 9, 11, 12, & 13 (Definitions, Submittals, Subdivisions, Flexible Approaches, Design Guidelines, & Enforcement).** The Council will hold a public hearing to receive comments on proposed amendments to the Land Management Code. Comments are limited to three minutes and written comments may be submitted to the Town Clerk at nleigh@bhtown.utah.gov no later than 5:00 pm on September 10, 2024.

6. **ORDINANCE AMENDING THE LAND MANAGEMENT CODE, CHAPTERS 2, 4, 9, 11, 12, & 13 (Definitions, Submittals, Subdivisions, Flexible Approaches, Design Guidelines, & Enforcement).** Bret Howser, Town Manager. The Council will consider an ordinance amending the LMC.
7. **PAVING CONTRACT AWARD FOR PUBLIC WORKS MAINTENANCE SHOP PARKING LOT AND HIGHWAY 143 INTERSECTIONS OF HUNTER RIDGE ROAD AND RIDGE VIEW STREET.** Jon Ficken, Public Works Director. The Council will award the paving contract for the maintenance shop parking lot and two intersections of Highway 143 at Hunter Ridge Road and Ridge View Street.
8. **ASPEN MEADOWS ANNUAL SUMMER UPDATE AND DISCUSSION.** Bret Howser, Town Manager & Flint Decker, Aspen Meadows. Flint Decker will give a presentation on the Aspen Meadows development activities and a discussion on a road vacation for Peak Road.
9. **FUTURE AGENDA ITEMS.** The Council will discuss potential items for future agendas.

G. ADJOURNMENT

Date: September 6, 2024

Available to Board Members as per Ordinance No. 11-003 authorizes public bodies, including the Town, to establish written procedures governing the calling and holding of electronic meetings at which one or more members of the public board may participate by means of electronic communications. In compliance with the Americans with Disabilities Act, persons needing auxiliary communications aids and services for this meeting should call Brian Head Town Hall @ (435) 677-2029 at least three days in advance of the meeting.

CERTIFICATE OF POSTING

I hereby certify that I have posted copies of this agenda at the following conspicuous locations; the Post Office, The Mall, and the Brian Head Town Hall and have posted copies on the Utah Meeting Notice Website and the Brian Head Town website and have caused a copy of this notice to be delivered to the Daily Spectrum, a newspaper of general circulation.

Nancy Leigh, Town Clerk



Brian Head Town Council Update

September 1, 2024

August seems to be the winding down of summer tourist season. Deputies were still busy handling a large variety of calls. It's interesting to see how each month has a different theme of call types. I can't quite pinpoint why this is. But as I look at call totals and log them each month. There always seems to be a different variety of call types.

Deputies Dunlap, Bettridge, and Mathews are finishing up their fire training by taking Firefighter 2 skills and tests. We are now just waiting for test results to show up. With successful completion of these courses, we will now have 2 of our 3 newest deputies "basic public safety certified". One deputy will still need to go through wildland firefighter certification as well as EMT training. It's a long process, but we are getting there.

Total Incidents= 90

Fire Inspections- 19

Citizen/ Motorist Assist- 14

Medicals- 8

911/Alarms- 7

Fires- 10

Suspicious- 2

Drug/Alcohol- 2

Animal Problem- 5

Fraud- 1

Shots Fired- 1

Welfare Check/Follow Up- 5

Lost/Found Property- 3

Agency Assist- 2

Parking Problem- 1

Reckless/Impaired Driver- 2

Civil- 1

Fire Department:

We had some great trainings this month with our ladder truck and with Parowan and Paragonah fire departments. We all met and knocked out our refresher in “Natural Gas Emergencies”. This training is done every two years and is a great refresher with how to handle gas line breaks or leaks.

One of our incidents this month did involve a gas leak. However, it was a propane leak. Propane and natural gas are similar but have a couple of major differences. Natural gas is lighter than air and dissipates up into the atmosphere quickly when given a place to go. Propane is heavier than air and sinks and puddles like water. The difference is that you can't see the gas puddle and must approach the incident very differently.

We also had about 1/3-acre wildfire in the Cedar Breaks Mountain Estates Subdivision. A local resident woke to the smell of fire. After driving around the subdivision, the fire was located. It appeared to be from a construction project where a spark was not noticed from cutting metal. The spark smoldered and fire crept around the entire night until it was located. The new fire hydrants make for easy extinguishing of fire within this subdivision. We are grateful for the continued expansion of our water system.









BRIAN HEAD

PUBLIC WORKS DEPARTMENT UPDATE SEPTEMBER 2024

The Public Works department continues to work on the projects assigned. Planning and preparation for the snow season is already underway with a review of staff and evaluation of this past season to find areas of improvement. We have been interviewing for two new positions, as well as two open current positions (two resignations we received).

The following are updates on the projects assigned:

STREETS

- Culvert repaired on Meadow Drive
- Operators have continued to haul material to be placed on roads.
- Salt has been ordered for the upcoming winter.
- Road grading continues as needed.
- Road widening on Snow Shoe and Toboggan continues.

WATER

- The new chlorine pumphouse was fabricated in-house and installed (500k tank)
- The five-year inspection of two tanks (500k & Mammoth) was completed.
- Several water meters have been replaced throughout the system.
- Fire hydrant flow testing has been completed

SEWER

- Staff continues to identify sewer infiltration.

PARKS & TRAILS

- Handrails have been installed on the rock stairs at the Manzanita Trail
- The stone walkway at Bristlecone Park for Brian the Bear has been completed.

- A “No Climbing on the Bear” sign has been installed at the park.
- Crews have installed “No lifeguard” signs at Bristlecone Pond.

EQUIPMENT

- The summer rental equipment has been returned.
- Work continues to prepare the snow removal equipment for the upcoming winter season.

PUBLIC WORKS SHOP

- The awning above the main entrance has been repaired. Heat strips have been added to reduce the ice buildup.
- Preparation work has started for the addition of a breakroom for staff.
- In-house labor to prepare maintenance parking lot for paving.

IN-HOUSE PROJECTS

Public Works crews will continue to work on in-house projects and maintain buildings and equipment as needed. If you have any questions or concerns, please do not hesitate to call.





**TO AVOID
INJURY
PLEASE
DO NOT
CLIMB
ON BEAR**



BRIAR HEAD

A photograph of a warning sign on a pier. The sign is white with a red border and red text. It is mounted on a silver metal post. The pier has a metal railing and a wooden deck. The water is blue and calm. The sign reads: "WARNING NO LIFEGUARD ON DUTY SWIM AT YOUR OWN RISK".

WARNING

**NO
LIFEGUARD
ON DUTY**

**SWIM AT YOUR
OWN RISK**







BRIAN HEAD

STAFF REPORT TO THE TOWN COUNCIL

ITEM: SPRING CIRCLE SPECIAL ASSESSMENT AREA NOTICE OF INTENT

AUTHOR: Shane Williamson, Town Treasurer
DEPARTMENT: Administration
DATE: September 10, 2024
TYPE OF ITEM: Legislative Action

SUMMARY:

The Council will consider a resolution to begin the process for the Spring Circle Special Assessment Area (SAA) by adopting a Notice of Intent (NOI).

BACKGROUND:

During the July 9, 2024, Town Council Meeting, the Town Council accepted the petition for the Spring Circle SAA. At that time, the SAA had 55% support for the petition. Town policy requires that more than 50% of the lot owners sign the petition for approval to be considered. Since then, the project has expanded due to recommendations of the Town's Engineer, and the Sponsor received more signatures of support, making the total 62% with the increase of the area.

ANALYSIS:

Location:

The SAA Map presented shows the proposed SAA boundary of the forty-one (41) lots. A waterline would connect to the Snowshoe & Toboggan line, extending into the proposed area and looping to other existing lines, as well. The map was provided by the Town's Engineer and reviewed by the Town's Public Works Director.

Estimated Costs:

A cost estimate is provided as an attachment and was prepared by the Town's Engineer, Alpha Engineering. The current estimate is \$1,984,224 (\$409.12 per linear foot) for construction, \$269,766 for cost of issuance and other bond issuing costs, totaling \$2,254,000. This would result in an assessment per lot around \$54,975.60. Per the State Code, assessments cannot exceed 33% of the appraised raw land value, including the proposed improvements. Recent lot appraisals ordered by the Town have not been high enough to cover the estimated assessment stated above. If this remains the case, the Town will have to consider subsidizing the costs, reducing the project costs or not moving forward with the project. Overall, Staff does not recommend subsidizing this project due to resources going toward other projects the Council has already prioritized in the capital facilities plan.

SAA Process:

Once the NOI is adopted, the Town can then begin accruing reimbursable costs, and, therefore, can begin project planning and engineering. In addition, the Town will send letters to all property owners discussing the 60-day protest period and the scheduled public hearing held during a regular meeting of the Town Council on October 8, 2024. If 40% of lot owners protest the SAA, the project area must be abandoned by state statute. At the 60-day mark, the Council will consider adopting the Notice of Creation if there were not 40% protests, this would happen in the December 9, 2024, Council Meeting. The Town will engineer/design and bid out the project over

the winter, and then offer Board of Equalization hearings, and a subsequent Assessment Ordinance.

FINANCIAL IMPLICATIONS:

The Town does assume financial risk with any SAA, with this one being no different. Specifically, the Town assumes the debt liability and is potentially on the hook for the bond payments should a property owner default or fail to pay the assessment. However, through a lengthy process, the Town will be a lean holder on each property with the ability to foreclose should this happen.

BOARD/COMMISSION RECOMMENDATION:

N/A

STAFF RECOMMENDATION:

Staff recommends that the Council move forward with adopting the Notice of Intent.

PROPOSED MOTION:

I move to adopt Resolution number 24-050 adopting the Spring Circle (Ski Haven Chalet Unit C) Special Assessment Area Notice of Intent as presented.

ATTACHMENTS:

A – Notice of Intent Resolution

B – Map

C – Engineer’s Estimate of Probable Costs



RESOLUTION NO. 24- ____

A RESOLUTION OF THE TOWN COUNCIL (THE “COUNCIL”) OF THE TOWN OF BRIAN HEAD, UTAH (THE “TOWN”), DECLARING ITS INTENTION TO DESIGNATE THE SPRING CIRCLE ASSESSMENT AREA FOR THE PURPOSE OF LEVYING ASSESSMENTS AGAINST PROPERTIES WITHIN THE SPRING CIRCLE ASSESSMENT AREA TO FINANCE THE COSTS OF CERTAIN WATER SYSTEM IMPROVEMENTS AND RELATED IMPROVEMENTS IN THE ASSESSMENT AREA, AND TO FIX A TIME AND PLACE FOR PROTESTS AGAINST THE ASSESSMENT AREA AND ITS ASSESSMENTS, AND RELATED MATTERS.

BE IT RESOLVED by the Town Council of the Town of Brian Head, Utah, as follows:

Section 1. The Council hereby determines that it will be in the best interest of the Town to designate an area to finance the costs of certain water system improvements and related improvements (the “Improvements”) in the Ski Haven Chalets Subdivision, Iron County, Utah. The Council hereby determines that it is in the best interest of the Town to levy assessments against properties benefited by the Improvements to finance the costs of said Improvements. The Council hereby determines that the Improvements qualify as an “Improvement” pursuant to the Act (defined below) and that the Town is authorized to provide such Improvements. In order to finance the Improvements, the Town proposes to designate the Spring Circle Assessment Area (the “Assessment Area”) pursuant to Title 11, Chapter 42, Utah Code Annotated 1953, as amended (the “Act”), the area of which is more particularly described in the Notice of Intention to Designate Assessment Area set out hereafter.

Section 2. The costs of the Improvements shall be paid by a special assessment to be levied against the properties situated within the Assessment Area that are specially benefited by the Improvements. The assessment will be based on a per lot basis (the “Assessment”). Attached hereto as Exhibit A is a list of the properties within the Assessment Area and the proposed Assessment related to each property. The Assessment may be paid when assessed or, at the option of the property owner, through installments to be paid for up to ten (10) years.

Section 3. The Council shall hold a public hearing on October 8, 2024, at 1:00 p.m. at the Brian Head Town Hall, located at 56 North Highway 143 in Brian Head, Utah to hear all objections related to the Assessment Area as set forth in the Act. Thereafter, written protests from property owners against the proposed Assessments may be filed in



the Office of the Town Clerk, whose address is 56 North Highway 143 in Brian Head, Utah, for a period of 60 days after the date of the public hearing. On December 10, 2024 (such date being within 15 days after the date the protest period expires), at 1:00 p.m. at the Brian Head Town Hall Council Chambers in Brian Head, Utah, the Council shall count the written protests filed and calculate whether adequate protests have been filed and hold a public meeting to announce the protest tally and whether adequate protests have been filed. The Council may thereafter adopt a resolution abandoning or creating the proposed Assessment Area depending on whether adequate protests have been filed. The Town Clerk is hereby directed to give notice of intention to designate the Assessment Area (the “Notice of Intention”) to finance the costs of the Improvements. The Notice of Intention shall specify the date of the public hearing and the time within which protests against the proposed Assessments may be filed. The Notice of Intention shall be published as a Class B Notice under Section 63G-30-102, Utah Code Annotated 1953, as amended, for at least 20 days but not more than 35 days before the date of the public hearing. As a Class B Notice, the Town Clerk shall mail a copy of the Notice of Intention by United States Mail, postage prepaid, to each owner of property to be assessed within the Assessment Area at the last known mailing address of such owner, using for such purpose the names and addresses of said owners appearing on the last completed real property assessment rolls of Iron County, Utah, and, in addition, a copy of the Notice of Intention shall be mailed, postage prepaid, addressed to “Owner” at the street number of each piece of improved property to be affected by the Assessment. If a street number has not been so assigned, then the post office box, rural route number, or any other mailing address of the improved property shall be used for the mailing of the Notice of Intention. Said Notice of Intention shall be in substantially the following form:



NOTICE OF INTENTION TO DESIGNATE ASSESSMENT AREA

PUBLIC NOTICE IS HEREBY GIVEN that the Town Council of the Town of Brian Head, Utah declares its intention to designate the Spring Circle Assessment Area (the “Assessment Area”) to finance the costs of certain water system improvements and related improvements (the “Improvements”) in the Ski Haven Chalet Subdivision, Iron County, Utah within the Assessment Area and to levy a special assessment (the “Assessment” or “Assessments”) for a period of ten years as provided in Title 11, Chapter 42, Utah Code Annotated 1953, as amended (the “Act”), on real property situated within the Assessment Area for the benefit of which such Assessments are to be expended in the management and costs of the Improvements.

DESCRIPTION OF ASSESSMENT AREA

The Assessment Area includes the following parcels, listed by Tax Parcel Number:

A-1143-0011-000E-01, A-1143-0011-000E-02, A-1143-0011-000E-19, A-1143-0011-000E-18, A-1214-000E-0017, A-1214-000E-0016, A-1214-000E-0015, A-1214-000E-0014, A-1214-000E-0013, A-1214-000A-0004, A-1214-000A-0005, A-1214-000A-0006, A-1214-000F-0001, A-1214-000F-0019, A-1214-000F-0018, A-1214-000F-0017, A-1214-000F-0016, A-1214-000F-0015, A-1214-000F-0014, A-1214-000F-0013, A-1214-000H-0013, A-1214-000H-0012, A-1214-000H-0011, A-1214-000H-0006, A-1214-000H-0005, A-1143-0011-000H-04, A-1143-0011-000H-03, A-1143-0011-000I-02, A-1143-0011-000I-03, A-1143-0011-000I-04, A-1214-000A-0007, A-1214-000A-0008, A-1214-000F-0003, A-1214-000A-0009, A-1214-000A-0010, A-1214-000F-0002, A-1214-000F-0004, A-1215-000B-0007, A-1215-000C-0001, A-1215-000C-0002, A-1215-000C-0003.

The approving resolution, maps, and other information about the Assessment Area are available for examination in the offices of the Town Clerk, 56 North Highway 143 in Brian Head, Utah from 9:00 a.m. to 5:00 p.m. Monday through Friday.

INTENDED IMPROVEMENTS

The Improvements shall include the installation of culinary waterlines, roadway drainage improvements, roadway re-alignment, and gravel road improvements.

ASSESSMENT RATE, FINANCIAL PLAN AND SOURCES AND USES OF FUNDS

The Assessment is proposed to be levied on benefited property within the Assessment Area to pay for the Improvements according to the estimated benefits to the property from such Improvements. The Town expects to finance the cost of the Improvements by issuing assessment bonds. The Town currently estimates selling the



assessment bonds at an interest rate of approximately 6.0%, maturing within ten (10) years of their date of issuance. Inasmuch as the bonds have not been issued, the Town notes that the interest rate and annual payment are only estimates and not a cap or maximum amount.

It is the intent of the Town to create and fund a reserve fund from the proceeds of the bonds. Such reserve funds will be replenished from funds received from the foreclosure of delinquent properties. The Town may also elect to replenish the Reserve Fund by any of the methods provided in the Act. Any funds remaining in the reserve fund upon full payment of the bonds will first be dispersed to the Town to repay any advances made (including interest thereon) and second, to the property owners in accordance with such owners' pro-rata share of the Assessments.

ESTIMATED COSTS OF IMPROVEMENTS

The total acquisition and/or construction costs of the Improvements, including estimated overhead costs, administrative costs, costs of funding reserves, capitalized interest, and debt issuance costs, are estimated at \$2,254,000, all of which are anticipated to be paid by Assessments to be levied against the properties within the Assessment Area to be benefited by such Improvements, which benefits need not actually increase the fair market value of the properties to be assessed.

METHOD OF ASSESSMENT

The cost of Improvements to be assessed against the benefited properties within the Assessment Area shall initially be assessed using a per-lot methodology. The Assessment shall not exceed the benefits derived by the properties within the Assessment Area.

As permitted by, and in accordance with the Act, from time to time additional property may be added to the Assessment Area, at which time the remaining Assessments shall be reallocated proportionately by the Town Clerk, as further described in the Assessment Resolution.

PAYMENT OF ASSESSMENTS

The Assessments may be paid by property owners in not more than ten (10) annual installments, with interest on the unpaid balance at a rate or rates fixed by the Town, or the whole or any part of the assessment may be paid without interest within twenty-five (25) days after the ordinance levying the Assessment becomes effective. The Assessments shall be levied according to the benefits to be derived by each property within the Assessment Area. Other payment provisions and enforcement remedies shall be in accordance with Title 11, Chapter 42, Utah Code Annotated 1953, as amended. The Town has determined that the reasonable useful life of the Improvements is at least fifty (50) years and that it is in the Town and the owner's best interest for certain property owner installments to be paid for up to ten (10) years, if not prepaid.



The total Assessment for the benefited property related to this notice is \$54,975.60. The first Installment is currently estimated to be due on approximately November 30, 2025. If any Installment is not paid by the due date, the unpaid Installment(s) will accumulate delinquent interest and/or charges in accordance with the Assessment Ordinance and State law. The Assessments will be collected by including the billing in property tax notices for property owners. The Town will ensure that no Assessments will be collected and used for purposes other than those described in this Notice.

It is the intention of the Town to levy assessments as provided by the laws of Utah and upon approval by the Council, on all parcels and lots of real property to be benefited by the proposed Improvements within the Assessment Area according to the benefits to be derived by the property. The purpose of the assessment and levy is to pay those costs of the Improvements, which the Town will not assume or pay; provided, however, the Town may advance its funds for the cost of the Improvements and reimburse those costs from Assessments as they are collected.

A map of the proposed Assessment Area, copies of plans of the proposed Improvements, and other related information are on file in the office of the Town Clerk who will make such information available to all interested persons.

PUBLIC HEARING

The Council shall hold a public hearing on October 8, 2024, at 1:00 p.m. at the Brian Head Town Hall, located at 56 North Highway 143 in Brian Head, Utah, to hear all objections related to the Assessment Area and all persons desiring to be heard, as set forth in the Act.

TIME FOR FILING PROTESTS

PROTESTS FROM PROPERTY OWNERS OBJECTING TO THE ASSESSMENT AREA DESIGNATION OR OBJECTING TO BEING ASSESSED FOR THE IMPROVEMENTS MUST BE FILED IN WRITING WITH THE TOWN CLERK EITHER IN PERSON DURING REGULAR BUSINESS HOURS MONDAY THROUGH FRIDAY OR BY MAIL (56 NORTH HIGHWAY 143, BRIAN HEAD, UTAH 84719) ON OR BEFORE 5:00 P.M. ON DECEMBER 9, 2024.

To be counted against the creation of the Assessment Area, protests or objections **MUST BE IN WRITING**, signed by all owners of the property proposed to be assessed. The written protest must describe or otherwise identify said property. If the number of lots that is the subject of timely filed written protests represents at least 40% of the total lots included within the Assessment Area, the Council will not impose the Assessment. Protests withdrawn prior to the expiration of the protest period and protests from areas deleted from the Assessment Area will not be counted against the creation of the Assessment Area.



On December 10, 2024 (such date being within 15 days after the date the protest period expires), at 1:00 p.m. at the Brian Head Town Hall Council Chambers in Brian Head, Utah, the Council shall count the written protests filed and calculate whether adequate protests have been filed and hold a public meeting to announce the protest tally and whether adequate protests have been filed. The Town shall post the total and percentage of the written protests it has received on its website at least five days before such meeting.

BY RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF BRIAN HEAD, UTAH.

/s/ Nancy Leigh
Town Clerk

Brian Head, Utah
September 10, 2024

The Town Council (the “Council”) of the Town of Brian Head, Utah (the “Town”) met in regular session on September 10, 2024 at 1:00 p.m. at the regular meeting place of said Council at 56 North Highway 143 in Brian Head, Utah, with the following members of the Council present:

Clayton Calloway	Mayor
Martin Tidwell	Council Member
Mitch Ricks	Council Member
Larry Freeberg	Council Member
Kelly Marshall	Council Member

Also present:

Nancy Leigh	Town Clerk
Bret Howser	Town Manager

Absent:

After the meeting had been duly called to order and after other matters not pertinent to this Resolution had been discussed, the Town Clerk presented to the Council a Certificate of Compliance with Open Meeting Law with respect to this September 10, 2024 meeting, a copy of which is attached hereto as Exhibit A.

Thereupon, the following Resolution was introduced in writing and pursuant to a motion duly made by Council Member _____ and seconded by Council Member _____, adopted by the following vote:

AYE:

NAY:

The Resolution was later signed by the Mayor and recorded by the Town Clerk in the official records of the Town. The Resolution is as follows:



After the conduct of other business not pertinent to the above, the meeting was, on motion duly made and seconded, adjourned.

(SEAL)

By: _____
Clayton Calloway, Mayor

ATTEST:

By: _____
Nancy Leigh, Town Clerk



STATE OF UTAH)
 : ss.
COUNTY OF IRON)

I, Nancy Leigh, the duly chosen, qualified, and acting Town Clerk of the Town of Brian Head, Utah, do hereby certify as follows:

(a) That the foregoing typewritten pages constitute a full, true, and correct copy of the record of proceedings of the Council at a regular meeting thereof held in Brian Head, Utah on September 10, 2024, at 1:00 p.m., insofar as said proceedings relate to the consideration and adoption of a resolution declaring the intention of the Council to designate the Spring Circle Assessment Area to pay for the costs of certain Improvements therein described as the same appears of record in my office; that I personally attended said meeting, and that the proceedings were in fact held as in said minutes specified.

(b) That due, legal, and timely notice of said meeting was served upon all members as required by law and the rules and ordinances of the Town of Brian Head, Utah.

(c) That the above resolution was provided to my office on September 10, 2024, has been recorded by me, and is a part of the permanent records of the Town of Brian Head, Utah.

IN WITNESS WHEREOF, I have hereunto subscribed my official signature and affixed the seal of the Town of Brian Head, Utah, this September 10, 2024.

(SEAL)

By: _____
Nancy Leigh, Town Clerk



STATE OF UTAH)
 : ss.
COUNTY OF IRON)

AFFIDAVIT OF MAILING
NOTICE OF INTENTION

I, Nancy Leigh, the duly chosen, qualified, and acting Town Clerk of the Town of Brian Head, Utah, do hereby certify that the attached Notice of Intention to Designate Assessment Area (the “Notice of Intention”) was approved and adopted in the proceedings of the Council held on September 10, 2024.

I further certify that the Notice of Intention was published as a Class B Notice under Section 63G-30-102, Utah Code Annotated 1953, as amended, for at least 20 days but not more than 35 days before the date of the public hearing (October 8, 2024).

I further certify that on September ___, 2024, I mailed a true copy of the Notice of Intention by United States Mail, postage prepaid to each owner of land to be assessed within the proposed Assessment Area at the last known address of such owner, using for such purpose the names and addresses appearing on the last completed real property assessment rolls of Iron County, and in addition I mailed on the same date a copy of said Notice of Intention addressed to “Owner” to the street number, post office box, rural route number, or other mailing address of each piece of improved property to be affected by the assessment.

I further certify that a certified copy of said Notice of Intention, together with a description of the improvements and a map of the proposed Assessment Area, was on file in my office for inspection by any interested parties.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Town of Brian Head, Utah, this September 10, 2024.

(SEAL)

By: _____
Nancy Leigh, Town Clerk



EXHIBIT A

CERTIFICATE OF COMPLIANCE WITH OPEN MEETING LAW

I, Nancy Leigh, the undersigned Town Clerk of the Town of Brian Head, Iron County, Utah, do hereby certify, according to the records of the Town Council of the Town of Brian Head, Utah (the “Council”) in my official possession, and upon my own knowledge and belief, that in accordance with the requirements of Section 52-4-202, Utah Code Annotated 1953, as amended, I gave not less than twenty-four (24) hours public notice of the agenda, date, time, and place of the September 10, 2024 public meeting held by the Council as follows:

- (a) By causing a Notice, in the form attached hereto as Schedule 1, to be posted at the principal offices of the Town at least twenty-four (24) hours prior to the convening of the meeting, said Notice having continuously remained so posted and available for public inspection until the completion of the meeting;
- (b) By causing a copy of such Notice to be posted on the Utah Public Notice Website (<http://pmn.utah.gov>) at least twenty-four (24) hours prior to the convening of the meeting; and
- (c) By causing a copy of such Notice to be posted on the Town’s official website at least twenty-four (24) hours prior to the convening of the meeting.

In addition, the Notice of 2024 Annual Meeting Schedule for the Council (attached hereto as Schedule 2) was given specifying the date, time, and place of the regular meetings of the Council to be held during the year, by causing said Notice to be posted at least annually (a) on the Utah Public Notice Website created under Section 63A-16-601, Utah Code Annotated 1953, as amended, (b) on the Town’s official website, and (c) in a public location within the Town that is reasonably likely to be seen by residents of the Town.

IN WITNESS WHEREOF, I have hereunto subscribed my official signature this September 10, 2024.

(SEAL)

By: _____
Nancy Leigh, Town Clerk



SCHEDULE 1

MEETING NOTICE



SCHEDULE 2

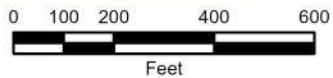
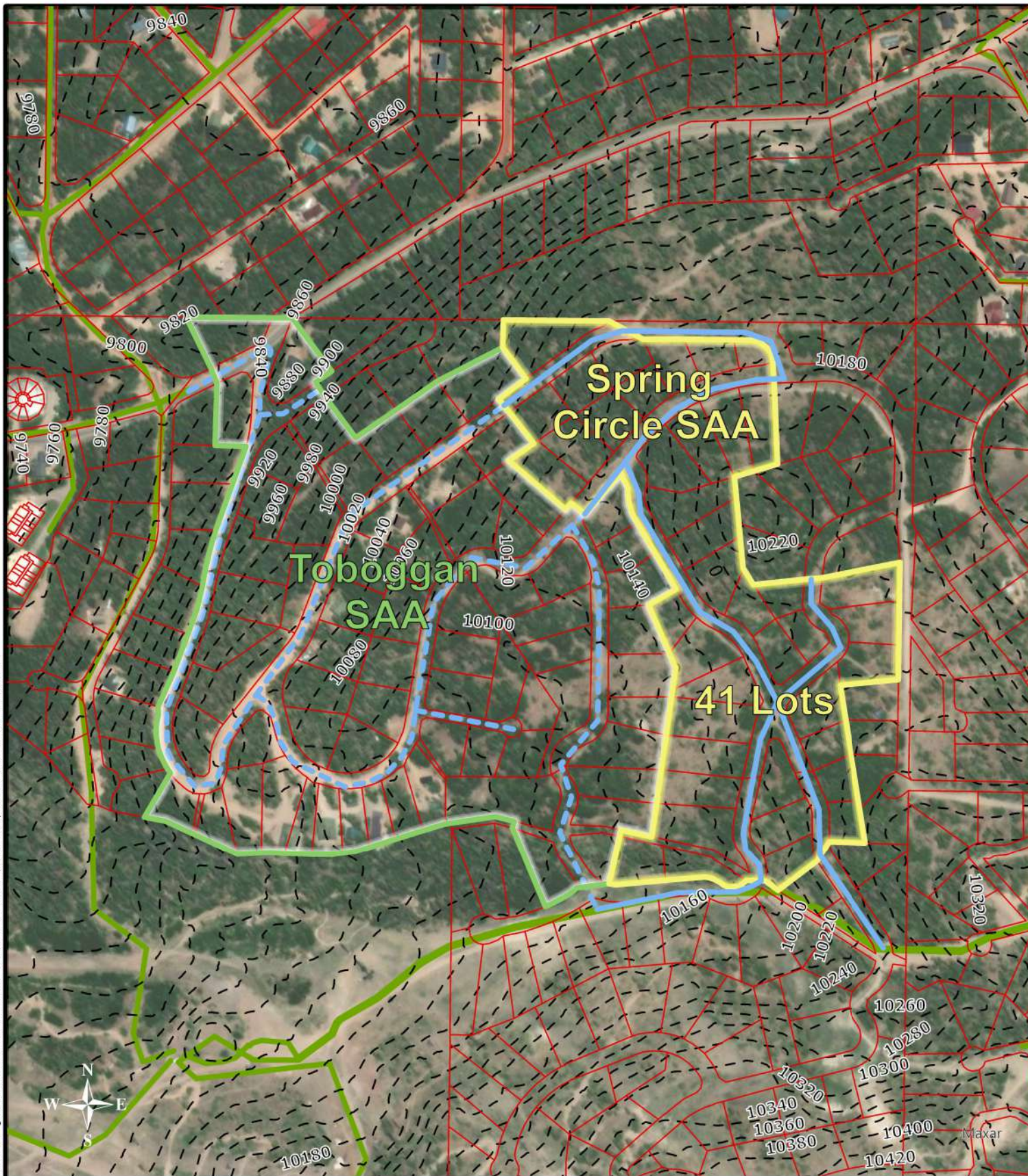
ANNUAL MEETING NOTICE

EXHIBIT B

PROPOSED ASSESSMENT LIST

Tax Parcel Number	Owner	Proposed Assessment
A-1143-0011-000E-01	BRIAN HEAD RECREATION 1 LLC	\$54,975.60
A-1143-0011-000E-02	BRIAN HEAD RECREATION 1 LLC	54,975.60
A-1143-0011-000E-19	BRIAN HEAD RECREATION 1 LLC	54,975.60
A-1143-0011-000E-18	MULLIN CHELSEY	54,975.60
A-1214-000E-0017	CALL CHRISTOPHER WESLEY/NATALIE SMITH J/T	54,975.60
A-1214-000E-0016	PARSONS MIRANDA/JASON J/T	54,975.60
A-1214-000E-0015	YELL STEVEN L	54,975.60
A-1214-000E-0014	AMERICAN DREAM LANDS LLC	54,975.60
A-1214-000E-0013	GRAY NOLAN	54,975.60
A-1214-000A-0004	AUSTIN STUART/ANNETTE REVOCABLE LIVING TRUST	54,975.60
A-1214-000A-0005	ADT BRIAN HEAD OWNER LLC	54,975.60
A-1214-000A-0006	TEEL CARL W	54,975.60
A-1214-000F-0001	CONRAD ROGERS GROUP INC	54,975.60
A-1214-000F-0019	GIBSON CHARLES	54,975.60
A-1214-000F-0018	GUNDERSON BRAD	54,975.60
A-1214-000F-0017	CONRAD ROGERS GROUP IN	54,975.60
A-1214-000F-0016	RIQUELME ALVARO MAURICIO	54,975.60
A-1214-000F-0015	MYERS EDWARD F III	54,975.60
A-1214-000F-0014	AMBERLAND LLC	54,975.60
A-1214-000F-0013	SWEETLAND E JOHN III	54,975.60
A-1214-000H-0013	DE FRANK VINCENT J/THIPPRAPHONE B	54,975.60
A-1214-000H-0012	DE FRANK VINCENT J/THIPPRAPHONE B	54,975.60
A-1214-000H-0011	GREGORY WALTER C/GEORGIA D	54,975.60
A-1214-000H-0006	WILLIAMS SEAN/ASHLEY	54,975.60
A-1214-000H-0005	WOOLLEY MATTHEW/KATIE	54,975.60
A-1143-0011-000H-04	AMBERLAND LLC	54,975.60
A-1143-0011-000H-03	BRIAN HEAD RECREATION 1 LLC	54,975.60
A-1143-0011-000I-02	BRIAN HEAD RECREATION 1 LLC	54,975.60
A-1143-0011-000I-03	BRIAN HEAD RECREATION 1 LLC	54,975.60
A-1143-0011-000I-04	MULLEN LEAH	54,975.60
A-1214-000A-0007	FRASOL JADWIGA TRUST	54,975.60
A-1214-000A-0008	Stark John & Cynthia & James Vincent	54,975.60
A-1214-000F-0003	BLACK LAYNE T J/T	54,975.60
A-1214-000A-0009	ANDERSON JONATHAN R / KRISTYN J/T	54,975.60
A-1214-000A-0010	ANDERSON JONATHAN R / KRISTYN J/T	54,975.60
A-1214-000F-0002	MORTONS TRUCK STOPS INCORPORATED	54,975.60

A-1214-000F-0004	MCNEALY JUNE C SURVIVORS TRUST	54,975.60
A-1215-000B-0007	MENNIE ROGER J	54,975.60
A-1215-000C-0001	AREHART TREVOR/NICHOLE J/T	54,975.60
A-1215-000C-0002	KESSLER BRENT L	54,975.60
A-1215-000C-0003	MC GHEN RYAN/DESIREE J/T	54,975.60



Legend

- Toboggan SAA
- Toboggan Waterline
- Existing 8" Line
- Spring Circle SAA
- Spring Circle Waterline

Spring Circle SAA

Spatial Reference: UT83-SF	
Drawn By:	KAS
Scale:	1" = 400 feet
Date:	August 2024

CERTIFICATE OF PROJECT ENGINEER

The undersigned project engineer for the Spring Circle Assessment Area (the "Assessment Area") hereby certifies as follows:

1. I am a professional engineer engaged by Brian Head, Utah to perform the necessary engineering services to determine the costs of the proposed infrastructure improvements benefitting property within the Assessment Area.

2. The estimated costs of the improvements to be acquired, constructed and/or installed benefitting property within the Assessment Area are set forth in the attachment hereto. Said estimated costs are based on a review of construction contracts, quotes and preliminary engineering estimates for the type and location of said proposed improvements as of the date hereof. The proposed improvements have a weighted average useful life of not less than 50 years, assuming regular maintenance is performed.

By: Rhett Banger

Date: September 5, 2024

Spring Circle SAA

Brian Head, Utah

Preliminary Engineer's Opinion of Probable Construction Costs

August 15, 2024

ITEM NO.	ITEM DESCRIPTION	QUANTITY	UNITS	UNIT PRICE Dollars & Cents	ITEM PRICE Dollars & Cents
1	Mobilization	1	L.S.	\$120,000.00	\$120,000
2	Tie-in to Existing Water	4	Each	\$8,500.00	\$34,000
3	Furnish and Install 8" Ductile Iron Culinary Water Pipe	4,850	L.F.	\$160.00	\$776,000
4	Furnish and Install 8" x 8" Flange Ductile Iron Tee	2	Each	\$2,000.00	\$4,000
4	Furnish and Install 8" x 8" Flange Ductile Iron Cross	1	Each	\$2,000.00	\$2,000
5	Furnish and Install 8" MJ Ductile Iron Bend with Restraining Glands	20	Each	\$1,800.00	\$36,000
6	Furnish and Install Fire Hydrant Assembly	17	Each	\$2,600.00	\$44,200
7	Furnish and Install 8" MJ Cap with Restraining Glands	1	Each	\$1,000.00	\$1,000
8	Furnish and Install 8" Flange x MJ Gate Valve	10	Each	\$7,000.00	\$70,000
9	Furnish and Install 3/4" Water Service Connection	40	Each	\$4,300.00	\$172,000
10	Furnish and Install Air/Vacuum Valve Assembly	3	Each	\$14,000.00	\$42,000
11	Furnish and Install Pressure Reducing Station	1	Each	\$95,000.00	\$95,000
12	Pressure Test and Disinfect Culinary Waterline	1	L.S.	\$10,000.00	\$10,000
13	6" Roadbase (10 feet Wide)	48,500	S.F.	\$2.00	\$97,000
SUBTOTAL					\$1,503,200
20% CONTINGENCY					\$300,640
12% ENGINEERING & CONSTRUCTION MANAGEMENT					\$180,384
TOTAL					\$1,984,224

Town of Brian Head, Utah
\$2,254,000 Special Assessment Bonds
Series November 1, 2024
(2024A-2)

Sources & Uses

Dated 11/01/2024 | Delivered 11/01/2024

Sources Of Funds

Par Amount of Bonds	\$2,254,000.00
Total Sources	\$2,254,000.00

Uses Of Funds

Deposit to Project Construction Fund	1,984,224.00
Deposit to Debt Service Reserve Fund (DSRF)	225,400.00
Costs of Issuance	40,000.00
Admin Fee (\$100 per lot)	4,100.00
Rounding Amount	276.00
Total Uses	\$2,254,000.00



STAFF REPORT TO THE TOWN COUNCIL

ITEM: 275 EAST SPECIAL ASSESSMENT AREA NOTICE OF INTENT

AUTHOR: Shane Williamson, Town Treasurer
DEPARTMENT: Administration
DATE: September 10, 2024
TYPE OF ITEM: Legislative Action

SUMMARY:

The Council will consider a resolution to begin the process for the 275 East Special Assessment Area (SAA) by adopting a Notice of Intent (NOI).

BACKGROUND:

During the August 13, 2024, Town Council Meeting, the Town Council accepted the petition for the 275 East SAA. At that time, the SAA had 52% support for the petition. Town policy requires that more than 50% of the lot owners sign the petition for approval to be considered.

ANALYSIS:

Location:

The SAA Map presented shows the proposed SAA boundary of the twenty-one (21) lots. A waterline would begin at Mountain View Drive and extend to 475 North, connecting to the proposed Elk Drive SAA line. The map was provided by the Town's Engineer and reviewed by the Town's Public Works Director.

Estimated Costs:

A cost estimate is provided as an attachment and was prepared by the Town's Engineer, Alpha Engineering. The current estimate is \$657,690 (\$359.39 per linear foot) for construction, and \$103,310 for cost of issuance and other bond issuing costs, totaling \$761,000. This would result in an assessment per lot around \$36,238.10. Per the State Code, assessments cannot exceed 33% of the appraised raw land value, including the proposed improvements. Recent lot appraisals ordered by the Town have not been high enough to cover the estimated assessment stated above. If this remains the case, the Town will have to consider subsidizing the costs, reducing the project costs, or not moving forward with the project. Overall, Staff does not recommend subsidizing this project due to resources going toward other projects the Council has already prioritized in the capital facilities plan.

SAA Process:

Once the NOI is adopted, the Town can then begin accruing reimbursable costs, and, therefore, can begin project planning and engineering. In addition, the Town will send letters to all property owners discussing the 60-day protest period and the scheduled public hearing held during a regular meeting of the Town Council on October 8, 2024. If 40% of lot owners protest the SAA, the project area must be abandoned by state statute. At the 60-day mark, the Council will consider adopting the Notice of Creation if there were not 40% protests, this would happen in the December 9, 2024, Council Meeting. The Town will engineer/design and bid out the project over the winter, and then offer Board of Equalization hearings, and a subsequent Assessment Ordinance.

FINANCIAL IMPLICATIONS:

The Town does assume financial risk with any SAA, with this one being no different. Specifically, the Town assumes the debt liability and is potentially on the hook for the bond payments should a property owner default or fail to pay the assessment. However, through a lengthy process, the Town will be a lean holder on each property with the ability to foreclose should this happen.

BOARD/COMMISSION RECOMMENDATION:

N/A

STAFF RECOMMENDATION:

Staff recommends that the Council move forward with adopting the Notice of Intent.

PROPOSED MOTION:

I move to adopt Resolution number 24-051 adopting the 275 East (Cedar Breaks Mountain Estates Unit C) Special Assessment Area Notice of Intent as presented.

ATTACHMENTS:

A – Notice of Intent

B – Map

C – Engineer's Estimate of Probable Costs

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN COUNCIL (THE “COUNCIL”) OF THE TOWN OF BRIAN HEAD, UTAH (THE “TOWN”), DECLARING ITS INTENTION TO DESIGNATE AN ASSESSMENT AREA FOR THE PURPOSE OF LEVYING ASSESSMENTS AGAINST PROPERTIES WITHIN THE ASSESSMENT AREA TO FINANCE THE COSTS OF CERTAIN WATER SYSTEM IMPROVEMENTS AND RELATED IMPROVEMENTS IN THE ASSESSMENT AREA, AND TO FIX A TIME AND PLACE FOR PROTESTS AGAINST THE ASSESSMENT AREA AND ITS ASSESSMENTS, AND RELATED MATTERS.

BE IT RESOLVED by the Town Council of the Town of Brian Head, Utah, as follows:

Section 1. The Council hereby determines that it will be in the best interest of the Town to designate an area to finance the costs of certain water system improvements and related improvements (the “Improvements”) in the Cedar Breaks Mountain Estates subdivision, Iron County, Utah. The Council hereby determines that it is in the best interest of the Town to levy assessments against properties benefited by the Improvements to finance the costs of said Improvements. The Council hereby determines that the Improvements qualify as an “Improvement” pursuant to the Act (defined below) and that the Town is authorized to provide such Improvements. In order to finance the Improvements, the Town proposes to designate the 275 East Assessment Area (the “Assessment Area”) pursuant to Title 11, Chapter 42, Utah Code Annotated 1953, as amended (the “Act”), the area of which is more particularly described in the Notice of Intention to Designate Assessment Area set out hereafter.

Section 2. The costs of the Improvements shall be paid by a special assessment to be levied against the properties situated within the Assessment Area that are specially benefited by the Improvements. The assessment will be based on a per lot basis (the “Assessment”). Attached hereto as Exhibit A is a list of the properties within the Assessment Area and the proposed Assessment related to each property. The Assessment may be paid when assessed or, at the option of the property owner, through installments to be paid for up to ten (10) years.

Section 3. The Council shall hold a public hearing on October 8, 2024, at 1:00 p.m. at the Brian Head Town Hall, located at 56 North Highway 143 in Brian Head, Utah to hear all objections related to the Assessment Area as set forth in the Act. Thereafter, written protests from property owners against the proposed Assessments may be filed in the Office of the Town Clerk, whose address is 56 North Highway 143 in Brian Head, Utah, for a period of 60 days after the date of the public hearing. On December 10, 2024 (such date being within 15 days after the date the protest period expires), at 1:00 p.m. at the Brian Head Town Hall Council Chambers in Brian Head, Utah, the Council shall count the written protests filed and calculate whether adequate protests have been filed and hold a public meeting to announce the protest tally and whether adequate protests have been

filed. The Council may thereafter adopt a resolution abandoning or creating the proposed Assessment Area depending on whether adequate protests have been filed. The Town Clerk is hereby directed to give notice of intention to designate the Assessment Area (the "Notice of Intention") to finance the costs of the Improvements. The Notice of Intention shall specify the date of the public hearing and the time within which protests against the proposed Assessments may be filed. The Notice of Intention shall be published as a Class B Notice under Section 63G-30-102, Utah Code Annotated 1953, as amended, for at least 20 days but not more than 35 days before the date of the public hearing. As a Class B Notice, the Town Clerk shall mail a copy of the Notice of Intention by United States Mail, postage prepaid, to each owner of property to be assessed within the Assessment Area at the last known mailing address of such owner, using for such purpose the names and addresses of said owners appearing on the last completed real property assessment rolls of Iron County, Utah, and, in addition, a copy of the Notice of Intention shall be mailed, postage prepaid, addressed to "Owner" at the street number of each piece of improved property to be affected by the Assessment. If a street number has not been so assigned, then the post office box, rural route number, or any other mailing address of the improved property shall be used for the mailing of the Notice of Intention. Said Notice of Intention shall be in substantially the following form:

NOTICE OF INTENTION TO DESIGNATE ASSESSMENT AREA

PUBLIC NOTICE IS HEREBY GIVEN that the Town Council of the Town of Brian Head, Utah declares its intention to designate the 275 East Assessment Area (the “Assessment Area”) to finance the costs of certain water system improvements and related improvements (the “Improvements”) in the Cedar Breaks Mountain Estates subdivision, Iron County, Utah within the Assessment Area and to levy a special assessment (the “Assessment” or “Assessments”) for a period of ten years as provided in Title 11, Chapter 42, Utah Code Annotated 1953, as amended (the “Act”), on real property situated within the Assessment Area for the benefit of which such Assessments are to be expended in the management and costs of the Improvements.

DESCRIPTION OF ASSESSMENT AREA

The Assessment Area includes the following parcels, listed by Tax Parcel Number:

A-1211-0054-0000, A-1211-0055-0000, A-1211-0056-0000, A-1211-0057-0000, A-1211-0058-0000, A-1211-0059-0000, A-1211-0060-0000, A-1211-0061-0000, A-1211-0062-0000, A-1211-0063-0000, A-1211-0064-0000, A-1211-0111-0000, A-1211-0112-0000, A-1211-0113-0000, A-1211-0114-0000, A-1211-0115-0000, A-1211-0116-0000, A-1211-0117-0000, A-1211-0118-0000, A-1211-0119-0000, A-1211-0120-0000.

The approving resolution, maps, and other information about the Assessment Area are available for examination in the offices of the Town Clerk, 56 North Highway 143 in Brian Head, Utah from 9:00 a.m. to 5:00 p.m. Monday through Friday.

INTENDED IMPROVEMENTS

The Improvements shall include the installation of culinary waterlines, roadway drainage improvements, roadway re-alignment, and gravel road improvements.

ASSESSMENT RATE, FINANCIAL PLAN AND SOURCES AND USES OF FUNDS

The Assessment is proposed to be levied on benefited property within the Assessment Area to pay for the Improvements according to the estimated benefits to the property from such Improvements. The Town expects to finance the cost of the Improvements by issuing assessment bonds. The Town currently estimates selling the assessment bonds at an interest rate of approximately 6.0%, maturing within ten (10) years of their date of issuance. Inasmuch as the bonds have not been issued, the Town notes that the interest rate and annual payment are only estimates and not a cap or maximum amount.

It is the intent of the Town to create and fund a reserve fund from the proceeds of the bonds. Such reserve funds will be replenished from funds received from the foreclosure of delinquent properties. The Town may also elect to replenish the Reserve Fund by any of the methods provided in the Act. Any funds remaining in the reserve fund upon full payment of the bonds will first be dispersed to the Town to repay any advances made (including interest thereon) and second, to the property owners in accordance with such owners' pro-rata share of the Assessments.

ESTIMATED COSTS OF IMPROVEMENTS

The total acquisition and/or construction costs of the Improvements, including estimated overhead costs, administrative costs, costs of funding reserves, capitalized interest, and debt issuance costs, is estimated at \$761,000, all of which are anticipated to be paid by Assessments to be levied against the properties within the Assessment Area to be benefited by such Improvements, which benefits need not actually increase the fair market value of the properties to be assessed.

METHOD OF ASSESSMENT

The cost of Improvements to be assessed against the benefited properties within the Assessment Area shall initially be assessed using a per-lot methodology. The Assessment shall not exceed the benefits derived by the properties within the Assessment Area.

As permitted by, and in accordance with the Act, from time to time additional property may be added to the Assessment Area, at which time the remaining Assessments shall be reallocated proportionately by the Town Clerk, as further described in the Assessment Resolution.

PAYMENT OF ASSESSMENTS

The Assessments may be paid by property owners in not more than ten (10) annual installments, with interest on the unpaid balance at a rate or rates fixed by the Town, or the whole or any part of the assessment may be paid without interest within twenty-five (25) days after the ordinance levying the Assessment becomes effective. The Assessments shall be levied according to the benefits to be derived by each property within the Assessment Area. Other payment provisions and enforcement remedies shall be in accordance with Title 11, Chapter 42, Utah Code Annotated 1953, as amended. The Town has determined that the reasonable useful life of the Improvements is at least fifty (50) years and that it is in the Town and the owner's best interest for certain property owner installments to be paid for up to ten (10) years, if not prepaid.

The total Assessment for the benefited property related to this notice is \$36,238.10. The first Installment is currently estimated to be due on approximately November 30, 2025. If any Installment is not paid by the due date, the unpaid Installment(s) will accumulate delinquent interest and/or charges in accordance with the Assessment Ordinance and State law. The Assessments will be collected by including the billing in property tax notices for

property owners. The Town will ensure that no Assessments will be collected and used for purposes other than those described in this Notice.

It is the intention of the Town to levy assessments as provided by the laws of Utah and upon approval by the Council, on all parcels and lots of real property to be benefited by the proposed Improvements within the Assessment Area according to the benefits to be derived by the property. The purpose of the assessment and levy is to pay those costs of the Improvements, which the Town will not assume or pay; provided, however, the Town may advance its funds for the cost of the Improvements and reimburse those costs from Assessments as they are collected.

A map of the proposed Assessment Area, copies of plans of the proposed Improvements, and other related information are on file in the office of the Town Clerk who will make such information available to all interested persons.

PUBLIC HEARING

The Council shall hold a public hearing on October 8, 2024, at 1:00 p.m. at the Brian Head Town Hall, located at 56 North Highway 143 in Brian Head, Utah, to hear all objections related to the Assessment Area and all persons desiring to be heard, as set forth in the Act.

TIME FOR FILING PROTESTS

PROTESTS FROM PROPERTY OWNERS OBJECTING TO THE ASSESSMENT AREA DESIGNATION OR OBJECTING TO BEING ASSESSED FOR THE IMPROVEMENTS MUST BE FILED IN WRITING WITH THE TOWN CLERK EITHER IN PERSON DURING REGULAR BUSINESS HOURS MONDAY THROUGH FRIDAY OR BY MAIL (56 NORTH HIGHWAY 143, BRIAN HEAD, UTAH 84719) ON OR BEFORE 5:00 P.M. ON DECEMBER 9, 2024.

To be counted against the creation of the Assessment Area, protests or objections **MUST BE IN WRITING**, signed by all owners of the property proposed to be assessed. The written protest must describe or otherwise identify the said property. If the number of lots that is the subject of timely filed written protests represents at least 40% of the total lots included within the Assessment Area, the Council will not impose the Assessment. Protests withdrawn prior to the expiration of the protest period and protests from areas deleted from the Assessment Area will not be counted against the creation of the Assessment Area.

On December 10, 2024 (such date being within 15 days after the date the protest period expires), at 1:00 p.m. at the Brian Head Town Hall Council Chambers in Brian Head, Utah, the Council shall count the written protests filed and calculate whether adequate protests have been filed and hold a public meeting to announce the protest tally and whether adequate protests have been filed. The Town shall post the total and percentage of the written protests it has received on its website at least five days before such meeting.

BY RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF BRIAN
HEAD, UTAH.

/s/ Nancy Leigh
Town Clerk

Brian Head, Utah
September 10, 2024

The Town Council (the “Council”) of the Town of Brian Head, Utah (the “Town”) met in regular session on September 10, 2024 at 1:00 p.m. at the regular meeting place of said Council at 56 North Highway 143 in Brian Head, Utah, with the following members of the Council present:

Clayton Calloway	Mayor
Martin Tidwell	Council Member
Mitch Ricks	Council Member
Larry Freeberg	Council Member
Kelly Marshall	Council Member

Also present:

Nancy Leigh	Town Clerk
Bret Howser	Town Manager

Absent:

After the meeting had been duly called to order and after other matters not pertinent to this Resolution had been discussed, the Town Clerk presented to the Council a Certificate of Compliance with Open Meeting Law with respect to this September 10, 2024 meeting, a copy of which is attached hereto as Exhibit A.

Thereupon, the following Resolution was introduced in writing and pursuant to motion duly made by Council Member _____ and seconded by Council Member _____, adopted by the following vote:

AYE:

NAY:

The Resolution was later signed by the Mayor and recorded by the Town Clerk in the official records of the Town. The Resolution is as follows:

After the conduct of other business not pertinent to the above, the meeting was, on motion duly made and seconded, adjourned.

(SEAL)

By: _____
Clayton Calloway, Mayor

ATTEST:

By: _____
Nancy Leigh, Town Clerk

STATE OF UTAH)
 : ss.
COUNTY OF IRON)

I, Nancy Leigh, the duly chosen, qualified, and acting Town Clerk of the Town of Brian Head, Utah, do hereby certify as follows:

(a) That the foregoing typewritten pages constitute a full, true, and correct copy of the record of proceedings of the Council at a regular meeting thereof held in Brian Head, Utah on September 10, 2024, at 1:00 p.m., insofar as said proceedings relate to the consideration and adoption of a resolution declaring the intention of the Council to designate the 275 East Assessment Area to pay for the costs of certain Improvements therein described as the same appears of record in my office; that I personally attended said meeting, and that the proceedings were in fact held as in said minutes specified.

(b) That due, legal, and timely notice of said meeting was served upon all members as required by law and the rules and ordinances of the Town of Brian Head, Utah.

(c) That the above resolution was provided to my office on September 10, 2024, has been recorded by me, and is a part of the permanent records of the Town of Brian Head, Utah.

IN WITNESS WHEREOF, I have hereunto subscribed my official signature and affixed the seal of the Town of Brian Head, Utah, this September 10, 2024.

(SEAL)

By: _____
Nancy Leigh, Town Clerk

STATE OF UTAH)
 : ss.
COUNTY OF IRON)

AFFIDAVIT OF MAILING
NOTICE OF INTENTION

I, Nancy Leigh, the duly chosen, qualified, and acting Town Clerk of the Town of Brian Head, Utah, do hereby certify that the attached Notice of Intention to Designate Assessment Area (the “Notice of Intention”) was approved and adopted in the proceedings of the Council held on September 10, 2024.

I further certify that the Notice of Intention was published as a Class B Notice under Section 63G-30-102, Utah Code Annotated 1953, as amended, for at least 20 days but not more than 35 days before the date of the public hearing (October 8, 2024).

I further certify that on September ___, 2024, I mailed a true copy of the Notice of Intention by United States Mail, postage prepaid to each owner of land to be assessed within the proposed Assessment Area at the last known address of such owner, using for such purpose the names and addresses appearing on the last completed real property assessment rolls of Iron County, and in addition I mailed on the same date a copy of said Notice of Intention addressed to “Owner” to the street number, post office box, rural route number, or other mailing address of each piece of improved property to be affected by the assessment.

I further certify that a certified copy of said Notice of Intention, together with a description of the improvements and a map of the proposed Assessment Area, was on file in my office for inspection by any interested parties.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Town of Brian Head, Utah, this September 10, 2024.

(SEAL)

By: _____
Nancy Leigh, Town Clerk

EXHIBIT A

CERTIFICATE OF COMPLIANCE WITH OPEN MEETING LAW

I, Nancy Leigh, the undersigned Town Clerk of the Town of Brian Head, Iron County, Utah, do hereby certify, according to the records of the Town Council of the Town of Brian Head, Utah (the “Council”) in my official possession, and upon my own knowledge and belief, that in accordance with the requirements of Section 52-4-202, Utah Code Annotated 1953, as amended, I gave not less than twenty-four (24) hours public notice of the agenda, date, time, and place of the September 10, 2024 public meeting held by the Council as follows:

(a) By causing a Notice, in the form attached hereto as Schedule 1, to be posted at the principal offices of the Town at least twenty-four (24) hours prior to the convening of the meeting, said Notice having continuously remained so posted and available for public inspection until the completion of the meeting;

(b) By causing a copy of such Notice to be posted on the Utah Public Notice Website (<http://pmn.utah.gov>) at least twenty-four (24) hours prior to the convening of the meeting; and

(c) By causing a copy of such Notice to be posted on the Town’s official website at least twenty-four (24) hours prior to the convening of the meeting.

In addition, the Notice of 2024 Annual Meeting Schedule for the Council (attached hereto as Schedule 2) was given specifying the date, time, and place of the regular meetings of the Council to be held during the year, by causing said Notice to be posted at least annually (a) on the Utah Public Notice Website created under Section 63A-16-601, Utah Code Annotated 1953, as amended, (b) on the Town’s official website, and (c) in a public location within the Town that is reasonably likely to be seen by residents of the Town.

IN WITNESS WHEREOF, I have hereunto subscribed my official signature this September 10, 2024.

(SEAL)

By: _____
Nancy Leigh, Town Clerk

SCHEDULE 1
MEETING NOTICE

SCHEDULE 2
ANNUAL MEETING NOTICE

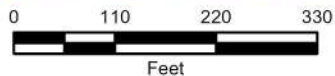
EXHIBIT B

PROPOSED ASSESSMENT LIST

Tax Parcel Number	Owner	Proposed Assessment
A-1211-0054-0000	SYKES MARK REVOCABLE TRUST	\$36,238.10
A-1211-0055-0000	WALLIS JASON/CECILE LIVING TRUST	36,238.10
A-1211-0056-0000	SAGEL 1994 TRUST	36,238.10
A-1211-0057-0000	C AND M HOLDINGS L L C	36,238.10
A-1211-0058-0000	CALAHAN MICHAEL W	36,238.10
A-1211-0059-0000	NIXON EVAN G/CHERYL L	36,238.10
A-1211-0060-0000	BRAUNBERGER KRIS J/T	36,238.10
A-1211-0061-0000	WELCH BRANDON B/ROXANNE M J/T	36,238.10
A-1211-0062-0000	ALDRICH DONNA J/JOHN W LIVING TRUST	36,238.10
A-1211-0063-0000	ESCAPE TO BRIAN HEAD L L P	36,238.10
A-1211-0064-0000	NEEDLES FAMILY TRUST	36,238.10
A-1211-0111-0000	ESCAPE TO BRIAN HEAD L L P	36,238.10
A-1211-0112-0000	VAN LEHN TYLER M	36,238.10
A-1211-0113-0000	NIELSEN KIRK/DANIELLE J/T	36,238.10
A-1211-0114-0000	ESCAPE TO BRIAN HEAD L L P	36,238.10
A-1211-0115-0000	KEYES MICHAEL L	36,238.10
A-1211-0116-0000	ARRANZ JUAN TADEO J/T	36,238.10
A-1211-0117-0000	KEYES TR & WC FAMILY TRUST	36,238.10
A-1211-0118-0000	HARPIN ZACHARY	36,238.10
A-1211-0119-0000	ZAMITO MICHELLE DENISE	36,238.10
A-1211-0120-0000	RAGAN RONALD T LIVING TRUST	36,238.10



275 East SAA
21 Lots



Legend

-  275 East SAA Boundary
-  275 East SAA Waterline
-  County Parcels
-  Existing 8" Line
-  Elk Drive Waterline

275 East SAA

Spatial Reference: UT83-SF

Drawn By: KAS

Scale: 1" = 209 feet

Date: August 2024



43 South 100 East, Suite 100 • St George, Utah 84770
T: 435.628.6500 • F: 435.628.6553 • alphaengineering.com

CERTIFICATE OF PROJECT ENGINEER

The undersigned project engineer for the 275 East Assessment Area (the "Assessment Area") hereby certifies as follows:

1. I am a professional engineer engaged by Brian Head, Utah to perform the necessary engineering services to determine the costs of the proposed infrastructure improvements benefitting property within the Assessment Area.

2. The estimated costs of the improvements to be acquired, constructed and/or installed benefitting property within the Assessment Area are set forth in the attachment hereto. Said estimated costs are based on a review of construction contracts, quotes and preliminary engineering estimates for the type and location of said proposed improvements as of the date hereof. The proposed improvements have a weighted average useful life of not less than 50 years, assuming regular maintenance is performed.

By: Rhett Banger

Date: September 5, 2024

275 East SAA
Brian Head, Utah
Preliminary Engineer's Opinion of Probable Construction Costs
August 14, 2024

ITEM NO.	ITEM DESCRIPTION	QUANTITY	UNITS	UNIT PRICE Dollars & Cents	ITEM PRICE Dollars & Cents
1	Mobilization	1	L.S.	\$120,000.00	\$120,000
2	Tie-in to Existing Water	2	Each	\$8,500.00	\$17,000
3	Furnish and Install 8" Ductile Iron Culinary Water Pipe	1,830	L.F.	\$160.00	\$292,800
4	Furnish and Install 8" MJ Ductile Iron Bend with Restraining Glands	1	Each	\$1,800.00	\$1,800
5	Furnish and Install Fire Hydrant	7	Each	\$2,600.00	\$18,200
6	Furnish and Install Air/Vacuum Valve Assembly	1	Each	\$13,000.00	\$13,000
7	Pressure Test and Disinfect Culinary Waterline	1	L.S.	\$8,000.00	\$8,000
8	6" Roadbase (10 feet Wide)	18,300	S.F.	\$1.50	\$27,450
SUBTOTAL					\$498,250
20% CONTINGENCY					\$99,650
12% ENGINEERING & CONSTRUCTION MANAGEMENT					\$59,790
TOTAL					\$657,690

Town of Brian Head, Utah
\$761,000 Special Assessment Bonds
Series November 1, 2024
(2024A-1)

Sources & Uses

Dated 11/01/2024 | Delivered 11/01/2024

Sources Of Funds

Par Amount of Bonds	\$761,000.00
Total Sources	\$761,000.00

Uses Of Funds

Deposit to Project Construction Fund	657,690.00
Deposit to Debt Service Reserve Fund (DSRF)	76,100.00
Costs of Issuance	25,000.00
Admin Fee (\$100 per lot)	2,100.00
Rounding Amount	110.00
Total Uses	\$761,000.00



BRIAN HEAD

STAFF REPORT TO THE TOWN COUNCIL

ITEM: SPECIAL ASSESSMENT AREA (SAA) POLICY DISCUSSION & IMPACT FEE WAIVER

AUTHOR: Bret Howser, Town Manager
DEPARTMENT: Administration
DATE: September 10, 2024
TYPE OF ITEM: Discussion

SUMMARY:

The council will hold a discussion regarding their policy for charging impact fees to participants of a Special Assessment Area (SAA). The Council may give administrative direction to staff.

BACKGROUND:

In 2009, the Town annexed a few neighborhoods (chiefly Cedar Breaks Mountain Estates and Ski Haven Chalets) which were subdivided and developed in Iron County in preceding decades. That annex area did not have water and sewer utilities. It is unclear to current staff what the Town's plan was to complete those utilities once those neighborhoods were annexed into the Town, but it might be assumed that the intent was to complete them via SAAs. However, following the 2017 Brianhead Fire, it became clear that not having water infrastructure in the annex area represented a significant risk to the rest of the Town. In 2020, the Town completed a water line project on Mountain View Drive in Cedar Breaks Mountain Estates with the intent of putting water within reach of the neighborhoods and spurring SAAs to extend water lines through the rest of the neighborhood. In 2021, the Southwest Utah Department of Health began enforcing a policy in the annex area requiring that those wishing to develop their property using a septic tank be on the Town's water system. In 2024-25, the Town will install a spine water line in the Ski Haven Chalets subdivision.

All of these conditions have led to an influx of SAA petitions in the annexed areas. In 2022, the Council updated the SAA Policy, which is attached. The policy states the Town's interest in establishing SAAs: "SAA projects upgrade the community through the elimination of drainage problems, pedestrian safety concerns, year-round access, fire protection and unsightly conditions in the public way." The policy sets a maximum SAA debt that the Town will carry at \$5 million. With all of the existing SAAs and the accepted/pending petitions, the Town is quickly approaching that limit. The Council has requested to revisit the policy and hold a discussion.

ANALYSIS:

The following information regarding the current status of SAAs is provided to facilitate discussion:

Active SAA's currently being assessed:

- Cedar Breaks Mountain Estates
 - Falcon Drive (fire protection priority – B)
 - Trail Rd (B)
 - Scenic Dr (B)
- Ski Haven Chalets
 - Snowshoe & Toboggan (fire protection priority – B)
- Total SAA Debt Outstanding: \$1,784,000

SAA's for which Town has accepted a petition and the process is underway

- Ranger Court: \$506k (fire protection priority – B)
- Elk Drive: \$690k (B)
- 275 East: \$658k (B)
- Spring Circle: \$1,984,000 (C)
- Total Upcoming SAA Debt if Approved: \$3,838,000

Other SAAs that staff has been contacted about, but no petition yet:

- Brian Head Unit 3 (fire protection priority – A)
- Margie Court
- Park-U-Pine

Impact Fees Charged to SAA Participants

Several years ago, the Council incorporated a rebate for impact in the Consolidated Fee Schedule which would allow those who extend the water or sewer line at their own cost to have their impact fee cut by the amount that they spend on the extension, dollar for dollar up to the full amount of the impact fee. Many have taken advantage of this provision during the ensuing years.

Town Code also includes the following provision for exceptions to paying impact fees:

“The Council may adjust (but not above the maximum allowable fee) the standard impact fees at the time the fee is charged in order to respond to an unusual circumstance in specific cases and to ensure that the fees are imposed fairly. The Council may adjust the amount of the fees to be imposed if the fee payer submits studies and data clearly showing that the payment of an adjusted impact fee is more consistent with the true impact being placed on the system.”

On June 14, 2022, the Council directed staff to waive water impact fees for Falcon Court, Scenic Drive, and Trail Road SAAs given the significant public benefit of the expansion. The sewer impact fees for Trail Road were not waived. The council should give direction to staff regarding whether to waive impact fees in part or in whole for the Snowshoe-Toboggan SAA which was recently assessed.

Some might argue that the fees should be waived because the special assessment and the impact fee are both paying for system expansion and they're being double charged. This is a misunderstanding of the nature of impact fees. Impact fees do not pay for a service line expansion that does not generally benefit all system users. They are for system-wide improvements that are required due to the expansion of users on the system (such as additional water rights, wet water sources, tanks, and things of this nature). All new users benefit from the Town acquiring water rights and should share in the cost of them, whether the water system already runs past their frontage or whether they have to extend it themselves.

That said, our code allows for the Council to waive fees on projects they consider generally and sufficiently beneficial to all the residents of the Town. If the fees are waived, it is more of a gesture of goodwill than an acknowledgment of the developer (or SAA participant in this case) having already met a financial obligation.

FINANCIAL IMPLICATIONS:

There will certainly be a financial impact of waiving impact fees. There are 68 lots in the Snowshoe-Toboggan SAA. Eventually, most or all of them will develop and hook onto the water system. If the fees are waived, the Town would forgo about \$375,000 over whatever period of time it takes for them to develop (assuming current fee levels).

While that is real money the Town would forgo, which could be used to retire debt and build system improvements needed to support growth, it is not money the Town is banking on in our financial models for the Water and Sewer Funds. Because impact fees must be spent within six years, and growth in Brian Head is sporadic and impossible to predict within six-year timeframes, the Town has been forced for some years now to set user fees at levels sufficient to cover construction expenses and debt services expenses related to system improvements which we would otherwise collect impact fees for. Given the state restrictions, it's the only responsible way to do our financial planning for these expenses. So, it would be a financial hit, but we're already prepared to move forward without impact fees. Therefore, it is a financial hit we can take.

BOARD/COMMISSION RECOMMENDATION:

N/A

STAFF RECOMMENDATION:

With regard to the SAA Policy and limits, staff recommends that the Council adhere to the policy and limit the risk to the Town on SAAs. This would limit the ability of property owners to develop their properties, but the Town recently re-instituted the concept of pioneering agreements that are an alternative to SAAs and put the financial risk on private individuals rather than the Town.

The Spring Circle proposal is particularly problematic given its high price tag (nearly \$2 million) and the fact that it has been rated a "C" for fire protection needs. Staff believes it would be difficult to justify moving forward with that risk being entirely on the Town. There may be other options to finance a project like that – in particular a new financing mechanism called an IFD, which is similar to PID – but staff is still learning about that. The first hurdle with an IFD is that it would require 100% participation/support from the property owners.

Also, saying "no" now to an SAA petition is not a permanent "no". The terms of the SAA bonds are short (10 years), so in a relatively short length of time the Town will have recovered some bonding capacity under the \$5 million limit and may be able to reconsider the petition in a few years.

With regard to impact fee waivers in Snowshoe & Toboggan SAA, staff recommends that the impact fee be reduced by the same percentage that SAA participants are paying of the total water project (approximately 36%).

PROPOSED MOTION:

No motion is necessary, the item is discussion/informational only. The council may give direction to staff if necessary

ATTACHMENTS:

A – SAA Policy



STAFF REPORT TO THE TOWN COUNCIL

ITEM: CONSTRUCTION MITIGATION DISCUSSION

AUTHOR: Greg Sant, Planning Administrator and Amanda Hunter, Code Enforcement
DEPARTMENT: Planning and Building
DATE: September 10, 2024
TYPE OF ITEM: Discussion

SUMMARY:

The Council will be discussing a persistent problem in town regarding the storage of materials and parking of vehicles on town roads and right-of-ways during construction.

BACKGROUND:

During a previous Town Council meeting, a few contractors brought up the issue of the town roads and right of ways (R.O.W.'s) being used for storage of construction material and parking of construction vehicles including trucks, cranes, grading equipment and forklifts, to name a few. The Mayor then sent an email to the staff regarding this issue and the Town Council has asked the staff to research what other towns do in this situation. Email is attached to this report.

The Town's Code Enforcement Officer, Amanda Hunter, has pointed out that as bad as the problem is in the summer months, it is even worse in the winter months. With snow cover it is hard to see these items in the R.O.W.'s and Town equipment (in particular our very expensive blowers) have been damaged in the past. Furthermore, these obstructions in the roads take up room for snow storage and make the roads too narrow for emergency services to access homes.

ANALYSIS:

Staff has looked at the planning and zoning codes and city ordinances of the following municipalities:

Mountain Village, CO
Park City, UT
Telluride, CO
Durango, CO

Each of these municipalities, except Durango, has a Construction Mitigation Plan as part of their code/ordinance. Staff has reviewed these plans and have come up with the following suggestions:

1. On the site plan already submitted for a building permit, locations for parking of construction vehicles, storage of construction materials, location of trash and toilet facilities, proposed staging areas, location of wash out pits with signs and the unobstructed entry with a track out into the site must be shown. A note on the plan must indicate that none of this can be in the town R.O.W. If a site does not have room on their parcel, then the builder/owner may use an adjacent lot ONLY if they have written approval from that landowner and that written approval has been submitted to the Town and only if that storage does not require clearing/grubbing that property.

2. A narrative needs to be added to the permit with how deliveries will be handled along with traffic control strategies.
3. We already require all sites with a building permit to have a sign with the address. It needs to include the permit number, and the Builder information with a phone number.
4. We also need to make sure that the contractor/owner understands that all snow removal on their site is their responsibility, and it needs to remain on their site.

The Council should also consider that the Town has an interest in preserving trees and undisturbed vegetation on properties, and the impact that disallowing equipment/materials storage in the ROW may have if contractors clear additional land merely for equipment storage. Staff would suggest that required undisturbed areas (including pods of trees slated to be preserved), be protected with temporary fencing during construction, as is required in other resort towns we reviewed.

Also, staff has reviewed the Breckenridge code for right-of-way permits that is the subject of Mayor Calloway's email (attached) and has put a call in to Breckenridge to clarify whether the staging of materials/equipment allowed under that code applies to contractors working on a private property or whether it only applies to contractors who are performing work in the right-of-way. If we hear back from them prior to Tuesday's meeting, we will report.

FINANCIAL IMPLICATIONS:

N/A

BOARD/COMMISSION RECOMMENDATION:

N/A

STAFF RECOMMENDATION:

Staff recommends that Council consider these ideas and eventually passing an ordinance regarding "Construction Mitigation."

PROPOSED MOTION:

This is just a discussion item at this time.

ATTACHMENTS:

A - Mayor's Email

B - Link to [Mountain Village Municipal Code](#)

From: **Clayton Calloway** <bristlecone@infowest.com>
Date: Tue, Aug 13, 2024 at 4:44 PM
Subject: Right of way concept
To: Bret <bhowser@bhtown.utah.gov>

It is the policy of the town to regulate construction activities and their disruption of rights-of-way, private property and property survey monuments among other items, and thus require the following:

A. Right-of-Way Permit: If construction activities to be performed on an applicant's private property shall in any way encroach upon a public right-of-way, including staging of vehicles and materials, or subject said right-of-way to any subsequent damage, or if an applicant proposes to construct in, on, or beneath any public right-of-way the applicant shall obtain right-of-way permit prior to beginning the work. Permit application and an accompanying engineered sketch plan shall be submitted to the town engineer for approval of any excavation in the public right-of-way including the installation of water, sewer, electrical, natural gas, telephone, and cable television mains or service laterals.

B. Disruptions: Whenever it becomes necessary to physically disrupt the surface or subsurface of any public street, or through the course of construction the surface of the road is significantly deteriorated, the roadway shall be restored to its original condition or an improved condition by the developer in accordance with the provisions of the engineering regulations and the specific requirements of the town right-of-way permit issued for the project.

C. Surface Rehabilitation: All surface disruptions associated with the installation of utilities shall be returned to the natural or naturally appearing grade, shall be properly treated for the surface discharge of water, and shall be revegetated with grasses or other suitable ground cover at a minimum. Paved and other similar surfaces shall be returned to their prior condition.

D. As-Built Construction Drawings: As-built construction drawings of all utility installations which are located in municipally owned areas or in areas to be dedicated to the town shall be submitted to the town in both .pdf and .dwg formats prior to issuance of a certificate of occupancy by the town.

E. Property Survey Monuments: Prior to submitting an application for final review, the applicant shall submit a certificate signed by a registered land surveyor attesting that the subject property corners have been established and monumented in the field. These property corners shall be shown on the final site plan map and the structure or structures shall be referenced from at least one (1) of these corners. Said reference corner shall be established as the vertical control bench mark for the entire project. All property corners shall be in place prior to issuance of a certificate of occupancy.

F. Public Right-of-Way Survey Monuments: Prior to submitting an application for a building permit, the applicant shall verify with the town engineer that any primary or secondary monuments (e.g., right-of-way monuments, permanent subdivision corners, etc.) which exist in the construction vicinity, and which may be disturbed during any phase of the construction process, have been located in the field and have been cross referenced by a registered land surveyor. The applicant shall submit a certificate signed by a registered land surveyor that the monuments have been located in the field and stating the cross reference data being used by the surveyor. If in fact a monument has been disturbed, the replacement of the disturbed monument shall be at the expense of the developer.

G. Periodic Compliance Review: The department of community development or any other town department may elect to require site compliance inspections during the course of building department inspections. These inspections may be required prior to the finalization of a particular construction phase and shall be incorporated into the building department inspection process.

H. Construction: Storage of all construction material and parking of employee vehicles shall be within the legal boundaries of the project or an approved alternate site. None of the aforementioned shall be placed on public right-of-way without an approved right-of-way permit, or block access to the project, particularly access by emergency vehicles. A plan shall be submitted, indicating compliance with this requirement prior to issuance of a building permit.

I. Temporary Construction Trailers: Temporary construction trailers may be utilized for storage or office uses during the construction of a permanent project within the town. The construction trailer's location, size and general design shall be disclosed to the town as a component of the construction staging plan as required by this section. Construction trailers shall not be placed on site prior to the issuance of a building permit and shall be removed upon issuance of a certificate of occupancy. (Ord. 19, Series 1988; amd. Ord. 10, Series 2014; Ord. 1, Series 2019; Ord. 3, Series 2022)



AUTHOR: Bret Howser, Town Manager
DEPARTMENT: Administration
DATE: September 10, 2024
TYPE OF ITEM: Legislative Action

SUMMARY:

The Town Council will consider an ordinance amending the Land Management Code Chapters 2, 4, 9, 11, 12, and 13. These changes are intended to bring the Town Code in alignment with recent changes in State Statute regarding the subdivision process.

BACKGROUND:

In the 2023 Utah Legislature session SB174 and HB406 require all municipalities to update their subdivision codes and ordinances to comply with the requirements in state law. The intent of this state legislation is to simplify the subdivision process at the local level. Brian Head is required to update our subdivision code by December 2024. The substantial changes have to do with who can be involved in the subdivision process, what the town can require, and the timeline that they need to be done. Brian Head has contracted with the Hansen Planning Group to draft the code changes in alignment with state statutes.

On May 29, 2024, the Hansen Planning group submitted the Initial review of Brian Head's current code and ordinances. On June 18, July 2, July 16, and Aug 20, 2024, the Planning Commission held discussions and an in-depth review of the proposed changes. Hansen then incorporated the proposed edits from the Planning Commission and staff and the Planning Commission held a public hearing and forwarded a positive recommendation on September 3, 2024.

ANALYSIS:

The Hansen Group was a little more thorough in their review than staff initially anticipated they would be, and the proposed edits include quite a bit of suggested cleanup not directly related to the subdivision changes. However, most of the substantial edits are related to the subdivision process. If approved the Town's subdivision process would now be:

- Optional pre-application conference (with staff)
- Optional concept plan review with the Planning Commission
- Preliminary Plat review/approval (Planning Commission)
 - Public hearing held at Planning Commission
- Final Plat review/approval by Staff

Other substantial edits proposed along with these changes include:

- Fence material language clarified
- 2 points of access for the neighborhood changed from should to shall
- Cleanup bond clarified to allow for on or offsite damage repair

FINANCIAL IMPLICATIONS:

N/A

BOARD/COMMISSION RECOMMENDATION:

The LMC edits recommended by the Planning Commission are in the attached ordinance

STAFF RECOMMENDATION:

Staff recommends approval of the attached ordinance and LMC amendment

PROPOSED MOTION:

I move to adopt ordinance No. 24-013 amending the Land Management Code chapters 2, 4, 9, 11, 12, and 13 to bring the Brian Head Town Code in compliance with state statute with regard to the subdivision approval process and amending other elements of the Land Management Code, as presented.

ATTACHMENTS:

A – Hansen Group Summary Letter

B – Ordinance 24-013

Brian Head Planning Commission
(c/o Bret Howser, bhowser@bhtown.utah.gov)

August 23, 2023

**RE: BRIAN HEAD SUBDIVISION CODE UPDATE - PLANNING COMMISSION
TRANSMITTAL**

The Utah Legislature designed the SB174 (and the recent HB476) process to improve subdivision review processes. The law does this by (1) limiting municipalities to four “review cycles” of back-and-forth with a developer when considering subdivision improvement plans and limiting local land use authorities to one public hearing in the preliminary review phase, (2) instituting review deadlines, (3) prohibiting municipalities from considering subdivision improvement plans in both “preliminary” and “final” application phases, (4) making subdivision decisions administrative, and (5) requiring municipalities to approve applications that are compliant with local ordinances.

Our team has been working closely with the Brian Head Planning Commission and administrative staff over recent months and are now forwarding the culmination of this work for your consideration. The links below should provide access to the draft documents. Once this policy has been formally approved, our team can help the town update its application forms.

Thank you for working with us, and please don't hesitate to contact us with any questions.

Respectfully,



Mike Hansen, Hansen Planning Group

encl:

- [Title 9.2 \(definitions\).](#)
- [Title 9.4 \(submittal requirements\).](#)
- [Title 9.9 \(subdivisions\).](#)
- [Title 9.11 \(flexible approach\).](#)
- [Title 9.12 \(design standards\).](#)
- [Title 9.13 \(enforcement\).](#)



ORDINANCE NO. 24-__

AN ORDINANCE AMENDING BRIAN HEAD TOWN CODE, TITLE 9, LAND MANAGEMENT CODE, CHAPTERS: 2- DEFINITIONS; 4 SUBMITTALS; 9 SUBDIVISIONS; 11 FLEXIBLE APPROACHES; 12 DESIGN GUIDELINES FOR CONSTRUCTION; AND 13 ENFORCEMENT; TO BRING BRIAN HEAD TOWN IN COMPLIANCE WITH STATE STATUTE WITH REGARDS TO THE SUBDIVISION APPROVAL PROCESS AND AMENDING OTHER ELEMENTS OF THE LAND MANAGEMENT CODE, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Brian Head Town has identified a need to amend the Brian Head Land Management Code to regulate land use within the Town limits of Brian Head, Utah; and,

WHEREAS, the Utah State Legislature identified changes in their 2023 Legislative Session requiring municipalities to amend their subdivision processes by December 2024 to be in compliance with state statutes; and

WHEREAS, the Brian Head Planning Commission held a public hearing on September 3, 2024, giving at least fourteen (14) days' notice before the public hearing to receive public comment. The Planning Commission forwarded their recommendation of approval to the Brian Head Land Management Code, Chapters 2 Definitions; 4 Submittals, 9 Subdivisions; 11 Flexible Approaches; 12 Design Guidelines; and 13 Enforcement to the Brian Head Town Council for their consideration and adoption; and

WHEREAS, the Brian Head Town Council held a public hearing on September 10, 2024, giving at least fourteen (14) days' notice to receive public comment on the proposed amendments Brian Head Land Management Code; and

WHEREAS, it is in the best interests of Brian Head Town and the health, safety, and general welfare of its citizens to adopt this Ordinance:

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF BRIAN HEAD, UTAH, COUNTY OF IRON, STATE OF UTAH, AS FOLLOWS:

Section 1. The Brian Head Land Management Code is hereby amended and incorporated herein by reference as Title 9, Chapters 2 Definitions; 4 Submittals; 9 Subdivisions; 11 Flexible Approaches; Chapter 12 Design Guidelines for Construction; and 13 Enforcement hereby as **Attachment "A"**. All changes are identified in red and/or blue font.

Section 2. Effective Date. This Ordinance shall take effect upon its passage by a majority vote of the Brian Head Town Council. Upon this Ordinance being adopted by the Brian Head Town Council of Iron County, Utah. All provisions of this Ordinance shall be incorporated into Title 9 of the Brian Head Town Code.



Section 3. Conflict. To the extent of any conflict between other Town, County, State, or Federal laws, ordinances, or regulations and this Ordinance, the more restrictive is deemed to be controlling.

Section 4. Severability Clause. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portions shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this Ordinance.

Section 5. Repealer. All provisions of the Brian Head Town Code that are inconsistent with the expressed terms of this Ordinance shall be repealed.

PASSED AND ADOPTED BY THE BRIAN HEAD TOWN COUNCIL OF IRON COUNTY, UTAH this ____ day of September, 2024 with the following vote.

TOWN COUNCIL VOTE:

Mayor Clayton Calloway	Aye____	Nay____
Council Member Martin Tidwell	Aye____	Nay____
Council Member Kelly Marshall	Aye____	Nay____
Council Member Larry Freeberg	Aye____	Nay____
Council Member Mitch Ricks	Aye____	Nay____

BRIAN HEAD TOWN COUNCIL

By: _____
Clayton Calloway, Mayor

ATTEST:

Nancy Leigh, Town Clerk

(SEAL)

CERTIFICATE OF PASSAGE AND POSTING

I hereby certify that the above Ordinance is a true and accurate copy, including all attachments, of the Ordinance passed by the Town Council on the ____ day of September 2024, and have posted a complete of the ordinance in a conspicuous place within the Town of Brian Head, to-wit: Town Hall and have posted a copy on the Public Meeting Notice Website and on the Town website: brianheadtown.utah.gov as per UCA 63-30-102.

Nancy Leigh, Town Clerk

Title 9 – Land Management Code

Chapter 2

DEFINITIONS

Commented [1]: POLICY DISCUSSION:
Recommended definitions from State statutes have been populated below. If the Town doesn't want to add this kind of volume/maintenance to their code, they could also just rely on the statement contained in 9-1-4(B).

9-2-1: DEFINITIONS:

Unless the context requires otherwise, the following definitions shall be used in the interpretation and construction of this title. Words used in the present tense include the future; the singular includes the plural; the word "build" used in its verb form shall include the words arrange, design, construct, alter, convert; the word "shall" is mandatory and not directory; the word "may" is permissive; the word "person" includes a firm, association, organization, partnership, trust, company or corporation, as well as an individual; the word "lot" includes the words plot or parcel. Words used in this title, but not defined herein, shall have the meaning first as defined in any other ordinance adopted by the Town, and then its common, ordinary meaning.

ACCESSORY USE: A use on the same lot with, and customarily incidental and subordinate to, the principal use. (ord. 15-004, 4-28-2015)

ACCESSORY STRUCTURE: A structure that is customarily incidental and subordinate to the principal building on the property and is physically detached ~~from~~^{from} the principal building. (ord. 15-004, 4-28-2015)

AFFORDABLE HOUSING: Housing occupied or reserved for occupancy by households with a gross household income equal to or less than eighty percent (80%) of the median gross income for households of the same size in Iron County.

AGENT: Any person who can show written proof that ~~they are he/she is~~ acting for the property owner and with the property owner's knowledge and permission.

ALL WEATHER SURFACE: A durable vehicular driving surface, including compacted road base/gravel, concrete, asphalt, or other similar material.

ALLEY: A public or private right of way primarily designed to serve as secondary access to the side or rear of properties.

ALTERATIONS: Any change, addition, or modification in the supporting members of a building, such as bearing walls, columns, beams, or girders, or electrical, plumbing, or mechanical system alterations.

APPEAL AUTHORITY: The appointed person, ~~board, commission, agency, or other body~~ designated by ordinance to decide an appeal or a decision of a land use application or a request for variance. ~~For the purposes of this title, t~~The Appeal Authority shall hear and decide appeals from decisions applying the Land Management Code. (ord. 15-004, 4-28-2015)

AREA OF INSTABILITY: An area where there is a foreseeable risk of soil or rock movement as established by a soils report.

AS BUILT DRAWINGS: See definition of Drawings, As Built.

ATTACHED BUILDING: Units connected on at least one side to an adjacent unit by a common party wall or other connecting structure with separate exterior entrances.

ATTRACTIVE NUISANCE: Physical conditions of a property that would entice or attract entrance to the property which could result in damage to the property or injury or death to the individual.

BALCONY: A floor projecting from and supported by a structure without additional independent supports. (ord. 15-004, 4-28-2015)

BANNER: See [chapter 14](#) of this title.

BED AND BREAKFAST: A dwelling where a combination of breakfast and overnight lodging is furnished for pay.

BEGINNING OF CONSTRUCTION: Any alteration of a site (such as grading, boring holes, pouring concrete or removal of earth, foliage, trees, or underbrush) or alteration of offsite conditions related to construction.

BUILDABLE AREA: The portion of any site, lot or parcel within setbacks and which does not contain designated floodplain, watershed, wetlands or avalanche areas, and conforms to all minimum criteria required for the placement of a structure in accordance with this code.

BUILDING: Any structure used or intended to be used for the shelter or enclosure of persons, animals, or property.

BUILDING AREA: The area encompassed by the outside measurement of the building, also referred to as the "building footprint".

BUILDING COVERAGE:

A. The following categories shall be included in building coverage calculations:

1. The ground level (footprint) of any building.
2. The area covered by outdoor structures, such as carports, gazebos, etc.

B. "Building coverage" includes only those areas with a roofed structure.

BUILDING ELEVATION: The entire side of a building, from ground level to the roofline, as viewed perpendicular to the walls on that side of the building.

BUILDING HEIGHT: The vertical distance, above the reference point, measured to the highest point of the structure directly above the reference point. The reference point shall be the elevation of the natural grade directly below the high point of the structure. The natural grade elevation shall be determined by topographic elevations surveyed before construction and submitted with the building permit application. In the absence of preconstruction elevations, the natural grade shall be reconstructed by connecting the contour lines (on a drawing) through the building, from a distance of five feet (5') outside the building wall. The maximum building height in each zone shall be as an imaginary net that is suspended at the specified distance above and parallel to the natural grade. Chimneys, however, may extend five feet (5') above this imaginary net.

BUILDING OFFICIAL: The person designated as the Building Inspector of Brian Head Town by the Town Manager.

BUILDING, PUBLIC: A building owned and/or operated by a public agency of the United States of America or of the State of Utah or any of its subdivisions, including Brian Head Town.

CARPORT: A covered structure not completely enclosed by walls or doors that is intended for

parking of vehicles. For the purposes of this title, a carport shall be subject to all regulations prescribed for a private garage.

CARWASH: A building containing equipment meant for facilitating the washing or detailing of motor vehicles either automatically or manually. This does not include temporary car wash events, traveling car detailing services, or other such activities that don't involve fixed specialized car washing bays or equipment. (ord. 17-004, 7-11-2017)

CHILDCARE CENTER: An establishment for the care and/or the instruction of five (5) or more children for compensation, other than for members of the family residing on the premises, but not including a public school.

CHURCH: A building, together with its accessory buildings, maintained and controlled by a religious organization where persons regularly assemble for worship.

CONCEPT PLAN: An abbreviated building plan submitted to determine the basic feasibility of a design for which a building permit is needed or required. A sketch or rough drawing that may be submitted to the Town for informal review prior to the submission of a preliminary plan/plat. The purpose of the concept plan is to enable an applicant to discuss with relevant Town Staff the form of the subdivision plat/plans and the objectives of applicable regulations and requirements for subdivision approvals within the Town.

Commented [2]: POLICY DISCUSSION: The State doesn't currently define "Concept Plan". The Town's existing definition is written to the scope of building permit/plans where its now become less relevant. Perhaps we redefine concept plan to the following?

Commented [3]: Need. 9-9-3, 9-9-4,

CONDOMINIUM: A form of real property ownership in which the purchaser of each unit air space of an apartment building or in a complex of multi-unit dwellings acquires full title to the unit and an undivided interest in the common elements (the land, roof, elevator, hallways, etc.). (ord. 15-004, 4-28-2015)

CONSOLIDATED FEE SCHEDULE: The schedule of fees, established by resolution by the Town Council, to cover administrative costs associated with various land use applications and other town services (ord. 15-004, 4-28-2015)

CONTAINER: Any object used for holding other objects on property. The typical usage is as storage containers used for shipping cargo on trains or boats. It is usually metal but can be made of other materials. (ord. 22-002, 5-10-2022)

COURTYARD: An outdoor yard enclosed on more than fifty percent (50%) of its perimeter by building walls.

COUNTY: Means Iron County, Utah.

COVENANTS, CONDITIONS AND RESTRICTIONS (CC&Rs): A document of restrictive provisions for a particular plat, parcel or property recorded in the office of the Iron County Recorder. CC&Rs are sometimes required for planned unit developments or other subdivision and condominium plats. (ord. 15-004, 4-28-2015)

CULINARY WATER AUTHORITY: The department, agency, or public entity with responsibility to review and approve the feasibility of the culinary water system and sources for the subject property. For the purposes of this title the culinary water authority shall be the Town.

DECK: An exterior floor supported by an adjacent structure and/or posts, piers, or other independent supports. (ord. 15-004, 4-28-2015)

DENSITY: The number of nonresidential and residential uses expressed in terms of unit equivalents per acre or lot or units per acre. "Density" is a function of both number and type of dwelling units and/or nonresidential units and the land area. (ord. 15-004, 4-28-2015)

DESIGN GUIDELINES: The document adopted by the Brian Head Town Council to direct and guide the aesthetics of development in Brian Head Town.

DEVELOPMENT ACTIVITY: Any construction or expansion of a building, structure, or use that

~~creates additional demand and need for public facilities. Any change in use of a building or structure that creates additional demand and need for public facilities. Any change in the use of land that creates additional demand and need for public facilities.~~

~~DEVELOPMENT AGREEMENT: A written agreement or amendment to a written agreement between the Town and one (1) or more parties that regulates or controls the use or development of a specific area of land. Development agreement does not include an improvement completion assurance.~~

DRAINAGEWAY: ~~Collect, flow or are~~ channeled depression in the earth's surfaces such as swales, ravines, draws and hollows in which surface waters collect or are channeled as a result of rain or melting snow. (ord. 15-004, 4-28-2015)

DRAWINGS, AS BUILT: Construction drawings of a building or other improvements modified or edited (showing changes) that is a true representation of building or project dimensions, materials and details as actually constructed. (ord. 15-004, 4-28-2015)

DRIVEWAY: A private driving access from any public right of way or private street to a parking space or entrance of a parking garage, the use of which is limited to no more than four (4) residences.

DWELLING, MULTI-FAMILY: A building arranged or designed to be occupied by two (2) or more families and having more than one (1) dwelling unit.

DWELLING, SINGLE-FAMILY (RESIDENCE): A building arranged or designed to be occupied by one (1) family.

DWELLING UNIT: Any building or portion thereof, designed and used for the sleeping place of one (1) or more persons or a family, but not including a tent or recreational vehicle, that meet Utah State health and safety requirements. (ord. 15-004, 4-28-2015)

EASEMENT: That portion of a property reserved for present or future use by a person or agency, other than the legal owners of the property. The easement may be for use under, on or above said property.

FAMILY: A single individual, doing their own cooking and living upon the premises as a separate housekeeping unit, or a collective body of persons doing their own cooking and living together upon the premises as a separate housekeeping unit in a domestic relationship based upon birth, marriage, or other domestic bond, or no more than four (4) unrelated persons, as distinguished from a group occupying a boarding house, lodging house, club, fraternity or hotel.

FILL: Any rock, soil, gravel, sand, or other similar approved materials. (ord. 15-004, 4-28-2015)

~~FINAL PLAT: A subdivision map or condominium map prepared in accordance with the provisions of this title, other applicable ordinances, and laws, which shall be placed on record in the office of the Iron County Recorder.~~

FIRE PROTECTION: Water supply, water lines, fire hydrants and other devices as may be required in accordance with this title and other applicable ordinances for the protection of structures, furnishings, and inhabitants from fire.

FLOOD HAZARD: A hazard to land or improvements due to the potential inundation or overflow of water having sufficient velocity to transport or deposit debris, scour the surface soil, dislodge, or damage buildings, or erode the banks of watercourses. (ord. 15-004, 4-28-2015)

FLOODPLAIN: Areas adjoining a watercourse, lake or other body of water that have been or may be covered by floodwaters.

FLOOR AREA: Area included within surrounding interior walls of a building, or portion thereof,

Commented [4]: Development Activity = Need: 9-9-7c1, 9-12-13d

Commented [5]: Development Agreement = Need: 9-4-1, 9-4-2d, 9-9-7b, 9-11-4, 9-11-5

Commented [6]: Note that this definition came from Utah state statute.

exclusive of vents, shafts, and courtyards.

FRONTAGE, LOT, OR PROPERTY: The length of the property line bordering any public street (also see definition of Lot Line, Front).

GARAGE: An accessory building designed or used for the storage of private motor vehicles owned by the occupants of the building. A garage shall be considered part of the dwelling if the garage and dwelling have a roof or wall in common.

GAS STATION: A building, or portion thereof, designed or used for selling gasoline and/or diesel fuel for cars and trucks, and/or for servicing or repairing motor driven vehicles for pay. (ord. 15-004, 4-28-2015)

GENERAL PLAN: A document prepared and adopted by the Town Council pursuant to Utah Code Annotated section [§10-9a-401](#) et seq., containing long range growth policies and general guidelines for proposed future growth and development of the land within Brian Head Town.

GEOLOGICAL HAZARD: A hazard due to the movement, failure or shifting of the earth which is dangerous or potentially dangerous to life, property, or improvements, as established by a soils report.

GRADE, DRIVEWAY/ROAD/STREET: Slope measured at any point along a driveway, road, or street over a distance of twenty feet (20') running parallel with the direction of travel (see definition of Slope).

GRADING: Cutting through or otherwise disturbing the layers of the soil mantle so as to permanently change the existing landform.

HABITABLE SPACE: A space in a building for living, sleeping, eating, cooking, and including bathrooms or toilet rooms. Closets, halls, storage or utility spaces and similar areas are not considered habitable spaces. (ord. 15-004, 4-28-2015)

HARD SURFACE: A durable vehicular driving surface material such as concrete, asphalt pavement or brick pavers (not including road base or gravel).

HEAVY EQUIPMENT: Pieces of machinery or vehicles primarily employed for industrial uses such as construction, excavation, demolition, earthwork, snow removal, etc. Examples include excavators, loaders, dozers, graders, backhoes, cranes, forklifts, man lifts, dump trucks, water trucks, snowcats, concrete mixers, and the like. Vehicles and equipment intended primarily for recreational use such as recreational vehicles, camping trailers, boats, ATV's, horse trailers, etc. are not considered heavy equipment.

Heavy equipment attachments or implements are removable and complementary equipment to one piece of heavy equipment. Examples include a loader bucket, excavator shear, snowplow blade, loader forks, etc.

Heavy equipment trailers are non-self-propelled vehicles employed primarily to transport heavy equipment or otherwise facilitate the aforementioned industrial uses. Trailers intended primarily for transportation of recreational vehicles or other non-industrial uses are not considered heavy equipment trailers. (ord. 16-007, 11-08-2016)

HOME OCCUPATION: Any income producing activity conducted primarily within a dwelling and carried on by persons residing in the dwelling unit, which use is clearly incidental and secondary to the use of the home for dwelling purposes. (ord. 15-004, 4-28-2015)

HOTEL: A building containing sleeping rooms for the occupancy of guests for compensation on a nightly basis, and accessory facilities such as a lobby, meeting rooms, recreation facilities, group dining facilities and/or other facilities or activities customarily associated with hotels, such as daily maid service. These terms do not include lockout units or bed and breakfast inns. (ord. 15-004, 4-28-2015)

IMPROVEMENT(S): Objects, devices, facilities, or utilities required to be constructed or installed. Such improvements may include, but are not limited to, street construction. (ord. 15-004, 4-28-2015)

KENNEL: Any premises where animals are kept for compensation. (ord. 15-004, 4-28-2015)

LAND USE APPLICANT: A property owner, or the property owner's designee, who submits a land use application regarding the property owner's land.

LAND USE APPLICATION: An application that is required by the Town and submitted by a land use applicant to obtain a land use decision. Land use application does not mean an application to enact, amend, or repeal a land use regulation.

LAND USE AUTHORITY: A person, board, commission, agency, or body, including the Town Council, designated by the Town Council to act upon a land use application or if the Town Council has not designated a person, board, commission, agency, or body, the Town Council.

LAND USE AUTHORITY, ADMINISTRATIVE: An individual, board, or commission, appointed or employed by the Town, including the Town Staff or the Town's Planning Commission. An administrative land use authority does not include the Town Council or a member of the Town Council.

LAND USE DECISION: An administrative decision of a land use authority or appeal authority regarding a land use permit or a land use application.

LAND USE PERMIT: A permit issued by a land use authority.

LAND USE REGULATION: A legislative decision enacted by ordinance, law, code, map, resolution, specification, fee, or rule that governs the use or development of land. A land use regulation includes the adoption of amendment of a zoning map or the text of this title. A land use regulation does not include a land use decision of the Town Council acting as the land use authority, even if the decision is expressed in a resolution or ordinance; or a temporary revision to an engineering specification that does not materially increase a land use applicant's cost of development compared to the existing specification or impact a land use applicant's use of land.

Commented [7]: Keep these?

LANDSCAPING: Improvements made to the appearance of an area of land, including trees, shrubs, flowers, and grass that is harmonious with surrounding area and structure. Landscaping may include natural vegetation which is undisturbed trails and unpaved walking areas. "Landscaping" may not be counted toward the minimum landscape requirements unless it is a minimum two feet (2') in the narrowest dimension. (ord. 15-004, 4-28-2015)

LIGHT MANUFACTURING: Fabrication operations in which all processing, curing, compounding, packaging, treatment, assembly, or disassembly of items takes place wholly within an enclosed building and generates little to no external noise, smoke, fumes, or odors. (ord. 17-004, 7-11-2017)

LOT: A unit of land described in a recorded subdivision plat. (ord. 15-004, 4-28-2015)

MASTER PLANNED DEVELOPMENT: Flexible planning approach as defined in [Chapter 11](#), Flexible Approaches, of this title. (ord. 15-004, 4-28-2015)

MOBILE HOME: A transportable factory built housing unit built before June 15, 1976, in accordance with a state mobile home code which existed prior to the National Manufactured Housing Construction and Safety Standards Act, 42 U.S.C. Sec. 5401 et. seq. (HUD Code).

MODERATE INCOME HOUSING: Housing occupied or served for occupancy by households with a gross household income equal to or less than eighty percent (80%) of the median gross

income for households of the same size in Iron County.

MODULAR BUILDING: ~~A permanent building which consists of one or more units which has been wholly, substantially, or primarily prefabricated at an offsite or on-site location and transported to the site for final assembly and finishing on a permanent foundation provided specifically for it on the site. A "modular building" is other than a mobile home or a recreational vehicle.~~ A structure constructed from one (1) or more modules or panelized systems that is manufactured in accordance with the State Construction Code, Utah Code Annotated §15A et. seq., and transported to a location; the purpose of which is for human habitation, occupation, or use, and is not a factory-built house, manufactured home, or mobile home.

MOTEL: A building or group of buildings containing individual sleeping or living units which is designed and used primarily for the accommodation of transient automobile travelers and having automobile parking immediately adjacent. (ord. 15-004, 4-28-2015)

MUNICIPAL UTILITY EASEMENT: An easement that:

- A. is created or depicted on a plat recorded in the office of the County Recorder and is described as a municipal utility easement granted for public use;
- B. is not a protected utility easement of a public utility easement as defined in Utah Code Annotated §54-3-27 et. seq.;
- C. the Town or the Town's affiliated governmental entity uses and occupies to provide a utility service, including sanitary sewer, culinary water, electrical, storm water, or communications or data lines;
- D. is used or occupied with the consent of the Town in accordance with an authorized franchise or other agreement;
- E. is used or occupied by a specified public utility in accordance with an authorized franchise or other agreement and is located in a utility easement granted for public use; or
- F. is described in Utah Code Annotated §10-9a-529 et. seq. and is used by a specified public utility.

Commented [8]: keep?

NATURAL WATERWAYS: Those areas varying in width along streams, creeks, springs, gullies, or washes which are natural drainage channels.

NONCONFORMING BUILDING OR STRUCTURE: ~~A building or structure, or portion thereof, lawfully existing at the time the provisions of this title governing the structure became effective, and because of one or more subsequent changes in this title does not now conform to the setback, height restrictions, or other regulations of this title, excluding those regulations which govern the use of land.~~

NONCOMPLYING STRUCTURE: A structure that legally existed before the structure's current land use designation and because of one (1) or more subsequent land use ordinance changes, does not conform to the setback, height restrictions, or other regulations, excluding those regulations, which govern the use of land.

Commented [9]: This one just updates the previous.

NONCONFORMING STREET: A road or street, or portion thereof, lawfully existing at the time this title governing streets, or subsequent changes, became effective which does not now conform to the width, slope, surface, or other standards required by this title.

NONCONFORMING USE: A use of land that legally existed before its current land use designation, has been maintained continuously since the time the provisions of this title governing the land changed, and because of one (1) or more subsequent changes to this title, does not now conform to the regulations that now govern the use of the land.

OFF SITE IMPROVEMENTS: Improvements to be constructed outside the property boundaries.

OFF STREET PARKING SPACE: The space required to park one passenger vehicle, which space shall meet the requirements of this title and other applicable ordinances.

ON SITE IMPROVEMENTS: Construction or placement of improvements within the property to which they pertain.

OUTDOOR DISPLAY: An outdoor arrangement of objects, items, products, or other materials, not in a fixed position and capable of rearrangement, designed and used for the purpose of advertising or identifying a service or product for sale.

OUTDOOR RETAIL SALES: An establishment or premises where business is conducted outdoors or within a temporary structure, from covered or open-air areas on a temporary or seasonal basis, for the purpose of retail sales of goods or services such as landscaping or nursery products, trees for decoration or ornamentation, food, and recreational products to the general public.

OWNER: The holder of the fee title to land or buildings or to property, whether a person, partnership, corporation, or other entity recognized by law, and his or its assignees or successors in interest. (ord. 15-004, 4-28-2015)

PARCEL: ~~An un-platted unit of land described by metes and bounds and designated by the County Recorder with a unique tax identification number. (ord. 15-004, 4-28-2015)~~ Any real property that is not a lot.

Commented [10]: Note that this definition is from state statute.

PARCEL BOUNDARY ADJUSTMENT: ~~A recorded agreement between owners of adjoining parcels adjusting the mutual boundary, either by deed or by boundary line agreement in accordance with Utah Code Annotated §10-9a-524 et. seq., if no additional parcel is created and none of the property identified in the agreement is a lot, or the adjustment is to the boundaries of a single person's parcels. Parcel boundary adjustment does not mean an adjustment of a parcel boundary line that creates an additional parcel or constitutes a subdivision. Parcel boundary adjustment does not include a boundary line adjustment made by the Utah Department of Transportation.~~

Commented [11]: Need: 9-9-4

PARKING, COVERED: If required, all parking will be identified within ~~in~~ the footprint of the building structure. (ord. 15-004, 4-28-2015)

PARKING LOT: An area, other than a street, including ramps and driveways, used for the temporary parking of more than four (4) automobiles.

PARKING SPACE: Space within a building, lot or parking lot, for the parking or storage of one motor vehicle, ~~measuring at least nine feet by eighteen feet (9' x 18') for indoor parking spaces and ten feet by twenty feet (10' x 20') for outdoor parking spaces.~~

Commented [12]: Note that these measurements need to be made in the relevant chapter of the Town Code.

PEDESTRIAN WAY: A right of way designed for use by pedestrians and not intended for use by motor vehicles of any kind; a pedestrian way may be located within a street right of way and/or separated from vehicular traffic. (ord. 15-004, 4-28-2015)

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

PERMITS: A document issued by the appropriate agency, authorizing a particular activity.

PERSON: ~~An individual, corporation, partnership, organization, association, trust, governmental agency, or any other legal entity.~~

Commented [13]: Note that this is a state statute definition.

PLANNING COMMISSION: The Brian Head Town Planning Commission, established pursuant to authority granted by Utah Code Annotated § [10-9a-301 et. seq.](#)

PLAT: An instrument subdividing property into lots as depicted on a map or other graphical representation of lands that a licensed professional land surveyor makes and prepares in accordance with Utah Code Annotated §10-9a-603 or §57-8-13 et. seq.

- A. PLAT, PRELIMINARY: Includes the preliminary plat and associated drawings which are prepared by an applicant to illustrate the proposed layout and intended construction of a subdivision resolving most technical details for the purpose of determining compliance with federal, state, and local regulations.
- B. PLAT, FINAL: A final subdivision map or condominium map prepared in accordance with the provisions of this title, other applicable ordinances, and laws, on which the applicant's plan of a subdivision is presented to the Land Use Authority for approval, and which, if approved shall be placed on record in the Iron County Recorder's Office.

POTENTIAL GEOLOGIC HAZARD AREA: An area that is designated by a Utah Geological Survey map, county geologist map, or other relevant map or report as needing further study to determine the area's potential for geologic hazard; or has not been studied by the Utah Geological Survey or a county geologist but presents the potential of geologic hazard because the area has characteristics similar to those of a designated geologic hazard area. May also be referred to in this title as "sensitive lands."

~~PRELIMINARY PLAT: The drawings prepared to indicate the proposed layout of a subdivision for the purpose of resolving most technical details in compliance with all regulations.~~

PRIVATE ROAD: See definition of Street, Private.

PROJECT: A building or improvements to buildings constructed on a lot or parcel that is "platted" and recorded on a separate plat with the Iron County Recorder's office and representing to the public a single identity for commercial and/or residential purposes. (ord. 15-004, 4-28- 2015)

PROTECTION STRIP: A strip of land between the boundary of a subdivision and a street within the subdivision, for the purpose of controlling the access to the street by the property abutting the subdivision.

PUBLIC AGENCY: The federal government, the state of Utah, a county, municipality, school district, special district, special service district, other political subdivision of the State, or a charter school.

PUBLIC HEARING: A hearing at which members of the public are provided a reasonable opportunity to comment on the subject of the hearing.

PUBLIC MEETING: A meeting that is required to be open to the public under Utah Code Annotated §52-4 et. seq.

PUBLIC UTILITIES: Includes every common carrier, pipeline corporation, gas corporation, electric corporation, telecommunication corporation, water corporation, etc., where the service is performed for the commodity delivered to the public, or any portion thereof.

RECORD OF SURVEY MAP: A map of a survey of land prepared in accordance with Utah Code Annotated §10-9a-603, §17-23-17, or §57-8-13 et. seq.

RECORDER'S OFFICE: The office of the Iron County Recorder, Utah.

RESIDENCE: See definition of Dwelling.

RESIDENT: Any person who resides in Brian Head Town, considering it as ~~their~~^{his or her} primary residence. Evidence of primary residence may be a voter registration card, driver's license or state issued identification card with a Brian Head Town address.

RESIDENTIAL PLANNED DEVELOPMENT (RPD): Flexible planning approach as defined under Chapter 11 of this title. (ord. 15-004, 4-28-2015)

Commented [14]: POLICY DISCUSSION: Just like Concept Plan, Preliminary and Final Plats are not defined in State Statutes. These can be modified further if desired by the Town.

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RESIDENTIAL ROADWAY: A public local residential road that:

- A. will serve primarily to provide access to adjacent primarily residential areas and property;
- B. is designed to accommodate minimal traffic volumes or vehicular traffic;
- C. is not identified as a supplementary to a collector or other higher system classified street in the Town's approved Transportation Master Plan;
- D. has a posted speed limit of twenty five miles per hour (25 mph) or less;
- E. does not have higher traffic volumes resulting from connecting previously separated areas of the Town's road network;
- F. cannot have a primary access, but can have secondary access, and does not abut lots intended for high volume traffic or community centers, including schools, recreation centers, sports complexes, or libraries; and
- G. primarily serves traffic within a neighborhood or limited residential area and is not necessarily continuous through several residential areas.

RETAINING WALL: A wall designed to resist the lateral displacement of soil or other materials. (ord. 15-004, 4-28-2015)

REVIEW CYCLE: The occurrence of the applicant's submittal of a complete subdivision application; the Town's review of, and response to that subdivision application in accordance with Utah Code Annotated §10-9a-604.2 et. seq.; and the applicant's reply to the Town's response that addresses each of the Town's required modifications or requests for additional information.

ROOFLINE: The top edge of a peaked roof or, in the case of an extended facade or parapet, the uppermost point of said facade or parapet.

SCHEMATIC SUBDIVISION PLAT: An abbreviated subdivision plat submitted to determine the basic feasibility of a subdivision (see requirements in [table 3, chapter 4](#)) of this title.

SENSITIVE LANDS: Means the same as "Geologic Hazards" and "Potential Geological Hazard Areas" definitions.

SETBACK: Minimum distance between the property line and any buildings on the property.

SIGN: See [chapter 14](#) of this title.

SLOPE: An expression of the steepness of rise or fall in elevation measured along a line perpendicular to the contours of the land. A vertical rise of ten feet (10') between two (2) points one hundred feet (100') apart, measured on a horizontal plane, is a ten percent (10%) slope (5.7 degrees).

SPA: A commercial establishment providing services, typically including massage, body or facial treatments, makeup consultation and application, manicures, pedicures, and similar services, but excluding beauty and barber shops. (ord. 15-004, 4-28-2015)

SPECIFIED PUBLIC AGENCY: The State of Utah, a school district or a charter school.

SPECIFIED PUBLIC UTILITY: An electrical, gas, or telephone corporation as those terms are defined in Utah Code Annotated §54-2-1 et. seq.

STABLE, PRIVATE: A detached accessory building for the keeping of equine owned by the occupants of the premises and not kept for hire, compensation, or sale.

STABLE, PUBLIC: Any stable where equine is boarded and/or kept for hire.

STATE: Includes any department, division, or agency of the State of Utah.

Commented [17]: This is a new state definition (not SB174 or HB476, but new).

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STORAGE CONTAINER: Any object used for storage on a property. Typical storage containers are metal and rectangular but do not have to be. (ord. 22-002, 5-10-22)

STORY: The space within a building included between the surface of any floor and the surface of the next floor or the roof of the building.

STREET SYSTEMS:

- A. **Street, Collector:** A street, existing or proposed, which is the main means of access to the major street system.
- B. **Street, Cul-De-Sac:** A minor terminal street provided with a turnaround.
- C. **Street, Major:** A street, existing or proposed, which serves or is intended to serve as a major traffic way and is designated on the master street plan as a controlled access highway, major street, parkway, or other equivalent term to identify those streets comprising the basic structure of the street plan.
- D. **Street, Minor:** A street, existing or proposed, which is supplementary to a collector street, and which serves or is intended to serve the local needs of a neighborhood.
- E. **Street, Private:** A thoroughfare within a subdivision, condominium project or MPD/RPD which has been reserved by dedication unto the sub divider or lot owners to be used as private access to serve the lots or condominiums platted within the subdivision and complying with the adopted street cross section standards of this town and maintained by the sub divider or other private agency.
- F. **Street, Public:** A thoroughfare which has been dedicated to Brian Head Town and accepted by the Brian Head Town Council, which the Town has acquired by prescriptive right or which the Town owns or offered for dedication on an approved final plat or made public by right of use and which affords access to abutting property, including highways, roads, lanes, avenues, and boulevards.

STRUCTURE: Any structure utilized or intended for supporting or sheltering any occupancy". This includes buildings, non-building structures, and accessory structures like towers, barns, and retaining walls. Anything constructed, the use of which requires fixed location on the ground, or attachments to something having a fixed location upon the ground; includes "building".

SUBDIVISION: The result of the division of any tract, lot, parcel, or land into two (2) or more lots, plots, sites, or other divisions of land for the purpose, whether immediate or future, of sale, lease or of building development, including: Any land that is divided, resubdivided, or proposed to be divided into two (2) or more lots or a other division of land for the purpose, whether immediate or future, for offer , sale, lease, or development either on the installment plan or upon any and all other plans, terms, and conditions.

- A. The dedication of a road, highway, or street through a tract of land, regardless of area, which may create a division of lots or parcels constituting a "subdivision". Subdivision includes the division or development of land, whether by deed, metes and bounds description, devise and testacy, map, plat, or other recorded instrument, regardless of whether the division includes all or a portion of a parcel or lot; and except as provided herein, divisions of land for residential and nonresidential uses, including land used or to be used for commercial, agricultural, and industrial purposes.
- B. Division or re-subdivision of land into lots, sites, or parcels. Subdivision does not include:
 - 1. a bona fide division or partition of agricultural land for the purpose of joining one (1) of the resulting separate parcels to a contiguous parcel of unsubdivided agricultural land, if neither the resulting combined parcel nor the parcel remaining

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from the division or partition violates an applicable land use ordinance;

2. a boundary line agreement recorded with the Iron County Recorder's Office between owners of adjoining parcels adjusting the mutual boundary in accordance with Utah Code Annotated §10-9a-524 et. seq. if no new parcel is created;

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3. a recorded document, executed by the owner of record revising the legal descriptions of multiple parcels into one (1) legal description encompassing all such parcels, or joining a lot to a parcel;

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4. a boundary line agreement between owners of adjoining subdivided properties adjusting the mutual lot line boundary in accordance with Utah Code Annotated §10-9a-524 and §10-9a-608 et. seq., if no new dwelling lot or housing unit will result from the adjustment and the adjustment will not violate any applicable land use ordinance;

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5. a bona fide division of land by deed or other instrument if the deed or other instrument states in writing that the division is in anticipation of future land use approvals on the parcel(s), does not confer any land use approvals, and has not been approved by the land use authority;

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6. a parcel boundary adjustment;

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7. a lot line adjustment;

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8. a road, street, or highway dedication plat;

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9. a deed or easement for a road, street, or highway purpose; or

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B-C. any other division of land authorized by law.

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G-D. Division of land under RPD/MPD provisions where street and/or access to lots are owned and maintained by a private lot owners' association. (ord. 15-004, 4-28-2015)

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SUBDIVISION AMENDMENT: An amendment to a recorded subdivision in accordance with Utah Code Annotated §10-9a-608 et. seq. that vacates all or a portion of the subdivision, alters the outside boundary of the subdivision, changes the number of lots within the subdivision, alters a public right-of-way, a public easement, or public infrastructure within the subdivision, or alters a common area or other common amenity within the subdivision. Subdivision amendment does not include a lot line adjustment, between a single lot and an adjoining lot or parcel, that alters the outside boundary of the subdivision.

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SUBDIVISION APPLICATION: A land use application for the subdivision of land.

SUBDIVISION IMPROVEMENT PLANS: The civil engineering plans associated with required infrastructure improvements and Town controlled utilities required for a subdivision.

SUBDIVISION ORDINANCE REVIEW: The review by the Town to verify that a subdivision application meets the criteria of the Town's ordinances.

SUBDIVISION PLAN REVIEW: A review of the applicant's subdivision improvement plans and other aspects of the subdivision application to verify that the application complies with the Town's ordinances and applicable installation standards and inspection specifications for infrastructure improvements.

TEMPORARY STRUCTURES: A structure built and maintained during construction of a development, activity or special event and then removed prior to release of the performance guarantee; not including entertainment structures (i.e., bouncy houses, carnival rides, tent or canopy less than **two hundred square feet** (200 sq. ft.) in area, etc.) used for less than two (2) calendar days before and two (2) calendar days after the event in any calendar year, unless

modified by a conditional use permit. Structures erected by public and private utilities for not more than ninety (90) calendar days in any calendar year, or emergency response structures erected during the duration of the event. (ord. 15-004, 4-28-2015)

TOWN MANAGER: The Chief Executive Officer of the Town of Brian Head, Utah. (ord. 15- 004, 4-28-2015)

TOWN COUNCIL: The legislative body of Brian Head Town.

TOWN STAFF: The administrative employees of Brian Head Town.

TOWNHOUSE OR TOWNHOME: One of a group of several dwellings with common architectural treatment, having one or more common walls where the owner owns the land under, in front, in back, and perhaps on one side of the residential building.

UNDISTURBED LOT AREA: Land that is left in its native state and is not interrupted for clearing, grading, filling, used for storage of soil or construction materials, or otherwise affected for land use development. It specifically does not preclude removal of dead trees, thinning undergrowth or similar conservation practices, or the creation and maintenance of unpaved trails as part of the town trail system. (ord. 15-004, 4-28-2015)

WATERCOURSE: A running stream of water; a natural stream, including rivers, creeks, irrigation ditches, etc. It may sometimes be dry but must flow in a defined channel.

ZONE DISTRICT: A portion of the territory of the Town established under this title within which certain uniform regulations and requirements or various combinations thereof apply under the provisions of this title. Also includes "zone" and "zoning district". (2010 Code amd. ord. 15-004, 4-28-2015)

ZONING ADMINISTRATOR: The person designated for the administration of zoning in Brian Head Town by the Town Manager. (ord. 08-016, 8-12-2008, amd. 2010 Code)

ZONING MAP: A map, adopted as part of a land use ordinance, that depicts land use zones, overlays, or districts within the Town.

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Title 9 – Land Management Code

Chapter 4

SUBMITTAL REQUIREMENTS

[9-4-1 : SUBMITTAL REQUIREMENTS:](#)

[9-4-2 : SUBMITTAL DESCRIPTIONS:](#)

9-4-1 : SUBMITTAL REQUIREMENTS

A. The following lists put forth the information required to be submitted for each of the various land use permits and approvals required in this title. The Planning and Zoning ~~Administrator~~Department may modify the submittal requirements (requiring additional or fewer submittal requirements) for individual applications as necessary to properly evaluate whether the proposed land use action meets the Standards For Review. One (1) physical and one (1) electronic copy of all required submittals shall be provided to the Planning and Zoning Department by the applicant.

B. Land Use ~~Application Type And Requirements~~Designation:

1. General Plan Amendment
 - a. Approval Authority: Town Council
 - b. Submittal Requirements:
 - i. Application Form & Fees
2. Zone Amendment
 - a. Approval Authority: Town Council
 - b. Submittal Requirements:
 - i. Application Form & Fees
 - ii. Referral Packet
3. Conditional Use Permit
 - a. Approval Authority: Planning Commission
 - b. Submittal Requirements:
 - i. Application Form & Fees
 - ii. Existing Conditions Map
 - iii. Development Report
 - iv. Referral Packet
 - v. Site Plan

4. Horse Boarding Permit
 - a. Approval Authority: Planning and Zoning Department
 - b. Submittal Requirements:
 - i. Application Form & Fees
 - ii. Animal Information for Public Safety

C. Altering Lots/Parcels/Plats

1. Property Boundary Adjustment / Lot Line Adjustment / Boundary Line Agreements
 - a. Approval Authority: Planning and Zoning Administrator ~~Department~~
 - b. Submittal Requirements:
 - i. Application Form & Fees
 - ii. Title Report
 - iii. Surveyors Certificate & Legal Description
2. Minor Plat Amendment Approval and Subdivision by Metes and Bounds
 - a. Approval Authority: Planning Commission
 - b. Submittal Requirements:
 - i. Application Form & Fees
 - ii. Title Report
 - iii. Amended Plat (for Plat Amendment)
 - iv. Survey & Legal Description (for Metes & Bounds Subdivision)
 - v. Existing Conditions Map
 - vi. Development Report
 - vii. Referral Packet (for Plat Amendment)
 - viii. Covenants, Conditions & Restrictions
3. ~~Full~~ Subdivision Approval and Major Plat Amendment
 - a. Approval Authority: ~~Preliminary Plat: Planning Commission~~ Town Council
 - ~~a.b.~~ Approval Authority Final Plat: Planning and Zoning Administrator
 - ~~b.c.~~ Submittal Requirements:
 - i. Schematic (Concept) Plan Review
 - I. Application Form & Fees
 - II. Title Report
 - III. Existing Conditions Map
 - IV. Development Report
 - V. Schematic Subdivision Plat
 - ii. Preliminary Plat Review
 - I. Application Form & Fees
 - II. Preliminary Subdivision Plat
 - III. Referral Packet (Plat Amendments only)
 - IV. Development Agreement
 - V. Soils & Geology Report
 - iii. Final Plat Review
 - I. Application Form & Fees
 - II. Final Subdivision Plat
 - III. Subdivision Improvement Plans
 - ~~IV.~~ Development Agreement
 - ~~V.~~ Covenants, Conditions & Restrictions
 - ~~V.~~ VI. Security Agreement

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4. Residential Planned Development
 - a. Approval Authority: [Planning Commission](#)~~Town Council~~
 - b. Submittal Requirements:
 - i. Application Form & Fees

D. Non-Structure Improvements

1. Grading & Excavating Permit
 - a. Approval Authority: Planning and Zoning Department
 - b. Submittal Requirements:
 - i. Application Form & Fees
 - ii. Written Description of Grading & Excavating Activity
 - iii. Engineered Grading Plans
 - iv. Site Restoration & Landscape Plan
 - v. Soil/Geology Report.
 - vi. Security Agreement (if bond or security is required pursuant to Chapter 13 of this Title)
 - vii. Insurance Information (if work is to be undertaken in the public right of way)
2. Tree Removal Permit
 - a. Approval Authority: Planning and Zoning Department
 - b. Submittal Requirements:
 - i. Application Form & Fees
 - ii. Tree Removal Site Plan
 - iii. Security Agreement
3. Retaining Wall Approval
 - a. Approval Authority: Planning and Zoning Department
 - b. Submittal Requirements:
 - i. See Grading & Excavating Permit requirements
4. Landscape Approval
 - a. Approval Authority: Planning and Zoning Department
 - b. Submittal Requirements:
 - i. Site Restoration & Landscaping Plan
5. Sign Permit
 - a. Approval Authority: Planning and Zoning Department
 - b. Submittal Requirements:
 - i. Application Form & Fees
 - ii. Signage Conceptual Design
 - iii. Construction Documents (if required by International Building Code)

E. New Structure Construction

1. Single Family Residential Building Permit
 - a. Approval Authority: Planning and Zoning Department
 - b. Submittal Requirements:

- i. Application Form & Fees
 - ii. Site Plan
 - iii. Design Elevations
 - iv. Written Description of Grading & Excavating Activity
 - v. Engineered Grading Plans
 - vi. Site Restoration & Landscape Plan
 - vii. Soil/Geology Report
 - viii. Security Agreement (if bond or security is required pursuant to Chapter 13 of this Title)
 - ix. Insurance Information (if work is to be undertaken in the public right of way)
- 2. Building Permits in All Other Zones
 - a. Approval Authority: Planning Commission
 - b. Submittal Requirements:
 - i. Application Form & Fees
 - ii. Site Plan
 - iii. Design Elevations
 - iv. Written Description of Grading & Excavating Activity
 - v. Engineered Grading Plans
 - vi. Site Restoration & Landscape Plan
 - vii. Soil/Geology Report
 - viii. Security Agreement (if bond or security is required pursuant to Chapter 13 of this Title)
 - ix. Insurance Information (if work is to be undertaken in the public right of way)
- 3. Accessory Structure Building Permit
 - a. Approval Authority: Planning & Zoning Department (single-family residential), Planning Commission (all other zones)
 - b. Submittal Requirements:
 - i. Application Form & Fees
 - ii. Engineered Grading Plan (if structure is being placed on a permanent foundation or if the graded area extends beyond the footprint of the structure)
 - iii. Site Plan
 - iv. Design Elevations
 - v. Restoration & Landscape Plan (if graded area extends beyond the footprint of the structure)
- 4. Temporary Structure & Tent Permit
 - a. Approval Authority: Planning & Zoning Department
 - b. Submittal Requirements:
 - i. Application Form & Fees
 - ii. Use & General Description
 - iii. Site Plan
 - iv. Structural Information and Calculations
 - v. Building Permit
 - vi. Special Event Permits (if applicable)
 - vii. Duration

F. Modifying Existing Structures

1. Minor Structure Alteration: Exterior alterations of buildings and premises which do not require a building permit (such as re-siding, painting, replacing roofing, ~~and landscaping~~)
 - a. Approval Authority: Planning and Zoning Department
 - b. Submittal Requirements:
 - i. Application Form & Fees
 - ii. Written Description of Proposed Activity
 - iii. Design Elevations
 - iv. Site Restoration & Landscape Plan
2. Major Structure Alteration
 - a. For additions which expand the footprint or structural, mechanical, electrical, and/or plumbing alterations to a single-family residential building see Single Family Residential Building Permit submittal requirements
 - b. For additions which expand the footprint or structural, mechanical, electrical, and/or plumbing alterations to a structure other than a single-family residential building see submittal requirements for Building Permits in All Other Zones

G. Appeals

1. Variance
 - a. Approval Authority: Appeal Authority
 - b. Submittal Requirements:
 - i. Application Form & Fees
 - ii. Referral Packet
 - iii. Written description showing that the variance request meets all of the conditions justifying a variance stipulated in 9-11-1(C) of this Title and any applicable state statute.
2. Land Use Decision Appeal
 - a. Approval Authority: Appeal Authority
 - b. Submittal Requirements:
 - i. Written Notice of Appeal (must be submitted to Town Clerk within ten (10) days of the action or decision being appealed)

H. Other Permits & Approvals

1. Burn Permit
 - a. Approval Authority: Public Safety
 - b. Submittal Requirements:
 - i. Application form
2. Wireless Telecommunications Approval
 - a. Approval Authority: Planning Commission
 - b. Submittal Requirements:
 - i. Application & Fees

- ii. Master Plan
 - iii. Building Permit
3. Development Agreement (incl: Master Planned Development Agreement)
- a. Approval Authority: Town Council
 - b. Submittal Requirements:
 - i. Application Form & Fees
 - ii. Acknowledgement Letter of Authorization from Owners
 - iii. Narrative Describing Compliance with Applicable Criteria
 - iv. Description of Specific Commitments proposed by the Applicant.
 - v. Draft of Proposed Development Agreement
 - vi. Other Information as Requested by the Town Manager
4. Temporary Concrete Batching / Rock Crushing
- a. Approval Authority: Town Manager or Designee
 - b. Submittal Requirements:
 - i. Application Form & Fees
 - ii. Site Plan
 - iii. Agent authorization
 - iv. List & Quantity of Materials to be Stored.
 - v. List of Equipment
 - vi. Written Explanation of Mitigation for Noise, Dust, Smell, Safety, and other Nuisances
 - vii. Source of Water Location
 - viii. Restroom Facilities
 - ix. Insurance & Bond Information
 - x. Town Indemnification Agreement
 - xi. Storm Drain & Erosion Control Plan
 - xii. Site Restoration Plan
 - xiii. Other Information as Requested by the Town Manager

Ord. 22-010, 9-27-22

9-4-2: SUBMITTAL DESCRIPTIONS:

A. Application Form And Fees:

1. The application form and associated instructions for each specific action may be obtained from the Planning and Zoning Department. (ord. 15-004, 4-28-2015, amd ord. 22-010 9-27-22)
2. Each application ~~shall~~must be accompanied by the applicable fee payment as outlined in the Town's consolidated fee schedule. A fee schedule for each land use permit, license, or approval will be determined by Town Council resolution and may be obtained from the Planning and Zoning Department. (amd. ord. 15-004, 4-28-2015, amd. ord. 22-010, 9-27-22)

3. Each application must be submitted to the Planning and Zoning Department by one o'clock (1:00) P.M., two (2) weeks (14 days) prior to the meeting of the Appeal Authority, Planning Commission or Town Council at which action is requested. Whenever notice to adjoining property owners or the public is required (as set forth in 9-1-8 of this title) applications shall be submitted by one o'clock (1:00) P.M. three (3) weeks (21) days prior to the meeting at which the action will be reviewed. (ord. 08-016, 8-12-2008; amd. ord. 22-010, 9-27-22).
4. The Planning and Zoning Department will review the application packet prior to the meeting and determine if all information is complete and accurate. If the application is incomplete, the Planning and Zoning Department shall inform the applicant of the deficiencies and shall determine if the application shall be removed from the meeting agenda or forwarded to the Recommending Body or Land Use Authority~~approval body~~ with an explanation of the deficiencies. Items removed from the meeting agenda shall remain tabled until all required information is submitted by the applicant.
5. The Planning and Zoning Department may modify the application form and associated instructions as needed to clarify the approval process as long as it does not violate the provisions of this title.

B. Covenants, Conditions And Restrictions: Covenants, conditions and restrictions (CC&Rs) shall be required for all subdivisions where common elements are shared by two (2) or more owners of the subdivision. CC&Rs shall include by reference the landscaping requirements outlined in this title and the minimum design guidelines and standards as adopted by the Town Council by ordinance in addition to other conditions or restrictions as determined by the applicant~~Subdivider~~. (amd. ord. 22-010, 9-27-22).

C. Design Elevations: The applicant will provide clear and precise plans which display the applicant's name, property address, phone number as well as the preparer's company name, address, and phone number. A~~and a~~ north arrow, scale, in addition to the following information shall be illustrated on the plans:-

1. Illustrations of exterior structure designs;
2. Building heights and roof pitches;
3. Architectural styling details: (including type and color of exterior material(s) to be used)
a. Please include samples or pictures of proposed exterior materials, including roofing materials, shall be provided, including types and colors;
a-b. A manufacturer's Light Reflective Value (LRV) for metal roofs shall be provided;
4. Roof material, color, and pitch
a-c. Must provide manufacturer's Light Reflective Value (LRV) for metal roof
5-c. Height of any exposed foundations; and
a-d. Type of windows;
b-e. Type and style of exterior lighting (ord. 22-010, 9-27-22)

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D. **Development Agreement:** When applicable, the applicant shall provide a document signed by the applicant prior to approval of final plat or building permit that memorializes the obligations, commitments and representations made by the proponent in review meetings, as well as any conditions of approval. All minutes of public review sessions are incorporated into the development agreement by reference. (amd. ord. 22-010, 9-27-22)

E. **Development Report; Statement Of Interest:** A development report shall be provided by the applicant that includes:

1. An explanation of the purpose of the proposed action and proposed land use, including building descriptions, variations in building setbacks, parking, height, or other requirements that are being sought.
2. A development schedule indicating the approximate date of the development or stages of the development with expected completion dates.
3. Assessment of the availability and capacity of public infrastructure (utilities, roads) to serve the proposed use.
4. Any special agreements, conveyances, restrictions, or covenants, (CC&R) which will govern the use, maintenance, and continued protection of the development and any of its common areas.

(amd. ord. 22-010, 9-27-22)

F. **Engineered Grading Plans:** The applicant will provide professionally designed and stamped plans by a licensed professional qualified to perform such work in the state of Utah that illustrating the following: –

1. Existing conditions of the site, including:
 - a. Existing-tTopography and vegetation;
 - b. Previously disturbed areas;
 - c. Areas showing signs of or which have a history of landslide or erosion.
2. Proposed areas of disturbance;
3. Existing and proposed surface drainage flow patterns;
4. Location of existing and proposed utilities;
5. Proposed cuts with slope measurements and heights.

6. Proposed retaining walls with heights and lengths:-
 - a. Plans shall clearly show any tiering of walls with heights of each tier; and
 - b. Notes describing materials to be used for retaining walls;

7. Proposed storm drainage infrastructure. (ord. 22-010, 9-27-22)

7-8. The engineered grading plans will display the applicant's name, property address, phone number as well as the preparer's company name, address, and phone number. A north arrow, and scale shall also be included.

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G. Existing Conditions Map: The applicant will provide a map which displays the applicant's name, property address, phone number as well as the preparer's company name, address, and phone number. A and a north arrow, scale, in addition to the following information shall be provided:

1. Site boundaries with dimensions;
2. Protection area boundaries (wetlands, spring/well protection, flood plains, etc.);
3. Existing topography, with slopes over ten percent (10%), twenty five percent (25%) and forty percent (40%) identified:-
4. Existing vegetation, trees, or groupings of trees;
5. Existing roads and rights-of-way, including names, grades, and travel lane widths:-
6. Existing utilities by type, including location and dimension of easement(s);-
7. Existing emergency access, fire lanes and fire hydrants;
8. Footprint of existing structures with their uses indicated:- and
9. Existing drainage systems (natural or

improved); (ord. 22-010, 9-27-22)

H. Final Subdivision Plat or Final Amended Subdivision Plat: The applicant will provide a ~~schematic plat map~~ which displays the applicant's name, property address, phone number as well as the preparer's company name, address, and phone number. A and a north arrow, scale, in addition to the following information shall be provided:

1. Site boundaries with dimensions;
2. Protection area boundaries (i.e., wetlands, spring/well protection, flood plains, etc.);
3. Proposed topography, with slopes over ten percent (10%), twenty five percent (25%) and forty percent (40%) identified:-

4. Proposed roads and rights-of-way, including names, grades, and travel lane widths~~:-~~
5. Proposed utilities by type, including location and dimension of easement~~(s)~~:-
6. Proposed cut/fill~~s~~:
7. Proposed drain~~age~~ing system including location and dimensions of easement~~(s)~~.
8. Proposed emergency access, fire lanes, and hydrants~~:-~~
9. Typical cross-sections of roads, curbs, gutters, and sidewalks~~:-~~
10. Layout of lots with lot sizes, setbacks, buildable areas, and lot numbers shown with phases identified~~:-~~
11. ~~Subdivision improvement~~~~Final construction~~ plans and elevations with general dimensions~~:-~~
12. Designation of snow storage areas~~:-~~
13. Final plat data to include:
 - a. 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~~:-~~
 - b. Design data, assumptions, and computation in accordance with sound engineering practice, along with a plan, section and profile sheets for all public improvements~~:-~~
 - c. Details of exterior masonry or concrete walls, to demonstrate compliance with design standards, including elevations, and material samples showing textures and color~~:-~~
 - d. The words "Street", "Avenue", "Road", "Drive", "Court", or other designation of any street shall be spelled out in full on the plat and shall be subject to approval by the ~~L~~and ~~U~~se ~~A~~uthority.

14. Waterway or floodplain setbacks
(ord. 22-010, 9-27-22)

- I. **Insurance Information:** For any work undertaken by a private contractor in a Town right-of-way or ~~involving~~ connection to the Town~~'s~~ sewer or water systems~~s~~, a copy of the contractor's insurance policy showing the following will be provided.

1. \$1,000,000 minimum coverage~~:-~~ ~~and~~
 2. Brian Head Town named as additional insured.
- (ord. 22-010, 9-27-22)

- J. **Preliminary Subdivision Plat:** The applicant will provide a schematic plat ~~map~~-which displays the applicant's name, property address, phone number as well as the

preparer's company name, address, and phone number. ~~Aand-a~~ north arrow, scale, in addition to the following information shall be included:

1. Site boundaries with dimensions;
2. Protection area boundaries (i.e., wetlands, spring/well protection, flood plains, etc.);
3. Existing and proposed topography, with slopes over ten percent (10%), twenty five percent (25%) and forty percent (40%) identified;
4. Existing and proposed roads and rights-of-way, including names, grades, and travel lane widths;
5. Existing and proposed utilities by type, including location and dimensions s of easement(s);
6. Proposed cut/fills;
7. Proposed drainageing system(s) including location and dimensions of easements;
8. Proposed emergency access, fire lanes, and hydrants;
9. Typical cross-sections of roads, curbs, gutters, and sidewalks
10. Layout of lots with lot sizes, setbacks, buildable areas, and lot numbers shown with phases identified;
11. Preliminary construction plans and elevations with general dimensions
12. Designation of snow storage areas; and
13. Waterway or floodplain setbacks.
(ord. 22-010, 9-27-22)

K. **Referral Packet:** A packet containing mailing labels addressed to and a map identifying the owners, (~~including~~ condominium owners), of abutting properties located partly or entirely within three hundred feet (300') of any boundary of the property subject to the application. Mailing labels will be prepared using current mailing addresses available at the County Recorder's office. (amd. ord. 22-010, 9-27-22).

L. **Schematic (Concept) Subdivision Plat:** The applicant will provide a schematic (concept) plat ~~map~~ which displays the applicant's name, property address, phone number as well as the preparer's company name, address, and phone number. ~~Aand-a~~ north arrow, scale, in addition to the following information shall be provided:

1. Site boundaries with dimensions;

2. Protection area boundaries (i.e., wetlands, spring/well protection, flood plains, etc.);
3. Existing roads and rights-of-way, including names, grades, and travel lane widths;
4. Simplified layout of proposed lots or units with approximate dimensions;
5. Approximate location and dimensions of proposed utility easements (with type indicated) and proposed roads or rights-of-way; and
6. Approximate location of~~indicate~~ primary ~~access~~ and secondary emergency access and fire lanes.

M. **Security Agreement:** As required under [Chapter 13](#) of this title, the applicant shall enter into a security agreement that memorializes the terms and type of security (such as a bond, letter of credit or escrow account) to guarantee the timely completion of site improvements that are the obligation of the applicant. (amd. ord. 22-010, 9-27-22)

N. **Signage Conceptual Design:** The applicant will provide a plan illustrating the following:

1. Location, type, and purpose of each proposed sign;
2. Dimensions, materials, and colors of each proposed sign;
3. Proposed lighting for the sign;
4. Distance from property lines to proposed signs; and
5. ~~If indicate whether~~ the sign is to be permanent or temporary in nature, and if temporary, indicate the dates the signage will be employed.
(ord. 22-010, 9-27-22)

O. **Site Plan:** The applicant will provide clear and precise site plan(s) which display the applicant's name, property address, phone number as well as the preparer's company name, address, and phone number. ~~And a~~ north arrow, scale, in addition to the following information shall be provided:

1. Lot boundaries with dimensions and lot size;
2. Adjacent roads, including names and rights-of-way;
3. Existing vegetation, trees, or grouping of trees;
4. Existing utilities and proposed utilities;

5. Existing drainage and proposed drainage~~:-~~
6. Footprint of existing structures, with their uses indicated~~;~~
7. Footprint and square footage of proposed structures, with their proposed uses indicated~~;~~
8. Setbacks~~;~~
9. Percentage of building footprint coverage~~;~~
10. Percentage of lot which will be undisturbed~~;~~
11. Designation of snow storage areas~~;~~
12. Driveway width and slope~~;~~ and
13. Number of parking spaces~~;~~
(ord. 22-010, 9-27-22)

- P. **Site Restoration and Landscaping Plan:** The applicant will provide a plan site restoration and landscaping plan illustrating the following:
1. All disturbed, undisturbed, and landscaped areas~~:-~~
 2. Locations of walls, walkways, patios, fences, trees, and other vegetation including:
 - a. Descriptions of materials proposed to be used~~:- and~~
 - 3-b. Specification of species, variety, number and size of trees and shrubs~~;~~
 - 4-3. Description of restoration measures for remaining disturbed areas, including xeriscape and reseeded~~;~~
- (ord. 22-010, 9-27-22)

- Q. **Soil/Geology Report:** The applicant shall provide:
1. A report of subsurface investigation based upon adequate test borings, excavations and geologic evaluations prepared by a geological/engineering firm specializing in soil mechanics and registered to perform such work by the state. Excavations and/or borings shall be located on the proposed building pad. Reduced cost shall not be justification for more distant convenient locations. (amd ord. 22-010, 9-27-22)
 2. Additional soil/geologic investigations~~s~~ may be required if the report indicates the presence of conditions that, if not corrected or adequately addressed through design, ~~and~~ could lead to structural damage or premature deterioration of the building or damage to surrounding improvements, whether public or private, or damage to surrounding

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lots. Such conditions may include, but not be limited to: (amd. ord. 15-004, 4-28- 2015)

- a. Expansive soils;
- b. High water table;
- c. Soluble mineral veins;
- d. Slope instability;
- e. Buried slides;
- f. Buried stream channels;~~:-or:-~~
- g. Fault zones;~~:- or~~
- h. Sand.

3. The investigation shall include visual appraisal of adjacent lots for surface geologic/topographic conditions which could threaten the proposed building site.

4. The Soil/geologic report shall also:

- a. Recommend corrective action or building design specifications intended to prevent potential dangers found in the investigation.
- b. State whether the site is buildable or unbuildable because of any potentially threatening conditions which are not economically or technically correctable or avoidable by currently known building practices and codes. (~~e.g., One such example would be the~~ existence of an active or inactive deeply buried landslide, etc.).

R. Surveyors Certificate & Legal Description:

1. A Surveyor's Certificate is prepared by a registered surveyor licensed to perform such work in the State and should be in a form substantially similar to the following:
a. SURVEYOR'S CERTIFICATE

I, [NAME OF PROFESSIONAL LAND SURVEYOR], do hereby certify that I am a Professional Land Surveyor, and that I hold License No. [INSERT LICENSE NUMBER], in accordance with Title 58, Chapter 22, of the Professional Engineers and Land Surveyors Act. I further certify that by authority of the owners I have completed a survey of the property described on this subdivision plat in accordance with Section 17-23-17, have verified all measurements, and have subdivided said tract of land into lots and streets, together with easements, hereafter to be known as [INSERT NAME OF SUBDIVISION, INCLUDING PHASE NUMBER IF APPLICABLE] and that the same has been correctly surveyed and monumented on the ground as shown on this plat.

- R.2. Legal descriptions prepared by the registered surveyor shall depicting the locations and dimensions of improvements, structures and bBuildings on the lLands including encroachments., registered charges, dimension of the improvements, structures and bBuildings, encroachments on the lLands, and other property information typical of survey

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certificates. (ord. 22-010, 9-27-22)

- S. **Title Report:** A title report must be prepared by a title company or other entity bonded to ensure the accuracy of the title information for all associated parcels or lots within the proposed subdivision boundary. Title reports must be dated no more than thirty (30) days prior to its submission to the Town and shall indicate all easements, restrictions, covenants and reservations of record. amd. ord. 15-004, 4-28-2015, amd. ord. 22- 010, 9-27-22)
- T. **Tree Removal Site Plan:** The application will provide a site plan illustrating the following:
1. Specific location of all trees to be removed.
 2. Plan for tree removal and disposal from property. (ord. 22-010, 9-27-22)
- U. **Written Description of the Proposed Grading Activity:** The applicant will provide a clear written description of the following:
1. The grading, excavating, trenching, and clearing being proposed.
 2. Timeframe in which the work will be completed.
 3. Equipment which will be used to conduct the operation.
 4. Quantities to be removed from or brought to the site.
 5. Plan for storage and disposal of materials.
 6. Measures the applicant will take to mitigate erosion, noise, dust, smell, safety concerns and other potential nuisances during construction.
- (ord. 22-010, 9-27-22)
- V. **Written Notice of Appeal:** See 9-3-2(G) of this title for description.
(ord. 22-020, 9-27-22)

Title 9 – Land Management Code

Chapter 9 SUBDIVISIONS

Commented [1]: General Kickoff Meeting Notes:

- 1 Similar Process For All Subdivision Types?
- Further investigate "sensitive lands".
- 25% Steep Slope, no more than 40%.
- Retaining walls are a big deal with PC/Subdivision approvals- need written requirements to make them a less big deal that includes provisions for dressing up the wall to break down large wall sizes.

9-9-1 : PURPOSE:

9-9-2 : SUBDIVISION REVIEW CYCLES:

9-9-29-9-3 : SUBDIVISION PROCESS:

9-9-39-9-4 : PLAT AMENDMENTS:

9-9-49-9-5 : SUBDIVISION BY METES AND BOUNDS:

9-9-59-9-6 : CONVERTIBLE OR EXPANDABLE AREA FOR CONDOMINIUMS:

9-9-69-9-7 : WATER RIGHTS ACQUISITION AND CONDITIONS:

9-9-79-9-8 : INCENTIVIZED INCLUSIONARY HOUSING:

9-9-1: PURPOSE:

It is the Town's intent to promote the orderly growth and development of the Town subdivisions and to ensure that all subdivisions within meet local and state codes, and to ensure that the growth conforms to the Town's General Plan, this title and associated design standards. (2010 Code, amd. ord. 21-005, 05-11-2021)

9-9-2: SUBDIVISION REVIEW CYCLES:

- For each complete subdivision application, the Town shall review the submitted plat, plans, and other application materials through the review cycle established by this section and Utah Code Annotated §10-9a-604.2 et. seq. to ensure compliance with all requirements of this title, and all other governing laws including, but not limited to, land use regulations, applicable land use decisions, ordinances and standards.
- A review cycle shall begin with the Town's receipt of either a complete application for a new subdivision or a complete review response submitted as part of a prior review cycle.
- The Town may issue review comments with each review cycle to correct any deficiencies on the submitted plat, subdivision improvement plans, and related information, documents, and materials.
- The Town shall complete its review and shall issue review comments within the following timeframes:
 - Residential Single Family, Two-Family, or Townhome Subdivision Applications:
 - Final Plat; Subdivision Improvement Plan Review:
 - Except for properties containing sensitive lands, the Town shall have forty (40) business days after the receipt of a complete application to complete the initial subdivision improvement plan review and issue review comments to the applicant.
 - The Town shall not require more than four (4) subdivision improvement

plan cycles.

3. The Town may require additional information relating to an applicant's plans to ensure compliance with Town ordinances and approved standards and specifications for construction of public improvements, and/or modifications to plans that do not meet current ordinances, applicable standards or specifications, or which contain incomplete information. The Town's request for additional information or modification to plans shall be specific and shall include citations to ordinances, standards, or specifications that require the modifications to the proposed subdivision improvement plans, which shall be logged in an index of requested modifications or additions.
4. In addition to revised subdivision improvement plans, an applicant shall provide a written explanation in response to the Town's review comments, identifying and explaining the applicant's revisions including any reasons for declining to make revisions, if any. The applicant's written explanation shall be comprehensive and specific, including citations to applicable standards and ordinances for the design, and an index of requested revisions or additions for each required correction. If an applicant fails to address a review comment in their response, the review cycle shall not be considered complete and a subsequent review cycle may not begin until all comments are addressed.
5. If an applicant makes a material change to a subdivision improvement plan the Town shall have the discretion to restart the review process at the first review of the subdivision improvement plan review, but only with respect to the portion of the subdivision improvement plan that the material change substantially affects. Unless a change or correction is necessitated by the applicant's adjustment to a subdivision improvement plan or an update to a phasing plan that adjusts the infrastructure needed for the specific development, a change or correction not addressed or referenced in the Town's subdivision improvement plan review is waived, unless a modification or correction is necessary to protect the public health and safety or to enforce state or federal law.
6. If an applicant does not submit a revised subdivision improvement plan within forty (40) business days after the Town requires a modification or correction to the subdivision improvement plan, the Town shall have an additional twenty (20) business days to respond to a revised subdivision improvement plan.
7. After the applicant has responded to the final review cycle and the applicant has complied with each modification requested in the Town's previous review cycle, the Town may not require additional revisions if the applicant has not materially changed the subdivision improvement plan, other than changes that were in response to requested modifications or corrections.
8. If, on the fourth or final review, the Town fails to respond within twenty (20) business days, the Town shall, upon the request of the applicant, and within ten (10) business days after the day on which the request is received, assemble an appeal panel in accordance with Utah Code Annotated §10-9a-508(5)(d) et. seq. to review and approve or deny the final revised set of subdivision improvement plans.

ii. Final Plat; Subdivision Ordinance Review:

1. Except for properties containing sensitive lands, the Town shall have thirty (30) business days after the receipt of a complete subdivision application to complete the initial subdivision ordinance review and issue review comments to the applicant.

2. If, on the final review, the Town fails to respond within twenty (20) business days, the Town shall, upon request of the applicant, and within ten (10) business days after the day on which the request is received, advise the applicant in writing, of the deficiency in the application and of the right to appeal in the determination to the Town's Appeal Authority.

b. All Other Plats And Subdivision Improvement Plans:

i. For all other plats and subdivision improvement plans, the Town shall have a reasonable timeframe to complete its review and to issue review comments.

9-9-3: SUBDIVISION PROCESS:

Subdivision of land ~~shall~~**must** comply with the provisions of this chapter and Utah Code Annotated §10-9a-601 et. seq. Until a final plat is recorded according to these provisions, the following may not occur: lots transferred; sold or offered for sale; contracted for sale; deeded or conveyed; building permit issued on said lots; terrain altered; any vegetation removed from the proposed subdivision site; or engaging in any site development. The steps of the subdivision process are as follows: (amd. ord. 21-005, 05-11-2021)

A. Pre-application Conference: Prior to submission of formal materials for a proposed subdivision, an ~~applicant~~**applicant/subdivider** shall participate in a pre-application conference with the Planning and ~~Building/Zoning~~ Department. (Note that this conference is not mandatory for applications for subdivision applications for single-family, two-family, or townhouse developments). This will provide the ~~applicant~~**applicant/subdivider** an opportunity to consult with and receive assistance from the Town regarding the regulations and design requirements applicable to the subdivision ~~or~~ of the property prior to a significant investment in technical/engineering and legal work. (amd. ord. 21-005, 05-11-2021)

A-1. Single Family, Two Family, Townhome Exception: If the proposed subdivision application is for a residential single family, two-family, or townhome development, an applicant shall not be required to attend a pre-application conference. However, an applicant may request a pre-application conference/concept/schematic (concept) plan review to be conducted by the Town pursuant to Utah Code Annotated §10-9a-604.1 et. seq. The applicant's request shall be submitted to the Planning and Building Department along with any applicable applications or materials that are ordinarily required by this code including any applicable fees as outlined in the Town's consolidated fee schedule.

B. ~~Concept/Schematic (Concept)~~ Plan Review:

1. **Purpose:** The ~~concept/schematic (concept)~~ plan is intended to be an informal and abbreviated submittal, to allow the applicant and ~~Town Staff/the review boards~~ to determine the basic feasibility of the proposal before ~~the applicant's~~ incurring ~~the~~ of time and expenses of a formal ~~subdivision~~ application ~~for the~~ (i.e., preliminary and final plats). ~~Town staff and Planning Commission~~ **R**ecommendations, suggestions and interpretations ~~supplied to the applicant~~ during the ~~concept plan/schematic plan~~ review are advisory and shall not be considered binding on the Town.

2. Review Process:

a. **Submittal Requirements:** See ~~chapter 4 of this title for the information to be included in on or with the concept plan/schematic plan.~~

b. After determining a complete application has been received, ~~t~~The Planning and

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~~Zoning~~Building Department shall distribute copies of the submitted application to ~~and other necessary Town Departments~~staff and may include affected entities who may contribute comments or suggestions on the proposed subdivision which are deemed to be in the best interest of the public. Town Staff shall review the documents submitted ~~for schematic plan review~~to determine if they ~~are complete as required in chapter 4 of this title and~~meet the standards for review outlined in this section~~for Schematic Plan Renew~~. The application and staff comments are then forwarded to the Planning Commission ~~if requested by the applicant~~.

- c. Optional Planning Commission Review: Within a reasonable time after the Planning and Zoning Department review, the ~~concept plan~~schematic plan ~~may~~shall be presented to the Planning Commission at a regular meeting. During this review, the Planning Commission ~~may~~shall provide additional comments and input as they pertain to this title to assist the applicant in preparing the preliminary plat application.

3. **Standards For Review:** The applicant shall demonstrate that:

- a. The proposed subdivision conforms to the Town's General Plan ~~and other applicable master plans adopted by the Town;~~ this title including the Design Standards found in chapter 12 zoning regulations; Public Works Standards, ~~Design Standards chapter 12~~ and other relevant sections of the ~~Town's Code~~is title.

- b. Appropriate Use: The proposed uses for the property are appropriate to the zone district and the layout/design is responsive to the constraints of topography, soil types, geologic hazards, watercourses and floodplains, ~~and visual impacts, and preservation of views.~~

- c. Public Services: Adequate public services are available to meet the needs of the proposed subdivision, including roads, water, sewer, storm water, gas, electric, telecommunications, trails, transit, snow storage areas, police and fire protection, ~~and recreation. If adequate services do not exist at the time of application, provision must be made for expansion of services concurrent to the subdivision development at the expense of the applicant.~~

- ~~b-i.~~ Water: The proposed water source supplying the subdivision is connected to the Town's water distribution system and has adequate supply, capacity, and method of distribution ~~within the subdivision~~. (2010 Code, amd. ord. 15-004, 4-28-2015)

- ~~c-ii.~~ Sewer: The proposed sewage system servicing the subdivision is connected to the Town's sewer system and will be designed to meet ~~the standards and regulations set forth by the Town and State and Town standards and regulations~~. (2010 Code, amd. ord. 15-004, 4-8-2015)

- ~~d-iii.~~ Fire Protection: The proposed method for fire protection complies with this title and other regulations as applicable.

- ~~e.~~ Appropriate Use: The proposed uses for the property are appropriate to the zone district and the layout/design is responsive to the constraints of topography, soil types, geologic hazards, watercourses and floodplains, ~~visual impacts, and preservation of views.~~

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~~f.d. **Public Services:** Adequate public services are available to meet the needs of the proposed subdivision, including roads, water, sewer, storm water, gas, electric, telecommunications, trails, transit, snow storage areas, police and fire protection, and recreation. If adequate services do not exist at the time of application, provision must be made for expansion of services concurrent to the subdivision development at the expense of the subdivider.~~

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4. **Vested Rights:** Submission of a ~~conceptschematic (concept)~~ plan does not constitute the beginning of any vested rights for the applicant. Vested rights shall accrue only upon the filing of a complete preliminary plat application with all required information and fees. However, if there is a compelling, countervailing public interest or the Town has initiated proceedings to amend this title or other applicable ordinances at the time of the preliminary plat application, then there shall be no vesting as it pertains to the compelling, countervailing public interest or pending ordinance change. (amd. Ord. 21-005, 05-11,2021)

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~~5. The Planning and Zoning Administrator shall notify the applicant in writing of review findings, including any questionable design or engineering feasibility issues, inadequacy of submittals, noncompliance with local regulations, and/or the need for other information which may assist the Town during subsequent evaluations. Review findings shall not constitute an approval or disapproval of the proposed subdivision, but rather shall operate in such a manner as to give the applicant guidance as to the requirements and constraints for the applicant's proposed subdivision.~~

~~6. Once ~~conceptschematic (concept)~~ plan recommendations have been received from the Town the applicant may apply for preliminary plat approval consistent with the ~~conceptschematic (concept)~~ plan.~~

~~5-7. If the applicant does not proceed with the preliminary plat review application within six (6) months of completing the ~~conceptschematic (concept)~~ plan review, the applicant shall resubmit the proposed ~~conceptschematic (concept)~~ plan and the Planning and Zoning Administrator shall determine whether the ~~conceptschematic (concept)~~ plan review process shall be repeated. One (1) extension not to exceed six (6) months may be granted by the Planning and Zoning Administrator if the Town's ordinances regulating subdivisions have not changed, and if the applicant requests the extension in writing prior to the expiration of the initial approval. (ord. 21-005, 05-11- 2021)~~

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Commented [5]: POLICY DISCUSSION: Refinements in 2024 to changes made in 10-9a-604.2 in 2023 clarified the following:

For residential single family, two family and townhome subdivision applications, not including those with identified geological hazard areas, the Town may not require subdivision improvement plans to be submitted with both prelim and final plats.

We've recommended the PC focus not be on the subdivision improvement plan during preliminary plat and are instead recommending that Staff take care of that during final plat.

It is up to the Town however to decide on if subdivision improvement plan review should stake place at prelim or final.

Note: There is specific language that has been added to 10-9a-604.2 that reiterates the Town may not, outside of the review cycle, engage in a substantive review of required infrastructure improvements or Town controlled utilities.

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C. **Preliminary Plat:**

1. **Purpose:** The purpose of the preliminary plat is to review ~~and resolve most of the technical details of in greater detail~~ the proposed subdivision's design in order to minimize changes and revisions which might otherwise be necessary on the final plat ~~and associated subdivision improvement plans~~. 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.

2. **Standards For Review:** The applicant shall demonstrate that:

~~2:~~

- a. **Compliance with ~~ConceptSchematic (Concept)~~ Plan:** The proposal does not significantly deviate from the ~~conceptschematic (concept)~~ plan insofar that the ~~conceptschematic (concept)~~ plan was consistent with local ordinances and state

statutes.

b. The proposed subdivision conforms to the Town's General Plan and other applicable master plans adopted by the Town; this title including the Design Standards found in chapter 12; Public Works Standards; and other relevant sections of the Town's Code.

c. Appropriate Use: The proposed uses for the property are appropriate to the zone district and the layout/design is responsive to the constraints of topography, soil types, geologic hazards, watercourses and floodplains, and visual impacts, and preservation of views.

d. Public Services: Adequate public services are available to meet the needs of the proposed subdivision, including roads, water, sewer, storm water, gas, electric, telecommunications, transit, snow storage areas, police and fire protection, and recreation. If adequate services do not exist at the time of application, provisions or plans for expansion of services concurrent to the subdivision development.

~~b-i.~~ **Water:** The proposed water sourcedistribution system supplying the subdivision -iswill be connected to the Town's water distribution system and has adequate supply, capacity, and the method of distribution will be designed to meetthe requirements of the Town; (2010 Code, amd. ord. 15-004, 4-28-2015)

~~ii.~~ **Sewer:** Provision has been made for a public sewer collection system and is connected to the Town's sewer system and meets Town requirements. (2010 Code, amd. ord.15-004, 4-28-2015)

~~e-e.~~ **Fire Protection:** The proposed method for fire protection complies with this title and other regulations as applicable.

~~d-f.~~ **Public Services:** Preliminary engineering plans provide evidence that public services (roads, trails, transit, storm water, snow storage, fire, police, gas, electricity, telecommunications, and recreation) meet the requirements of this title and applicable codes.

3. **Review Process:**

a. **Application:** After completing the conceptschematic (concept) plan review required in this title, the subdivider shall file an application for preliminary plat approval. See Chapter 4 of this title for the information required to be included on or with the preliminary plat.

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The applicant shall provide the Town with sufficient information so that it can provide notice by transmittal letter to such affected entities (i.e., public agencies and utilities) as deemed appropriate by the Planning and Zoning Administrator or designee. In the transmittal letter, the Town shall request that each of the affected entities, as set forth in Utah Code Annotated §10-9a-103(3), as amended, forward a report of its findings and recommendations to the Planning and Zoning Department ~~and Planning Commission~~ a minimum of three (3) business days prior ~~by~~ to the date of the public hearing set for the preliminary plat approval for the review and consideration of the Land Use Authority. The developer shall pay for all costs incurred.

Commented [6]: POLICY DISCUSSION: Recommend revising to 3 business days prior or more if possible, in order to comply with applicant notice requirements found in §10-9a.

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b. Town Staff Review:

- i. Within a reasonable amount of time, the Planning and Zoning Administrator and/or other relevant Town Staff shall review the preliminary plat application for general compliance with these regulations: including the Town's Public Works Standards, Design Standards and other ordinances, when applicable ordinances. If the preliminary plat is not complete or not in general compliance, the Planning and Zoning Administrator shall notify the subdivider in writing and specify the respects in which it is deficient. When the submission is complete the Planning and Zoning Administrator, or designee, shall forward the preliminary plat to the Land Use Authority ~~Planning Commission~~.
- ii. The Public Works Department and Town Engineer shall review submittals, plans and plats as to engineering requirements for street widths, grades, alignments, snow removal and storage, surface water flow and flood control, and for consistency of the proposed public improvements with this title and other applicable ordinances. (2010 Code, amd. ord. 15-004, 4-28-2015)

- c. Land Use Authority ~~Planning Commission~~ **Review:** ~~When the filing of a preliminary plat of a subdivision and any other information required is deemed complete and accurate by the Planning and Zoning Department, the Planning Commission shall hold a public hearing consistent with UCA §10-9a-602 as amended, to review and recommend thereon. If the Planning Commission finds that the proposed preliminary plat complies with the Standards for Review, as well as, all other requirements of this title, it shall forward to the Town Council a recommendation to approve, or approve with conditions, the preliminary plat. If the Planning Commission finds that the proposed plat does not meet the requirements of this title or other applicable ordinances, it shall recommend to deny of such preliminary plat.~~

Commented [7]: NOTE: Outdated reference, and requirement for public hearing is no longer required for preliminary plat approval by the state.

- d. ~~Town Council Review: Upon receipt of a recommendation from the Planning Commission, the Town Council shall meet to approve as recommended, approve as modified by the Town Council, or deny the proposed preliminary plat.~~

4. **Effect Of Approval Of Preliminary Plat:** Approval of the preliminary plat shall in no way relieve the applicant of responsibility to comply with all ordinances, all issues identified during the ~~schematic plan~~ review by the Town (unless formally waived by the

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Land Use Authority~~Town Council~~), and to provide all improvements and easements necessary to meet Town standards and specifications.

5. **Expiration Of Preliminary Plat Approval:** Application for final plat approval shall be made within twelve (12) months after approval or conditional approval of the preliminary plat by the Land Use Authority~~Town Council~~. This time period may be extended for no more than one (1) an additional six (6) months period of time by the Planning and Zoning Administrator~~Town Manager~~ for good cause shown if the subdivider petitions for an extension prior to the end of the original six (6) month period. Only one (1) extension may be granted. Failure to submit the application for final plat within the allotted time period shall cause the previous approvals to be null and void. Fees previously paid by the applicant shall not be refunded. (ord. 08-016, 8-12- 2008, amd. ord. 21-005, 05-11-2021)

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D. **Final Plat:**

1. **Purpose:** The purpose of the final plat review is to obtain formal Land Use A~~uthority~~ approval of the detailed engineering and legal requirements of the final plat prior to recording the subdivision plat pursuant to UCA §10-9a-604(b)(i) as amended. The final plat and all information and procedures relating thereto shall be in compliance with the provisions of this title. The final plat and subdivision improvement plans submitted shall conform in all respects to those regulations and requirements specified during the schematic plan and preliminary plat review~~procedures~~. (2010 Code, amd. ord. 21-005, 05-11-2021)
2. **Standards For Review:** The applicant shall:
 - a. Comply with all conditions of schematic and preliminary plat approval.
 - b. Include acceptable subdivision improvement plans~~final engineering plans~~ for the water distribution system, final agreements from the water provider, and provisions for perpetual maintenance for the water system.
 - c. Meet all planning, engineering, and surveying requirements of the Town for maps, data, surveys, analyses, studies, reports, plans, designs, documents, wetlands designations, and other supporting materials.
 - d. Provide evidence to show that there is no encumbrance, lien or conveyance restricting the intended use of the lot.
 - e. Provide evidence from the County Treasurer that all ad valorem taxes applicable to the property have been paid.
 - f. Include all dedications for streets, roadways, easements, trails and/or rights of way, as necessary.
 - g. Provide signature blocks on the plat signed by a representative of public utilities which identify their approval.
3. **Review Process:**
 - a. **Application:** The applicant~~subdivider~~ shall file an application for final plat approval

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with the Planning and Zoning Department in such form and quantities as prescribed by [Chapter 4](#) of this title. (amd. ord. 21-005, 05-11-2021)

b. Planning and Zoning Department Review: The Planning and Zoning Administrator shall ensure that the final plat and associated documents have been checked by the applicable Town ~~De~~departments (Public Works, Public Safety), Town Engineer and Town Attorney for completeness and general compliance with this title and for incorporation of any changes required during the preliminary plat procedure, and that other applicable approval agencies have granted approval. Such reviews shall be conducted consistent with section 9-9-2 of this chapter.

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~~b.~~ If the submission is not complete, not in general compliance with, or does not incorporate conditions of previous approvals, the Planning and Zoning Administrator shall notify the applicant in writing and specify the respects in which it is deficient. ~~When the submission is complete, in general compliance with applicable ordinances, and incorporates all prior conditions of approval the Planning and Zoning Administrator shall forward the final plat to the Planning Commission for review. (amd. ord. 21-005, 05-2021)~~

~~c. Planning Commission Review: Upon receipt of the final plat, the Planning Commission shall examine the plat to determine whether the plat conforms to the Standards for Review and shall forward its recommendation onto the Town Council for final approval or denial. (2010 Code, amd. ord. 15-004, 4-28-2015)~~

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d. Land Use AuthorityTown Council Review: Upon receipt of the final plat and the Town Staff~~Planning Commission's~~ recommendation, the ~~Planning and Zoning AdministratorTown Council~~ shall: ~~examine the plat to determine whether the plat conforms to the preliminary plat, all applicable Town ordinances and codes and the standards of the Town, and with all requirements imposed as conditions of previous acceptances. The Town Council may:~~

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- i. Approve the final plat as presented.
- ii. Disapprove the final plat and advise the ~~applicant~~subdivider in writing of the changes or additions that must be made for approval; or
- iii. ~~Table or~~ continue the application to allow the ~~applicant~~subdivider to make revisions. The ~~applicant~~subdivider shall be responsible for notifying the Town that the final plat has been revised and is ready for recommendation. (2010 Code, amd. ord. 21-005, 05-11-2021)

Commented [8]: @kendall--> This can't be "tabled" right? Maybe just "Continue".

4. Expiration Of Final Plat Approval: If the final plat is not recorded or the requirements set forth as a condition of final approval are not met by the ~~applicant~~subdivider within twelve (12) months from the date of final plat approval, such approval shall be null and void. This time period may be extended for good cause shown, for one (1) additional six (6) month time period by the ~~Planning and Zoning AdministratorTown Manager~~. The ~~applicant~~subdivider must petition for an extension prior to the expiration of the original twelve (12) months, or an extension previously granted. Up to two (2) extensions may be granted if ~~the Town Manager finds that~~ each extension will not be detrimental to the Town. If any of the fees charged as a condition of subdivision approval, including, but not limited to, inspection fees, park fees, flood control fees, as

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well as the amounts the Town uses to estimate bonds to ensure completion of improvements, have increased, the Town ~~Manager~~ may require the ~~applicant~~subdivider pay such increases as a condition of granting the extension. (amd. ord. 21-005, 05-11-2021)

- E. **Security Agreement:** Prior to recording a final plat, the ~~applicant~~subdivider shall provide sufficient financial guarantee consistent with [chapter 13](#) of this title. The accompanying agreement may contain such provisions as approved by the Town Attorney and Town Engineer. (amd. ord. 21-005, 05-11-2021)
- F. **Plat Recorded:** After final approval, filing of security agreements and signing of the plat by the Town Manager, Mayor, Town Engineer, Town Attorney, utility companies and other required entities, the plat and covenants, conditions, and restrictions (CC&Rs) shall be recorded in the office of the County Recorder by the Town Clerk, with all recording costs paid by the ~~applicant~~subdivider. (2010 Code, amd. ord. 15-004, 4-28-2015)
- G. **Acceptance of Subdivision Improvements:**
1. Subdivision improvements or such conditions imposed under this title shall be deemed accepted by the Town only upon complete final inspection by the appropriate Town ~~Departments or~~ officials and the issuance of a ~~C~~ertificate of ~~A~~acceptance by the Town Manager or designee.
 2. **Conditions for Acceptance:** In order for the subdivision public improvements such as streets, sewer, and water to be accepted, the following shall occur:
 - a. Upon substantial completion of the subdivision improvements, the subdivider shall submit a written request for the Town to conduct a substantial completion inspection.
 - b. Within a reasonable time of the request, and weather permitting, the Town shall conduct an inspection of the improvements to ensure that they have been installed per the letter to the subdivider identifying required corrections to be completed prior to the one ~~(1)~~-year warranty period beginning. At the beginning of the warranty period, the Town shall release all funds, except for a retention bond as allowed per Utah Code Annotated ~~§10-9a et. seq.~~ During the one ~~(1)~~-year warranty period, the Town may provide services to the subdivision such as water, sewer, snow removal and garbage collection.
 - c. At the end of the one ~~(1)~~-year warranty period, the ~~applicant~~subdivider may submit a written request to the Town for a final acceptance inspection of the subdivision improvements. Upon completion of any required corrections or repairs, the Town shall issue a letter of final acceptance and release any retention due to the ~~applicant~~subdivider. (2010 Code)

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9-9-4: SUBDIVISION PLAT AMENDMENTS:

- A. **Subdivision Amendments; Vacation Of Public Streets:** Any landowner whose land has been platted as provided in this title may, upon application to the Town, have such plat, or portion therefor, or any street or alley therein contained-, altered, amended, or vacated in compliance with the provisions of this section and Utah Code Annotated §10-9a-608, §10-9a-609, and §10-9a-609.5 et seq. (2010 Code, amd. ord. 21-005, 05-11-2021)
- B. **Property Boundary Adjustments; Lot Line Adjustments; Boundary Line Agreements:** ~~Any relocation of a lot line boundary between adjoining lots or parcels, whether or not the lots are located in the same subdivision, with the consent of the owners of record which does not result in a change in the number of lots in the subdivision is exempt from the full subdivision process or plat amendment process. The Planning and Zoning Department may approve a lot line adjustment upon determination that the resultant lots are consistent with all other provisions of this title. Property boundary adjustments including parcel boundary adjustments, lot line adjustments, and boundary line agreements shall follow the process identified in Utah Code Annotated §10-9a-523 and §10-9a-524 et. seq. When subject to review by the Town, applicant(s) shall submit a complete application including the fee as required in the Town's consolidated fee schedule to the Planning and Zoning Department for review. The Planning and Zoning Administrator or designee may approve an application based upon consistency with the provisions of this title.~~ (ord. 21-005, 05-11-2021)
- C. **Minor Plat Amendments:**
1. As provided for in UCA §10-9a-608(2), any plat amendment which meets the following criteria qualifies for the streamlined plat amendment process described in this section:
 - a. Does not increase the number of lots in the subdivision by more than ten (10) lots;
 - b. Does not reduce the number of lots in the subdivision by more than ten (10) lots;
 - c. Does not alter the plat in a manner that changes existing boundaries of other attributes of lots within the subdivision that are not owned by the petitioner or designated as common area;
 - d. Does not require additional public utilities or infrastructure to provide adequate public service to the newly divided lots; and
 - e. Does not create a lot that is smaller than the smallest lot within the existing subdivision plat.(ord. 21-005, 05-11-2021)

2. Standards for Review:

- a. The proposed subdivision and use conform to the Town General Plan, Zoning Regulations, Public Works Standards, Design Standards [chapter 12](#) of this title, and other relevant sections of this title.
- b. The proposed method for fire protection complies with this title, and other regulations as applicable.
- c. The layout/design is responsive to the constraints of topography, soil types, geologic hazards, watercourses and floodplains, [and](#) visual impacts, ~~and preservation of views.~~
- d. Adequate public services are available to meet the needs of the proposed subdivision, including roads, water, sewer, storm water, gas, electric, telecommunications, trails, transit, snow storage areas, police and fire protection, and recreation.
- e. Provide evidence to show that there is no encumbrance, lien or conveyance restricting the intended use of the lot.
- f. Provide evidence from the County Treasurer that all ad valorem taxes applicable to the property have been paid.
- g. Provide signature blocks on the plat signed by a representative of public utilities which identify their approval.

(ord. 21-005, 05-11-2021)

3. Review Process:

- a. Planning and Zoning Review: The Planning and Zoning Department and other necessary Town staff shall review the documents submitted for [concept planschematic plan](#) review to determine if they are complete as required in [chapter 4](#) of this title and meets the Standards For Review.
- b. Public Notice: Notice for at least one public meeting at which the Planning Commission will consider the amended plat shall be given to adjoining property consistent with UCA [§10-9a-207](#).
- c. Planning Commission Review: Upon receipt of the amended plat, the Planning Commission shall examine the plat to determine whether the plat conforms to all applicable Town ordinances and codes and the Standards For Review, and with all requirements imposed as conditions of previous acceptances. The Planning Commission may:
 - i. Approve the amended plat as presented.
 - ii. Disapprove the amended plat and advise the applicant in writing of the changes or additions that must be made for approval; or
 - iii. Table or continue the application to allow the applicant to make revisions. The applicant is responsible for notifying the Town that the amended plat has been revised and is ready for reconsideration.
- d. Plat Recorded: After final approval and signing of the amended plat by the Town

Manager, Mayor, Town Engineer, Town Attorney, utility companies and other required entities, the approved amended plat shall be recorded in the office of the County Recorder by the Town Clerk, with all recording costs paid by the subdivider.

4. Expiration of Amended Plat Approval: If the amended plat is not recorded or the requirements set forth as a condition of final approval are not met by the subdivider within six (6) months from the date of amended plat approval, such approval shall be null and void.

D. **Major Plat Amendments:** All plat amendments which do not qualify under subsection (B) or (C) shall be considered major plat amendments and will be considered ~~ed~~ under the process described in [9-9-2](#) of this title and consistent with [Utah Code Annotated §10-9a-608](#) and [§10-9a-609 et. seq.](#)

1. At the applicant's request, the Planning and Zoning Administrator may choose to waive the ~~Concept Plan Review~~[Schematic Plan Review](#) process required by section [9-9-2](#) of this title if it is determined following the pre-application conference that the proposed plat amendments substantially meet the standards for review and that additional conditions are not likely to result from the ~~Concept Plan Review~~[Schematic Plan Review](#). The applicant will still be responsible for any costs associated with adjustments to the preliminary plat which result from the Preliminary Plat Review.
2. Public Notice Requirements: In addition to the requirements of [9-9-2](#), notice for the public hearing during the Preliminary Plat Review shall be given to adjoining property owners consistent with [9-1-8](#) of this title and UCA [§10-9a-207](#).

(ord. 21-005, 05-11-2021)

9-9-5: SUBDIVISION BY METES AND BOUNDS:

- A. **Purpose:** The intent of subdivision by metes and bounds is to streamline the subdivision review and approval process for previously unsubdivided parcels in coordination with the existing utilities and public infrastructure where no more than ten (10) residential parcels or no more than two (2) commercial parcels will result from the subdivision. (2010 Code, amd. ord. 21-005, 05-11-2021).
- B. **Standards for Review:** When the ~~applicant~~[subdivider](#) is prepared to record ~~or~~ sell specific parcels of property not previously subdivided, ~~they~~~~he or she~~ must demonstrate to the satisfaction of the Town the following:
 1. The proposed parcels conform to the previously approved General Plan and this title;

2. No additional public utilities or infrastructure are required to provide adequate public service to the newly divided lots; (ord. 21-005, 05-11-2021)
3. The utility and/or vehicular access to remaining undeveloped property will not be impaired;
4. The proposed parcels will have access to existing necessary utilities;
5. That remnant parcels which did not previously exist are not created which, due to size, configuration, or location, do not meet current zoning requirements and/or are not able to be developed; and
6. The proposed subdivision meets the criteria for exemption from the plat requirement set forth by the Utah Code Annotated §10-9a-605, as amended, et. seq.

- C. **Review Process:** Subdivisions which qualify under this section shall be considered under the Minor Plat Amendment process described in § 9-9-3 (C) of this title.

9-9-6: CONVERTIBLE OR EXPANDABLE AREA FOR CONDOMINIUMS:

Land use approvals depicted with convertible or expandable space shall comply with the requirements of Utah Code Annotated, §57-8 et. seq., and the declaration associated with the project. Conversions and expansions of units shall go through a plat amendment process unless the original plat approval specifically identifies the proposed conversions and expansions of the project, and the amended plat and declaration are in harmony and conformance with the original project approval. In such cases, the amendment documents may be recorded when they have been reviewed, signed, and approved for recordation by appropriate Land Use Authority Town staff. (2010 Code, amd. ord. 15-004, 4-28-2015)

9-9-7: WATER RIGHTS ACQUISITION AND CONDITIONS

A. **Purpose and Findings:**

1. The Town's Brian Head's primary purpose for establishing this ordinance is to acquire the water rights necessary to serve its expanding population. (ord. 2-009, 9-13-2022)
2. The Town Brian Head supports the 2022 Workforce Housing Plan's recommendations and the associated incentivized inclusionary housing ordinance in §9-9-7 and therefore will consider the award of water rights to projects that include affordable/workforce housing units. (ord. 23-007, 8-8-2023)

3. Based ~~onoff~~ studies done by ~~the TownBrian Head~~, the Town likely has enough ~~water~~ rights to provide water to all existing parcels (as of August 11, 2022). The Town does not have many extra water rights to provide water for ~~the~~ potentially hundreds of new parcels that can be created when ~~the TownBrian Head~~ expands. (ord. 22-009, 9-13-2022)

B. **Time and Conditions for the Town to Award Water Rights:**

1. One hundred (100)-acre feet of water rights (the "Pool") will be reserved for certain subdivisions on a first come, first served basis. (ord. 22-009, 9-13-2022, amd. ord. 23-007, 8-8- 2023)
 - a. Sixty (60) acre feet of the Pool will be reserved for commercial subdivisions.
 - b. Thirty ~~-seven~~ (37) acre feet of water will be reserved for R1, R2, and R3 subdivisions of more than two (2) lots. For R3 subdivisions, the acre feet may only be accessed through a development agreement with the Town.
 - c. Three (3) acre feet of water will be reserved for single-family lot splits (an individual who wishes to divide their parcel into two (2) lots only).
 - d. Once the Pool has been allocated, any ~~applicantproperty owner~~ wishing to subdivide must follow all the regulations below in this section.
2. All property that has not previously dedicated water rights shall be required to dedicate water rights at the time of annexation, or if already in Town limits, at the time the property subdivides. (ord. 22-009, 9-13-2022)
3. Subdivisions or developments requesting water rights from the Town shall provide deed-restricted affordable housing units on site in compliance with all provisions of §9-9-7 except §9-9-7.B.2.a which is replaced with the following percentages of the total development units and income restrictions:

a. **Rental Units:**

- i. For subdivisions or condominium projects of ten (10) lots/units or more, five percent (5%) of the total dwelling units for rent must be affordable to households earning thirty percent (30%) or less of Iron County's Median Family Income based on housing size and determined by the US Department of Housing and Urban Development (HUD); or
- ii. For subdivisions or condominium projects of ten (10) lots/units or more, ten percent (10%) of the total dwelling units for rent must be affordable to households earning sixty percent (60%) or less of Iron County's Median Family Income based on housing size and determined by the US Department of Housing and Urban Development (HUD);

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b. **Ownership or 'For Sale' Units:**

- i. For subdivisions or condominium projects of ten (10) lots/units or more, five percent (5%) of the total dwelling units for sale must be affordable to households earning eighty percent (80%) or less of Iron County's Family Income based on housing size and determined by the US Department of Housing and Urban Development (HUD); or

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- ii. For subdivisions or condominium projects of ten (10) lots/units or more, ten percent (10%) of the total dwelling units for sale must be affordable to households earning one hundred percent (100%) or less of Iron County's Median
- iii. Family Income based on housing size and determined by the US Department of Housing and Urban Development (HUD); or
- iv. For subdivisions or condominium projects of ten (10) lots/units or more, fifteen percent (15%) of the total dwelling units for sale must be affordable to households earning one hundred and twenty percent (120%) or less of Iron County's Median Family Income based on housing size and determined by the U.S. Department of Housing and Urban Development (HUD).

(ord. 23-007, 8-8-2023)

C. **Amount of Water Rights:**

1. Prior to final approval or recordation of the final subdivision plat ~~of any subdivision~~ or other development activity requiring culinary water service from the Town, the ~~applicant/developer~~ shall transfer and dedicate to the Town, the unencumbered, clear title to a sufficient quantity of water rights and/or sources necessary to provide and deliver culinary water to each lot, dwelling unit and/or other use within the new development.
2. **Sufficient Quantity of Water Defined:** A "sufficient quantity of water" shall be decided as a result of the ~~applicant's/developer's~~ produced water study. The water study shall include open space and all other real property included in the proposed subdivision and/or development. The ~~Land Use Authority/Planning Commission and Town Council must with the recommendation of Town Staff shall~~ review and approve the proposed amount of water based on the buildout study provided by ~~Town Staff~~. The ~~Land Use Authority with the recommendation of Town Staff/Council~~ may reasonably adjust this amount depending on the type of subdivision and development requested and the water requirements thereof. The ~~Land Use Authority with the recommendation of Town Staff/Town Council~~ may elect to waive the water study requirement and instead require three tenths (0.3) acre feet per residential unit and one and one half (1.5) acre feet per commercial unit.

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Commented [9]: --> Town needs to consider this in the future. The amount of water needed is going to vary according to the type of commercial development.

- D. **Acquisition of Excess Water Rights:** If at any time an owner is required to deed water rights to the Town, and if that owner owns more water rights which have been used on the property relating to the land use application than the owner is required to deed to the Town, then the Town shall request that the owner either sell the excess rights to the Town or enter into an agreement with the Town, giving the Town the first right of refusal should the owner decide to sell said water rights in the future.

- E. **Type of Water Rights:** Water rights shall be ~~subsurface~~sub-surface water rights that have a priority date prior to January 1, 1934, and be available for use in ~~W~~water ~~R~~right

Area 75.

- F. **Transferring Water Rights:** The ~~applicant~~~~developer~~ shall submit a title report showing the type of water right, ownership of the right, and any liens or encumbrances. The ~~applicant~~~~developer~~ shall also provide a title insurance policy in such a sum that is adequate to cover the appraised value of the water rights the policy is covering.
1. A change application with the State of Utah shall be completed at the expense of the party developing the land. Information to be included in the change application will be provided by ~~the~~~~Brian Head~~ Town, including the points of diversion. The change application must be approved by the State Engineer prior to transferring water rights to the Town on the books of the State of Utah Division of Water Rights. This transfer may also be conditioned on approval of the land use application pending before the Town that caused the ~~developer to transfer~~ of the water rights.
 2. A deed transferring the water rights to ~~the~~~~Brian Head~~ Town shall be completed and held prior to the land use application approval. The deed transferring ownership may be held either by the Town or in an escrow account paid for by the ~~applicant~~~~developer~~. Once the land use application and change application receive approval from the State, the deed will be recorded.
 3. If the Division of Water Rights has not made a final decision on the change application prior to the land use approval, then the land use application will be tabled until a final decision is made.
 4. If at any point in this process, the change application is denied by the Division of Water Rights then the request will be denied, and the land use application shall be denied~~will die~~.

G. **Exceptions:**

1. **Public Lands Exception:** If at the time of annexation, the annexed property is owned by the Bureau of Land Management (BLM) or the US Forest Service (USFS) ~~then~~ that acreage shall~~is~~ not be subject to the requirements of this ordinance that mandate the deeding of water rights. This exception only applies to annexation and not when the property is platted as a residential subdivision or receives a building permit.
2. **Brian Head Town Exception:** Nothing in this ordinance shall require the Town to deed water or pay a fee if the Town develops land.
3. **Lot Line Vacation Exception:** For purposes of this chapter, lot line vacations shall be considered as "putting water back into the pPool". For example, if two (2) lots vacate one (1) line and become one (1) property, then the equal amount of water rights for one lot shall be added into the three (3) acre feet of water reserved for single-family residential lots.

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(ord. 22-009, 9-13-2022)

9-9-8: INCENTIVIZED INCLUSIONARY HOUSING

A. **Purpose and Authority:** The purpose of this chapter is:

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1. To support the 2022 Workforce Housing Plan's recommendation to implement an inclusionary housing program within the for Brian Head Town;
2. To facilitate and encourage development that includes a range of housing opportunities through a variety of residential types, forms of ownership, home sale prices and rental rates;
3. To increase the number of owner-occupied or 'for sale' housing units for households with an income of one hundred twenty percent (120%) or less (i.e., or less than eighty percent (80%) or one hundred percent (100%) for some projects) of Iron County's Median Family Income; and
4. To increase the number of rental housing units for households with an income of sixty percent (60%) or less (i.e., or less than thirty percent (30%) for some projects) of Iron County's Median Family Income.
5. To provide for a range of workforce/affordable housing units to ensure the welfare and viability of the Town's resort economy operations.

B. **Applicability & Minimum Project Size:** Incentivized Height and/or Density Opportunities Based Upon the Provision of Workforce Housing:

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1. The following bonus density shall be allowed where the workforce housing provisions of this section are met.
 - a. R1: Single-Family Residential – One (1) unit per one third (1/3) acre.
 - b. R2: Medium Density Residential – Ten (10) units per acre.
 - c. R3: Multi-Family Residential – Twenty (25) units per acre.

2. **On-site Option:**

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- a. Any new residential or commercial project may increase the allowed base density, or building height, on a site pursuant to the zoning classification bonus standards outlined in 9-9-7.2-A.1.c subject to the provision of deed-restricted workforce/affordable housing units on site with the following income restrictions:

i. **Rental Units:**

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- i. For subdivisions or condominium projects of ten (10) lots/units or more, two and a half percent (2.5%) of the total dwelling units for rent must be affordable to households earning thirty percent (30%) or less of Iron County's Median Family Income based on housing size and determined by the US Department of Housing and Urban Development (HUD); or

- II. For subdivisions or condominium projects of ten (10) lots/units or more, five percent (5%) of the total dwelling units for rent must be affordable to households earning sixty percent (60%) or less of Iron County's Median Family Income based on housing size and determined by the US Department of Housing and Urban Development (HUD);

ii. **Ownership or 'For Sale' Units:**

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- I. For subdivisions or condominium projects of ten (10) lots/units or more, five percent (5%) of the total dwelling units for sale must be affordable to households earning eighty percent (80%) or less of Iron County's Family Income based on housing size and determined by the US Department of Housing and Urban Development (HUD); or
 - II. For subdivisions or condominium projects of ten (10) lots/units or more, six and a quarter percent (6.25%) of the total dwelling units for sale must be affordable to households earning one hundred percent (100%) or less of Iron County's Median Family Income based on housing size and determined by the US Department of Housing and Urban Development (HUD); or
 - III. For subdivisions or condominium projects of ten (10) lots/units or more, seven and a half percent (7.5%) of the total dwelling units for sale must be affordable to households earning one hundred and twenty percent (120%) or less of Iron County's Median Family Income based on housing size and determined by the US Department of Housing and Urban Development (HUD).
- b. For developments built by a single developer, all required workforce housing units must be constructed simultaneous to the market rate units. The final twenty percent (20%) of a project's building permits for the market units will not be issued until the workforce housing units are completed.
- c. If the approved workforce housing units are part of a subdivision approval in which individual lots will be sold separately, the following provisions apply:
- i. All final subdivision plats shall include plat notes specifically identifying those lots that are dedicated for the construction of workforce housing units. These plat notes must include minimum/maximum size of unit requirements, household income requirements (e.g., thirty percent (30%), sixty percent (60%), eighty percent (80%), one hundred percent (100%), or one hundred twenty percent (120%) of Iron County's median family income based on housing size and determined by the US Department of Housing and Urban Development (~~(HUD)~~), etc.
 - ii. These lots will ~~also~~ be required to have a deed-restriction recorded with the final subdivision plat that outlines the requirements and limitations associated with workforce housing.
 - iii. The ~~a~~Applicant ~~shall~~must provide a performance bond in the amount of the estimated construction costs for the workforce housing units. The Town Engineer or Town Manager will provide the construction cost estimate.
 - iv. Whether the developer sells or donates these lots to a private or non-

profit organization or decides to build the units themselves, all workforce housing units must be completed and a Certificate of Occupancy (CO) issued within two (2) years of the recordation of the final subdivision plat.

3. **Cash-In-Lieu Option:**

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- a. **Calculation of cash-in-lieu fee:** A developer may make a cash payment to the Town in lieu of providing the required number of on-site workforce/affordable units. The cash-in-lieu fee shall be calculated pursuant to the table below by multiplying the number of required workforce/affordable units by the applicable prescribed fee:

<u>On-Site Workforce/Affordable Unit Tenure Type</u>	Per Unit Fee
For Sale	\$350,000
Rental	\$200,000

**Note: Applicants may use the lowest percentage of units applicable as outlined in Section B.2 for calculating the cash-in-lieu amount.*

- b. **Remittance and collection of payment:** Cash-in-lieu fees shall be collected in conjunction with the administration of the Town's system for planning and building review. All cash-in-lieu fees shall be paid in full prior to the recordation of the final subdivision plat. In the event that a project is phased, the cash-in-lieu fees may be paid with each applicable phase.
- c. **Deposit and use of fees:** All cash-in-lieu fees collected pursuant to this section shall be remitted to the housing development fund or a similar fund maintained by the Town. These funds shall be used exclusively to support the preservation or development of workforce/affordable housing for the administration and compliance of housing programs.

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4. **Land Donation Option:**

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- a. A developer may dedicate land to the Town as a third option to satisfy their workforce housing units. The dedication of land shall be subject to the following requirements:

<u>On-Site Workforce/Affordable Unit Tenure Type</u>	Per Unit Land Dedication
For Sale	Dedication of land (or lots) that appraise at \$350,000 or more at time of dedication.
Rental	Dedication of land (or lots) that appraise at \$200,000 or more at time of dedication.

**Note: Applicants may use the lowest percentage of units applicable as outlined in Section B.2a for calculating the land dedication.*

- b. All land required for dedication to the Town must be deeded to the Town prior to or at the time of the recordation of the final subdivision or condominium plat.
- c. All land dedicated to the Town must be determined suitable for development by the Town's Planning and **BuildingDevelopment** Department. Suitability shall be

determined by an assessment of location and accessibility, marketability, slope, soil typology, additional environmental constraints, etc.

5. **Proportional Application.** Any development proposing a mixture of ownership or 'for sale' dwelling units and 'rental' dwelling units shall have an obligation to satisfy the requirements of sections (1), (2), and (3) above based on the proportion of each use type to the overall development. This applies to on-site units as well as the cash-in-lieu and land donation options.

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6. **Rounding or Fractional Units.** When calculating the number of on-site workforce/affordable units required pursuant to section (1) above, rounding shall be applied as outline in the following example:

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- a. **Example:** A new twenty five (25)-unit rental residential development is proposed. Application of a five percent (5%) inclusionary requirement for rental units results in a requirement for one and one quarter (1.25) deed-restricted workforce/affordable rental units. The proposed workforce/affordable housing plan shall (1) provide one (1) deed-restrict workforce/affordable rental unit on-site and pay an additional cash-in-lieu fee for one quarter (0.25) units (see calculation below) or (2) provide two (2) deed-restricted workforce/affordable rental units on-site with no additional cash-in-lieu fee.

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Fractional Unit Calculation:

Twenty five (25) units with a five percent (5%) inclusionary requirement = One and one quarter (1.25) required workforce/affordable units.

One (1) deed-restrict workforce/affordable rental unit shall be constructed on-site or a fee of two hundred thousand dollars (\$200,000) paid.

The remaining one quarter (0.25)-unit requirement shall be met with the construction of one (1) workforce/affordable unit or a payment of fifty thousand dollars (\$50,000) ($0.25 \times \$200,000$).

C. **Standards for Income-Restricted Units**

1. **Design.** Restricted units shall be comparable in design, and appearance to the market-rate units in the residential development and shall comply with all size requirements and other design standards of this title~~the Town's Land Management Code requirements~~ including, but not limited to, building code requirements, parking standards, landscaping, etc. These requirements shall apply equally to all dwelling units, market units and workforce/affordable units alike.

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- a. **Minimum Square Footage Standards:** In order to assure livability, the standard net livable square footage for workforce/affordable units shall be as follows:

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UNIT TYPE	MINIMUM SQUARE FOOTAGE
Micro Unit/Studio	400 sq. ft.
1 Bedroom	600 sq. ft.
2 Bedroom	800 sq. ft.
3 Bedroom	1,200 sq. ft.
4 Bedroom	1,400 sq. ft.

**Note: No development shall have more than ten percent (10%) of all workforce/affordable units designated as 'Micro Unit/Studio' units unless specifically approved by the Land Use Authority/Town Council. All units must be used as the homeowner's/renter's primary residence and comply with all aspects of the this title Town's Land Management Code and the adopted Building Code.*

2. **Type.** Residential developments that include more than one (1) type of residential unit shall provide income-restricted units in rough proportion to the types and various designs of market-rate residential units constructed. For example, in developments with a mixture of two-bedroom and three-bedroom residential units, the income-restricted units shall be comprised of each residential unit type in the same proportion and living area as the market-rate units. The aApplicant may request an exception from this requirement for review and approval by the Land Use Authority/Town Council.
3. **For sale or rent.** Income-restricted units shall be for sale or for rent in the same proportion as the market-rate units. For example, if fifty percent (50%) of the units in the residential development are for sale, then at least fifty percent (50%) of the income-restricted units shall be for sale unless otherwise approved by the Land Use Authority/Town Council.
4. **Location.** Income-restricted units shall be located on the site on which the residential development is proposed and shall have access to amenities equal to that of the owners and renters of the market-rate units, including without limitation: parks, outdoor play areas, pools, exercise facilities, and similar on-site amenities.
5. **Timing.** Income-restricted units shall be ready for occupancy no later than the date of the initial Certificate of Occupancy for any of the market-rate units in the project. If the market-rate units are to be constructed in phases, then the income-restricted units may be constructed in phases, in proportion to the phasing of the market-rate units.
6. **Residency or Employment Requirements:** For sale income-restricted units shall be limited to:
 - a. A full-time (aggregate of thirty (30) hours of employment per week) employee of an entity or entities located within Iron County for a minimum of one (1) year (preference is given for a person employed within the Town/Brian Head); or
 - b. An owner of a business or entity with a primary place of business within Iron County for a minimum of one (1) year (preference is given for a business that is located within the Town/Brian Head); or

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- c. A full-time (aggregate of thirty (30) hours of employment per week) worker who is self-employed or works out of their home and can provide proof that a minimum of seventy five percent (75%) of their clients are based within Iron County for a minimum of one (1) year (preference is given for clients located within the TownBrian Head).
- d. Remote workers will only be considered if the applicant has been a local, Iron County resident for a minimum of two (2) years prior to application (preference is given for a person that currently lives within the TownBrian Head).

D. Income Standards for All Workforce/Affordable Housing Units

1. All units must remain affordable for a period not less than thirty (30) years from the initial issuance of Certificate of Occupancy. At that time, the Town Council shall determine whether to extend the inclusionary housing program and associated deed restrictions.
2. A deed restriction will be recorded on the property that stipulates the income requirements and term requirements for the units provided.
3. Household income shall be defined as the combined income of all individuals, excluding dependents, who are or will be occupying the unit regardless of legal status.
4. For ownership or 'for sale' units: qualified households cannot earn more than one-hundred and twenty percent (120%) of Iron County's median family income based on housing size and determined by the US Department of Housing and Urban Development (HUD);
5. For rental units: qualified households cannot earn more than thirty percent (30%) or sixty percent (60%) of Iron County's median family income based on housing size and determined by the US Department of Housing and Urban Development (HUD).
6. The Town Council will adopt income requirements by resolution as frequently as necessary and the requirements will be maintained by the Planning and Building Department.
7. In addition to income, the following standards will apply:
 - a. Net Assets/Net Worth Standard:
 - i. The combined net worth of the persons eighteen years of age and older in the Household shall not exceed four (4) times the AMI for the household size. Assets include business assets, real estate, stocks, bonds, trust funds, cash, and retirement accounts.
 - ii. A one-time gift of up to thirty percent (30%) of the purchase price used for the purchase of a for sale unit may be considered in net assets, and not as income, for the purposes of initial qualification.
 - iii. Disposition of assets: Any member of a household who has assigned, conveyed, transferred, or otherwise disposed of property or other assets within the last two (2) years without fair consideration in order to meet the net asset limitation or property ownership limitation shall be ineligible.
8. TheBrian Head Town's Planning and Building Department ~~staff, or designee,~~ will

serve as the entity to review and qualify households for the workforce/affordable units.

9. A list of qualified households shall be kept by the Town ~~staff, or designee,~~ in order of approved application.

E. Calculation of Sale Price

1. The initial sales price for a workforce/affordable ownership unit in any development shall average a price affordable to a household earning eighty percent (80%) or one hundred percent (100%) or one hundred and twenty percent (120%) of Iron County's median family income based on housing size and determined by the US Department of Housing and Urban Development (HUD), depending on the proposed unit and AMI configuration the developer proposes to include in the development (see Section B.2.a), The target household income sale price shall be calculated according to the following guidelines:
 - a. Mortgage payment for the owner-occupied unit, including principal and interest and homeowners association (HOA) operating dues shall not exceed thirty percent (30%) of the target household income (gross).
 - b. The assumptions used to calculate the sales price shall be:
 - i. a five percent (5%) down payment;
 - ii. a thirty (30)-year term; and
 - iii. an interest rate equal to the prevailing interest rates as defined by the federal government (Federal Reserve Bank of St. Louis) at the time of the offer.

F. Calculation of Rental Rates

1. In general, rental rates for a workforce/affordable unit in any development shall be affordable to a household earning either thirty percent (30%) or sixty percent (60%) of Iron County's median family income based on housing size and determined by the US Department of Housing and Urban Development (HUD), depending on the project type submitted for review. Affordability standards are based on maximum rental rates which are targeted at thirty percent (30%) of the household's income. Maximum rental rates shall be calculated as follows:
 - a. Maximum rental rates shall include the cost of utilities and homeowners association (HOA) fees, if applicable. The landlord/owner shall submit a lease which includes the proposed monthly rental rate along with proof of utility costs to ~~the Brian Head~~ Planning and Building Department ~~staff,~~ or designee. Town ~~Staff, or designee,~~ will evaluate the lease and either approve or deny the rental rate proposed based on the standards established herein.

- b. Rental rates shall apply whether the units are provided furnished or unfurnished.
- c. The owner of any designed workforce/affordable housing rental units, at their cost and expense, must keep and maintain the interior and exterior of the total structure (including all residential units therein) and the adjacent open areas in a safe and clean condition and in a state of good order and repair.

G. Deed Restriction Standards for Workforce/Affordable Units – Owner-Occupied Units and Rental Units:

1. **Owner Occupied Units:** All owner-occupied workforce/affordable units will have the following requirements clearly outlined in the deed restriction recorded for the property:
 - a. The method of calculation of the allowed Maximum Resale Price ('MRP') shall include:
 - i. An increase in price of three percent (3%) per year from the date of purchase to the date of owner's notice of intent to sell (compounded annually and prorated at the rate of one quarter percent (.25%) percent per each whole month of any part of a year).
 - l. Any proposed improvements or renovations to the units, internal or external, must be approved by the Town's Planning and ~~Building~~Development Department, or designee, prior to the commencement of any work. The base value of the unit (at time of purchase by the new owner) may not increase more than ten percent (10%) as a result of these approved eligible improvements. For example, if the base value of a unit is two hundred thousand dollars (\$200,000), and an owner is approved to make improvements valued at twenty five thousand dollars (\$25,000), the maximum value of the workforce/affordable unit will be capped at two hundred twenty thousand dollars (\$220,000) ($\$200,000 * 0.10$). The outstanding five thousand dollars (\$5,000) for improvements will not be counted in the MRP.
 - ii. The notice of intent to sell must be made to the Town's Planning and Building Department ~~staff~~, or designee, in writing delivered via mail (e.g., USPS) or by email. The notice of intent shall allow the ~~Town Department Staff, or designee~~, no less than sixty (60) days to determine whether to exercise the right-of-first- refusal or to coordinate a private transaction.
 - iii. The Town, ~~or designee~~, shall either purchase the unit per a right-of-first refusal clause included in the deed restriction or coordinate with the owner of the workforce/affordable unit to sell the unit to the qualified household at the top of the Town's qualified households list.
 - b. All owner-occupied units must be occupied by the qualified household that purchased the unit as the/their primary residence (minimum of twelve (12)

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months occupancy per year).

- c. No nightly rentals are permitted within any workforce/affordable housing unit.

2. **Rental Units:** All rental workforce/affordable units will have the following requirements clearly outlined in the deed restriction recorded for the property:

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- a. All rental units must be occupied by the qualified household that rented the unit as the/their primary residence (minimum of twelve (12) months occupancy per year unless the Land Use Authority~~Town Council~~ approves a project with part-time workforce housing units such as, but not limited to, single-room occupancy units, etc.).
 - i. The aApplicant may request an exception from this requirement (e.g., a request for seasonal workforce housing, etc.) for review and approval by the Land Use Authority~~Town Council~~.
- b. No subleases are allowed without the written approval of the Town's Planning and Building Department, or designee.
- c. No nightly rentals are permitted within any workforce/affordable housing unit.
- d. The landlord/owner may not increase the monthly rental rates for the workforce/affordable units more than two percent (2%) annually.

H. Violation and Penalty

- 1. It is unlawful to operate a restricted unit in violation of this cChapter, and violations shall be punishable as set forth in the Town Code. Each day of violation shall be deemed as a separate offense.
- 2. In addition to the remedies provided by this cCode, the Town shall have any and all remedies provided by law and in equity for a violation of a deed restriction, including without limitation: (i) dDamages; (ii) sSpecific performance; and (iii) injunctions, including without limitation an injunction requiring eviction of the occupant(s) and an injunction to prohibit the occupancy of the deed-restricted unit in violation of the deed restriction.

(ord. 23-007, 8-8-2023)

Title 9 – Land Management Code

Chapter 11 - FLEXIBLE APPROACHES

[9-11-1 : VARIANCES:](#)

[9-11-2 : CONDITIONAL USE PERMIT:](#)

[9-11-3 : RESIDENTIAL PLANNED DEVELOPMENT \(RPD\)](#)

[9-11-4 : MASTER PLANNED DEVELOPMENT \(MPD\)](#)

[9-11-5 : DEVELOPMENT AGREEMENTS](#)

9-11-1: VARIANCES:

- A. **Purpose:** A variance is intended to grant a property owner relief from the terms of this title where conditions are such (particular physical surroundings, shape or topographical conditions) that literal enforcement of this title would cause an unreasonable hardship upon the owner, as distinguished from a mere inconvenience or increased costs. A variance is not intended to disregard the spirit of the ~~T~~town's ~~G~~general ~~P~~plan, this title, or design standards ~~found in~~ [chapter 12](#) of this title. A variance may be requested for physical constraints to the lot that deprive the applicant of the reasonable use of ~~their~~his property when others similarly situated are entitled to make such use of their property.

B. Review Procedures:

1. **Application:** An application for variance review must be filed with the Town, and the required fee paid in advance. If, in the course of subdivision or building permit review, it is determined that a variance is required or desired, all further action shall be stayed until the applicant shall have obtained the variance.
2. **Appeal Authority Review:** The Appeal Authority shall review the application in a hearing to be held within a reasonable time after the application is submitted. Notice to adjoining property owners is required pursuant to section [9-1-8](#) of this title. The Appeal Authority shall grant or deny the variance pursuant to the standards and conditions set forth by state law, Utah Code Annotated § [10-9a-702](#), as amended, and those set forth below:

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C. **Standards For Review:**

1. The Appeal Authority may grant a variance only if:
 - a. Literal enforcement of this title would cause an unreasonable hardship for the applicant that is not necessary to carry out the general purpose of this title.
 - b. There are special circumstances attached to the property that do not generally apply to other properties in the same zone.
 - c. Granting the variance is essential to the enjoyment of a substantial property right possessed by other property in the same zone.
 - d. The variance will not substantially affect the Town's General Plan and will not be contrary to the public interest; and
 - e. The spirit of this title is observed, and substantial justice is done.
2. In determining whether or not enforcement of this title would cause unreasonable hardship under subsection 11-1C(1) of this section, the Appeal Authority may not find an unreasonable hardship unless the alleged hardship:
 - a. Is located on or associated with the property for which the variance is sought; and
 - b. Comes from circumstances peculiar to the property, not from conditions that are general to the neighborhood.
3. In determining whether or not enforcement of this title would cause unreasonable hardship under subsection C(1) of this section, the Appeal Authority may not find an unreasonable hardship if the hardship is self-imposed or economic.
4. In determining whether or not there are special circumstances attached to the property under subsection C(1) of this section, the Appeal Authority may find that special circumstances exist only if the special circumstances:
 - a. Relate to the hardship complained of; and
 - b. Deprive the property of privileges granted to other properties in the same zone.
5. The applicant shall bear the burden of proving that all of the conditions justifying a variance have been met.

- D. **Appeal:** The Town or any person aggrieved by a final decision of the Appeal Authority may appeal to a court of competent jurisdiction, provided the appeal is filed with the court within thirty (30) days after the decision of the Appeal Authority. (ord. 08-016, 8-12-2008)

9-11-2: CONDITIONAL USE PERMIT:

- A. **Purpose:** Although each zoning district is primarily intended for a predominant type of use (i.e., dwelling units in residential districts), there are a number of uses which the Town Council has identified that may be appropriate in a particular district if conditions are met

that mitigate potential adverse impacts of the proposed use. ~~For example, as a condition of approval, a bed and breakfast may be required to furnish adequate parking to accommodate all potential occupants of the home.~~ The conditional use review is intended to provide additional information necessary to assure compatibility and harmonious relationships between proposed uses, surrounding properties and the Town in general.

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- B. **Approval Required:** Conditional use approval is required for the conditional uses in each zoning district. Conditional use approval may be revoked upon failure to comply with all conditions attached to the original approval of the conditional use as set forth in a conditional use permit.

C. **Review Process:**

1. Application:

- a. An application for approval of a conditional use shall be filed with the Planning and Building Department on a form provided by the Town. The application shall make clear whether the applicant is a business or individual leasing the property or whether the applicant is the owner of the property. In the event the applicant is a lessee or tenant of the property, the application must include written consent by the owners of all property on which the conditional use activity shall be conducted. (amd ord. 15-018, 12-8-2015)
- b. The appropriate fee from the Town's Consolidated Fee Schedule shall be submitted with the application.
- c. Other information required to be submitted on or with the conditional use application can be found in chapter 4 of this title, table 2.

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2. Planning and Building Zoning Department: Upon receipt of a completed conditional use application, the Planning and Building Zoning Department shall conduct a review of the application. The Planning and Zoning Administrator, or designee, shall prepare and deliver to the Land Use Authority/Planning Commission a written advisory report identifying any reasonably anticipated detrimental effects and recommend conditions of approval for the application. (amd. ord. 21-006, 05-25-21)

3. Land Use Authority/Planning Commission Review And Action:

- a. Within a reasonable time of receipt of a complete application, the Town Planning Commission shall give public notice consistent with section 9-1-8 of this title and hold a public hearing on the proposed conditional use. Members of the public may submit written comments to be part of the public hearing record or may present oral comments at the hearing.

- b. Upon receipt of ~~the~~ Town ~~S~~taff and other applicable agency recommendations, and input from the public hearing, the ~~Land Use Authority~~~~Planning Commission~~ shall review the project and may impose reasonable conditions of approval which are designed to mitigate the reasonably anticipated detrimental effects of the proposed use. If the applicant accepts the conditions imposed, the ~~Land Use Authority~~~~Planning Commission~~ may grant the conditional use permit. If the reasonably anticipated detrimental effects of the proposed conditional use cannot be substantially mitigated by the proposal or the imposition of reasonable conditions to achieve compliance with applicable standards, the ~~Land Use Authority~~~~Planning Commission~~ may deny the conditional use.

D. Standards For Review:

1. No conditional use permit may be issued unless the ~~Land Use Authority~~~~Planning Commission~~ finds that the application meets the following standards and conditions:
 - a. Protects the safety of persons and property:
 - i. Will not result in unreasonable traffic congestion or traffic hazards.
 - ii. Has adequate and necessary access for municipal services.
 - b. Will not exceed the obligations and/or financial capability of the Town and will not require a level of community facilities and services greater than that which is available, or which may be provided.
 - c. Will protect environmental values:
 - i. Will not cause unreasonable air, water, groundwater, light or noise pollution.
 - ii. Does not have critically expansive soils, high water table, slope instability, or other soil problems which cannot be mitigated.
 - d. Consistent with the Town's General Plan:
 - i. Will comply with the requirements of the zoning district in which the use is to be established and with all other requirements of this title.
 - ii. Will be compatible with the character of the neighborhood and surrounding structures in scale, mass and traffic circulation.
 - a. The applicant has assured performance of obligations by posting bond or other adequate security as determined necessary by the ~~Land Use Authority~~~~Planning and Zoning Administrator~~ per [chapter 13](#) of this title. (amd. ord. 21-006, o05-25-21)
2. With its approval, the ~~Land Use Authority~~~~Planning Commission~~ may impose such conditions and safeguards to ensure compliance with the requirements, standards, or conditions of this section. The violation of any condition, safeguard, or commitment of record by the applicant shall be sufficient grounds for revocation of conditional use approval.

- E. **Transferability:** If the conditional use permit was requested by and granted to the owner of the underlying property, the conditional use permit is transferable with the title to the underlying property. If the permit was requested by and granted to a lessee or tenant of the underlying property, the permit is only transferable to a new lessee following a review by the Land Use Authority~~Planning Commission~~. Upon this transfer review, the Land Use Authority~~Planning Commission~~ may alter the conditions of the permit based up-on the specific circumstances of the new lessee or tenant. The permit cannot be transferred off the site on which approval was granted. (amd. ord. 15-018, 12-8-2015)
- F. **Time Limit:** The approval for the use shall expire unless the conditional use begins within a period of twelve (12) months from the date of conditional use approval or a building permit for the use has been issued. Any cessation in conditional use granted for a period of more than twelve (12) months shall result in the expiration of the permit (amd. ord. 15-018, 12-8-2015, amd. ord. 21-006, 05-25-21)
- G. **Modification:** No approved conditional use may be modified, structurally enlarged, or expanded unless the permit has been reviewed, amended as necessary, and approved in accordance with the procedures and standards of this section. (amd. Ord. 21-006, 05-25-21)
- H. **Related Permits And Requirements:** A conditional use shall also be subject to all other procedures, permits and requirements of other applicable ordinances and regulations of the Town. In the event of any conflict between the provisions of a conditional use permit and any other permit or requirement, the more restrictive provisions shall prevail. (ord. 08-016, 8-12-2008)

9-11-3: RESIDENTIAL PLANNED DEVELOPMENT (RPD):

- A. **Purpose:** The purpose of the Residential Planned Development (RPD) is to encourage development patterns within residential zones which preserve trees, open space, parks and trails through clustering concepts. Additionally, the RPD encourages underground parking and optimal placement of development on the parcel. In order to encourage such development, the RPD allows for flexibility from zoning standards and other than use and density. (amd. ord. 15-018, 12-8-2015)
- B. **Review Process:** Residential Planned Developments (RPD) shall be reviewed and approved under the same Land Use Authority provisions as the subdivision process. (amd. ord. 15-018, 12-8-2015)

C. **Standards For Review:**

1. The applicant shall demonstrate the following:
 - a. The planned development is consistent with the ~~Town's Brian Head~~ General Plan. (amd. ord. 15-018, 12-8-2015)
 - b. The proposed development is in a residential zone and the proposed uses are consistent with the underlying zoning. (amd. Ord. 15-018, 12-8-2015)
 - c. The arrangements of structures and open spaces ~~will~~ not adversely affect adjacent properties. (For example, where deemed necessary by the ~~Land Use Authority~~ Planning Commission, the lowest height and least intensity of buildings and uses shall be arranged around the boundaries of the development).
 - d. The development shall be in a single ownership at the time of application or filed jointly by all owners of the property. (amd. ord. 15-018, 12-8-2015)
 - e. The proponents of the ~~RPD planned unit development~~ have demonstrated to the satisfaction of the ~~Land Use Authority~~ Planning and Town Council that an organizational structure and financial plan is established for construction, phasing and maintenance (including HOA responsibilities and budget projection for ~~ten (10) years~~) to ensure sustainability of the project.
 - f. Minimum landscape requirements identified in Chapter 7 of this title shall be increased by ~~an~~ additional ten percent (10%) of the area of the parcel, and application shall include a detailed landscape plan. No departure from the approved landscape plan will be allowed during construction without prior consent of the ~~Land Use Authority~~ Planning Commission. (amd. ord. 15-018, 12-8-2015)
 - g. The landscape plan shall preserve a minimum of fifty percent (50%) of existing trees within the required landscape area. (amd. ord. 15-018, 12-8-2015)
 - h. Easements are created to establish and maintain the continuity of existing and planned trails and ski ways with ownership and maintenance being the responsibility of the approved organizational structure, unless specifically accepted by the Town.
 - i. The development is planned as a single project (with possible phasing) with continuity of building design, theme and uses (including homeowners association (HOA) responsibilities and budget projection pursuant to State Code) to ensure sustainability of the project. (amd. ord. 15-018, 12-8-2015)
 - j. Recreational or park elements such as a picnic area are encouraged and will count towards the landscaped area requirement. (amd. ord. 15-018, 12-8-2015)
 - k. The majority of required parking shall be underground or garaged and shall be considered part of the buildable area. (amd. ord. 15-018, 12-8-2015)
2. In cases where the applicant requests a waiver or flexibility from the zoning standards (excluding use and density, which may not be waived) they shall demonstrate the following:

- a. Any request to modify physical restrictions identified in [chapter 7](#) of this title shall be submitted for approval by the ~~Land Use Authority~~[Planning Commission](#).
- b. Special consideration has been given to preserving natural vegetation, land formations and topography. (amd. ord. 15-018, 12-8-2015)

- D. **Appeals:** A final decision of the ~~Land Use Authority~~ may be appealed to the Appeal Authority following the procedures of subsection [9-3-2-H](#) of this title but must be filed within ten (10) regular business days of the decision. (Ord. 08-016, 8-12-2008)

9-11-4: MASTER PLANNED DEVELOPMENT (MPD) AGREEMENT

- A. **Purpose:** The purpose of the Master Planned Development ~~(MPD) Agreement~~ is to allow flexibility in commercial development which is consistent with the [Town's](#) General Plan and which exceeds minimum standards set forth in the zoning ordinance with regard to open space, public recreational features, site and/or building design, etc.
- B. **Criteria:** The Town may ~~grant approval for~~[enter into](#) a [Master Planned Development \(MPD\) Agreement](#) which:
 1. Is consistent with the [Town's](#) General Plan.
 2. Pertains to a parcel zoned as General Commercial or Village Commercial, or which will be re-zoned to General Commercial or Village Commercial concurrent with the Master Planned Development ~~Agreement~~ process.
 3. Enables the Town to obtain supplemental facilities or benefits which would not otherwise be obtained through existing regulations, standards or policies.
 4. Assures quality development within the ~~T~~town as well as promotes the general health, safety, and welfare of current and future ~~T~~town residents.

[5.](#) A development agreement may be approved by the Town Council without regard to the size of the ~~Master Planned Development~~ or the amount of density associated with such development. Such an agreement may allow for development which exceeds limits contemplated in the zoning requirements contingent upon satisfaction ~~all of~~ [all](#) the foregoing criteria.

(ord. 15-018, 12-8-2015)
- C. **Commitments:** Applicants for ~~Master Planned Development agreements~~ are encouraged to make commitments ~~to the~~ which enables the Town to obtain supplemental facilities or benefits which would not otherwise be obtained through existing regulations, standards, or policies.

The ~~Land Use Authority~~~~Town Council~~ may consider commitments which may include, but shall not be limited to, the following:

1. The provision of open space, trails or other public recreational features and environmentally sensitive lands through dedication or other means.
2. The establishment and implementation of site design, building design, landscaping plans or other standards above and beyond established ~~T~~town requirements or existing development entitlements.
3. The reduction of density. (ord. 15-018, 12-8-2015)

9-11-5: DEVELOPMENT AGREEMENTS:

A development agreement may be approved by the ~~Land Use Authority~~~~Town Council~~ either in connection with the approval of a development permit or as a separate approval at the election of the applicant. The decision by the Town ~~Council~~ to enter into a development agreement with an applicant is always discretionary; nothing in this code shall be interpreted or construed as requiring the Town ~~Council~~ to approve a development agreement under any circumstances. There is never an entitlement on the part of the applicant to the approval of a development agreement.

Prior approvals of separate development agreements, regardless of who the applicant was, shall have no bearing on new applications or imply any obligations on the part of the Town with respect to future development.

A. **Submittal Requirements:** A completed application for approval of a development agreement, whether included as part of a development permit application or submitted as a separate application, shall include the following information and documentation:

1. A properly acknowledged letter of authorization from the owner(s) of the land stating consent to proceed with the proposed development agreement and permitting a designated representative to process the application and negotiate terms of the agreement.
2. A narrative description of compliance with the applicable criteria under which the proposed agreement merits consideration.
3. A description of the specific commitments proposed by the applicant as described in section [11-4-3](#) of this chapter.
4. A draft of the proposed development agreement.
5. Such other reasonable information as the Town Manager or designee may require. (ord. 15-018, 12-8-2015)

B. **Procedure:** Following a receipt of a completed application for a development agreement, the following process will be pursued:

1. Staff Review: Applicable ~~The~~ Town Staff shall review the application and determine whether it satisfies the criteria set forth in this chapter. Staff may suggest alterations to the proposed agreement with the applicant prior to forwarding a recommendation to the Planning Commission.
2. Planning Commission Recommendation: The Planning Commission ~~shall~~will review the development agreement and associated application if applicable and forward a recommendation to the Land Use Authority~~Town Council~~. The Planning Commission may suggest alterations to the proposed agreement with the applicant prior to forwarding their recommendations.
3. Land Use Authority~~Town Council~~ Adoption: The Town Council ~~shall~~will review the proposed development agreement, associated application (if applicable) and the Planning Commission's recommendation and may adopt the development agreement by ordinance. The Town Council may negotiate any alterations to the agreement with the applicant pursuant to the purposes and intents of this chapter prior to adoption.
4. Notice Required: A development agreement that conflicts with, or is different from a standard set forth in this code may only be approved by the Land Use Authority when the procedures used for enacting or modifying a land use regulation are followed, including review and recommendation from the Planning Commission in a duly noticed public hearing. All other noticing and adoption requirements will be consistent with the requirement for adoption for changes to the Land Management Code. (ord. 15-018, 12-8-2015)

C. **Recording of Development Agreement:** Within thirty (30) days of final adoption of the approving and authorizing ordinance, the applicant shall submit a copy of the approved Development Agreement to the Town for execution by the Town and subsequent recording, together with the required recording fees, or it shall be considered null and void. The Development Agreement shall become effective upon recordation. (ord. 15-018, 12-8-2015)

Title 9 – Land Management Code

Chapter 12

DESIGN STANDARDS FOR CONSTRUCTION AND DEVELOPMENT

[9-12-1 : PURPOSE:](#)

[9-12-2 : LOT STANDARDS:](#)

[9-12-3 : DEVELOPMENT DESIGN AND LAYOUT:](#)

[9-12-4 : CONSTRUCTION ON SLOPES EXCEEDING TWENTY FIVE PERCENT:](#)

[9-12-5 : LANDSCAPING AND FENCES:](#)

[9-12-6 : LIGHTING:](#)

[9-12-7 : BUILDINGS:](#)

[9-12-8 : CONSTRUCTION DEBRIS REMOVAL:](#)

[9-12-9 : ROADS:](#)

[9-12-10 : DRIVEWAYS:](#)

[9-12-11 : CUTS, FILLS AND RETAINING WALLS:](#)

[9-12-12 : BRIDGE AND TUNNEL REGULATIONS:](#)

[9-12-13 : WATERWAYS, DRAINAGES AND FLOOD HAZARD AREAS:](#)

[9-12-14 : UTILITY IMPROVEMENTS:](#)

[9-12-15 : PARKING:](#)

[9-12-16 : PUBLIC IMPROVEMENTS:](#)

[9-12-17 : TRASH ENCLOSURES:](#)

[9-12-18 : COMPLIANCE:](#)

[9-12-19 : PUBLIC UTILITIES:](#)

[9-12-20 : CAMPGROUNDS:](#)

9-12-1: PURPOSE:

To enhance our mountain community, the regulations hereinafter set forth in this chapter qualify or supplement, as the case may be, the regulations appearing elsewhere in this title. (ord. 08-016, 8-12-2008)

9-12-2: LOT STANDARDS:

A. **Minimum Area, Dimensions:** The minimum area and dimensions of all lots shall conform to the requirements of the zone district in which the lot is located.

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B. **Frontage:** Except as otherwise provided herein, all lots or parcels created by subdivision shall have frontage upon a dedicated street improved to standards hereinafter required. 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.

A. **Developable Lots:** 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 that would make building or access impractical due to size, shape, steepness of terrain, location of watercourses, problems of sewerage or driveway grades, or other physical conditions, except where such lots are suitable and dedicated for a common open space, private utility, or public purpose.

B. **Side Lines:** The side lines of all lots, so far as possible, shall be at right angles to each street on which the lot faces, or approximately radial to the center of curvatures. Exceptions may be made to this requirement for considerations such as solar orientation, grades, line of site or other traffic safety issues.

C. **Corner Lots:** Corner lots for residential use shall be platted wider than interior lots in order to permit conformance with the required front setback requirements along all streets bordering such lots.

D. **Lot Lines:** A ~~T~~own or zoning district boundary line shall not divide a parcel or lot. Lot lines shall be made along such boundary lines. Zoning boundaries shall generally follow the lot lines and centerline of the public right of way.

E. **Lot Numbers:** 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. Phased subdivisions shall maintain continuous numbering throughout all phases.

F. **Number Of Dwelling Units Permitted:** The number of dwelling units shall be in compliance with chapter 7 of this title.

- G. **Area Of Lot:** The area within a lot shall not be considered as providing a yard or open space for any other building or lot.
- H. **Minimum Area Maintained:** No area needed to meet the minimum width, yard area, coverage, parking, or other requirements of this title for a lot or building may be sold or leased away from such lot or building for the purpose of installing any kind of structure.
- K. **Contiguous Lots:** Except as otherwise provided in this title, all lots ~~shall~~**must** be contiguous.
- L. **Frontage On Private Streets:** Lots with frontage on private streets shall only be allowed by conditional use within a planned unit development with an approved master development plan and subject to all applicable requirements of this title and other applicable ordinances. (ord. 08-016, 8-12-2008)

9-12-3: DEVELOPMENT DESIGN AND LAYOUT:

- A. **Hazardous Site Conditions Avoided:** The design of the development shall avoid or fully mitigate hazardous site conditions (unstable slopes, geologic faults, seismic zones, wildland fire, avalanche, or flood potential, etc.).
- B. **Drainage:** Drainage from individual lots shall be coordinated with the general storm drainage pattern for the area and shall avoid conveying to adjacent lots of runoff flows higher than historic patterns.
- C. **Centrally Located Recreation Facilities:** ~~Whenever possible, r~~Recreation facilities should be located central to all residents of the development ~~whenever possible~~.
- D. **Access:** All lots should have ~~reasonable~~ access to open space, trails, park land or recreation facilities that are set aside for ~~either~~ the use of residents within a development ~~use~~ or use by the general public.
- E. **Trails And Open Space Access:** Access to public trails and open space abutting the property proposed for subdivision shall be provided.
- F. **Extension Of Infrastructure:** Public utilities, streets and other public infrastructure shall extend to the farthest border of the development to allow for future development to continue.

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- G. **Maintenance Of Common Facilities:** Maintenance of common facilities must be accomplished through CC&Rs, a homeowners' association, a separate maintenance agreement, or some other perpetual agreement to ensure that sufficient funds are collected for this purpose.
- H. **Layout:** The layout of lots should provide desirable settings for structures by making use of natural contours, maintaining views, affording privacy, and providing protection from wind, noise and vehicular traffic.
- I. **Development Design:** Development design should provide for efficiency in the installation and provision of all public and private utilities and services.
- J. **Preservation Of Features:** Where trees, groves, waterways, scenic points, historic spots or other ~~T~~own assets and landmarks exist, as determined by the ~~T~~own, every possible means shall be provided to preserve these features. ~~D~~The ~~d~~developments ~~are~~ encouraged to maintain a minimum of twenty percent (20%) of the lot area in natural vegetation in order to preserve the natural environment and topography or demonstrate to the ~~Planning Commission~~-satisfaction of the Land Use Authority that an alternate plan will satisfy this intent. Undisturbed natural vegetation areas that are shown on the approved plan(s) shall be properly marked and protected against damage.
- K. **Placement Of Buildings:** The placement of buildings shall be designed to preserve the natural terrain, drainage, existing topsoil, tree groupings, large trees and ~~large~~ rocks as much as possible so as to screen the building and parking areas from public view.
- L. **Removal Of Hazardous Materials:** Trees, brush, deadfall, natural vegetation, or combustible materials shall be removed and maintained at least fifteen feet (15') from structures as a defensible space for firefighting purposes. Additional area(s) may be required by the ~~P~~ublic ~~S~~safety ~~D~~epartment. Fire resistant plant materials may be planted in the defensible space as approved by the ~~P~~ublic ~~S~~safety ~~D~~epartment.
- M. **Building Placement:** Building placement shall be considerate of the following: (Ord. 20-002, 4-28-2020)
1. Preserving views of nature, creating a comfortable pedestrian environment with outdoor spaces that do not feel "boxed in" from tall buildings surrounding the space that create a "canyon effect".

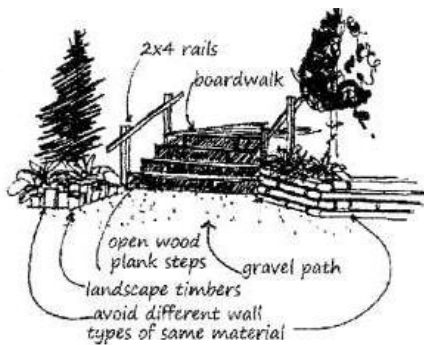
2. Sun and shade areas to enhance the seasonal experience and make best use of environmental conditions for snow melting, outdoor seating areas, and building efficiency.
3. Service and delivery areas should be screened from public areas and provide sufficient room for vehicular movement.
4. Pockets and enclosures are encouraged to create "outdoor rooms" adjacent to buildings, pedestrian traffic, and recreation areas. These spaces should blend with the topography, have varied floor heights to add interest, incorporate vegetation and plantings, and incorporate both open and covered space for multi-seasonal use. (ord. 08-016, 8-12-2008)
5. Incorporate non-linear and staggered placement of buildings to avoid straight rows of similar-styled buildings (the "cookie-cutter" effect). (ord. 20-002, 4-28-20)

9-12-4: CONSTRUCTION ON SLOPES EXCEEDING TWENTY FIVE PERCENT:

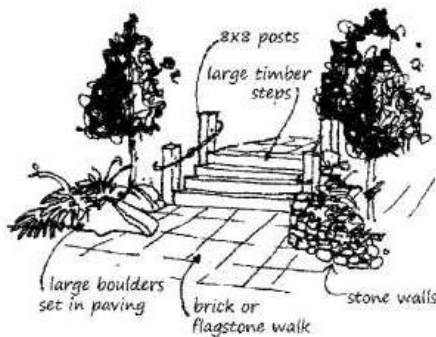
Lots with the building or disturbance area identified on slopes of twenty five percent (25%) (14 degrees) to forty percent (40%) (21.8 degrees) warrant especially close review to assure that all grading, retaining wall, cut/fill and road/driveway grade standards will meet the requirements of this title and currently adopted building codes, [design, and construction standards](#). Construction or lot disturbance shall not take place on slopes exceeding forty percent (40%) (21.8 degrees), except for lots legally subdivided prior to the adoption date hereof. The design shall minimize lot disturbance and removal of existing vegetation and provide erosion protection. (ord. 08-016, 8-12-2008)

9-12-5: LANDSCAPING AND FENCES:

- A. **Purpose:** Development shall attempt to blend with the natural terrain and to preserve drainage/waterways, existing topsoil, tree groupings, large trees and rocks. Landscaping design shall provide for new trees, shrubs and vegetation to screen buildings, parking lots and service areas from public view.



UNDESIRABLE LANDSCAPE MATERIALS



DESIRABLE LANDSCAPE MATERIALS

B. Landscaped Areas Of Development:

1. Shall incorporate natural, informal landscape design, rather than formal, geometric patterns.
2. Create buffer zones between adjacent uses and screen parking, service, and equipment areas from view within and between developments through the use of extensive tree, shrub, and natural grass planting.
3. Preserve natural vegetation, rock outcroppings and other natural features to blend the new development to the natural environment.
4. Incorporate paths, trails, and gathering areas into the natural environment **and** using materials that blend with the area, such as timbers, pavers, colored concrete, boulders, etc.

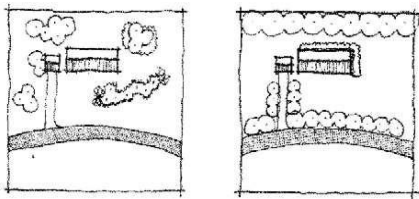
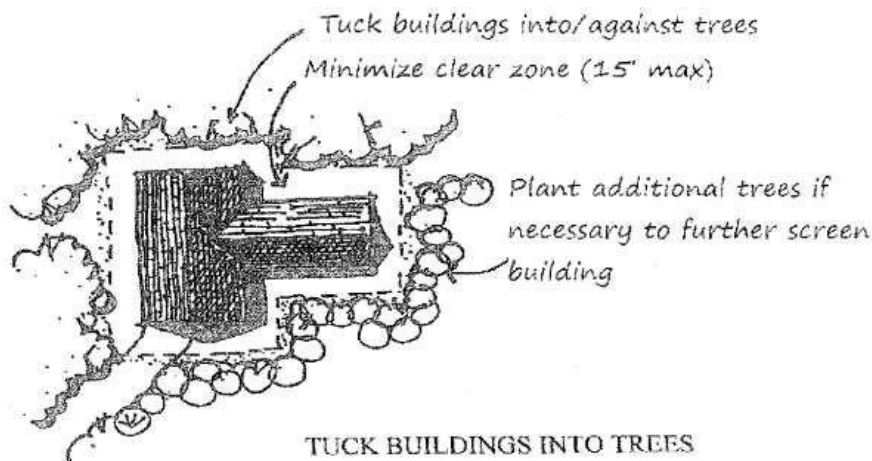


Figure 11.1: Informal planting (left) is preferred. Formal planting (right) is discouraged in Brian Head.



C. Fences: Fences and gates should be avoided to preserve a sense of openness and continuity. When fences are implemented for landscaping, safety, animal containment, or privacy they shall comply with the following:

1. Fences and gates shall be set back at least ten feet (10') behind the building's front facade.
2. Perimeter fencing of a property is prohibited without specific Planning Commission approval.
3. Fences shall not exceed four feet (4') in height, except where required for safety reasons (i.e., swimming pool and attractive nuisances) or where necessary to meet screening requirements or where not visible from off site. (ord. 08-016, 8-12-2008 amd ord. 15-018, 12-8-2015)
4. Fence materials shall be wood, timbers, rock or materials indigenous to the area. Wrought iron fencing should be used primarily at swimming pools and painted or treated to blend in with the surrounding environment or building facade.
5. Vegetation should be planted in and around fencing to soften the appearance except where not visible from off site. (ord. 08-016, 8-12-2008 amd ord. 15-018, 12-8-2015)
6. Stucco, chain link, vinyl wall fence materials are prohibited. Use of railroad ties or concrete blocks must be consistent with the General Plan and approved by the Planning Commission. ~~inappropriate wall and fence materials are railroad ties, stucco, chain link, concrete blocks, and vinyl. Use of these or similar materials must be consistent with the General Plan and approved by the Planning Commission.~~ (ord. 08-016, 12-2008, amd ord. 16-007, 12-8-2016).

9-12-6: LIGHTING:

Purpose: It is the intent of this section to encourage lighting practices and systems which preserve ~~the Town of Brian Head's~~ special resource of dark skies and support the Dark Sky Certification of neighboring Cedar Breaks National Monument by minimizing light pollution, glare, and light trespass, and by eliminating unnecessarily bright light color spectrums. The Town intends to accomplish these objectives without sacrificing nighttime safety, mobility, or the ability of businesses to operate reasonably. This section does not apply to indoor lighting. (ord. 18-006, 6-11-2018 amd. ord. 19-014, 11-12-2019)

A. Fixtures: All light fixtures, including security lighting and sign lighting, except streetlamps, shall be placed at a location, angle and height and shielded so that upward light pollution is minimized: (ord. 19-014, 11-12-2019)

1. Light fixtures shall be mounted to the building or a pole that directs light towards the ground and focuses on the object to be lit. Where signs and similar objects can be lit from above with lighting directed downward, this option should be employed. Where it is not possible, sufficient shielding should be employed to focus the light on the object rather than allowing it to escape upward and pollute the night sky. (2010 Code. amd. ord. 19-014, 11-12-2019)
2. Light fixtures shall be fully shielded on top with opaque material that disallows light from the sources to travel upward into the sky. The sides of the fixture shall be at least partially shielded with either transparent or translucent material. Fixtures which are not fully shielded with opaque material shall be limited to eight hundred (800) lumens per fixture in residential zones and two thousand (2,000) lumens per fixture in all other commercial zones. (amd. ord. 19-014, 11-12-2019)

B. Temperature: The correlated color temperature of any outdoor lighting fixture shall not exceed three thousand degrees kelvin (3,000°k). (ord. 19-014, 11-12-2019)

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C. Emission: Light fixtures shall not emit more light than is necessary to accomplish its purpose:

1. Lighting fixtures shall be spaced sufficiently to provide adequate light as required by the adopted building code. (ord. 19-014, 11-12-2019)
2. Parking lot lights, yard lights, or both, may be required for multi-family, commercial and industrial projects. The Land Use Authority~~Planning Commission~~ shall review the proposed lighting plan ~~of a project~~ to determine ~~if that~~ it meets the minimum lighting requirement necessary for public safety while maintaining sensitivity to night sky preservation.
3. Total outdoor lighting fixtures shall not produce more one (1) lux at any property boundary for single-family residential purposes or more than twenty-five thousand (25,000) lumens per acre or more than five (5) lux at any property boundary for all other zones. commercial properties or more than 5,000 per

~~3. acre or more than one (1) lux at any property boundary for residential properties.~~ (ord. 19-014, 11-12-2019)

4. Architectural and aesthetic lighting shall use low lumen light sources. (ord. 19-014, 11-12-2019)

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D. Security Lights: Outdoor lighting shall only be used when necessary to accomplish its purpose:

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1. Security lights shall be operated on a motion sensor. Any light on a functioning motion sensor will not count toward the light maximum in subsection C(3) of this title. (ord. 19-014, 11-12-2019)

E. Subdivision and Street Lighting:

1. Street lighting will be used to ensure safety and mobility. (amd. ord. 19-014, 11-12-2019).

- a. Streetlights will be placed at all intersections with a state highway and all intersections with a ~~Town~~-collector road (as defined in the ~~Town's~~Brian Head Transportation Master Plan).
- b. The Public Safety Director may order the placement of additional street_lights where necessary to preserve public safety.
- c. The specifications of street lighting fixtures will be in accordance with the Town's Public Works Standards and shall utilize lamp types that are energy efficient, are dark sky compliant, and mitigate the other negative impacts of artificial lighting.
- d. Pedestrian trails, sidewalks and walkways may be lit with minimum light necessary to ensure pedestrian safety and in accordance with Public Works Standards.
- e. Additional street_lights may be used to establish a sense of place in accordance with a Street Lighting Master Plan approved by the ~~Land Use Authority~~Town Council.

(ord. 19-014, 11-12-2019).

2. ~~All s~~Subdivision plans (~~either residential or non-residential~~) shall provide for ~~the~~ lighting of all streets in accordance with subsection 9-12-(E)(1) and the Town's Public Works Standards. (amd. ord. 19-014, 11-12-2019)

- a. Additional street_lights along the public right of way may be required by the ~~Land Use Authority~~Planning Commission in order to better establish a sense of place. Said streetlights, when required, shall conform to the Town's Public Works Standards. (amd. rd. 19-014, 11-12-2019)
- b. Subdivision plans shall include:
 - i. The location, height and overhanged of each light.

- ii. The size of lights in lumens and type of laminator, and the color of the lights (expressed in Kelvin). Where practicable, the most energy efficient laminators shall be used.
- iii. A drawing or photograph of the typical streetlight and standard proposed and location of energy meter, switches, cutoffs, etc., if any.

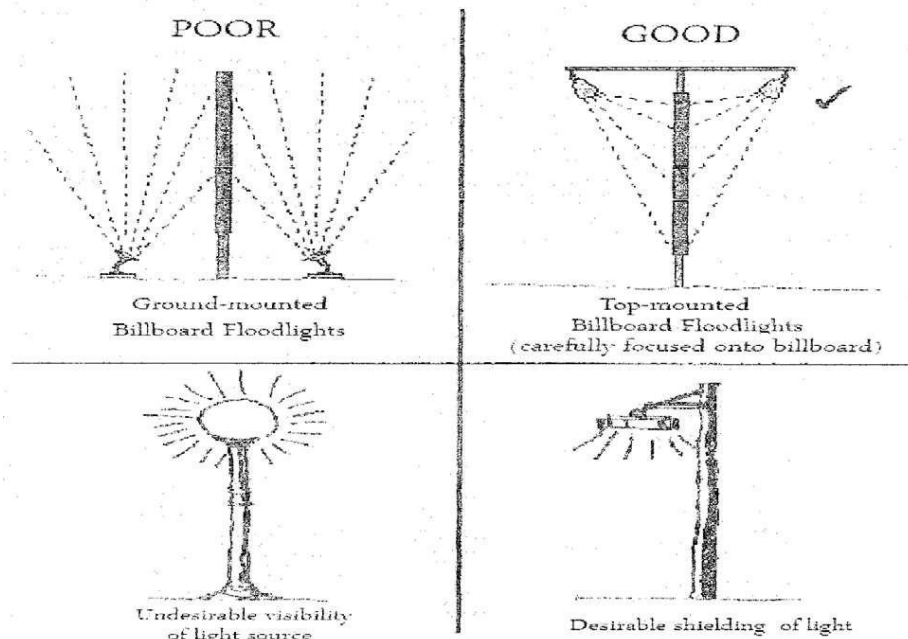
(amd. ord. 19-014, 11-12-2019)

F. Exceptions: The following shall be exempt from the requirements of this chapter:

1. Holiday lighting from November 15 to January 15 as long as it does not create a safety hazard or nuisance to surrounding businesses or residences.
2. Traffic control signals and devices or temporary emergency lighting in use by law enforcement or government agencies or at their direction.
3. The lighting of federal or state flags, provided that the light is a narrow beam aimed and shielded to illuminate only the flag. Flag lighting should use appropriate illumination levels to ~~the~~ light the flag, while at the same time fulfilling the purpose of this chapter. Upward lighting of flags is permitted with a limit of three (3) fixtures s per flagpole with a maximum of two thousand (2,000) lumens each. The fixtures must be shielded such that the point source is not visible outside of a fifteen foot (15') ~~feet~~ radius.
4. Lights on snow removal or grooming equipment engaged in water snow operations.
5. Lighting for recreational uses (such as ballfields, parks, or night skiing) which do not strictly adhere to the requirements of this section may be approved by the Land Use Authority ~~Planning Commission~~ following a determine that the lighting meets the intent of the requirements of this section and up on the condition that lighting will be subject to a reasonable curfew.

(ord. 19-014, 11-12-2019)

EXAMPLES OF SOME COMMON LIGHTING FIXTURES



(ord. 08-016, 8-12-2008)

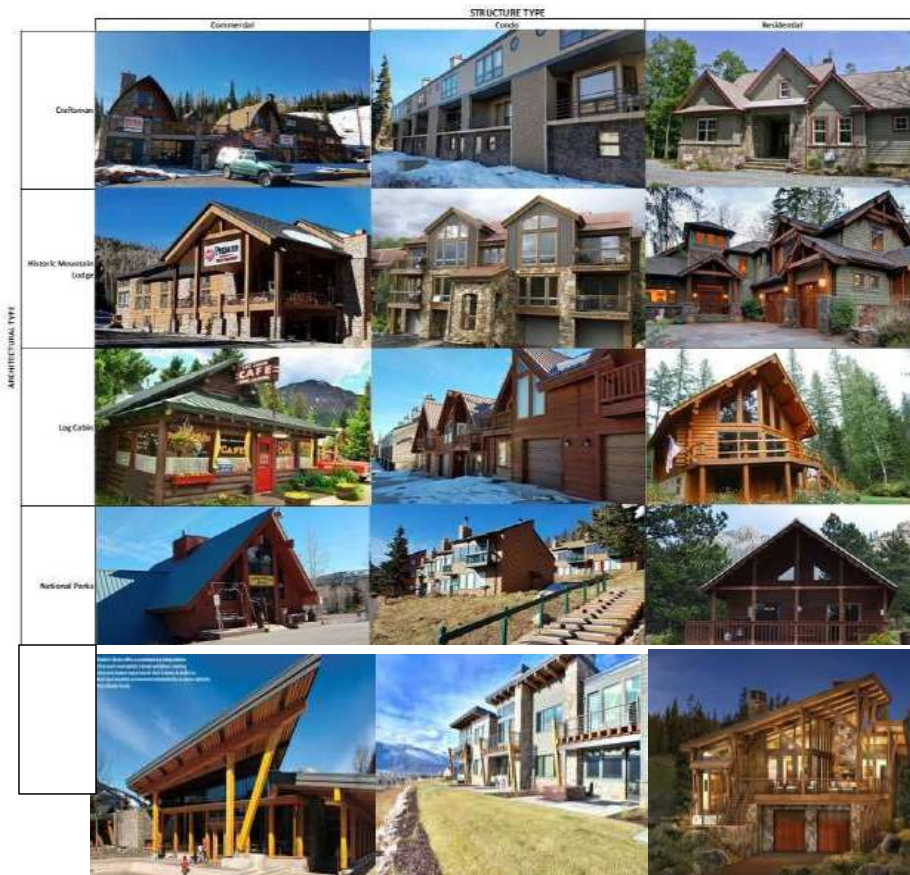
9-12-7: BUILDINGS:

- A. **Purpose:** All buildings and structures are to blend into and be in harmony with surrounding natural vegetation patterns and landforms of the mountain setting. Buildings are to be located to minimize tree removal and site disturbance, while being oriented to the outdoor lifestyle, ~~and~~ weather and climate conditions. Existing structures are encouraged to remodel or modify their appearance following the requirements of this chapter. (amd. ord. 17-004, 7-11-2017)
- B. **Architectural Design And Style:** Buildings ~~shall~~^{should} implement a rustic composition such as the craftsman, historic mountain lodge, log cabin, national park, or mountain modern style architecture that will blend with the mountain setting, as well as topography, landscape and natural environment found in and around that site. These styles include

Commented [4]: POLICY DISCUSSION: §10-9A-534 passed during the 2023 Session restricts building design elements that may be required of single and two-family dwelling units, unless the dwelling is located in a historic district/area, is due to a National Flood Insurance Program requirement, or was enacted to implement Wildland Urban Interface code requirement.

It doesn't sound like any of these requirements are necessarily for that - so the Town may want to change this language and re-tool the example photos below.

gabled roofs, exposed rafters and beams, and multi-paned windows, varied exterior materials, stone and brick wainscots, dormers, large picture windows, decks and railings, and other features intended to break up the mass and scale of the buildings and help them blend in better to the natural surroundings. Building materials shall include large wooden beams and timbers, stone covered columns, chimneys, and foundation and exterior wall materials reflecting simple, rustic design. Other materials may be considered and approved at the Land Use Authority's ~~at the approval authority's written~~ discretion. (ord. 17-004, 7-11-2017 amd. ord. 22-004, 5-10-2022)



(ord. 17-004, 7-11-2017, amd ord. 19-014, 11-12-2019)

C. Height:

1. Building heights are specified in each zone district.
2. Public and quasi-public utility buildings, when authorized in a zone district, may be erected to a height greater than the zone district height limit by obtaining a conditional use permit.

3. No dwellings shall be erected to a height less than one (1) story above grade, unless specifically designed and approved as an earth sheltered structure.

D. Mass, Scale And Composition:

1. Building mass and scale should be sensitive to the site and surrounding structures in the neighborhood so as not to stand out or draw attention away from the natural environment.
2. Rooflines, foundations, and walls shall have steps, offsets and architectural features to follow existing slopes and reduce mass. Multi-unit structures should appear to be a cluster or collection of individual masses so as not to create the appearance of stacks or rows of identical "products".

E. Roofs:

1. Single and double gabled roofs are permitted with hips and sheds used on smaller sections, secondary roofs, or dormers. Monoslope roofs are allowable consistent with the mountain modern architectural style. Flat roofs are discouraged. (amd. ord. 19-014, 11-12-2019)
2. Wood shake shingles are prohibited.
3. Roof pitches should range between four to twelve (4:12) and twelve to twelve (12:12).
4. Valleys, dormers, rain gutter and associated roof features should be designed with consideration to retention of snow on the roof. Care should be taken to avoid ice dams and snow sliding that may damage roofing materials or landscaping and building elements below. Special consideration should be given to protecting public entries, patios and balconies, where the weight of falling snow may damage such structures and endanger human life.

F. Exterior Walls:

1. Exposed foundations under four feet (4') in height may be rubbed or finished in natural earth tone color. Walls over four feet (4') must be covered in stone, wood, or similar materials to blend with the rest of the structure and must be resistant to snow piling and water damage. (amd. ord. 17-004, 7-11-2017)
2. Building wall finishes shall include full log or log faced siding, stone (cultured or natural), wood shingles, horizontal wood board and batten siding, or other synthetic material textured to simulate natural materials that are consistent with the rustic composition

architectural style as identified in [subsection B](#) of this title. Stucco, milled wallboard, brick, non-reflective metal similar material may be used in limited quantities provided they are broken up with contrasting materials, colors, and textures consistent with the architectural styles identified in [subsection B](#) of this title. Reflective metal is not permitted. (amd. ord. 16-007, 12-8-2016. amd ord. 17-004, 7-11, 2017).

G. Colors:

1. Exterior building colors should be subdued, complementary colors found in the natural landscaping. Browns, greys, and greens are encouraged for large mass areas. Bright colors, including bright white, are not allowed for large mass areas. Trim colors of golds, reds, blues, and greens in darker shades found in or around the site are permissible as long as they blend with the overall building design and do not create a strong contrast. Buildings or building materials that stand out against the landscape because of color or light reflection are prohibited. (amd. Ord. 17-004, 7-11-2017)
2. Roof colors should resemble natural earth tone hues that blend with the surrounding landscape. Reflective materials reflective light value (LRV) exceeding thirty (30) shall not be used. Bright red, bright blue, bright green, bright white, bright cream, or similar colors that stand out from the surrounding landscape, or draw attention to the structure, shall not be used. (2010 Code amd. ord. 18-009, 9-10-2018)

H. Windows And Doors:

1. Large glass surfaces should have features (structural or grid) that break the window up into multi-pane units.
2. Large windows and doors should be recessed and/or shaded by eaves, overhangs, decks, or similar architectural features that reduce glare and reflection.
3. Window and door frame colors shall comply with [subsection G](#) of this section.
4. Glass shall not create a mirrored finish but may be treated or coated to control solar heat gain.
5. Windows and doors should be trimmed or framed by wood, timber, wood shutters, stone or wood lintels and sills that are of a scale, color and mass that reflect styles such as the craftsman, historic mountain lodge, log cabin or national park style architecture.

- I. ~~(Reserved) Design Criteria Factors; Building Addresses: Snow loads, fire standpipes, provisions for handicapped, elevator emergency requirements, footing specifications, and house address: Requirements for these design criteria factors shall be those are defined in the adopted building codes, currently adopted by the state, with specific design criteria available from the Town Building Department. Building addresses shall be assigned by the Town. (ord. 08-016, 8-12-2008)~~

Commented [5]: "Reserved".

J. **Accessory Structures:** ~~NA~~ non-habitable accessory structures, subordinate to and located on the same lot with a primary structure, the use of which is clearly incidental to that of the main building or to the use of the land, and which is not attached by any part of a common wall or common roof to the main structure may be permitted. In addition to meeting requirements A through I of this Section, accessory structures must meet the following requirements:

1. Must ~~be detached from the primary structure and~~ have a minimum of ten feet (10') of clearance from other structures.

Commented [6]: Already stated in J.

2. ~~Cannot be used as a habitable space.~~

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~~3-2.~~ Structure cannot be located within the setback (notwithstanding, setback exceptions that apply to the primary structure as outlined in chapter 7 of this title, in the applicable zone, also apply to accessory structures).

~~4-3.~~ Must meet snow load requirements.

~~5-4.~~ Required to have footings or foundation for accessory structures over 450 square feet.

~~6-5.~~ Structures being used as a garage for vehicle storage must meet all applicable International Building Code requirements.

~~7-6.~~ Shipping containers, intermodal containers, or railroad boxes may not be used as accessory structures (Ord. 21-006, 05-25-21).

~~8-7.~~ No more than three (3) accessory structures are allowed on a single lot of up to one (1) acre. Additional accessory structures may be allowed on lots larger than one acre, not to exceed two (2) accessory structures per additional acre.

~~9-8.~~ Except for a building accessory to an agricultural use, the footprint of an accessory structure must not exceed fifty percent (50%) of the footprint of the primary structure. In no case shall an accessory structure's footprint exceed three thousand square feet (3,000 sq. ft.) square feet in size footprint.

9. Maximum height of accessory structures ~~shall be limited in limited by the area of the structure~~ as follows:

a.

Size Of Accessory Structure	Maximum Structure Height
<u>0 - 200 sq. ft.</u>	<u>15'</u>
<u>201 - 400 sq. ft.</u>	<u>19'</u>
<u>401 - 1,000 sq. ft.</u>	<u>24'</u>
<u>1,001 - 1,500 sq. ft.</u>	<u>27'</u>

>1,501 sq. ft.	As determined by the Land Use Authority and not to exceed 32'.
----------------	--

10.

- a. ~~0~~ 200 square feet, 15 foot maximum height. (amd. ord. 17-004, 7-22-2017)
- b. ~~201~~ 400 square feet, 19 foot maximum height. (amd. ord. 17-004, 7-22-2017)
- c. ~~401~~ 1,000 square feet, 24 foot maximum height. (amd. ord. 17-004, 7-22-2017)
- d. ~~1,001~~ 1,500 square feet, 27 foot maximum height. (amd. ord. 17-004, 7-22-2017)
- e.b. ~~1,501 square feet and above, maximum height determined by Planning Commission review, but shall in no case exceed thirty two feet (32'). (ord. 15-018, 12-8-2015 amd. ord. 17-004, 7-11-2017)~~
- f.c. If the proposed accessory structure sits at a lower elevation than the primary structure, an addition of one foot (1') of height may be allowed for each one foot (1') of elevation difference up to five feet (5') of additional height following a determination of the Land Use Authority ~~Planning Commission~~ that the height of the accessory structure does not conflict with the Town's General Plan or detract from the intended character of the zone. (ord. 17-006, 8-8-2017).
- g.d. Under no circumstances shall an accessory structure exceed eighty percent (80%) of the height of the primary structure. (ord. 17-006, 8-8-2017).

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9-12-8: CONSTRUCTION DEBRIS REMOVAL:

All building/construction sites shall provide debris removal sufficient to facilitate the regular cleanup and removal of construction debris from the site. The debris container or containment area must prevent debris from being blown off the property and screen the debris/garbage from public view or maintain the material in a neat orderly manner. It may not become a fire hazard or nuisance to the public or attract vermin. Failure to comply with this section may result in the suspension of building permits, fines, or other such appropriate penalties. (ord. 08-016, 8-12-2008)

9-12-9: ROADS:

A. Road Layout And Geometry:

1. The design, ~~and arrangement~~, and construction of all roads, public and private (unless otherwise provided), shall be in conformance with the Town's Public Works Standards, the provisions of this title, and the Town's Design Standards.
2. Road systems shall provide efficient internal circulation and reasonable access to public highways, minimize congestion and unsafe conditions, and be in conformance

with the Town's General Plan.

3. The arrangement of roads shall provide for the continuation of roads between adjacent properties when the continuation is necessary for the convenient movement of traffic, pedestrians, emergency or maintenance vehicles, or the efficient provision of utilities. Proposed streets shall be continuous and in alignment with existing planned or platted streets with which they are to connect.
4. Subdivision roads ~~Reads~~ shall be designed in compliance with applicable codes to provide emergency access and egress for residents and occupants, which shall ~~includeshould encourage~~ two (2) or more points of access to a development or neighborhood ~~wherever possible~~.
5. Where the potential traffic impacts on the existing street systems are considered to be great, or in the case of unique circumstances concerning topography or street layout, the subdivider may be required to prepare a detailed engineering study of the road system.
6. Proposed streets shall intersect one another as nearly at right angles as topography and other limiting factors of good design permit. No intersection may be closer than one hundred fifty feet (150') to any other intersection as measured from the centerlines of the intersections.
7. Where a road does not extend to the boundary of the development and its continuation is not required, its terminus shall provide for a cul-de-sac or turnaround as required by the Town's Public Works Standards or applicable building codes.
8. Protection strips reserved to control or restrict access to a property shall be utilized only where the reserve strip is deeded to and accepted by the Town.
9. Public or private roads must provide legal access to each building lot within the subdivision.
10. Curbs, gutters and sidewalks shall be of a type approved by the Town's ~~P~~ublic ~~W~~orks ~~S~~tandards on any existing or proposed street adjoining a lot on which a building is to be constructed or remodeled, or on which a new use is to be established. All materials and workmanship shall be sensitive to appearance and durability, due to a harsh weather climate. Such curbs, gutters and sidewalks may be required as a condition of building or use permit approval.
11. Excessively long and straight streets which are conducive to high speed traffic shall be prohibited.
12. Every cul-de-sac and permanent dead-end street shall comply with the following requirements:
 - a. End at a turnaround area having a radius no less than fifty feet (50') and be of hard surface material.
 - b. Not exceed eight hundred feet (800') in total length unless additional turnaround areas (each having at least a fifty foot (50') ~~feet~~ radius) are also provided at intervals of no less than eight hundred feet (800') throughout the length of such cul-de-sac or permanent dead-end street.
 - c. Hammerhead turnaround areas may be allowed in special circumstances when recommended by the ~~P~~ublic ~~S~~safety ~~D~~department and approved by the Land Use Authority.
13. Temporary dead-end streets, intended as access to future development parcels, shall

be a minimum of one (1) lot depth in length and shall meet all of the other requirements for permanent dead-end streets set forth in subsection A-12 of this section.

14. Driveways, mailboxes, fire hydrants and all other obstructions at such turnaround areas shall be designed in such a way as to provide an area for snow storage.

15. Road edges shall be:

- a. Finished and landscaped to eliminate raw cuts in the land.
- b. Cuts shall be graded to provide for vegetation, without damaging existing vegetation and trees.
- c. Re-vegetated on road edges and cuts.
- d. Constructed to support a vehicle.
- e. Riprapped and graded to reduce erosion in drainage ways.
- f. Constructed to provide driveway and road swales or culverts to protect intersections.

16. Retaining soils on roadways shall comply with section [9-12-11](#) of this chapter.

B. Road Grades:

1. Road grades shall be in compliance with the Town's Public Works Standards, the ~~adopted b~~Building ~~c~~Codes, ~~currently adopted by the state~~ and this code.
2. All road grades greater than twelve percent (12%) (6.8 degrees) shall be submitted for approval to the ~~L~~and ~~U~~se ~~A~~uthority with the recommendation of the Town ~~S~~taff.
3. Intersections, switchbacks, hammerheads, and cul-de-sacs shall not exceed a four percent (4%) grade. Roadway sections extending from these areas shall not exceed ten percent (10%) for a distance of at least two hundred feet (200').
4. Roadway sections exceeding ten percent (10%) (5.7 degrees) shall be no longer than four hundred feet (400') in length and at the bottom of such section shall be provided a straight "braking section" less than ten percent (10%). The length of the braking section must be at least one-half ($\frac{1}{2}$) of the length of the roadway that exceeds the ten percent (10%) (5.7 degrees) grade.

C. **Private Road Maintenance:** A maintenance plan must be established to the satisfaction of the ~~Land Use Authority upon the recommendation of Town Staff~~~~Town Manager, or designee,~~ before a private road may be approved. The plan shall define private road construction, surface material, and schedule of maintenance, and ensure that sufficient funds will be available to maintain the road.

D. Street Names:

1. Street names shall be proposed by the ~~applicant~~~~developer and/or citizen~~ and approved by the ~~L~~and ~~U~~se ~~A~~uthority, with the recommendation of Town ~~S~~taff. (ord. 08-016, 8-12-2008, amd ord. 15-018, 12-8-2015)
2. ~~Applicants~~~~Developers or citizens~~ are encouraged to do an investigation of local history regarding the names and references to geological and historical features located in

the subdivision and, wherever possible, to incorporate the historical names and references into the names and designations of streets. (ord. 08-016, 8-12-2008)

3. The Town may change the name of a street without petition or after petition by a property owner under the following conditions:
 - a. A notice of the hearing is published:
 - b. ~~Published~~:
 - a) In a newspaper of general circulation in the county once per week for four ~~(4)~~ consecutive weeks before the hearing; and
 - b) On the Utah Public Notice Website created in [UCA §63A-12-114](#), for four ~~(4)~~ consecutive weeks prior to the hearing; and
 - ii. Posted in three ~~(3)~~ places for four ~~(4)~~ consecutive weeks prior to the hearing; and
 - iii. Mailed to all owners of property abutting the ~~town~~ road.
4. All street names must be coordinated with the appropriate county official. (amd. ord. 15-018, 12-8-2015)

9-12-10: DRIVEWAYS:

The following shall apply to all driveways connecting the public right of way to a private or public parking lot or structure:

- A. **When Approval Required:** Driveways exceeding one hundred fifty feet (150') in length and/or twelve percent (12%) (6.8 degrees) grade must be approved by the Director of Public Safety or designee.

B. Driveway Standards:

Standards	Residential Single-Family Dwelling (SFD)	Residential Multi-Family Dwelling (MFD)	Commercial (All Others)
Minimum W width	16' feet	20' Feet (4 or fewer units) ⁽¹⁾ 24' Feet (5 or more units) ⁽¹⁾	20' feet (one-way); 24' feet (two-way)
Maximum W width A at S street L ine	24' feet	36' Feet	36' feet
Maximum N umber O f D riveway A ccesses P er L ot	2 Interior L ot, 3 Corners L ot Local: N/A	2 Interior L ot, 3 Corners L ot Local: 15' Feet ⁽²⁾	1 P er E ach 200' f eet O f E frontage (O r F raction T hereof)

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Minimum Spacing Between Driveway (6)			Local: 75'-Feet
	Private: N/A	Private: 10'-Feet (2,3)	Private: N/A
	Collector: N/A	Collector: 75'-Feet (4)	Collector: 75'-Feet
	Arterial: 150'-Feet (4)	Arterial: 150'-Feet (4)	Arterial: 150'-Feet

Minimum Spacing From Intersections	Local: 25'-Feet	Local: 25'-Feet	Local: 75'-Feet
	Collector: 50'-Feet (3)	Collector: 100'-Feet (4)	Collector: 100'-Feet
	Arterial: 150'-Feet (4)	Arterial: 150'-Feet (4)	Arterial: 150'-Feet
Minimum Spacing from Property Line	N/A	5'-Feet (5)	10'-Feet (5)
Driveway Angle To Street	45°-degree - 90°-degree	45°-degree - 90°-degrees	70°-degree - 90°-degree
Snow Storage	20% additional area of driveways and walks (7). Maintain clear view at intersection.	20% additional area of driveways and walks (7). Maintain clear view at intersection.	20% additional area of driveways and walks (7). Maintain clear view at intersection.
Drainage	May not drain to road surface.	To approved storm drain collection system.	To approved storm drain collection system.
Retaining Walls	May extend into public right-of-way with Town Staff approval.	May extend into public right-of-way with Town Staff approval.	May extend into public right of way with Town Staff approval.

1. Driveways for individual units connected to a local or private road can be reduced to sixteen feet (16')-feet.
2. Driveway spacing between two (2) units in the same building that share a common wall or property line between garage and/or parking area is not required or can be reduced. Driveways for other units in the same building will need to meet minimum spacing.
3. An administrative exemption may be granted based on lot shape and slope.
4. Driveways or private roads need to be designed to allow vehicles to turn around to prevent vehicles backing into roadways.
5. Driveway spacing is not required or can be reduced if rear loading garage or parking is used.
6. Except where it is possible to provide one access point that will serve both adjacent properties with recorded access and maintenance agreement.
7. Snow storage shall be provided on the subject property within the parking lot, adjacent landscaping or other area that allows for safe snow storage without damage to the structures or landscaping. Area less than five feet (5') feet to the property line or less than five feet (5') feet to the imaginary line between units on the same property cannot be counted for snow storage.

(ord. 08-016, 8-12-2008, amd ord. 16-007, 11-8-2016, amd. ord. 23-008, 8-8-2023)

- C. **Surface Material:** Hard surface is required in commercial and multi-family residential zones. Other materials that make the surface effectively hard but aren't asphalt or concrete may be used with the approval of the Land Use Authority/Planning Commission. All weather surfaces may be used for overflow parking (parking in excess of the requirement) as well as in all other zones. (ord. 16-007, 11-8-2016)

- D. **Design of Access Point:** ~~(Where a driveway meets pavement (access point))~~ such access point must be approved by the Public Works Director to minimize snow removal and drainage issues. (ord. 17-004, 7- 11-2017)
- E. ~~Where multi-family or commercial developments are situated with frontage on both a collector road and residential road, driveway access point shall be from the collector road.~~ (ord. 20-002, 4-28-2020)

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9-12-11: CUTS, FILLS AND RETAINING WALLS:

- A. **Purpose:** Because of the dramatic visual impact of cuts, fills and retaining walls in the Town, and the public safety factors that may arise with significant cuts and fills in unsuitable soils, cuts, fills and retaining walls shall be designed to mitigate visual impact and ensure safe soil retention.
- B. **Cuts And Retaining Walls:** Cuts, fills and retaining walls shall conform to the following criteria:
1. Un-retained cuts shall not exceed one (1) slope unit vertical for each two (2) units horizontal (~~fifty percent (50%) percent~~ slope) (unless a steeper slope is designed by a state licensed engineer) and must be re-vegetated to prevent erosion.
 2. Any single retaining wall or retaining mechanism, within the same plane, exceeding twelve feet (12') in height or one hundred feet (100') in length of exposed wall shall be reviewed by the ~~Land Use Authority~~ Planning Commission.
 3. Up to three (3) terraced cuts may be created under a terraced cut retaining system, so long as each wall is separated by a minimum four-foot (4') setback (measured from face to face) for visual relief and re-vegetation. Total maximum height of a terraced retaining system exceeding eighteen feet (18') in height shall be reviewed by the ~~Land Use Authority~~ Planning Commission as part of the approval process. In cases where re-vegetation will be detrimental to the structural integrity of the wall, the applicant shall propose and implement design strategies to create visual relief or contrast to enhance the appearance and mitigate the mass of the wall. (amd. ord. 15-018, 12-8-2015)
 4. Retaining wall height shall be measured as the exposed face of a single wall or combined faces of a terraced retaining system.
- C. **Measuring Cut/Fill Heights:** Cuts and/or fills shall be measured vertically at natural grade from the lowest to the highest point of disturbance.
- D. **Retaining Wall Appearance:** Retaining walls and/or retaining systems shall be constructed of decorative, natural, or rustic materials, such as stone or heavy timbers. Concrete or masonry materials (including split face block) may be used when structural design requirements exceed natural material capabilities. Walls shall be colored or tinted and have

a surface texture to blend with the surrounding soil or rock colors, and must be approved by the ~~Zoning Administrator~~Town Manager, or designee, before excavation permits shall be granted.

- E. **Retaining Wall Design:** All retaining walls greater than four feet (4') in height shall be designed by a professional engineer or architect licensed in the state for the loads imposed on it. Plans shall be submitted ~~which at the preliminary plan stage to~~ demonstrate that the hillside above any proposed cut will remain stable after the proposed cut/fill and retaining system, if any, has been completed.

F. **Re-vegetation/Erosion Control:**

1. All cut and fill slopes must be naturalized and re-vegetated within one (1) growing season after the cut or fill is made.
2. Cuts and fills should be naturalized by rounding edges, placing boulders in natural fashion and planting native plants, including trees, brush and ground cover, to match surrounding areas. A landscape/re-vegetation plan in compliance with the ~~Town's~~ Design Standards shall be submitted to ~~the Town staff~~ for review with the cut/fill design plans.
3. All re-vegetated areas must be maintained and replanted as necessary to control erosion and maintain the aesthetic value of the site.
4. Foot bridges and private vehicle bridges shall be reviewed and approved by the ~~Planning and Building Department~~ in conjunction with the single-family dwelling approval per chapter 8 of this title. (Ord. 08-016, 8-12-2008)

- G. **Standards for Review:** All retaining walls approved under this section ~~either by the Planning Commission, or the Town Manager or designee~~ shall comply with the following standards:

1. ~~Retaining wall complies with all of the Design Standards of this section.~~
2. The height and length of the retaining wall is the minimum necessary for the needed functionality. The mass of the wall ~~shall be~~has been broken up using terracing, vegetation, and/or other visual relief strategies.
3. The wall does not create an attractive nuisance or hazard to the general public.
4. The wall shall preserve the natural scenic beauty of the area by rounding off sharp angles and otherwise blending with the natural contours of the land, and by preserving trees and other native vegetation.
5. If the retaining wall is being done in preparation for development, a building permit has been obtained and work has been approved to proceed. If an applicant is in the process of obtaining a building permit, approval may be made contingent on the finalization of the building permit, but work may not begin on grading or the retaining wall until the building permit is issued.

(Ord. 17-004, 7-11-2017)

9-12-12: BRIDGE AND TUNNEL REGULATIONS:

The design of bridges and/or tunnels shall conform to the following regulations:

- A. **Design Plans:** All bridges and tunnels must be detailed in design plans submitted to the ~~Land Use Authority/Planning Commission~~ for its review and comply with [chapter 8](#) of this title, as applicable.
- B. **State Code Compliance:** Highway bridge abutments shall comply with state code.
- C. **Retaining Wall Applicability:** All wing walls and bridge abutments shall be constructed in conformity with the retaining wall section of this code (section [9-12-11](#) of this chapter). (ord.08-016, 8-12-2008)
- D. **Exception:** Foot bridges and private vehicles bridges shall be reviewed and approved by the ~~Planning and Building~~ department in conjunction with the single-family dwelling approval per Chapter 8 of this title. ~~and shall be reviewed and approved by the building department.~~ (ord. 15-018, 12-82-15)

9-12-13: WATERWAYS, DRAINAGES AND FLOOD HAZARD AREAS:

Special attention shall be given to ensure that development is setback sufficiently from waterways, drainages, and flood hazard areas to prevent erosion, flooding and damage to development and the waterways per state and federal standards. Such features should be constructed to give a natural "streambed" appearance to the waterway or drainage area by making small meanders, placing rocks of various sizes (pebbles, cobble, rocks, and boulders) in the streambed and banks, and planting clumps of trees and shrubs along the outside edge.

- A. Design Storm:
 - 1. As each site is unique for elevation and time of concentration, the following website can be used for determining the precipitation intensity, currently found at:
http://hdsc.nws.noaa.gov/hdsc/pfds/pfds_map_cont.htm
 - 2. The user will input the latitude and longitude for the particular site and choose "precipitation intensity" from the drop-down menu on screen (the user will verify the elevation is within acceptable limits for the project area).
 - 3. If a storm distribution is being utilized for the stormwater design, a standard SCS type II distribution should be used. This distribution shows approximately fifty ~~(50)~~ to

seventy five percent (50-75%) of total rainfall to occur in a brief period (approximately two (2) hours), which is typical of the intense short duration storms experienced in the town area.

A. **Detention Ponds:** On site detention ponds are to be sized for the one hundred (100)-year twenty four (24)-hour storm.

C. **Stormwater Conveyance:** Stormwater conveyance pipes are to be sized based on a ten (10)-year twenty four (24)-hour storm.

1. Pipes will be sized using a rainfall intensity determined by the time of concentration for the applicable drainage basin with a minimum pipe size of fifteen inches (15").
2. The time of concentration will be estimated using the soil conservation service technical release 55 (SCS TR-55) method. SCS TR-55 method uses three (3) distinct runoff patterns in a watershed: a) sheet flow; b) shallow concentrated flow; and c) channel flow. Sheet flow occurs in the upper reaches of a watershed and persists for a maximum of three hundred feet (300'). The minimum time of concentration to be used for design shall be five (5) minutes.

After flowing in sheets, water then typically becomes less sheet-like and more concentrated. Following shallow concentrated flow, water typically collects in natural or manmade channels (U.S. soil conservation service, 1986).

D. **Other Permits:** Below is a list of other permits that may be required for development activity~~construction projects~~ in the Town. This list is for informational purposes only and may not include all necessary permits, depending on the project location:

1. **Utah pollutant discharge elimination system (UPDES) general permit for storm water discharges associated with construction activities.** This permit is required for any land disturbance of one acre or greater. The permit requires submittal of a notice of intent (NOI) to the Utah Division of Water Quality (DWQ) with appropriate fee, preparation of a stormwater pollution prevention plan (SWPPP) and erosion control plan. Additional information regarding this permit can be found at:

<http://www.waterquality.utah.gov/UPDES/stormwaterco>

2. **Utah stream alteration permit.** This permit is required for any construction activity occurring along a creek or stream. The permit requires submittal of a stream alteration permit to the Division of Water Rights (DWR) with applicable design drawings and calculations. Additional information regarding this permit can be found at:

<https://waterrights.utah.gov/stmalt/default.asp>

3. **U.S. army corps of engineers (USACE) wetland permits.** Potential wetlands need to be assessed and jurisdiction needs to be determined and approved by the USACE. Possible requirements are a wetland boundary delineation, drawings, meetings with the USACE and permits. (Ord. 08-016, 8-12-2008)

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9-12-14: UTILITY IMPROVEMENTS:

- A. **Purpose:** The provisions of this section are intended to regulate utility installations within subdivisions and private improvements and not major utility installations relating to distribution lines, etc.
- B. **Construction:** All utility connections and lines shall be installed underground. Before any installations are covered, material and service must be inspected and approved by the ~~T~~own or applicable utility. During the construction period, temporary power poles and lines shall be allowed within the boundaries of the construction project; however, such poles and lines must be removed before final certificate of occupancy for the project is granted.
- C. Easements:
1. All utilities shall be placed within public road rights-of-way or specific rights-of-way or easements. Multiple use of a given easement is encouraged. ~~Subdivision~~The final plats shall note all easements, and ~~their~~ associated construction drawings shall define the location of each utility.
 2. Easements shall be provided at the rear and ~~along~~ at least one ~~(1)~~ side of each lot (so that they adjoin each other on common lot lines) or be provided in such a way as to demonstrate that utilities can be provided to each lot.
 3. Recreational easements are required for all proposed motorized and non-motorized trails, ski runs, or open space to promote recreational opportunities in the ~~Town~~community, unless otherwise approved by the ~~Land Use Authority-Planning Commission~~. Easements shall be required during land use approval (i.e., zone change, subdivision, building permit) for existing trails, ski runs, and open space established by historic use (see subsection 9-12-16B1 of this chapter).
 4. Easement locations should be established to ensure the best use of the land and to provide corridors for utility services through raw land for the future development or subdividing of land according to the ~~T~~own's ~~G~~eneral ~~P~~lan. (Ord. 08-016, 8-12-2008)

9-12-15: PARKING:

- A. **Purpose:** There shall be provided at the time of erection of any main building, or creation of a land use, or at the time such buildings or uses are altered, enlarged, converted or increased in capacity, minimum off street parking space with adequate provision for ingress and egress by standard sized vehicles in accordance with the requirements of this section. Whenever feasible, parking shall be placed underground.
- B. **Parking Space Requirements:** Parking spaces shall be determined in accordance with this section. Variations may be made to these provisions when justified by a parking study prepared by a licensed engineer and approved ~~ed~~at ~~of~~ by the ~~L~~and ~~U~~se ~~A~~uthority.

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- C. **Required Number; Table:** The off-street parking spaces required for each use permitted by this code shall not be less than that found in table 1 of this subsection. When a computation of spaces results in a fractional number, the fractional part shall be computed as a whole space.

D. **TABLE 1: OFF STREET PARKING SCHEDULE**

Land Use	Required Spaces for Patrons	Required Spaces for Employees (Measured in Gross sq. ft. of Entire Building)
Bed and breakfast inn:	1 per bedroom	2
Civic buildings and conference center:	Determined by <u>Land Use Authority</u> specific review of Planning Commission	Determined by <u>Land Use Authority</u> specific review of Planning Commission
Commercial outdoor recreation, including skiing, biking, stables/riding academy:	1 per 3 persons maximum rated capacity	Determined by <u>Land Use Authority</u> specific review of Planning Commission
Financial institution:	3 per 1,000 sq. ft. of leasable floor area	2 for <u>the</u> first 2,000 sq. ft. and 1 per each additional 1,000 sq. ft.
Hospital or clinic:	3 per bed or patient room	2 for <u>the</u> first 2,000 sq. ft. and 1 per each additional 1,000 sq. ft.
Hotel/motel (2 bed maximum per unit):	1 per guest room, plus 1 per 500 sq. ft. of interior common area	2 for first <u>the</u> 40 guest rooms and 1 per each additional 20 guest rooms
Indoor entertainment, recreation/theater:	The greater of 1 per 4 seats, or 5 per 1,000 sq. ft. of floor area	2 for <u>the</u> first 2,000 sq. <u>ft.</u>
Industry:	<u>Determined by Land Use Authority</u> By review of the Planning Commission	<u>Determined by Land Use Authority</u> By review of the Planning Commission
Multi-family dwelling unit greater than 650 <u>sq. ft. square feet</u> , but less than 1,000 sq.	2 per dwelling unit	N/A

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Multi-family dwelling unit greater than 1,000 sq. ft. square-foot , but less than 2,500 sq. ft.:	2.5 per dwelling unit	N/A
Multi-family dwelling unit greater than 2,500 sq. ft.:	3.5 per dwelling unit	N/A
Multi-family dwelling unit not greater than 650 sq. ft.:	1 per dwelling unit	N/A
Office:	1 per 2,000 sq. ft. of leasable space	2 for the first 2,000 sq. ft. and 1 per each additional 1,000 sq. ft.
Restaurant/food beverage establishment:	1 per 150 sq. ft. of dining area:	2 for the first 2,000 sq. ft. and 1 per each additional 1,000 sq. ft.
Retail:	1 per 300 sq. ft. of retail space:	2 for the first 2,000 sq. ft. and 1 per each additional 1,000 sq. ft.
Shopping center or complex of multi-tenant retail spaces:	4 per 1,000 sq. ft. of leasable floor area, plus 1 per 500 sq. ft. of interior common area	1.5 per each 1,000 sq. ft.
Grocery / convenience store:	1 per 200 sq. ft. of retail space	1 for the first 2,000 sq. ft. and 1 per each additional 1,000 sq. ft.
Single-family dwelling unit and multi-dwelling unit up to 3 units:	2 per dwelling unit, plus 1 additional stall per each 2,500 sq. ft. square-foot , or fraction thereof, when a single dwelling exceeds 2,500 sq. ft. square-foot	N/A

(ord. 22-008, 7-26-22)

- E. **Combination Of Uses:** Where there is a combination of uses on a lot, the required number of parking spaces shall be the sum of that required for each use. In cases where multiple uses are not in competition for the same parking space, relief may be granted by the Land Use Authority.
- F. **Location Of Lot:** The parking spaces required by this section shall be provided on the same lot or parcel as the use, or where the exclusive use of such is provided on another lot or parcel, not more than five hundred feet (500') radially from the subject lot and within the same or less restrictive zoning district.
- G. **Parking Stall Dimensions:** Parking stall dimensions shall be in accordance with this subsection:
1. **Width:**
 - a. A minimum width of ten feet (10') shall be provided for each interior (protected from weather) parking stall and ten feet (10') for exterior parking stalls. (amd. Ord. 18-006, 6-11-2018)
 - b. **Exceptions:**
 - i. Parallel parking stalls shall be permitted to be eight feet (8') wide.
 - ii. The width of a parking stall shall be increased ten inches (10") for obstructions (columns, walls, etc.) located on either side of the stall within fourteen feet (14') of the access aisle.
 2. **Length:** A minimum length of twenty feet (20') shall be provided for each stall. Parallel parking stalls shall be a minimum twenty-two feet (22') in length.
- H. **Design Of Parking Facilities:** The design of parking facilities shall be in accordance with this subsection, ~~subsection H of this section,~~ and section 9-12-10 of this chapter for driveways connecting to the public rights of way:
1. **Driveway Widths:** Every parking facility shall be provided with one (1) or more access driveways, the width of which shall be the following:
 - a. Private parking lot access at least sixteen feet (16'). (Ord. 08-016, 8-12-2008, amd Ord. 16-007, 11-8-2016)
 - b. **Commercial driveways:**
 - i. Twenty feet (20') for one-way enter/exit. (Ord. 08-016, 8-12-2008, amd Ord. 16-007, 11-8-2016)
 - ii. Twenty-four feet (24') for two-way enter/exit.
 2. **Driveway And Parking Slopes:**
 - a. **Maximum Slope:** The maximum slope of any driveway or ramp shall not exceed twelve percent (12%) (6.8 degrees). Transition slopes in driveways and ramps shall be provided in accordance with the Town's design standards ~~set by the building official and the jurisdiction's engineer.~~
 - b. **Exception:** Where a ramp is covered or heated and will not be susceptible to snow or ice buildup, the ramp slope may not exceed sixteen percent (16%) (9.1 degrees)

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and shall provide sufficient landings at top and bottom of ramp to provide for safe starting and stopping.

- c. **Stall Accessibility:** Each required parking stall shall be individually and easily accessible. No automobile shall be required to back onto any public street or sidewalk to leave any parking stall except in single family residential uses and where the parking stalls themselves are in the public right of way. All portions of a public lot or garage where the lot itself is not in the public right of way shall be accessible to other portions thereof without requiring the use of any public street. (Ord. 08-016, 8-12-2008, amd Ord. 16- 007, 11-8-2016)

An exception may be granted in multi-family residential zones where deemed safe by the Public Safety Director (Ord. 20-006, 7-14-20)

- 3. **Screening:** A buffer shall be created whenever a parking area with associated ramps and driveways abuts a public way. The buffer shall consist of a landscaped earthen berm, rock wall, vegetation, or similar natural materials to complement the environment for a height of at least three feet (3'), or a width of at least ten feet (10').

- I. **Surfacing:** Hard surface is required in commercial and multi-family residential zones. Other materials that make the surface effectively hard but aren't asphalt or concrete may be used with the approval of the Land Use Authority~~Planning Commission with recommendation from Town Staff~~. All weather surfaces may be used for overflow parking (parking in excess of the requirement) as well as in all other zones. Each parking lot and associated ramps and driveways shall be maintained in good condition and kept clear and in unobstructed and usable condition at all times. Responsibility for maintenance of the parking lot shall rest with the property owner. The parking lot shall provide adequate access to a street or alley. Parking spaces in excess of the minimum spaces required may be used for snow storage in winter (Ord. 08-016, 8- 12-2008, amd Ord. 16-007, 11-8-2016)

- J. **Grading, Erosion Control And Existing Waterway Provisions:** Parking lots shall be graded for proper drainage, with surface water diverted in such a way as to keep the parking area free of accumulated water or ice and to prevent erosion and comply with requirements of section 9-12-13 of this chapter.

- K. **Snow Storage:** All parking lots, sidewalks and other hard surface areas requiring snow removal shall provide twenty percent (20%) additional area to accommodate snow storage (~~fifteen percent (15%) percent~~ for parking with snow melting equipment). Snow storage shall be provided on the subject property within the parking lot, adjacent landscaping or other area that allows for safe snow storage without damage to the structures or landscaping. (Ord. 08-016, 8- 12-2008, amd Ord. 15-018, 12-8-2015)

L. **Loading Spaces:**

- 1. **General:** Loading spaces shall be provided on the same lot for every building in the commercial zones. No loading space is required if prevented by an existing lawful building. The Land Use Authority~~building official/zoning administrator~~ shall be authorized to waive this requirement on unusual lots.

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2. **Size:** Each loading space shall have a clear height of fourteen feet six inches (14'6") and shall be directly accessible through a usable door not less than three feet (3') in width and six feet eight inches (6'8") high. The minimum area of a loading space shall be four hundred ~~square feet~~ (400 ~~sq. ft.~~) ~~square feet~~ and minimum dimensions shall be twenty feet (20') long and ten feet (10') wide. (Ord. 08-016, 8-12-2008)

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9-12-16: PUBLIC IMPROVEMENTS:

A. Design Standards:

1. Design and construction specifications for public improvements such as curbs, gutters, sidewalks, storm drainage, flood control facilities, water, sewer distribution systems and fire protection shall be in accordance with the ~~Town's P~~ublic ~~W~~orks ~~S~~tandards as currently adopted, or other applicable codes.
2. The design for all such facilities which are or will be under the control of the ~~T~~own shall be submitted to the Town ~~Manager, or designee,~~ for review and approval. The design of streets, blocks, lots, open spaces and other design functions shall be consistent with the ~~Town's G~~eneral ~~P~~lan and this title.

B. Required Improvements:

1. The subdivider shall improve all streets, trails, pedestrian ways or easements and water and sewer facilities in the subdivision necessary to service the subdivision, and enhance the recreational opportunities in the ~~T~~own, along with streets which abut, or serve access to, the subdivision. No improvement work shall be commenced until improvement plans and profiles have been approved by the ~~Land Use Authority~~~~Town~~ ~~Manager,~~ or designee, and the Town has approved the final plat of the subdivision. The final plat shall not be recorded in the office of the County Recorder prior to obtaining sufficient guarantee for improvements as provided in [chapter 13](#) of this title.
2. Improvements shall be installed to permanent line and grade and to the satisfaction of the Town Manager, or designee, and in accordance with the standard specifications adopted ~~and amended from time to time~~ by the Town Council. Cost of inspection shall be paid by the subdivider as outlined in the ~~Town's C~~onsolidated ~~F~~ee ~~S~~chedule.
3. Notwithstanding the fact that the land on which the improvements are or will be located is dedicated at the time of the recording of a plat, the subdivider shall be required to maintain all improvements until accepted by the Town provided for in section [9-9-6](#) of this title. (Ord. 08-016, 8-12-2008)

9-12-17: TRASH ENCLOSURES:

Trash dumpsters shall be as approved by the ~~Land Use Authority~~~~Town~~. Dumpsters are encouraged to be screened from public view with vegetation or walls and located in an area accessible by the refuse vehicle

and sensitive to limiting backing of the vehicle. If an enclosure is proposed, it shall comply with the building material requirements and be sensitive to the snow and ice accumulations common to the Town. Trash dumpsters shall be purchased by the Town with the cost being borne by the developer. The Town shall require one (1) dumpster for every twenty (20) single-family building lots or condo units, and one (1) dumpster for every four thousand square feet (4,000 sq. ft.) ~~square feet~~ of commercial/office space, unless other rationale is justified by the applicant and approved by the Land Use Authority on a case-by-case basis. (Ord. 08- 016, 8-12-2008)

9-12-18: COMPLIANCE:

Any time a permit under chapter 8 or chapter 10 of this title is applied for, the applicant shall demonstrate compliance with the provisions of this chapter as they relate to the work applied for. (Ord. 08-016, 8-12-2008)

9-12-19: PUBLIC UTILITIES

- A. Structures associated with public utility uses will comply with the design standards put forth in this chapter, including color, exterior materials, roof design, etc.
- B. Above-ground utility equipment and other visible utility infrastructure ~~shall~~will be housed in a structure designed to reduce any potential visual and noise impact on neighbors in residential and commercial zones. In industrial zones, the equipment and infrastructure may be screened in a manner compliant with the requirements for that zone.

(Ord. 17-004, 7-11-2017)

9-12-20: CAMPGROUNDS

In an effort to mitigate the potential impacts of overnight outdoor uses such as recreational vehicle (RV) parks / c~~C~~ampgrounds, tent campgrounds, and non-permanent structuress (such as KOA-style cabin or yurt) campgrounds, the following design standards shall be applied: (amd. Ord. 20-006, 7-14- 20, amd. Ord. 21-006, 05-25-21)

- A. Campgrounds will be designed in a manner that is sensitive to the natural environment and consistent with the Town's General Plan. Vegetation will only be cleared as necessary for installation of camping and recreational appurtenances (tent sites, campfire rings, RV pads, etc.) or fire mitigation in accordance with Wildland Urban Interface requirements. (amd. Ord. 21-006, 05-25-21)
- B. Development of the campground area shall be restricted to the portion of the property not required to be landscaped or undisturbed.
 - 1. All buildings and structures, camping sites, driveways, private roads, parking, restrooms, pavilions, picnic pads, day use areas, snow storage areas, etc. shall

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fit within the remainder of the property not reserved for minimum landscaping and minimum undisturbed area. (Ord. 21-006, 05-25-21)

- C. **Lighting** will strictly meet Town Code for night sky standards. (Ord. 21-006, 05-25-21)
- D. **Fire pits** will be limited to two (2) per acre and will meet the requirements for improved campfire rings under Stage 1 Fire Restrictions. (Ord. 21-006, 05-25-21)
- E. **Design of campground access** will minimize the impact of vehicular traffic and parking on surrounding recreational uses. (amd. Ord. 21-006, 05-25-21)
- F. **Water, wastewater, plumbing, and operations and maintenance** plans will comply with Utah State R392-300. Camping cabins which are intended to be inhabited overnight year-round shall be equipped with indoor plumbing and sanitation facilities. (Ord. 17-004, 7-11-2017, amd. Ord. 21-006, 05-25-21)
- G. **Campsites** shall be appropriately spaced to allow for the open feeling anticipated in the Town's General Plan:
 - 1. Building setbacks for the zone shall apply to campsites.
 - 2. Additional setbacks may be required by the Land Use Authority for visual and noise mitigation.
 - 3. A minimum ten-foot (10') buffer shall be applied on all sides of an RV campsite or cabin, and a twenty-foot (20') buffer applied on all sides of a tent campsite. (Ord. 21-006, 05-25-21)
 - 4. The minimum size for a tent or RV campsite shall be eight hundred square feet (800 sq. ft.) ~~square feet~~. (Ord. 21-006, 50-25-21)
 - 5. Snow storage area will be provided for year-round campsite usage. (Ord. 21-006, 05-25-21)
- H. **Natural screening** (such as mature trees, and shrubs, slopes, etc.) ~~shall~~will be utilized to minimize visual impacts from public rights of way and adjacent uses. Vegetative screening shall be in natural groupings/clusters and shall be fashioned to create a mostly opaque visual barrier to campsites, RV sites, restrooms, etc. from the public right of way and neighboring uses. Vegetative screening shall be kept clear of snow storage areas and shall be maintained in perpetuity. (Ord. 20-006, 7-14-20, amd. Ord. 21-006, 05-25-21)

Title 9 – Land Management Code

Chapter 13 ENFORCEMEN T

9-13-1 : PURPOSE:

9-13-2 : ENFORCEMENT:

9-13-3 : ATTORNEY FEES:

9-13-4 : PENALTIES:

9-13-5 : ISSUANCE OF BUILDING PERMIT AND CERTIFICATES OF OCCUPANCY:

9-13-6 : COMPLIANCE WITH SUBDIVISION AND OTHER PERMIT APPROVAL:

9-13-7 : SECURITY FOR COMPLETION:

9-13-1: PURPOSE:

The purpose of this chapter is to provide enforcement provisions and to ensure compliance with this title. (ord. 08-016, 8-12-2008)

9-13-2: ENFORCEMENT:

The Town Manager, or designee, shall be designated as the person to administer and enforce the provisions of this title and all other land use regulations adopted by the Town. The Town Manager, or designee, shall take legal action when deemed necessary to enforce the provisions of this title or other land use regulations. The failure of any person to properly interpret, apply or enforce any provision of this title, or other ordinance of the Town, shall not operate to waive or stop the Town from enforcing compliance with the Town's s ordinances. (ord. 08-016, 8-12-2008)

9-13-3: ATTORNEY FEES:

All action necessary to enforce any provision of this title and other applicable ordinances, including, but not limited to, the costs of commencement of legal proceedings in a court of proper jurisdiction seeking judgments for violation of such ordinances, and for all court costs and attorney fees, shall be paid by the violator. (ord. 08-016, 8-12-2008)

9-13-4: PENALTIES:

Any person, firm, or corporation (as principal, agent, employee or otherwise) violating, causing, or permitting violation of the provisions of this title shall be guilty of a Class C misdemeanor and subject to penalty as provided in section 1-4-1 of this code. In addition, the Town may bring an action to enjoin the continuation of the violation or seek other equitable relief. Each day a violation continues shall be considered a separate violation and offense. (Ord. 08-016, 8-12-2008; amd. 2010 Code)

9-13-5: ISSUANCE OF BUILDING PERMIT AND CERTIFICATES OF OCCUPANCY

- A. **Policy:** In order to protect buyers of condominiums, master planned development (MPD) projects, single family residential, and other property in the Town against purchasing property on which the on and off site improvement work is incomplete and may not be completed, and to protect the public at large from dangerous and undesirable conditions that result from unfinished on and off site improvements, such as, but not limited to, erosion, flooding and blowing dust, it is the policy of the Town that no building permit may be issued on any building project within the Town ~~limits~~ unless and until the final plat has been recorded. Construction may not begin until the development has provided necessary access to the building lot for delivery of goods and access for laborers. No wood framing shall proceed without an all- weather surface road or driveway and working water system to serve fire hydrants and firefighting apparatus. In no event shall a certificate of occupancy be issued on any building until all required on and off-site improvements are completed sufficient for safe, orderly occupancy of the building as determined by the Town Manager, or designee. (ord. 08-016, 8-12-2008, amd ord. 15-018, 12-8-2015)
- B. **Site Plan Conformance:** The Building and Planning Department, prior to issuance of a permanent certificate of occupancy ~~permit~~, shall review the completed improvements to ensure compliance with the approved site plan, showing the location and nature of drainage work, grade changes, retaining walls and landscaping, together with any trails, paths or walkways. A temporary occupancy certificate may be issued with adequate bonding for incomplete work when determined by the Town Manager, or designee.
- C. **Construction According To Approved Plans:** No site plan shall~~will~~ be altered or modified without the prior approval of the appropriate land use authority.

- D. **Completion And Cleanup Deposit:** Upon issuance of a building permit, the ~~B~~building and Planning inspection department shall charge a completion and cleanup deposit as established in the Town's Consolidated Fee Schedule. Upon satisfactory completion of the building and site cleanup, including repair or restoration to any onsite or offsite damage caused by construction activities, the deposit will be refunded to the contractor of record. In such cases where the site cleanup (including fire risk mitigation and on or off site damage) is not corrected in a timely manner, the Town may use the deposit and hire the work to be done. (ord. 08-016, 8-12-2008)

9-13-6: COMPLIANCE WITH SUBDIVISION AND OTHER PERMIT APPROVAL:

- A. **Policy:** Due to the fragile nature of the ecosystem and land scarring that has occurred when projects ~~have~~are not been completed, the provisions of this section are intended to provide protections and securities to minimize detrimental interference to property. In order to ensure compliance with certain provisions of this title for subdivisions, commercial projects, Residential Planned Developments (RPD) and Master Planned Development (MPD) the Town Manager or designee is authorized to ensure compliance with the provisions and requirements of previously authorized permits or subdivision approval. (Ord. 08-016, 8-12-2008, amd. ord. 15-018, 12-8-2015)
- B. **As Built Drawings For Subdivisions:** A detailed as built site plan showing the location of public utilities, nature of drainage work, grade changes, retaining walls and landscaping, together with any trails, paths or walkways, shall be submitted to the ~~T~~town prior to acceptance of improvements and releasing of financial security. Site improvements shall be completed pursuant to this title and as shown in the detailed site plans in both a paper and approved electronic format.
- C. **Construction According To Approved Plans:** No subdivision improvements may be modified from the approved plat and associated construction drawings without prior approval of the appropriate land use authority. (ord. 08-016, 8-12-2008)

9-13-1 : 9-13-7: SECURITY FOR COMPLETION:

- A. **Policy:** In order to ensure compliance with certain provisions of this title for subdivisions, building projects and other permits, the Town Manager, or designee, ~~is~~shall be hereby authorized to ensure completion of the approved design through a form of security as deemed necessary by this section, or as determined by the provisions of the required permit.
- B. **Subdivisions And Other Projects:** In the event that approval is sought for the completion of a subdivision, commercial project, or Master Planned Development (MPD) the Town shall

ensure that all of the following conditions are met: (Ord. 08-016, 8-12-2008, amd. ord. 15-018, 12-8-2015)

1. The developer shall submit to and obtain approval from the appropriate Land Use Authority~~town official~~ for all final construction plans, improvements, and development agreements. The developer shall guarantee the installation and construction of the required improvements free from defects in material or workmanship and in compliance with Town standards. In subdivisions this shall include the public and private utilities, trails, drainage systems, streets, curbs, retaining structures, and land reclamation. In commercial projects and Master Planned Development (MPD) this shall include all of the above and any additional work so that if the building components are not completed, the land will be free from erosion, flooding, barren landscape, or other situations that would create a negative visual or ecological impact. (Ord. 08-016, 8-12-2008, amd. Ord. 15-018, 12-8-2015)

2. The guarantee shall be in the form of a corporate surety bond, escrow agreement, cashier's check or money market certificate made payable only to the Town, or irrevocable letter of credit in forms acceptable to the Town and for an amount equal to one hundred ~~tentwenty-five~~ percent (~~110~~125%) of the estimated cost of the improvements. The form of any guarantee of improvements shall be reviewed and approved by the Town ~~A~~ttorney before acceptance of the guarantee or security by the Town. The cost estimates shall be reviewed by the Town Engineer or Town Manager to ensure completion of all public improvements as shown on the approved plans. In the event that the Town Engineer or Town Manager disputes the amounts stated in the bid bond, the developer shall provide contracts supported by a full performance and payment bond by the contractor, or the Town Engineer or Town Manager's price shall be used. All improvements must be completed within one (1) year of posting of the required security. Such one (1)-year period may be extended once ~~at~~in the discretion of the Town Manager, or designee, where weather or other circumstances justify the extension. In the event of any extension, the bond amounts shall be reviewed and adjusted as necessary. (ord. 08-016, 8-12-2008, amd. ord. 15-018, 12-8-2015)

Commented [1]: ADVISE REVIEW WITH ATTORNEY: 10-9a-604.5 (5)(a) and (b) state the sum of improvement completion assurance may not exceed 110%. However, we have run into some attorney's who have differing interpretations of these requirements. Recommend consulting with City Attorney and amending if determined to be necessary.

Commented [2]: https://le.utah.gov/xcode/Title10/Chapter9A/10-9a-S604.5.html?v=C10-9a-S604.5_2023050320230503

C. **Other Permits:** In order to ensure compliance with certain provisions of this title for projects requiring other permits, the Town Manager, or designee, is authorized to ensure completion of the approved design through a form of security as deemed necessary by this section or as determined by the provisions of the required permit.

D. **Logging And Tree Removal, Grading, Trenching And Horse Boarding Permits:** In the event that approval is sought for the completion of project requiring logging and tree removal, grading, trenching or horse boarding, the applicant may be required to submit a guarantee similar to that required for subdivisions (see subsection B of this section).

E. **Term Of Security:** The terms of any security arrangement offered to the Town shall include, but not be limited to:

1. An approved final plat, permit application and all associated data required for the completion of the subdivision or permitted project, including approved construction plans which are used to compute the cost of the improvements by the Town Engineer or Town Manager.
2. The improvements shall be completed to the satisfaction of the Town Manager, or designee, and according to ~~T~~town specifications as established in this title.
3. The Town shall have exclusive control over the security proceeds, and they may be released only upon written approval of the Town Manager, or designee.
4. The security proceeds may be reduced upon request of the developer or permittee, with approval of the Town, as the improvements are installed. The amount of the reduction shall be determined by the Town Manager, on advice from the Public Works Department or Town Engineer. Such requests may be made only once every thirty (30) days, and no reductions may be authorized until such time as the ~~P~~ublic ~~W~~orks ~~D~~epartment or Town Engineer has inspected the improvements and found them to be in compliance with Town specifications. Any reductions may only be granted by written authorization of the Town Manager.
5. If the security proceeds are inadequate to pay the cost of the completion of the public improvements according to Town specifications for whatever reason, including previous reductions, then the owner, developer or permittee shall be responsible for the deficiency; in the context of subdivision improvements, no further building permits shall be issued in the subdivision until the improvements are completed or a new security agreement has been approved and executed to ensure completion of the remaining improvements.
6. If, upon written demand of the Town after expiration of the security time period, the security proceeds are not transferred to the ~~T~~town within thirty (30) days of the demand, then the ~~T~~town's costs of obtaining the proceeds, including the ~~T~~town ~~A~~ttorney's ~~office~~ fees and costs of ~~any~~ outside attorney fees and/or court costs, shall be deducted from the security proceeds.
7. Upon receipt of the security proceeds after the expiration of the time period, the costs of completion shall include reimbursement to the Public Works Department or Town Engineer and all other Town departments for the costs of administration of the completion of the improvements, including inspection costs.
8. The owner, developer or permittee agrees to hold the Town harmless from any and all liability that may arise as a result of the improvements which are installed until such time as the ~~T~~town accepts the improvements.
9. All improvements required under this title shall be installed by a contractor or subcontractor licensed by the state, as required by law.

F. **Payment Of Interest:** The Town shall not be required to deposit any funds provided as security in an interest-bearing account. However, any interest accruing on deposited funds

shall accrue to the benefit of the owner, developer, or permittee and not to the ~~T~~town, unless expended for completion of required improvements.

- G. **Release Of Funds:** The Town shall relinquish funds held or security posted for the purpose of paying for required improvement work performed according to the plans as that work is completed. In such event, the Town shall release funds equal to the actual cost of performing the work as the work progresses, minus five percent (5%). Upon satisfactory completion of all required improvement work, all funds, up to the final five percent (5%), shall be immediately released to the owner, developer, or permittee. The final five percent (5%) shall be reserved by the Town for a one (1)-year warranty period. (See subsection K of this section.)
- H. **Modification Of Plans:** An owner, subdivider or permittee may request modifications to plans covering required improvements by submitting revised plans to the Town Manager, or designee, for review and approval by the appropriate ~~L~~and ~~U~~se ~~A~~uthority. If the modification of the plans increases the cost of required improvements, additional security must be provided by the owner, subdivider, or permittee to cover the increased costs.
- I. **Phased Projects:** Security for improvements applicable to each phase of a phased project or development shall be provided as each phase is platted or permitted.
- J. **Final Inspection:** After completion of all required improvements, the owner, developer, or permittee shall make a written request to the Town Manager, or designee, for a final inspection to be made by all affected ~~T~~town ~~D~~epartments as required by this title. Upon receipt of inspection reports from all affected departments, a summary of the final inspections shall be provided by the Town Manager, or designee, specifying the acceptability and/or completion of all required improvements.
- K. **Warranty Period:** Once all required subdivision improvements are inspected and approved by the ~~T~~town, a one (1) year warranty period shall begin and any guarantee or security filed with the ~~T~~town with regard to such improvements shall be released, provided at least five percent (5%) of the guarantee or security amount is held to guarantee the quality of workmanship and materials during the one (1) year warranty period. At the end of the one (1)-year guarantee period, any remaining guarantee or security shall be released only in accordance with subsection G of this section. (Ord. 08-016, 8-12-2008)



STAFF REPORT TO THE TOWN COUNCIL

ITEM: PAVING BID AWARD – PUBLIC WORKS PARKING LOT –/ HWY. 143 INTERSECTIONS OF HUNTER RIDGE & RIDGE VIEW STREET

AUTHOR: Jon Ficken, Public Works Director
DEPARTMENT: Public Works
DATE: September 10, 2024
TYPE OF ITEM: Legislative Action

SUMMARY:

The Council will award the contract for the paving of the Public Works maintenance shop parking lot, salt bay, and two intersections (Hunter Ridge Road & Ridge View Street) at the intersection of Highway 143.

BACKGROUND:

The Public Works shop parking lot is currently dirt and during times of inclement weather the parking lot becomes very difficult, and at times, unsafe to drive in. Having the ability to properly plow the lot will not only make it safer to drive in but will also save time and money from having to bring in material and grade it annually. Refacing the intersection of Hunter Ridge Road and Highway 143 and Ridge View Street and Highway 143 will also assist in the plowing operations and decrease plow repairs.

ANALYSIS:

Bids were requested from three paving companies, but only two companies responded and submitted bids. The staff has reached out to the third company an additional two to three times without a response, so only two bids are presented to the council for consideration. The submitted bids are attached and summarized below:

COMPANY	PRICE P/SQ. FOOT	TOTAL BID
Paradigm	\$3.80 p/sq. ft.	\$114,015.68
Southern Utah Grade	\$3.30 p/sq. ft.	\$103,960.00

FINANCIAL IMPLICATIONS:

Additional costs would include the in-house labor for the grading and road base of the parking lot at the maintenance shop that has already been completed.

BOARD/COMMISSION RECOMMENDATION:

"N/A"

STAFF RECOMMENDATION:

Staff recommends that the Council award the contract for asphalt to Southern Utah Grade and Pave in the amount of \$103,960 for the Maintenance Shop parking lot and the intersections at Ridge View Street and Hunter Ridge Road. Both companies have experience in Brian Head with projects and have had good results. The recommendation is based on the lowest bid submitted.

done projects for Brian Head in the past with great results. Staff recommendations are solely based on the proposed cost.

PROPOSED MOTION:

The Council can award the contract, modify the contract, deny both bids and request staff to rebid the project or table the agenda item for further consideration.

Proposed Motion: *I moved to award the paving contract for the public works maintenance shop parking lot, Hunter Ridge, and Ridge View Street Intersections to Southern Utah Grade and Pave in the amount of \$103,960 as presented.*

ATTACHMENTS:

A – Paradigm Bid

B – Southern Utah Grade Bid

ESTIMATE # 14763

LIC # 12799308-5501

DATE SUBMITTED 8/7/2024

Estimated By **Jacob Laidlaw**Phone Number **435-429-9718**Email JacobL.Paradigm@Gmail.com

Contractor	Brian Head City Public Works Building
Address	
Phone Number	
Email	
Project Name	New Parking Asphalt Reconstruction
Project Address:	

Item #		Quantity	U of M	Unit Price	Total
1	Pave 4" of Asphalt Service includes: Pave 4" of City Spec Asphalt on base prepared by Brian Head City compact asphalt using roller	24,004	SqFt	\$ 3.80	\$ 91,095.18
2	Additional R&R Service includes: Clean and tack area, pave 3" of City Spec Asphalt. Compact asphalt using roller (Salt Bay, Ridge View & Hunters Ridge)	5,000	SqFt	\$ 3.88	\$ 19,420.50
3	Finish Grade and Compact (Optional) Service Includes: Fine grade area for drainage and slope, compact existing roadbase using roller	24,004	SqFt	\$ 8,475.81	
4	Mobilization	1	LS	\$ 3,500.00	\$ 3,500.00

Notes & Exclusions: Paradigm is not responsible for grades less than 1.5%. This price includes one mobilization unless otherwise stated. This bid proposal is to be included with the contract agreement between Paradigm and customer. This price is based on an agreed upon construction schedule between the customer and Paradigm. Paradigm Asphalt is not responsible for damage to cone/other parts of value of manholes and water valves or irrigation

Estimate is valid for a period of 30 days from the date of this estimate. Pricing is good for 30 days unless specified otherwise. Customer will incur any fees related to collection of past due invoices and subject to 20% interest.

Total**\$ 114,015.68****Customer Signature for Approval****Date**

Southern Utah Grade & Pave

544 S 400 W
Ivins, UT 84738
435-669-9495

Estimate

Date	Estimate #
9/5/2024	2238

Name / Address
Brianhead City

			Project
			City Yard
Description	Qty	Rate	Total
Brianhead City Yard - Install 4" city spec asphalt on base prepared by others approximately 23,600 sq ft	23,600	3.30	77,880.00
Install 4" city spec asphalt on approximately 1,000 sq ft at Salt Bay, 2,000 sq ft at Ridge View, and 2,000 sq ft at Hunter's Ridge base prepared by others	5,000	3.30	16,500.00
Mobilization	1	2,500.00	2,500.00
**optional - Finish grade and compact to prepare for asphalt installation on approximately 23,600 sq ft	23,600	0.30	7,080.00
•Not responsible for drainage in areas of less than 1.5% grade. •Price is based on 1 move-in(s). Additional move-ins would be negotiated at a per move-in price. •Asphalt oil cost adjustment: This contract is subject to an asphalt oil cost adjustment for all asphalt materials included in the contract. Buyer agrees increases or decreases to asphalt oil costs above or below the listed bench mark price, as stated in this proposal, is cause for adjustment to the contract. The bench mark price is based on UDOTs published binder index at the time of this proposal. Each \$10.00 change to the UDOT binder index (published monthly) will require a contract price adjustment of \$0.50 per ton of asphalt mix placed during the monthly index cycle. The binder index can be found by searching "binder index" at www.udot.utah.gov •The General Contractor/Owner shall give the subcontractor two weeks notice of actual required starting date. •The contract prices in this proposal and contract will be guarantee only if this proposal and contract is accepted within 30 days of the date set forth above. •Not responsible for any damage to underground utilities and cost of repair to same, adjustments of utilities & manholes & patching of same. •This job is bid using warm mix (environmental friendly) unless otherwise specified. •Unless specified otherwise, this bid does not include payment performance or any other bonds, permits, licenses, fees, testing, engineering, traffic control, flagging, saw cutting, sterilant, striping, bollards, signage and prime coat. Additional work and work in		0.00	0.00
		Total	

Southern Utah Grade & Pave

544 S 400 W
Ivins, UT 84738
435-669-9495

Estimate

Date	Estimate #
9/5/2024	2238

Name / Address
Brianhead City

Project
City Yard

Description	Qty	Rate	Total
excess of that specified and described above will be handled as a change order and MUST BE APPROVED by owner or contractor prior to construction. Bid DOES NOT include engineering, layout or testing unless otherwise stated. Fine grade +/- 1/10' means that the grade is within 1/10' from being finished (GENERALLY ONE PASS WITH A GRADER). Price does not include furnishing additional material or the removal of excess material. Unless otherwise stated, bid does not include raising and concrete collars on manholes, water valves or monuments. General Contractor owner or developer is responsible for storm water prevention plan. •To the extent that the above work is specified as a unit or square foot price, it is agreed that the number or units or square feet indicated is an approximation. Southern Utah Grade and Pave shall be paid for the actual work provided. •Buyer shall pay Southern Utah Grade and Pave within thirty (30) days following the date of invoice without retention and regardless of the final completion date of the work. In the event that payment is not made, Southern Utah Grade and Pave shall be entitled to interest on all past due payments at the rate of 18% per annum from the date payment is due until payment is received. •Written notice of any alleged claim or defect must be given to Southern Utah Grade and Pave at its show address not later than five (5) days after the completion of the Work. Failure to give written notice as herein provided shall be and constitute a waiver of any such alleged defects or claims.			
		Total	\$103,960.00



STAFF REPORT TO THE TOWN COUNCIL

ITEM: ASPEN MEADOWS UPDATE - POTENTIAL ROW VACATION

AUTHOR: Bret Howser, Town Manager
DEPARTMENT: Administration
DATE: September 10, 2024
TYPE OF ITEM: Discussion

SUMMARY:

Flint Decker with Aspen Meadows will give an update on the development progress of Aspen Meadows and will introduce a request for the Town to vacate certain rights-of-way leading to the entrances of Aspen Meadows Southeast.

BACKGROUND:

Aspen Meadows recently requested the opportunity to update the Council on their development progress this summer. They have also informally submitted a request to Town Staff to consider vacating the Peak Drive right-of-way and the very end of Steam Engine Drive (past the second Autumn Drive intersection, the portion that is currently a dirt road).

ANALYSIS:

The attached exhibits show the portions of Peak Dr and Steam Engine Dr that Aspen Meadows wishes the Town to vacate to them (i.e.: make them private roads behind their gate). Vacating these roads would eliminate the need for the Town to maintain and clear snow on these short portions of road which would be primarily (almost exclusively) used for access to the private neighborhoods and would eliminate the need for the developer to make a snow plow turnaround in front of the gates.

Staff believes this makes a lot of sense on Peak Drive Steam Engine Drive may be a bit trickier as there are two lots on the east side of Steam Engine Drive (north of the 2nd intersection with Autumn Drive) which would then be on a private road, one of which would be behind a gate, that are not part of that HOA. Aspen Meadows suggests they maintain access to these properties without charging them an HOA fee.

State Code identified two options for public road/utilities vacations:

Option 1: Subdivision Amendment Process: This process would include the Planning Commission for the subdivision amendment and would be the approving body for the Plat Amendment and a recommendation to the Council for the vacation of the road, along with a noticing requirement of 14 days for a public meeting notice. The Council would still be required to hold a public hearing for the vacation and adoption of an ordinance. UCA 10-9a-603 - 609

Option 2: Road Vacation Petition: This process stays directly with the Council and is as follows: UCA 10-9a-609.5

1. A petition to vacate some or all of a public road or municipal utility easement shall include
 - a) the Name/address of each property owner adjacent to the public street or easement

- between the two nearest public street intersections; or b) Accessed exclusively by or within 300 feet of the public road or utility easement.
2. Proof of written notice to operators of utilities of water or sewer facilities located within the bounds of the public street or utility easement sought to be vacated; and
 3. The signature of each property owner who consents to the vacation.
 4. The Town Council shall hold a public hearing and determine whether:
 - a. Good cause exists for the vacation; and
 - b. The public interest or any person will be materially injured by the proposed vacation.
 5. An ordinance may be adopted granting the petition to vacate the street or utility easement if the Council finds that:
 - a. Good cause exists for the vacation; and
 - b. Neither the public interest nor any person will be materially injured by the vacation.
 6. If an ordinance is adopted vacating the street or utility easement, the ordinance shall be recorded with the County Recorder and a legal description of the public street to be vacated.
 7. The action of the Council vacating a public street or utility easement that was dedicated to public use:
 - a. Operates to the extent to which it is vacated, upon the effective date of the recorded plat or ordinance, as a revocation of the acceptance of and the relinquishment of the municipality's fee in the vacated public street or utility easement; and
 - b. May not be construed to impair;
 - i. any right-of-way or easement of any parcel or lot owner;
 - ii. The rights of any public utility; or
 - iii. The rights of any culinary water authority or sanitary sewer authority.
 8. A municipality may submit a petition and initiate and complete a process to vacate some or all of a public street.
 - a. If a municipality submits a petition and initiates a process to vacate a public street;
 - i. The Council shall hold a public hearing.
 - ii. The petition and process may not apply to or affect a public utility easement, except to the extent:
 - A. The easement is not a protected utility easement as defined in Section UCA 54.3.27;
 - B. The easement is included within the public street; and
 - C. The notice to vacate the public street also contains a notice to vacate the easement; and
 - iii. A recorded ordinance to vacate a public street has the same legal effect as vacating a public street through a recorded plat or amended plat.
 9. The Council may not approve a petition to vacate a public street under this section unless the vacation identifies and preserves any easements owned by a culinary water authority and sanitary sewer authority for existing facilities located within the public street.

FINANCIAL IMPLICATIONS:

Vacating the roads may save the Town some maintenance funds over time.

BOARD/COMMISSION RECOMMENDATION:

N/A

STAFF RECOMMENDATION:

Item is discussion only at this point

PROPOSED MOTION:

No motion is necessary, the item is discussion/informational only. The council may give direction to staff if necessary.

ATTACHMENTS:

A - Road ROW vacation exhibits

B - Peak Road Gate





811

CALL BLUESTAKES
811 AT LEAST 48 HOURS
PRIOR TO THE
COMMENCEMENT OF ANY
CONSTRUCTION.
Know what's below.
Call before you dig.

BENCHMARK

SOUTHWEST CORNER OF SECTION 36,
TOWNSHIP 36 SOUTH, RANGE 9 WEST
SALT LAKE BASE AND MERIDIAN
ELEV. = 5535.97
VERTICAL DATUM: NAVD88



EN SIGN

THE STANDARD IN ENGINEERING

CEDAR CITY
88 E. Fiddlers Canyon Road
Suite 210
Cedar City, UT. 84720
Phone: 435.865.1453

SALT LAKE CITY
Phone: 801.255.0529

TOOELE
Phone: 435.843.3590

LAYTON
Phone: 801.547.1100

RICHFIELD
Phone: 435.896.2983

WWW.ENSIGNENG.COM

FOR:
PLUMB INVESTMENT LC
201 SOUTH MAIN STREET SUITE 2000
SALT LAKE CITY, UTAH 84111

CONTACT:
A. FLINT DECKER
PHONE: 801-456-4140

ASPEN MEADOWS

SOUTHEAST NEIGHBORHOOD

PLUMB INVESTMENT LC

BRIAN HEAD, UTAH

PEAK GATE

ENTRANCE DESIGN

PROJECT NUMBER
10752

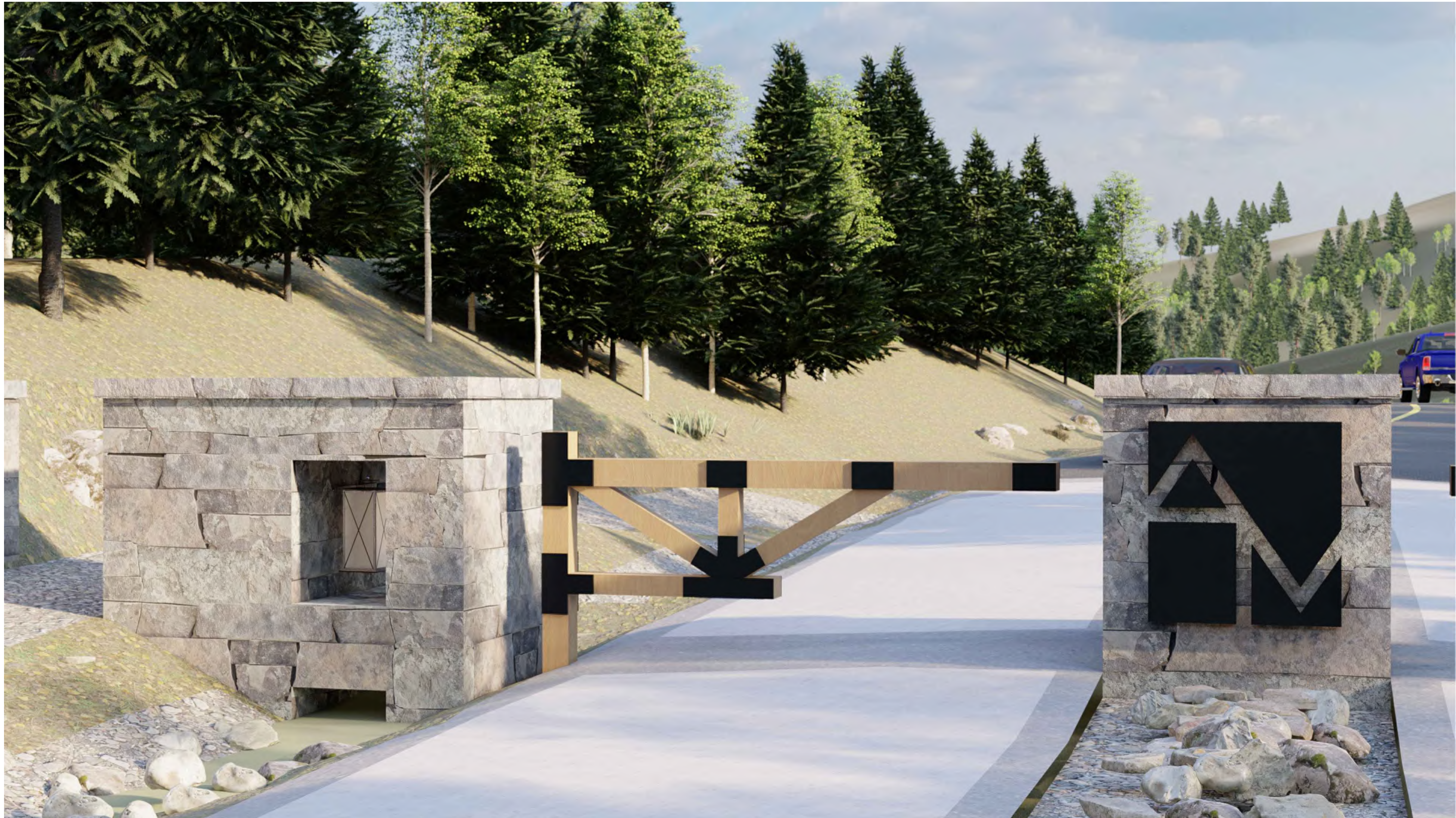
PRINT DATE
8/26/24

DRAWN BY
TMG

CHECKED BY
JTN

PROJECT MANAGER
CLN

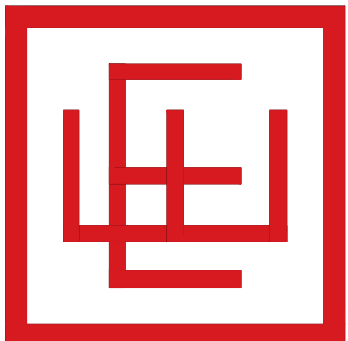
EX-01



Aspen Meadows

Southeast Neighborhood Peak Dr. Gate (Option 2)

2023.12.14



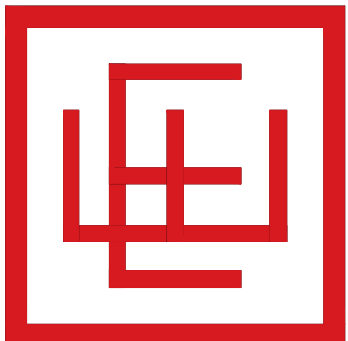
ELLIOTT WORKGROUP



Aspen Meadows

Southeast Neighborhood Peak Dr. Gate (Option 2)

2023.12.14



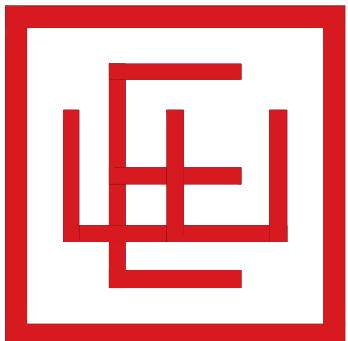
ELLIOTT WORKGROUP



Aspen Meadows

Southeast Neighborhood Peak Dr. Gate (Option 2)

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ELLIOTT WORKGROUP