



Staff Report

To: Francis City Council
From: Katie Henneuse
Report Date: January 22, 2026
Meeting Date: February 12, 2026
Title: Crittenden Annexation Petition
Type of Item: Legislative

Location:

CD-2106 near the intersection of SR 35 (2200 S) and Willow Way.



Executive Summary:

On January 12, 2026, Tim and Mandy Crittenden filed an annexation petition for parcel CD-2106. This parcel is 10 acres and shares a boundary with Francis City on the north and east side. It is in the City's annexation declaration boundary. The Future Land Use Map shows the projected zoning as AG-1.

The applicant is proposing to develop the parcel into a five-lot AG-1 subdivision. The subdivision will have access through the Southwest Field Subdivision on Ruthie's Way.

Annexation Process:

The steps below explain the annexation process in a simplified manner. The applicant is on Step 3, when the City Council decides to accept or deny the petition for further consideration. If the petition is accepted, public hearings and additional meetings with the Planning Commission and City Council will be held.

1. Annexations are initiated by a Notice of Intent which is filed with the City and the County. The County mails notices to property owners within the area proposed for annexation and to property owners within 300 feet of the proposed annexation.
2. Annexation petitions are filed with the City Recorder. The applicant delivers a copy of the petition to the County the same day the petition is filed with the City.
3. The City Council evaluates the petition at their next regularly scheduled meeting. The City Council may accept or deny the petition for further consideration.
4. If the petition is denied, notice is mailed to the applicant and the County.
5. If the petition is accepted, the City further evaluates the petition. First, the City Recorder and City Attorney determine if the petition meets the requirements of State Law. If it does, the City will certify the petition and then post and mail notice as required by State Law, beginning a 30 day protest period. A public hearing before the Planning Commission occurs during or after the protest period and the Planning Commission issues a recommendation. The City Council holds a public hearing after the protest period and grants or denies the petition.

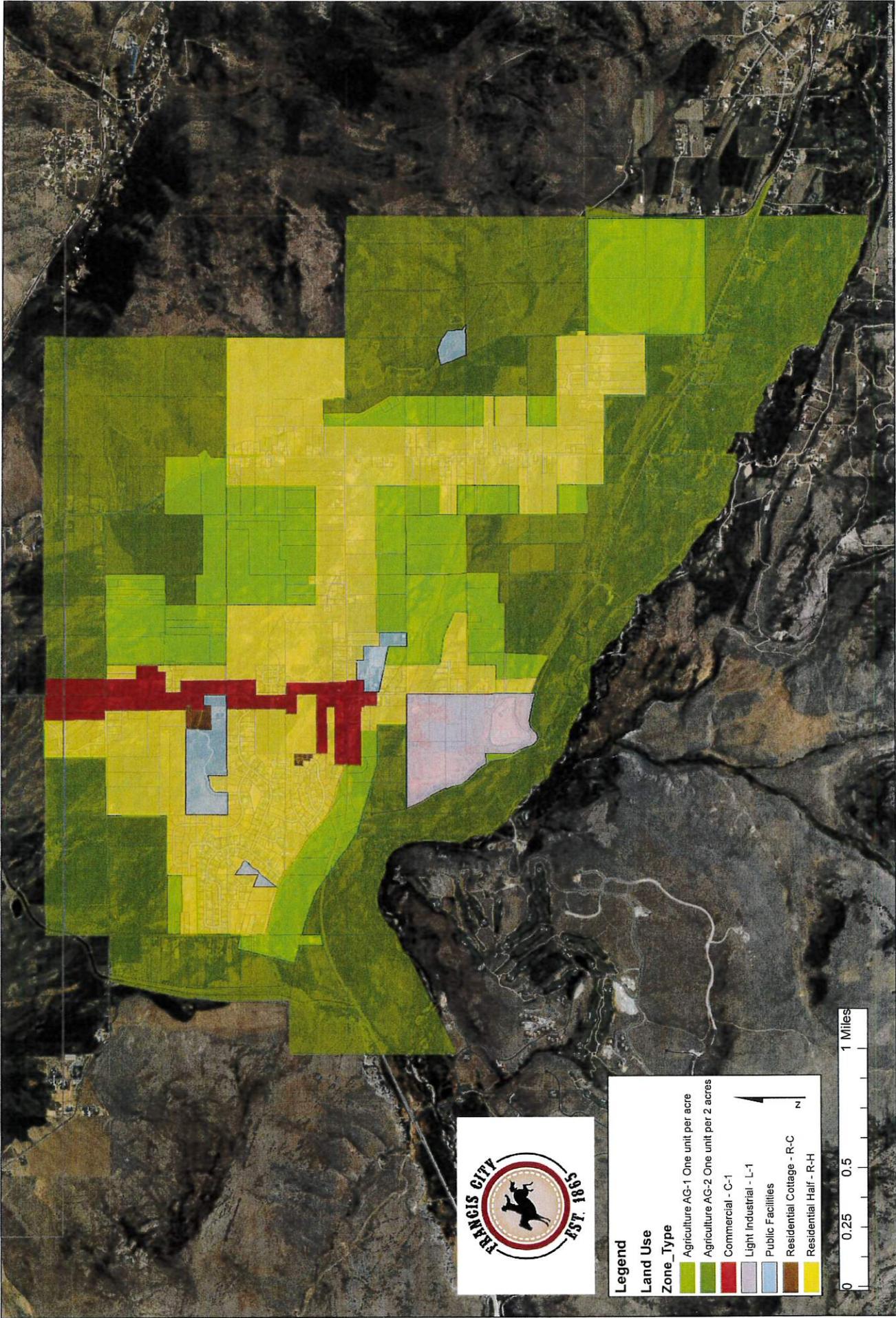
Staff Recommendation:

Annexation is legislative – the decision to accept or deny the petition is up to the discretion of the City Council. If the proposed annexation is consistent with the goals of the general plan and if it provides a benefit to the community, the petition may be accepted for further consideration.

Community Review:

A public hearing is not required for this item at this time. If the petition is accepted and certified, public hearings before the Planning Commission and City Council will be held. In compliance with State Law, Notices of Intent were mailed to property owners within the area proposed for annexation and to property owners within 300 feet of the proposed annexation.

Future Land Use Map



Legend	
Land Use	Zone_Type
	Agriculture AG-1 One unit per acre
	Agriculture AG-2 One unit per 2 acres
	Commercial - C-1
	Light Industrial - L-1
	Public Facilities
	Residential Cottage - R-C
	Residential Half - R-H



General Plan

FINAL LOCAL ENTITY PLAT - PARCEL 2106 ANNEXATION INTO THE CITY OF FRANCIS 2025

Located in the NE 1/4 of Section 33, T2S, R6E, SLE&M,
Francis, Summit County, Utah

SURVEYOR CERTIFICATE
I, the undersigned, being a duly licensed and sworn Surveyor of the State of Utah, do hereby certify that the foregoing plat was lawfully made and that the same was lawfully approved by the Board of Health and the County Board of Health of the County of Summit, Utah, on this 20th day of September, 2025.

Wanda McLeke
Surveyor

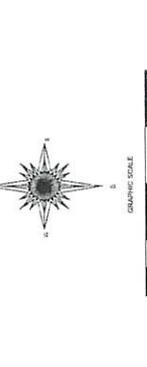
September 20, 2025



ANNEXATION BOUNDARY DESCRIPTION
A tract of land located in the North-East Corner of Section 33, Township 2 South, Range 6 East, North 60° 00' 00" West, 1/4 Section 33, Township 2 South, Range 6 East, Summit County, Utah, containing 10.18 Acres, more or less, as shown on the attached plat, is hereby annexed to the City of Francis, Utah, and the same is hereby designated as Parcel CD-2106.

MARRATIVE
Timothy Crittenden proposed an annexation survey map of Parcel CD-2106 showing the boundaries of the parcel, the boundaries of the City of Francis, Utah, and the boundaries of the County of Summit, Utah, as shown on the attached plat. The boundaries of the parcel are shown as follows: North 60° 00' 00" West, 1/4 Section 33, Township 2 South, Range 6 East, Summit County, Utah, containing 10.18 Acres, more or less, as shown on the attached plat. The boundaries of the City of Francis, Utah, are shown as follows: North 60° 00' 00" West, 1/4 Section 33, Township 2 South, Range 6 East, Summit County, Utah, containing 10.18 Acres, more or less, as shown on the attached plat. The boundaries of the County of Summit, Utah, are shown as follows: North 60° 00' 00" West, 1/4 Section 33, Township 2 South, Range 6 East, Summit County, Utah, containing 10.18 Acres, more or less, as shown on the attached plat.

LEGEND
- - - - - Existing Property Line
● Existing Right with City
⑤ Existing Right with City
Standard 123456



FINAL LOCAL ENTITY PLAT PERSONAL APPROVAL AS TO FORM
APPROVED BY THE CITY COUNCIL
Francis, Utah

Approved in compliance with Section 17-201 of the Utah Code on 09/20/25.
Summit County Surveyor
BY: Wanda McLeke, Surveyor

FRANCIS CITY ATTORNEY
Reviewed and Approved by the Francis City Attorney
Date: 09/20/25

FRANCIS CITY COUNCIL
Reviewed and Approved by the Francis City Council
Date: 09/20/25

COUNTY RECORDER
NOI
State of Utah, County of Summit, Recorder and filed as the original of
Date: 09/20/25 Page: 1 of 1
County Recorder

State Road 35
8 89'42" N 10' 11" W
61.41'

Northwest Corner
Section 33, T2S, R6E, SLE&M
Map State in Parcel

8 89'42" N 10' 11" W
61.41'

Tim Crittenden Subdivision

FT-84
Premiere Storage INC

Mike Crittenden Subdivision Amended

Francis City Limits

Southwest Corner
The Crittenden Subdivision

Relay and City
Standard 123456

Francis City Limits

8 89'42" N 10' 11" W
61.41'

CD-2082
Crittenden

S.W. 1/4
N.E. 1/4
N.E. 1/4

CD-2106
Crittenden

10.18 Acres
443570.41 sq. ft.

CD-2098-A
Crystal

8 89'42" N 10' 11" W
61.41'



Francis City

Ethical Behavior Pledge Form

Annual Ethics Pledge For Francis City

The following pledge is required to be made annually by all officers and employees of Francis City:

I, _____ am the duly elected/appointed
_____ of Francis City.

I pledge to adhere to the code of ethics as approved by the City Council. These topics include, but are not limited to: improper use of official position, accepting gifts or loans, disclosing privileged information, retaining a financial or beneficial interest in a transaction, nepotism, misuse of public resources or property, outside employment, political activity, fair and equal treatment, and conduct after leaving office or employment. Additionally, I pledge to disclose all conflicts of interest on the conflict of interest disclosure form. I understand that state statute and City Ordinance provide for penalties for violation of specific unethical behavior. Signing this document verifies that I have been provided time to read applicable statutes and ordinances, as well as the Francis City code of ethics.

DATED THIS _____ DAY OF _____ [year]

By: _____

Title/Office: _____

SWORN TO AND SUBSCRIBED BY ME

THIS _____ DAY OF _____ [year]

NOTARY PUBLIC

The current dates are just example dates.

Francis City Surplus Property Sale

February 2nd, 2026 Announcement of Surplus Property Sale

Francis City Council has delegated authority to declare personal property items as surplus. The Mayor has declared certain personal property surplus and has authorized disposal by sealed bid.

From February 9th, through February 27th, 2026, surplus assets will be sold via sealed bid.

Registration is required in order to bid, and items are sold "as is, where is". Please take time to review the terms and conditions before bidding.

For questions about the bidding process please contact Suzanne Gillett, Francis City Recorder at (435-280-4040) or email at sgillett@francisutah.gov.

A list of the available items is shown below. Francis City reserves the right to remove any items from this list at any time.

1. Manufactured Building, AZ 217155, SN 000726, Scotsman, Date of Manufacture is September 1991.



The current dates are just example dates.

Francis City Surplus Property Sale



hauling away all materials on site.

The City will allow a two-week grace period for the removal of the building and all materials.



2. Mitsubishi, Mini Cab, Truck, 1999, VIN: U62T 0102468.

The building is sold “as is” and there will be no warranty on the building at all.



Please place your bid based on the above conditions.



Payment needs to be made within 48 hours of winning bid and paid with a cashier’s check before removal of building.



2. The Mitsubishi is being sold “as is” NO warranty on running condition at all.

Place your bid based on the above conditions.



Payment needs to be made within 48 hours of winning bid and paid with a cashier’s check before removal of vehicle.

Terms & Conditions



1. The building will need to be completely removed from the property. This includes completely leveling the foundation and porch to ground level and