

May 18, 2022

City Council Meeting

Information Packet

AGENDA ITEM #1

Public Comments.

Public Comments will also be taken by email until 5:00 pm on May 18, 2022.

Please email comments to

bbaugh@grantsvilleut.gov. Please

add 'Public Comment' in the subject line.

AGENDA ITEM #2

Summary Action Items:

a. Approval of minutes from Special Meeting held on April 27, 2022 and Work and Regular Meetings on May 4, 2022 City Council meeting.

b. Approval of Bills

**MINUTES OF THE REGULAR MEETING OF THE GRANTSVILLE CITY COUNCIL,
HELD ON MAY 4TH, 2022 AT THE GRANTSVILLE CITY HALL, 429 EAST MAIN
STREET, GRANTSVILLE, UTAH AND ON ZOOM. THE MEETING BEGAN AT 7:00
P.M.**

Mayor and Council Members Present:

Mayor Neil Critchlow
Jolene Jenkins
Scott Bevan
Jeff Hutchins
Darrin Rowberry
Jewel Allen

Council Members Not Present:

Appointed Officers and Employees Present:

Sherrie Broadbent, Finance Director
Dan England, City England
Jacob Enslin, Police Chief
Braydee Baugh, Recorder
Jesse Wilson, City Manager
Brett Coombs, City Attorney
Gina Francom, Deputy Recorder

Citizens and Guests Present:

Gus Castagno	Blake Burton	Nicole Burton	Ryan Banister
Bill Gentry	Dawn Moser	Cory Cook	Kahela Burton
Jeremy Watkins	Paul cook	Monte Sides	Prezlee Vi
Toni Cerroni	Crystal Sides	Derek Dalton	Jeremiah B
Steve Nickell	Holly Jones	Reuben Wayman	Elizabeth Rainer
Courtney Anderson	Guy Wayman	Neil Johnson	Matt Brenner
Seth Anderson	Talon Shoell	Ali Mecham	Aubree Durrant
Tricia Smith	Debbie Spilman	Norma Fox	Brandon Durrant
Stace Riding	Wade Sandberg	Paula Sandberg	Krista Hutchins
Madalynn Leavitt	Jeff Allen	Tom Tripp	Bobbie Hutchins
Don Silva	Eddie Martin	Julia Martin	Julia Martin
John Enslin	Pat Hearty	Debbie Hall	Sean Perkins
Kevin Hall	Dustin Hall	Jaime Hall	Rob Jaterka
John Cook	Cheri Leavitt	MaryAnn Hunt	Joei Jaterka
Rodger Hunt	Richard Anderson	Michelle War	Jaime Moffitt

Unapproved

Penny Anderson	Belinda Butler	Carolyn Pratt	John Cook
Jenny Bunkall	Isabelle Lewis	Sierra Nickell	Lydia Moffitt
Charlee Smith	Ellie Pratt	Natae Brown	Rachel Coates
Joshua Hill	Sandi Brenner	Jeannine Butler	Wayne Butler
Ken Judd	Robert Rouselle	Tiffany Hawke	Codey Hawke
Jeremy Leavitt	Barry Bunderson	Mike Colson	Krista Sparks

There were many members of the public present in person and via Zoom

Mayor Critchlow asked Councilmember Kahela Burton to lead the Pledge of Allegiance.

AGENDA:

PRIOR TO THE MEETING BEGINNING, THE YOUTH CITY COUNCIL WAS INTRODUCED BY COUNCILMEMBER JOLENE JENKINS. MAYOR CRITCHLOW REQUESTED TO CHANGE THE ORDER OF AGENDA ITEMS.

COUNCILMEMBER HUTCHINS MADE THE MOTION TO ADJUST THE AGENDA TO HAVE YOUTH CITY COUNCIL INTRODUCED PRIOR TO PUBLIC HEARING AND MOVE AGENDA ITEM 5 TO AGENDA ITEM 1. SECOND: COUNCILMEMBER ROWBERRY

Vote: The vote was as follows: Councilmember Rowberry, “Aye”, Councilmember Hutchins, “Aye”, Councilmember Bevan, “Aye”, Councilmember Allen “Aye”, and Councilmember Jenkins, “Aye”. The motion carried.

Councilmember Jenkins introduced the Youth City Council.

Mayor: Kahela Burton
Mayor Pro temp: Sierra Nickell
Historian: Isabelle Lewis
Public Outreach: Brielle
Events Director: Ellie Pratt
Secretary: Allison Hurst
Recorder: Charlee Smith
Service Director: Lydia Moffitt
Education Director: John Enslin
Elementary Liaison: Jeremiah Bunkall
Jr. High Liaison: Prezlee Vi

1. UTA Update

Mayor Critchlow wanted to explain the updates coming to Grantsville from UTA. There is going to be a program coming in August where citizens can call to request a ride to a bus stop. Councilmember Allen asked if only Grantsville was effected by the bus route

cuts or was Tooele effected as well. Mayor Critchlow advised Tooele still has their routes. Councilmember Jenkins expressed appreciation for the creative solution to the loss of the City bus service.

2. Childcare Provider Month Proclamation

This Item was originally Item 6. Mayor Critchlow read the Proclamation declaring May 6th Childcare Provider day in Grantsville City

3. Public Hearing

- a. Proposed 2022 - 2023 fiscal year budget.
- b. Proposed Adoption of Impact Fee Analysis and calculation of Impact Fees
- c. Proposed Adoption of new Capital (Impact Fee) Facilities Plan

- 4. Public Comments:** Mayor Critchlow asked the public to not be repetitive with their comments. Kevin Hall stood to provide a public comment. He wanted to commend the City on the Youth City Council. Mr. Hall was concerned the City has removed several options for a property owner to give land to family to develop. Such as: minor subdivision, rural road standard, and potentially eliminating septic systems. Mr. Hall wants to ensure Grantsville remains rural and feels the City is doing everything to promote big development. Mr. Hall wants to make sure people who want to live on a 7,000 sqft lot have the opportunity the same as someone who wants to live on a one acre lot and make sure one acre lots are available. Dustin Hall stood to provide a public comment. Dustin Hall wanted to comment on the transparency of the City. Mr. Hall advised there are plans for the future water of the City and conversations being had with Chris Robinson. Mr. Hall continued that he felt there were some underhanded deals going on related to Chris Robinson drilling additional Municipal Wells and Irrigation Wells that would come with a protection zone that will impact the use of his property negatively. Jeremy Leavitt stood to provide public comment regarding Matthews Meadows. Mr. Leavitt advised he has no issue with development and advised that he was an implant at one point as well; there are multiple things Grantsville has to offer that make it desirable. Mr. Leavitt wants those things preserved. Mr. Leavitt advised he never received notice of the rezone happening. Mr. Leavitt disagreed on the extension of Planning and Zoning Commission members with the prior administration. Mr. Leavitt commented he felt as though the Planning Commission provided leniency to big developers and help smaller developers to more stringent regulations. He continued that he does not like the developer being allowed to pay a fee in lieu of greenspace. Brandon Durrant stood to provide public comment. Mr. Durrant advised he is trying to build a single home right now on 10 acres. Mr. Durrant continued the lot was purchased based on information the City had provided to him. He advised he felt the City was moving the goal post on what is required to complete his home; and currently understands the City is holding the Certificate of Occupancy hostage. Mr. Durrant continued that Planning and Zoning is trying to put a road down the private lane where his property is located. Pat Hearty stood to provide a public comment. Mr. Hearty disagrees with the need for a main road going through the

private lane. Mr. Hearty advised that he received confirmation from former Mayor Marshall and current City Manager that no road would be going through that property. Ken Judd stood to provide public comment. Mr. Judd advised the City should use Vegas Street to meet their needs for roads. Reuben and Guy Wayman stood to provide public comment. Reuben Wayman advised he owns property on Hale Street. Guy Wayman explained he was asked by Reuben Wayman to assist with the subdivision and building process. Guy continued the process has been terrible; being told half way through the process the minor subdivision was eliminated. Guy continued the ordinances are still listed on the website. He requested another avenue be provided to the citizens because of the cost related to having to do a major subdivision. Guy continued there is a difference between private well and culinary water and a private citizen cannot be required to irrigate the full acreage and provide such water to the City. Guy continued multiple attempts to reach the Planning and Zoning department have not been returned. Barry Bunderson stood to provide public comment. Mr. Bunderson advised there is a way to sign up for public notice emails. Debbie Spilman stood to provide public comment. Ms. Spilman advised City Council is responsible for managing the growth and ensuring developments follow the overall rural look the citizens want for Grantsville. Ms. Spilman reiterated the residents of Grantsville do not want a “Daybreak” type community. Ms. Spilman expressed her disappointment with comments made in a previous City Council meeting where Councilmembers expressed frustration with having limited control on dictating what property owners can do with their property after a rezone has taken place and suggested citizens should be frustrated with the owners of the property being sold to developers. Rodger Hunt stood to provide public comment. Mr. Hunt advised he wants to give his granddaughter a portion of his land to build a home and has been experiencing difficulty in doing so. Mr. Hunt advised he contacted the Planning and Zoning Administrator and was told it would cost between \$12,000 and \$15,000 to subdivide the lot and 8-9 months for that process to be completed. Mr. Hunt asked if he could get the names of the Planning and Zoning Commission members and was denied that information and the ability to speak to the Commission members. Mr. Hunt expressed frustration with having to pay similar fees as a larger developer with multiple lots. Eddie Martin stood to provide public comment. Mr. Martin wished Planning and Zoning Commission was present to hear the comments being offered to City Council. Mr. Martin continued stating that he is a well owner. Mr. Martin expressed his desire to connect to City water but the cost was too high to economically be able to connect. Mr. Martin continued that he has had to drop his well multiple times because of what he understood as development around him cause the water table to drop. Mr. Martin expressed his frustration with the rezone that happened in relation to the Matthew’s Meadow subdivision and the lack of opportunity to provide comment to Planning and Zoning Commission due to COVID. Mr. Martin ascertained he, nor his neighbors, received notice of that rezone occurring, which is required by law. Mr. Martin requested certified letters be required once again. Madelyn Leavitt stood to provide public comment. Ms. Leavitt expressed her desire to be able to afford to purchase a home and raise her family where she grew up. Ms. Leavitt continued that the City was making it difficult for her father or father-in-law to help her obtain property to build a home on. Derek Dalton stood to provide public comment. Mr. Dalton expressed his disappointment

with the previous administration on the handling of the City Manager and Part-time Mayor change. Mr. Dalton called out Section 2 of the City Manager contract which states the term of the contract is 5 years. Mr. Dalton felt as if the contract was illegal and should be null and void. Norma Fox stood to provide public comment. Ms. Fox requested City Council require buildings to have a western fascia to match the feel Grantsville citizens want for the City. Ms. Fox wanted the City Council to take into account the trails that were supposed to be a unique part of the community. Penny Anderson stood to provide public comment. Ms. Anderson advised she has developed in Grantsville with the intent of providing a nice development with bigger lots. Ms. Anderson advised she was required to do much more to develop than Watt Homes who was developing at the same time. Ms. Anderson was upset with minor subdivisions being disallowed by the City. Ms. Anderson agrees there is room for smaller lots in Grantsville but feels it should be cohesive. Ms. Anderson requested the City keep septic systems in rural areas not serviced by the City. Scott Adams made a comment online saying the issues are stemming from Planning and Zoning. Wade Sandberg stood for public comment. Mr. Sandberg stated that if someone is not doing their job, they need to be replaced. Tony Clark stood to provide public comment. Mr. Clark asked what the law was for changing the form of government; referencing the Mayor going part-time and a City Manager being hired. Attorney Coombs advised the citizens can request a change of government be put on the ballot. Attorney Coombs advised the type of change the City recently went through is not considered a change of government change; more of splitting duties. **There was discussion between audience members related to how the City Manager and Mayor decision was made. Comments were not made formally and were left out of official record.** Belinda Butler stood to provide public comment. Ms. Butler expressed concern with the morale of the town. Ms. Butler acknowledged progress would happen. Ms. Butler stated she voted for a full-time Mayor. **An audience member asked if Mayor Critchlow knew the position was part-time. Mayor Critchlow responded "After"**. Debbie Spilman stood to provide additional public comment. Ms. Spilman recalled her previous comments when the discussions were being had related to the City Manager and previously asked the City Council to make a decision prior to Election Day. Dustin Hall stood to provide additional public comment. Mr. Hall shared that he is not a big time developer and has had to pay \$50,000 and has not made it passed the Planning and Zoning stage of his development yet. Mr. Hall noted the previously mentioned developer paid \$30,000 and is getting ready to be approved and Mr. Hall is still waiting to get through the first stage of the process. Reuben Wayman stood to provide additional public comment. Mr. Wayman advised he purchased his property 4 years ago and has been trying to build his home. Mr. Wayman advised he has had to spend his entire down payment on fees for Planning and Zoning department and the process is still going on.

3. Summary Action Items

- a. Approval of minutes from Work and Regular Meetings from 04/06/2022
- b. Approval of Bills totaling \$

Motion: Councilmember Allen made a motion to approve the summary action items.

Councilmember Jenkins requested the minutes reflect that she was not referencing “high-density” in previous discussions.

Second: Councilmember Jenkins seconded the motion.

Vote: The vote was as follows: Councilmember Rowberry, “Aye”, Councilmember Hutchins, “Aye”, Councilmember Bevan, “Aye”, Councilmember Allen “Aye”, and Councilmember Jenkins, “Aye”. The motion carried.

4. Consideration to reopen discussion regarding headstone variance request

Mayor Critchlow advised there was additional information provided and Ms. Stalliviere would like to come speak to Council to reconsider the variance on the headstone.

Motion: Councilmember Hutchins made a motion to reopen discussion regarding headstone variance request.

Second: Councilmember Jenkins seconded the motion.

Vote: The vote was as follows: Councilmember Rowberry, “Aye”, Councilmember Hutchins, “Aye”, Councilmember Bevan, “Aye”, Councilmember Allen “Aye”, and Councilmember Jenkins, “Aye”. The motion carried.

5. Anthon Stauffer with Council Update

This item was tabled.

6. Consideration of Resolution 2022-22 approving the Blue Spruce Subdivision Preliminary Plat for the Creation Of Thirteen (13) Single Family Lots in the R-1-21 Zone

Sean Perkins was present for this item. Councilmember Allen asked for Mr. Perkins confirmed he received the waiver for the turn around. There was some discussion related to the actual location of this subdivision being off of Quirk Street by the Pulse Dance Studio.

Motion: Councilmember Allen made a motion to approve Resolution 2022-22 approving the Blue Spruce Subdivision Preliminary Plat for the Creation Of Thirteen (13) Single Family Lots in the R-1-21 Zone

Second: Councilmember Rowberry seconded the motion.

Vote: The vote was as follows: Councilmember Rowberry, “Aye”, Councilmember Hutchins, “Aye”, Councilmember Bevan, “Aye”, Councilmember Allen “Aye”, and Councilmember Jenkins, “Aye”. The motion carried.

7. Consideration of Resolution 2022-23 approving the amendment of the Final Plat for Cook Corner Subdivision located at approximately 935 East Durfee Street to divide lot 4 into two (2) one (1) acre lots making a total of five (5) one acre lots in the RR-1 zone.

Sean Perkins was present for this item. Councilmember Jenkins asked about the entrance or exits and was concerned about contacting UDOT for the safety of the access on SR 112 and SR 138. Mr. Perkins his property does not access either UDOT road and has not been in contact with them regarding traffic there.

Motion: Councilmember Hutchins made a motion to approve Resolution 2022-23 approving the amendment of the Final Plat for Cook Corner Subdivision located at approximately 935 East Durfee Street to divide lot 4 into two (2) one (1) acre lots making a total of five (5) one acre lots in the RR-1 zone.

Second: Councilmember Jenkins seconded the motion.

Vote: The vote was as follows: Councilmember Rowberry, "Aye", Councilmember Hutchins, "Aye", Councilmember Bevan, "Aye", Councilmember Allen "Aye", and Councilmember Jenkins, "Aye". The motion carried.

8. Consideration to approve Resolution 2022-24 approving the final plat for Andy Lewis, Greg Dehaan, and Scooter II, LLC on the Harvest Meadow Subdivision located approximately at 948 South Quirk Street for the creation of ten (10) lots in the R-1-21 zone

Attorney Coombs requested that if this item is approved; there needs to be a Development Agreement completed. Councilmember Jenkins wanted to note she appreciated the cross-walk and consideration of the safety for the community.

Motion: Councilmember Allen made the motion to approve Resolution 2022-24 approving the final plat with the condition of a Development Agreement being completed for Andy Lewis, Greg Dehaan, and Scooter II, LLC on the Harvest Meadow Subdivision located approximately at 948 South Quirk Street for the creation of ten (10) lots in the R-1-21 zone

Second: Councilmember Rowberry seconded the motion.

Vote: The vote was as follows: Councilmember Rowberry, "Aye", Councilmember Hutchins, "Aye", Councilmember Bevan, "Aye", Councilmember Allen "Aye", and Councilmember Jenkins, "Aye". The motion carried.

9. Consideration of Resolution 2022-25 Approving the Contract with Zions Bank for Lease Vehicles

Ms. Broadbent stood for this item. Ms. Broadbent explained there is a change in the way the leasing is being handled. The City will lease the vehicles from Ken Garff and then Zions will reimburse the City for the cost of the lease. Mayor Critchlow added he liked the lease vehicle options because the officers are in newer safe vehicles.

Motion: Councilmember Hutchins made the motion to approve Resolution 2022-25 Approving the Contract with Zions Bank for Lease Vehicles

Second: Councilmember Jenkins seconded the motion.

Vote: The vote was as follows: Councilmember Rowberry, “Aye”, Councilmember Hutchins, “Aye”, Councilmember Bevan, “Aye”, Councilmember Allen “Aye”, and Councilmember Jenkins, “Aye”. The motion carried.

10. Consideration of Resolution 2022-26 approving the recognition of “Juneteenth” as an official City Holiday.

City Manager Wilson stood for this item. Mr. Wilson advised this has been approved on Federal and State levels and municipalities are following suite. Mr. Wilson explained it was a floating holiday, being on a Monday either before or after the 19th. There was discussion regarding the origination of the holiday.

Motion: Councilmember Allen made the motion to approve Resolution 2022-26 approving and adopting “Juneteenth” as an official City Holiday.

Second: Councilmember Hutchins seconded the motion.

Vote: The vote was as follows: Councilmember Rowberry, “Aye”, Councilmember Hutchins, “Aye”, Councilmember Bevan, “Aye”, Councilmember Allen “Aye”, and Councilmember Jenkins, “Aye”. The motion carried.

11. Consideration of Resolution 2022-27 appointing Krista Sparks to the Grantsville Parks, Trails and Recreation Advisory Board

Councilmember Hutchins advised he would like to have Krista Sparks represent the City on the board.

Motion: Councilmember Hutchins made the motion to approve Resolution 2022-27 appointing Krista Sparks to the Grantsville Parks, Trails and Recreation Advisory Board.

Second: Councilmember Rowberry seconded the motion.

Vote: The vote was as follows: Councilmember Rowberry, “Aye”, Councilmember Hutchins, “Aye”, Councilmember Bevan, “Aye”, Councilmember Allen “Aye”, and Councilmember Jenkins, “Aye”. The motion carried.

12. Consideration of Ordinance 2022-06 approving and adopting the Capital Facilities (Impact Fee) Plan

Mayor Critchlow would like more opportunity to review the plan. Robert Rouselle was present for this item. Mr. Rouselle explained the process that was utilized to implement the information in the impact study. Mayor Critchlow asked if the requested \$10,000 for the sewer plant was added to the study. Mr. Rouselle advised it was not. Currently roads are not included in the study because Horrocks Engineering is completing a master plan. City Manager Wilson explained this could be amended once those studies are completed. Councilmember Hutchins asked for the timeframe on when Horrocks will complete the road study. Finance Director Sherrie Broadbent advised that “Parks” and “Water” are out of compliance. If the Ordinance is adopted, changes can be made by amended the plan at a later date. Councilmember Jenkins asked that she be provided more time to consider this plan. Councilmember Hutchins asked if the Ordinance can be amended to approve the Parks and Water portions of the plan.

Motion: Councilmember Allen made the motion to approve Ordinance 2022-06 approving and adopting the Capital Facilities (Impact Fee) Plan

Second: Councilmember Rowberry seconded the motion.

Vote: The vote was as follows: Councilmember Rowberry, “Aye”, Councilmember Hutchins, “Nay”, Councilmember Bevan, “Aye”, Councilmember Allen “Aye”, and Councilmember Jenkins, “Nay”. The motion carried.

13. Consideration of Ordinance 2022-07 amending Chapter 7, Conditional Uses, sections, #7.5.1 and #7.8, in the Grantsville City Land Use Management and Development Code.

Councilmember Hutchins clarified the current ordinance only required 300 feet and would extend required radius to 500 feet. Attorney Coombs also confirmed there was removal of the 21 day required timeframe for the submission. There was discussion regarding who was permitted to approve variances.

Motion: Councilmember Hutchins made the motion to approve Ordinance 2022-07

Second: Councilmember Bevan seconded the motion.

Vote: The vote was as follows: Councilmember Rowberry, “Aye”, Councilmember Hutchins, “Aye”, Councilmember Bevan, “Aye”, Councilmember Allen “Aye”, and Councilmember Jenkins, “Aye”. The motion carried.

14. Discussion regarding septic tanks within City limits

Mayor Critchlow advised he felt this is a decision should be made by City Council. Councilmember Hutchins asked about the process for getting a septic tank. Councilmember Hutchins requested clarity regarding why the approval is sought for the county and then denied by staff to allow septic tank. City Manager Wilson advised there is an ordinance requiring this to happen; but it is not being enforced. Mr. Wilson continued that both options are provided, but it is not determined until later. He continued referencing Mr. Hall's property and the issues his particular subdivision presents. Councilmember Allen recalls the county issues with the septic seeping into the culinary water supply. Mayor Critchlow advised the City Council is the one to make the decision; not the City staff. He recommended having an ordinance specifying the requirements and restrictions on septic tanks. Councilmember Bevan inquired if there were other areas within the City that are faced with that problem. Councilmember Hutchins felt the density was a point of concern, but did not have an answer for the issue. He did not want to approve something that would impact the ground water in the area and then have to address that issue at a later time. Councilmember Hutchins felt the decision needed to be expedited and expressed frustration with making Mr. Hall go through the septic tank process to deny it overall. Mayor Critchlow asked the Council to limit to lot size, density, or style of septic tank. Attorney Coombs advised to reach out to the County Health Department. Mr. Hall stood to provide comment specific to his project and advised the elevation is too low to get flow. Councilmember Bevan asked what would happen if the ground water was contaminated. Mayor Critchlow advised the City would be in trouble. Councilmember Allen wanted some consideration for the amount of septic's allowed on lot sizes. Councilmember Jenkins would like to see the issue with Planning and Zoning and review what happened with the process and have that addressed in a Work Meeting. Mr. Wilson will need to gather information for the septic tanks to be addressed.

15. Discussion regarding Lakeview Business Park Residential Development

Jeff Allen with Meritage Homes was present for this item. Mr. Allen advised the density is not as high as they could make it and continued he has heard comments related to the density and desire for the community. Mayor Critchlow advised this was zoning from RM-15 in 2005. Mr. Allen explained the front half is mixed use, a portion RM-15 and northern part of the parcel is A-10. Mr. Allen explained the intent of this development is to provide a buffer between the industrial park and the residential portions of Grantsville. Councilmember Hutchins advised there were 6 pocket parks. Councilmember Allen requested a larger regional park. Councilmember Jenkins explained she does not like pocket parks because she felt they are wasted space. Councilmember Jenkins explained that she was concerned with the existing owners who own animals. She continued she would like to see a buffer between the development and the neighboring properties. Councilmember Hutchins advised he was going to have an issue allowing a rezone from the A-10. Councilmember Hutchins continued the number of total units the City has available; he is concerned with adding all the subdivisions; there is not a need.

Councilmember Hutchins would like to have a zoning map reflecting the current zoning. Mayor Critchlow advised he was concerned with the road width. Mr. Allen advised this was addressed and the park strip was removed to accommodate that required width as per the Assistant Fire Marshall. Mr. Allen understands the concerns with the density; however, wants to work with the City on something that will work with the community. Councilmember Jenkins inquired to what the parking plan would be. She inquired to the ordinance for parking space. It was confirmed there was no current ordinance requiring minimum parking spots and areas for communities. Mr. Allen continued he appreciated the amount of feedback that was provided to the council during public comment.

16. Discussion regarding the proposed amendment to the Final Plat for LBP Building 1, LLC. located at 323 North Sheep Lane to divide lot 1 into two (2) building lots in the MG zone.

There was no discussion regarding this item.

17. Discussion regarding the PUD Application for Holly Jones located at 225 S Willow Street for the creation of 10 units in the RM-7 zone.

Holly Jones was present for this item. Councilmember Hutchins asked about the current zoning. The current zone for this area is RM-7; however, Ms. Jones does not want to complete the “code” version of the plan because it is not what the neighborhood requests. The width of the road is 32 feet; which is the reason for the PUD. She continued she set back the building by 50 feet instead of the minimum 25 feet and included the 25 foot side yard instead of the 7 minimum. Councilmember Jenkins asked about the fencing. Ms. Jones confirmed each unit will be fenced and this will be a one owner property; meaning these units will be rentals. Councilmember Jenkins advised she was concerned about the amount of traffic on Willow Street. Ms. Jones advised there was a traffic study completed and no more traffic control devices were warranted. Councilmember Jenkins advised there are additional units and another school that will be utilizing this street. Councilmember Jenkins felt more should be addressed on Willow prior to allowing more development. Councilmember Hutchins advised he does not like this idea but there is very limited that can stop this development.

18. Discussion regarding the Multiple Housing Conditional Use/Site Plan Applications for Holly Jones located at 225 S Willow Street for the creation of 10 units in the RM-7 zone

There was no further discussion regarding this item as it was discussed in conjunction with Item 17

19. Discussion regarding the Preliminary Plan for Grantsville New Team, LLC. on the Matthews Meadows Subdivision located approximately at 401 West Durfee Street for the creation of eighty-eight (88) lots in the R-1-12 zone.

Shawn Holste was present for this item. Mr. Holste wanted to clarify that he did not request a rezone for this property. He explained the zoning was changed in April, but he did not obtain this project until December. He continued there were 7 DRC's for this development and he tries to take all community concerns into account when making the development satisfactory to the City. Mayor Critchlow requested that something be put on the plats noting the animals were on the surrounding property prior to the homes being built there. Councilmember Allen asked about the comments related to the lack of notice on this rezone and development. Councilmember Hutchins wanted to address notices and wanted to clarify that staff is responsible for the noticing of Planning and Zoning items. There was discussion regarding Pear Street and if the school would allow the road to connect to this development. City Engineer Dan England advised he spoke to the school and they did not want Pear Street to go through.

20. Discussion regarding the Preliminary Plan for Grantsville New Team, LLC. on the Cowboy Estates Subdivision located approximately at 416 South Willow Street for the creation of nineteen (19) lots in the R-1-21 zone.

Shawn Holste was present for this item. Mayor Critchlow advised he received a message from Lane Boyer and apparently there is an issue with the water line. Mr. Holste advised there is a water line ran through the property and no one knows where it came from; the line also does not meet City Standards. Councilmember Jenkins advised she was informed this water line was installed and impact fees were paid to the City. Councilmember Jenkins noted that she does not feel as if this should be the Boyer's responsibility to move their water line if they have legally gone through the process. There was a discussion related to the water line being increased; however it was not related to this project. The Council would like to find the records related to what was allowed to be installed. Mayor Critchlow would like a resolution on Lane Boyer and his water connection concerns. Sean Holste advised he will put the line in, however, the City is asking for more than he has too do. Staff was directed to find records of the water line that was installed and if there was an easement.

21. Discussion regarding the Final Plat for Gary and Rava Giles and Shawn Holste on the Cherry Wood Estates Subdivision Phase 2 located southwest of the Cherry Grove Subdivision for the creation of thirty-eight (38) lots in the R-1-21 zone.

Shawn Holste was here for this item. Mayor Critchlow advised there needs to be a Development Agreement for this development. Mr. Holste advised this project was submitted to the City in November. Councilmember Jenkins wanted to confirm the waiver on open space. Mr. Holste advised the City does not want to maintain parks less than 10 acres and that is why he is paying the fee in lieu. Councilmember Rowberry asked what the fee in lieu is used for. Ms. Broadbent explained the money is sent to the greatest need first. Councilmember Rowberry advised he would like the money to go to larger park improvements as opposed to a smaller pocket park.

22. Discussion regarding the Final Plat for Kenneth and Jennie Hale and Shawn Holste for the creation of twenty-three (23) lots in the Canyon View Subdivision located approximately at 400 E Nygreen Street in the R-1-21 zone.

Shawn Holste was here for this item. Mayor Critchlow advised there needs to be a Development Agreement for this development. Mayor Critchlow asked if Nygreen Street was going to be completed. Mr. Holste advised the dead ends have been changed to cul-d-sacs; which was not required. Mayor Critchlow asked about the fence. Mayor Critchlow asked Mr. Holste to work with neighbors regarding a fence. Councilmember Jenkins asked if there was an ordinance requiring fencing. City Attorney Coombs advised that Council may require a fence. Councilmember Bevan asked about what landscaping is planned for the development. Mr. Holste advised it is up to the individual owner.

23. Council Reports

Councilmember Allen: Would like to confirm with Jesse Wilson there was a resolution provided from county on the PAR Tax. She requested a moratorium until the Master Plan be reviewed.

Councilmember Bevan: Rocky Mountain Power has sent in brackets for approval on the banisters regarding beautification.

Councilmember Jenkins: Summer of fun has a great community plan prepared. She agrees with Councilmember Allen regarding the Master Plan.

Councilmember Rowberry: Asked about the Cemetery clean up date. This will be discussed at the Beautification Committee meeting on 05/10/2022

24. Closed Session (Personnel, Real Estate, Imminent Litigation).

Motion: Councilmember Hutchins made the motion to enter into a closed session at 10:30pm

Second: Councilmember Rowberry seconded the motion.

Vote: The vote was as follows: Councilmember Rowberry, "Aye", Councilmember Hutchins, "Aye", Councilmember Bevan, "Aye", Councilmember Allen "Aye", and Councilmember Jenkins, "Aye". The motion carried.

Motion: Councilmember Hutchins made the motion to enter into an open session

Second: Councilmember Rowberry seconded the motion.

Vote: The vote was as follows: Councilmember Rowberry, "Aye", Councilmember Hutchins, "Aye", Councilmember Stice, "Aye", Councilmember Allen "Aye", and Councilmember Sparks, "Aye". The motion carried.

Unapproved

25. Adjourn.

Motion: Councilmember Hutchins made the motion to adjourn

Second: Councilmember Rowberry seconded the motion.

Vote: The vote was as follows: Councilmember Rowberry, “Aye”, Councilmember Hutchins, “Aye”, Councilmember Bevan, “Aye”, Councilmember Allen “Aye”, and Councilmember Jenkins, “Aye”. The motion carried.

Meeting was adjourned at 11:43

**MINUTES OF THE WORK MEETING OF THE GRANTSVILLE CITY COUNCIL,
HELD ON MAY 4TH, 2022 AT THE GRANTSVILLE CITY HALL, 429 EAST MAIN
STREET, GRANTSVILLE, UTAH AND ON ZOOM. THE MEETING BEGAN AT 6:00
P.M.**

Mayor and Council Members Present:

Mayor Neil Critchlow
Darrin Rowberry
Jolene Jenkins
Scott Bevan
Jeff Hutchins
Jewel Allen

Council Members Not Present:

Appointed Officers and Employees Present:

Dan England, City Engineer
Jacob Enslin, Police Chief
Sherrie Broadbent, Finance Director
Braydee Baugh, Recorder
Jesse Wilson, Treasurer/ HR Director
Brett Coombs, City Attorney

Citizens and Guests Present:

AGENDA:

- 1. Public Comments:** Mayor Critchlow asked if there were any comments from the public related to the budget. Debbie Spilman stood for public comment. Ms. Spilman wanted to know how the public was supposed to comment on a budget that was kept secret. Ms. Broadbent showed Ms. Spilman where she can find the proposed budget online. Ms. Spilman requested there be a link included on the public hearing notice so the public can find it.
- 2. Discussion regarding the 2022-2023 Fiscal Year Budget**

Ms. Broadbent explained there will be another work budget meeting to go over the budget. Ms. Broadbent explained the City is looking for an additional Police Officer, a Sewer Plant Operator so the City can have more than one person trained, a Blue-Stakes and Utility Marker. Jesse Wilson explained the City gets 30-40 blue stake requests a day, which has to be shared between multiple people within the City with higher skill sets.

Broadbent shared that since August 2021 the City has received 2600 blue stake requests. Water distribution operator, Library Technician II position. Mr. Wilson explained the Library wants to move to a tier position. There was discussion regarding the Community Development Director. Ms. Broadbent asked if Council and Mayor would like a raise or COLA; it was decided not to have a raise for Council and Mayor. Ms. Broadbent advised the RDA wages will be reduced due to the reduction in work load. Ms. Broadbent explained this can be increased later if warranted. Ms. Broadbent continued the Police Department would like to make the ARPA wage increase (4.25 an hour) permanent and provide a 3% COLA raise; the City would like to use ARPA funding to help subsidize the wage increase until the City can take on the full cost. Mr. Wilson explained this was being done last year as a sort of stipend, but would like to make it permanent. Ms. Broadbent explained under ARPA there is a new classification called "Government Services" that allow the money to be used for general needs. Ms. Broadbent explained there is CARES Act funding, ARPA Funding and the regulations kept changing so there are several line items in the budget to account for the changes. Councilmember Jenkins asked if the Police Department could receive more officers. Ms. Broadbent advised the Police Department requested 4 additional officers, but after looking at the numbers and the ratio, the PD is staffed well. Councilmember Jenkins continued that some of the conversations she had with officers, they expressed frustration with having a high case load and the inability to assist more people. Councilmember Hutchins asked how much of the officer time was being dedicated to nuisance issues and if there was a way to get someone for those issues. Mr. Wilson explained the Police Department funding comes out of the General Fund, but potentially the money could come out of other sources if the Code Enforcement was somewhere else. Ms. Broadbent the City could charge another fee. Ms. Broadbent advised the City is considering a 3% COLA for inflation for all other employees. There was discussion regarding the direction the Council would like to go with Community Development. Ms. Broadbent explained currently the budget has lines for a Community Development Director and for an Engineer in Training. She explained she would like to wait on the engineer in training until the Community Development Director decides what direction the department will take. Councilmember Hutchins asked if there was the possibility of this being a contract position or if it needs to be permanent. Councilmember Hutchins continued he did not want to hire someone if the economy slows and there is a need for layoffs. Councilmember Jenkins noted Tooele has a full time Development Director and with speaking with the Tooele City Council, Tooele loves having that position. Councilmember Jenkins noted she would like to see the focus on commercial growth and would like to see an Economic Development Director. Councilmember Hutchins requested a job description. There was discussion regarding the difference between a Community Development Director and Economic Development Director and which would benefit the City more. Ms. Broadbent would like to do a new sewer rate but the City needs to wait for the sewer study to be completed. Mayor

Critchlow asked where the sewer study was as far as completion. Mr. Wilson advised it was expected to be presented to City Council the first meeting in June. There was some discussion on implementing a Storm Water utility fee. Ms. Broadbent explained there are a lot projects that need to get done and there needs to be an income source for those. Councilmember Rowberry asked what exactly the fee would be for and who is responsible for that fee. Ms. Broadbent explained it would be a fee on the utility bill. Councilmember Hutchins asked if this addressed the City wide need and what the 6.8 million cost estimate is getting the City. Ms. Broadbent explained this would cover the projects in the Capital Facilities Plan and continued the problem with Impact Fees is these are deficiencies the City already has and the developer shouldn't be responsible for those. Councilmember Jenkins asked if the proposed fees will continue to increase and impact the residents. Councilmember Allen acknowledged that if the City knows what the fees are being used for, implementing them should be considered. Councilmember Bevan asked which projects will take priority. Ms. Broadbent advised that information would better come from the people who did the study. Ms. Broadbent discussed the equipment requested. The City is requesting a message board, a generator as part of the emergency county requirements mandated by the state, shop lift, mini excavator, an additional brush truck (the current year order has still not been received by the City), bobtail etc. Ms. Broadbent advised ARPA has changed guidelines again and the City can gain access to funds as revenue loss to stimulate the economy. The City would like to use 1.2 million to dedicate to new fields and a pickle ball court for the community. Councilmember Allen would like to see the pickle ball courts split so more people in the community can enjoy them. Councilmember Jenkins asked if the City could consider a skateboard park for the community. Councilmember Hutchins asked about the donation requests. Councilmember Jenkins explained there is a new elementary coming in and the PTA would like to do a joint celebration with all the Elementary Schools to commemorate the opening of Twenty Wells Elementary School. Councilmember Hutchins asked for the organizations that received funding last year and suggested looking at the number of community members served by the organization to make the best impact.

3. Adjourn

Motion: Councilmember Hutchins made the motion to adjourn.

Second: Councilmember Rowberry seconded the motion.

Vote: The vote was as follows: Councilman Rowberry, "Aye", Councilman Hutchins, "Aye", Councilman Bevan, "Aye", Councilwoman Allen "Aye", and Councilwoman Jenkins, "Aye". The motion carried.

AGENDA ITEM #3

Kevin Neff - Exceptional Youth

AGENDA ITEM #4

Discussion with UTA regarding service changes coming in August.

AGENDA ITEM #5

Council Update from Anthon Stauffer
regarding the Lakeview Business Park.

AGENDA ITEM #6

Consideration of Resolution 2022-27 approving the proposed amendment to the Final Plat for LBP Building 1, LLC. located at 323 North Sheep Lane to divide lot 1 into two (2) building lots in the MG zone.

**GRANTSVILLE CITY
RESOLUTION NO. 2022-27**

**A RESOLUTION APPROVING THE FINAL PLAT AMENDMENT FOR THE
LAKEVIEW BUSINESS PARK LOCATED AT 323 NORTH SHEEP LANE TO DIVIDE
LOT ONE INTO TWO (2) BUILDING PADS THE MG ZONE**

Be it enacted and ordained by the City Council of Grantsville City, Utah as follows:

WHEREAS, LBP Building 1, LLC submitted an application for a final subdivision plat amendment for the Lakeview Business Park located at 323 North Sheep Lane in Grantsville City, Utah to divide lot one into two (2) buildable lots in the MG zone;

WHEREAS, the proposed amendments of the subject property are permitted in the MG zone as indicated in the Grantsville City Land Use Management and Development Code (GLUMDC);

WHEREAS, the Grantsville City Planning and Zoning Commission reviewed the final plat amendment in a regularly scheduled public meeting for compliance with the requirements of the pertinent Grantsville City code requirements, and found that the proposed final plat amendment has met or can meet the requirements of GLUMDC;

WHEREAS, LBP Building 1, LLC is required to construct certain public improvements;

WHEREAS, the Grantsville City Council hereby determines that it is in the best interest of the City to approve the final subdivision plat amendment for LBP Building 1, LLC and the Lakeview Business Park in Grantsville City, Utah to divide lot one into two (2) buildable lots in the MG zone.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF
GRANTSVILLE CITY, STATE OF UTAH, AS FOLLOWS:**

Section 1. Final Plat. The City of Grantsville approves the Final Plat Amendment provided in Exhibit A.

Section 2. Severability Clause. If any part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution and all provisions, clauses and words of this Resolution shall be severable.

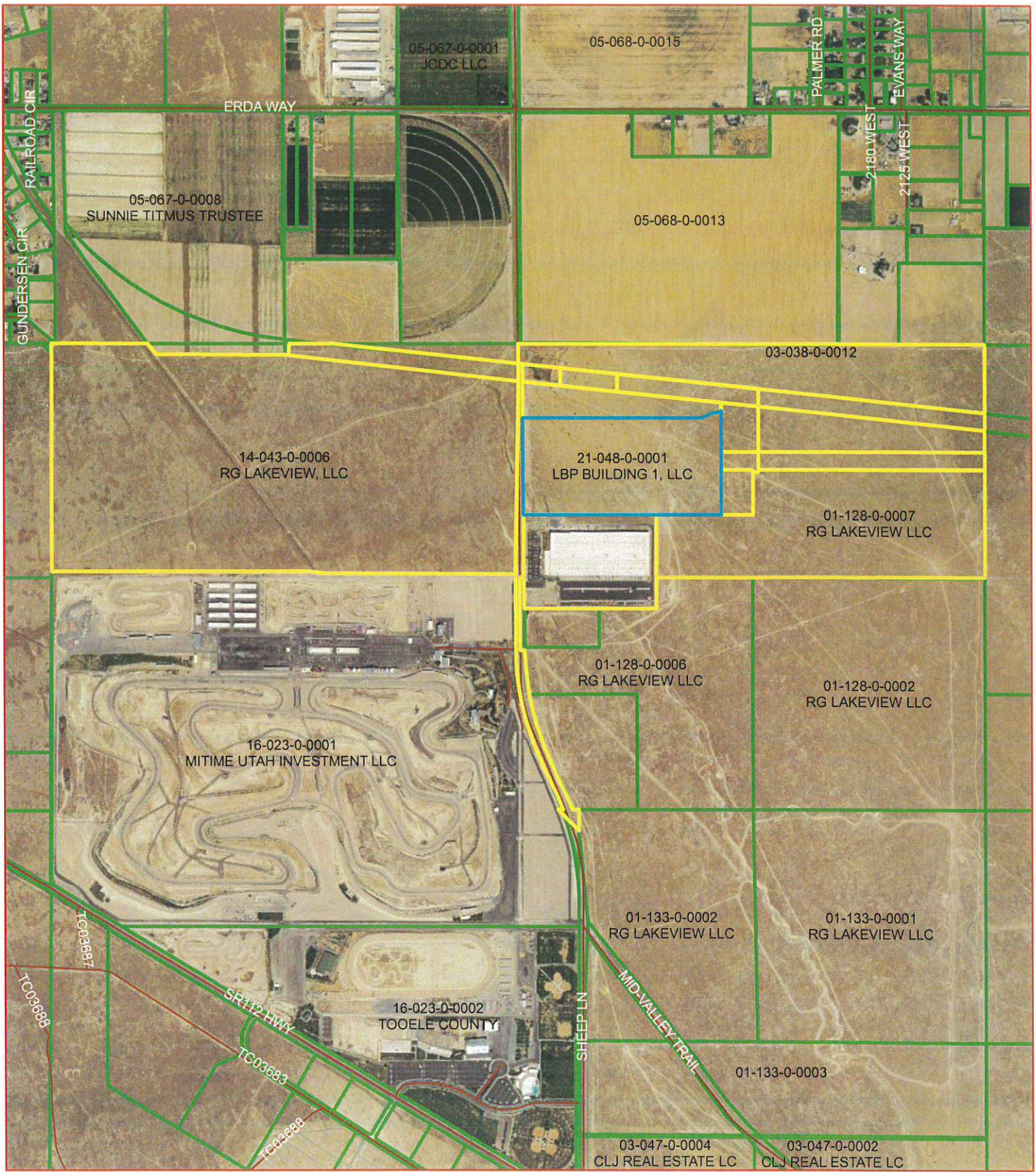
ADOPTED AND PASSED BY THE CITY COUNCIL OF GRANTSVILLE CITY, THIS
18TH DAY OF MAY, 2022.

BY ORDER OF THE
GRANTSVILLE CITY COUNCIL

By Mayor Neil Critchlow

ATTEST

Braydee Baugh, City Recorder

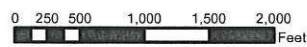


GIS Map Disclaimer:



This is not an official map but for reference use only. The data was compiled from the best sources available, but various errors from the sources may be inherent on the map. All boundaries and features therein should be treated as such. For boundary information, the pertinent County Departments or Municipalities should be contacted. This map is a representation of ground features and is not a legal document of their locations. The scale represented is approximate, so this is NOT a Survey or Engineering grade map and should by no means be used as such. This map is not intended for all uses. Tooele County is not responsible or liable for any derivative or misuse of this map.

Bryan Economy
21-048-0-0001

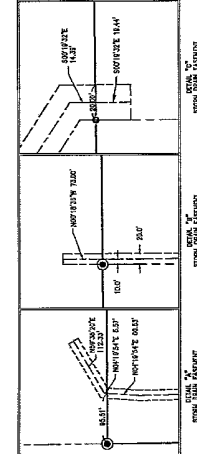
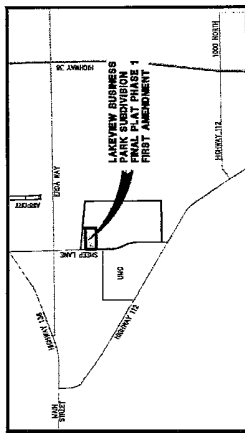


Date: 2/17/2022
 blanca.rodriguez

LAKEVIEW BUSINESS PARK SUBDIVISION FINAL PLAT PHASE 1 - FIRST AMENDMENT

LOCATED IN THE NORTHWEST QUARTER OF SECTION 1, TOWNSHIP 3 SOUTH, RANGE 5 WEST, SALT LAKE BASE & MERRIDAN IN GRANVILLE CITY, TOOELE COUNTY, UTAH

SURVEYORS CERTIFICATE
I, James D. Pihl, as Member of the State Surveyors Board, do hereby certify that I am a Professional Land Surveyor in the State of Utah, certificate number 16320, and I have prepared the foregoing plat for the subdivision of land shown on the accompanying map. I have complied with the provisions of the Utah Professional Land Surveyors Act, Title 63, Chapter 2, of the Utah Code. I have made a careful survey of the land shown on the accompanying map, and I have thereupon prepared this plat for the subdivision of the land shown on the map. I have made a careful study of all the records and documents which have been filed in the office of the County Clerk of Tooele County, Utah, and I have thereupon prepared this plat for the subdivision of the land shown on the map. I have made a careful study of all the records and documents which have been filed in the office of the County Clerk of Tooele County, Utah, and I have thereupon prepared this plat for the subdivision of the land shown on the map.



ASSIGNMENT
I, the undersigned, do hereby certify that I am the owner of the land shown on the accompanying map, and I have thereupon prepared this plat for the subdivision of the land shown on the map. I have made a careful study of all the records and documents which have been filed in the office of the County Clerk of Tooele County, Utah, and I have thereupon prepared this plat for the subdivision of the land shown on the map.

ACKNOWLEDGMENT
I, the undersigned, do hereby certify that I am the owner of the land shown on the accompanying map, and I have thereupon prepared this plat for the subdivision of the land shown on the map. I have made a careful study of all the records and documents which have been filed in the office of the County Clerk of Tooele County, Utah, and I have thereupon prepared this plat for the subdivision of the land shown on the map.

CURVE TABLE

CURVE	DETA	BEARING	LENGTH	CHORD	BEARING
C1	S07°04'00"	72.64'	141.63'	72.64'	R47°00'00"
C2	S29°53'57"	230.00'	116.89'	61.27'	R183°27'49"
C3	48°19'00"	48.00'	31.89'	18.83'	R253°00'00"

TOOELE COUNTY TREASURER

APPROVED THIS	DAY
____	20__

TOOELE COUNTY SURVEY DIRECTOR

APPROVED THIS	DAY
____	20__

CITY FIRE DEPARTMENT APPROVAL

APPROVED THIS	DAY
____	20__

GRANVILLE CITY PUBLIC WORKS APPROVAL

APPROVED THIS	DAY
____	20__

GRANVILLE CITY PLANNING COMMISSION

APPROVED THIS	DAY
____	20__

GRANVILLE CITY ENGINEER

APPROVED AS TO FORM	DAY
____	20__

GRANVILLE CITY MAYOR

APPROVED THIS	DAY
____	20__

TOOELE COUNTY RECORDER

RECORDED IN _____

STATE OF UTAH, COUNTY OF TOOELE, RECORDED AND FILED IN THE REQUEST OF _____

DATE _____

FEES \$ _____

GRANVILLE CITY RECORDER

RECORDED IN _____

STATE OF UTAH, COUNTY OF TOOELE, RECORDED AND FILED IN THE REQUEST OF _____

DATE _____

FEES \$ _____

Prepared by: JACQUES B. JENSEN, LICENSED SURVEYOR, 4625 RIVERBLVD, RIVERBLVD, MO 64130

Scale: 1" = 200'

North Arrow

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AGENDA ITEM #7

Consideration of Resolution 2022-28 approving the PUD Application for Holly Jones located at 225 S Willow Street for the creation of 10 units in the RM-7 zone.

**GRANTSVILLE CITY
RESOLUTION NO. 2022-28**

**A RESOLUTION APPROVING THE CREATION OF A PLANNED UNIT
DEVELOPMENT (P.U.D.) FOR HOLLY JONES ON THE TOWNHOMES AT WILLOW
SUBDIVISION IN THE RM-7 ZONE**

Be it enacted and ordained by the City Council of Grantsville City, Utah as follows:

WHEREAS, Holly Jones (Developer) submitted an application for a Planned Unit Development (P.U.D.) for the Townhomes at Willow Subdivision in Grantsville City, Utah in the RM-7 zone; and

WHEREAS, the current zoning requirement in the RM-7 zone requires all lots to be a minimum of 7,000 square feet, as indicated in the Grantsville City Land Use Management and Development Code (GLUMDC); and

WHEREAS, Developers seek a P.U.D. to group the density of the proposed townhomes in an effort to create a more desirable subdivision, improve cost efficiencies, and create more open space to flow with the surrounding community and

WHEREAS, the Grantsville City Planning and Zoning Commission reviewed Developer's application for a P.U.D. in a regularly scheduled public meeting for compliance with the requirements of the pertinent Grantsville City code requirements, and found that the proposed P.U.D. has met or can meet the requirements of GLUMDC; and

WHEREAS, the City Council anticipates entering into a Development Agreement with the Developers to govern the terms of the P.U.D.; and

WHEREAS, the City Council hereby finds that the Townhomes at Willow Subdivision P.U.D. will provide a public benefit under GLUMDC 12.1(1) (2019); and

WHEREAS, the City Council hereby finds that the Townhomes at Willow Subdivision P.U.D. will meet or exceed the following specific objective, as mandated by GLUMDC 12.1(1)(a-

e) (2019):

- Creation of a more desirable environment than would be possible through strict application of the City's land use regulations through clustering of the lots creating greater open space.

WHEREAS, the Grantsville City Council hereby determines that it is in the best interest of the City to approve the P.U.D. for Holly Jones at the Townhomes at Willow Subdivision P.U.D. in the RM-7 zone.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF GRANTSVILLE CITY, STATE OF UTAH, AS FOLLOWS:

Section 1. Planned Unit Development. The City of Grantsville approves the creation of a Planned Unit Development for the Townhomes at Willow Subdivision.

Section 2. Severability Clause. If any part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution and all provisions, clauses and words of this Resolution shall be severable.

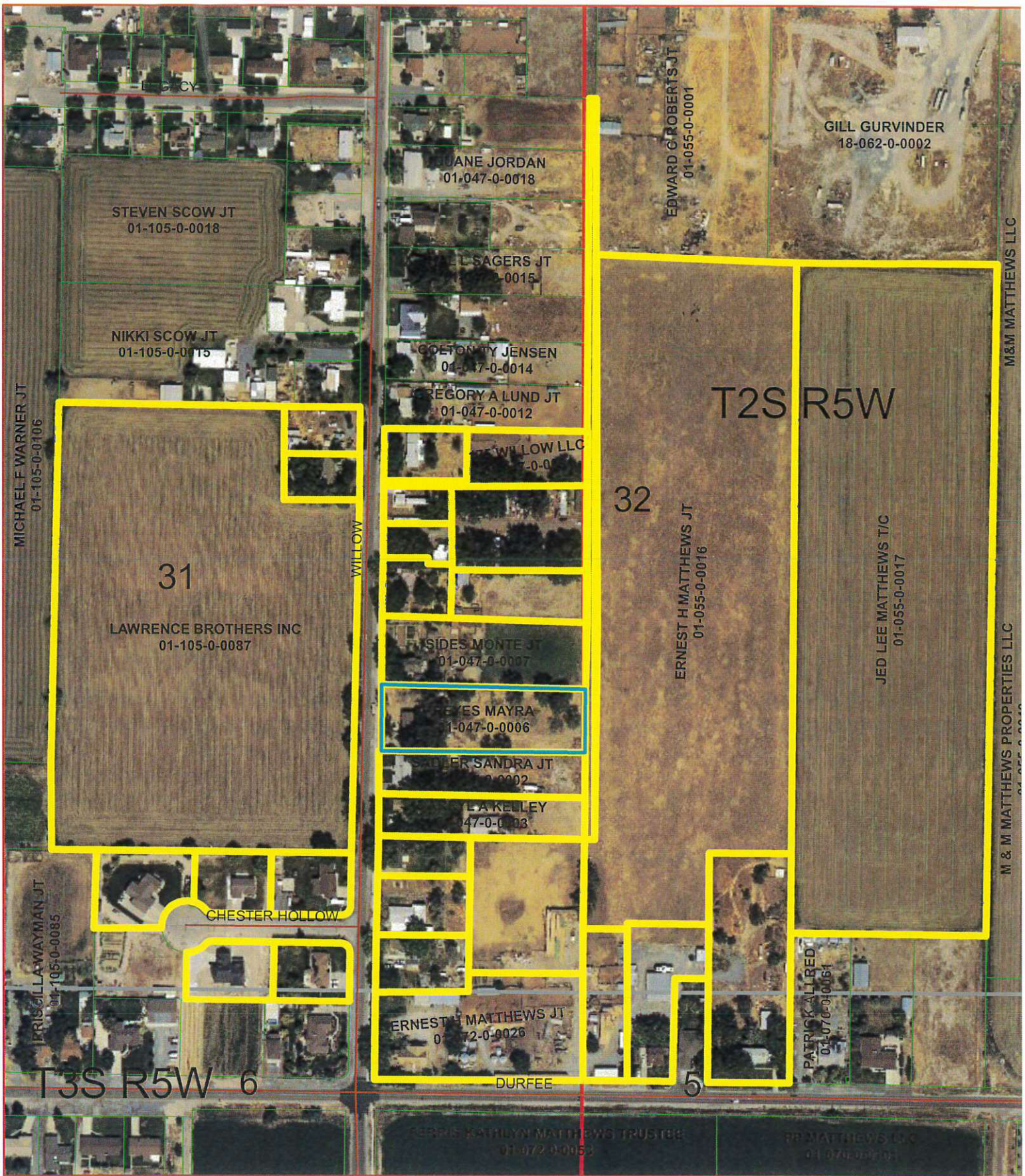
ADOPTED AND PASSED BY THE CITY COUNCIL OF GRANTSVILLE CITY, THIS
18th DAY OF MAY, 2022.

BY ORDER OF THE
GRANTSVILLE CITY COUNCIL

By Mayor Neil Critchlow

ATTEST

Braydee Baugh, City Recorder

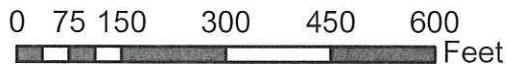


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Todd Castagno
01-047-0-0006



bwwhite
Date: 3/15/2021

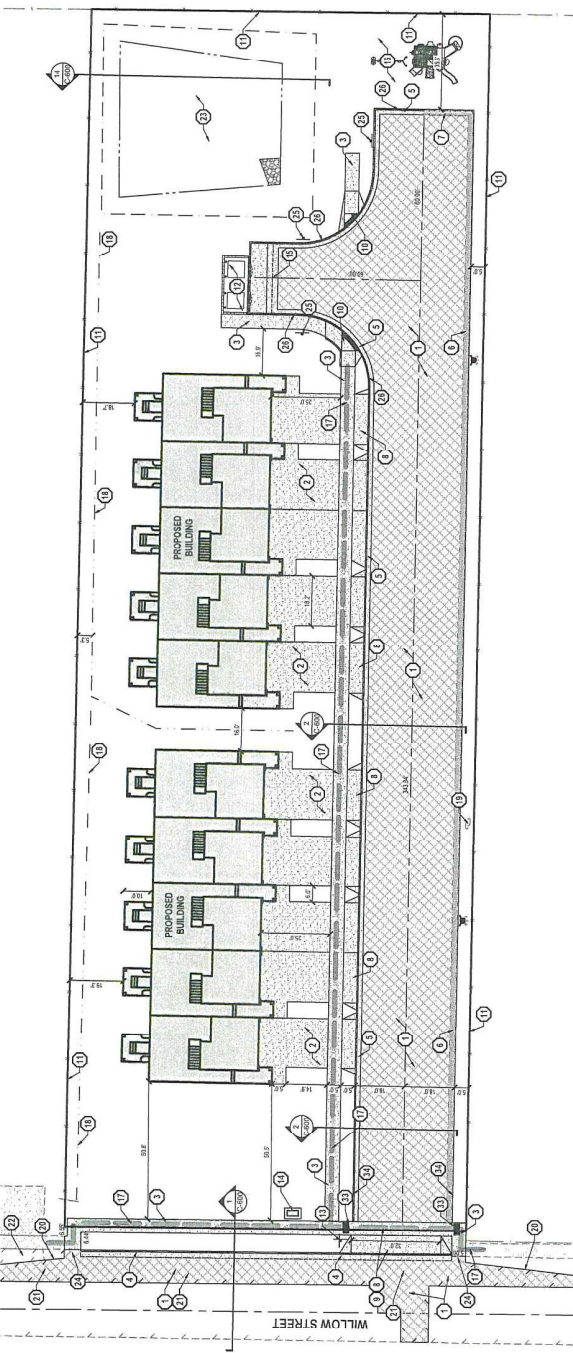


BENCHMARK
 SURVEY POINT BENCHMARK FOR WILLOW
 ELEV. 4382.32

GENERAL NOTES

1. ALL WORK TO COMPLY WITH THE ENGINEERING CONTRACT SPECIFICATIONS AND APPROPRIATE LOCAL ORDINANCES.
2. ALL IMPROVEMENTS MUST BE DONE WITH HIGH QUALITY MATERIALS AND CONSTRUCTION PRACTICES.
3. THE CONTRACTOR SHALL VERIFY THE LOCATION, DEPTH, AND CONDITION OF ALL UTILITIES PRIOR TO CONSTRUCTION.
4. ALL IMPROVEMENTS SHALL CONFORM TO THE LATEST EDITION OF THE MUTI CD MANUAL OF UNIFORM PRACTICES AND SPECIFICATIONS.
5. ALL IMPROVEMENTS SHALL BE DONE IN ACCORDANCE WITH THE MUTI CD MANUAL OF UNIFORM PRACTICES AND SPECIFICATIONS AND ALL APPLICABLE LOCAL ORDINANCES.
6. THE CONTRACTOR SHALL MAINTAIN ALL EXISTING UTILITIES UNLESS OTHERWISE NOTED ON THIS SHEET.
7. ALL UTILITIES SHALL BE PROTECTED AND REPAIRED AS NECESSARY.

SCOPE OF WORK:
 THE CONTRACTOR SHALL PROVIDE THE FOLLOWING FOR THE IMPROVEMENTS INDICATED ON THIS SHEET:
 (1) CONSTRUCTION OF 12" DIA. CONCRETE CURB AND GUTTER WITH 12" DIA. CONCRETE CURB AND GUTTER.
 (2) CONCRETE PAVEMENT FOR APPROXIMATELY 100' OF CURB AND GUTTER.
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EN SIGN
 THE STANDARD IN ENGINEERING

TOOELE
 1000 Main Street, Unit 1
 Tooele, UT 84074
 Phone: 435-843-3500

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CEDAR CITY
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RICHFIELD
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WWW.ENSIGNENGINEERING.COM

BOB JONES
 REGISTERED PROFESSIONAL ENGINEER
 LICENSE NO. 38747
 EXPIRES 12/31/2023
 PHONE: 435-848-3500

Presented to Council to approve

HOLLY WILLOW ESTATES PUD
 225 WILLOW STREET
 GRANTSVILLE CITY, UTAH



SITE PLAN

DATE: 08/20/24
 PROJECT: HOLLY WILLOW ESTATES PUD
 DRAWN BY: C. CHAPMAN

C-200



NOTE: ANY CONSTRUCTION SHALL BE DONE IN ACCORDANCE WITH THE MUTI CD MANUAL OF UNIFORM PRACTICES AND SPECIFICATIONS.

AGENDA ITEM #8

Consideration of Resolution 2022-29 approving the Multiple Housing Conditional Use/Site Plan Applications for Holly Jones located at 225 S Willow Street for the creation of 10 units in the RM-7 zone.

**GRANTSVILLE CITY
RESOLUTION NUMBER 2022-29**

**A RESOLUTION APPROVING THE SITE PLAN AND MULTIPLE HOUSING
CONDITIONAL USE PERMIT FOR HOLLY JONES ON THE TOWNHOMES AT
WILLOW SUBDIVISION LOCATED AT 225 SOUTH WILLOW STREET FOR THE
CREATION OF TEN (10) TOWNHOME UNITS IN THE RM-7 ZONE**

WHEREAS, Holly Jones (“Developer”) owns real property at 225 South Willow Street (the “Property”), which Property is located within the City’s municipal boundaries; and

WHEREAS, Developer seeks to build ten (10) townhomes on the Property consistent with approved zoning and subdivision ordinances called the “Townhomes at Willow” (the “Project”); and

WHEREAS, the Property is zone RM-7; and

WHEREAS, Developer, and her agents, have met with staff from the City in several Development Review Conferences (DRC), and have submitted to the City an application for approval of a Site Plan (Plan) and Final Plat.

WHEREAS, the Grantsville City Planning and Zoning Commission (P&Z) in a regularly scheduled meeting on April 14, 2022, held a public hearing and considered the Plan and Final Plat; and

WHEREAS, P&Z has recommended the City Council approve the Plan and Final Plat contingent on the following:

- The City Council approve the plans submitted to the City dated March 23, 2022, including C-300 with 35-foot right of way face to curb, face to curb.
- Landscaping, including trees and shrubs, be placed around the perimeter of the Property to shield views and reduce noise.
- Developer build an 8-foot high privacy fence around the perimeter of the

Property.

- Developer utilizes downward facing exterior lighting to reduce light escaping the Property.
- The Property must include 50-foot setbacks from Willow Street.
- Developer builds a useable playground on the Property.

WHEREAS, the City Council hereby finds that approval of the Plan, Multiple Housing Conditional Use Permit and Final Plat, attached hereto, is in the best interest of the public's health, safety and general welfare.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF GRANTSVILLE CITY, STATE OF UTAH, AS FOLLOWS:

Section 1. Master Site Plan. The City of Grantsville approves the Site Plan provided in Exhibit A, otherwise known as the Site Plan for Townhomes at Willow.

Section 2. Final Plat. The City of Grantsville approves the Conditional Use Permit provided in Exhibit B, otherwise known as the Conditional Use Permit for Townhomes at Willow.

Section 3. Pre-Conditions and Contingencies. Approval of the Master Site Plan and Final Plat are conditioned on, and contingent of, the following:

- Developer agrees that a public utility easement is granted in favor of Grantsville City permitting public utilities to be placed under the private streets, if necessary.
- The Project shall be built in accordance with the plans submitted to the City dated March 23, 2022, including C-300 with 35-foot right of way face to curb, face to curb.
- Landscaping, including trees and shrubs, shall be placed around the perimeter of the Property to shield views and reduce noise.

- Developer shall build an 8-foot high privacy fence around the perimeter of the Property.
- Developer shall utilize downward facing exterior lighting to reduce light escaping the Property.
- All residential units on the Property shall include a 50-foot setback from Willow Street.
- Developer shall build a useable playground on the Property.

Section 4. Severability Clause. If any part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution and all provisions, clauses and words of this Resolution shall be severable.

ADOPTED AND PASSED BY THE CITY COUNCIL OF GRANTSVILLE CITY,
THIS 18th DAY OF MAY, 2022.

BY ORDER OF THE

By Mayor Neil Critchlow

ATTEST

Braydee Baugh, City Recorder

AGENDA ITEM #9

Consideration of Resolution 2022-30 approving the Preliminary Plat for Grantsville New Team, LLC. on the Matthews Meadows Subdivision located approximately at 401 West Durfee Street for the creation of eighty-eight (88) lots in the R-1-12 zone.

**GRANTSVILLE CITY
RESOLUTION NO. 2022-30**

**A RESOLUTION APPROVING THE PRELIMINARY PLAT FOR THE MATTHEWS
MEADOWS SUBDIVISION FOR THE CREATION OF EIGHTY-EIGHT (88) SINGLE
FAMILY LOTS IN THE R-1-12 ZONE**

WHEREAS, Grantsville New Team, LLC submitted an application for a preliminary subdivision plat for the Matthews Meadows Subdivision in Grantsville City, Utah for the creation of eighty-eight (88) single family residential lots in the R-1-12 zone; and

WHEREAS, the proposed uses of the subject property are permitted uses in R-1-12 zone as indicated in the Grantsville City Land Use Management and Development Code (GLUMDC); and

WHEREAS, the Grantsville City Planning and Zoning Commission reviewed the preliminary plat in a regularly scheduled public meeting for compliance with the requirements of the pertinent Grantsville City code requirements, and found that the proposed preliminary plat has met or can meet the requirements of GLUMDC; and

WHEREAS, the Grantsville City Council hereby determines that it is in the best interest of the City to approve the preliminary plat for Grantsville New Team, LLC for a preliminary subdivision plat for the Matthews Meadows Subdivision in Grantsville City, Utah for the creation of 88 single-family residential lots in the R-1-12 zone.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF GRANTSVILLE CITY, STATE OF UTAH, AS FOLLOWS:

Section 1. Preliminary Plat. The City of Grantsville approves the Preliminary Plat provided in Exhibit A.

Section 2. Severability Clause. If any part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution and all provisions, clauses and words of this Resolution shall be severable.

ADOPTED AND PASSED BY THE CITY COUNCIL OF GRANTSVILLE CITY, THIS
18th DAY OF MAY, 2022.

BY ORDER OF THE
GRANTSVILLE CITY COUNCIL

By Mayor Neil Critchlow

ATTEST

Braydee Baugh, City Recorder

AGENDA ITEM #10

Consideration of Resolution 2022-31 approving the Preliminary Plan for Grantsville New Team, LLC on on the Cowboy Estates Subdivision located approximately at 416 South Willow Street for the creation of nineteen (19) lots in the R-1-21 zone.

**GRANTSVILLE CITY
RESOLUTION NO. 2022-31**

**A RESOLUTION APPROVING THE PRELIMINARY PLAT FOR THE COWBOY
ESTATES SUBDIVISION FOR THE CREATION OF NINETEEN (19) SINGLE FAMILY
LOTS IN THE R-1-21 ZONE**

WHEREAS, Grantsville New Team, LLC submitted an application for a preliminary subdivision plat for the Cowboy Estates Subdivision in Grantsville City, Utah for the creation of nineteen (19) single family residential lots in the R-1-21 zone; and

WHEREAS, the proposed uses of the subject property are permitted uses in R-1-21 zone as indicated in the Grantsville City Land Use Management and Development Code (GLUMDC); and

WHEREAS, the Grantsville City Planning and Zoning Commission reviewed the preliminary plat in a regularly scheduled public meeting for compliance with the requirements of the pertinent Grantsville City code requirements, and found that the proposed preliminary plat has met or can meet the requirements of GLUMDC; and

WHEREAS, the Grantsville City Council hereby determines that it is in the best interest of the City to approve the preliminary plat for Grantsville New Team, LLC for a preliminary subdivision plat for the Cowboy Estates Subdivision in Grantsville City, Utah for the creation of 19 single-family residential lots in the R-1-21 zone.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF GRANTSVILLE CITY, STATE OF UTAH, AS FOLLOWS:

Section 1. Preliminary Plat. The City of Grantsville approves the Preliminary Plat provided in Exhibit A.

Section 2. Severability Clause. If any part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution and all provisions, clauses and words of this Resolution shall be severable.

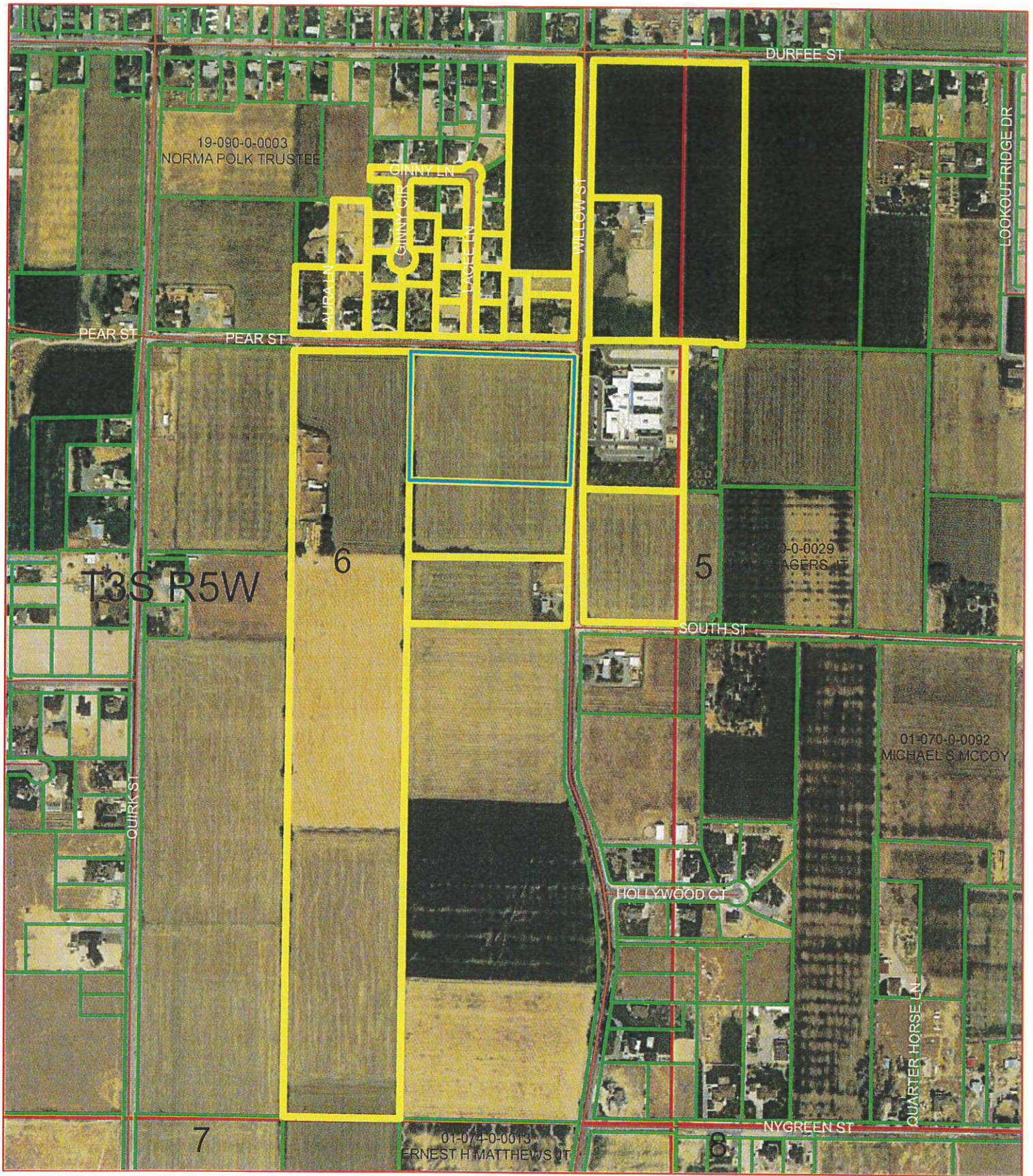
ADOPTED AND PASSED BY THE CITY COUNCIL OF GRANTSVILLE CITY, THIS
18th DAY OF MAY, 2022.

BY ORDER OF THE
GRANTSVILLE CITY COUNCIL

By Mayor Neil Critchlow

ATTEST

Braydee Baugh, City Recorder

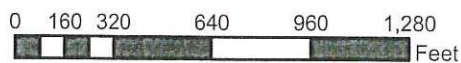


GIS Map Disclaimer:



This is not an official map but for reference use only. The data was compiled from the best sources available, but various errors from the sources may be inherent on the map. All boundaries and features therein should be treated as such. For boundary information, the pertinent County Departments or Municipalities should be contacted. This map is a representation of ground features and is not a legal document of their locations. The scale represented is approximate, so this is NOT a Survey or Engineering grade map and should by no means be used as such. This map is not intended for all uses. Tooele County is not responsible or liable for any derivative or misuse of this map.

Shawn Holsle
01-072-0-0058



Date: 12/16/2021
blanca.rodriguez

AGENDA ITEM #11

Consideration of Resolution 2022-32
approving the Development Agreement
for Cherry Wood Estates Subdivision
Phase 2.

AGENDA ITEM #12

Consideration of Resolution 2022-33 approving the Final Plat for Gary and Rava Giles and Shawn Holste on the Cherry Wood Estates Subdivision Phase 2 located southwest of the Cherry Grove Subdivision for the creation of thirty-eight (38) lots in the R-1-21 zone.

**GRANTSVILLE CITY
RESOLUTION NO. 2022-35**

**A RESOLUTION APPROVING THE FINAL PLAT ON THE CHERRY WOOD ESTATES
SUBDIVISION, PHASE 2 T FOR THE CREATION OF THIRTY-EIGHT (38) SINGLE
FAMILY LOTS IN THE R-1-21 ZONE**

Be it enacted and ordained by the City Council of Grantsville City, Utah as follows:

WHEREAS, Gary and Rava Giles, and Shawn Holste submitted an application for a final subdivision plat for the Cherry Wood Estates Subdivision, Phase 2 Grantsville City, Utah for the creation of 38 single family lots in the R-1-21 zone;

WHEREAS, the proposed uses of the subject property are permitted in the R-1-21 zone as indicated in the Grantsville City Land Use Management and Development Code (GLUMDC);

WHEREAS, the Grantsville City Planning and Zoning Commission reviewed the final plat in a regularly scheduled public meeting for compliance with the requirements of the pertinent Grantsville City code requirements, and found that the proposed final plat has met or can meet the requirements of GLUMDC;

WHEREAS, Gary and Rava Giles, and Shawn Holste are required to construct certain public improvements;

WHEREAS, the Grantsville City Council hereby determines that it is in the best interest of the City to approve the final subdivision plat for Gary and Rava Giles, and Shawn Holste at the Cherry Wood Estates Subdivision located in Grantsville City, Utah for the creation of 38 single family lots in the R-1-21 zone.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF
GRANTSVILLE CITY, STATE OF UTAH, AS FOLLOWS:**

Section 1. Final Plat. The City of Grantsville approves the Final Plat Amendment provided in Exhibit A.

Section 2. Severability Clause. If any part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution and all provisions, clauses and words of this Resolution shall be severable.

ADOPTED AND PASSED BY THE CITY COUNCIL OF GRANTSVILLE CITY, THIS
18th DAY OF MAY, 2022.

BY ORDER OF THE
GRANTSVILLE CITY COUNCIL

By Mayor Neil Critchlow

ATTEST

Braydee Baugh, City Recorder

AGENDA ITEM #13

Consideration of Resolution 2022-34
approving the Development Agreement
for the Canyon View Subdivision.

AGENDA ITEM #14

Consideration of Resolution 2022-35 approving the Final Plat for Kenneth and Jennie Hale and Shawn Holste for the creation of twenty-three (23) lots in the Canyon View Subdivision located approximately at 400 E Nygreen Street in the R-1-21 zone.

**GRANTSVILLE CITY
RESOLUTION NO. 2022-35**

**A RESOLUTION APPROVING THE FINAL PLAT ON THE CANYON VIEW
SUBDIVISION FOR THE CREATION OF TWENTY-THREE (23) SINGLE FAMILY
LOTS IN THE R-1-21 ZONE**

Be it enacted and ordained by the City Council of Grantsville City, Utah as follows:

WHEREAS, Kenneth and Jennie Hale submitted an application for a final subdivision plat for the Canyon View Subdivision, Grantsville City, Utah for the creation of 23 single family lots in the R-1-21 zone;

WHEREAS, the proposed uses of the subject property are permitted in the R-1-21 zone as indicated in the Grantsville City Land Use Management and Development Code (GLUMDC);

WHEREAS, the Grantsville City Planning and Zoning Commission reviewed the final plat in a regularly scheduled public meeting for compliance with the requirements of the pertinent Grantsville City code requirements, and found that the proposed final plat has met or can meet the requirements of GLUMDC;

WHEREAS, Kenneth and Jennie Hale are required to construct certain public improvements;

WHEREAS, the Grantsville City Council hereby determines that it is in the best interest of the City to approve the final subdivision plat for Kenneth and Jennie Hale at the Canyon View Subdivision located in Grantsville City, Utah for the creation of 23 single family lots in the R-1-21 zone.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF
GRANTSVILLE CITY, STATE OF UTAH, AS FOLLOWS:**

Section 1. Final Plat. The City of Grantsville approves the Final Plat Amendment provided in Exhibit A.

Section 2. Severability Clause. If any part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution and all provisions, clauses and words of this Resolution shall be severable.

ADOPTED AND PASSED BY THE CITY COUNCIL OF GRANTSVILLE CITY, THIS
18th DAY OF MAY, 2022.

BY ORDER OF THE
GRANTSVILLE CITY COUNCIL

By Mayor Neil Critchlow

ATTEST

Braydee Baugh, City Recorder

AGENDA ITEM #15

Consideration of Resolution 2022-38 approving the City to pay insurance premiums for Employees on Short Term Disability.

Full-time employees are eligible to participate in the short-term disability plan, subject to all terms and conditions of the agreement between the City and its insurance carrier. This is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. This benefit will be available to a full-time employee only after the employee works for the City for a minimum period of six (6) months.

Due to the financial hardship that can occur to the employee (eg. Cancer treatments, pregnancy, etc.) while using short-term disability, the City will pay the full premium of insurance while the employee is on short-term disability.

**GRANTSVILLE CITY
RESOLUTION NUMBER 2022-38**

A RESOLUTION AMENDING THE GRANTSVILLE CITY EMPLOYEE HANDBOOK

WHEREAS, Utah Code Ann. § 10-3b-105 vests the City Council with the authority to adopt rules and regulations, not inconsistent with the statute, for the efficient administration, organization, operation, conduct, and business of the municipality, and

WHEREAS, the City Council, from time to time, reviews and adopts policies and procedures to assist in the efficient utilization of City resources and the fair and uniform application of requirements and benefits of City employees; and

WHEREAS, the City Council upon review has determined an amendment of the City's Employee Handbook is necessary; and

WHEREAS, the City Council hereby finds this action is in the best interest of the public's health, safety and general welfare.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF GRANTSVILLE CITY, STATE OF UTAH, AS FOLLOWS:

Section 1. Amendment. The City of Grantsville hereby amends the City's Employee Handbook as attached hereto as Exhibit "A".

Section 2. Severability Clause. If any part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution and all provisions, clauses and words of this Resolution shall be severable.

ADOPTED AND PASSED BY THE CITY COUNCIL OF GRANTSVILLE CITY,
THIS 18th DAY OF MAY, 2022.

BY ORDER OF THE

ATTEST

By Mayor Neil Critchlow

Braydee Baugh, City Recorder

EMPLOYEE HANDBOOK
GRANTSVILLE CITY CORPORATION
JUNE 2020

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MISSION STATEMENT

“A City Achieving Community Excellence” - City administrators recognized the long history of municipal service in Grantsville City Corporation when this mission statement was adopted. This mission is achieved through the application of our Core Values:

WE ASPIRE

Apply **W**isdom – We believe that our individual and collective life experiences have given us the tools to make good judgments in addressing the issues we face. We commit to be lifelong learners.

Excellence – We will perform our duties with distinction and to the best of our ability. We will strive to improve our abilities to be innovative and set a standard for others.

Accountability – We commit to trustworthy, dependable public service, and are empowered to take individual and collective ownership to achieve our service goals.

Stewardship – We commit to the efficient and effective use of the resources we are provided. We will leave it better than we found it.

Principled Relationships – We strive to develop, strengthen and honor caring relationships in such a way to challenge ourselves and others to be their best selves. We will practice the Golden Rule.

Integrity – We act honestly and honorably to all people. We commit to doing the highest moral action.

Respect – We respect all individuals regardless of race, creed, religion or nationality and value diversity in our community.

Enrich – We strive to enhance the quality or improve the lives of those who work, live and help our community.

As Grantsville City Corporation employees, we each share responsibility for striving to achieve personal and organizational excellence as we implement goals and programs that will achieve City Council priorities and objectives. This handbook is provided to give guidelines to enable employees to meet these high ideals and expectations. You are a valued member of the team which delivers the services our citizens need and deserve. We welcome you to Grantsville City Corporation.

MAYOR'S MESSAGE

To All Employees:

Welcome to Grantsville City, where our employees' concern for citizens, our dedication to providing services, and our hard work are vital to our success. I believe that the high quality of services that employees like you provide demonstrates our commitment to customer service.

We are public employees. People rely on us to treat them with respect while being responsible to promptly take care of their many needs. We're expected to observe the highest ethical standards as we perform our jobs and represent the City. When dealing with complaints, the same service is expected of us regardless of our personal opinion or our perception of the complaint.

There will be many challenges in the years to come. I believe we can be successful with input from employees like you - well-informed employees are better able to do their jobs and make suggestions. That's why you have this employee handbook. Use it as a guide to the City's policies, practices and services. Take time to learn about the benefits and programs that help enrich your work life and personal life. Let's focus on achieving greater successes as we move forward together!

MAYOR BRENT K. MARSHALL
Grantsville City Corporation

IMPORTANT – READ CAREFULLY

Neither the Grantsville City Corporation's (referred to as the "City") policies nor this employee handbook should be construed by any employee as an expressed or implied contract guaranteeing the rights of any employee permanently. The City reserves the right, without notice to employees, to unilaterally modify, add to, suspend, interpret or cancel any of the provisions of this employee handbook and City policies and procedures if it is in the best interests of the City and its workforce as a whole. Accordingly, unless the employee has an executed written contract with the City, employment with the City is terminable at will of either the employee or the City, at any time, without notice, cause or any specific disciplinary procedures.

SECTION I.

RESPONSIBILITIES

A. Mayor

The Mayor is responsible for the effective administration of all City policies and rules and may delegate such functions as deemed necessary. The Mayor may adopt, amend or rescind administrative procedures to implement the provisions of these policies and procedures.

The Mayor also has the authority to make changes, additions, or exceptions to the policies contained in this handbook. Subject to applicable charter provisions, ordinances and resolutions for regulations and policies of the City Council, the Mayor has and retains all rights to administer the affairs of the City as contained in Utah Code § 10-3B-202.

B. Human Resource Manager

The Human Resource Manager, under the direction of the Mayor, is responsible for administering policy and procedure, and coordinating the personnel activities of the City.

C. Department Directors, Managers and Supervisors

Department directors, managers and supervisors of the City are responsible for the day-to-day administration of the provisions of this handbook.

A department director may make department rules and regulations, consistent with the provisions of this handbook, governing the conduct and performance of employees. The Human Resource Manager may review department rules for consistency with provisions of this handbook and the City Attorney's office may review department rules for legal content.

Department rules and regulations shall be distributed to affected employees, shall have the force and effect of rules of that department, and disciplinary action, as outlined in the "Counseling and Discipline" section of this handbook, may be based on violation of any such rules and regulations.

SECTION II.

EMPLOYEE ETHICS CODE

City employment carries with it a special obligation of trust that imposes responsibility to conserve and protect public resources, funds and materials. City employment also requires the adherence to high moral and ethical standards in order to gain and to maintain the confidence and respect of the community.

A. Purpose

This code is intended to be a general statement of those ethical standards which shall govern the conduct of all City employees in meeting their obligation of trust to the community. City personnel policies and procedures, City purchasing procedures, City ordinances, and departmental guidelines are also in place to provide employees with additional details related to these general standards of conduct.

B. Standards of Conduct

All City employees shall adhere to the below listed standards, and in addition shall not engage in any conduct, on or off duty, which, if brought to the attention of the public, could result in justified unfavorable criticism of that employee or the City. General standards of conduct are as follows:

- Adherence to Laws and Directives

City employees should conform to any federal or state laws, City ordinances, City personnel policies, or departmental directives in the performance of their official duties.

- Obligations to Citizens

City employees shall not grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.

- Appearance of Impropriety

Public trust and respect are often measured by appearances, and the perception by citizens of wrongdoing erodes confidence in individual employees and in City government. Therefore, employees shall at all times be sensitive to and exercise prudent restraint in avoiding even the appearance of impropriety.

C. Use of Public Property

City employees shall not use or permit the use of, for personal purposes, City owned or leased property or facilities, vehicles, equipment, materials, or City personnel or City contractors while such personnel or the City is compensating contractors. Systems, procedures, reports, equipment and information developed by or on behalf of the City, whether by its employees or by other persons are the sole property of the City and shall not be given or loaned to or shared with any other person, company, or organization without permission of the appropriate department director.

Electronic Equipment

Equipment, laptop computers, electronic communication devices and services have been established for City use and should not be used for personal, outside business or employment, or non-City related purposes. Limited, occasional, or incidental use of desktop computers, for personal, non-City purposes, is acceptable insofar as that use does not interfere with the City's business activities and as long as such use does not involve any of the following:

- Interference with other City rules or policies;
- Disruption or distraction from the conduct of City business (e.g., due to volume or frequency);
- Personal solicitations;
- Interference with other City rules or policies;
- A for-profit personal business activity;
- Potential to harm the City;
- Illegal activities;
- The display, storage or recording of any kind of sexually explicit image or document;
- City email for election purposes.

The Chief of Police shall audit the use of laptop computers used in the Police Department twice each calendar year to ensure compliance with this policy. The Human Resource Manager of the City shall audit the use of all other laptop computers used in the City twice each calendar year to ensure compliance with this policy. Users shall be responsible for any charges arising from personal use of laptop computers. Users are expected to act responsibly and shall be subject to disciplinary action if these policies are violated. All data stored on, and software developed on, City owned computer equipment is the property of City and may be viewed or reviewed by the Mayor, or Human Resource Manager, at any time.

Postage Meters

No employee shall be allowed to use City owned postage metering machines at any time for posting and mailing of any material of a personal nature.

Telephone Use

Employees are expressly prohibited from making long distance telephone calls of a personal nature on City owned telephones. All employees will use City owned telephones for local personal calls judiciously. Local telephone calls will be limited to necessity and must not disrupt the carrying out of employee responsibilities.

D. Gifts and Gratuities

City employees shall not solicit or accept anything of economic value as a gift, gratuity, or favor from any person, firm, or corporation, if it could be reasonably inferred or expected that the gift was intended to influence them in the performance of their official duties, or if the gift was intended to serve as a reward for any official action on their part. The prohibition against gifts shall not apply to:

- An award publicly presented in recognition of public service;
- Attendance of any employee at a hosted meal when it is provided in conjunction with a meeting directly related to the conduct of City business or where official attendance by the employee as a staff representative is appropriate;
- Normal exchange of hospitality between persons doing business together;
- Any gift, which would have been offered or given to the individual if the individual, was not a City employee.

This guideline is not intended to isolate employees from normal social practices where gifts among friends, associates, and relatives are appropriate for certain occasions. City employees will not accept gifts or gratuities except under circumstances allowed by the Utah Employee Ethics Act 67-16

E. Outside Employment and Business Interests

All outside employment and business interests must be approved in writing in advance by a department director. No employee shall engage in any outside employment whether as an employee, officer, shareholder, principal, or agent that interferes with or influences the performance of the employee's duties as a City employee, or appears to others that the employee is acting on behalf of the City.

F. Confidentiality

City employees shall not disclose, nor use for their economic benefit or that of any other person, confidential information that is not available to the public, acquired by reason of their employment with the City.

G. Conflict of Interest

City employees shall not be involved in a conflict of interest. A conflict of interest occurs when employees use their position to secure advantage or favor for themselves, their family, or friends; or where an employee's private interests interfere or could be perceived to interfere with the employee's duties and responsibilities as an employee of the City. An employee is deemed to have a conflict of interest if the employee:

- Influences the selection of or the conduct of business with a corporation, person or firm having business with the City if the employee or the employee's immediate family has financial interest in or with the corporation, person, or firm;
- Accepts or seeks for others any service, information, or thing of value on more favorable terms than those granted to the general public, or from any person, firm, or corporation having dealings with the City;
- Directly or indirectly possesses a substantial or controlling interest in any business entity, which conducts business or contracts with the City, or in the sale of real estate, materials, supplies, or services to the City, without disclosing such interest;
- Is an employee, officer, partner, director or consultant of any corporation, person, or firm having business with the City, unless the employee has disclosed such relationship as required by City ordinance.

H. Attendance

Regular attendance and punctuality are essential to providing high quality work, service to customers, and to avoid extra work for fellow employees. Therefore, when the employee is going to be late or will not be able to report to work, the employee must notify their supervisor prior to the scheduled work time. If the employee is ill or has an emergency, they should notify their supervisor as soon as possible on each day of absence. Any employee who misses work for 3 consecutive days or longer will be required to provide a medical release from their medical professional.

I. Political Activities

Employees are encouraged to participate in the electoral process and support the political candidates and ballot measures of their choice. Employees are free to engage in political activity associated with city, county, state and federal campaigns, but need to do so on personal time, with personal resources, off of City premises and without giving the impression that their activity is being endorsed by the City. This is because it's important that the City's operations and deliberations are impartial and that efforts are made to eliminate improper influence.

Except as authorized by law, while on work time an employee may not publicly support any candidate for office or ballot measure, circulate any petitions for such office or ballot measure, distribute campaign literature or display campaign buttons, placards and so on. In addition, employees are expected to refrain from efforts to convert others to a political cause during working hours.

Employees who are principally employed in departments or in connection with programs financed in whole or in part by loans or grants made by the United States or a federal agency may not continue to be employed while running for political office in a partisan election. Employees who are not covered by the preceding sentence and who choose to run for political office must do so on their own time and the City's premises cannot be used for political campaigning unless said purposes are determined to be a public forum.

If an employee wishes to be a candidate for GRANTSVILLE CORPORATION City Council, the employee must submit a request for a leave of absence commencing on the date of the filing and ending on the day following the election.

If elected to City Council, it will be deemed a resignation from the employee's current position with the City.

J. Purchasing

City Officers, agents and employees shall comply with all federal, state and the City procurement and purchasing laws and policies in making purchases and procurements for the City.

K. Time Cards

All employees of City are required to maintain an accurate and legible record of all their hours worked for City on time cards.

Time cards will be signed and dated by the employee, and forwarded to the Mayor, or Human Resource Manager, as directed for review and payment.

L. Credit Cards and Credit Accounts

City credit cards and credit accounts shall be used for official business only, and shall not be used for the personal convenience of an employee. Any credit card use needs to have a receipt for each purchase. Repeated loss of receipts may be grounds for discontinuing a cardholder's use of the credit card or other disciplinary action.

M. Outside Activities

City employees shall not use City owned property in support of outside interests and activities when such use would compromise the integrity of City or interfere with the employee's duties. Specifically, an employee who is involved in an outside activity such as a civic organization, church organization, committee unrelated to City business, public office, or service club, shall:

- Pursue the outside activity on the employee's own time.
- Pursue the outside activity away from City offices.
- Discourage any phone, mail or visitor contact related to the outside activity at City offices.
- Arrange for annual leave or compensatory time off in advance to pursue the outside interest during business hours.
- Except as provided on page 6 paragraph C, not use data processing equipment, postage metering machines, copiers, other City owned equipment or supplies for the outside interest.

N. Clarification

It is recognized that employees will be confronted with ethical considerations not falling within clearly defined standards. In such incidents, employees should contact their immediate supervisor or their department director to resolve their concerns. If deemed necessary, the request for an opinion can be made to the Human Resource Manager or to the City Attorney.

O. Reporting Violations

It shall be the duty of all employees to take corrective action as appropriate to report observed or reported violations of this policy to their immediate supervisor or department director. If deemed necessary, the report can be made to any supervisor or directly to the Human Resource Manager, City Attorney or Mayor.

P. Penalties

Any employee who fails to comply with any of the provisions of this policy will be subject to appropriate disciplinary action, up to and including termination from employment.

SECTION III.

GENERAL EMPLOYMENT POLICIES

A. Equal Employment Opportunity and Reasonable Accommodation

Equal employment opportunity has been and will continue to be a fundamental principle at the City. In accordance with local, state and federal law, the City recruits, hires, places, promotes and transfers all job applicants and employees without regard to race, color, religion, sex, age, national origin, citizenship, disability, marital status, genetic information or any other protected characteristic established by law.

The City provides reasonable accommodation to enable qualified applicants or employees to perform the essential functions of the job they are seeking or currently hold. Although the City provides reasonable accommodation, it will not make an accommodation in those situations that would impose an undue hardship on operations. Accommodation requests are coordinated by the Human Resource Department on a case-by-case basis.

This policy of equal employment opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

The Human Resource Department has overall administrative responsibility for this policy, although each department director is responsible for ensuring the application of this policy in his or her department. Employees' questions or concerns will be referred to the Human Resource Manager.

B. Grievance Complaint Procedures

In cases where a person feels they have been discriminated against or their civil rights have been violated on the basis of race, color, religion, sex, age, national origin, citizenship, disability, marital status, genetic information or any other protected characteristic established by law, City employees should contact their immediate supervisor or department director. If deemed necessary, the report can be made to the Human Resource Manager, City Attorney or Mayor. If this process proves unsatisfactory, complainant may file a complaint with the U.S. Department of Justice, Office of Justice Programs, and Office for Civil Rights.

To file a civil rights complaint, go to the Office for Civil Rights web site at <http://www.ojp.usdoj.gov/about/ocr/complaint.htm>, download and complete the Complaint Verification Form (CVF) and the Identity Release Statement (IRS) and return both forms to the Office for Civil Rights at the following address:

Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 7th Street, NW
Washington, DC 20531

If you believe that you have been the target of discrimination, you should file a complaint with the OCR as soon as possible. In most circumstances, you may have no longer than one year from the date of the discriminatory incident to file a complaint.

C. Harassment Prevention

All City employees have a right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive. Consistent with the City's respect for the rights and dignity of each employee, harassment based on race, color, religion, sex, age, national origin, citizenship, disability, marital status, genetic information or any characteristic protected by law, will not be tolerated.

Sexual Harassment

Sexual harassment is strictly prohibited. Sexual harassment is a form of sex discrimination and is an unlawful employment practice under Title VII of the 1964 Civil Rights Act. Sexual advances, requests for sexual favors, and other verbal or physical conduct may constitute sexual harassment when submission to or rejection of such conduct is used to make employment decisions (for example: hiring, firing, salary, promotion or job assignment).

Sexual harassment may also occur when such conduct interferes with the employee's work performance by creating an intimidating, hostile, or offensive work environment.

Sexual harassment is defined as deliberate or repeated behavior of a sexual nature that is unwelcome. It can include verbal behaviors such as sexual comments, suggestions, jokes, or pressure for sexual favors; non-verbal behavior such as suggestive looks or leering; and physical behavior such as pats or squeezes, or repeatedly brushing against someone's body.

The following are examples of potential inappropriate or illegal behaviors but it is not to be considered a complete list:

- Offensive comments, jokes, or suggestions about another employees' gender or sexuality;
- Obscene or lewd sexual comments, jokes, suggestions, or innuendoes;
- Slang, names, or labels such as "honey," "sweetie," "boy" or "girl," that others find offensive;
- Talking about or calling attention to body or sexual characteristics in a manner that is negative or embarrassing to others;
- Laughing at, ignoring, or not taking seriously an employee who experiences sexual harassment;
- Continuing certain behaviors after a co-worker has objected to the behavior;
- E-mailing or otherwise sending inappropriate pictures, comments, jokes or suggestions;
- Displaying nude, sexual or suggestive pictures, including but not limited to cartoons, tattoos or calendars on or while on City property.

Other Forms of Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Harassment is verbal or physical conduct that shows aversion toward an individual or group of individuals because of race, color, religion, sex, age, national origin, citizenship, disability, marital status, genetic information or any other characteristic protected by law.

Procedures for Reporting Harassment

It is critical that a supervisor, department director or Human Resource Department representative is contacted if the employee believes that he or she has been the subject of sexual or any other form of harassment by anyone at the City or by any person who does business with the City. The employee is encouraged to identify the offensive behavior to the harasser and request that it stop. It is not necessary, however, for the employee to talk directly to the harasser or to the employee's immediate supervisor if the employee feels uncomfortable in doing so.

Isolated incidents of offensive conduct may not necessarily constitute harassment but may still be inappropriate behavior. For example, a person who tells a joke that offends someone may not be harassing that person; nonetheless, the behavior may not be acceptable in the workplace.

If an employee is ever offended by another employee's behavior, it is important that the employee bring the behavior to the attention of the employee with the offensive behavior, or a supervisor, department director or Human Resource Manager so the behavior can be identified, evaluated and corrected.

Supervisors are responsible for assuring that no employee is subjected to conduct that constitutes sexual or any other form of harassment. When a supervisor is notified of alleged harassment, the supervisor must promptly notify Human Resource.

Any individual found to have engaged in sexual or any other form of harassment will be disciplined as appropriate, up to and including termination. Not every incident of inappropriate conduct constitutes harassment in violation of this policy or federal or state law. In addition, conduct, which may violate this policy, may not also violate federal or state law.

A prompt and thorough investigation of the alleged incident will be conducted to the extent possible, and appropriate corrective action will be taken if warranted. To the extent possible, any complaints of harassment will be treated as confidential. An employee filing a complaint of harassment will receive a verbal or written response to the complaint.

It is the City's policy not to allow retaliation against an employee, potential employee or former employee who, in good faith, makes a complaint or report of harassment, or participates in the investigation of such a complaint or report. Retaliation against any individual for reporting a claim of harassment or cooperating in the investigation won't be tolerated and will itself be subject to appropriate discipline up to and including termination.

The City will take all appropriate steps to enforce this policy.

TYPES OF CORRECTIVE ACTION. Any employee who is being sexually harassed or who has personal knowledge of clearly offensive conduct may address the issue either through the formal or informal processes described below:

Informal Action

Employees who are experiencing an unwelcome or hostile work environment, if they so desire, choose to address that unwelcome behavior/conduct informally by notifying the individual responsible for the behavior of the behavior that is objectionable, that the conduct/behavior is unwelcome, and that future similar behavior will result in a formal complaint. Employees experiencing sexual harassment at this level are not required to use the informal process and may file a formal complaint if they so desire. This notification may be: Verbally, in person. In writing, signed or unsigned. Through a supervisor, verbally or in writing. The victim may:

- Ask the supervisor for assistance in determining what to say and how to approach the offending employee.
- Request the supervisor to accompany the victim when the victim gives the offending employee notice.
- Ask the supervisor to give notice to the offending employee, accompanied by the victim.
- Ask the supervisor alone to provide notice to the offending employee.

Formal Action

Employees who are experiencing an unwelcome or hostile work environment which is clearly offensive or who have been subjected to quid pro quo type sexual harassment, should address that unwelcome behavior/conduct through the formal remediation process. Formal complaints should be in writing and specify:

- The identity of the affected employee.
- The identity of the offending employee.
- The offensive behavior that the employee engaged in.
- The frequency of the offensive behavior.
- The location, date and if possible time of the offensive behavior.
- Damage the victim suffered as a result of the offensive behavior.
- How the victim would like the matter settled, or what the victim would like to see happen.
- The affected employee will be allowed a reasonable amount of time during work to prepare a formal complaint.
- The affected employee should submit formal written complaints to their immediate supervisor. If the immediate supervisor is the employee engaging in the offensive behavior, the formal complaint should be submitted to the Human Resource Manager, the Mayor, or City Attorney.

DISCIPLINARY ACTION. Employees found guilty of sexual harassment may face disciplinary action up to, and including, termination based on all the circumstances of the case, as well as the offending employee's work history.

MAINTAINING COMPLAINT FILES. Information related to any sexual harassment complaint, proceeding, or resolution shall be maintained in a separate and confidential sexual harassment complaint file. This information shall not be placed or maintained in an employee's personnel file. Information contained in the sexual harassment complaint files shall be released only with the written authorization of the victim and the Mayor, or Human Resource Manager. Participants in any sexual/gender harassment proceeding/investigation shall treat all information related to that proceeding/investigation as confidential.

EMPLOYEE PROTECTION. Individual complaints, either verbal or written, are confidential. Victims of alleged sexual harassment shall not be required to confront the accused outside of a formal proceeding.

- ***The accused shall not contact the victim regarding the alleged harassment.***

Retaliation or reprisals are prohibited against any employee who opposed a practice forbidden under this policy, or who has filed a charge, testified, assisted, or participated in any manner in an investigation, proceeding or hearing.

Any employee engaging in prohibited retaliatory activities shall be subject to disciplinary action up to, and including, termination.

D. Threats and Violence

The City strives to provide a workplace which is free from violence. In doing so, the City is complying with applicable state and federal laws, which prohibit violence in the workplace. To enforce this policy, there are procedures to prevent workplace violence and to respond to incidents of workplace violence.

It will be a violation of this policy to threaten, intimidate, physically attack, or cause or attempt to cause property damage defined as follows:

- Threats are the expression of intent to cause physical or mental harm. An expression constitutes a threat regardless of whether the party communicating the threat can carry it out or whether the expression is possible, based on specific conditions or something that could occur in the future.
- Intimidation includes, but is not limited to, stalking or engaging in actions intended to frighten, coerce or induce duress.
- A physical attack is an unwanted or hostile physical contact such as hitting, fighting, punching, shoving, or throwing objects.
- Property damage is intentional damage to property and includes property owned by the City, employees, visitors or vendors.

Further violations of this policy include:

Possession of any weapon while at work that does not comply with Utah Code Ann, § 76-10-504, If an employee plans to carry a concealed weapon in accordance with Utah Code Ann, § 76-10-504, while at work or within the scope of employment, the supervisor and department director should be informed of such in writing. The City retains the right to restrict the carrying of concealed weapons into buildings or portions of buildings that are not open to the public.

Failing to report a threat of workplace violence or an incident of workplace violence as defined in this policy.

Procedures for Reporting Violence:

All supervisors and employees of the City share in the responsibility of creating and maintaining a work environment free from all forms of threatening behavior. In order for the City to take appropriate action as soon as possible, employees will report any violations of this policy to their supervisor, department director or Human Resource Department as soon as possible but at least within 24 hours of the occurrence of the policy violation(s). The employee may report concerns verbally or in writing. However, if the report is verbal, the employee may be requested to follow-up in writing. Following a report of a policy violation, the employee will be expected to cooperate fully during the internal investigation of the policy violation.

Supervisors will initiate an investigation into reports of workplace violence, including reports of threats. The supervisor will contact the Human Resource Department for assistance in conducting the investigation. The Human Resource Department will be responsible for contacting appropriate management members, if warranted, and for advising and assisting supervisors with incidents relating to workplace violence. Supervisors may choose to remove the employee alleged to have made a threat or taken part in an act of violence from the work site during the investigation by placing the individual on leave. Such action shall be documented in writing providing the reasons for placing an employee on leave. In case of an emergency representing a threat of immediate harm, the appropriate law enforcement agency should be contacted immediately.

To the extent possible, any complaints of threats or violence will be treated as confidential.

An employee filing a complaint will receive a verbal or written response to the complaint.

It is the City's policy not to allow retaliation against an employee, potential employee or former employee who, in good faith, makes a complaint or report of threats or violence, or participates in the investigation of such a complaint or report. Retaliation against any individual for reporting a claim of threats or violence or cooperating in the investigation of same won't be tolerated and will itself be subject to appropriate discipline.

E. Employment of Relatives of Employees/Nepotism

The City's policy is to avoid real or apparent conflicts of interest, or situations, which may suggest a conflict of interest that could result in situations such as actual or perceived acts of favoritism, interpersonal conflicts, or jeopardizing confidentiality. As a result, direct or indirect supervision of an employee by a relative is prohibited. Employees shall also not be allowed to retain direct or indirect supervisory responsibilities over employees when they are or have previously been involved in a consensual romantic relationship. Direct supervision means supervision by the employee's immediate supervisor or lead worker. Indirect supervision means the supervisor's authority or supervision within the same chain of command. Other situations, which suggest a conflict of interest, may also prevent the employment situation from occurring. It is the also the policy of the City to comply with the provisions of Utah's Anti-Nepotism Act, Utah Code § 52-3-1.

For the purpose of this section of the handbook, relative is defined as spouse, civil union partner, child, parent, grandparent, grandchild, brother, sister, niece, nephew (this includes step, half, former and in-law relationships). For the purpose of this section of the handbook, relative also includes aunt, uncle, and first cousin (this does not include step, half and in-law relationships).

Decisions in these situations will be reviewed and approved by the respective department director and the Human Resource Manager. An employee may also not be in a position that checks, processes, audits, verifies or receives the work of a relative or partner in a consensual romantic relationship nor be entrusted with money received or handled by a relative or partner in a consensual romantic relationship.

In the event that two employees become related or enter into a consensual romantic relationship and one of the above situations occurs, one employee must resign or transfer to another position consistent with this policy within 30 calendar days after the occurrence of such change in status.

A violation of this policy will be considered unacceptable personal conduct and will subject the employee to disciplinary action up to and including termination.

F. Driving Records

Almost every department has employees who drive City or personal vehicles on a regular or occasional basis as part of their job. Supervisors will ensure that only qualified, licensed employees operate City or private vehicles while on the job and that the employee carries automobile insurance as required by the State of Utah.

If, in the opinion of the City, an employee's driving record is marginal, the affected employee's driving record will be monitored and the employee will be notified that if additional driving violations occur, disciplinary action may be taken and/or a driving restriction may be issued.

If, in the opinion of the City, an affected employee's driving record indicates a history of excessive tickets and/or accidents (such as loss of points that could result in revocation of a license or place the employee in a high risk insurance category), or if the record shows that a license has been suspended or revoked, disciplinary action up to and including termination may be taken.

In some instances, the City will restrict the employee's driving privileges and a driving restriction form will be issued. Additionally, if a temporary license has been issued pending a driver's license hearing or during the time period before court proceedings are completed, the employee's driving privileges may be restricted and a driving restriction imposed. This restriction is written documentation that is provided to the employee and the employee's department indicating that the employee won't be allowed to drive a City or personal vehicle for City business.

The City monitors all driving records for compliance with operating and driving of all city vehicles.

A Commercial Driver's License (CDL) is required for operators of commercial motor vehicles. No individual shall be allowed to operate such vehicles unless they have a current CDL in their possession. This license is required pursuant to the Commercial Motor Vehicle Safety Act, signed into law on October 27, 1986. Employees must renew their CDL at four (4) year intervals.

G. Drug and Alcohol Testing

The purpose of drug and alcohol testing at the City is to promote a safe workplace for all employees, provide a safe environment for citizens, and comply with federal and state regulations. Employees who engage in the use, manufacture, possession, sale or transfer of drugs which are illegal under either federal or state law or other controlled substances; or on the premises (which includes buildings, parking lots, grounds and vehicles owned by City of personal vehicles being used for City business) or while performing their job duties (including during lunch breaks), will be subject to disciplinary action up to and including termination.

All City employees are subject to pre-employment, reasonable suspicion, post-accident, return-to-work and follow-up testing. Employees in safety sensitive positions (as defined by the Department of Transportation) CDL Drivers must also submit to random testing and will undergo quarterly testing. Any employee convicted under a federal or state statute regulating controlled substances shall notify their supervisor and the Mayor within five days after the conviction.

An employee who has reason to believe that the performance of another employee is impaired by alcohol, illegal drugs, and/or medication shall immediately notify the Mayor, or Human Resource Manager.

Reasonable Suspicion Testing. When a designated supervisor makes a determination that there is reasonable suspicion to believe that an employee performing or assigned to safety sensitive positions is using, is under the influence of, or is in possession of alcohol or controlled substances, the employee shall be subject to drug/alcohol testing.

The supervisor making the determination that reasonable suspicion exists shall submit written documentation setting forth the specific, contemporaneous articulable observations concerning the appearance, behavior, speech or body odors of the employee which resulted in the reasonable suspicion determination. Reasonable suspicion of use of a controlled substance may also be based on observation of indications of the chronic and withdrawal effects of controlled substances.

The required observations underlying reasonable suspicion testing must be made by a supervisor or City official who has received at least two (2) hours of training on the physical, behavioral, speech, and performance indicators of alcohol and drug use.

Observations underlying the reasonable suspicion testing must be documented in writing and signed by the supervisor or Human Resource Manager within twenty-four (24) hours or before the results of the test are announced, whichever is later.

The same supervisor who takes the reasonable suspicion determination may not conduct reasonable suspicion testing.

Special requirements associated with reasonable suspicion alcohol testing.

Alcohol testing is authorized only if the observations set forth above are made during, just proceeding, or just after the performance of safety sensitive function.

If an alcohol test is not administered within two (2) hours following the identification of reasonable suspicion, the supervisor shall prepare and maintain documentation stating why the test was not administered within two (2) hours.

If an alcohol test is not administered within eight (8) hours following the identification of reasonable suspicion, the supervisor shall cease attempts to administer an alcohol test and shall prepare and maintain documentation stating why the test was not administered within eight (8) hours.

Special requirements associated with reasonable suspicion drug testing.

If a drug test is not administered within seventy-two (72) hours following the identification of reasonable suspicion, the supervisor shall cease attempts to administer a controlled substance test, and shall prepare and maintain documentation stating why the test was not administered within seventy-two (72) hours.

Upon required testing due to reasonable suspicion, the employee tested shall not engage in the operation of any City equipment or engage in any employment related duties, which their supervisor deems dangerous to themselves or others until the results of the tests are received and the employee is released back to work by the Human Resource Manager or supervisor.

Random Testing.

Employees assigned to, or performing, safety sensitive duties are subject to random drug/alcohol tests. Random tests shall be of the following:

- Each employee within a testing pool must have an equal chance of being tested each time a random test is conducted.

Random Testing for CDL Drivers.

CDL drivers may be subjected to random alcohol testing only while performing safety sensitive functions, just before the driver is to perform safety sensitive functions, or just after the driver has ceased performing safety sensitive functions.

Drug tests may be performed at any time the driver is on duty.

Random Testing for Non-CDL Safety Sensitive Employees.

Non-CDL safety sensitive employees may be subjected to random alcohol and drug tests any time the employee is on duty.

Pool Testing - Consortiums

The City may join a consortium with testing pools large enough so that City's CDL drivers are always subject to random testing and the required annual testing rate shall be met by tests conducted of all drivers within the pool.

If and when the City chooses to join a drug/alcohol-testing consortium, the City shall designate a liaison to coordinate with the testing consortium and obtain and maintain all of the following records and information:

- How the random selection pool was assembled?
- The method of selection and notification of drivers.
- The location of collection sites.
- A summary report on the consortiums program showing that the consortium tested at the prescribed minimum annual rates for alcohol and/or controlled substances.

Post-Accident Testing

Any surviving driver involved in an accident resulting a citation for a moving traffic violation or loss of human life, or surviving employee in a safety sensitive position involved in an accident involving the loss of human life, shall be tested as soon as practical for alcohol and controlled drugs.

An employee who is subject to post-accident testing shall remain readily available for such testing or shall be deemed to have refused to submit to testing.

The results of tests conducted by Federal, State, or Local law enforcement officers having independent authority to conduct tests to detect alcohol or controlled substances may be used by the employer to meet post-accident testing requirements.

Time frames for testing and consequences of failure to test:

Alcohol

If the test is not administered within two (2) hours following the accident, the supervisor shall prepare and submit documentation stating why the test was not administered within two (2) hours.

If the test is not administered within eight (8) hours following the accident, the supervisor shall cease attempts to administer an alcohol test and shall prepare and submit documentation stating why the test was not administered within eight (8) hours.

Controlled Substances

If the test is not administered within seventy-two (72) hours following the accident, the supervisor shall cease attempts to administer a controlled substance test, and shall prepare and submit documentation stating why the test was not administered within seventy-two (72) hours.

Upon required testing due to an accident or reasonable cause, the employee tested shall not engage in the operation of any City equipment or engage in any employment related duties, which his supervisor deems dangerous to himself or others until the results of the tests are received and the employee is released back to work by the Human Resource Manager or supervisor.

Consequences of Positive Drug/Alcohol Test.

Alcohol

If any alcohol test result shows a blood alcohol content of 0.04 or greater, the employee shall be removed from, and cannot return to a safety sensitive function until, at a minimum, all of the following are met:

- The employee undergoes evaluation by a substance abuse professional, and where necessary, rehabilitation.
- The substance abuse professional determines that the employee has successfully complied with any required rehabilitation.
- The employee undergoes a return-to-duty test with a result of less than 0.02 BAC.
- If an employee's test results show an alcohol concentration of greater than 0.02, but less than 0.04, the employee shall not be permitted to perform any safety sensitive functions for at least twenty-four (24) hours.

Drug/Controlled Substances

If a drug test result shows that the employee has misused a controlled substance, the employee shall be removed from, and cannot be returned to, a safety sensitive position until, at a minimum, all of the following are met:

- The employee undergoes evaluation by a substance abuse professional, and where necessary, rehabilitation.
- The substance abuse professional determines that the employee has successfully complied with any required rehabilitation.
- The employee undergoes a return-to-duty test with a verified negative test result for controlled substances.

If through any of these detection methods or on his initiative, an employee tests positive or seeks rehabilitation treatment, the City will pay for an initial substance abuse evaluation.

The City encourages employees to enroll in a city approved counseling or rehabilitation program. An employee will be required to sign a document agreeing to the following conditions in order to remain employed with full rights and benefits:

Any employee for whom treatment is recommended will be responsible for costs not covered by insurance. The employee will be required to use accrued compensatory time, annual vacation leave, and then sick leave until all leave is expended. The City will pay the employee's benefit package during the allotted treatment time, but not wage supplements during this time. Each incident will be reviewed on a case-by-case basis.

If a required treatment or rehabilitation program involves confinement, the employee's position may be held for the determined length of the treatment and the employee restored to his former position upon successful completion of the substance abuse rehabilitation. Each incident will be reviewed on a case-by-case basis.

Follow-up Testing

Employees who have violated this policy and continue to work for the City shall be subject to follow up drug/alcohol testing for a period of not less than one (1) year and not to exceed sixty (60) months.

Employees subject to follow up testing will be tested a minimum of six (6) times in the first (1st) twelve (12) months following their return to duty.

Follow-up testing beyond one (1) year shall be based on a need assessment provided by a substance abuse professional.

H. Workplace Searches

It is the City's goal to safeguard the life and property of employees and customers, as well as City property, and to help prevent the possession, sale, and use of weapons or illegal drugs on City premises. Employees should not bring highly personal items into the workplace because the City reserves the right to open and inspect offices, desks, lockers, file cabinets, computers, City vehicles and other work and storage spaces and to remove all items relating to City business and all personal items that are unlawful or inappropriate. The City provides offices, desks, lockers, file cabinets, computers, City vehicles and other work and storage spaces for various employees.

Although such spaces are available for employees while at work, employees should remember that all such work and storage spaces remain the sole property of the City. To the extent provided by law, inspections may be conducted at any time for reasonable cause as determined by the department director and reviewed by the Human Resource Manager, with or without advance notice or consent.

Employees who refuse to cooperate in an inspection, as well as employees who, after the inspection, are believed to be in possession of unauthorized weapons, stolen property, illegal drugs or other inappropriate items, will be subject to disciplinary action up to and including termination.

I. Smoking - UTAH CLEAN AIR ACT

The Utah Indoor Clean Air Act was created by the Utah Legislature to protect Utahans' and visitors to the state from the toxic effects of secondhand smoke.

In general, "Smoking is prohibited in all enclosed indoor places of public access and publicly owned buildings and offices," Utah Code § 26-38-3(1). The Act prohibits the use of electronic cigarettes and hookah in the same places as traditional tobacco is.

Grantsville City employees are prohibited from smoking within 25 feet of any entrance-way, exit, open window, or air intake to any Grantsville City building or office.

Grantsville City employees, who smoke upon any Grantsville City property, shall ensure that their cigarette butts are extinguished and disposed of in an appropriate or approved receptacle. No Grantsville City employee shall dispose of cigarette butts upon the grounds surrounding any City building or office outside of an appropriate or approved receptacle.

J. Hiring Employees

Applicants for all City positions will undergo an appropriate selection process. The process may consist of any or all of the following: a written test of knowledge, a skills or performance examination, an assessment of capabilities needed for the position, an oral interview, a psychological test, criminal history or other background check, an application review, reference checks, on-the-job training program, physical evaluation, medical examination, drug/alcohol test, DMV or any other appropriate selection process.

All processes will be designed to determine, as closely as possible, the applicant's ability to perform the essential functions and duties of the job for which the applicant has applied. Job Descriptions define the essential functions of the vacant position and shall be drafted and adopted before the vacancy is posted or otherwise advertised internally or externally.

Internal Promotions

It is City's policy to give first consideration to current agency employees desiring to fill an open job position.

K. Job Postings

Only the Mayor, or Human Resource Manager, is authorized to place advertisements and respond to inquiries from employment agencies and/or job applicants.

Each Job Posting should contain a statement indicating that the City is an equal opportunity employer and the name and office of the person applicants can send their applications. Advertisements may state that job applicants residing in the City or the surrounding area will be given hiring preference. Job Postings may be advertised in the appropriate media (the Department of Workforce Services should be utilized whenever possible), and through any other channels the Mayor deems appropriate, on at least three (3) separate days.

L. Selection

Nepotism It is the policy of the City to comply with the provisions of Utah's Anti-Nepotism Act, Utah Code § 52-3-1.

Employment of Minors It is the policy of the City that no one under the age of sixteen (16) shall be hired for any position.

All applications and resumes received for the job opening will be forwarded to the Mayor, or Human Resource Manager. Upon receipt, each application and resume will be marked with the date it was received and placed in an applicant's file for at least one (1) year.

Job applications shall be signed by the job applicant and the truth of all information contained therein shall be certified by the job applicant's signature. The job applicant shall provide a copy of required certified educational transcripts either with the application or upon hire.

General Aptitude Test Battery (GATB) When necessary, job applicants may be required to take the GATB. If administration of the GATB is deemed necessary, it may be administered by the Department of Workforce Services.

Other Tests Job Applicants may be required to take other tests which the City deems necessary for a specific position. Job applicants for certain positions may require skills for which a known level of competence must exist such as mathematics or timed typing tests. When the City uses other ability tests, the City shall make reasonable accommodations for disabled applicants.

Job Applicant Disqualification An application may be rejected for, but not limited to, the following reasons.

When the Job Applicant:

- Does not meet minimum qualifications established for the position.
- Is physically or mentally unable to perform the essential duties and responsibilities of the position with, or without, reasonable accommodation(s) (determined only after a conditional offer of employment, pending the results of a medical examination, has been extended to a job applicant).
- Has falsified a material fact or failed to complete the application.
- Has failed to attain a passing score, if an examination is required.

The Mayor, or Human Resource Manager, is responsible for having new employees fill out all pre-employment forms, benefit applications, enrollment forms and providing basic information on the City's policies concerning pay, vacation, holidays, and sick leave, benefits, parking and work hours during the employee's first day of work.

Additional Requirement for All Part Time, Temporary, and Seasonal Employees Only:

- If applicable, the Mayor, or Human Resource Manager, is responsible for filling out a Part Time/Temporary/Seasonal Employment Agreement.

Additional Requirement for Employment of Minors (employers may protect themselves from unintentional violation of the child labor provisions by keeping on file an employment or age certification for each minor employed to show that the minor is the minimum age for the job.):

- Minors shall be employed and scheduled in conformance with existing child labor laws and compulsory school attendance laws.

Unless otherwise exempt, a minor employee must be paid according to the statutory minimum wage and overtime provisions (currently one and one half {1½} times the employee's regular wage after forty {40} hours worked in a work week) of the Fair Labor Standards Act of 1938, as amended.

M. Probationary Period

The first six (6) months of employment with the City is considered an initial probationary period. During this time the supervisor will play a vital role in providing a department-specific orientation that will familiarize employees with job duties, the department and coworkers. Also during this time, the supervisor will review job performance, assess progress and determine whether employment will continue.

If the job changes significantly during the probationary period or for other reasons approved by the department director and reviewed by the Human Resource Manager, the probationary period can be extended for up to six (6) months. Significant changes include, but are not limited to, changes in job duties or assignment to a new division or supervisor. Extensions of the probationary period must be approved by the department director and reviewed by the Human Resource Manager.

N. New Employee Orientation

Orientation is designed to help employees feel welcome, comfortable, prepared and supported in their new job. Employees will attend a general orientation with people from many departments where they will learn more about City culture, values and expectations.

Employees will also receive an orientation that is specific to their division and job. These department orientations vary in length and degree of formality. New employees shall all be required to fill out all other required paperwork at Orientation including I-9s, and W-4s.

Orientations are great opportunities to listen, ask questions and get acquainted with people and the new environment. Employees are responsible for becoming aware of and following City and departmental policies.

O. Performance Appraisals & Goal Setting

During the first year of employment when employees are learning about their supervisor's expectations, feedback and communication are particularly essential.

The performance appraisal interview establishes a time when the employee and supervisor can meet to discuss performance, work goals and personal development goals. The appraisal is intended to help the employee identify strengths as well as learn areas for improvement. A primary goal of appraisals is to encourage communication between the employee and supervisor. Goal setting is critical for the development of performance plans and standards. Objectives specify what should be achieved during an employee's employment with the City.

There are certain fundamental principles, which govern the establishment of goals, objectives, and performance standards:

- **Participatory Goal Setting** In setting goals and objectives of employees, the supervisors should seek to involve employees in the process.
- **Outline Results to be achieved** There should be room for flexibility. The supervisor should discuss with the employee how much will be done, when it needs to be completed, and what resources will be required.
- **Relate to Organizational Objectives and Goals** In the process of initially formulating performance plans, each employee should be provided with the larger picture and how their work contributes to the organization. This is the responsibility of each supervisor.
- **Define Objectives** Objectives must be clearly defined and understood by both employees and their supervisors. There must be clear agreement on resources to be made available, periodic reviews and other related control activities.
- **Give Support** Employees should understand that they will be fully supported by their supervisors in pursuing the achievement of the mutually agreed upon objectives and standards.

Performance Plans

When time and circumstances permit, supervisors should complete a written performance plan with their new employees prior to their assignment to their work station. When circumstances do not permit, supervisors should complete a written performance plan with their new employees as soon as possible given the existing constraints. Performance planning is a continuing and collaborative process in which employees and their supervisors:

- Jointly identify objectives for the next performance evaluation period.
- Define priorities and performance standards for the next performance period.
- Compare progress against expectations and revise the plan, when necessary.
- The performance plan shall include goals and objectives, mutually acceptable performance standards, and a prioritization of goals and objectives.
- Both employees and their supervisor shall sign the performance plan. The employee shall receive a copy from their supervisor who shall retain a copy.

Performance Standards

Performance standards and expectations shall be established for each employee. Employees shall participate in the establishment of performance standards and expectations relevant to their jobs. Employees shall be advised of how they are performing in relation to established standards.

Performance evaluations are an ongoing process which requires that supervisor and subordinates meet periodically to discuss achievements, review performance and mutually agree on strategies to eliminate performance deficiencies. This ongoing process culminates in the written evaluation at the end of the annual performance evaluation period.

Employees shall be made aware of the time frames and actions to be taken to improve performance and to increase the value of service.

Employees shall know what role their supervisors shall play in providing them with assistance toward improved performance.

Under no circumstances should employees be allowed to prepare their own performance evaluation. It is the responsibility of the employee's supervisor to prepare performance evaluations.

Employees shall have the right to prepare relevant comments to accompany their evaluations.

Performance Ratings

Each employee evaluation shall provide an overall performance rating which can be equated to one of the following:

- **Unsatisfactory.** Performance fails to meet the minimum requirements of the position. Unsatisfactory progress has been made in response to corrective action. Removal from the job/position or termination is recommended.
- **Marginal.** Performance does not meet all requirements of the job/position. Some unsatisfactory progress has been made in response to corrective action.
- **Satisfactory.** Performance meets all requirements of the job/position.
- **Good.** Performance exceeds all requirements of the job/position.
- **Exceptional.** Performance consistently far exceeds all requirements of the job/position.

Performance Periods

Probationary employees

Employees on probation shall have a performance evaluation at the end of the (6) month probationary period.

The performance evaluations may be used to provide information to both the employee and management regarding the employee's performance.

Probationary employees should understand that their performance evaluations and the results of such evaluations shall not obligate the City to a particular course of action relative to probationary employees, nor shall it create any property/due process rights for probationary employees relative to their jobs/positions.

Permanent employees

Performance evaluations for all employees will be completed annually in January of the following year. An employee's anniversary date is defined as one year after their sixth month probationary period with the City.

Although a salary adjustment never automatically follows a performance evaluation, the performance evaluation will be included as a component of any future compensation increase.

Confidentiality

Completed performance evaluations shall permanently remain in the employee's personnel file and become a part of the private information of that file.

Performance evaluations may be used in decisions concerning advancement, future training needs; performance related salary adjustments and contested disciplinary actions.

P. Termination of Employment

TYPES OF TERMINATION Any involuntary termination or termination of any employee who is allowed to resign, in lieu of an involuntary termination, should be reviewed with legal counsel before termination is pursued or a resignation is accepted to ensure the employee's "due process" property rights are not violated.

- ***Retirement*** - Voluntary termination at the end of an employee's career.
- ***Voluntary Resignation*** - When an employee wishes to leave the City, they will complete a Notice of Voluntary Resignation Form and present it to the Mayor, or Human Resource Manager.
- ***Resignation, in Lieu of an Involuntary Termination, Agreement*** - The Mayor, or Human Resource Manager, may conclude that an employee should be involuntarily terminated for no reason (for probationary employees and Department Heads) or for cause. If Involuntary Termination proceedings have begun, but have not been completed and an employee suggests that they would like to voluntarily resign, the Mayor may agree to a Resignation in Lieu of an Involuntary Termination Agreement.
- ***Involuntary Termination*** - The Mayor, or Human Resource Manager, may conclude that an employee should be involuntarily terminated for no reason (for probationary employees and Department Heads) or for cause.
- ***Reductions in Force/Layoffs*** - Whenever it is necessary to reduce the number of employees in the City because of lack of work or lack of funds, the City may attempt to minimize layoffs by readjustment of personnel through reassignment of duties in other work areas.
- ***Medical*** - The American's with Disabilities Act (ADA) prohibits illegal discrimination by an employer against an "otherwise qualified individual with a disability." Consequently, an employee should not be terminated for medical reasons without prior consultation with legal counsel and the Human Resource Manager.
- ***Death*** - If an employee of the City dies, their estate receives all pay due and any earned and payable benefits (such as payment for compensation time, and annual leave) as of the date of death.

Required Notice Prior to Termination

All employees, including "at-will" employees, must notify the City at least two (2) weeks before retiring or voluntarily resigning to be eligible:

- To receive pay for unused, accrued vacation leave (if applicable).
- To receive pay for compensation time. (if applicable).
- For rehire.

The City does not have a requirement to give any prior notice to an employee before terminating their employment with the City.

Unused, accrued vacation leave (if applicable) and compensation time (if applicable) will always be paid for terminations of employment involving Reductions in Force/Layoffs, Medical Reasons, and Deaths.

Termination Procedures

A Notice of Voluntary Resignation Form, signed by the employee and the Mayor, or Human Resource Manager, may be utilized in Voluntary Resignations.

Involuntary Terminations/Separations for Cause require the City to provide their terminating employees with written notification of due process. "At-Will" Involuntary Terminations (for probationary employees and department heads) do not require the City to provide their terminating employees with written notification of due process.

Q. Resignations and Retirements

A Resignation in Lieu of an Involuntary Termination Agreement, signed by the employee and the Mayor, or Human Resource Manager, may be utilized in negotiated terminations. A Resignation in Lieu of an Involuntary Termination Agreement does not require the City to provide their terminating employees with written notification of due process.

The following steps should be taken for Voluntary Retirements:

- Employees who desire retirement should notify the City three (3) months in advance and Utah Retirement Systems (URS).
- The City should communicate the status of each employee's retirement benefits. Upon request for retirement benefits, the City should notify the administrator of the retirement program and the appropriate state and federal regulatory agencies.
- The City should carefully explain to the employee what the options are (such as Cobra and Retirement Plan Options).
- The City should give the employee ample time to review the retirement plan.
- The City should have the employee sign a release, or at least a declaration statement, to the effect that they are electing retirement of their own free will.

R. Rehire

Job applications received from former employees will be processed using the same procedures and standards that govern all other non-employee applications. The Human Resource Manager will review the former employee's personnel records and the circumstances surrounding termination of previous employment with the city.

Former employees who have been terminated for cause, or who voluntarily resign while facing disciplinary action, are not eligible for rehire.

Applicants who are rehired shall be required to serve a probationary period.

S. Layoffs and Reductions-in-Force

The following steps should be taken for Reductions in Force/Layoffs:

- Determine whether the City is required to follow statutory guidelines related to the reduction in force/layoff. If the City is required to follow statutory guidelines; policy, procedure and actual practice must comply with said guidelines.

If the City is facing a possible reduction in the labor force; the City should explain the situation to its employees, advising them of the possibility that reductions in force/ layoffs may become an economic necessity for the City.

In the selection of employees for the City's reduction in force/layoff, the following guidelines should be considered:

- Selection should be based upon the employee's ability to perform the work assignments within the affected department.
- Seniority should govern the selection when ability is equal.
- Emergency, temporary, and probationary employees may be laid off first.

Permanent employees should be the last to be laid off, when possible, in inverse order of their length of service.

Before any reduction in force/layoff, the City should determine whether it is subject to the requirements of the Worker Adjustment and Retraining Notification Act, 29 U.S.C. 2101, *et seq.*

The City should carefully explain to the employee what the options are (such as Cobra and Retirement Plan Options).

If the City cannot give advanced notice of a reduction in force/layoff to the employee, two weeks' severance pay may be given in lieu of notice for a bona fide reduction in force/layoff. Written reductions in force/layoff notices should contain the following information:

- Statement that separation from employment is based on reduction in force/layoff.
- Anticipated date of layoff.
- Any options regarding employee placement in another position.

T. OUTSTANDING PAY

Arrange for distribution of any paychecks which may be due the employee, including pay for any hours worked but not paid; pay for unused, accrued vacation leave (if applicable) or compensation time (if applicable).

Under Utah State law, the required timing of the final payment at termination is:

- A Voluntary Resignation. Within one (1) workday of effective resignation date.
- An Involuntary Termination/Separation for Cause. Within one (1) workday of last day worked.

The terminating employee will return any supplies or equipment, which are the property of the City at termination.

All terminating employees should complete an Exit Interview Form with the Human Resource Manager. The Exit Interview Form should be signed by the employee and the Human Resource Manager.

U. COBRA

Any employee, who is eligible for benefits, that is separated from the City is entitled to a continuation of insurance coverage per the mandates of the Consolidated Omnibus Budget Reconciliation Act of 1985 or COBRA plan as stated in the City's COBRA Notification.

Federal Public Law 99-272 (which became effective July 1, 1986 and is known as COBRA) requires that all employers of twenty (20) or more full time employees offer a continuation of group insurance coverage to individuals who fall under one (1) of the following "qualifying events":

- Termination of employment (other than for gross misconduct), for a maximum continuation period of eighteen (18) months.
- Reduction of work hours below eligibility requirement, for a maximum continuation period of eighteen (18) months.
- Dependent coverage terminated due to death of employee, for a maximum continuation period of thirty-six (36) months.
- Divorce or legal separation from employee, for a maximum continuation period of thirty-six (36) months.
- Spouse or dependent of Medicare eligible employee, for a maximum continuation period of thirty-six (36) months.
- Dependent child who ceases to be a dependent under the generally applicable requirements of the group plan, for a maximum continuation period of thirty-six (36) months.

Under the Act, a qualifying individual is entitled to continued group insurance coverage identical to that which is provided to similarly situated beneficiaries to whom a qualifying event has not occurred. Individuals who are entitled to continued benefits under COBRA guidelines are required to pay the entire premium required under the policy during the entire period of the continued coverage. The premium a qualifying individual will be required to pay may not exceed one hundred and two percent (102%) of the applicable premium, for any period of continued coverage. Failure to pay the monthly premium will result in a cancellation of the insurance.

The insurance benefits offered under the COBRA guidelines will be terminated if and when any of the following occur:

- A qualifying individual fails to pay the premium at the time it is required.
- A qualifying individual becomes eligible for coverage under any other group insurance plan due to employment or remarriage.
- At the expiration of a qualifying individual's maximum continuation period.
- The offer of continued insurance coverage under COBRA is made independent of any other offer to continue insurance that may be required under any applicable state law.
- A qualifying individual has sixty (60) days from the termination date of their current coverage to decide whether to continue their insurance coverage under this plan. If they decide to apply for the continued coverage, all due and owing premiums must be paid before coverage will be granted. If they fail to apply for coverage within the sixty (60) days, they will have waived their rights to continuation of coverage under the COBRA guidelines. They are not required to apply for or accept coverage under COBRA.

V. Reference Checks

All reference checks and inquiries regarding former City employees should be referred to the Human Resource Manager. In response to a reference check, the City will not provide any information (either positive or negative) other than the information listed below unless the employee signs a waiver and release at the time of an exit interview or prior to the time a reference is given:

- Verification of the former employee's dates of employment
- Verification of the former employee's last job title
- Verification of the former employee's final pay rate

It is generally not recommended that any manager or supervisor provide a letter of reference for a current or former City employee.

SECTION IV.

WORK AND PAY

A. **Employment Classification Definitions/Compensation**

Listed below are the employment status definitions for each type of position held by employees at the City. If a department finds that a position needs to work beyond its employment status designation, the department must request an upgrade of the position through the budget process.

FULL-TIME EMPLOYEES

- Non-exempt employees who are scheduled to work an average of 40 hours or more per work week on a year-round basis; or
- Exempt employees who are scheduled to work 80 hours or more in a two-week period on a year-round basis

PART-TIME EMPLOYEES

- Non-exempt employees employed in a part-time position who are expected to work an average of 20 to 25 hours per work week on a year-round basis; or
- Part-time employees do not qualify for City benefits.

TEMPORARY and SEASONAL EMPLOYEES

- An employee hired for a position, which is required for only a specific, known duration, usually less than six (6) months. Temporary and seasonal employees do not qualify for City benefits.

APPOINTED EMPLOYEES

- An employee selected by the Mayor and is ratified by the City Council. The following employees are designated as appointed employees:
- Recorder, Treasurer, Attorney, Finance Director, and Chief of Police.
- Members of policy, advisory, review, and appeal boards or similar bodies who do not perform administrative duties as individuals;
- Time-limited or contract positions established for the purpose of conducting special projects and programs.
- Appointed employees shall have no expectation of continued employment. They may be dismissed without cause. They have no appeal rights after a dismissal. Appointed positions are not subject to the regular hiring procedure unless specifically stated otherwise. Solely the Mayor shall determine the hiring process for these positions.
- Except where specifically stated otherwise, appointed department heads are eligible to participate in and receive all other benefits of City employment, as well as those negotiated as a condition of hire, and are generally subject to the other provisions of the City's personnel policies except as stated herein.
- Please contact the Human Resource Department for benefit eligibility issues that may be affected by a change in employment status. Employment status upgrades do not change solely as the result of the number of hours or consecutive months worked but must be authorized by the City Mayor through the budget process.

ELECTED OFFICIALS

- Elected officials are not covered by the personnel policies and procedures except they shall receive an elected official's benefit package. They shall administer their departments according to these personnel policies and procedures.

INDEPENDENT CONTRACTORS

- Independent contractors are those persons engaged in work for the City who are independent of the City in all that pertains to execution of their work, are not subject to the rule or control of the City, are engaged only in the performance of a definite job or piece of work, and are subordinate to the City only in effecting a result in accordance with the City. Independent contractors are not covered by the personnel policies and procedures.

VOLUNTEERS

Volunteers are individuals who volunteer to perform services for the City if the individual receives no compensation or is paid expenses, reasonable benefits or a nominal fee to perform the services for which the individual volunteered, and such services are not the same type of service, which the individual is employed to perform for the county. The provisions of the City personnel policies do not cover volunteers. However, the following requirements apply:

- All applicants to be a volunteer shall complete a City provided Volunteer Application form to be considered for a position as a volunteer for Grantsville City; and shall disclose if they have ever been charged or convicted of any violation of the law other than traffic violations.
- All Applicants shall submit to a criminal background check upon application and agree to a semi-annual review of their criminal background through a criminal background check upon being approved as a volunteer for Grantsville City.
- Applicant shall also be fingerprinted; and an applicant who has been convicted of a felony, including a plea in abeyance; been convicted of a Class A Misdemeanor as defined in the Utah Code in the last five (5) years, including a plea in abeyance; been convicted of a Class B Misdemeanor as defined in the Utah Code in the last two (2) years, including a plea in abeyance; or having ever been charged with any of the offenses listed in Utah Code § 77-41-106 (2), (3), (4), (5), (6), (7), or (8) shall not be eligible to volunteer for Grantsville City.
- Applicant shall perform volunteer services under the supervision of an assigned City Department Head or Mayor and shall have the approval to perform such volunteer services; and are expected to follow the direction of the City employee to whom they have been assigned and to conform to all applicable law, rules, and District policy; and the applicant fully understands serving as a volunteer is not an entitlement and the City is not required to utilize volunteer services. The opportunity to volunteer may be denied or terminated by the City where, in the sole judgment of the Mayor or supervising Department Head, the services are no longer needed or the presence of the volunteer may be disruptive; and does not have any authority to bind the City or to represent or act on behalf of the City unless specifically indicated in writing by the Mayor.

COURT-APPOINTED WARDS

- Prisoners or probationers required to work by or for the City are not covered by the provisions of the City personnel policies and procedures, except for worker's compensation.

PROBATIONARY EMPLOYEES

Newly hired employees serve an extendable six-month probation. Probationary employees are at-will employees. They have no expectation of continued employment with Grantsville City. They may be discharged with cause, without cause, for rule violation, or for any reason other than a reason prohibited by law. Employees who move to a new position, whether involuntarily or voluntarily, are subject to this subsection, and shall have no expectation of continued employment in the new position until successfully completing the probationary period.

B. Exempt and Non-Exempt Status

In addition to each employee being placed in an employment status classification, the Human Resource Department classifies all employees as either exempt or non-exempt in accordance with the Fair Labor Standards Act (FLSA).

The FLSA overtime provisions apply to non-exempt employees. Non-exempt employees receive either overtime pay at 1½ times the regular rate of pay for all time worked over 40 hours in a work week or compensatory (comp) time at 1½ times for all time worked over 40 hours in a work week. Comp time hours can be accrued to a maximum of 40 hours. The supervisor will determine whether overtime hours will be paid or accrued as comp time.

As with other types of authorized work, all time spent by non-exempt employees using electronic communications for work purposes will be considered hours worked and must be recorded; the time is compensable and will count toward overtime eligibility as required by law. Therefore, electronic communications should not be used outside regularly scheduled work hours unless required by your supervisor. This includes all types of work-related communication. Non-exempt employees should not check for, read, send or respond to work-related e-mails outside their normal work schedules unless specifically authorized based on job duties or direction by your supervisor.

Exempt employees may be required to work in excess of 80 hours in a two-week pay period as needed to complete normal duties. Time devoted to this, including attendance at meetings beyond regular business hours, is not compensable and is considered a condition of employment.

Exempt employees are not eligible for overtime compensation. The exemption for exempt employees is based on FLSA definitions for executive, administrative or professional status. It is the City's policy to comply with the salary basis requirements of the FLSA. Therefore, directors and managers are prohibited from making any improper reductions in the salaries of exempt employees. Employees should be aware of this policy and that the City does not allow deductions that violate the FLSA. Mistakes in calculating pay and deductions will be corrected and will not affect exempt status. Exempt employees must notify the Human Resource Manager when an improper deduction has occurred so that the error can be corrected.

C. Position Classifications under FLSA

Excluded employees include elected officials, members of an office holder's personal staff, immediate legal advisors to elected officials, volunteers, independent contractors and prisoners. No time records are required of excluded employees. Excluded employees include the Mayor and City Council Members.

Exempt employees include the following positions: Chief of Police, Recorder, Treasurer, Attorney, Justice Court Judge, Zoning Administrator and Public Works Director, Building Official, Finance Director and Library Director.

Nonexempt. Positions of a clerical, technical, or service nature, as defined by Federal and State Labor Statutes, which are covered by provisions for minimum wage and mandatory overtime payment regulations.

With the approval of the respective department directors and the Human Resource Department, exempt employees may also hold more than one position with the City. The determination of whether the additional position is approved and the rate of pay will be made by the Human Resource Department and communicated to the employee prior to beginning work in the second job.

Hours worked in two or more different positions can't be combined to obtain eligibility for benefits that wouldn't be available otherwise.

D. Hours of Work

WORK AND PAY PERIODS: The normal workweek shall be 40 hours per week from Monday through Friday. Pay periods begin on Tuesday at 0001 hours and end on the second Monday thereafter at 2400 hours. The regular daily hours for the maintenance department employees shall be from 7:00 a.m. to 3:30 p.m. and 8:30 a.m. to 5:00 p.m. for City Hall employees. Work schedules and hours may be altered by the Department Head to meet the needs of the Department. Mayor and City Council may only approve changes in work schedules or hours. The work period for sworn law enforcement officers shall be 14 consecutive days, consisting of one long week of Monday, Tuesday, Friday, Saturday and Sunday and one short week of Wednesday and Thursday. Each work day is a 12 hour shift and the two week pay period is a total of 84 hours. The Mayor or the Human Resource Manager shall approve part time schedules. The City Council members, Fire Chief, and Fire Department maintenance shall be paid once each month.

NOTIFICATION OF ABSENCE: An employee unable to report for duty shall notify the department head of the fact not later than one hour after the beginning of the workday.

MINIMAL WORKING TIME: *Defined as up to ten minutes* worked beyond the scheduled working hours shall be considered minimal, i.e. minor or trivial, and shall be disregarded. Minimal time shall not accumulate.

TIME INCREMENTS: Working hours shall be recorded in 30-minute increments.

OFFICE HOURS: Each office in the Grantsville City Hall shall be open Monday through Friday from 9:00 a.m. to 5:00 p.m. excepting legal holidays. Such offices shall not be closed for lunch except in unusual circumstances.

TOTAL PAY: Any pay rate established for an employee shall be the total remuneration, not including reimbursement for official expenses. Except in special situations authorized by the Mayor and City Council, no employee shall receive pay from the City in addition to that authorized under the compensation plan, formal incentive programs, or approved bonus plans for services rendered either in the discharge of ordinary duties or any additional duties which the employee may undertake to perform.

PAY DAY: Employees will be paid on a bi-weekly basis. Paychecks shall be distributed to employees by the department head or other person as may be designated by the department head. Employees shall not acquire their paychecks by any other method unless approved by the department head. If more than 26 pay days fall within one calendar year, the City Council may authorize additional compensation for employees receiving an annual rate of an additional 1/26th of the regular annual compensation which is designed to avoid reduced bi-weekly pay checks for years in which there are 27 pay periods.

UNAUTHORIZED WORK FLSA covered employees are prohibited from working before or after their regular shift without the express consent and approval of their supervisor. All approved work occurring before or after regular shift shall be included on time cards. Falsification of payroll records including under reporting or over reporting of working time is prohibited. Employees are required to report to their supervisor or to the Mayor any person who tells them to falsify time cards. Supervisors should review each employee time card and employees are required to review and certify the accuracy of their time cards.

E. Meal and Other Work Breaks

REST PERIODS: Two rest periods of no more than 15 minutes are authorized for employees working from 7:00 a.m. to 3:30 p.m. These rest periods shall be allowed during each half of an eight-hour or longer shift and shall be taken under the direction of either supervisor or department head. One rest period of no more than 15 minutes is authorized for employees working any other schedule. Rest periods shall not be taken at the beginning or end of a work shift. They may not accumulate. They shall not be carried over to another day if not used.

LUNCH PERIODS: A one-half hour lunch period shall be allowed for employees who regularly work from 7:00 a.m. to 3:30 p.m. A forty-five-minute lunch period shall be allowed for employees who regularly work any other schedule. At the discretion of the Department Head, an employee may work through their lunch period and count the time towards hours worked.

The City will provide reasonable unpaid break time or permit an employee to use paid break time, mealtime, or both, each day to allow the employee to express breast milk for her nursing child for up to two years after the child's birth. The City will also make reasonable efforts to provide a room or other location in close proximity to the work area, other than a bathroom, where an employee can express breast milk in private.

MEAL REIMBURSEMENT: An employee who works over 12 continuous hours shall be entitled to a reasonable meal reimbursement.

F. Employee Reimbursements

Cellular Telephones Required – Reimbursement Allowance.

The Mayor, City Attorney, Public Works Director, Public Works Foreman, on call public works employees designated by their Director, Chief of Police, all City Police Officers, the Animal Control Officer, Building Official, Fire Chief and two Assistant Fire Chiefs shall be required as a part of their City duties to be available by cellular telephone in order to meet the needs of the public and the City and in order to respond to emergency situations after regular working hours. Said employees and volunteers shall be required to provide their own phones and cellular service which shall be paid for by the employee and not the City, except as provided hereafter.

The following officers, employees and volunteers required to have a cellular telephone under this policy and shall be entitled to a monthly allowance from the City as follows:

- Mayor, City Attorney, Public Works Director, and Building Official: \$100.00 per month.
- Chief of Police, Fire Chief and Police Lieutenants: \$80.00 per month.
- Police Sergeants, Public Works Foreman and Assistant Fire Chiefs: \$60.00 per month.
- Public Works employees, Police Officers and Animal Control Officer, Building Inspector: \$40.00 per month.

Those officers, employees and volunteers required to have a cellular telephone and the amount of the allowance may be amended by the City Council by motion at any time it deems appropriate. The amount of the cellular telephone allowance shall be considered taxable income under Internal Revenue Service guidelines. If Grantsville City provides an employee with a phone, then these rates will not be reimbursable.

Any previous allowance granted to City employees for any purpose related to telephone land lines, telephone service or cellular phones are terminated and superseded upon the effective date of this policy.

G. Travel Policy

All travel outside of the City limits during City work hours shall be authorized by the Mayor or Human Resource Manager. A log of all such travel shall be kept. This log shall include the reason for the trip, the time the employee departed, and the time the employee returned, and vehicle used.

Travel for legitimate City purposes in City vehicles may be authorized when the use of the vehicle does not detract from the operational needs of the City. Overnight use of City vehicles for travel purposes shall be authorized by the Mayor or Human Resource Manager.

If travel is outside the range of service of the City’s repair shop, travel costs in conjunction with the use of City vehicles shall be paid by the employee with receipts being kept for reimbursements.

All hotels or other sleeping accommodations and airplane or other travel accommodations shall be arranged in advance for overnight trips and paid in advance of the trip. If such payment in advance is not possible, the City shall reimburse to the employee the cash amount of the cost of such sleeping and travel accommodations after receiving the appropriate receipts to verify that the employee has expended their own money for such purposes. Failure to produce a receipt in such circumstances will necessitate the withholding of reimbursement. Receipts for hotel accommodations shall be turned into the City by the employee as a verification of attendance no matter what the form of payment.

Use of an employee’s personal vehicle for City purposes may be authorized when circumstances warrant. The employee shall keep track of the mileage associated with the approved travel and submit a request for reimbursement to the Mayor, based upon this record. The mileage reimbursement rate shall be 20 cents less than the “Standard Mileage Rate” specified by the Internal Revenue Service for business purposes. If more than one employee will be traveling to the same location, only one mileage reimbursement will be allowed unless otherwise authorized by the Mayor. If an employee has regular access to a City owned vehicle, that employee shall be required to use the same for all City related travel, unless otherwise authorized by the Mayor.

Notwithstanding the foregoing, employees traveling in their private vehicles may not be reimbursed for more than the following mileage traveled to the specified locations.

Location	Miles round trip
Tooele	20
Salt Lake Area	80
Ogden Area	136
Provo Area	154
Park City Area	156
Spanish Fork	170
Logan Area	226
Moab	550
Cedar City	564
St. George	670

All registration fees, etc. will be paid in advance by check. If this is not possible, the employee will be reimbursed for their own expenditure for registration fees, etc. after presentation of a valid receipt in conjunction with previously authorized travel.

The amount of thirty-four dollars (\$34.00) shall be granted as the maximum daily per diem allowance for City employees engaged in travel on the City’s behalf. No per diem shall be authorized for spouses of employees or others traveling with the employee at their own expense (Please note: The Mayor, however, may authorize the cost of a double rather than a single hotel room to accommodate the travel of a spouse with an employee). Employees will not be reimbursed for the purchase of any alcoholic beverage.

If the employee requests an advance for the daily per diem allowance, receipts will be required and the difference will be paid within 10 working days to the Treasurer.

Travel that requires less than a full day shall be compensated by the following specific per diem allowances:

- Breakfast: Eight dollars (\$8.00) maximum, when departing before 7:00 a.m.
- Lunch: Ten dollars (\$10.00) maximum.
- Dinner: Sixteen dollars (\$16.00) maximum, when returning after 7:00 p.m.

These amounts may be either advances after submission and approval of travel request, or reimbursed after presentation of receipts. If the employee requests an advance for the daily per diem allowance, receipts will be required and the difference will be paid within 10 working days to the Treasurer. If the difference is not paid, the amount will be deducted from employee's payroll check.

H. Recording Hours Worked and Leave Time

Non-exempt City employees must record hours worked as well as paid and unpaid leave taken. Exempt employees must record paid and unpaid leave taken and may be required to record hours worked based on the direction of the employee's supervisor. The supervisor or payroll processor will provide instruction on how to accurately complete time records either through a paper or electronic method as determined by the City.

DAILY LOGS OR TIME SHEETS. Each employee is required to maintain and sign, as verification of accuracy, daily logs or time sheets showing all hours worked, including overtime, and to submit the daily logs or time sheets to their immediate supervisor for examination. The supervisor shall sign the daily logs or time sheets before submitting for payment. The approved time sheets must be received by the Treasurer by 11:00 a.m. on Tuesday following the end of the pay period. These daily logs or time sheets will then be filed in the employee's personnel file.

Prior approval must be received for any time away from work during scheduled work hours. Use of sick, vacation, paid time off, holiday, comp time, or any other use of leave time must be recorded electronically or reported on the official time card or leave form.

I. Work Assignments and Schedules

Supervisors are responsible for scheduling work assignments. Supervisors may change work assignments, schedules, organization or structure at any time based on the needs of the City.

J. Pay Determination

The City has established a system of wage review that periodically assesses the pay level for positions according to one or more of the following factors:

- the City's ability to pay
- Relevant wages in the area
- Specific job standards
- Internal equity
- Other available employee benefits
- Required knowledge, skill and ability needed to perform the job

Based on this review, a pay range is established for each position with minimum and maximum rates of pay. Typically, when beginning employment at the City, the employee will earn the minimum of the pay range for that position. If a person possesses special training or experience, however, a higher pay rate may be offered subject to the approval of the department director. Pay rate offers above the first third of the pay range are subject to the approval of the department director and review of the Human Resource Department.

K. Pay Upon Transfer

Promotional Transfer

The City's intent is to offer a pay increase for promotions (new position in a higher pay range than current position) in most instances. Subject to the approval of the department director, the employee may be offered a pay rate increase of up to 5% or the first third of the pay range. Pay rate offers less than or greater than these amounts are subject to the approval of the department director and review of the Human Resource Manager. Upon promotion, employee is subject to a new six (6) month probationary period.

Lateral Transfer

Generally, there is no change in pay for lateral transfers (new position in same pay range as current position). Exceptions are subject to the approval of the department director and review of the Human Resource Manager. Upon transfer, employee is subject to a new six (6) month probationary period.

L. Overtime and Compensatory (Comp) Time

The City's normal practice for non-exempt employees is to use comp time accrual rather than overtime payments whenever possible. Each supervisor is responsible for determining if an employee will receive overtime payments or comp time accrual. Employees should have an understanding with their supervisor as to how overtime hours will be compensated.

Since the Police Chief, Police Lieutenant(s), and Public Works Director are FLSA exempt and salaried, with the approval of the Mayor, these employees shall be entitled to receive compensatory time at the rate of one (1) hour for each hour worked over ninety-five (95) hours per pay period with a maximum accrual of one hundred (100) hours of compensatory time.

Overtime pay and Compensatory time is calculated at the rate of 1½ times the regular rate of pay. Non-exempt employees receiving overtime pay are paid 1½ times their regular rate for all time **worked** exceeding 40 hours in a workweek.

Employees generally may accrue up to 240 hours of compensatory time, which is 160 hours of actual overtime work. Sworn law enforcement officers may accumulate up to 480 hours of compensatory time, which is 320 hours of actual overtime work. Employee shall sit down with their supervisor to make a plan to utilize their compensation time and keep it below the maximum allowed.

Compensatory time shall be recorded on the time card for the pay period in which it is accrued. Any unused compensatory time shall be reflected upon subsequent time cards until it has been completely used. The use of accrued compensatory time shall also be recorded on the time card for the pay period during which the time off was taken.

Grantsville City may freely substitute cash in whole or in part for compensatory time. Payments for accrued compensatory time will be paid at the regular rate earned by the employee at the time the employee receives payment. Employees who have accrued the maximum number of compensatory hours shall be paid overtime compensation in cash for any additional overtime hours worked.

Upon termination or retirement, a covered employee will be paid for unused compensatory time figured the current regular rate received by such employee.

M. Reappointment Rate

Employees who are reappointed to a position they held previously shall not be paid at a rate higher than when they were terminated without approval of the Mayor.

N. Call-Out Pay

The time spent waiting while on-call is not considered working time. If an employee is required by the employee's supervisor to return to work at other than the employee's regular work hour, the employee shall be credited with a minimum of one hour worked.

O. Call-Out Time

Employees required by the City to be available for on-call work shall be compensated for on-call time at a rate of one hour for every 12 hours the employee is on-call.

- Time is considered on-call time when the employee has freedom of movement in personal matters as long as the employee is available for on-call duty.
- An employee may not be in on-call status while using leave or while otherwise unable to respond to a call to duty.
- The employee shall record the hours spent in on-call status, and any actual hours worked, on the official time record, for the specific date the hours were incurred, in order to be paid.
- An employee may not record on-call hours and actual hours worked for the same period of time. On-call hours, actual hours worked, and leave hours cannot exceed 24 hours in a day.
- Employees shall round on-call hours to the nearest one-tenth hour. Hours of on-call pay shall be calculated by subtracting the number of hours worked in the on-call period from the number of hours in the on-call period then dividing the result by 12.

P. Pay Advancement within a Position

Probationary employees who satisfactorily complete their probationary period shall be eligible for a raise up to 3%. Thereafter, employees may receive an annual raise if they receive a satisfactory annual performance review. All pay advances within a position shall be subject to budget constraints, revenue projections, other factors affecting financial resources, and the City's ability to fund the increases. The Mayor or Human Resource Manager may freeze pay advances recommended for employees. The eligibility date for pay advancement after the probationary period shall be at the first of the new fiscal year, excepted as provided hereafter.

Q. Eligibility Date Adjustments & Effective Date for Increases

If an employee receives a promotion, reclassification, reduction in pay or any other action that changes the employee's pay, the effective date of such an action shall be the new eligibility date from which future promotions, raises, reclassifications, or similar actions shall be computed. Employees whose probationary period falls during June or July will not receive a probationary raise and an annual raise, just an annual raise only.

EFFECTIVE DATE: The effective date for a pay increase shall be the beginning of the payroll period nearest the approval date of such action and shall be paid retroactive to the effective date. The effective date for a decrease in pay shall be the beginning of the payroll period following the effective date of the action requiring the decrease in pay.

DENIAL OF A PAY INCREASE: *If the employee's annual performance review indicates less than satisfactory performance, a raise shall be withheld until the employee has, in the judgment of the Department Head, corrected the deficiencies. Written notice of the denial of a raise and the reason therefore shall be submitted promptly to the employee and the Human Resource Manager. The employee's eligibility date for future raises shall be changed to the date that the employee receives a raise after the deficiencies have been corrected.*

FACTORS NOT AFFECTING PAY INCREASE: The following factors shall not affect eligibility for a pay increase:

- Pay adjustments resulting from an annual salary and wage survey.
- A transfer which does not result in a pay increase.
- Leave-without-pay for fewer than 30 days.
- Military leave-without-pay necessitated by a draft or reserve call-up because of a national emergency.
- A period of leave with pay; and
- Reclassification to a class code of the same pay range or lower.

PROMOTION: When an employee is promoted, the rate of pay shall be determined as follows:

- If the salary received in the lower pay range is equal to or below the minimum rate for the new range to which promoted, the new rate of pay shall be increased to the minimum rate for the new range.
- If the salary received in the lower range falls within the pay range for the grade to which promoted, the new pay shall be granted up to 3%.
- Promotional increases exceeding the established ranges must be approved by the Human Resource Manager and Mayor.
- The new eligibility date for future increases shall be calculated from the effective date of any promotion.

DEMOTION: When an employee is demoted, the rate of pay shall be determined as follows:

- If demoted in lieu of a layoff and if the pay rate received in the higher range falls within the pay range for the grade to which demoted, the rate of pay shall remain unchanged. If the pay rate received in the higher range is greater than the maximum for the grade to which demoted, the pay rate shall be reduced to the maximum of the lower pay range.
- If demoted during the probationary period following original appointment, the rate of pay shall be the minimum of the pay range of the grade to which demoted.
- When an employee is demoted to a former grade following promotion, pay shall be set at the former pay rate in effect prior to the promotion.
- If demoted following disciplinary action and the pay received in the higher grade is equal to or greater than the maximum of the pay range for the grade to which demoted, the pay shall be reduced to any rate, including the maximum of the lower pay range. The exact wage shall be determined by the Human Resource Manager and Mayor.

R. Required Deductions

Federal and State Tax

The City is required to withhold federal and state income tax from wages. The amount withheld is based on earnings and the number of dependents claimed. A W-4 form must be completed identifying marital status and the number of exemptions claimed.

Social Security Tax (OASDI & Medicare)

The City and the employee make matching contributions to this federally mandated program. The amounts deducted from an employee's paycheck and paid on behalf of the employee are based on federal government rules and regulations. Sworn fire and police employees hired prior to April 1, 1986, are not required to contribute to Social Security. The City and sworn fire and police employees hired after April 1, 1986 make matching contributions only to the Medicare portion of these taxes.

Other Required Deductions

A creditor, the court system, or the government can require the City to withhold a specified amount from pay. The Human Resource Department will notify an employee if this happens.

S. Deductions Authorized by the Employee

Benefits

Employees have the option of enrolling in health, dental, vision, voluntary life insurance, flexible spending accounts and other benefit options offered to employees. Employees' portion of premiums will be deducted from each paycheck. Please refer to the plan handbook(s) for specific information on each benefit.

Employee Savings Plan

Voluntary contributions authorized by the employee to deferred compensation or after-tax plans will be deducted from paychecks as either a percentage of base pay or a flat dollar amount.

The required pension contribution for sworn police and fire employees is also deducted from each paycheck.

Other Deductions

Other deductions such as United Way, dues, gift fund and savings account contributions authorized by an employee will also be deducted from paid wages.

T. Payroll Administration

PAY PERIODS. The Fair Labor Standards Act requires that wages be calculated on a periodic basis consisting of twenty-eight (28) days for employees working in “public safety” activities, such as Law Enforcement and Firefighters, and on a weekly basis for employees not working in “public safety” activities, unless an exception is granted by the Department of Labor.

PAY DAYS. The City’s paydays are as follows:

- All full-time and part-time employees will be paid every two (2) weeks on Friday following the pay period ending date.
- The City Council, Fire Chief and Fire Department part-time employees will be paid once a month.

MINIMUM WAGE/SALARY. The Fair Labor Standards Act requires that the City pay an employee at least the minimum wage.

PAY DEDUCTIONS. The City is permitted to make deductions authorized by their employees. The following is a checklist of payroll deductions:

Itemized Deductions.

Mandatory:

- Social Security.
- Federal Tax.
- State Tax.

Optional:

- Credit Union/Bank, Savings & Loan.
- 457/401K.
- Health Insurance.
- Garnishment.
- Group Life Insurance.
- Cafeteria Medical and Child Care.
- Miscellaneous Deductions
- Union Dues
- Supplemental Life Insurance
- AD&D Insurance

SECTION V.

BENEFITS

Employee benefits are the silent dollars that protect paychecks from many sudden expenses like the cost of a serious illness. Benefits also provide opportunities for growth and development as well as some security in the case of disability.

This section of the handbook explains the City's benefits package. To keep things simple, only the main features of the benefits are described. Consult the Human Resource Manager for more specific and recent information. In the event of a conflict between any information contained herein and the official plan documents; the plan documents are the final authority. Benefits are subject to change at any time.

Regular full-time employees are eligible for benefits.

In all cases, leave without pay is only available if paid leave is exhausted. See descriptions below for more specific information on available leave types.

As an eligible employee, most benefits will be available the first of the month following 30 days of employment in a regular position.

A. Health Coverage

The City offers a Cafeteria Plan, a self-insured medical plan that covers services such as maternity care, surgeries, hospital care, doctor's visits and prescription drug coverage. Claims are paid and administered through an outside company.

The Medical plan offers the option of receiving care from doctors in a network of health care providers which can help reduce the costs of health care, without giving up the freedom to select a doctor. When going to a preferred provider, the plan can save money through reduced deductibles and lower coinsurance payments; however, employees are also free to choose any non-participating doctor, hospital or health care facility and still be eligible to receive benefits by paying a higher deductible and a higher coinsurance payment.

The medical handbook explains in detail enrollment, eligibility, coverage, family status changes, coverage termination, maximum benefits, coordination of benefits and other important aspects of medical coverage.

B. Dental Care Plans

The dental plans pay for certain dental expenses subject to limits, deductibles, and restrictions. Multiple plans are available from which to choose. Refer to the health and dental handbook for details about coverage, deductibles and maximum benefits.

C. Basic Life Insurance

Basic life insurance benefits give beneficiaries a cash payment at the time of an employee's death. The City pays the premium for life insurance equal to a base payment of \$50,000. Employees have the option to purchase additional coverage up to \$250,000.

D. Accidental Death and Dismemberment

A separate accidental death and dismemberment insurance option is available to employees. Coverage can be obtained for the employee, his or her spouse, and dependent children.

Information on plan coverage and limitations are contained in the accidental death and dismemberment plan handbook.

E. Retirement Savings Benefits

The City offers retirement savings plans for all eligible employees. Retirement benefits are important in providing replacement income during retirement. Employees hired after July 1, 2011 and have not previously been enrolled with Utah Retirement System will be enroll into the Tier 2 retirement plan.

Retirement System

A resolution was passed on 10/15/02 by the Mayor and City Council members. This resolution is for the purpose of implementing the provisions of House Bill 230, passed by the 2002 Utah State Legislature, to allow the Chief of Police and to require newly hired public safety employees to become enrolled in the Public Safety Noncontributory Retirement System. This resolution will also allow an appointed and qualified Chief of Police to retire within the Public Safety Noncontributory Retirement system and to continue in the office with a retirement exemption. Current public safety employees with the exception of the Chief of Police will remain in the Public Safety Contributory System until such a time as the Legislature opens a window of opportunity to change to the Public Safety Noncontributory system. Additional details are available from the Treasurer.

Full-time Employees

All full time City employees are covered by the Utah State Retirement Systems, unless otherwise authorized by the Mayor or the Human Resource Director according to State Law. (This is in addition to their Social Security coverage). A regular employee is one employed in a position requiring at least twenty (20) hours of service per week for a minimum of nine (9) consecutive months, or one employed in a position requiring at least thirty (30) hours of service per week for a minimum of four (4) consecutive months. Each eligible employee is required to enroll in their program beginning on his or her first day of employment. The cost of this program is paid for by the City and the employee in the percentages set by action of the Mayor or the Human Resource Director.

F. 401K and 457 Benefit Plans

PURPOSE. Pursuant to Sections 401k and 457 of the Internal Revenue Code, the City has adopted a 401K and a 457 plan and trust for the benefit of eligible employees. The purpose of the plans is to provide a supplemental retirement income for eligible employees through a defined contribution plan and trust.

ELIGIBILITY. All permanent full time employees are eligible to participate in the plans.

ELIGIBLE FOR EXEMPTION. The following positions are able to exempt out of the Utah Retirement System.

- Police Chief
- Recorder
- Treasurer
- Attorney
- Finance Director
- Mayor if the position meets the full-time requirements

CONTRIBUTIONS.

Permanent Full-time employees: The City pays the premium for all permanent full-time employees who belong to the State Retirement System. The City will contribute for those employees the difference between the State retirement premium cost and a percentage of each such employee's wage to the 401 (K) plan. (Example: If the retirement premium is set at 10.51% of the employee's wage, the City will pay a percentage determined by the fiscal year budget of his/her wage into the employee's 401(K) plan.)

Police Officers: Public Safety (Police) Retirement contributions will be paid at the maximum percentage set by the State retirement system.

Mayor and City Council: The Mayor and City Council members are not eligible for the retirement plan unless they meet the salary requirements at the beginning of each newly elected or appointed term for membership in the Utah State Retirement System. The Mayor and City Council may choose to have that same percentage put totally into a 401(K) program.

Police Chief: The Police Chief may opt out of the Retirement Plan. If the Chief opts out, the City would contribute an amount equal to the Chief's retirement premium to his 401(K) plan. (Approved by City Council 6/20/84.)

Appointed Officials: Appointed Officials may opt out of the Retirement Plan. If an Appointed Official opts out, the City would contribute an amount equal to the Appointed Official's retirement premium to Appointed Official's 401(K) plan (Utah Code 49-11).

Supplementary Contributions: All permanent employees who are participating in the retirement program may contribute additional funds into their 401(K) plan by payroll deduction.

457 Plan The 457 Plan is also administered by the State Retirement Systems. Employees may contribute to this plan by payroll deduction.

CONTRIBUTION LIMITS. The combined contributions to the 401(K) and 457 plans cannot exceed 25% of the total wages paid by the City to the officer or employee. The 25% includes both contributions made by Grantsville City and by of employee.

DETAILED INFORMATION. For more detailed information on the 401(K) plan or 457 plan, see "Utah State Retirement Systems Information Manual" on file at Grantsville City Hall.

Social Security Tax (OASDI & Medicare)

General employees are required to contribute the standard percentage of salary for Social Security and Medicare coverage and this amount is matched by the City.

G. Tuition Assistance

CONTINUING EDUCATION. Employees are encouraged to obtain continuing education through attendance at job related seminars. Requests for attendance must be approved in advance by the Mayor, or Human Resource Manager.

REQUIRED BY THE CITY. When the City requires an employee to attend any education or training course, conference, seminar, or certification course, the City will provide the necessary time off with pay and will reimburse the employee for all associated costs including tuition or registration fees, authorized travel, meals, and lodging.

Any employee receiving training or course work of over five consecutive work days per year shall sign a statement committing to one year of employment with Grantsville City upon completion of the training or course work. If the employee terminates voluntarily, the employee shall refund any monies paid by the City for the program during the preceding one-year period, and any and all salary paid to the individual during the training period.

H. Employee Assistance Program

There are times when pressures at work affect an employee at home or when events in employees' personal lives impact their job. The City offers a confidential Employee Assistance Program (EAP) which provides free counseling sessions for employees and family members residing in their household.

EAP counselors offer employees and family members an opportunity to confidentially discuss these matters. Depending on the issue, they can either give direct assistance themselves or make a referral to an outside counseling service. Information on how to contact an EAP counselor is included in the benefit orientation packet and placed in various locations throughout the City. The Human Resource Department can also be contacted for information regarding the EAP benefits.

I. Traditional Vacation

Vacation time can be used for rest, recreation or time off to meet other personal needs and can be taken with supervisory approval.

FULL-TIME EMPLOYEES: The maximum vacation accrual is 240 hours.

<u>Length of Service</u>	<u>Days</u>	<u>Accrual</u>
		Monthly/Annual Date of hire
1-2 Years	6	4/48 Hours
3-5 Years	12	8/96 Hours
6-10 Years	15	10/120 Hours
11-20 Years	18	13/144 Hours
21+ Years	25 ½	17/204 Hours

New employees shall accrue annual leave from the date of hire. Probationary employees are eligible at any time after hire to take up to the amount accumulated with the understanding that this annual leave pay will be deducted from their final paycheck upon failure to complete 6 months' continuous service.

Persons hired on an emergency, part-time, seasonal, temporary or contract basis shall not accrue annual vacation leave.

The maximum annual vacation leave which can be accrued and carried forward from calendar year to calendar year is two hundred forty (240) hours. Accrued annual vacation leave in excess of two hundred forty (240) hours shall be forfeited on March 31st of the year following the calendar year (Jan. 1 to Dec. 31) in which the leave was accrued. If a department head denies an employee's request to take annual leave, the leave may be carried over into the following year. Also, if an individual cannot use his/her excess leave by December 31st because of extenuating circumstances, the Mayor may grant the individual additional time in the new year to use his/her leave, (1st) of the year following the calendar year (Jan. 1 to Dec. 31) in which the leave was accrued.

A holiday which falls during an employee's annual vacation leave shall be counted as a paid holiday and not as annual vacation leave. An employee who is separated from employment may be compensated for all accrued annual vacation leave.

All annual vacation leave requests should be submitted a reasonable time in advance of the desired time off to the Supervisor, Mayor or Human Resource Manager. If an excessive (being the number of requests if granted that would render the department or organization ineffective) amount of employees request annual vacation leave for the same time period, annual vacation leave shall be granted in order of application (first-come-first-served) at the discretion of the Supervisor, Mayor or Human Resource Manager.

Official annual vacation leave records will be maintained and kept current by posting at least once per month by the Mayor, or Human Resource Manager.

J. Holidays

All eligible employees receive eight (8) hours paid leave for designated holidays. Employees working ten (10) hour shifts will work eight (8) hour shifts during a holiday week. Employees who work in positions that require working on a holiday will be paid at time and a half for all hours worked during the holiday.

The following are City-designated holidays:

Holiday	Day
New Year's Day	January 1 st
Human Rights Day	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th
Pioneer Day	July 24 th
Labor Day	1 st Monday in September
Columbus Day	2 nd Monday in October
Veteran's Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Friday after Thanksgiving (Black Friday)	4 th Friday in November
Christmas Day	December 25 th

When an observed holiday falls on a Saturday, the preceding Friday will normally be taken as the holiday. When the holiday falls on a Sunday, the following Monday will normally be taken as a holiday. In all circumstances, the City will designate the day to be taken as a holiday.

K. Family and Medical Leave

Family and Medical Leave (FMLA) is an approved leave of absence available to employees who have worked for the City for at least 12 months and for at least 1250 hours over the previous 12 months. This leave is available for a maximum of 12 weeks in a rolling 12-month period using a combination of available and accrued paid leave and/or unpaid leave for a 12-week period. FMLA is available under any combination of the following circumstances or as otherwise required by law:

- Birth of the employee's child.
- Placement of a child with the employee for adoption or foster care.
- When the employee is needed to care for the physical or psychological needs of a child (under the age of 18 or over the age of 18 if incapable of self-care because of a mental or physical disability), spouse, or parent who has a serious health condition.
- When the employee is unable to perform the essential functions of his or her position because of the employee's own serious health condition, either work or non-work related.
- Any qualifying exigency arising out of the fact that an employee's spouse, parent, or child is on covered active duty or has been notified of an impending call to covered active duty in the Armed Forces.
- When the employee is needed to care for a service member who is the spouse, son, daughter, parent, or next of kin while he/she is undergoing medical treatment, recuperation, or therapy.

Parents or prospective parents of a child, who are both employees of the City, are entitled to a combined maximum total of 12 weeks of leave (rather than 12 weeks each) for the birth or adoption of their child or for the care of their sick child.

The provisions of this policy shall apply to all family and medical leaves of absence except to the extent that such leaves are covered under other paid employment benefits plans or policies for any part of the 12 weeks of leave to which the employee may be entitled. Additionally, any leave time due to a work-related injury will be considered as part of and administered in accordance with this Family and Medical Leave policy.

Leave Time

Before becoming eligible for unpaid Family and Medical Leave, an employee must use all available accrued paid leaves. Use of available and accrued paid leaves is included to calculate the 12-week maximum Family and Medical Leave period. If an employee is on leave without pay that includes a holiday, there is no holiday accrual.

Up to 40 hours of sick leave is available only for an employee's own health condition or when an employee's emergency presence is required for a serious illness/injury of a dependent child, spouse, or parent.

An employee is considered to have returned to work following FMLA leave if he/she returns for at least 30 calendar days.

Medical Certification

The City may require medical certification to support a claim for leave for an employee's own serious health condition or to care for a seriously ill child, spouse, civil union partner or parent. If notification and appropriate certification are not provided in a timely manner, approval for leave may be delayed or denied. For an employee's own medical leave, the medical certification must include a statement that the employee is unable to perform the essential functions of his or her position.

For leave to care for a seriously ill child, spouse, civil union partner or parent, the medical certification must include an estimate of the amount of time needed to provide the care. In the event that an employee does not provide certification in a timely manner and when the City has sufficient information to determine that leave qualifies as FMLA, the City may designate the leave as FMLA even without the employee's written request and certification.

Change in Work Schedule

Leave may be taken on an intermittent or reduced leave schedule if medically necessary for an employee's own serious health condition or for a spouse, civil union partner, child or parent, subject to other provisions of Family and Medical Leave. If leave is requested on this intermittent or reduced basis, the City may require that the employee transfer temporarily to an available alternate or part-time position or a schedule that better accommodates intermittent or reduced periods of absence to reduce disruption to the workplace. An employee will receive his or her current hourly rate of pay, regardless of the temporary employment transfer to a different position or schedule, for hours actually worked.

Providing Notice

When the need for leave is foreseeable, such as the birth or adoption of a child or planned medical treatment, an employee must provide reasonable prior notice and make efforts to schedule leave so as not to disrupt City operations.

Status of Benefits

If granted an approved Family and Medical Leave of absence, an employee must continue to pay his or her portion of insurance premiums. The City will continue to pay the City's portion of insurance premiums.

Failure to Return

If an employee elects not to return to work upon completion of an approved unpaid Family and Medical Leave of absence, the City may recover from the employee the cost of any payments made to maintain the employee's insurance coverage during any unpaid leave period, unless the failure to return to work was for reasons beyond the employee's control. Benefits based on length of service will be calculated as of the last paid work day prior to the start of the unpaid portion of leave.

Application Process

A Request for Family and Medical Leave of absence form must be completed and signed by the employee and submitted to the employee's supervisor for approval. The supervisor will then forward the form to the Human Resource Department. When possible, the form should be submitted 30 days in advance of the effective date of the leave.

L. Sick Leave

Purpose. Sick leave shall not be considered as a privilege, which an employee may use at their discretion, but shall be allowed only in case of necessity and actual sickness or disability of the employee or immediate family of the employee.

Use of sick leave. Sick leave may be used at any time with approval of the Mayor or Supervisor for any of the following reasons:

- When the employee is unable to perform their regular duties or other temporary work to which they may be assigned.
- Visits to hospitals, clinics, doctor's and dentists' offices for diagnosis or treatment of illness or injury or examination. The minimum time that may be taken by non-exempt employees is one (1) hour. The maximum time that may be taken by non-exempt employees is four (4) hours. If more than four (4) hours are taken for a visit, a Doctor's slip must be provided to the Mayor or Human Resource Manager explaining the situation.

Eligibility. Sick leave shall be available to all permanent employees, including probationary employees. Part-time, seasonal, temporary, provisional, and emergency employees are not eligible for sick leave.

Accrual. Sick leave is accrued at the rate of one (1) day per month or twelve (12) days per year. The employee will begin to accrue sick leave immediately upon being hired by the City. Sick leave shall not accrue if an employee is in a leave-without-pay status. Sick leave shall accrue without a limit. Upon termination of City employment, employees shall not be entitled to any reimbursement for accrued sick leave. Sick leave shall be charged against employees in not less than one (1) hour increments. Advanced sick leave is not allowed.

Payments. In order to qualify for sick leave payments, an employee must notify their Supervisor, the Mayor, or Human Resource Manager, no later than one (1) hour after normal starting time on each day of absence unless the circumstances surrounding the absence make such notification impossible. The Supervisor, Mayor or Human Resource Manager, should also be kept advised of the employee's progress and expected date of return to duty.

Any absence for illness beyond accrued sick leave will result in the employee being carried on annual leave status until all annual leave has expired, then be carried in a leave-without-pay status.

Certification of Illness. For sick leave in excess of three (3) consecutive working days, or if abuse of sick leave is indicated, the Mayor, or Human Resource Manager, may require a certificate from the attending physician stating that such illness prevented the employee from working.

Reporting Absences. An employee will be paid only when the employee (or a member of his immediate family if the employee is incapacitated) notifies the Mayor, Supervisor, or Human Resource Manager, within one (1) hour after the employee's scheduled reporting time. Continued reporting for more than a one-time absence will be accomplished as directed by the Mayor, or Human Resource Manager. The Mayor, or Human Resource Manager, may request a doctor's release any time they question the reasonableness of an absence of one (1) day or more. This type of request should be the exception, not the rule.

M. Funeral Leave

The City recognizes that responding to a death in the family is a significant personal obligation. Consequently, employees may receive approval to take up to three consecutive scheduled workdays off with pay. For the purpose of this section of the funeral leave policy, “family” is defined as spouse, civil union partner, child, parent, grandparent, grandchildren, brother, sister, niece, nephew (this includes step, half and in-law relationships). Funeral leave shall not be charged against accrued annual vacation or sick leave.

N. Jury Duty & Court Appearances

Jury duty is a civic obligation. If called to report to jury duty or required to serve on a jury, an employee will be granted the necessary time required and will be compensated at his or her regular pay rate. Any monies received by an employee from the court must be paid to the City when his or her regular wage is received. The employee can keep any mileage received for the use of a personal automobile. Employees will generally be expected to return to their job duties if their jury or witness duty ends before their normal shift has expired. In accordance with UTAH law, non-benefit eligible employees will be paid their regular wages up to \$50 per day during each of the first three days of jury duty served during regularly scheduled work hours. Paid leave will not be granted when the employee is serving as his own witness in financial and related suits which he has initiated.

O. Time Off to Vote

City employees are encouraged to vote in all elections. If it is possible to vote before or after work, during lunch hours, or through the absentee or mail-in ballot alternative, employees are encouraged to do so. If an employee cannot vote during these times, the employee will be given up to two hours of leave for the purpose of voting. Approval of the supervisor must be obtained before taking time off to vote. The employee must apply for the leave before the day of the election and the supervisor may specify the hours that the employee may be absent, provided, however, that the hours shall be at the beginning or end of a shift if the employee so requests.

P. Military Leave

Leave may be granted for periods of active military service.

Short-term leave: Short-term military leave of less than six months in duration for active military service. Such leave shall be authorized for permanent employee’s subject to all of the following conditions being met;

- A permanent employee is entitled to up to 10 working days’ military leave per year for required military service without loss of compensation or other fringe benefits. An employee requesting such leave must provide the Mayor, or Human Resource Manager, with a copy of the military orders placing the employee on active duty status.
- An employee who is a member of a reserve unit of the military shall notify the immediate supervisor at least four weeks in advance of active military service and shall indicate in writing the employee’s intention and anticipation with regard to participating in periods of active duty. Such written notification shall be made a part of the employee’s personnel file.

Extended Leave: Extended military leave is military leave of six months or more. Extended military leave without pay, may be granted to permanent employees who enlist, are drafted, or are recalled to active service in the Armed Forces of the United States in accordance with the Military Selective Service Act, 50 USCS Appx., Section 451 et. Seq. Employees on extended military leave shall be permitted to return to City employment pursuant to the following conditions:

- The leave of absence may not exceed four years from the date of entry into the military service, unless the employee is involuntarily retained longer.
- The employee must have satisfactorily completed the period of active duty and furnish a certificate to that effect.
- Any employee leaving active military duty is authorized 40 days from the active duty release date in which to request reinstatement to a position of comparable status and compensation. If the employee declines an offer for a position vacancy, reinstatement rights may be cancelled by the Mayor, or Human Resource Manager.
- If, due to a service connection disability or for some other reason, an employee is not qualified to perform all the duties of the former position, the employee shall be placed in the closest comparable position for which the employee is qualified.

Benefits: Benefits shall not accrue for employees on short-term military leave after the 10 days' leave are used, nor for employees on extended military leave.

Q. Injury Leave

If disabled due to an on-the-job injury and entitled to receive benefits under the Workers' Compensation Law of the State of UTAH for temporary partial disability or temporary total disability, work time missed may be charged as injury leave subject to the limitations detailed below.

If work is missed due to an on-the-job injury, employees are permitted to be on injury leave when a designated physician has certified, in writing, that the time off is related to the injury.

Injury leave is paid at an employee's normal rate of pay for a maximum of 90 calendar days per injury and will be considered as part of and administered in accordance with Family and Medical Leave.

If a question arises concerning liability for a workers' compensation claim, leave time will be charged to another available leave category until there is an admission of liability by the insurance carrier or third-party administrator. If an admission of liability is made, leave time used will be reinstated or time taken as leave without pay will be paid.

Injury leave shall terminate after 90 calendar days or as it applies below, whichever occurs first:

- On the date a ruling of permanent disability is made.
- When the designated physician authorizes a return to the employee's regular job, modified job duties, or to participate in the Alternate Work Program.
- When the employee reaches maximum medical improvement (MMI).

Employees who exhaust the 90 calendar days of injury leave may be eligible to continue to receive compensation at a rate equal to two-thirds of their regular pay as administered through the insurance carrier or third-party administrator. Available leave hours may be used to supplement injury leave pay to 100% during the leave time. Under no circumstances will an employee receive a combination of paid leave and injury leave which exceeds 100% of the employee's normal base pay.

R. Donating Leave

Employees are able to donate up to 40 hours of Annual Leave or Compensation Time to another employee. Employees are not eligible to donate Sick Leave time.

S. Short-term Disability

Full-time employees are eligible to participate in a short-term disability plan offered by the City, subject to all terms and conditions of the agreement between the City and its insurance carrier. This is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. This benefit will be available to a full-time employee only after the employee works for the City for a minimum period of six (6) months.

Due to the financial hardship that can occur to the employee (e.g. medical treatments, pregnancy, etc..) while using short-term disability, the City will pay the full premium of insurance while the employee is on short-term disability.

SECTION VI.

EMPLOYEE RESPONSIBILITIES

A. Counseling and Discipline

At the City, providing supervision and feedback that help make employees successful is a priority. If, however, an employee is not performing work satisfactorily or is violating City rules, policies or procedures, disciplinary action will occur up to and including termination.

Discipline shall be reasonably related to the nature of the offense and may take into consideration the employee's past record, if applicable. However, any disciplinary action may be used in any situation at the discretion of the City.

It is the responsibility of all employees to observe rules of conduct necessary for the proper operation of the City government. Administrative procedures have been established for the handling of disciplinary measures when required. All such measures shall follow the presentation of charges to the employee.

B. Types of Disciplinary Action

Verbal Warning - Whenever grounds for disciplinary action exist, and the Mayor, or Human Resource Manager, determines that more severe action is not immediately necessary, the deficiency demonstrated should be verbally communicated to the employee.

Whenever possible, sufficient time for improvement should precede additional disciplinary action.

Written Reprimand - The Supervisor, Mayor or Human Resource Manager, may reprimand an employee. The Supervisor, Mayor or Human Resource Manager, shall furnish the employee with an Employee Written Reprimand Notification.

A copy of the Employee Written Reprimand Notification, signed by the Supervisor, Mayor and the employee, shall be permanently placed in the employee's personnel file. If the employee refuses to sign the form; the Supervisor, Mayor or Human Resource Manager, will so state.

Suspension - The Mayor, or Human Resource Manager, may suspend an employee with or without pay for up to, but not exceeding, thirty (30) calendar days for cause.

An employee on suspension shall be responsible for making full employee contributions to their employee medical insurance benefits.

Demotion - The Mayor, or Human Resource Manager, may demote, or reduce in grade an employee for cause or provide for reasonable accommodation in appropriate circumstances.

Transfer - The Mayor, or Human Resource Manager, may transfer an employee (with the exception of a probationary employee) by furnishing the employee with a written Employee Transfer Notification.

Termination - The Mayor, or Human Resource Manager, may terminate an employee for cause. When terminating an employee for cause, the Mayor, or Human Resource Manager, shall follow the due process proceedings hereinafter set forth the section, entitled, "Imposing Disciplinary Action".

On or before the effective date of the termination for cause, the Mayor, or Human Resource Manager, shall furnish the employee with a written Employee Termination Notification setting forth the reason(s) for termination.

C. Causes for disciplinary action

Causes for disciplinary action, up to and including termination, may include, but are not limited to, the following:

- Violation of the laws of the State of Utah or the United States, other than minor traffic offenses.
- Violation of the code of personal conduct.
- Conduct which endangers the peace and safety of others or poses a threat to the public interest.
- Unjustified *interference with work of other City employees*.

D. Conducting an investigation

The Mayor, or Human Resource Manager, may conduct an investigation into the allegations which form the grounds for disciplinary action.

During an investigation to determine the facts upon which disciplinary action may be imposed, the Mayor, or Human Resource Manager, may place an employee on administrative leave.

Disciplinary action shall not be imposed until an informal pre-disciplinary hearing, with appropriate written notice, has been completed by the Mayor, or Human Resource Manager. The investigation shall include an opportunity for the employee to respond to the allegations.

E. Imposing Disciplinary Action

The Mayor, or Human Resource Manager, shall conduct disciplinary action in a consistent manner. Each employee shall be afforded prior access to City's rules, policies, and procedures.

The employee shall receive timely notice of the pre-disciplinary meeting, overview of allegations, and potential disciplinary action.

Prior to imposing disciplinary action, the employee shall have the opportunity to review the disciplinary action with the Mayor, or Human Resource Manager. The employee shall have the opportunity to respond to the allegations. The employee's written response, if any, and other related documents shall be placed in the employee's personnel file.

In determining the type and severity of the disciplinary action, the Mayor, or Human Resource Manager, may consider aggravating and mitigating circumstances which include, but are not limited to, the repeated nature of misconduct; prior disciplinary action imposed; the severity of the misconduct; the employee's work record; the effect on the City operations; and/or the potential of the misconduct to harm person(s) or property.

For disciplinary action other than a verbal reprimand, the Mayor, or Human Resource Manager, shall notify the employee, in writing, of the findings of the investigation/pre-disciplinary hearing. The written statement shall include:

- The grounds for disciplinary action, including a description of the specific misconduct for which the disciplinary action is being imposed.
- Any prior disciplinary action imposed.
- The disciplinary action to be imposed.
- The effective date and duration of the disciplinary action.
- The corrective action necessary, if any, for the employee to avoid further disciplinary action.
- Suspension, demotion, transfer, or termination of an employee shall require the approval of the Mayor.
- The Mayor, or Human Resource Manager, may note the disciplinary action on their personal notes at the time the disciplinary action is imposed and/or on the employee's performance evaluation form.

F. Appeal Procedures

- “Probationary employees” have no appeal rights.
- “Department Heads” and Appointed Officials have no appeal rights.
- Employees have no “verbal warning” appeal rights.
- Employees have no “written reprimand” appeal rights.
- Appealing to an Appeals board. Upon written receipt of an Employee Demotion, Transfer, or Termination Notice, some employees have the right to first appeal the disciplinary process and action imposed by the Mayor, or Human Resource Manager, to an Appeals Board (exceptions include Probationary Employees, Department Heads, and Fire Department Employees):
- An employee must submit their written notice of appeal to the City’s Treasurer within ten (10) days or an employee will be deemed to have waived all appeal rights.
- The Appeals Board shall be made up of five (5) members.
- Two (2) of the members will be from the City’s City Council. The Appeals Board Chairperson will be one of the City’s City Council members.
- Three (3) of the members will be employee representatives. Employee representatives will be elected by popular vote. Each City employee will vote for three (3) employee representatives from the City’s employees. The top three (3) vote-receivers will become the employee representatives. If sufficient City employee representatives are not available, comparable members may be chosen from the community who are mutually agreeable to both the City and the employee.

If the Appeals Board overturns the Employee Disciplinary Action:

- The Appeals Board may also reinstate up to fifteen (15) days loss of pay associated with the Employee Disciplinary Action.
- The Mayor, or Human Resource Manager, shall remove the record of the disciplinary action from the employee’s personnel file.
- If the Appeals Board upholds the Employee Disciplinary Action, the employee may then appeal to the City Council by filing a written Notice of Appeal and submitting it to the Recorder within fourteen (14) days after the Appeals Board’s decision. The decision of the City Council shall be final.
- Appealing to the City Council. Upon written receipt of an Employee Suspension, Demotion, Transfer, or Termination Notice, some employees have the right to appeal the disciplinary process and action imposed by the Mayor, or Human Resource Manager, to the City Council (exceptions include Probationary Employees, Department Heads, and eligible employees who must first appeal to an Appeals Board in accordance with the above):
- An employee must submit a written notice of appeal to the City Treasurer within ten (10) days or an employee will be deemed to have waived all appeal rights.

If the City Council overturns the Employee Disciplinary Action:

- The City Council may also reinstate any loss of pay associated with the Employee Disciplinary Action.
- The Mayor, or Human Resource Manager, shall remove the record of the disciplinary action from the employee’s personnel file.
- If the City Council upholds the Employee Disciplinary Action; an employee has no additional appeal rights.

Reduction in Pay

Reduction in pay will occur in appropriate circumstances, for a more severe infraction or when previous disciplinary action(s) has not corrected a problem.

Demotion or Transfer

A demotion or transfer may occur if an employee is unable or demonstrates an inability to perform the duties required in his or her position, as documented by the supervisor, and when it is expected that the employee can function competently in the lower or transferred level and another position is open and available.

Termination

Termination may occur for severe infractions, when previous disciplinary action did not correct the problem and/or for the good of the service. A department director may with notification to the Human Resource Manager and for sufficient cause or the good of the service, terminate an employee. The Human Resource Manager will notify the City Attorney's office of pending employee terminations.

Documentation for disciplinary actions other than written reprimand shall be signed by the employee's supervisor, the department director and the Human Resource Manager. Disciplinary action will vary depending on many factors, including but not limited to, the seriousness of the offense as determined by the City. To the extent possible, disciplinary action will be administered confidentially on a need-to-know basis.

G. Attendance and Punctuality

Because of interdepartmental dependence, it's important that employees attend work as scheduled. Employees are expected at work on all scheduled work days and during all scheduled work hours and to report to work on time. Moreover, an employee must notify his or her supervisor if he or she expects to be absent or late according to department procedures.

Being absent from work for three consecutive days without notification of such absence (unless in the opinion of the City extenuating circumstances exist) will be considered job abandonment.

H. Use of City Vehicles

Use of City vehicles brings with it certain duties and responsibilities. If assigned a City vehicle either regularly or occasionally, please be aware that the following rules apply:

Public Works Department: The Public Works Director and Foreman shall be allowed to take a qualified non-personal-use vehicle after hours to promptly respond and conduct inspections of emergency conditions and/or correct or make repairs of emergency conditions.

On call employees of the Public Works Department may be assigned by the Public Works Director or Foreman to respond to calls and emergencies, after working hours. These on call employees shall promptly respond and conduct inspections of emergency conditions, correct or make repairs of emergency conditions, or call out other employees to assist. When an employee is on call, that employee is authorized and directed to take home a qualified non-personal-use vehicle.

A qualified non-personal-use vehicle is a vehicle the employee is not likely to use more than minimally for personal purposes because of its design and includes any vehicle designated to carry cargo with a loaded gross vehicle weight over 14,000 pounds or a clearly marked pickup truck that is equipped with at least one of the following items: a hydraulic lift gate, permanent tanks or drums, permanent side boards or panels that materially raise the level of the sides of the truck bed or other heavy equipment (such as an electric generator, welder, boom, or crane. Commuting with a qualified non-personal-use vehicle is not a taxable benefit under IRS regulations.

Any personal use of Public Works Vehicles during off-duty hours is strictly prohibited.

Mayor: The Mayor is an “on call” employee and when off-duty is authorized to take home a City marked vehicle in order to allow said Mayor, during off-duty hours, to respond to calls and emergencies. The Mayor is authorized to use the vehicle even if such use involves personal matters but during off-duty hours shall be used exclusively within the City’s municipal boundaries.

Building Official: The Building Official is an “on call” employee and when off-duty is authorized to take home a City marked vehicle in order to allow during off-duty hours to respond to calls, appointments, emergencies, or other work related needs. Any personal use of the City vehicle during off-duty hours is strictly prohibited.

Other Personal Use of Vehicles Prohibited: Except as stated in this Section, City employees shall not be permitted to use the City’s vehicles for any personal use while on duty. Except as is provided for in this Section, the use of the City’s vehicles, while off-duty, is strictly prohibited.

I. Driver Qualification Standard

All employees or volunteers operating Grantsville City owned vehicles, or who may operate any vehicle while conducting business for or on behalf of Grantsville City must be authorized drivers. The authorization process requires an analysis of the employee’s driving record to ensure compliance with the driver qualification standard as identified in this policy.

As part of the driver qualification process all drivers or potential drivers’ Motor Vehicle Record (MVR) will be screened and monitored on an ongoing basis to ensure the standard is met and maintained. Drivers will be qualified as “Acceptable,” “Borderline,” or “Denied”. Drivers qualified as “Borderline” may be authorized to drive on a probationary basis as determined by the Mayor. Drivers qualified as “Denied” do to their record not meeting the driver qualification standards will not be allowed to operate any vehicle while engaged in Grantsville City business.

All drivers must possess a valid driver's license. Required endorsements must also be maintained. The driver qualification evaluation will be based on the driver’s MVR and may also take into account work related motor vehicle incidents, whether or not the incident has been recorded on the driver’s MVR. All violations recorded on the MVR, whether they occurred on the job or not, are included in the driver qualification evaluation.

Qualification classification will be determined using the following criteria. Any number of violations or accidents in excess of the “Borderline” criteria constitute a failure to meet the driver qualification standard resulting in a qualification as a "Denied" driver. (Note - DUI and DWI are not evaluated as a standard violation).

Acceptable

- Up to 2 violations recorded on the MVR within the last 10 years, or
- Up to 1 at fault work related accident in the prior three years, or
- A combination of 1 violation on the MVR and 1 at fault work related accident in the last three years

Borderline

- 3 to 4 violations recorded on the MVR within the last 10 years, or
- 2 at fault work related accidents in the last 3 years, or
- DUI or DWI within the last 3-5 years from the date of convocation, or
- Any violation for Careless, Reckless or Distracted driving within the last 5 years

Denied

- Fails to meet the standard as either an Acceptable or Borderline classification.
- DUI or DWI within the last 2 years from the date of conviction.

A single major violation recorded on the MVR or a work related incident, *may* result in revocation of the drivers' qualification and driver authorization. Major violations include, but are not limited to:

- DUI or DWI in the last 2 years
- Failure to stop/report an accident
- Making a false accident report
- Attempting to elude a law enforcement
- Others as determined by the Mayor

Remember that wearing seat belts while the vehicle is in operation is required.

J. Vehicle Accidents

If involved in an accident while operating a City vehicle or operating a personal vehicle on City business, immediately contact the local police and the supervisor--do not leave the scene of the accident until authorized by law enforcement or emergency services personnel. Also, don't move the vehicle from the scene of the accident unless leaving it would create an additional hazard.

If police are unable to respond, the employee should exchange information with the other party. Complete a "Property Damage Report Form" regardless of who was at fault. This report must be filled out and routed through the supervisor to the Safety and Risk Coordinator within two working days of the accident. If the employee is physically incapacitated or unable to return to work within this time frame, the supervisor will be responsible for completing the "Property Damage Report Form".

K. Residency Requirements

The Chief of Police, Lieutenant, Mayor and City Council are required to live within the City limits. The department directors may be required to live within the City limits. The City Mayor and department directors may require certain employees to live within the GRANTSVILLE CORPORATION city limits or within a specific radius of their work station and/or within a set response time.

Employees who are offered and accept reimbursement from the City for moving expenses must establish and maintain a primary residence within the city limits upon commencing employment. An affected employee has six (6) months after date of hire or promotion to meet residency requirements.

Employees should speak with the department director regarding any questions about these requirements.

L. Computer Usage

The City provides computer software and hardware for business usage only. Personal use is prohibited except as specified under the "Employee Ethics Code" section of this handbook. The Mayor, or Human Resource Manager, establishes the standards for computer hardware and software purchases. Repair, maintenance, relocation and replacement of standard equipment is provided by the Information Technology contractor. No personal or non-standard software is to be installed or used on City computers. All employees must abide by software licensing agreements. Software piracy will not be tolerated.

The Mayor, or Human Resource Manager, has the responsibility to ensure enforcement of City standards as well as appropriate usage of computer hardware, software and electronic communications (voice mail and E-mail). In pursuit of that goal, the City reserves the right to monitor all systems for adherence to City policy.

If, during routine maintenance or while performing other work on an employee's PC, IT staff identifies material that may be in violation of City computer usage or other policies, such potential violations will be reported to the Human Resource Manager. The Human Resource Manager will notify the employee's supervisor or department director and together determine if material is work related. In no circumstance will the IT staff member take independent action or make any determination of the level of seriousness of the potential policy violation.

M. Electronic Communications - Voice Mail and E-Mail

All electronic communication files are the property of the City regardless of their physical location or the form in which they are maintained. Voice mail and E-mail are tools for business communications. Users have a responsibility to use these tools in an efficient, effective, ethical and lawful manner.

E-mail communications should follow the same standards expected in written business communications and public meetings. Users are hereby advised that voice mail and E-mail messages may be public records that are subject to the mandatory disclosure requirements of the UTAH GRAMA ACT (Government Records Access and Management Act).

N. Social Media, Networking & Online Community Web Policy

The City wishes to represent itself appropriately, consistently and positively on the internet. The administrative rule provides guidelines and standards for employees regarding the use of social media for communication with citizens, colleagues and the world at large.

City social media accounts accessed and utilized during the course and scope of an employee's job duties may not be used for private or personal purposes or for the purpose of expressing private or personal views on personal, political or policy issues. The City reserves the right to shut down any social media account at any time.

The City manages information technology security with an emphasis on confidentiality, integrity, and availability. Ensuring confidentiality means keeping all data private from unauthorized individuals or systems. Integrity is the assurance that only authorized individuals can modify existing data.

Finally, availability is achieved with infrastructure that provides reliable accessibility and performance. The City's comprehensive approach to security is focused on protecting each of these key security components. The User Security Policy details computer user security awareness and compliance needed to protect the integrity, confidentiality, and availability of the City's IT network.

O. Record Keeping & Personnel Files

General Policy. Federal law requires employers to keep detailed data about their employees. Employee records are maintained in compliance with the law this includes the FLSA (Fair Labor Standards Act), OSHA (Occupational Safety Health Act), (IRCA) Immigration Reform and Control Act and other legal requirements. Confidentiality must be maintained at all times with access limited to employees and their supervisory chain.

The City's policy is that only relevant, job-related information is maintained on its employees, that such information is held in strict confidence, and that access is limited only to those who require it for legitimate business reasons.

Employees have the opportunity to review their own files in the presence of the Mayor, or Human Resource Manager, on the City premises during regular business hours.

Personnel files are maintained on each employee and kept by the Mayor, or Human Resource Manager. The record copy (original) of all appropriate personnel information as set forth hereafter, related to an employee shall be filed in the employee's personnel file.

Employees, or their representative designated in writing, may examine the employee's personnel file upon request during normal working hours at the City. When a Supervisor requires access to the personnel file of an employee under their supervision for the handling of personnel matters, the supervisor must obtain authorization from the Mayor, or Human Resource Manager.

SECTION VII.

GRIEVANCE PROCEDURES

A. Grievance – General Policy

Employees who perceive that they have a grievance against the City should exhaust the administrative procedure set forth in the body of this policy before addressing their grievance through any other forum. An employee may file a grievance about any perceived work related injustice or oppression resulting from an act occurrence, omission, condition, or unfair labor practice. Issues addressable throughout the grievance process include, but are not limited to:

- Employee-supervisor relationship
- Duty assignments not affecting job classification
- Shift and job location assignments
- Working conditions
- Practices affecting granting of leave

Grievances should be resolved at the lowest administrative level possible. Employees and supervisors shall attempt to resolve grievances informally by discussing the grievance issues before any formal written grievance is filed. Each employee pursuing a formal grievance must prepare and submit a separate written grievance/appeal. Written grievances shall contain, at a minimum, the following information:

- Name of the employee
- Date the occurrence or action underlying the grievance occurred
- Nature of the grievance
- Historical information related to the grievance
- Requested resolution
- Signature of the employee filing the grievance and date filed

Employees will be allowed a reasonable amount of time during work to prepare written grievances. Employee grievances must be filed within ten (10) days of the occurrence or event giving rise to the grievance, or within ten (10) days of when the employee acquires knowledge of the occurrence or event giving rise to the grievance.

At each level of the grievance process, after an administrator has received an employee grievance, the administrator shall have ten (10) working days to respond in writing to the grievance.

If an administrator is unable to answer the grievance within the specified time period due to extenuating circumstances, the administrator may take an additional ten (10) working days to answer the grievance if they notify the employee in writing of the exigent circumstances and that the extension is being exercised. If the grievance remains unresolved or the decision is considered unacceptable, the employee may appeal the decision to the next level of appeal.

Absent extreme circumstances, if the supervisor fails to respond within the allotted time, the employee may proceed to the next level of appeal.

Only the issues presented in the original grievance may be considered throughout the appellate process. A grievance and any necessary appeals shall be processed through the following chain of command, if applicable:

- Immediate Supervisor
- Department Head
- City Administrator/Manager
- Mayor
- City Council

The decision of the City Council constitutes the final level of appeal and is final and cannot be appealed. Written Grievance Forms shall be confidential data under the government Records Access Management Act of the State of Utah. The Mayor or City Council may declare the grievance documents to be confidential and/or order the entire record, or any part of it, sealed. Grievances will not be placed in the employee's personnel file.

SECTION VIII.

SAFETY RULES

A. GENERAL POLICY.

The following general safety rules will apply in all agency work places. Each work unit may prepare separate safety rules applicable to the specific nature of work in their area but not in conflict with these rules.

- Proper licensing and extreme caution are required by all employees operating any type of power equipment.
- Employees will use safety equipment appropriate to the job, such as safety glasses, gloves, toe guards, back supports, and hard hats, if required or appropriate to the work performed.
- Employees will avoid wearing loose clothing and jewelry while working on or near equipment and machines. Long hair will be properly secured.
- All accidents, regardless of severity, personal or vehicular, shall be reported immediately to the supervisor/manager.
- Defective equipment will be reported immediately to the supervisor or Mayor.
- Employees will not operate equipment or use tools for which licensing and training has not been received.
- In all work situations, safeguards required by State and Federal Safety Orders will be provided.

Due to the potential risk of serious injury or death, employees are prohibited from entertaining, or caring for, guests or family members in or around inherently dangerous work areas. These areas include, but are not limited to:

- Road repair.
- Construction areas.
- Vehicle maintenance areas.
- Swimming pools.
- Animal control.
- Power plants.
- Sewers.

B. PROPER USE OF CITY EQUIPMENT AND TOOLS.

The use of the City's equipment or tools for private purposes is strictly prohibited. However, reasonable use of the City's tools and equipment to protect property and preserve life is authorized.

Employees shall be required to attend training provided by the City; including an explanation of job hazards, safety procedures and training on all equipment, tools, etc., necessary for the accomplishment of the employee's job description. Employees may attend additional training as approved by the City.

A commercial driver's license (CDL) is required for operators of commercial motor vehicles. No individual shall be allowed to operate such vehicles unless they have a current commercial driver's license in their possession. This license is required pursuant to the Commercial Motor Vehicle Safety Act, signed into law on October 27, 1986. Employees must renew their commercial driver's license at four (4) year intervals.

Operators and passengers in a business-use vehicle equipped with seat belts must wear them when the vehicle is in operation, and all employees operating vehicles shall observe all local traffic laws.

Employees shall keep the agency vehicles, which are used by them, clean, presentable, and serviceable. Employees receiving car allowances shall also keep their vehicles clean, presentable, and serviceable.

SECTION VIII.

UTAH OSHA REQUIREMENTS

A. GENERAL POLICY.

It is the policy of the City to maintain an environment which is free from any recognizable hazard which is likely to cause death or serious injury to any employee through open communication with all employees.

B. POSTING UOSHA NOTICES.

The City will post all required UOSHA notices in conspicuous places (such as employee bulletin boards or where similar notices are usually posted). Employees may obtain additional information from the Mayor when they have questions about any of the standards which are provided under UOSHA.

C. INSPECTION PROCEDURES.

All employees should follow the procedures listed below in the event an inspector from UOSHA presents themselves on the job site:

- If an inspector arrives on the job site, an employee should understand that they are not authorized to offer any information requested by the inspector.
- The employee will inform the inspector that the employee will contact the Mayor, Supervisor, or Human Resource Manager, who will accompany the inspector during any inspection.
- The Mayor should make sure that all employees know who they are required to contact, including all alternates, in the event an UOSHA inspector shows up on the job site.
- If the UOSHA inspector does not reveal the appropriate credentials at the outset of the inspection, the Mayor, or Human Resource Manager, should ask the inspector to reveal their credentials and should examine them before allowing an inspection of the job site.
- The Mayor, or Human Resource Manager, should not refuse an inspection of the job site where the inspector does not have a warrant to inspect.
- If the credentials are appropriate, and before beginning the inspection, the Mayor, or Human Resource Manager, should ask the inspector the reason the inspection is being conducted. If it is routine, no further requests are required. If the inspection was due to an employee complaint, the Mayor, or Human Resource Manager, should request a copy of the complaint. This will help the City correct any safety problems (Please Note: Under no circumstances should the information received on an employee complaint be used for disciplinary action toward an employee as this type of action is prohibited by law).
- The Mayor, or Human Resource Manager, should accompany the inspector during the entire inspection of the job site.
- The Mayor, or Human Resource Manager, should take notes throughout the entire inspection. The Mayor, or Human Resource Manager, should note every comment and observation made by those participating in the inspection. The Mayor, or Human Resource Manager, accompanying the inspector should not volunteer any unsolicited information.

D. ACCIDENT REPORTING PROCEDURES.

Employees who are injured in connection with employment, regardless of the severity of the injury, must immediately notify the H.R. Manager or their supervisor, who will ensure prompt and qualified medical attention, is provided and all required UOSHA reports are completed.

Employees, who do not and/or will not accept qualified medical attention when directed by the Mayor, or Human Resource Manager, shall be subject to disciplinary action, up to and including termination.

The Mayor, or Human Resource Manager, will investigate the job related injury to determine the cause of the injury.

The City shall contact UOSHA within twelve (12) hours of the occurrence of any job related death, disabling, serious, or significant injury, and/or any occupational disease.

The City shall file the required report with UOSHA within seven (7) days after first knowledge or notification of an injury or occupational disease resulting in medical treatment, loss of consciousness, loss of work, restriction of work, or transfer to another job. Minor injuries such as scratches and cuts do not need to be reported to UOSHA if they require only minor first-aid treatment.

The City shall keep a copy of the UOSHA report in their UOSHA File.

The City shall give the employee a copy of the UOSHA report and explain the employee's rights and responsibilities concerning the work related injury or occupational disease.

If an employee later dies as a result of work related injury, the City shall file a report with UOSHA within seven (7) days of first knowledge or notification of the death.

SECTION X.

CONFINED SPACE ENTRY

A. GENERAL POLICY.

The City shall have a written confined space entry policy, if required in accordance with Volume 29 Code of Federal Regulation 1910.146.

B. REQUIREMENTS.

When required, the written confined space entry policy shall include at least the following:

- Annual training on confined space issues.
- A review of potential confined spaces.
- A permitting system for entering permit-required confined spaces.
- A rescue plan for managing confined space incidents.
- Protocols for managing contractors doing work in the City's confined spaces.
- A list of the appropriate personal protective equipment and hardware (hoists, winches, gas monitors, respirators, and ventilation gear) required for safe entry and exit.

SECTION XI.

RECEIPT OF HANDBOOK

This form must be completed by each employee upon receipt of a Grantsville City's Corporation Employee Handbook and returned to the Human Resource Manager.

Please Print:

This will acknowledge that I, _____ received the Grantsville City's Corporation Employee Handbook (1/2019) Edition) and specified policies on _____

I understand it is my responsibility to read the specified policies and information in the handbook. I further understand that any questions regarding the handbook and specified policies may be addressed to my Departmental Human Resource Manager.

Signature: _____

Date: _____

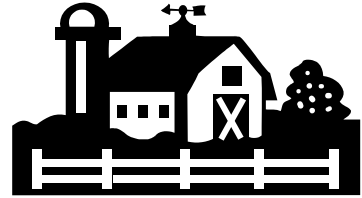
Department: _____

AGENDA ITEM #16

Discussion regarding the Final Plat for Northstar Ranch, LLC and Travis Taylor for the Northstar Ranch Subdivision P.U.D., Phase 8 located at approximately 500 W Durfee Street for the creation of fifteen (15) lots in the R-1-21 zone.

MEMORANDUM

DATE: May 13, 2022
TO: Braydee Baugh, City Recorder
FROM: Kristy Clark, Zoning Administrator
RE: **ZONING ITEMS UP FOR CONSIDERATION AT COUNCIL MEETING
TO BE HELD XXXXX, 2022**



City Council Agenda Items #: Consideration of Resolution 2022-__ approving the Final Plat for Northstar Ranch, LLC and Travis Taylor for the Northstar Ranch Subdivision P.U.D., Phase 8 located at approximately 500 W Durfee Street for the creation of fifteen (15) lots in the R-1-21 zone.

The Planning Commission recommended approval this item on May 5, 2022, with some discussion and the motion is at the end of the discussion:

Travis Taylor was present for this agenda item and stated to the Commission:
This is the last phase that was approved with preliminary approval for phases six through eight.

Jaime made a motion to recommend approval of the Final Plat for Northstar Ranch, LLC and Travis Taylor for the Northstar Ranch Subdivision P.U.D., Phase 8 located at approximately 500 W Durfee Street for the creation of fifteen (15) lots in the R-1-21 zone. John seconded the motion. All voted in favor and the motion carried unanimously.

- End of Memorandum-

**GRANTSVILLE CITY
ZONING DEPARTMENT**

429 EAST MAIN STREET
GRANTSVILLE, UTAH 84029
PHONE (435) 884-3411
FAX (435) 884-0426

Final Plat Fees:
\$2000.00 for Plat
\$125.00 per Lot

FINAL PLAT APPLICATION

Date of Application 3/31/22

Subdivision Name Northstar Ranch Phase 8

Property Owner(s) / Agent's Name Northstar Ranch, LLC / Travis Taylor

Mailing Address _____

Email of Contact Person ttaylor@westates.us


Owner Phone _____ Agent Phone _____

Number of Acres in Subdivision 7.085

Total Number of Lots on Plat 15

Range of Lot Sizes approximately 14,535 sf to 23,051 sf

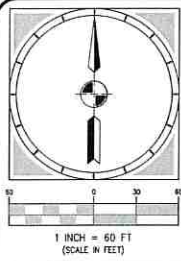
Current Zoning of Property R-1-21 PUD



Signature of Owner or Agent

NORTHSTAR RANCH SUBDIVISION PHASE 8 FINAL PLAT

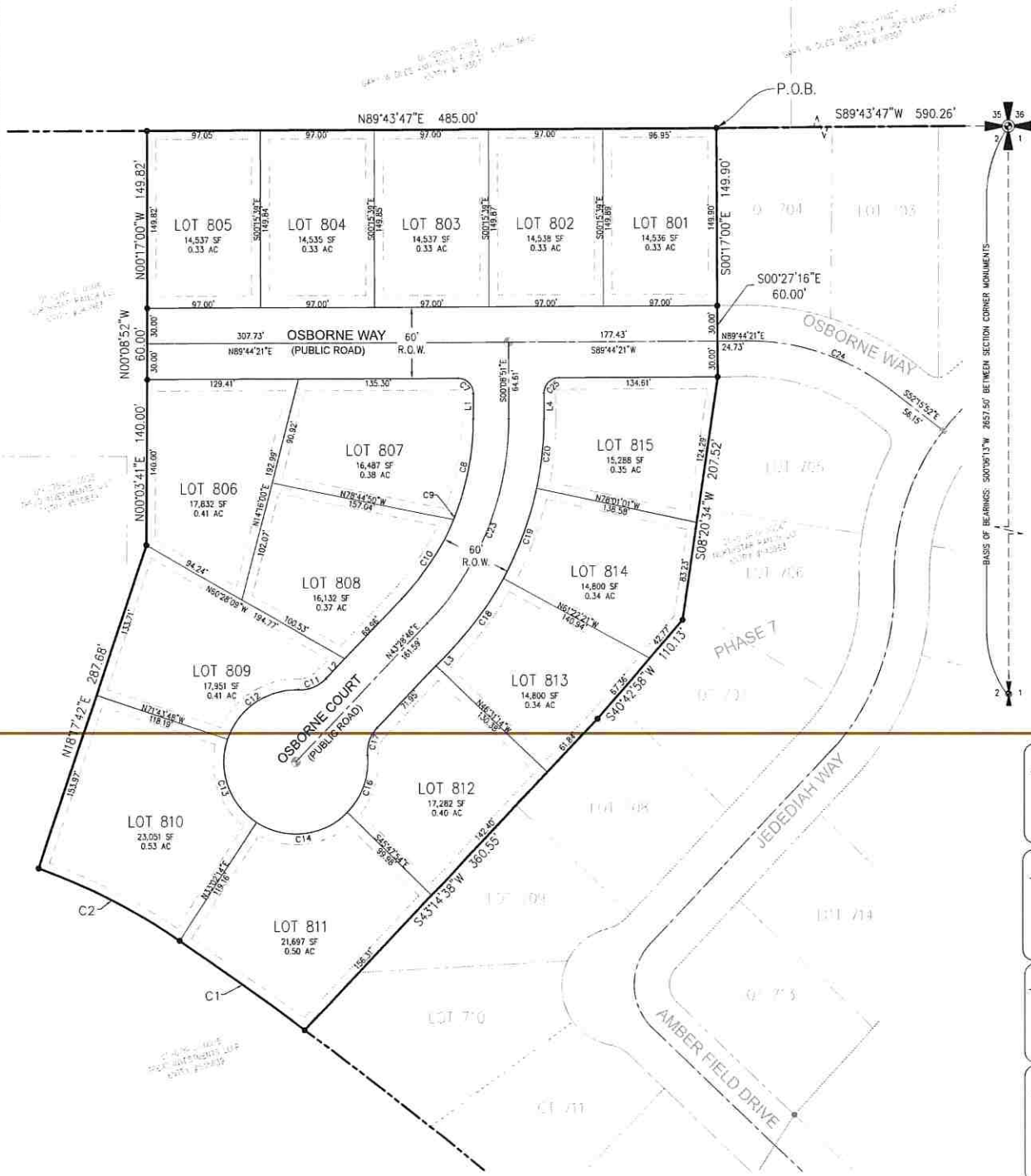
LOCATED IN THE NORTHEAST 1/4 OF SECTION 2, TOWNSHIP 3 SOUTH, RANGE 6 WEST, SLB&M, GRANTSVILLE, TOOELE COUNTY, UTAH ROS # 2007-0054



LOT NO.	AREA (SF)	AREA (AC)	ADDRESS	WATER ALLOCATION (AF)
801	14,536.00	0.334	686 WEST OSBORNE WAY	1.091
802	14,536.00	0.334	688 WEST OSBORNE WAY	1.091
803	14,537.00	0.334	706 WEST OSBORNE WAY	1.091
804	14,535.00	0.334	714 WEST OSBORNE WAY	1.091
805	14,537.00	0.334	728 WEST OSBORNE WAY	1.091
806	17,832.00	0.409	723 WEST OSBORNE WAY	1.236
807	16,487.00	0.378	711 WEST OSBORNE COURT	1.177
808	16,132.00	0.370	310 SOUTH OSBORNE COURT	1.161
809	18,043.00	0.410	328 SOUTH OSBORNE COURT	1.245
810	23,130.00	0.530	334 SOUTH OSBORNE COURT	1.470
811	21,780.00	0.500	339 SOUTH OSBORNE COURT	1.410
812	17,547.00	0.400	331 SOUTH OSBORNE COURT	1.215
813	14,800.00	0.340	323 SOUTH OSBORNE COURT	1.102
814	14,800.00	0.340	315 SOUTH OSBORNE COURT	1.102
815	15,288.00	0.351	307 SOUTH OSBORNE COURT	1.124
815	-	-	689 WEST OSBORNE WAY	-

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	INFLA ANGLE
C1	3398.29	130.33	130.32	N63°08'55" W	2°11'51"
C2	540.00	135.72	134.87	N63°08'55" W	14°20'50"
C7	113.00	20.42	18.40	N45°12'15" W	90°08'48"
C8	220.00	83.76	83.25	N10°46'53" E	2°14'49"
C9	220.00	3.34	3.34	S22°08'05" W	0°52'15"
C10	220.00	80.41	79.57	N33°00'29" E	20°56'34"
C11	30.00	25.53	24.76	S69°51'17" W	48°45'01"
C12	61.00	78.74	73.39	N55°15'00" E	73°57'35"
C13	61.00	80.10	74.47	S19°20'47" E	75°13'58"
C14	61.00	83.93	77.47	S83°37'10" W	78°50'08"
C16	61.00	52.67	51.05	S19°27'55" W	49°28'23"
C17	30.00	25.53	24.76	S19°06'15" W	48°45'01"
C18	280.00	72.58	72.38	N45°03'13" E	14°51'02"
C19	280.00	81.34	81.05	N20°18'19" E	16°38'40"
C20	280.00	59.28	59.17	N09°53'04" E	12°07'50"
C23	250.00	190.38	185.79	S21°55'57" W	43°37'37"
C24	200.00	132.63	130.22	S71°15'45" E	37°50'47"
C25	113.00	20.39	18.37	N44°47'45" E	89°52'12"

LINE	BEARING	DISTANCE
L1	N00°08'51" W	21.53
L2	N43°28'46" E	23.21
L3	N43°28'46" E	12.72
L4	N30°08'51" W	21.70



- PLAT NOTES:**
- ACREAGE - 7.09 AC - 16 BLDG LOTS
 - PUBLIC UTILITY EASEMENTS**
FRONT - 10'
SIDE - 7.5'
REAR - 7.5'
CORNER LOTS - 10', STREET SIDE - 7.5'
 - SETRACKS**
FRONT AND REAR 30'
SIDE 10'
 - 5/8" REBAR AND PLASTIC CAP STAMPED "SUMMIT ENG 435-654-9229" TO BE SET AT SUBDIVISION CORNERS AND REAR LOT CORNERS. A 1.17" COPPER PLUG STAMPED "WP-RP SUMMIT ENG" TO BE SET AT POINT WHERE EXTENSION OF SIDE LOT LINES INTERSECT CENTER OF CONCRETE STREET CURB.
 - ALL ROADS AS SHOWN ON THIS PLAT ARE INTENDED TO BE PUBLIC ROADS AND DEDICATED TO THE PUBLIC AS A FUNCTION OF THIS PLAT.

SOIL NOTES:
ACCORDING TO THE NATIONAL COOPERATIVE SOIL SURVEY, ALL SOIL IN THE PROJECT AREA IS COMPOSED PRIMARILY OF MEDIUM FINE SANDY LOAM, SALINE, WITH 2 TO 4 PERCENT SLOPES

STATE PLAT NOTES:
UTAH STATE PLAT NAD '83 CENTRAL ZONE
A SCALE FACTOR OF 0.999782287 SHOULD BE USED TO CONVERT THE GRID DISTANCES SHOWN ON THIS PLAT TO GRID DISTANCES.

BOUNDARY DESCRIPTION

A PARCEL OF LAND LOCATED IN THE NORTHEAST QUARTER OF SECTION 2, TOWNSHIP 3 SOUTH, RANGE 6 WEST, SALT LAKE BASE AND MERIDIAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
BEGINNING AT A POINT S89°43'47"W 590.26 FEET FROM THE NORTHWEST CORNER OF SECTION 1, TOWNSHIP 3 SOUTH, RANGE 6 WEST, SALT LAKE BASE AND MERIDIAN, THENCE S00°17'00"E 149.90 FEET; THENCE S00°27'16"E 60.00 FEET; THENCE S08°20'34"W 207.52 FEET; THENCE S40°42'58"W 110.13 FEET; THENCE S43°14'35"W 300.65 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE SOUTHWESTERLY HAVING A RADIUS OF 3,398.29 FEET AND TO WHICH POINT A RADIAL LINE BEARS S36°16'11"W. THENCE 130.33 FEET ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 02°11'51", WITH A CHORD BEARING AND DISTANCE OF N54°49'44"W 130.32 FEET TO THE BEGINNING OF A COMPOUND CURVE CONCAVE SOUTHWESTERLY HAVING A RADIUS OF 540.00 FEET; THENCE 135.22 FEET ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 14°20'50", WITH A CHORD BEARING AND DISTANCE OF N63°08'55"W 134.87 FEET; THENCE N18°17'42"E 287.68 FEET; THENCE N00°03'41"E 140.00 FEET; THENCE N00°08'52"W 60.00 FEET; THENCE N00°17'00"W 149.90 FEET TO THE NORTH SECTION LINE OF SECTION 2, T3S R6W, SLB&M; THENCE ALONG SAID NORTH SECTION LINE N89°43'47"E 485.00 FEET TO THE POINT OF BEGINNING. PARCEL CONTAINS 7.085 ACRES, OR 305,625 SQUARE FEET.

BASIS OF BEARINGS

THE BASIS OF BEARINGS FOR THIS SURVEY WAS ESTABLISHED AS SOUTH 00°06'13" WEST BETWEEN THE NORTHWEST CORNER AND THE WEST ONE-QUARTER CORNER OF SECTION 1, TOWNSHIP 3 SOUTH, RANGE 6 WEST, SALT LAKE BASE AND MERIDIAN

SURVEYOR'S CERTIFICATE

I, BRIAN M. BALLS, DO HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR, AND THAT I HOLD LICENSE NO. 34532, 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 CERTIFIED ALL MEASUREMENTS, AND HAVE SUBDIVIDED SAID TRACT OF LAND INTO LOTS AND STREETS, TOGETHER WITH EASEMENTS, HEREINAFTER TO BE KNOWN AS NORTHSTAR RANCH SUBDIVISION PHASE 8 AND THE SAME HAS BEEN CORRECTLY SURVEYED AND MONUMENTED ON THE GROUND AS SHOWN ON THIS PLAT.

BRIAN M. BALLS
PROFESSIONAL LAND SURVEYOR

Date: 2021.07.20
09:10:4
9-06'00"

OWNER'S DEDICATION AND CONSENT TO RECORD

KNOW ALL MEN BY THESE PRESENTS THAT (WE) THE UNDERSIGNED ARE THE OWNER(S) OF THE ABOVE DESCRIBED TRACT(S) OF LAND, AND HEREBY CAUSE THE SAME TO BE DIVIDED INTO LOTS AND STREETS, TOGETHER WITH EASEMENTS AS SET FORTH TO BE HEREAFTER KNOWN AS NORTHSTAR RANCH SUBDIVISION PHASE 8.

THE UNDERSIGNED OWNER(S) HEREBY DEDICATE TO GRANTSVILLE CITY THOSE PARTS OR PORTIONS OF SAID PLAT DESIGNATED AS STREETS, THE SAME TO BE USED AS PUBLIC THOROUGHFARES FOREVER. THE UNDERSIGNED OWNER(S) HEREBY CONVEY TO ANY AND ALL PUBLIC UTILITY COMPANIES A PERPETUAL, NON-EXCLUSIVE EASEMENT OVER THE PUBLIC UTILITY EASEMENTS SHOWN ON THIS PLAT, THE SAME TO BE USED FOR THE INSTALLATION, MAINTENANCE AND OPERATION OF UTILITY LINES AND FACILITIES.

NORTHSTAR RANCH, LLC
BY: WESTATES COMPANIES, LLC
ITS: MANAGER
BY: STAN T. ROWLAN
ITS: MANAGER

ACKNOWLEDGEMENT

STATE OF _____)
COUNTY OF _____) S.S.
ON THIS _____ DAY OF _____, 20____, PERSONALLY APPEARED BEFORE ME, STAN T. ROWLAN, WHO PROVED ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THIS DOCUMENT, AND WHO ACKNOWLEDGED AND THAT HE SIGNED SAID DOCUMENT ON BEHALF OF NORTHSTAR RANCH, LLC, WHICH DULY AUTHORIZED HIM TO SIGN THE SAME.

CITY ATTORNEY APPROVAL

APPROVED BY THE CITY ATTORNEY OF GRANTSVILLE CITY.
SIGNATURE _____ DATE _____

COUNTY TREASURER

THE SIGNATURE BELOW INDICATES THAT THE PROPERTY TAXES FOR THE AFFECTED PROPERTIES HAVE BEEN PAID IN FULL.
DIRECTOR _____ DATE _____

PLANNING COMMISSION APPROVAL

APPROVED THIS _____ DAY OF _____, A.D. _____
BY THE PLANNING COMMISSION OF GRANTSVILLE CITY.
CHAIRMAN, PLANNING COMMISSION _____

COUNTY SURVEY DEPARTMENT

APPROVED BY THE TOOELE COUNTY SURVEY DEPARTMENT THIS _____ DAY OF _____, 20____.
ROS # 2007-0054
DIRECTOR, TOOELE COUNTY SURVEY DEPARTMENT _____

PUBLIC WORKS APPROVAL

DIRECTOR _____ DATE _____

ACCEPTANCE BY LEGISLATIVE BODY

THE CITY COUNCIL OF GRANTSVILLE CITY, TOOELE COUNTY, UTAH, APPROVES THIS SUBDIVISION SUBJECT TO THE CONDITIONS AND RESTRICTIONS STATED HEREON, AND HEREBY ACCEPTS THE DEDICATION OF ALL STREETS, EASEMENTS, AND OTHER PARCELS OF LAND INTENDED FOR PUBLIC PURPOSES FOR THE PERPETUAL USE OF THE PUBLIC THIS _____ DAY OF _____, 20____.

MAYOR _____
CLERK-RECORDER _____

CITY ENGINEER APPROVAL

CITY ENGINEER _____ DATE _____

CITY FIRE DEPARTMENT

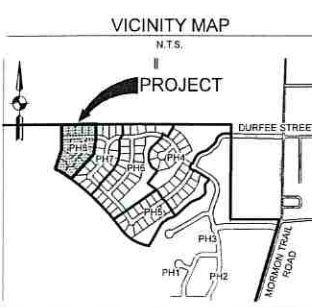
SIGNATURE _____ DATE _____

COUNTY RECORDER

STATE OF UTAH
COUNTY OF TOOELE
THIS IS TO CERTIFY THAT THIS PLAT WAS FILED FOR RECORDING AT THE REQUEST OF _____ IN THE TOOELE COUNTY RECORDERS OFFICE ON THE _____ DAY OF _____, 20____ AT _____ AND IS DULY RECORDED.
FILING NO. _____
FEE _____
COUNTY RECORDER _____

LEGEND

- BOUNDARY
- LOT/ROW LINE
- P.U.E.
- ADJACENT PROPERTY LINE
- CENTER LINE
- SECTION LINES
- BOUNDARY ANGLE POINT
- SURVEY MONUMENT
- EXISTING SURVEY MONUMENT



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SUMMIT ENGINEERING GROUP, INC.

PROJECT
C20-008

SHEET
1

ISSUE DATE
7/19/2021

OWNER INFORMATION
J. THOMAS HOMES, LLC
95 S. RIVER BEND WAY STE A
NORTH SALT LAKE
UTAH 84054

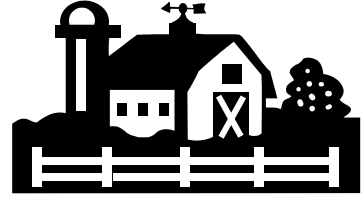
PROFESSIONAL LAND SURVEYOR
BRIAN M. BALLS
LICENSE # 34532

Summit Engineering Group
Structural • Civil • Surveying
55 WEST CENTER • P.O. BOX 178
GRANTSVILLE, UTAH 84032
P: 435-654-9229 • F: 435-654-9231

AGENDA ITEM #17

Discussion regarding the PUD Plan for Dustin Hall, D.A.B. & K, LLC. on the Willow Fields PUD Subdivision located approximately at 834 N. Old Lincoln Hwy for the creation of twenty-seven (27) lots in the RR-1 zone.

MEMORANDUM



DATE: May 13, 2022
TO: Braydee Baugh, City Recorder
FROM: Kristy Clark, Zoning Administrator
RE: **ZONING ITEMS UP FOR CONSIDERATION AT COUNCIL MEETING TO BE HELD XXXXX, 2022**

City Council Agenda Items #: Consideration of Resolution 2022-__ approving the PUD application for Dustin Hall, D.A.B. & K, LLC. on the Willow Fields PUD Subdivision located at approximately at 834 N. Old Lincoln Hwy for the creation of twenty-seven (27) lots in the RR-1 zone.

The Planning Commission held a discussion and a public hearing on this agenda item on April 7, 2022:

Discussion:

Dustin Hall and Barry Bunderson were present for this discussion and stated to the Commission: Well, this is a unique piece of property kind of long east to west, but the main goal that Dustin would like to do is, we've looked at some of the responses from people in the general plan, comment periods, and that they love the small-town feel, the rural charm of Grantsville. So, this is a one-acre zone. However, it's hard to create that small rural feel with this current city road section. So, we made an application to do a P-U-D. It's got a little bit of a unique road section on it, but we've had some comments about that with staff. All in all, we are mimicking what has been done in a lot of places in the county where they have one-acre zoning and, in parts of Erda, around Church Road, Cochrane Lane, lots of places that I've been involved with some of the projects there. We think that there's a market that people will enjoy this type of a product. So that's what we're going for. We're trying to create something that people want, and that's not being done in the city of Grantsville.

Jaime Topham asked, so what does that mean, because I'm looking at this, but I don't really know what you mean by that. Can you explain that better? You say you're keeping it rural. So, what are you doing with the roads that's different?

Barry Bunderson answered, the only city standard streets that we have are curb, gutter, sidewalk, 66 feet wide. So, ours is unique in that it doesn't have curb and gutter, it's more of the gravel shoulder. Dustin is a paving contractor, so he knows a lot about that, and knows how to build it.

Dustin Hall stated, we sent in some pictures that we wanted to show you guys as examples tonight, but we were told they weren't admissible because this was a public hearing. So, I guess we'll have to wait for the next meeting to show you those. But we did take some photos to show for example of what we're trying to achieve.

Erik Stromberg stated, I guess where I was struggling a little bit, is it looks like all the lots or acre lots. But you're asking for the P-U-D so you can change the streets.

Dustin Hall stated, we also have 2 half-acre lots that front Old Lincoln Hwy that match the properties across the street. Those are the two reasons that we are asking for the PUD.

Barry Bunderson asked, did you guys get a copy of the objectives? We touch on a lot of bullet points that the General Plan is trying to promote. We also have included a 5-acre park. Which is more than what is required by code. So that was something else that we tried to incorporate into this project along with the unique road to hopefully give people that rural, small-town charm that is Grantsville.

Public Hearing:

Chairman, Brian Pattee opened the public hearing at 7:54 p.m. and called for comments.

Chairman, Brian Pattee read an email from Ben Brubaker that stated the Commission: Thank you for sending the plan. I thought it was funny that you ended your email to me with "state your concerns". I guess you mostly deal with people that are upset by development. I will be out of town, or I would plan on attending the meeting. If permitted, please share the following message on my behalf at the planning meeting. My name is Ben Brubaker. I recently built a house at 838 old Lincoln Highway. I am one of only a few properties that bump up to the presented development plan. I reviewed the map and application. I believe developments like this are inevitable as well as healthy for the community. I am happy to see mostly 1 acre lots. I only wish I could have bought the property before the developer did so that I could do the same thing he is planning on doing. Joking aside I have no objection to this plan and the future development of the property. I wish Mr. Hall the best in his development. Thank you.

Kevin Hall stated to the Commission: Kevin Hall. I live at 861 North 600 West, adjacent the proposal that Dustin's proposing. He is my son, so I certainly am in favor of what's happening there. My comments tonight are more of a concern for rural Grantsville. I live on 12 acres and have lived there for 27 years. My concern is I attended some meetings with some of the city staff in regards to this project. And there were some comments made there about rural Grantsville. And I recognize that development like these are going to come, but I don't think we have to turn Grantsville all into asphalt and concrete just because there are big developments that are happening on this end of town. I think hope that the city would consider that there are those of us that live in a rural atmosphere. I think the one-acre thing is conducive with my lifestyle and not only with mine, but with my neighbors. And the idea that we have to have curb gutter and sidewalk in a rural area how do we have rural in Grantsville? How do we ever have anything that's rural and have the opportunity for me to take my 12 acres and divide that someday and allow my grandkids to have a lot to build on? Because obviously, the growth is going this way and eventually it'll come to us. But I think natural progression will allow for the upgrades that come. I just pray that you'll be concerned about the rural lifestyle of Grantsville, because that's why a lot of us live

here is because of that. And I just pray that you consider that. That you recognize that not everything has to be half acre lots and not everything has to be curbed gutter and sidewalk and not everything has to be hooked to a sewer or to a water line because natural progression will provide someday for me to have to hook onto the sewer and to have to hook onto the water. But I don't think we have to force that today and allow somebody that has property not to be able to develop that or give their grandkids a lot because I have to do curbed gutter and sidewalk to allow that to happen. I know the growth's here, and we can't stop, but I just hope that you'll consider the rural lifestyle in Grantsville in some of these development programs. Thank you.

Rhett Butler stated to the Commission: Hello again, Rhett Butler. I do live on the corner of Willow and Durfee, but you're not going to believe this, before I lived there, I lived on the property just adjacent to this land right here. And my mother and father owned five acres there. And my grandmother owns 10 acres. And we did own 165 acres, but we had these greedy developers come in and snub my 65, 70-year-old grandmother out of 162 acres that's adjacent at my parents' place. I just thought I'd throw that. So, if it seems like I'm a little biter, we did lose to Morgan today and that's why. I want to say I like this development and I'm in support of it. I like what Mr. Hall has proposed and what his father just said. I just want to let you know, I'm in support of that. One acre lots are great. Green space is great. Keep that in mind, please. Thank you.

No additional comments were offered, Chairman, Brian Pattee closed the public hearing at 8:00 p.m.

The Planning Commission tabled this item on April 21, 2022, with some discussion and the motion is at the end of the discussion:

Dustin Hall and Barry Bunderson were present for this agenda item and stated to the Commission: My name's Dustin Hall. I apologize for taking a few extra minutes of your time. I misunderstood the process and thought that I would have an opportunity to speak more in depth at the public comment portion of that. That's my fault, so I apologize. I want to give a little more background and let you guys hear it directly from me as the developer, and I want to make it clear I don't mean any disrespect to Mr. Holste, who just stood up here through four agenda items, and he makes his living every day as a developer. I'm not a career developer. I don't proclaim to be or do I plan to be. This whole project began as an opportunity for me to provide my children a home in Grantsville. I wanted the opportunity for them to live on family property. The property that's involved in this proposed project, as well as the adjacent property immediately to the east, encompasses nearly 60 acres and has been in our family for generations, for a hundred-plus years. This ground's been farm ground and pasture ground for our existence. In doing that, I knew that I wanted to create something that was rural and something that fit Grantsville. If you hear a common theme from all the people that campaign for office, all the public that comes down here and speaks, they all sing the same tune. We want rural Grantsville. So, I wanted to create sizable lots. I wanted to create opportunity to have livestock. I didn't want your typical subdivision with curb, gutters, sidewalk, but I wanted to work with the city and the citizens of Grantsville to provide and give back to the community and make something that's conducive to the environment around the area. So having said that, I knew that in order for me, with the

expenses of things nowadays, to be able to put a project like this together with the minor subdivisions gone away, that I needed to think ahead, and I needed to plan for the entire parcel. In order to make that economically feasible for me, I knew that I needed to try to make the economics work. In order for me to make the improvements and install the necessary infrastructure, I had to have a source to help pay for that. Therefore, I planned out the entire parcel in addition to the lots that I planned for my children. As a result of those variances that we had in mind, we knew that was different than your standard subdivision. Therefore, we applied for the PUD. We started on this nearly five months ago, and we've been met with resistance from day one, the day we turned it in. We tried to work with the city. We've had meetings outside of this, trying to get it to move forward, and to this point we've been the only ones that have been willing or suggested that we would flex. I want to turn your attention to the memorandum from Mr. Stark that is completely one-sided and leads you completely off the path, because there's a lot of things that are untruthful in here. I'd like to go through and speak to those, because it's apparent that he's adamantly opposed to the project, which is completely different than the meetings he was part of that we had, that was not part of any type of public setting with a body as yourself. It was with city staff. As part of the PUD, we could ask for higher density, but in the evaluation of the project and what we wanted to create, not only are my children going to live in this development, but I'm going to live in this development. I want to take pride in something. So we chose to only ask for half acre lots be created along the Old Lincoln Hwy, which makes sense because the adjacent property across the road fits with that. Everything to the east of that, inside the property, will be the one acre, which falls, as you can see, well below the density of what's required in the zone. And by the way, we did rezone it as RR-1 because it was in line with the general plan, which is also one of our motivations for the going with the PUD. As a matter of fact, in one of the paragraphs, our goal number three was to support a mix of land uses as found in the land use element of Grantsville city general plan, and it includes the following statement, to allow sizes of lot units within a subdivision to vary from the zoning requirement while maintaining the overall zoning density of the parcel, which we have exhibited and done. We've also proposed over five acres of our property as open space. We've referred to it as open space or park, realizing that it's open space, so can we call it a park? Can we create a park? Do we have to dedicate it to the city? I don't know if that's a requirement or not, but if we dedicated it to open space, I feel like we're in line. I won't speak to the wetland part. That's a part I want to get to a little bit later. Also, he suggests that the most significant exception is the city street standards. We didn't say we weren't willing to do something different, but we have proposed the cross section to suggest the 22-foot-wide pavement with keeping in mind that we're maintaining the required 66 foot right of way that's required. And we also tried to use as to mimic the rural areas outside of Grantsville, because there are no one acre lots available in Grantsville. I would just suggest to you that the reason there's not any one acre lots in Grantsville is because of some of these outlandish requirements that we're required to provide. Small developers simply can't afford to do anything that's low density and rural. We can't afford to do it. I would just like to turn the time over to Barry. He's been involved, directly involved. Mr. Stark suggests that what we have proposed isn't part of any standard or isn't part of any improved subdivision within the County. Every exhibit that you're about to see from Barry is part of a subdivision, a new subdivision that he's been part of, and we have photos to show you. So, the fact that he says that those are part of historical right of ways that have been built around, and they've maintained the width, is BS. We've followed the Tooele County code and their standard for a rural right of way

road section. I think you guys have photos. He also references the trail that we've proposed. He references mixed use. I don't know any mixed-use trail that's paved or concrete, in either concrete or asphalt, that a horse uses. I'll propose an eight, 10, 12 foot, whatever wide trail you want, but if I'm going to use it for multi-use, I'm not going to pave it. I don't want to do it in asphalt or concrete, because who wants to ride a horse on that? It's not safe, the same way he says it's not safe to be six-foot-wide for pedestrian traffic. So we're not opposed to making exceptions here, but we would certainly like the option to discuss that. I feel like this request or requirement should be part of a final consideration and not the preliminary.

Barry Bunderson stated, Barry here, I was going to mention something that Shawn said earlier, that you guys have been here, City council has changed hands a few times, but most of you have been here for a long time, so we appreciate what you do and the time you put in. Just to follow along with what Dustin's saying, he's trying to create something that isn't necessarily doable with standard ordinances. So here we are with a PUD. I just want to reiterate what a PUD is for. It's a special kind of conditional use, and in our ordinance for PUD, there's purposes. So I wrote a memo that is supposed to marry what those purposes, goals are of a PUD. To create a more desirable environment is something that can't be created by the standard process. That's one goal. To use landscape or architectural features to create something pleasing. These are A, B, C, D, E in our ordinance, if you want me to open and share with my computer, I can. But in response to those, we have written in the PUD objectives, and last time, when we asked if you guys have received that, I wasn't sure that everybody did, so I don't know if this is worth going through in detail.

Brian Pattee asked, Barry, are these pictures from Erda Acres water system?

Barry Bunderson answered, they're pictures of Selma Way, which is off Church Road. There are some that are off of Cochran Lane. All these are subdivisions that I've been involved with since 2013. So, when we say we're mimicking what's happening in the rural parts of the county, they're in one-acre zoning areas, just like this would be. The county has had, since I know from 2007, a road section that shows something similar with roadside swells and 12 feet of asphalt on each side of the center line, with a six-foot shoulder. And I have copies of that if you want to see those. But back to the PUD objectives. We're trying to create something that can't be done through the standard process. He mentioned he doesn't want to have curb, gutter, and sidewalk. We feel like what the people want when they say small town charm, it doesn't mean curb, gutter, and sidewalk like you would find at other places, other developments that are denser than a one-acre development. So, we created this road section, and some of the things that we feel promote the goals that are in the general plan and the PUD goals both. And that's what's in this memorandum. One of the goals is to create a more pedestrian friendly community, and we are just saying that if you say it's a rural one-acre development, lots of places in the county, they don't do sidewalks, but we are putting one in. We're trying to marry the rural feel with active transportation ideas and other things. It's really a pedestrian pathway. It's not a mixed-use trail. We're not going to have bikes on here, or motorcycles. What was drawn was for pedestrians, and we call it a pedestrian trail. Anyway, I don't know how much I need to go into detail of all these things, but this gets into this road section, which is part of the reason why we're doing a PUD. And when we look at what do the people want, what does rural small-town charm mean, certainly some

different ideas might be out there. So, what we did is we relied on some of the stuff that the county was doing, because frankly, we say we want small town feel, but there are no standards or policies that tell us what that means when it gets to the nitty gritty. That's why we went to the county. They have an active transportation implementation plan, and we just finished a subdivision in Erda that these pictures are of, and that are what we are saying we are mimicking, with some slight variations. But they, for rural communities, they say they want an active pathway or active component on one side of the street, and for low density developments like this, a standard sidewalk is enough. This roadway is safe. There are some benefits to it. I know that some of these things, even up here, say it's a narrow street and there's safety issues, but there are some benefits to having a narrow roadway. For one, the cost of maintenance long term can be reduced, just on the fact that it's less asphalt to take care of into perpetuity. And class C road funds that you get from the state are based on road miles. They don't care how wide the road is. It's just a road mile. They're allocated based on those distances, so you're going to get a better ability to maintain and take care of a road like this. That's a benefit. The other thing that it has going for is ITE, Institute of Transportation Engineers and FHWA, put out some traffic calming measures, and one of those is called A Road Diet, meaning they narrow up the streets to keep people from speeding and having a lot of room. So, from a safety standpoint, the narrower pavement can be a benefit. What it does also is delineate a roadway through lane versus a shoulder that in our case would just be a road-based shoulder, both from a visual standpoint and a tactile standpoint. If you're driving, you switch from something smooth to something a little rougher, you're going to know it, right? So, it would deter drivers from continuing onto the sidewalk. There is a safety component that this road section provides a benefit to. There are others that, if we want to go into low impact developments, that this road section provides benefits compared to what the standard road section would have. We don't have to have specialized equipment to maintain structures and pipes into perpetuity. It's at the surface. If there are issues, we know what they are, and really with what we're proposing of a weed barrier and gravel mulch, the maintenance long term might be some weed spray, because those aren't foolproof with a weed barrier. Anyway, there are benefits to this that frankly can't be achieved through the standard process, and to create a subdivision that promotes the rural, small-town charm, this is an idea that we have. We think it's good. We understand that there is some wiggle in this. Shoulders could be wider or narrower. A pavement might be wider or narrower. However, we think that what we've showing here is the 11 foot through lane matches the standard roadway section for Grantsville city, and the eight-foot shoulder that's shown here matches the standard road section. So, we are in effect providing the same drivable and parkable space area that the typical road section provides. It's just, we have narrowed down the asphalt for the reasons that I mentioned, both from maintenance, cost, safety and aesthetic quality of the small-town charm that everybody cries for. So that's the reason why we have built this. If you have any questions, we can go into more detail, but we've provided those photos to show that some of them are in a field of dream subdivision that was built in 2013, 2014, and the road is not chipping on the edge. It's not breaking off. It's not failing. There are other roads in the county that were built just like this standard, that are much older. If you go off Droubay Road and east of there, portions of one of your developments there, that sure, asphalt has maintenance, but they're not failing at the edge because of a gravel shoulder. It's just false, based on those evidences.

Jaime Topham stated, Barry, you talked a lot of stuff, but you haven't addressed the wetlands issue.

Dustin Hall stated, I'm about to address that. I saved that till last, this is the third review, and this was part of the first review where it was suggested that we had a wetland.

Gary Pinkham stated, we didn't suggest that you had wetlands. Your engineer defined it on your drawings.

Dustin Hall continued, that point was brought up to further investigate that because it was part of a map, National Wetland Inventory Map. I don't know if any of you folks are familiar with the way that is created, but it's created by satellite imagery. That property owned by my grandfather had an eight inch well drilled on that property, at the lowest point. That eight inch well casing ran open for decades until two and a half weeks ago, that remained open. Nobody ever took the time to investigate that, and it was just placed on the National Inventory Map. Both the parcels adjacent to me are actively cultivated with alfalfa hay and grain. The last I checked, you couldn't grow a crop, especially alfalfa hay in a wetland. So, Mr. Stark also suggests that we blatantly brought in dirt to fill in a wetland. This is an agricultural field, and I've been held up for the last five months to do anything outside of being an agricultural field. We have chosen to do some site balancing because we can't land level and laser, we have a deficiency, in order to be able to level that, to be able to efficiently irrigate it and plant a crop on it. So, we've chosen, because that part that's been a hang-up with this whole thing, it's been suggested that can't be open space, if it's with deemed a wetland, which I don't know what has any relevance related to that. Secondly, he suggests that we blatantly did that and we ignored the fact that not to go through the processes to get an opinion or go through the processes to officially identify that, which is false. We've never been asked, or nor have we provided, because we had to wait, because the professional firm that we contracted with and hired to give us a wetland assessment said that that needed to be the done at the peak time of spring, during growing season. And the fact that he thinks that I've filled in that entire area that's in question is false, because that's not the case. The wetland assessment has gone on and is going to be finalized so we have documentation to support that. The other side of that, just so you know, is during that process, there was deflection testing done. We've run 140,000-pound combination units and 80,000-pound short bridge compound units across that, with no indication of pumping or deflection. And the last I checked; you couldn't drive those units across the wetland. We also did a soil evaluation geo technical report that was required as part of this process. I don't know if any of you are familiar, but one of the requirements of deeming something a wetland is there has to be surf, and keep in mind that this well that's been running out, wide open for decades, was still running wide open. Last May and June, there was low evaluation pits dug across the entire parcel, which was provided as part of the application for the geo technical report. Those areas that are in that area, that fall within that NWI map, the nearest surface water was, at the wettest time of the year, was between four and five feet. That lowest point is also four or five feet below the rest of the surrounding existing parcel, as far as the grade. So, that's to speak to that part of it. We chose to phase this and exclude that as part of our first phase, so that we could try to move ahead with the first phase while if there was any questions or things we needed to do for the sake of timing, it would allow us time to do that. So, I guess, in closing, I want to remind you that I sat up here and I was part of the last meeting with the public hearing, and I heard all kinds of opposition to Mr. Holste's

project. Yet, I sat here, and I listened to you guys pass him through. Not taking any consideration of the public. Well, folks, there was nor has been no opposition from the citizens of Grantsville, the vote of the people that we have in here in office that we're supposed to be representing. All of them were in favor. And, I even had folks that were here in opposition to Mr. Holste, get up and speak in favor of what I was doing here. So, I just hope that we've exhibited to you and given you enough supporting data to Mr. Stark's rather uncomplimentary email in opposition to us, that there's some consideration from this body.

Brian Pattee asked, tell me about the other utilities. I see septic tanks. I see pump stations. Tell me about what's going on with the water line. And, I have very, very major concerns with the storming water, and trust me, I know for a fact this over inverter, this system can't even flush their fire hydrants, because this water has nowhere to go. You put rocks on top of clay, water can't go anywhere, especially if there's a lot of them.

Dustin Hall answered, if that's the case, and it can't go into the ditch and flow to the pond, what would you suggest?

Brian Pattee stated, I'm asking you. You tell me what it's going to do, and what's going to happen when we become a permitted storm water community shortly. So, I just need to know. I need to know about the sewer, too. there's a reason why we have curb and gutter, and we channel storm water for a reason, right? So, I have a concern with that, and then my other concern was the sewer pump station, that's going to be maintained by the residents.

Barry Bunderson stated, So, it's an interim solution, right? So, what's on the drawings is we're showing a gravity sewer line that, because of how we face this, ends that, the first phase line, right? So, it's a temporary solution until a permanent gravity solution can be implemented, which has a lot of other players, and parts and pieces that need to come together. But it is a, yeah, an interim solution. There is a gravity main put into the street that services all these, they all gravity flow to a low point. The first phase of this development as it's shown. And then, it gets to pump back up to Old Lincoln. But, when future phases come along, there must be a downhill, that if we're speaking about lift stations, that's the concept moving forward, that it would have to have a downhill gravity solution. But there's more to talk about that with the application, Dustin can talk about that.

Jaime Topham stated, back to the wetlands. So, tell me about where the water comes out of the ground that feeds the two properties to the north that creates a complete and utter swamp.

Kevin Hall asked, can I comment to that, I've lived in the area all my life. It was my grandfather's ground. I'll be able to comment and solve the problem with the water there.

Jaime Topham asked, are you related to the project?

Kevin Hall answered, I'm Dustin's father. So, the eight inch well was drilled in 1962. Not only was that well drilled there, the well that's across the road, in Nielsen's property, whoever that owns that now, right. And the property that Robinson owns, those wells

were all drilled, and they flood irrigated all that area. My grandfather used to pipe water all over that property. That's how he irrigated it. And that's what happened on Don Worthington's property. And it happened on Nielsen's property for years, right? So, the water that's been there years ago, the one on Don Nielsen's property, I was told, used to flow, free flow, 600 gallons a minute. So, the reality of it is somebody said it's a wetland, in real reality, there's been no surface water there for how many years? Years, and years.

Jaime Topham asked (looking on Google Earth), where does this water over here come from? There's a whole wet area through there and you have a low spot right through there. And didn't you get a dozer stuck in there, because it was so wet, you buried it in the mud. This spring was maybe this last winter?

Dustin Hall answered, I have no idea. Again, it's always been right there at the property line. Doesn't flow onto ours. That's not a good picture.

Jaime Topham stated, I do have a picture that you provided from the county that is similar, your lines go over it, but there's the water and Darryl's got water in this ditch. She's got water under her property.

Dustin and Kevin Hall stated there's no water there. The area that you're pointing out is 30 foot higher than where that is.

Jaime Topham asked, I want to ask the engineer or whoever's knowledgeable about this. If they have a property that is designated on this map as wetlands, what do they have to do? And is it their responsibility to determine whether it is truly wetland or not?

Dan England answered, let me give you an example of, and not that I agree with this, but dealing with state and government, any government's difficult and I am government. There have been situations where we've had, water was created due to wells, or something else, they created wetlands, when they ended up coming in to build something in that location, they had to get the state to sign off on it. And, they had to create a wetland someplace else in order to cover for the wetland that they were going to destroy with their project. Even though, it was something was just created by a well or some other man-made development. So, when we found out that it was a wetlands, we let them know that they needed to do something with that and to get in touch with the state, and they had to get it taken care of prior to doing construction.

Jaime Topham asked, so, they're currently back filling that area in. Are they in compliance with what they were supposed to do or not?

Dan England answered, no.

Jaime Topham stated, from my point of view, we can't go forward and approve a PUD, well, for two reasons, can't go forward and approve a PUD until that's done.

Dustin Hall stated, let me ask you this. I don't know how I can't be in compliance when I did exactly what I was supposed to do and did a wetland assessment that is being written currently.

Jaime Topham and Gary Pinkham mentioned, but it's not done, and you said it couldn't be done.

Dustin Hall stated, So, you guys just said that we didn't put that on you and that's private property. And, if I was doing nothing more than just farming it and I wasn't sitting here in front of this body, I could do anything I wanted to.

Gary Pinkham stated, you can keep farming if you like, but you're not going to sub divide it. That was designated wetlands.

Dustin Hall stated, it's not designated. It's identified on a map.

Gary Pinkham stated, it's up to you to get it undesignated or off the map before you got out there and started placing fill line. The area that is designated by your engineer as wetlands currently has at least 10 feet of fill on that north property line, that includes everything from junk tires, to concrete, to broken pipe, to lumber.

Dustin Hall stated, on my property? Wrong! How do you know?

Gary Pinkham answered, I've been out there watching you.

Dustin Hall asked, so, what you're saying is we've wasted our time because you've drawn a conclusion in your own mind that you were voting against this, regardless of what we had say.

Gary Pinkham reminded Dustin Hall, you heard the discussion we just had with about not having a permit.

Dustin Hall asked, so, let me ask you this, is your city manager have the ability to tell me I need a permit? I contacted Jesse Wilson and asked him specifically, do I need a permit? He didn't say a word about me needing a permit. He just said, can you keep the road clean? Can you watch your truck to make sure they're not speeding?

Gary Pinkham stated, I have no idea what you and Jesse talked about. But again, with regards to planning and zoning, the land use administration, the covering of that wetlands, until you get it undesignated-

Dustin Hall stated, it's not designated a wetland. I have every right to put, fill in your low portion of my property for farming purposes.

Gary Pinkham continued, that's what Grantsville city and the federal government consider it to be. And it's up to you to get it off. Now, maybe you can get it off there. Maybe, you can have it reviewed, and they say, no, it doesn't meet the criteria. It will take it off and you could go do something. But, in the meanwhile, trust me, there's garbage in that field out there.

Jaime Topham stated, I don't know if that's the right way for you to come at this board with this. What you're saying is, I have every right to go and fill in that property to do agriculture, whatever you want. You're absolutely, potentially right. I don't know, I'm not

making a legal judgment. Potentially, you're accurate in that, but that's not what you're here tonight doing. You're here tonight asking us to approve a PUD for a development. And we are telling you that we cannot do that, or we will not do and go forward until you have your wetland designation figured out. On top of that, there's other issues that are, have to be talked about and discussed. And, Barry, I appreciate you saying, what we could do is well, phase one, but then with the sewer, we got to figure out something else with phase two. But you're asking us to do a PUD. And, as a PUD, we have to look it in totality, not in phases and sections. And, we can't say we're okay with this PUD with section one. And we'll figure out section two later, that may or may not work. Because, if we do that, now we have section one done, and section two never gets done. And then, we have that development that's over at the end of Main Street that has a whole bunch of garages, a club house and nothing else, right. Now, I get where you're coming from. I get that you want to do this development from your family, but as a board, as the city, as part of a governmental entity, we have processes that we have to follow. And, we can't just say, "Well, good enough." Okay. So, what you have to do is follow the process. If you're saying that you can't get your wetlands thing figured out until the spring, when you're at the height of the season, and you don't have it done, we can't move forward on this PUD until you do. And that is not on us.

Dustin Hall asked, So, let me ask you this. When I provide the wetland assessment from the professional that's been hired to do that, is that sufficient for what you're asking?

Dan England answered, that will take care of that portion of it.

Dustin Hall stated, that's what we've hired and paid for what service we've paid for.

Jaime Topham stated, Great. And, when it's done, then we can reconsider that. But that, and that addresses part of it, but it doesn't address all of it. And, I don't want to spend a ton of time tonight because we can't go forward anyway. But, for what you can do as a checklist, is go through the memo and A, take all your anger out of it, because it's not about anger here. We not trying to prevent you from doing what you want to do with your property. We have a process we have to follow. We're going to follow it, okay. So, this isn't a personal thing. It's not a vendetta. And, you read that letter and with all of that heat and anger. I don't think Shay has intended it to be that way. And, if he did, you can still let that go and read it from a more rational perspective of, "Okay, what are the things he's saying that aren't in line?" So, Barry, you know we've done eight foot trails. The city doesn't necessarily have a problem with an eight-foot trail, but they're not okay with a six-foot trail. So then, you could go back and look at that.

Barry Bunderson reinstated, we're saying it's not a trail, it's a pedestrian path.

Jaime Topham stated, Pedestrian path or not. Worthington Ranch has something that's similar that we approved. That's what we're okay with. That's something that you can look at. Because when you come on a PUD, you're asking for something beyond what is in the code. You're asking for variances. I appreciate that you're not asking necessarily for density variances, but you are asking for some other things. So, let's look at what we have said that we as a city like and approve and do it. Barry don't waste your time now, because we're going to not spend a whole lot more time on this tonight because we can't

go forward, but take the notes, okay. Take a deep breath, come back. I get that you don't want to be stalled, but that's the process.

Dustin Hall asked, can I amend the boundaries in my PUD? Because it's far less than, or it might meet the code of 10 acres if I amend the boundary of the PUD, can I amend that to encompass 10 acres as the code states and that excludes the wetland, or what is being questioned as we wetland?

Jaime Topham answered, I guess, I don't know what you mean by amending the boundary.

Dustin Hall continued, right now, I've included three phases and I'm nearly 39 acres of property. What I'm saying is, is I could amend the boundaries and not do three phases. I can do a single phase and I can include only the 10 acres that's required to be part of the PUD.

Jaime Topham stated, I guess you can.

Kristy Clark stated, He can. I actually mentioned that to him a long time ago.

Dustin Hall continued, because that allows me the time that I need to, if I have issues that we got need to work through. And, in my mind it helps the city, because the city's obligated from what I understand by code, or by law, to provide me sewer. The only sewer that I have is 300 feet away. And shit doesn't flow uphill. I'm sorry for the profanity, but I can't flow it uphill. Therefore, it leaves me two options. I followed the process that I was required by Grantsville city because I was denied sewer service by Grantsville city. The Process says that, okay, we've chosen Tooele County Health Department to make decisions on septic tanks. So, I went through the process. I spent \$10,000 to do perk tests on every law. I went up and I got a feasibility approval letter from Tooele County. I came down and I was told you're out of luck. We're not allowing you septic tanks. So, in my mind, what's my options? It's to, you guys to allow me a lift station or allow me a septic tank. So, that's more background on the discussion, just so you're aware.

Jaime Topham stated, I think those are all valid things to be talking about. And, in the interim of the time that you get your per test, or not your per test, and your wetlands thing resolved and/or decide to amend this, talk with the city engineer and see what the city engineer wants you to do.

Dustin Hall stated, that's why we had a meeting before all this happened with Mr. England. He's the one suggested that, and Shay Stark also said, "We'll entertain the idea of letting you do a lift station temporarily." We agreed to install the infrastructure on a gravity flow towards the future of 600 West. And we would decommission it at the time took place. So, they've already said that they would allow it, that's why we have it in our application.

Jaime Topham stated, well, maybe that, and then that might be the right answer to all, that's one. I'm just giving you direction for where you go from here, is that until you get the wetlands issues taken care of, you can be working out the other issues, or if you want

to amend your plan, so that it's only the 10 acres that leaves out the wetlands and makes this less of an issue that would, I guess that's okay, too.

Dustin Hall stated, just one final thing, I know you're trying to move on. So, the question I would have is, can we get any comments on the road section? I mean, I don't want to continue to spin our wheels about our road section. I mean, that's obviously one of the points that you're talking about.

Barry Bunderson asked, who makes that final decision? Is it this body or is it City Council?

Jaime Topham stated, under a PUD, it's going to be the city council because we just make a recommendation of approval. They, actually, make the decision.

Barry Bunderson asked, so, how do we get to them, who makes that decision?

Kristy Clark answered, you have to go through the process.

Dustin Hall asked, what's the process?

Kristy Clark answered, it's this body first and then City Council.

Barry Bunderson stated, if we can't move this body forward because nobody here likes the road section, but we aren't the decision makers, final. I might put words in your mouth, but if we can't get in front of that body who makes the ultimate decision, what is the guy like Dustin to do?

Gary Pinkham stated, I can tell you right now, my discussion with James with public works on this. He will not allow the city to take possession of that route. He will not be responsible for maintenance up to that road. If you want to make a private road and put it under a HOA or whatever, but James, at public works. He's got so many issues with that road.

Dustin Hall stated, I already can't afford to do the things that you're acquiring with one-acre density.

Jaime Topham stated, I like the idea of rural residential, but I'm also not the person who has to go out and maintain it. The city has given directions about what it's going to be. And, like I also said was where they've made variances was Worthington. So maybe, you look at what Worthington has done and has been approved.

Barry Bunderson stated, nothing that's been built in Grantsville is like this. So, you don't want to be compared to something that we aren't, that this subdivision isn't. That's why we're doing the PUD and we want to get in front of a body who can give us definitive decisions about this road section. We are spinning our wheels with us, staff. And ultimately, I think it's important that we bring these issues up, but are we making a final decision? If we're not, then why can't we make those suggestions, recommendations and put it before them with whatever we have to say about it, and let's get to the decision making.

Jaime Topham stated, well, if you'd like us to make a decision today, we can vote. I can tell you; I'm not going to recommend it. But you're right. It can ultimately go to the city council, and then it could make a different decision.

Gary Pinkham stated, I think, there are enough issues here that probably won't go through city council, either. Barry I think you've stretched the limits of imagination on this PUD to a point that I think you broken it.

Barry Bunderson asked, So, independent of this project? Can I just say something about, where's the follow through from the general plan? How does someone do these things, these goals that are put forward? If this, isn't it, you're saying I'm stretching the imagination? If this, isn't it, what is it?

Jaime Topham answered, that's a great question, and I think, we used to have a rural residential road section, something like that. But we used to have that, and the city council did away with it. And maybe, that's something that the community needs to bring back to the city council, is we want to create a road section that is in line with what you're asking. And that's how it would come through is with the community, asking the city to reconsider that and bring that back as a road standard, or bring something else as a road standard.

Gary Pinkham stated, I think you would need to go to council and recommend that they revisit the issue. Bringing in a design like this, I mean, the one side of the road has no drainage. It all goes to one side, which means the side with the trail, the water's coming off the trail into that shoulder. It's going to soak that ground water, during the winter months, it's going to freeze, during the spring, it's going to fall. And it's going to be just like that big wall without wheel track, alongside the highway down there across from the butcher shop where somebody pulled off the side of the highway and got stuck and had to be dragged out. Or, if you go out down on Worthington there, where they drive off the edge of the road, the spring of the year, or make axle deep tracks in the shoulder of the road, that's where James really has a problem with this thing. You say, it's going to minimize his maintenance. He doesn't see that. He sees himself having to go out there three or four times a year and grade and regout all those shoulders, and in the spring of the year, probably rebuild them.

Barry Bunderson stated, that's where we would defer to the long history of roads in the county that, to my knowledge, don't have issues.

Gary Pinkham continued, I would be willing to bet if you go to the county roads, they might have a shoulder that they probably got a three or four foot borrow ditch on the side of them too. You don't have that. You've got an 18-inch or 24-inch swell over there that they're using for a pond that's putting water back into the roadway section, that compounds the freezing and frost. If the guy wants to work through the process, we don't have a problem working through the process. But when he wants to come in here and tell us to stick it in our rear, he has every right to go do as he please. He's doing a land modeling deal so he can farm it. I don't have a problem with him farming it for the rest of his life. Him and his kids can go grow potatoes or whatever they want. But right now, he's trashed that parcel legally and structurally to the point that the City Attorney has told me, I don't know what he told anybody else, but he's told me we shouldn't move forward

until that is resolved. You want to print that in the record or whatever. That's where it is. That's where I've been told to take this.

Jaime Topham stated, I don't know anything about that, but I do know about process. I do know that he needs to go through the proper process before we can say yes to it because it's still on the map.

Barry Bunderson mentioned, maybe you know, maybe you don't know. But like you said, we had staff meetings where we talked about, "Hey, is there a way to keep this thing moving forward in the process with conditions that phase two and phase three can't move forward?" And it can be a field just like it always was a field until a sewer came along and the water got worked out and we had some concern, concurrence with that. I can understand maybe something's changed. That's okay.

Jaime Topham stated, let me actually address that. So why didn't you start the conversation with we had a conversation about doing it in stages. That's not the presentation that you guys just presented.

Barry Bunderson stated, we had already made the application for the full PUD based on septic systems and without knowledge of a wetland or that we needed to move the water line. None of that was known, and so we wanted to continue through that process, moving it forward, but understanding that there are some major issues like sewer, if that's what had to be worked out. So we said, "Can we continue on? Put conditions on the PUD that allow it to move forward, he can build his first phase, and then still work on these issues." So in the end, it's the same solution to the problem of him trying to get something produced. I understand where you're coming from, there's a process. There's also ways to do it within what we've got going now that we can put conditions on approval instead of him having to go back and cut back the boundary. And if those conditions can't be met, then the PUD is moved. It is what it is, and he can start over from there. He's paid for all of these applications fees for this full thing, and in time he wants to keep moving that forward. And so that's where he's getting frustrated. He didn't know of any of these issues. He's trying to work through them but keep this thing moving, and so he's frustrated.

Jaime Topham stated, I totally get that he's frustrated. It doesn't help him to come and basically attack us. First and foremost, I am not part of any of those conversations or any of those meetings that you guys have had. You guys did not present that you had had those conversations about potentially doing a PUD in phases, not one bit here today to what you just said. Correct me if I'm wrong, but don't you have to do all of the utilities for the entire project before you get to move through the phases? Still doesn't resolve if you're going to do the whole PUD that involves that wetlands issue, in my mind, it needs to be addressed and resolved. Now, if we get direction from legal or something else, then maybe we have a different conversation. But coming to planning and zoning and attacking everything instead of, "Let's have a conversation," does not help. It doesn't help any of us hear what it is you're trying to accomplish. And I know he's not here, and it would've been beneficial if he is here to have that conversation. But from tonight, my thought would be to table it. And if we have to meet to have more conversations, if we have to talk to legal so we know whether they can move forward or not as far as can we

move forward with making a recommendation on a PUD that has a wetlands issue that hasn't been resolved, that's a possibility.

Barry Bunderson stated, if that the issue, and that can be a major thing, a major stopper for now. But there is a lot of feedback that we need about other things that he hasn't been able to get to.

Jaime Topham asked, there's this long memo. Is it that he's not getting the feedback, or it's that he doesn't like the feedback? Because those are two different things.

Barry Bunderson answered, so these guys have background important experiences that collectively can go into information to decision makers. And that's what we're trying to get to. And you guys, your opinions, you're all included in that. But if it's true that ultimately the city council people have to make this decision, then we would like some feedback from them, which we haven't been able to get.

Jaime Topham stated, I guess if you want to do that now, we can always vote tonight and then it can go forward to the city council. But it's not going with an approval from me tonight.

Barry Bunderson stated, without the applicant here, I think the best thing is to table it.

Gary Pinkham stated, him walking out, that's his own business. I don't care. He doesn't have to hang around for our vote.

Kristy Clark stated, I would like to just see it tabled. I feel for him, I really do. But tabling it gives him two weeks to calm down. We can do this as a work meeting at the next meeting if we need to, so attorney can be here. He's not here tonight. And a lot of this can be answered. A lot of this could have been solved, but he quit talking to staff. He was going to the mayor and to the city manager. He quit talking to staff because he wasn't liking what we were saying, so that's not helping. Him stopping talking to us, who have to recommend and approve him, who's had all the meetings with him... To stop talking to us, it doesn't help. He just stopped talking to us.

Barry Bunderson stated, it may not be that he doesn't like what you're having to say.

Kristy Clark stated, that's the impression that we get when he just stops talking to us.

Barry Bunderson stated, that may be true, but I think part of it is that he understands that there are some important inputs here, but ultimately it's got to go to somewhere else.

Kristy Clark stated, the typical process, and you know the typical process, it goes through this body before it goes to the other body.

Barry Bunderson stated, I understand that. But I legitimately asked the question: In a PUD situation, if we aren't the ultimate decision makers and there are some things to discuss, how do we get in front of the body who can provide us decision-type input? And I get your response, you said it multiple times.

Shay Stark stated, Can I just throw out a couple ideas here? And I don't know. Maybe they're totally off the wall. One option, this discussion about the road cross section. I don't think there's anybody in this room that likes the fact that we don't have another option, that that rural road section was taken away, including me. I'm hired to follow the code and follow the standard. We keep bringing up Worthington Ranch. They were passed with something somewhat similar to what you were doing but with wider pavement, a wider pavement width. But other than that, it's somewhat similar. I pointed out President's Park. There again, they were passed with something different. Again, I think, if I remember right off the top of my head, they're 30 feet wide pavement or something like that. It's a wider pavement section on that one. I can't remember right off the top of my head. So there have been some things lately that have been passed, under the PUD, with this. You can always ask to go to city council and discuss the concept. And that would be one option, to go in and say, "Hey, look. Here's what we're proposing. It's not going very far, but we understand ultimately you guys are going to be making the decisions. Can we just discuss this and get a feel for what they think?"

Barry Bunderson stated, that's why he's gone to the mayor, city council, because he's trying to facilitate that.

Shay Stark stated, I'm not sure exactly, with Brett not being here, I'm not sure how this would work. But what if planning commission is to vote on the PUD and votes down on the PUD but votes to table the subdivision? And then that PUD goes before city council, which gives you the opportunity to have that discussion but it doesn't tie down the subdivision in that. And so you're able to revise the subdivision after you've had them vote on it and hopefully gotten some of those specific answers. And then the subdivision can be revised. They have the option, too, of throwing it back to planning commission but giving specific guidance with it. Again, it's off the wall, I understand. I'm trying to look at it and see how you can get in front of council. Because I totally agree with you, that's the issue we have here. I'm looking at the cross sections of other things that have been approved and saying if we can get something like those, it'll probably move forward and get approved. The 22-foot pavement section, which your subdivisions that you've done over there in Erda are 24 feet and not 22. We've marked that up in the red lines each time. And I understand that the city has marked it up saying 30 feet. I totally get that. We've asked for 30 feet, but it's not coming back and saying, "Well, let's do 26 since that's the city's minimum width when they have somebody construct a half width road." Something like that, at least then we can continue to have that discussion. But it's just always, "No, we're holding fast to this." So I appreciate if we can adjust that. The trail, if it's specifically only to be a pedestrian pathway and a pedestrian sidewalk. Again, like you have there in Erda, you have, I believe, South Mountain. There's some similar things to that. I'm just pointing out examples of things that are similar. Then, look at it that way, explain that a little bit more, and take that in front of city council. When we start talking about trails and looking at trails, a trail is bigger than a six-foot-wide pedestrian path. And when I'm talking about multi-use, I probably shouldn't have even thrown horses in there. However, I have seen horses on those, up there on Quirk Street, going right up the path. I've seen them in a couple other places, so I know it does happen and that's why I threw it in there. But a multiuse trail, by definition, means that it's more than just walkers on there. There might be bicyclists. There might be somebody with a scooter on it or something like that. And per Ashco, their recommendation and I'm sure you've seen their trails design guide. Their minimum is 10 feet. And like I say, Quirk Street's eight feet, I

believe. The other ones, Worthington Ranch and some of these others, the city's chosen to approve those at eight feet. That seems to be the standard. So I think if we can work from the standards that are there, what's been approved, and come up with something and take that to city council and say, "Hey, look. Here's what we'd like to do. And we would like to see a rural cross section brought back in." I remember that whole discussion. I know why it was removed. I would like to see a rural cross section.

Brian Pattee stated, Let's wrap this up. When this comes back, I want to see wastewater, lift station details of some kind at some point. Because I have nightmares about those. I want to know who's going to maintain it. I want to know that the city's not going to get stuck fixing in the middle of the night, because there should be some form of an HOA to maintain that temporarily. Because the city's going to own the gravity main, and I'm assuming the HOA or whoever will maintain the pressure line and the lift station. So, for me, that's what I'm going to be looking at.

Jaime made a motion to table the PUD Plan for Dustin Hall, D.A.B. & K, LLC. on the Willow Fields PUD Subdivision located at approximately at 834 N. Old Lincoln Hwy for the creation of twenty-seven (27) lots in the RR-1 zone. Gary seconded the motion. All voted in favor and the motion carried unanimously.

The Planning Commission held a Work Meeting on May 5, 2022 AT 6:00 PM to discuss the PUD Plan for Dustin Hall, D.A.B. & K, LLC. on the Willow Fields PUD Subdivision located at approximately at 834 N. Old Lincoln Hwy for the creation of twenty-seven (27) lots in the RR-1 zone:

Barry Bunderson and Dustin Hall were present for this agenda item and stated to the Commission: So, based on some feedback on the road section, we've come up with two options. Option one we've modified it to 30 feet of asphalt. This still gives us the 66 feet of right of way. We took some width out of the shoulders and the park strip on the uphill side and a little bit out of the swale. So if you compare that to option two, all we did was increased the right of way with to 70 feet by adding four feet in the middle. So, it's the same thing as what you saw before. That's just one of the items that we wanted to talk about, based on fire department preferences. I would just make a comment about these road sections, we've tried to make the swells a little bit wider so that you can get a 12 or 15-inch diameter pipe in there with cover over the top of a driveway, and that's why they're wider, deeper than you've seen somewhere else. We pushed it all to one side so we can use the width of the right of way more efficiently as well. But those are basically the differences from what you've seen previously.

Jaime Topham asked, what is the park strip? Is there a curb somewhere?

Barry Bunderson answered, No curbs. So, there's the shoulder that's eight inches of granular borrow where the pavement ends. It changes from six inches of road base to nine inches of road base. So, it's a sturdy hefty section that's an all-weather type of a surface. It's not paved. The park strip is just like a park strip in our regular standard section.

Jaime Topham stated, that one of the things we talked about though is like the road maintenance in the winter, the blade, the snow plows having an edge to plow against,

and that's why we kind of talked about potentially a curb leading up to that sidewalk, which would also give you that barrier you were talking about. I guess maybe you anticipated no park strip, I'm not sure, but can you address that and how does this work for the city now?

Barry Bunderson stated, I would certainly understand that plowing the snow here when that occurs would be a lot like 50% of our streets that exist today that don't have any of high back curb gutter or sidewalk. I'm not sure what they do to appropriately plow those streets, but it would be the same means and methods that they're doing on all the old parts of Grantsville.

Christy Montierth stated, the complaint with my snow plow drivers, for example, in South Willow, they have the swells, that when it snows, they cannot tell what the edge of the road is, if we have a good snow. We've had plows go off into those swells. If there's a curb and gutter they can at least fill it with their blade or see it because of the hump there. So, they do not like, for example, South Willow. Now, you said old parts of town. When you say Clark Street, Clark Street's huge. That doesn't matter. North Street's huge, but the other old parts of town do have curb and gutter.

Jaime Topham asked, what about Race Street? It slopes down away from the road; how do they handle that?

Christy Montierth answered, we just stay to the middle as much as possible. The other thing is we only have so many plows. So, a lot of times we do one sweep and then we go back and go over it again.

Dustin Hall asked, doesn't the curb prevent you from getting the snow into the swell where it belongs instead of on the road? The curb and gutter catches the snow, as opposed to being able to roll it off into the swell where it should be.

Christy Montierth answered, on our curb and gutter streets, there's not swells typically. If you think of many of our curb and gutter streets don't have swells.

Barry Bunderson stated, maybe he's thinking of the park strip when he says the swell in that situation.

Jaime Topham asked, how do you delineate the park strip from the shoulder?

Barry Bunderson answered, just by the surface materials.

Christy Montierth stated, I understand what you're saying. When you put a road in all that road base holds up really well at first, but without shouldering then eventually that road base wears away and you get holes on the side.

Barry Bunderson asked, are there significant incidents of that on record?

Christy Montierth answered, yes.

Dustin Hall asked, is there a reason that we can't put reflector poles along there like we do on all these radius' in towns to demarcate the edge of the roads?

Christy Montierth answered, you could. If you go into Carriage Crossing, they plow their own roads, you'll see that they have them. I don't know if you noticed how many of those get run over.

Dustin Hall answered, I do. We have to put them back up.

Brian Pattee asked, apparently, we used to have a rural cross section. Can someone tell me what that was like?

Barry Bunderson answered, there were no curb and gutters and there were shoulders and swales.

Shay Stark stated, I can tell you a little bit about that. Maybe the Mayor will remember the this too, I don't know. I can't tell you a lot about it. I do know that those sections, when we did the 2001, the street master plan for the city, which was really the first time the city had done a full blown street master plan. Those sections were in there, but I know they were in place before that. It wasn't something new that we pulled into there. Essentially it was a similar width pavement to what the local road was at that time, which you may remember, we had a 60 foot right away instead of 66 for residential. So it was the same pavement as that. Then you had the swales on the sides of it. Essentially, when that went before council and that was taken out of there, the things I remember from that discussion, the first biggest concern, which was the reason that everything went before council in the first place was because at that point in time, the fire marshal just felt like the 66-foot-wide right away, which was in the standards at that time but it wasn't being used in the residential streets. It was being used, not as a collector, but his main entrance is into subdivisions. And if we would've had a commercial area come in or something like that, it would've been used for those streets. His biggest concern was that he felt that we needed the 42-foot-wide pavement. And his argument for that, as I remember it, he brought in a picture of two fire trucks that one of them had their stabilizers out and the ability to be able to pass by that. Also, the other thing that he brought up is when you have vehicles, and sometimes we'll get a big trailer or something parked on one side of the street, and then you have a car parked on the other side of the street that on those narrow pavement widths that they couldn't get through with their emergency equipment. And so, that was the main gist of the conversation, but then other issues that were brought up, and I know this had to do with Willow Street and there may have been something on Worthington Street also that occurred. There had been several instances where people had gone in front of their yards or in back of their yards where these swales were and they filled them in. I know in one case the instance that was brought up, basically, they were stating that they'd filled the swale in and re-landscaped it. And then there was a big storm and the storm water of course, filled up the swale, and went over and flooded their neighbor's house. I think it even flooded the house of the people who filled in the swale. And that this was an issue that was occurring off and on. So, I think they felt like it didn't fit well and work well within the higher density residential that we were seeing versus a really low density rural setting. So, from what I remember, that's essentially why those cross sections were removed.

Brian Pattee stated, so, this is a work meeting and we're under the context here of this being a PUD. Is this acceptable or isn't? I mean, am I hearing this is just a vote no by staff? Is there's some sort of work through on this? Obviously if we're looking at it as a subdivision, we just have that one cross section, right? This is for us to decide whether something like this falls under the PUD concept, could the fire department work with 30 feet asphalt? That's what I need to hear from different people, possibly.

Barry Bunderson stated, I can speak to some of that. Just based on what has been approved in the past, and you probably know. South Willow Estates and President's Park, both of these have the same width of pavement.

Brian Pattee stated, I live on Brock Way we have normal curb and gutter but the storm water goes onto our lots, every two lots takes care of their own storm water off the road. Well, when public works comes out and has to flush a fire hydrant, the water ends up going down and I actually could see it was potentially flooding people. So, that was a bad design. The subdivision south of me has the asphalt and a little curb strip, ribbon curb. I don't know that works really good, the way they have that one set up either.

Barry Bunderson stated, I understand that an appendix of the fire code has been adopted as policy. It requires 26 feet wide when there's a fire hydrant. So, we're exceeding those criteria. We're matching with some of the recent things that have been approved. That's just from observation, there may be other things to speak about that, for sure. I think we get to decide what's appropriate is, I mean, is this in the vein of making something that the general plan says we want? Does it meet some of those goals? That's what we're going back to in a PUD case. The reason why we're doing a PUD isn't necessarily to trade this worth for that worth, it's to come up with something that is more desirable based on the language that's in the PUD and the goals that are set forth on that. Something that can't be done in a standard process, but that is desirable. So, have we created a unicorn in the general plan? Because one, it sounds good, looks good, but it's not practical to do something different, to do something that's in that vein of a rural community, because nobody wants to take care of it, which I can appreciate some of that. So, I think that's what we want to try and recommend or not recommend. Is this meeting some of the goals, the objectives of what a PUD would do? It's to create something different than the standard procedure, the standard cross sections. To create something that is more desirable that can't be done in the standard way. So, the question is, is this what the residents of Grantsville want?

Christy Montierth asked Barry, I've not been doing this as long as you have, but one comment I've heard before is that the PUD allows something different, but the city gains something for it. For example, you suggested Presidents Park, it doesn't have curb and gutter, it has a ribbon curbing, but they are putting in a very, very large park. So, I think that was the tradeoff for what I've heard in the past. So, if you put in a road that's going to require more maintenance for the city later, without curb and gutter, for example, what does the city benefit other than, like you said, to provide a rural atmosphere for someone.

Barry Bunderson stated, so, again, we looked at the general plan, we looked at the parks and rec map, and you're calling for a five-acre park. We're on the perimeter of a

hallowed bulb that's right there, and so we are providing that to some match with what the general plan says. There may be additional maintenance on some items, but I think there's a tradeoff for other items that need maintenance with storm drain pipes and boxes and things like that also need to be cleaned and flushed, and those require some more specialized equipment than something like grading a shoulder, or taking care of a weed here and there. So I think there is a trade there, but I don't feel like it's a lopsided trade if you will. I think, there's probably some maintenance that has to happen with anything. Is public works going to be willing to do something a little different, again, in the vein of what the general plan is telling us that we want to promote in parts of our community, it can't all be the same. We can't all have five acre lots, even though we might want it.

Brian Pattee asked Barry, would you anticipate potentially, a homeowner wanting to asphalt from their driveway where the concrete ends out to this asphalt? I'm just asking and I wouldn't make it a requirement. I'm just asking.

Barry Bunderson answered, sure. What I see in our unincorporated parts of the county like Lake Point, Pine Canyon, and Erda, before it became a city, is their concrete driveways all the way out to the edge of asphalt? I think we can put in this PUD a special detail for that sort of a driveway so it's in the plan set, so it's not ambiguous and undefined, since it is maybe a little bit unique. I've done that before. I think that's something that we can certainly incorporate. So, for me, this boils down to, are we willing to follow what parts of the general plan says, even though it creates a different maintenance situation? Can that be a recommendation?

Christy Montierth stated, Public works gets asked a lot, why are you not taking care of the weeds? Why are you not taking care of the roads? It should be on the homeowners, unless you have an HOA that mandates that they take care of it. I understand that you're not looking to have an HOA for in this community.

Dustin Hall asked Barry, will you point out our detail on that swell, and what we're planning to do there.

Barry Bunderson stated, I can show you a picture, and you've probably seen this before. This one actually is of Moonlight Drive, it's off of Cochrane Lane. The road was built in 2013 or 14. We put a weed barrier fabric in the swale, and you can see that there are some weeds that poke up here and there. I mean, it's minimal, it can be sprayed, but what I'm pointing out is these weed barriers are going to do a lot. They're not going to be a hundred percent effective; weeds could grow in them. What we're showing here is a gravel mulch layer in the swells over a weed barrier, and APWA is specific about what weed barrier is. There's ISTM standards for that. It can't just be some chintzy thing that you get at Home Depot, it's commercial grade. In this picture, there are horizontal cracks. We talked about this last time in the asphalt, which asphalt needs maintenance on a seven-year cycle, if you will, but there are no shoulder failures at all in this picture. You can get on Google Earth and poke around all those places. You can do it in our community and find the same thing. These are what we were trying to mimic, so I went and took pictures of those locations. I think we have to make a recommendation, one way or the other on, is it something that, ultimately, we're willing to go away from a standard on in the vein of creating something that, according to some, is a desirable neighborhood they want to live in.

Brian Pattee asked, what's the big difference in these two proposals? One and two. The sidewalk width of one having five feet, and one with six?

Barry Bunderson answered, the shoulder width, part strip width, and then, on the swale, it's a little narrower on option one.

Brian Pattee asked, does anybody have comment versus five or six feet on a sidewalk?

Gary Pinkham answered, our code is five feet minimum. That was done several years ago in recognition of the fact that people are walking and they've got a stroller, a stroller takes up enough to put people off of a four-foot sidewalk. So, we went five.

Christy Montierth asked, so I understand this. There's nothing between the sidewalk and the pavement, right?

Barry Bunderson answered, there's nine feet.

Jaime Topham asked, what is the point of the park strip in this?

Barry Bunderson answered, it really doesn't have a lot of function. It's just a delineator between, "Hey, this is where we are putting a full road section and where we are not." Just because the shoulder criteria or design guides for that say, "Well, six is an adequate shoulder, so we cut it off." But I don't think that if it makes any difference to you guys, then I think we could widen some of that material, so that it's all consistent through there.

Dan England stated, I was just going to say that the one he's looking at has been the all-weather surface, so if a car goes off the edge of the pavement, it's not going to hit soft dirt and in a park strip, it would be something softer. Typically, it's not compacted. It's something that plants or grass or something should be able to grow in. I don't know that we would necessarily want something to grow in that area. I think what he's looking for is the 10-foot clear zone or the nine-foot clear zone is a distance between a fire hydrant and the edge of the road. And that gives the car a little bit of time to turn back before they hit something off to the side. It also gives distance between. So, park strip being there, I don't think is a beneficial thing, one way or the other. It's just an area that they didn't have to put the cost of the base rock, I'm guessing.

Jaime Topham stated, to me, it doesn't make sense to have a park strip if you don't have anything delineating it from your shoulder, you're just creating a soft spot. I think the last time we were here, you talked about the sidewalk being a little elevated.

Barry Bunderson stated, well, that was just because there was a sketch made of this curb that the sidewalk was lower than the curb and what I was saying is we wouldn't do that. We would just make the sidewalk surface match any curb that was suggested, and we could put some more slope on the shoulder or the park strip area between the sidewalk and the edge of asphalt on that side. Right now, it's 2% but we could go to a 5% or something like, that those are things that can be implemented.

Dustin Hall asked Barry, can't we just agree to do all weather surface in that area, just like we're doing on the other side of the road? I would rather do that anyway.

Barry Bunderson answered, yes.

Jaime Topham stated, that sounds better to me. Sorry, I'm not an engineer. I don't know of these things, but that'll keep the sidewalk dirt underneath the sidewalk from traveling away and the sidewalk dropping, right? Theoretically, right?

Dan England stated, I agree. I've been encouraging engineers to give me a couple feet next to the property line so that it doesn't sluff off underneath the sidewalk. We've done that on other projects, you can do that here too. There's no cost associated with that unless you have another build issue there.

Gary Pinkham stated, between these two sections, the narrower section and the narrower waterway there, if you look at that, it actually raises the full level of the water up equal to the surface of the street. So, we're bringing water up, even with our street, the wider section allows that water to be held down below the street, which will help keep that shoulder from becoming saturated and have and having problems. So, I think option two does a better job of getting the water a little further off the gravel shoulder.

Shay Stark stated, a question associated with that is the water meters, right now, the way they're shown, they're shown split on the property line, meaning that part of the meter is in the public utility easement. Typically, our water meters are sitting in the park strip area, but where we've got this drainage swell here. I'm wondering, if we're showing a detail where we're putting the water meter's part way into the utility easement, why don't we push them back, so they're a couple feet back into the utility easement? So, they're totally outside of that swale.

Gary Pinkham added, we would need to do that on both sides of the street if we're going to gravel that park strip.

Brian Pattee stated, we're almost out of time so what items are left that we need to discuss?

Barry Bunderson answered, one of the important items was the wetlands. We have a meeting tomorrow with the Army Core of Engineers. So that's in progress. The sewer is another important item that there's been a lot of discussion had on that. What we're showing in the drawings is that we're providing a gravity sewer solution for the whole project. Then there's conditions on that. And that's where I think in the development agreement, we need to specify what triggers what. So, I think there's some things that can still be worked out for that.

Brian Pattee asked, is the plan still a lift station at each phase and then you'll move the lift station or the next phase or whatever until the gravity sewer goes wherever?

Barry Bunderson answered, yes.

Dan England stated, the lift station is just barely and big enough for this phase. And I thought the idea was, and I'm sure I'll be correctly if I'm wrong, but I thought the idea was to let this first phase go in to build some money to be able to build the rest of that sewer line out. I don't think that was understood on both sides, as I found out in our last meeting. But, we just had a subdivision that was approved last night, that they were putting about 2,300 feet of sewer line down Nygreen to get to their subdivision so that they could build theirs without having subject tanks in it too. And that was something that we put on them and he's doing it, as part of his subdivision.

Brian Pattee stated, all right, so for sake of time, your plan right now is to put in a lift station for the first phase. And then if you do a next phase, would it be at another lift station or you just move that one? Obviously you'd need a bigger one, sounds like Dan's saying.

Barry Bunderson stated, I think the options are still open for that. We don't want to necessarily to say it, but the next phase is going to have its own lift station or a separate one, because it could be that the phase two and three go together and it all gets built, but yes, we have to work out and define those in a development agreement, which obviously has to come later as we works through some of this.

Brian Pattee mentioned, we talked about how it would be in the best interest of us to have you to do an HOA at least to maintain that lift station.

Barry Bunderson stated, with the lots, you can put a maintenance agreement on those lots. So, it goes with the deed. If someone then title searches, they're going to find this, it'll get tied to the lots. So if an HOA isn't what we want here, there are ways that we can require interested buyers to understand that, "they're in charge of maintaining this along with your neighbors."

Brian Pattee stated, I was on the wrong end of one of these deals with a city I use to work for. And the developer had put in a lift station for a subdivision. And he started having maintenance issues with it. And then it's like boiling over raw sewage, illicit discharge and he's like, "I'm bankrupt. I can't take care of it." Well guess who ended up taking care of? The City.

Barry Bunderson mentioned, in those maintenance agreements where it is prescribed that they do the maintenance and if it's not done the City has the power to get involved.

Dan England stated, I was talking to just this week, a couple times, the crews that have to go out in the middle of the night because it's plugged up. And typically they find feminine products that are in the plug in and these smaller pumps get plugged up very, very quickly. And if they don't get out there to fix it, people are getting flooded in their house. And if you just have an agreement on those, I'm not sure who's the one who's going to go out and take that apart and fix it and get that? Unless they have somebody on contract to come out and do that is what you're suggesting?

Barry Bunderson stated, yes. So, Deco Sewer Maintenance have local distributors and they have on call services. This is a duplex pump system. So one pump is capable of

discharging the effluent. And if it breaks down, there's still another pump. They're alternating off and on.

Brian Pattee stated, I think you can definitely work out those details in a development agreement.

The Planning Commission recommended approval of this item on May 5, 2022, with some discussion and the motion is at the end of the discussion:

Barry Bunderson and Dustin Hall were present for this agenda item and stated to the Commission: in our general plan, there's a section about community design and it has some goals. I've tried to provide the same information in this memo that went out about PUD objectives. But we highlighted one goal to create a more pedestrian friendly, even though we want to create a rural community, we understand that there's a need for being active. And that's why we've tried to do a wider sidewalk, some of those things. So, we're meeting a goal there. Goal four says, "Retain small town charm." We've said this. And there's five different things that are outlined in summary of that goal. One of which I want to highlight says, "Personify the historic image and feel of the community through retaining historic characteristics". That marries well with what Dustin is trying to do. He wants to have an historic feel. And that's why some of the things that we've talked about are things that he's saying, this is what he wants. What he wants and what is written happened to be the same thing. We're meeting that goal. Goal five is, to creatively prepare the built environment and personify the community's vision. That's where a different road section, and some of those things come in. This leans into low impact development ideas with the swales and recharging groundwater in the swales, where it lands, and not having to bring pipes in and build boxes, and all of that has an impact on the public in general. We are trying to implement low impact development practices, which also marry well with the rural feel. And then, we've said goal six is to preserve the natural environment, that's kind of the same thing. And specifically there are five subcategories. One of which is, use storm water basins for groundwater recharge. It talks about recreation spaces, parks, trails. And haven't really got into it before, but with the park, the owner is willing to use his reach to provide something really good for the community. Meaning there's some other developments that have provided land and the owners are willing to do more than that, it might be through donations or through his own work or whatever, to build something on the land, to provide an actual amenity. And so, those are things that we haven't really discussed and frankly, because we've got stuck on other things, but we haven't really talked about what this park could be because of the wetland potential, which we're going to solve. Those are things I wanted to add and just highlight, that we're trying our best to do what the general plan says, and we can't hit everything, because it's just not feasible to hit all the goals. But we're highlighting things that we are trying to do that are meeting, in our perspective, the goals. And so again, it comes down to, is that a general plan unicorn? Or, because we're not really willing to do something like that, and create something that's written on paper? And so, I think that's where it comes down to. And maybe it's bigger than this body and the folks in this room, that question. I don't know. Those are the things I wanted to say. Any other questions?

Brian Pattee stated, I have one question that we didn't ever get to. The plans show that the first four lots will be on the pressurized irrigation and the rest of them aren't?

Barry Bunderson answered, I met with Bodee with the irrigation company and he let us know that there is a four-inch line and it comes into the property at a 45 off of Old Lincoln. So we will have to re-route it and follow the street. Also the line is a dead end line so there is a capacity situation. The remaining lots will use the culinary water for indoor and outdoor needs.

Jaime Topham stated, on the road section, I know we've talked about this a lot, they only need to have a 66-foot right-of-way. So if they get rid of the park strip and just gravel that, and they just make that an eight-foot shoulder. And then, it stays at a 66-foot right-of-way, instead of a 70-foot right-of-way, if we do the road section option two?

Dan England stated, that would reduce the clear zone to the fire hydrant.

Jaime Topham asked, how much does that have to be?

Barry Bunderson answered, for low speed roads with low ADT, which we would be, ADT means annual daily traffic on an annual percentage or annual average. That it's seven to twelve feet. So, it gives a range. we are in that range with how these are drawn. If we go and drop off the park strip, we may not meet that range.

Jaime Topham stated, Okay, you're dropping off the park strip sort of, but you're adding two feet to the shoulder. So it's really an eight-foot shoulder there instead of a six-foot shoulder in a five-foot park strip. Would that work? If they reduce it down, then they stay within the 66-foot right-of-way where if they don't then it's a 70-foot right-of-way.

Barry Bunderson stated, okay. So we do a five-foot shoulder, seven-foot clear zone and six-foot sidewalk with the option two cross section.

Gary Pinkham asked, so you mentioned that there's meeting with the Army Corp scheduled?

Jaime Topham asked, didn't you mention that you were working with a consultant? What was the consultant's input?

Barry Bunderson answered, the consultant stated, that there were no aquatic plants on a lot of the area that's shown on the NWI. So that's an indicator. If there are Upland plants, which I don't know what those are. I just know that there are differences. Right? And so they identify those. If there are aquatic plants, then there has the potential for a wetland. If there are upland plants, such as kosha weeds then that also eliminates that there isn't a wetland. So there's three categories that have to be met, and one is groundwater near the surface. You have to have the right soil types and you have to have the right kind of vegetation. And so based on what we previously had him come out and see, there are a lot of upland plants in a lot of that area, and he is going to be there. And the Army Corp of Engineers is going to be there in our meeting.

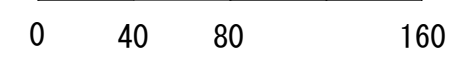
Gary Pinkham stated, I think we've got a resolution to all problems here with the exception of the wetlands, but we don't have, per se, an updated drawing with this detail in it at this time.

Jaime Topham stated, I think we have enough information to make a recommendation. We would just need to indicate that they update the drawing before it goes to City Council in our motion.

Jaime made a motion to recommend approval of the PUD Plan for Dustin Hall, D.A.B. & K, LLC. on the Willow Fields PUD Subdivision located at approximately at 834 N. Old Lincoln Hwy for the creation of twenty-seven (27) lots in the RR-1 zone with the following conditions: Specifically, the applicant is seeking exceptions or modifications to our code under the PUD for several things. One, the applicant is asking for two half-acre lots where the zoning regulation requires one acre lots. Two, modifications of the building setbacks for corner lots. They're asking that the half-acre corner lots have one front yard at 40 feet, one rear yard of 25 feet, one interior side yard of 10 feet, one street side yard of 25 feet. The one-acre corner lots would have one front yard 40 feet, one rear yard of 30 feet, one interior side yard of 15 feet and one street side yard of 30 feet. In addition to that there would be the requirement of a lift station and a maintenance agreement in the initial phases until the development is able to tie into the gravity sewer. The wetlands issue will be resolved before phases two or three are developed. The road section, there will be an exception to the road street section as detailed in the map that's provided. But more specifically, there will be a clear zone of seven feet, a shoulder of five feet, there will be gravel all the way to the sidewalk on the right hand side, and we end up with a 66-foot right-of-way. This will be more formally detailed in a written finding that will be passed on to the City Council. John seconded the motion. All voted in favor and the motion carried unanimously.

PRELIMINARY PLAN - WILLOW FIELDS PUD

LOCATED IN THE NORTH HALF OF SECTION 26, TOWNSHIP 2 SOUTH, RANGE 6 WEST, SALT LAKE BASE AND MERIDIAN, GRANTSVILLE, TOOELE COUNTY, UTAH



ZONING INFORMATION:

- CURRENT ZONE: RR-1
- SINGLE FAMILY DWELLING = PERMITTED
- FAMILY DWELLING MINIMUM LOT SIZE : 43,560 SQ. FT.
- MIN LOT FRONTAGE: 50 FT. AT FRONT PROPERTY LINE.

SETBACKS

- MIN FRONT YARD: 40 FT
- MIN REAR YARD FOR MAIN BUILDING: 30 FT
- MIN REAR YARD FOR ACCESSORY BUILDING: 2 FT
- MIN SIDE YARD FOR MAIN BUILDING, EACH SIDE, INTERIOR: 15 FT
- TWO FRONT AND TWO SIDE YARD FOR CORNER LOTS
- MIN SIDE YARD FOR ACCESSORY BUILDINGS: 4 FT
- MAX BUILDING HEIGHT: 35 FT
- MAX BUILDING LOT COVERAGE (ALL BUILDINGS): 20%

PROPOSED SETBACK MODIFICATIONS

FOR LOTS OF THE 0.5-ACRE CLASS THE ZONING REGULATIONS ARE THOSE AS IDENTIFIED IN SECTION 15.1 R-1 WITH THE FOLLOWING MODIFICATIONS:

- MINIMUM YARD SETBACK ON CORNER LOTS INCLUDE: ONE FRONT YARD OF 40 FT, ONE REAR YARD OF 25 FT, ONE INTERIOR SIDE YARD OF 10 FT, AND ONE STREET SIDE YARD OF 25 FT.
- FOR LOTS OF THE 1-ACRE CLASS THE ZONING REGULATIONS ARE THOSE AS IDENTIFIED IN SECTION 14.5 RR-1 WITH THE FOLLOWING MODIFICATIONS:
- Minimum yard setback on corner lots include: one front yard of 40 ft, one rear yard of 30 ft, one interior side yard of 15 ft, and one street side yard of 30 ft.

Curve Table

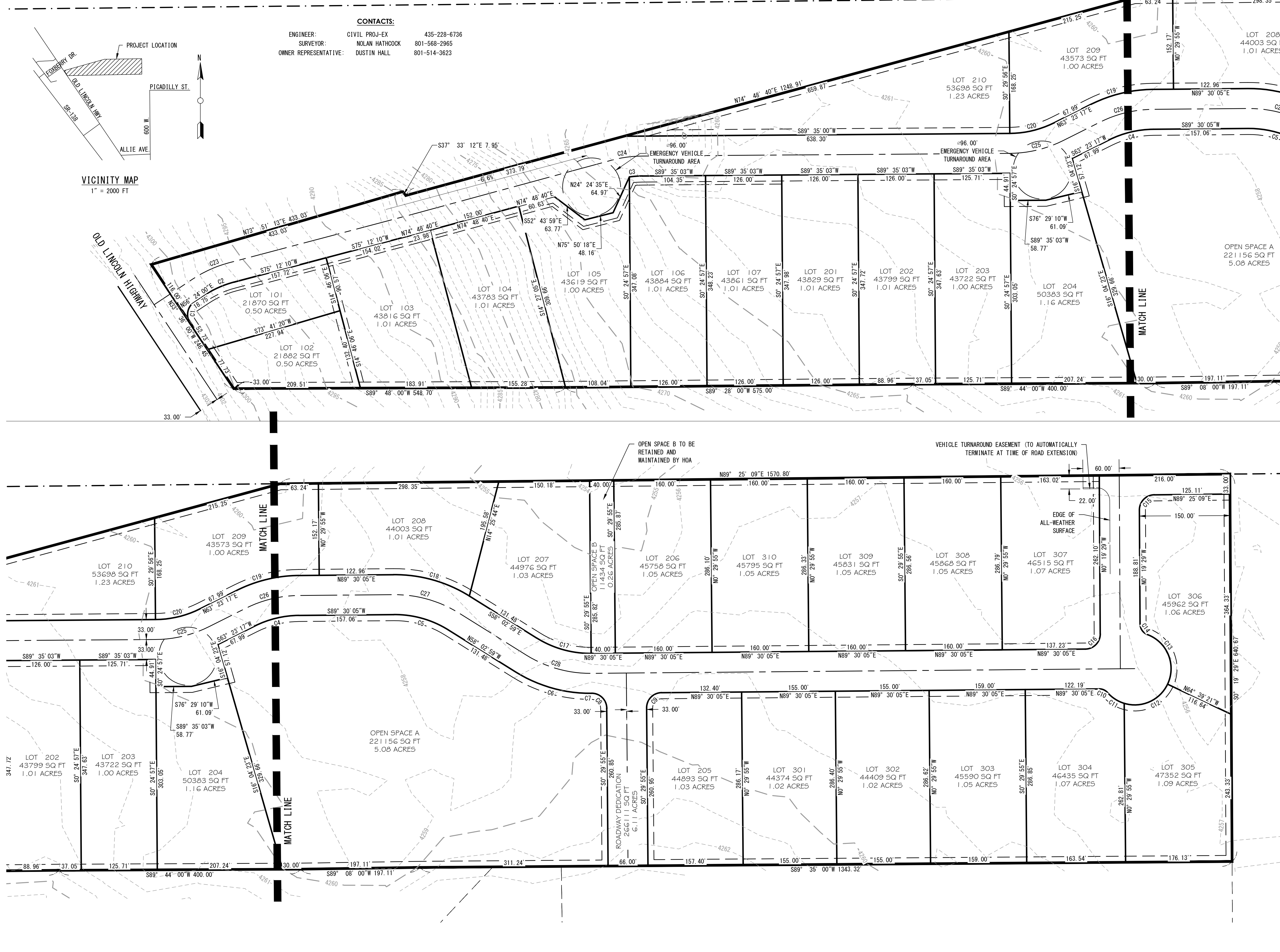
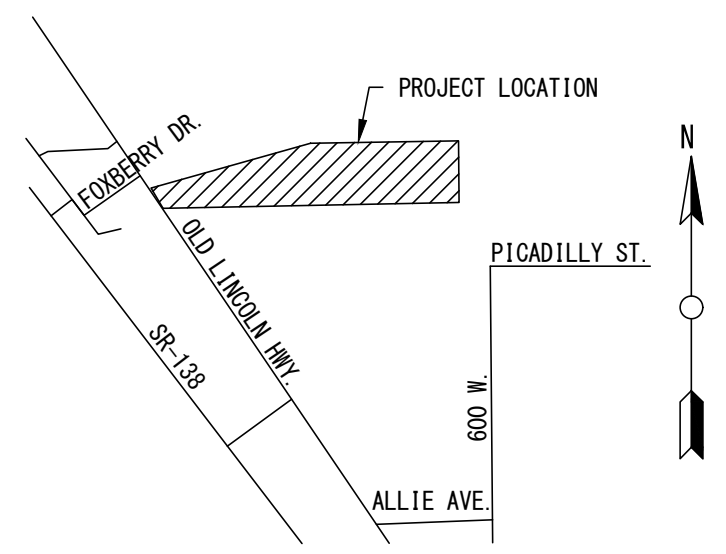
Curve #	Length	Radius	Delta	Chord Direction	Chord Length
C1	39.27	25.00	90° 00' 00"	N11° 24' 00"E	35.36
C2	54.80	167.00	18° 48' 10"	N65° 48' 05"E	54.56
C3	21.71	167.00	7° 26' 55"	S85° 51' 35"W	21.70
C4	76.11	167.00	26° 06' 47"	S76° 26' 41"W	75.45
C5	94.58	167.00	32° 26' 57"	N74° 16' 27"W	93.32
C6	131.96	233.00	32° 26' 57"	N74° 16' 27"W	130.20
C7	131.96	233.00	32° 26' 57"	N74° 16' 27"W	130.20
C8	39.27	25.00	89° 59' 58"	N45° 29' 57"W	35.36
C9	39.27	25.00	90° 00' 00"	S44° 30' 05"W	35.36
C10	15.82	18.50	49° 00' 02"	S65° 59' 54"E	15.34
C11	33.14	60.00	31° 38' 53"	S57° 19' 20"E	32.72
C12	85.36	60.00	81° 30' 35"	N66° 05' 57"E	78.34
C13	99.48	60.00	94° 59' 53"	N22° 09' 18"W	88.47
C14	22.39	18.50	69° 19' 45"	N34° 59' 22"W	21.04
C15	39.16	25.00	89° 44' 38"	N44° 32' 50"E	35.28
C16	39.19	25.00	89° 49' 34"	N44° 35' 18"E	35.30
C17	94.58	167.00	32° 26' 57"	S74° 16' 27"E	93.32
C18	131.96	233.00	32° 26' 57"	S74° 16' 27"E	130.20
C19	106.19	233.00	26° 06' 47"	N76° 26' 41"E	105.28
C20	76.35	167.00	26° 11' 45"	N76° 29' 10"E	75.69
C23	65.63	200.00	18° 48' 10"	N65° 48' 05"E	65.34
C24	51.57	200.00	14° 46' 23"	N82° 11' 51"E	51.42
C25	91.44	200.00	26° 11' 45"	N76° 29' 10"E	90.65
C26	91.15	200.00	26° 06' 47"	N76° 26' 41"E	90.37
C27	113.27	200.00	32° 26' 57"	S74° 16' 27"E	111.76
C28	113.27	200.00	32° 26' 57"	S74° 16' 27"E	111.76

CONTACTS:

ENGINEER: CIVIL PROJ-EX 435-228-6736
 SURVEYOR: NOLAN HATHCOCK 801-568-2965
 OWNER REPRESENTATIVE: DUSTIN HALL 801-514-3623

VICINITY MAP

1" = 2000 FT



PRELIMINARY PLAN

Project Number: 21-45015

Drawn By: BVB

Date Issued: 2022.03.08

By: BVB

Revisions:

WILLOW FIELDS PUD GRANTSVILLE, TOOELE COUNTY, UTAH

Project Name:

GRANTSVILLE CITY ENGINEER

APPROVED THIS _____ DAY OF _____, 20____
BY THE GRANTSVILLE CITY ENGINEER.

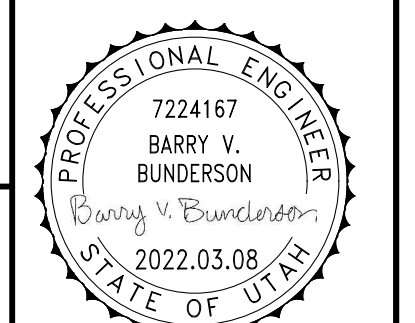
CITY ENGINEER

GRANTSVILLE CITY PUBLIC WORKS

APPROVED THIS _____ DAY OF _____, 20____
BY THE GRANTSVILLE PUBLIC WORKS DEPARTMENT

GRANTSVILLE CITY PUBLIC WORKS DIRECTOR

CIVIL PROJ-EX, INC
ENGINEERS & PLANNERS
960 QUIRK STREET
GRANTSVILLE, UTAH 84029

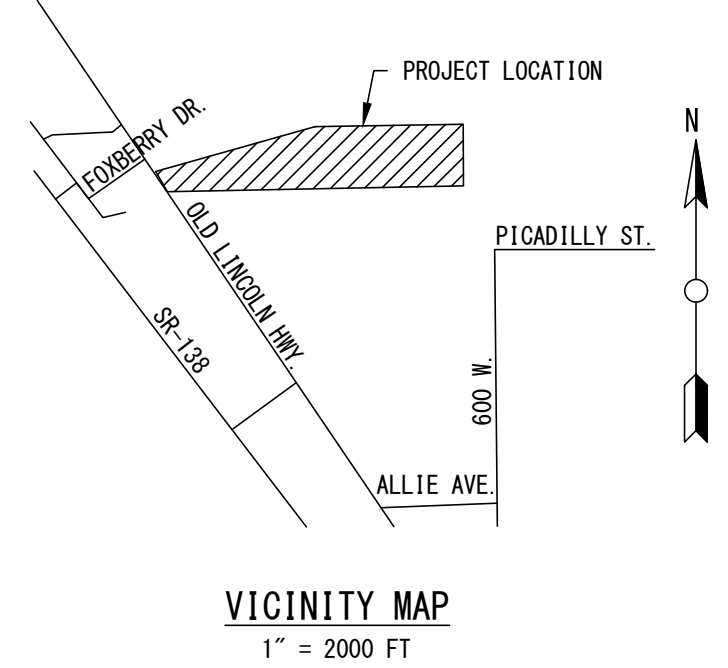
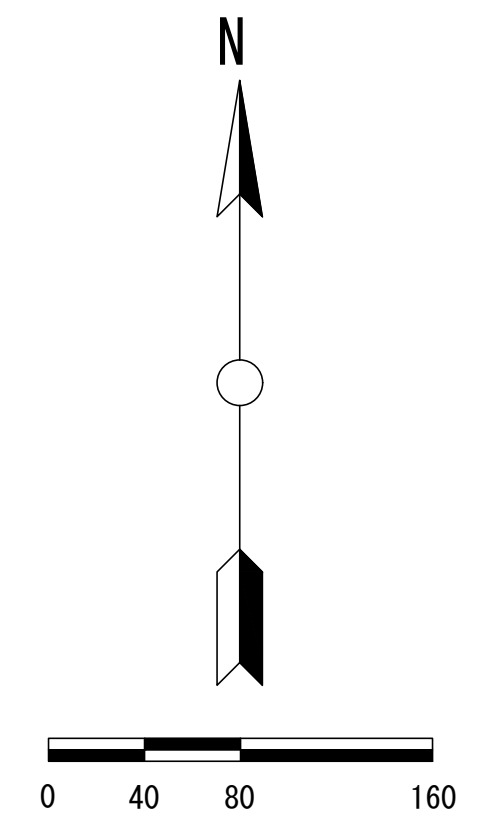
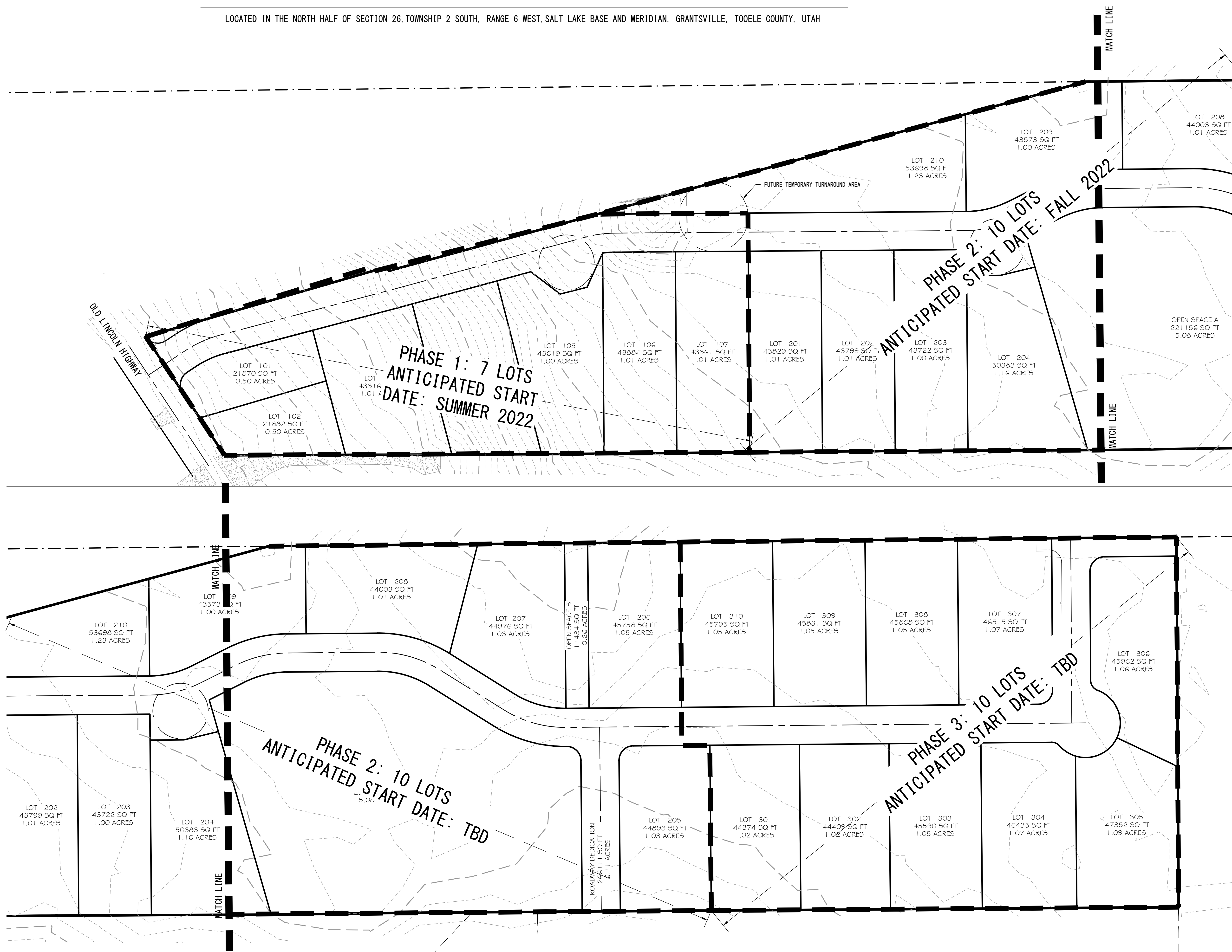


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Sheet Name:

V-100

PHASING PLAN – WILLOW FIELDS PUD

LOCATED IN THE NORTH HALF OF SECTION 26, TOWNSHIP 2 SOUTH, RANGE 6 WEST, SALT LAKE BASE AND MERIDIAN, GRANTSVILLE, TOOELE COUNTY, UTAH



GRANTSVILLE CITY ENGINEER
APPROVED THIS _____ DAY OF _____, 20____
BY THE GRANTSVILLE CITY ENGINEER.

GRANTSVILLE CITY PUBLIC WORKS
APPROVED THIS _____ DAY OF _____, 20____
BY THE GRANTSVILLE PUBLIC WORKS DEPARTMENT

GRANTSVILLE CITY PUBLIC WORKS DIRECTOR

Project Name: **WILLOW FIELDS PUD GRANTSVILLE, UTAH TOOELE COUNTY, UTAH**

Project Number	21-45015	Designed By	BVB
Drawn By	BVB	Date Issued	2022.03.08

1 City Public Works requires 4500 PSI concrete for Public Way Improvements
By: BVB Date: 8.12.21
No. Revisions

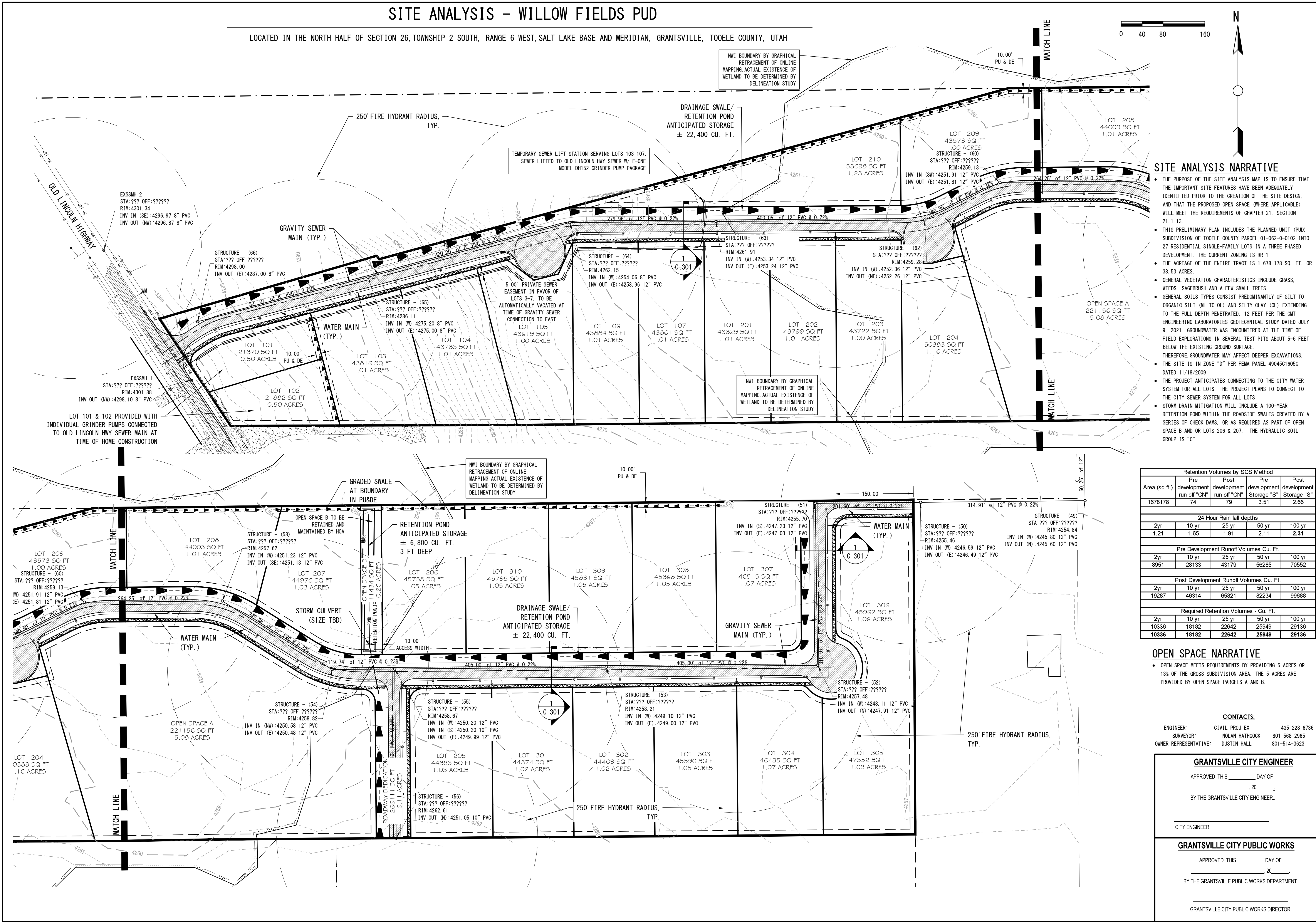
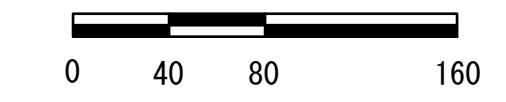
CIVIL PROJ-EX, INC
ENGINEERS & PLANNERS
960 QUIRK STREET
GRANTSVILLE, UTAH 84029

7224167
BARRY V. BUNDERSON
PROFESSIONAL ENGINEER
STATE OF UTAH
2022.03.08
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Sheet Name: **V-701**

SITE ANALYSIS - WILLOW FIELDS PUD

LOCATED IN THE NORTH HALF OF SECTION 26, TOWNSHIP 2 SOUTH, RANGE 6 WEST, SALT LAKE BASE AND MERIDIAN, GRANTSVILLE, TOOELE COUNTY, UTAH



SITE ANALYSIS NARRATIVE

- THE PURPOSE OF THE SITE ANALYSIS MAP IS TO ENSURE THAT THE IMPORTANT SITE FEATURES HAVE BEEN ADEQUATELY IDENTIFIED PRIOR TO THE CREATION OF THE SITE DESIGN, AND THAT THE PROPOSED OPEN SPACE (WHERE APPLICABLE) WILL MEET THE REQUIREMENTS OF CHAPTER 21, SECTION 21.1.13.
- THIS PRELIMINARY PLAN INCLUDES THE PLANNED UNIT (PUD) SUBDIVISION OF TOOELE COUNTY PARCEL 01-062-0-0102 INTO 27 RESIDENTIAL SINGLE-FAMILY LOTS IN A THREE PHASED DEVELOPMENT. THE CURRENT ZONING IS RR-1
- THE ACREAGE OF THE ENTIRE TRACT IS 1,678,178 SQ. FT. OR 38.53 ACRES.
- GENERAL VEGETATION CHARACTERISTICS INCLUDE GRASS, WEEDS, SAGEBRUSH AND A FEW SMALL TREES.
- GENERAL SOILS TYPES CONSIST PREDOMINANTLY OF SILT TO ORGANIC SILT (ML TO OL) AND SILTY CLAY (CL) EXTENDING TO THE FULL DEPTH PENETRATED. 12 FEET PER THE CMT ENGINEERING LABORATORIES GEOTECHNICAL STUDY DATED JULY 9, 2021. GROUNDWATER WAS ENCOUNTERED AT THE TIME OF FIELD EXPLORATIONS IN SEVERAL TEST PITS ABOUT 5-6 FEET BELOW THE EXISTING GROUND SURFACE.
- THEREFORE, GROUNDWATER MAY AFFECT DEEPER EXCAVATIONS. THE SITE IS IN ZONE "D" PER FEMA PANEL 49045CT605C DATED 11/18/2009
- THE PROJECT ANTICIPATES CONNECTING TO THE CITY WATER SYSTEM FOR ALL LOTS. THE PROJECT PLANS TO CONNECT TO THE CITY SEWER SYSTEM FOR ALL LOTS
- STORM DRAIN MITIGATION WILL INCLUDE A 100-YEAR RETENTION POND WITHIN THE ROADSIDE SWALES CREATED BY A SERIES OF CHECK DAMS, OR AS REQUIRED AS PART OF OPEN SPACE B AND OR LOTS 206 & 207. THE HYDRAULIC SOIL GROUP IS "C"

Retention Volumes by SCS Method				
Area (sq. ft.)	Pre development run off "CN"	Post development run off "CN"	Pre development Storage "S"	Post development Storage "S"
1678178	74	79	3.51	2.66
24 Hour Rain fall depths				
2yr	10 yr	25 yr	50 yr	100 yr
1.21	1.65	1.91	2.11	2.31
Pre Development Runoff Volumes Cu. Ft.				
2yr	10 yr	25 yr	50 yr	100 yr
8951	28133	43179	56285	70552
Post Development Runoff Volumes Cu. Ft.				
2yr	10 yr	25 yr	50 yr	100 yr
19287	46314	65821	82234	99688
Required Retention Volumes - Cu. Ft.				
2yr	10 yr	25 yr	50 yr	100 yr
10336	18182	22642	25949	29136
10336	18182	22642	25949	29136

OPEN SPACE NARRATIVE

- OPEN SPACE MEETS REQUIREMENTS BY PROVIDING 5 ACRES OR 13% OF THE GROSS SUBDIVISION AREA. THE 5 ACRES ARE PROVIDED BY OPEN SPACE PARCELS A AND B.

CONTACTS:
 ENGINEER: CIVIL PROJ-EX 435-228-6736
 SURVEYOR: NOLAN HATHOOK 801-568-2965
 OWNER REPRESENTATIVE: DUSTIN HALL 801-514-3623

GRANTSVILLE CITY ENGINEER
 APPROVED THIS _____ DAY OF _____, 20____
 BY THE GRANTSVILLE CITY ENGINEER.

GRANTSVILLE CITY PUBLIC WORKS
 APPROVED THIS _____ DAY OF _____, 20____
 BY THE GRANTSVILLE PUBLIC WORKS DEPARTMENT

GRANTSVILLE CITY PUBLIC WORKS DIRECTOR

PRELIMINARY PLAN

Project Number: 21-45015
 Drawn By: BVB
 Date Issued: 2022.03.08

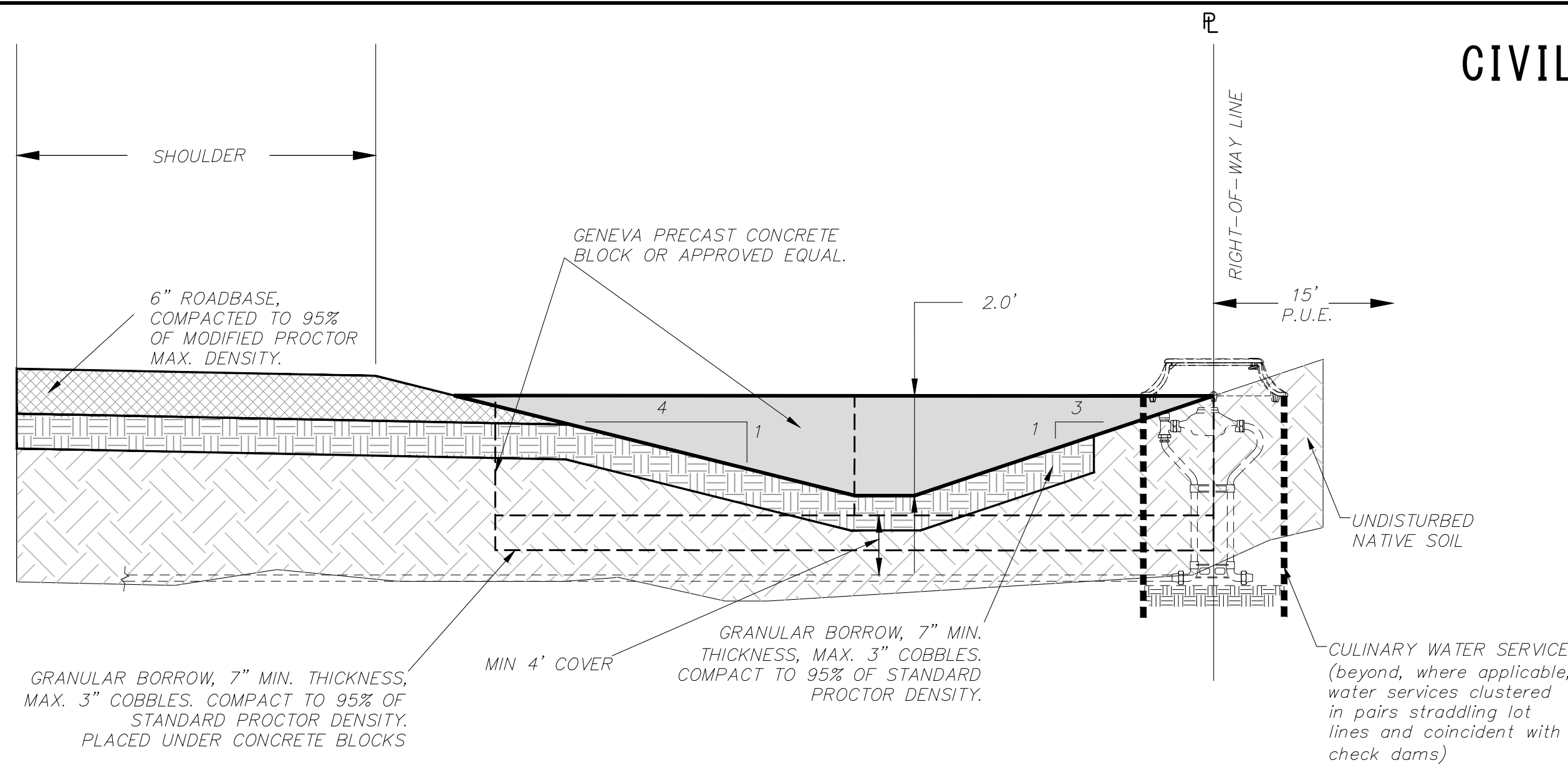
**WILLOW FIELDS PUD
 GRANTSVILLE,
 TOOELE COUNTY, UTAH**

Project Name: **CIVIL PROJ-EX, INC**
 ENGINEERS & PLANNERS
 960 QUIRK STREET
 GRANTSVILLE, UTAH 84029

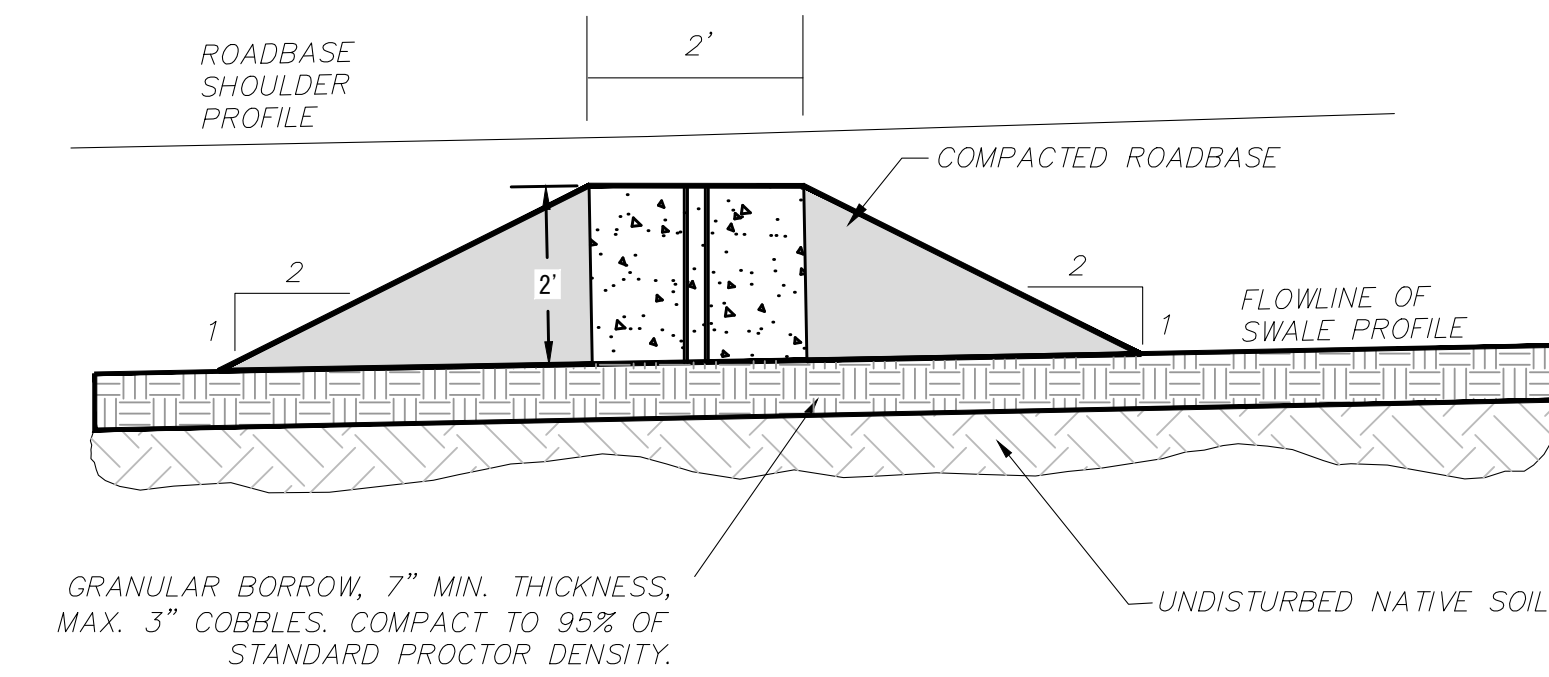
7224167
 BARRY V. BUNDERSON
 2022.03.08
 PROFESSIONAL ENGINEER
 STATE OF UTAH

3/14/2022 12:02:14 PM
 Sheet Name: **SITE ANALYSIS**

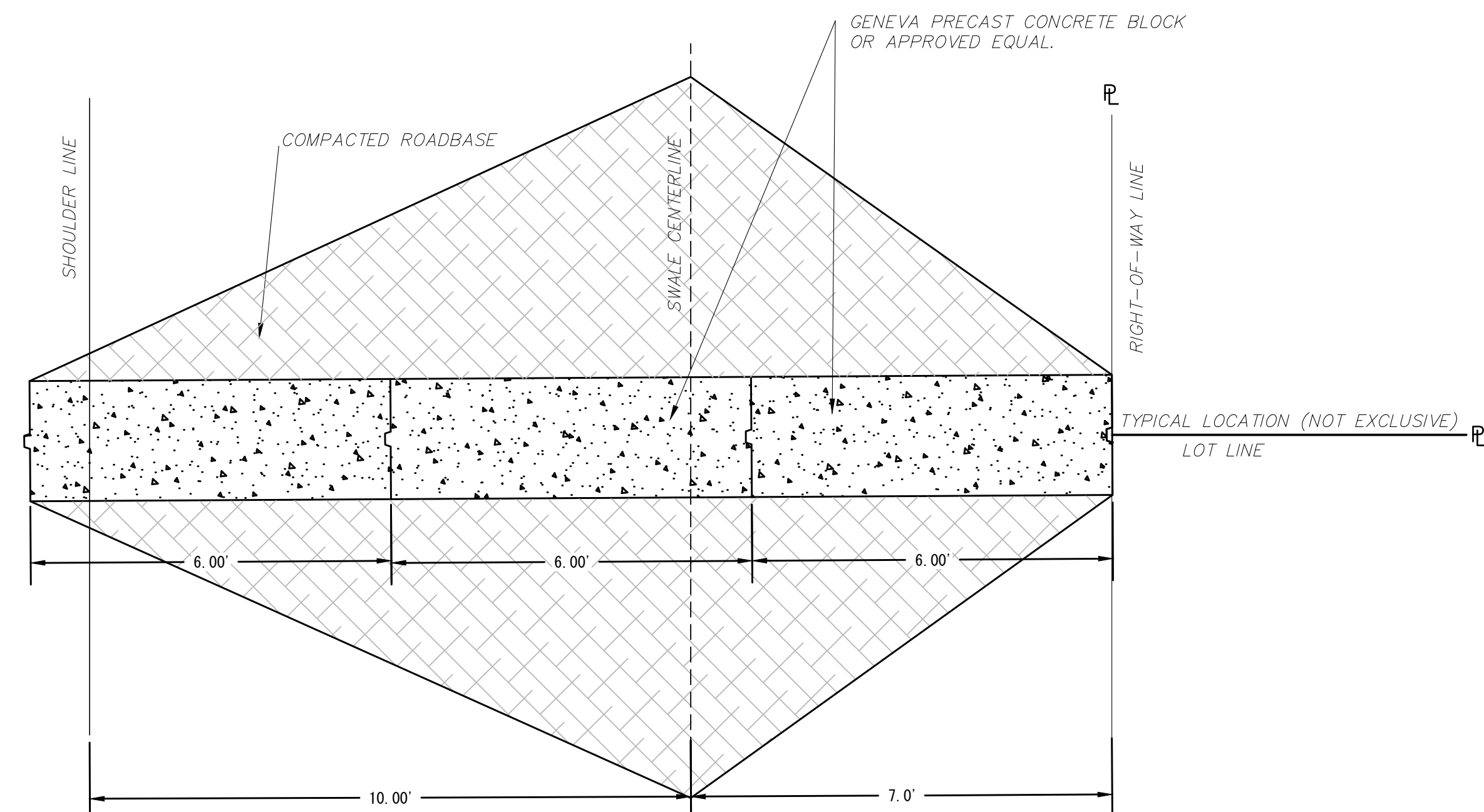
CIVIL SECTIONS



TYPICAL CHECK DAM PROFILE



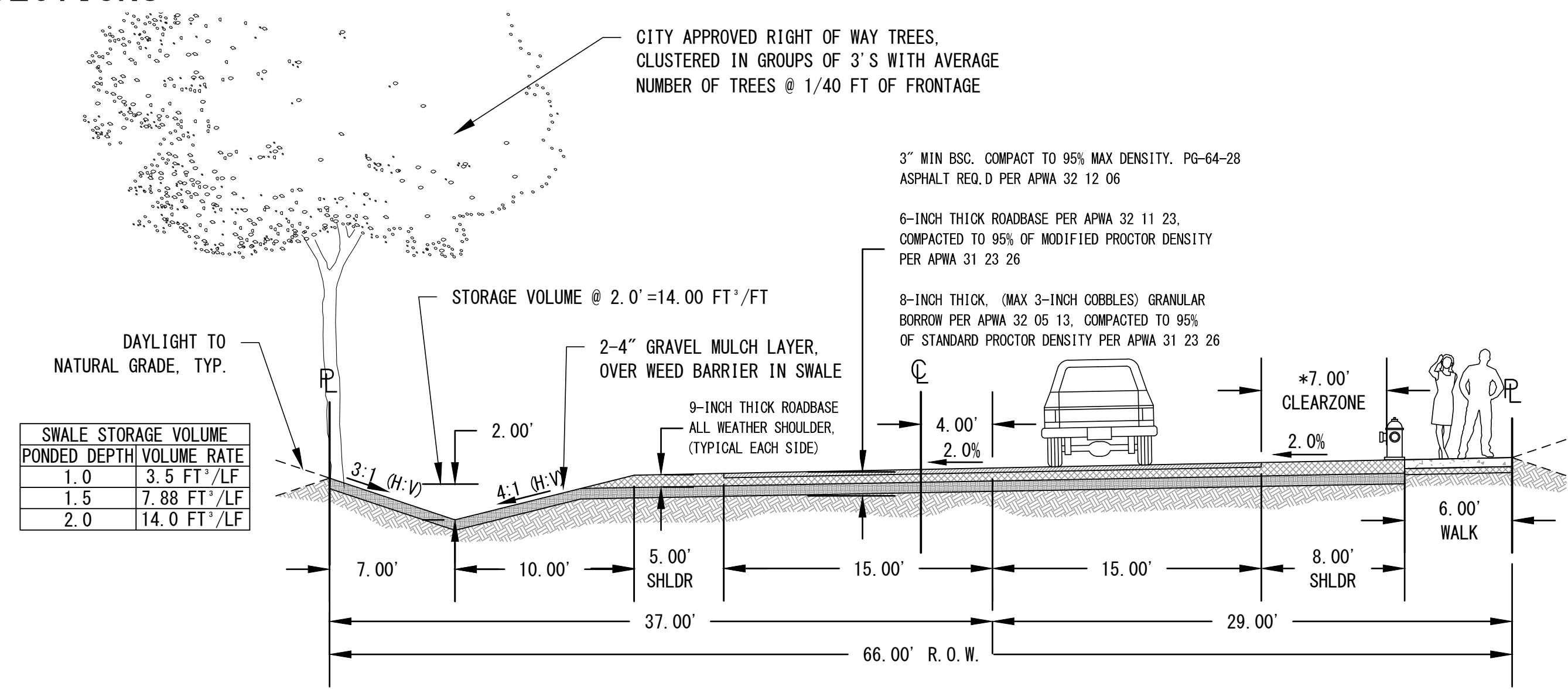
TYPICAL CHECK DAM CROSS-SECTION



TYPICAL CHECK DAM PLAN VIEW

5 CHECK DAM

Scale: NTS



1 PROPOSED WILLOW FIELDS ROADWAY

SCALE: NTS

No.	Revisions	By	Date

PRELIMINARY PLAN	Designed By BVB	Date Issued 2022.05.11
Project Number 20-45015	Drawn By BVB	

Project Name:
**WILLOW FIELDS PUD
GRANTSVILLE,
TOOELE COUNTY, UTAH**

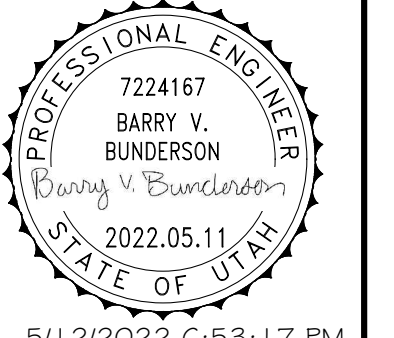
CIVIL PROJ-EX, INC
ENGINEERS + PLANNERS
96 QUIRK STREET
GRANTSVILLE, UTAH 84029

GRANTSVILLE CITY ENGINEER
APPROVED THIS _____ DAY OF _____, 20____
BY THE GRANTSVILLE CITY ENGINEER.

CITY ENGINEER

GRANTSVILLE CITY PUBLIC WORKS
APPROVED THIS _____ DAY OF _____, 20____
BY THE GRANTSVILLE PUBLIC WORKS DEPARTMENT

GRANTSVILLE CITY PUBLIC WORKS DIRECTOR



5/12/2022 6:53:17 PM
Sheet Name:

C-301

AGENDA ITEM #18

Discussion regarding the Preliminary Plan for Dustin Hall, D.A.B. & K, LLC. on the Willow Fields PUD Subdivision located approximately at 834 N. Old Lincoln Hwy for the creation of twenty-seven (27) lots in the RR-1 zone.



TECHNICAL MEMORANDUM

TO: Kristy Clark, Grantsville City Planning and Zoning Administrator
FROM: Shay Stark, Contract City Planner
DATE: April 21, 2022
SUBJECT: Willow Fields PUD Subdivision – Preliminary Application
PROJECT NO.:

A handwritten signature in blue ink, appearing to read "Shay Stark", is written over the "DATE:" line.

An PUD and Preliminary application have been submitted to Grantsville City for the Willow Fields PUD Subdivision.

Background:

Zoning: RR-1 Zone

Property Size: 38.526 acres

Number of Lots Proposed: 27

Density: 0.70 units per acre.

Open Space 5.028 acres

The proposed subdivision is located on the Old Lincoln Highway at approximately 834 North. The subdivision has been through three reviews and has been brought forward to Planning Commission by the request of the Applicant. The proposed subdivision is asking for a PUD for several reasons, the specifics of the PUD can be found in the Willow Fields PUD Objectives provided in the Planning Commission Packet. A clear list of all the requested exceptions has not been provided in one concise location, however there are exceptions titled Proposed Setback Modifications on Preliminary Plan Sheet V-100. Other exceptions are interspersed throughout the application.

Technical Review:

The application proposes that two half acre lots be allowed fronting the Old Lincoln Highway. There are existing sewer and water utilities in the Old Lincoln Highway. The property loses elevation as it slopes away from the highway making it challenging to provide sewer service to the property from the highway. When the application was submitted the purpose of the two-half acre lots was to allow the applicant to develop lots on the highway that can be quickly improved

and sold to help with the costs for the development of the internal lots. Half acre lots are not allowed in the RR-1 zone. See GLUDMC Chapter 14.5. The approval of these two lots is an exception to the zoning requirements. In conjunction with the development of the half acre lots the applicant desires to reduce the setback requirements found in the RR-1 zone for these two lots because they are not full acre lots. The modification of the setbacks for the two lots fronting Old Lincoln Highway would also be an exception to the zoning ordinance. The overall density of the project is still less than one lot per acre even with the two-half acre lots.

Goal #3 Support a Mix of Land-Uses as found in the Land-Use element of the Grantsville City General Plan includes the following statement: *#7. Allow the sizes of lots/units within a subdivision to vary from the zoning requirement while maintaining the overall zoning density of the parcel to provide Improved Open Space through the Planned Unit Development (PUD) Process.* The proposed subdivision provides 5.028 acres of land as open space which in the Applicant's objectives calls the open space "open space/park" and make known that it will serve the surrounding residents. The Objectives also note that the five-acre park covers "13% of the projects gross land area." The City will not accept anything less than 5 acres for dedication. It should be noted that the location of the proposed park is centered in a wetland area as designated on the state wetlands mapping. Wetlands will be discussed further on. Due to the fact that additional open space beyond the 10% required by code and the overall density is still less than one unit per acre the allowance of various size lots should be taken into account when considering the two-half acre lots.

Probably the most significant exception to City standards is the street cross section that is being proposed. The street section that is proposed has 22-foot-wide pavement and 8-foot road base shoulder. A six-foot-wide trail runs along the south side of the street and stormwater infiltration channel running along the north side of the street. In the objectives the applicant references three goals from the General Plan to justify the proposed street cross section: Goal #2 Create a more pedestrian friendly community, Goal #4: Retain the small-town charm, Goal #6 preserve the natural environment.

The applicant uses goal #2 to justify the six-foot wide trail in place of the typical sidewalks. City staff is not opposed to the use of a trail as this has been approved in Worthington Ranch nearby. A trail is typically used by multiple types of users. Bikes, horses, scooters and pedestrians to name a few, share use of a trail. A pedestrian friendly trail is not one foot wider than a standard



sidewalk based on perception of safety or real factors into the design of a trail. The American Association of State Highway and Transportation Officials (AASHTO) has published design guidelines for multi-use trails and has established a recommendation of a minimum of 10 feet width (12 to 14 feet width for heavy use areas). Grantsville City has approved a minimum of 8-foot widths in other areas in town. Why wouldn't at least the same be recommended here?

The Applicant states that they are trying to retain the small-town charm by mimicking a design found in the County. As previously stated, the applicant proposes a 22-foot-wide pavement with 8-foot-wide shoulders on each side. The use of the drainage ditch and trail in place of sidewalk curb and gutter is argued to preserve the small-town charm. Here again, the city staff is not against considering such a design if it is correctly implemented. As has been noted by the applicant, there are several County streets that have a similar cross section. However, these streets are typically very sparsely populated and have not been developed as part of a subdivision but remain at their historic widths and levels of improvement from when they were lanes serving large agricultural properties. Even the County requires basic standards be met for new subdivisions. The design of a subdivision is looking forward to adequately serve the needs of the subdivision and its inclusion into community networks and systems.

In September 2017 the Grantsville City Council voted to remove the Residential Rural Roadway Section and the Residential Roadway Section from the city standards for multiple reasons. The fire department had presented the need for a minimum travel width of 42 feet because of accessibility issues due to parking on the narrower travel widths (32' and 34') of the residential streets. Large vehicles such as larger pickups, RV's toy haulers being temporarily left on residential streets combined with vehicles parked on the opposite side were making it impossible for emergency equipment to pass through. Secondly, if fire equipment was set up with stabilization arms in place it was nearly impossible to get another larger vehicle by. The 42-foot-wide travel width greatly helps this situation. Other developments such as Presidents Park and Worthington Ranch have been approved through the PUD with 32-foot hard surface travel paths. In those cases, they limited on street parking and made sure that they had provided adequate onsite parking.

The water and sewer utilities are also part of the network of systems that must be considered. As the application was originally submitted the applicant was proposing septic systems. The City has been working with a neighboring landowner to develop a well field to municipal standards and put



a protection zone in place around the well field. The protection zone study is complete and either has been submitted to the state or is in process of being submitted to the state. The water owner is also filing a change application to move rights to the proposed new well locations with the intent to start the first well once the application is approved. The applicant was asked to provide a sanitary sewer system to protect the ground water and aquifer from the abundant nitrates that are produced by a septic system. The applicant has agreed to install the sewer system but there is a significant off-site system that is required which the owner does not feel he should bear the burden to construct as it will serve others in the future. The applicant has agreed to construct the first phase of their development with the sewer pipe installed and a small lift station and pressure sewer line at the bottom of the hill to be pumped to Old Lincoln Highway. The maintenance and cost of operation would be born by the residents of the subdivision. At the time that a plan is put in place to construct the sewer line from the Northwest Interceptor south in alignment with 600 West, future phases would be developed, and the sewer would be sent gravity flow to the 600 West sewer line. The lift station and pressure pump line would be decommissioned at that time.

At this point in time the water for the proposed application would come from Old Lincoln Highway. When development occurs to the east the line would be tied into the system to the east.

Goal # 6 Preserve the natural environment has been stated as one of the purposes for the open ditch stormwater system. Again, staff may not have a problem with this if it is designed correctly. Presidents Park was allowed to utilize a similar concept. However, one of the key reasons that that City eliminated the Residential Rural Roadway Section is due to the open drainage ditches and what residents have done with them as density has increased. Some residents do not like the ditches and have filled them in or allowed them to naturally fill in due to lack of maintenance, or modified driveways to block the ditches. Property damage has occurred with flooding. The city does not have the resources to constantly police these ditches. So, City Council moved to minimize the problems with future development by removing the residential option from the street standards. The property that this application covers has significant elevation change from Lincoln Highway to the east on roughly 1/3rd of the property. For this section of drainage to function as an infiltration area there will need to be several drop structures. Even then it is likely that a basin will be required at the bottom to catch the water and allow infiltration. Who maintains this elaborate system? How do you make this series of drop structures safe as it is in a public way? The City staff supports LID if it can be designed to be safe, protect property, and maintenance issues and costs are addressed.



Finally, the State maps show a wetland area in the center low point of this property. Again, the applicant has expressly stated that they want to comply with the General Plan Goal to Preserve the Natural Environment. The applicant was asked to address the wetland area and get a determination of the legitimacy of the wetland area, if necessary, a delineation. Worthington Ranch is located nearby and was required to do the same. The great concern to preserve the natural environment does not seem to apply to the wetlands area as the applicant has brought in truck loads of dirt to fill the wetland area in. They have not provided the city any evidence that they have worked through the wetlands processes, nor have they obtained the proper permits from the city for the earthwork that is occurring. Any legitimacy to the idea that the applicant desires to preserve the natural environment with the proposed project is destroyed by the blatant act of filling in what may be a wetland area without going through the appropriate processes to verify otherwise.

Recommendation:

Staff does not recommend approval of the Willow Fields PUD application as there are several items that have been discussed that do not meet City codes and standards nor does staff feel the application meets the intent the applicant has represented in the written objectives to meet certain goals in the General Plan as has been discussed above. For the same reasons staff does not recommend the approval of the Preliminary application as it is currently presented. If Planning Commission does see fit to recommend approval of either or both applications, staff respectfully requests that the City require all improvements including utilities and surface to be owned and maintained by the subdivision as they do not meet the current city standards.

END



GRANTSVILLE CITY
ZONING DEPARTMENT

429 EAST MAIN STREET
GRANTSVILLE, UTAH 84029
PHONE (435) 884-3411
FAX (435) 884-0426

Preliminary Plan:
\$750.00 Zoning Fees
+ \$100.00 per Lot
(ALL FEES ARE SUBJECT TO
CHANGE)

Engineering Fees:
0-10 Lots - \$2,250.00
11-50 Lots - \$4,125.00
51-100 Lots - \$5,500.00
101 + Lots - \$5,500.00

PRELIMINARY PLAN APPLICATION

Date of Application 12-1-2021

Property Location 824 N. Old Lincoln Hwy Grantsville, UT.

Property Owner(s) Dustin Hall / D.A.B. & K LLC

Owner Phone _____

Acting Agent Name Barry Bunderson

Acting Agent Phone _____

Email Address barry.bunderson@civilprojex.com / dhall@pacwestllc.com

Subdivision Name Willow Fields

Number of Acres in Subdivision 38.526

Total Number Lots 28 Lot Sizes 1.02 Ac (Avg) 0.5 - 1.4 Ac 1.37 Acres/UNIT

Current Zoning of Property RR-1 Parcel Number 01-062-0-0015
01-062-0-00102
00103

Dustin K. Hall

Signature of Owner or Agent



Intent To Serve Form

Date submitted: 11/15/2021

Name of Owner:	DAB & K LLC
Name of Agent or Representative:	Civil Proj-Ex, Inc.
Property Address or Location (Attach Map):	Near 825 Old Lincoln Highway, Grantsville
Assessor's Parcel Number:	01-062-0-0102
Proposed Lots/ERC's:	28
Signature of Owner or Agent:	Barry Bunderson <i>Barry Bunderson</i>

Approving Agency: Grantsville City Public Works Department

This Intent to Serve form is part of the water, sewer, and roads connection process. Please note, Grantsville City will provide water, sewer, and street connection services to a residential or commercial building project **provided** there is sufficient ability to serve, if fees are paid on time, and if all steps are completed in accordance with City, State, and Federal regulations. Utility modeling must be submitted to determine the impacts to the City's systems. Traffic impacts and any environmental impacts must also be considered and summarized for review. Intent to Serve approvals issued will be honored for a period of one calendar year from the date signed by an authorized signor for Grantsville City.

All excavations are required to meet Grantsville City specifications for back fill materials and compaction. Excavations will be inspected by Grantsville City prior to and during backfill operations.

Any approval rendered under this permit does not imply approval to cross any private property or right-of-way and pertains to Grantsville City rights-of-ways and/or easements. Approval under this application is in accordance with all laws and ordinances of the State of Utah and Grantsville City.

Applicant is responsible for determining ownership of right-of-ways and easements.

Utility	Approved	Disapproved
Water	X	
Sewer		X
Roads	X	

Additional comments: The Project anticipates using City Culinary Water for indoor use and City sewer for Lots 101-102 which front on Old Lincoln Hwy. The Project also anticipates using GIC water on Lots 101-104 for outdoor use, but will use City Culinary water for outdoor use on other portions of the project.

X 
 James Waltz
 Public Works Director, Grantsville City

X 11/15/21
 Date Signed



Tooele County Treasurer User Payment Accounts

Use your *Account Number* to find your account.

Please verify the name on the account to assure your payment is posted to the correct account.

Tooele County Treasurer

Account Number	Amount Due	Amount to Pay	Search Results
<input type="checkbox"/> R098509 DAB&K LLC Property Tax view	\$0.00	\$ 0.00	Account Number: R098509 Name: DAB&K LLC Address: 57 S MATTHEWS LANE, GRANTSVILLE, UT 84029 Details: 11/29/2021 Property Tax*: \$0.00 * Amounts are updated periodically and may not reflect recent payments.
Total:		\$ 0.00	

Add Another Account Number

1 2 3 4 5 6 7 8 9 0

[View Tax Notice](#)



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 SIP Version 3.09.15288; (API: 2.20)



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PRELIMINARY PLAN - WILLOW FIELDS SUBDIVISION

LOCATED IN THE NORTH HALF OF SECTION 26, TOWNSHIP 2 SOUTH, RANGE 6 WEST, S&T LAKE BASE AND MERIDIAN, GRANTSVILLE, TOOLE COUNTY, UTAH



CIVIL PROJ-EX, INC
 ENGINEER
 960 OLIVER STREET
 GRANTSVILLE, UTAH 84029

DEVELOPER: DUSTIN HALL
 801-514-3623
 57 SOUTH MATTHEWS LN., GRANTSVILLE, UT 84029

DRN EWB	DATE: 2001.03.28	SCALE: AS SHOWN	NO. OF
DES. EWB	DATE: 2001.03.28	JOB # 20-48018	OF
DSD	DATE:		

WILLOW FIELDS SUBDIVISION

LOCATED IN THE NORTH HALF OF SECTION 26, TOWNSHIP 2 SOUTH, RANGE 6 WEST, S&T LAKE BASE AND MERIDIAN, GRANTSVILLE, TOOLE COUNTY, UTAH

PLANNING AND ZONING COMMISSION
 APPROVED THIS _____ DAY OF _____, 20____
 BY THE GRANTSVILLE CITY PLANNING AND ZONING COMMISSION.

CHAIRPERSON: GRANTSVILLE CITY PLANNING AND ZONING

INTENT TO SERVE FORM

<u>DAB & K LLC</u> Name of Owner	<u>Civil Proj-Ex, Inc.</u> Name of Agent or Representative
<u>9/23/21</u> Date Approving Agency Signed	<u>Near 825 Old Lincoln Highway, Grantsville</u> Property Address or Location
<u>28</u> Number of Lots Proposed	<u>Barry V. Bunderson</u> Signature of Owner or Agent

Name of Approving Agency Rocky Mountain Power

(Please indicate approval status)

ELECTRIC COMPANY **APPROVED** **DISAPPROVED**

Conditions, Restrictions, or Comments: Subject to the rules and tariffs on file with the Utah Public Service Commission

Expiration Date of Approval _____

<u>9/23/21</u> DATE SIGNED	<u>Lou Baker</u> AUTHORIZED SIGNATURE FOR AGENCY
-------------------------------	---

-TO BE SUBMITTED WITH BUILDING OR SUBDIVISION PERMIT APPLICATION-

15:37

To Whom It May Concern:

Re: Natural Gas Service Availability to Willow Field Subdivision

Natural gas can be made available to serve approximate area of: **825 Old Lincoln Hwy, Grantsville, UT**, when the following requirements are met:

1. Developer provides plat maps, drawings, construction schedules, average size of homes, units, and/or buildings that will be served by natural gas, and any and all other relevant information regarding commercial and residential uses, including but not limited to, proposed natural gas appliances (number and type of appliances per unit, home, building), and provide minimum utility clearances and setbacks.

2. Review and analysis by Dominion Energy Engineering and/or Preconstruction Department to determine load requirements, system reinforcement requirements and estimated costs to bring natural gas to the development.

Upon completion of Dominion Energy review of the developments natural gas requirements, agreements will be prepared, as necessary, for high pressure, intermediate high pressure and/or service line extensions required to serve the development. These service extensions must be paid in advance, but may qualify for credits or refunds, as provided in Dominion Energy tariff.

To accommodate your construction schedule and provide cost estimates to you, please contact me at your earliest convenience.

Please note: Gas Main location needs to be a minimum of 10' away from structure and 3' from other utilities. It is the customer's responsibility to provide adequate clearances.

Sincerely,

Candis Miller
Pre-Construction Rep
Candis.miller@dominionenergy.com
801-324-5014



September 22, 2021

To whom it may Concern,

This letter is to verify that Comcast service is available to 825 Old Lincoln Highway, Grantsville, UT Comcast will generally provide all materials and labor to provide broadband services from the property line to the point of service, in a trench provided by the property owner.

The cost of installation, construction and provision of cable service will be part of the contract negotiations with the Owner of the Property or a designated representative. **This letter is not to be considered a contract or guarantee of service.** Furthermore, all permits, licenses and rights of access must be provided by the Owner prior to any provision of services.

Please be advised that we require a minimum of 90 days for project approvals and construction **after we receive a signed contract.** If this is a private development.

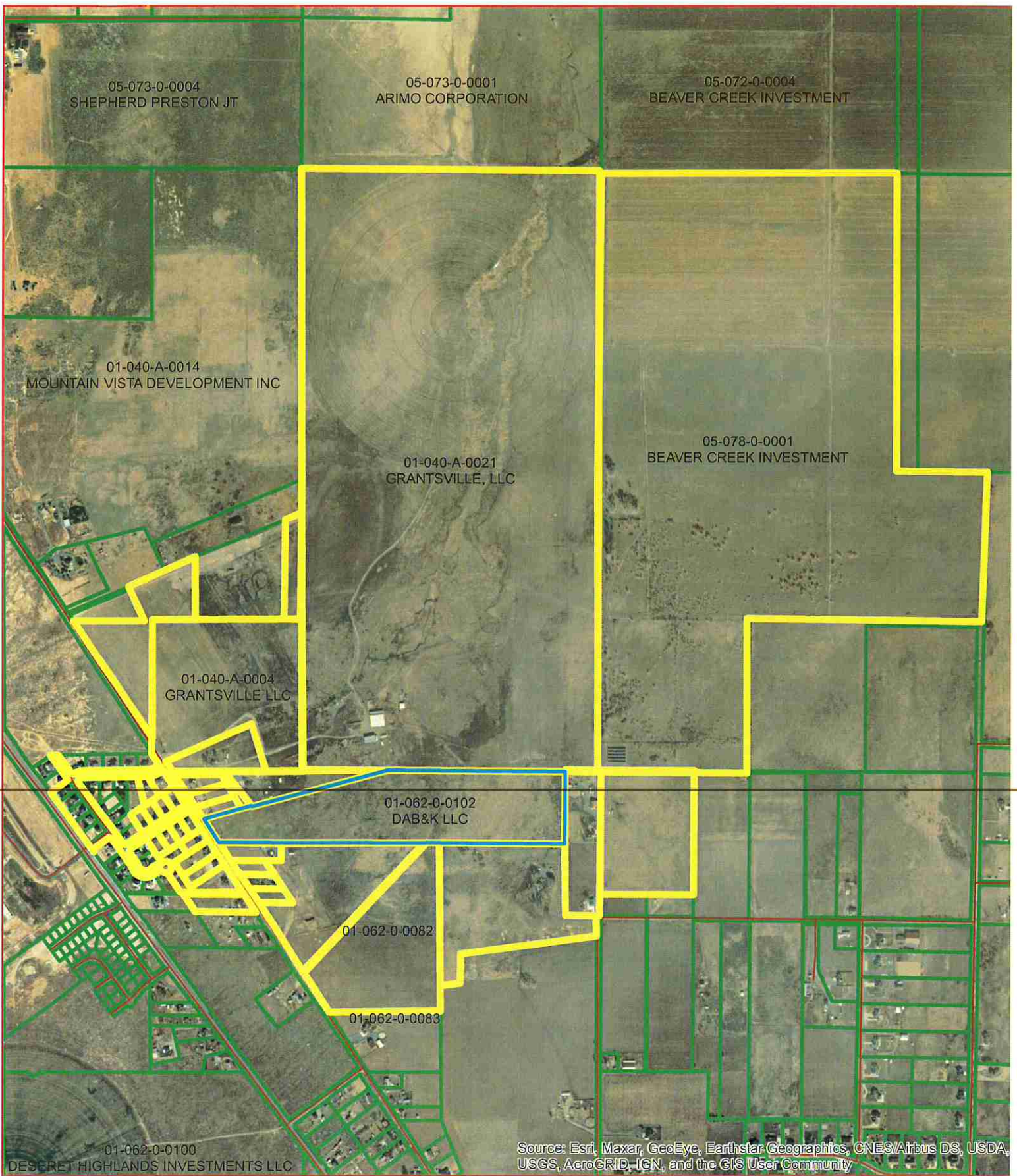
Please contact Elysia Valdez at 801-401-3017 or JointTrench_Utah@comcast.com before opening utility trenches.

We look forward to working with you on this Project; please feel free to contact me with any questions or concerns.

Sincerely,

Chad Noble

Chad Noble
Comcast Cable
chad_noble@Cable.Comcast.com
801 401-2609 office
9602 S 300 W
Sandy, Utah 84070

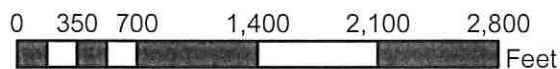


GIS Map Disclaimer:



This is not an official map but for reference use only. The data was compiled from the best sources available, but various errors from the sources may be inherent on the map. All boundaries and features therein should be treated as such. For boundary information, the pertinent County Departments or Municipalities should be contacted. This map is a representation of ground features and is not a legal document of their locations. The scale represented is approximate, so this is NOT a Survey or Engineering grade map and should by no means be used as such. This map is not intended for all uses. Tooele County is not responsible or liable for any derivative or misuse of this map.

Dustin Hall
01-062-0-0102



Date: 8/26/2021
 Blanca.rodriguez

JERRY M. HOUGHTON
TOOELE COUNTY RECORDER

47 SOUTH MAIN STREET, Room 213
TOOELE, UTAH 84074
OFFICE (435) 843-3180
FAX (435) 843-3273

November 29, 2021

SUBJECT: Approval of Subdivision Name:

ADDRESSED TO Tooele County/Tooele City/**Grantsville City**/Other

Name/Developer/Point of Contact: Barry Bunderson
Phone/E-mail: 435-228-6736 / barry.bunderson@civilprojex.com

The Tooele County Recorder has approved the proposed subdivision name of

“WILLOW FIELDS SUBDIVISION”

The approved name is acceptable, with no other derivative thereof.

JERRY M. HOUGHTON
Tooele County Recorder

By Deputy Rylisha Ulm 11/29/21.

Memorandum

TO: Grantsville City Planning and Zoning
FROM: Barry Bunderson, P.E.
SUBJECT: Proposed Willow Fields Subdivision Traffic Analysis
DATE: November 29, 2021
CC: File

Trip generation for the development was calculated using trip generation rates published in the Institute of Transportation Engineers (ITE), *Trip Generation*, 10th Edition, 2017. Trip generation for the proposed project is attached.

The total trip generation for the development is as follows:

- Daily Trips: 264
- Morning Peak Hour Trips: 21
- Evening Peak Hour Trips: 28

At buildout, the distribution of traffic anticipated is to be 100% to and from the western end of the project via the connection to Old Lincoln Highway. It is anticipated that the development traffic will use Old Lincoln Highway as the connection to the streets network. Per the Grantsville City Street Masterplan Map Old Lincoln Highway is identified as a Local Street with Criteria of "under 200 Design Hour Vehicles (DHV)".

The Project Daily Trips averaged over a 24 hour period is approximated to be 11 vehicles per hour (veh/h). 11 (v/h) is 0.55% of the 200 DHV criteria of the City Street Masterplan Map.

The peak hour trip generation of 28 vehicles is approximately 1.9% of the 1,500 veh/h capacity of a single lane with stop control.

The impact of increased peak hour traffic to Old Lincoln Highway for each phase is as follows:

	Trips	% increase
--	-------	------------

No significant impact is anticipated on the existing road network.

Description/ITE Code	Units	ITE Vehicle Trip Generation Rates (peak hours are for peak hour of adjacent street traffic unless highlighted)						Units	Expected Units	Total Generated Trips						Total Distribution of Generated Trips					
		Weekday	AM	PM	Pass-By	AM In	AM Out			PM In	PM Out	Independent	Variable	Daily	AM Hour	PM Hour	AM In	AM Out	Pass-By	PM In	PM Out
Single Family Homes 210	DU	9.44	0.74	0.99	25%	75%	63%	37%	DU	28.0	264	21	28	5	16	0	17	10	0	0	

**APPLICATION FOR A
PRELIMINARY PLAN
CONSIDERATION BY GRANTSVILLE CITY
PLANNING COMMISSION**

An application has been received in our office for consideration of a Preliminary Plan approval for:

Dustin Hall, D.A.B. & K, LLC. on the Willow Fields PUD Subdivision located at approximately at 834 N. Old Lincoln Hwy for the creation of twenty-eight (28) lots in the RR-1 zone.

This site is in the area of, or adjoins property you own, according to the tax rolls of Tooele County. A discussion and public hearing to receive public input on the proposed project will be held on April 7, 2022. The Planning Commission will make a recommendation to the City Council on April 21, 2022. All meetings will be held in person and through Zoom on:


Thursday, April 7, 2022 at 7:00 p.m.

You are invited to view the application and proposed plans by emailing me at kclark@grantsvilleut.gov.

If you choose to attend, please wear a face covering. Comments through email or by mail must be received no later than 5:00 p.m. on April 7, 2022. For more information, please call me at 435-884-4604 or email me.

For more information, please email me at kclark@grantsvilleut.gov.

Thank you,


Kristy Clark
Zoning Administrator

Join Zoom Meeting
<https://us02web.zoom.us/j/84177815725>

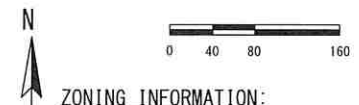
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PRELIMINARY PLAN - WILLOW FIELDS PUD

LOCATED IN THE NORTH HALF OF SECTION 26, TOWNSHIP 2 SOUTH, RANGE 6 WEST, SALT LAKE BASE AND MERIDIAN, GRANTSVILLE, TOOELE COUNTY, UTAH



ZONING INFORMATION:

- CURRENT ZONE: RR-1
- SINGLE FAMILY DWELLING = PERMITTED
- FAMILY DWELLING MINIMUM LOT SIZE: 43,560 SQ. FT.
- MIN LOT FRONTAGE: 50 FT. AT FRONT PROPERTY LINE.

SETBACKS

- MIN FRONT YARD: 40 FT.
- MIN REAR YARD FOR MAIN BUILDING: 30 FT
- MIN REAR YARD FOR ACCESSORY BUILDING: 2 FT
- MIN SIDE YARD FOR MAIN BUILDING, EACH SIDE: INTERIOR: 15 FT
- TPO FRONT AND TWO SIDE YARD FOR CORNER LOTS
- MIN SIDE YARD FOR ACCESSORY BUILDINGS: 4 FT
- MAX BUILDING HEIGHT: 35 FT
- MAX BUILDING LOT COVERAGE (ALL BUILDINGS): 20%

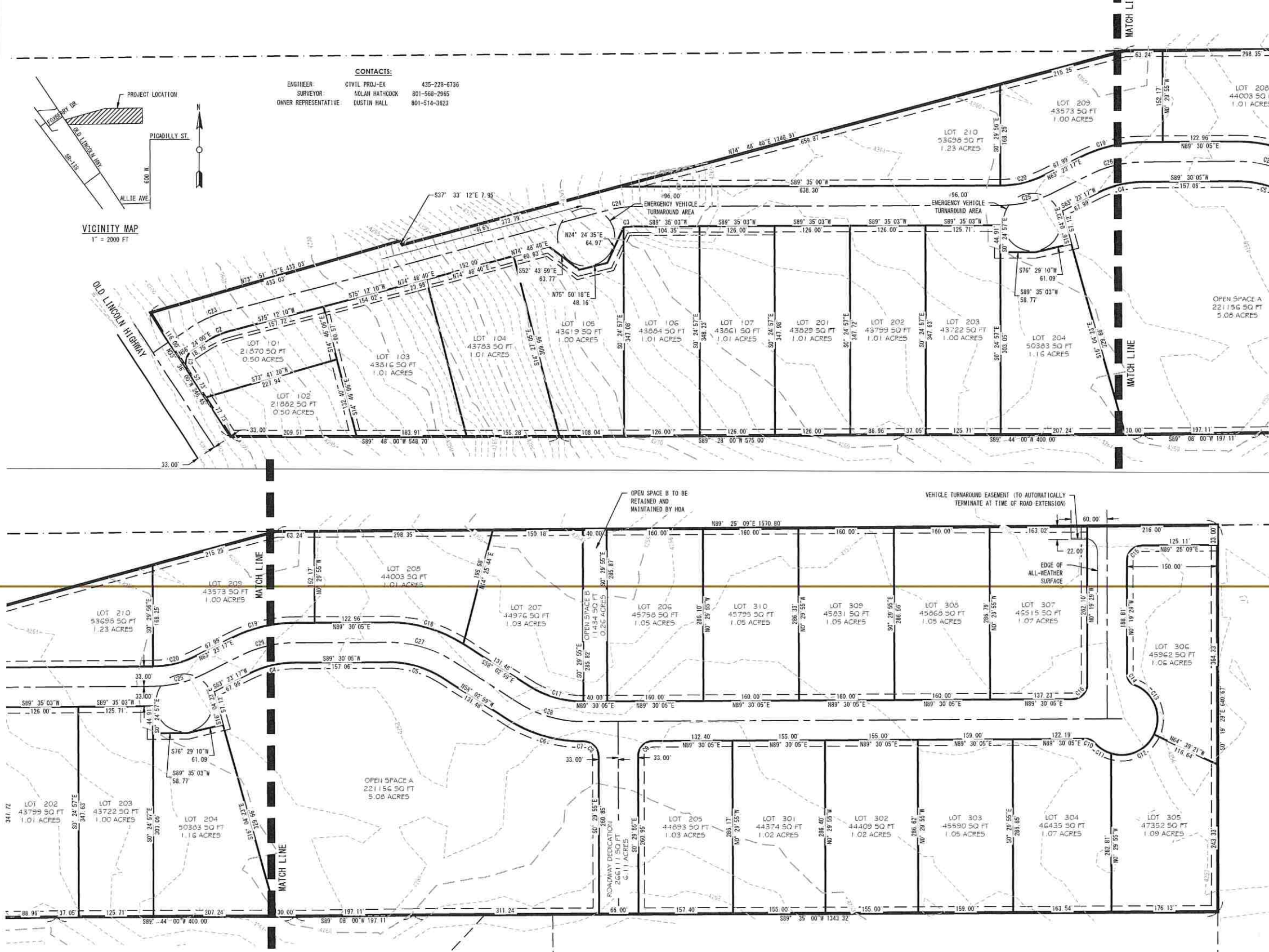
PROPOSED SETBACK MODIFICATIONS

FOR LOTS OF THE 0.5-ACRE CLASS THE ZONING REGULATIONS ARE THOSE AS IDENTIFIED IN SECTION 15.1 R-1-21 WITH THE FOLLOWING MODIFICATIONS:

- MINIMUM YARD SETBACK ON CORNER LOTS INCLUDE: ONE FRONT YARD OF 40 FT, ONE REAR YARD OF 25 FT, ONE INTERIOR SIDE YARD OF 10 FT, AND ONE STREET SIDE YARD OF 25 FT.
- FOR LOTS OF THE 1-ACRE CLASS THE ZONING REGULATIONS ARE THOSE AS IDENTIFIED IN SECTION 14.5 RR-1 WITH THE FOLLOWING MODIFICATIONS:
- Minimum yard setback on corner lots include: one front yard of 40 ft, one rear yard of 30 ft, one interior side yard of 15 ft, and one street side yard of 30 ft.

CONTACTS:
 ENGINEER: CIVIL PROJ-EX 435-228-6736
 SURVEYOR: NOLAN HATHCOCK 801-560-2965
 OWNER REPRESENTATIVE: DUSTIN HALL 801-514-3623

VICINITY MAP
 1" = 2000 FT



Curve #	Length	Radius	Delta	Chord Direction	Chord Length
C1	39.27	25.00	90° 00' 00"	N11° 24' 00"E	35.36
C2	64.80	167.00	18° 48' 10"	N65° 48' 05"E	54.56
C3	21.71	167.00	7° 26' 55"	S85° 51' 35"W	21.70
C4	76.11	167.00	26° 06' 47"	S76° 26' 41"W	75.45
C5	94.58	167.00	32° 26' 57"	N74° 16' 27"W	93.32
C6	131.96	233.00	32° 26' 57"	N74° 16' 27"W	130.20
C7	131.96	233.00	32° 26' 57"	N74° 16' 27"W	130.20
C8	39.27	25.00	89° 59' 58"	N45° 29' 57"W	35.36
C9	39.27	25.00	90° 00' 00"	S44° 30' 05"W	35.36
C10	15.82	18.50	49° 00' 02"	S65° 59' 54"E	15.34
C11	33.14	60.00	31° 38' 53"	S57° 19' 20"E	32.72
C12	85.36	60.00	81° 30' 35"	N66° 05' 57"E	78.34
C13	99.48	60.00	94° 59' 53"	N22° 09' 18"W	88.47
C14	22.39	18.50	69° 19' 45"	N24° 59' 22"W	21.04
C15	39.16	25.00	89° 44' 38"	N44° 32' 50"E	35.28
C16	39.19	25.00	89° 49' 34"	N44° 35' 18"E	35.30
C17	94.58	167.00	32° 26' 57"	S74° 16' 27"E	93.32
C18	101.96	233.00	32° 26' 57"	S74° 16' 27"E	100.20
C19	106.19	233.00	26° 06' 47"	N76° 26' 41"E	105.28
C20	76.35	167.00	26° 11' 45"	N76° 29' 10"E	75.69
C23	65.63	200.00	18° 48' 10"	N65° 48' 05"E	65.34
C24	51.57	200.00	14° 46' 23"	N82° 11' 51"E	51.42
C25	91.44	200.00	26° 11' 45"	N76° 29' 10"E	90.65
C26	91.15	200.00	26° 06' 47"	N76° 26' 41"E	90.37
C27	113.27	200.00	32° 26' 57"	S74° 16' 27"E	111.76
C28	113.27	200.00	32° 26' 57"	S74° 16' 27"E	111.76

Project Number	Designed By	Date Issued
21-45015	BVB	2022.03.08

WILLOW FIELDS PUD
 GRANTSVILLE,
 TOOELE COUNTY, UTAH

GRANTSVILLE CITY ENGINEER

APPROVED THIS _____ DAY OF _____ 20____

BY THE GRANTSVILLE CITY ENGINEER.

GRANTSVILLE CITY PUBLIC WORKS

APPROVED THIS _____ DAY OF _____ 20____

BY THE GRANTSVILLE PUBLIC WORKS DEPARTMENT

GRANTSVILLE CITY PUBLIC WORKS DIRECTOR

Project Name: _____

CIVIL PROJ-EX, INC.
 ENGINEERS & PLANNERS
 96 QUIRA STREET
 GRANTSVILLE, UTAH 84009

7224157
 BARRY V. BUNDERSON
 State of Utah

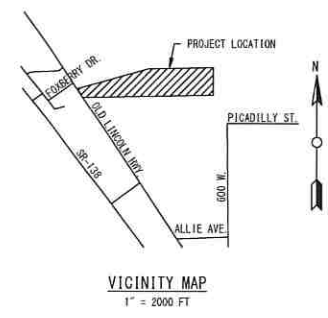
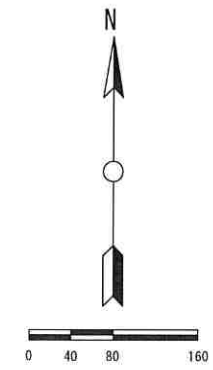
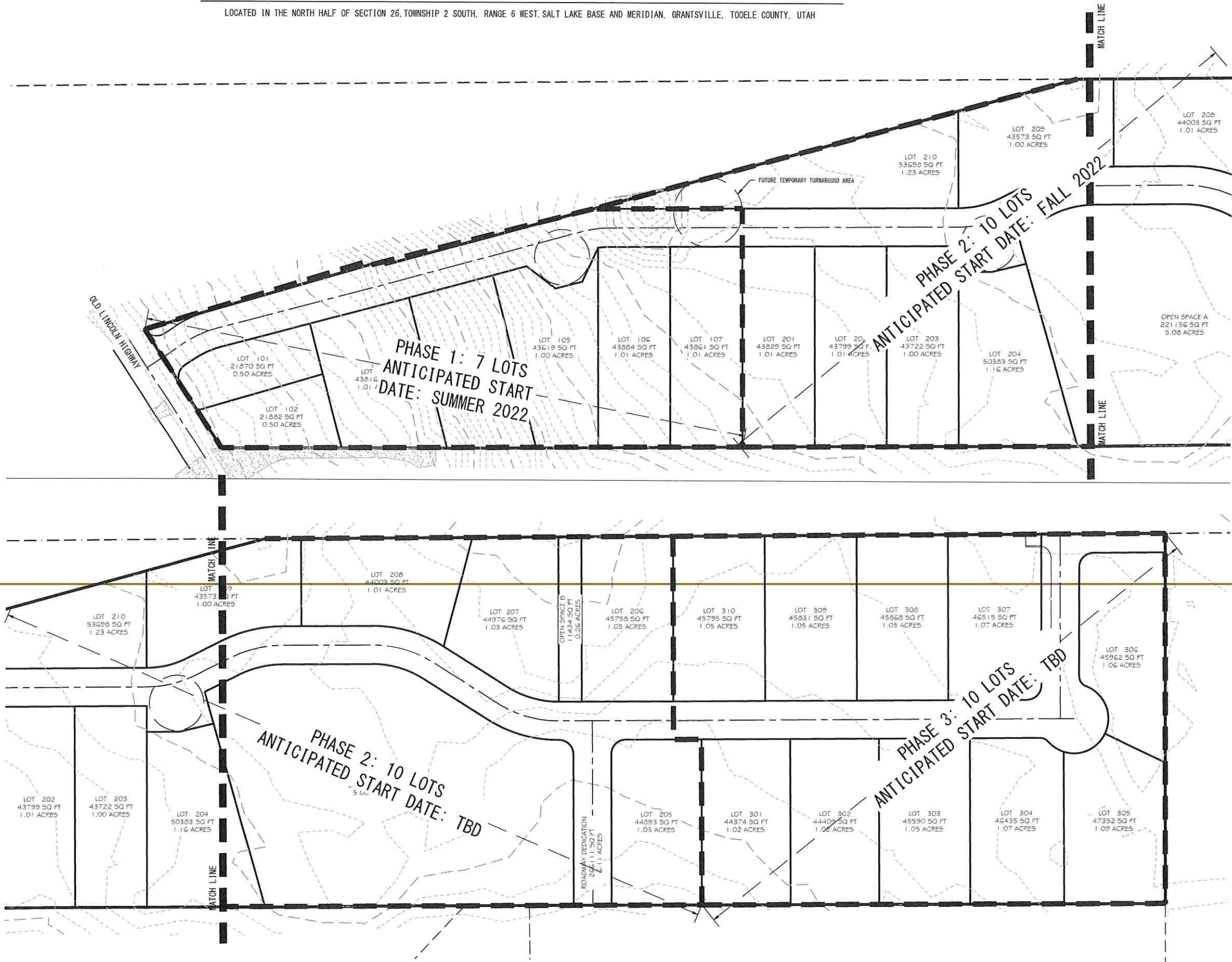
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Sheet Name: **V-100**

No.	Revisions	By	Date
1	City Public Works requires 4500 PSI concrete for Public Work Improvements	BVB	3/12/21

PHASING PLAN - WILLOW FIELDS PUD

LOCATED IN THE NORTH HALF OF SECTION 26, TOWNSHIP 2 SOUTH, RANGE 6 WEST, SALT LAKE BASE AND MERIDIAN, GRANTSVILLE, TOOELE COUNTY, UTAH



GRANTSVILLE CITY ENGINEER
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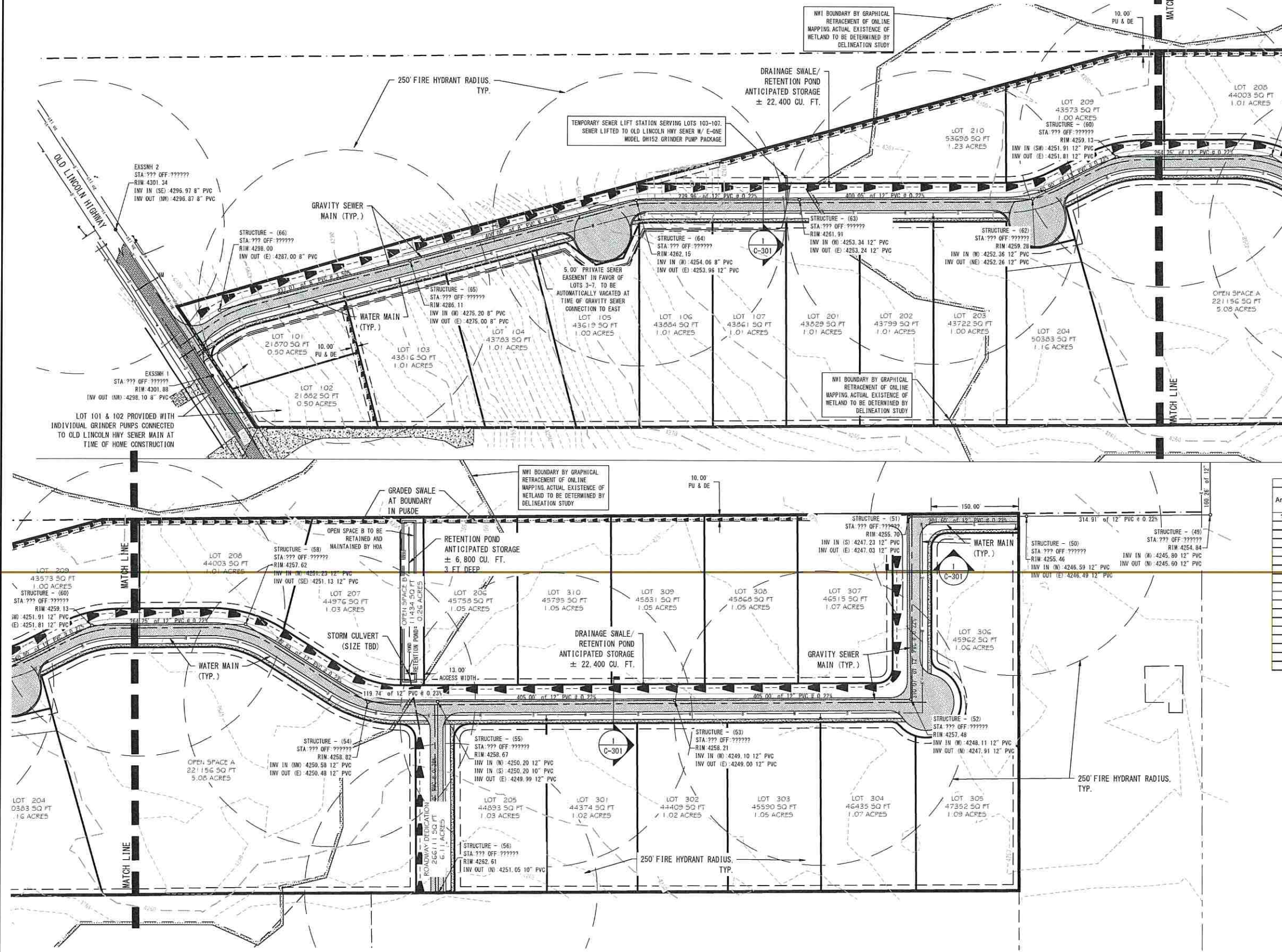
GRANTSVILLE CITY PUBLIC WORKS
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 BY THE GRANTSVILLE PUBLIC WORKS DEPARTMENT

GRANTSVILLE CITY PUBLIC WORKS DIRECTOR

PRELIMINARY PLAN Project Number: 21-65015 Drawn By: BVV Date Issued: 2022.03.08 Designed By: BVV Date Issued: 2022.03.08		No. 1 City Public Works require 4500 PSI concrete for Public Way Improvements Revisions By: BVV Date: 8/17/21
WILLOW FIELDS PUD GRANTSVILLE, TOOELE COUNTY, UTAH		
Project Name: WILLOW FIELDS PUD GRANTSVILLE, TOOELE COUNTY, UTAH		CIVIL PROJ-EX, INC ENGINEERS & PLANNERS 96 QUIRK STREET GRANTSVILLE, UTAH 84029
APPROVED THIS _____ DAY OF _____, 20____ BY THE GRANTSVILLE CITY ENGINEER.		PROFESSIONAL ENGINEER 7224157 BARRY V. BUNDERSON 2022.03.08 STATE OF UTAH
APPROVED THIS _____ DAY OF _____, 20____ BY THE GRANTSVILLE PUBLIC WORKS DEPARTMENT		Sheet Name: V-701

SITE ANALYSIS - WILLOW FIELDS PUD

LOCATED IN THE NORTH HALF OF SECTION 26, TOWNSHIP 2 SOUTH, RANGE 6 WEST, SALT LAKE BASE AND MERIDIAN, GRANTSVILLE, TOOELE COUNTY, UTAH



SITE ANALYSIS NARRATIVE

- THE PURPOSE OF THE SITE ANALYSIS MAP IS TO ENSURE THAT THE IMPORTANT SITE FEATURES HAVE BEEN ADEQUATELY IDENTIFIED PRIOR TO THE CREATION OF THE SITE DESIGN, AND THAT THE PROPOSED OPEN SPACE (WHERE APPLICABLE) WILL MEET THE REQUIREMENTS OF CHAPTER 21, SECTION 21.1.13.
- THIS PRELIMINARY PLAN INCLUDES THE PLANNED UNIT (PUD) SUBDIVISION OF TOOELE COUNTY PARCEL 01-062-0-0102 INTO 27 RESIDENTIAL SINGLE-FAMILY LOTS IN A THREE PHASED DEVELOPMENT. THE CURRENT ZONING IS RR-1.
- THE ACREAGE OF THE ENTIRE TRACT IS 1,678.178 SQ. FT. OR 38.53 ACRES.
- GENERAL VEGETATION CHARACTERISTICS INCLUDE GRASS, WEEDS, SAGEBRUSH AND A FEW SMALL TREES.
- GENERAL SOILS TYPES CONSIST PREDOMINANTLY OF SILT TO ORGANIC SILT (ML TO OL) AND SILTY CLAY (CL) EXTENDING TO THE FULL DEPTH PENETRATED. 12 FEET PER THE OMT ENGINEERING LABORATORIES GEOTECHNICAL STUDY DATED JULY 9, 2021. GROUNDWATER HAS BEEN ENCOUNTERED AT THE TIME OF FIELD EXPLORATIONS IN SEVERAL TEST PITS ABOUT 5-6 FEET BELOW THE EXISTING GROUND SURFACE. THEREFORE GROUNDWATER MAY AFFECT DEEPER EXCAVATIONS.
- THE SITE IS IN ZONE "D" PER FEMA PANEL 49045C1605C DATED 11/18/2009
- THE PROJECT ANTICIPATES CONNECTING TO THE CITY WATER SYSTEM FOR ALL LOTS. THE PROJECT PLANS TO CONNECT TO THE CITY SEWER SYSTEM FOR ALL LOTS.
- STORM DRAIN MITIGATION WILL INCLUDE A 100-YEAR RETENTION POND WITHIN THE ROADSIDE SWALES CREATED BY A SERIES OF CHECK DAMS, OR AS REQUIRED AS PART OF OPEN SPACE B AND OR LOTS 206 & 207. THE HYDRAULIC SOIL GROUP IS "C"

Retention Volumes by SCS Method					
Area (sq. ft.)	Pre development run off "CN"	Post development run off "CN"	Pre development Storage "S"	Post development Storage "S"	
1678178	74	79	3.51	2.66	
24 Hour Rain fall depths					
	2yr	10 yr	25 yr	50 yr	100 yr
	1.21	1.55	1.91	2.11	2.31
Pre Development Runoff Volumes Cu. Ft.					
	2yr	10 yr	25 yr	50 yr	100 yr
	8951	28133	43179	56285	70552
Post Development Runoff Volumes Cu. Ft.					
	2yr	10 yr	25 yr	50 yr	100 yr
	19287	46314	65821	82234	99688
Required Retention Volumes - Cu. Ft.					
	2yr	10 yr	25 yr	50 yr	100 yr
	10336	18182	22642	25949	29136
	10336	18182	22642	25949	29136

OPEN SPACE NARRATIVE

- OPEN SPACE MEETS REQUIREMENTS BY PROVIDING 5 ACRES OR 13% OF THE GROSS SUBDIVISION AREA. THE 5 ACRES ARE PROVIDED BY OPEN SPACE PARCELS A AND B.

CONTACTS:

ENGINEER: CIVIL PROJ-EX 435-228-6736
 SURVEYOR: NOLAN HATHROCK 801-568-2965
 OWNER REPRESENTATIVE: DUSTIN HALL 801-514-3923

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CITY ENGINEER _____

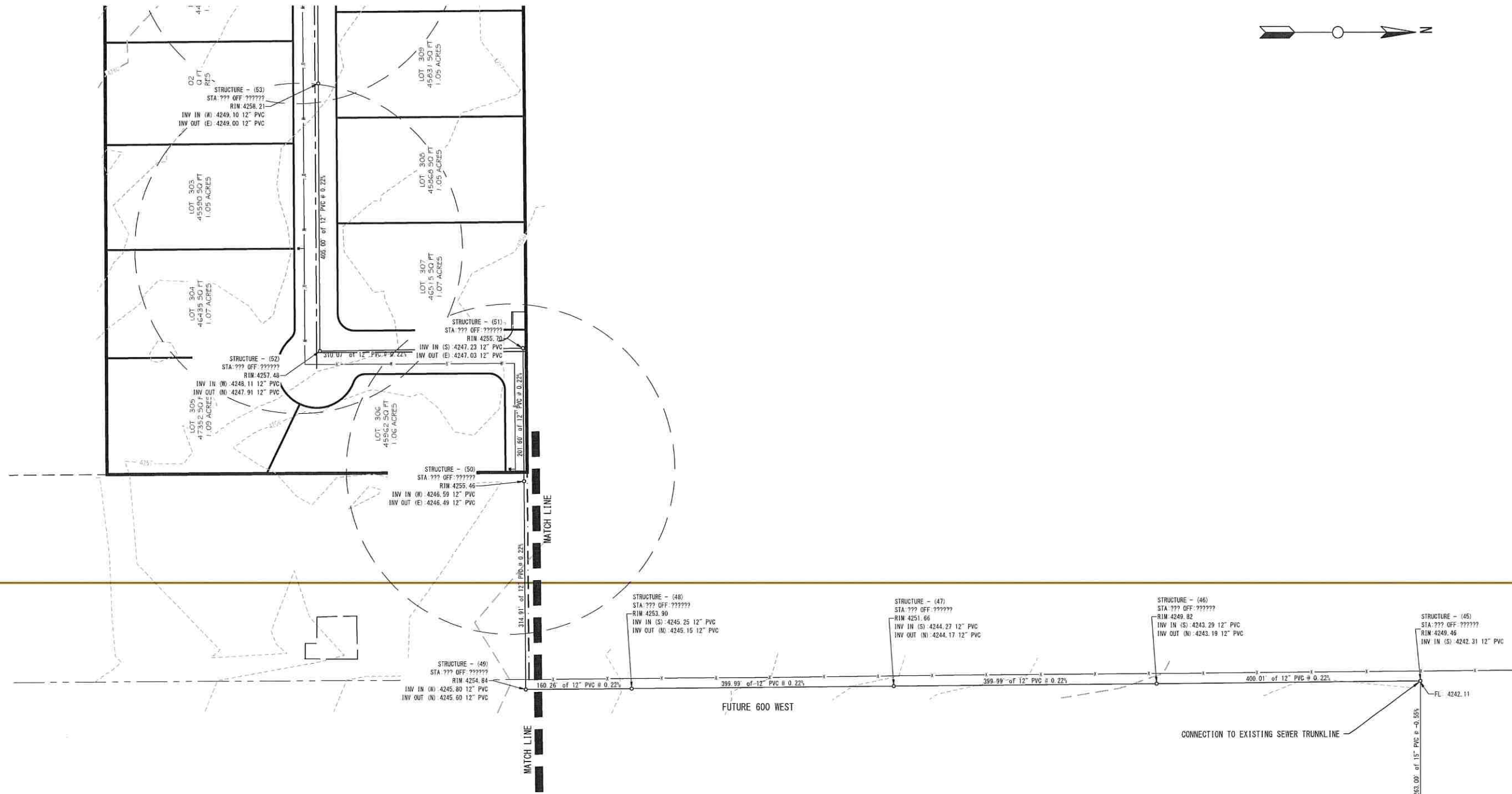
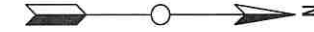
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 GRANTSVILLE CITY PUBLIC WORKS DIRECTOR

Project Name: WILLOW FIELDS PUD, GRANTSVILLE, TOOELE COUNTY, UTAH		Project Number: 21-49015	Designed By: BVB	Date Issued: 2022.03.08	By: BVB	Date: 8.12.21
Project Name: WILLOW FIELDS PUD, GRANTSVILLE, TOOELE COUNTY, UTAH		Project Number: 21-49015	Designed By: BVB	Date Issued: 2022.03.08	By: BVB	Date: 8.12.21
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PROFESSIONAL ENGINEER
 7224167
 BARRY V. BUNDERSON
 CIVIL ENGINEER
 960 QUINCY STREET
 GRANTSVILLE, UTAH 84009
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 Sheet Name: SITE ANALYSIS

CIVIL UTILITY - WILLOW FIELDS PUD

LOCATED IN THE NORTH HALF OF SECTION 26, TOWNSHIP 2 SOUTH, RANGE 6 WEST, SALT LAKE BASE AND MERIDIAN, GRANTSVILLE, TOOELE COUNTY, UTAH



No.	Revisions	By	Date
1	City Public Works requires 4500 PSI concrete for Public Way Improvements	BVB	8.12.21

PRELIMINARY PLAN	
Project Number 21-45015	Designed By BVB
Drawn By BVB	Date Issued 2022.03.08

Project Name:
**WILLOW FIELDS PUD
GRANTSVILLE,
TOOELE COUNTY, UTAH**

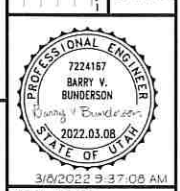
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ENGINEERS & PLANNERS
966 GUILFORD STREET
GRANTSVILLE, UTAH 84020

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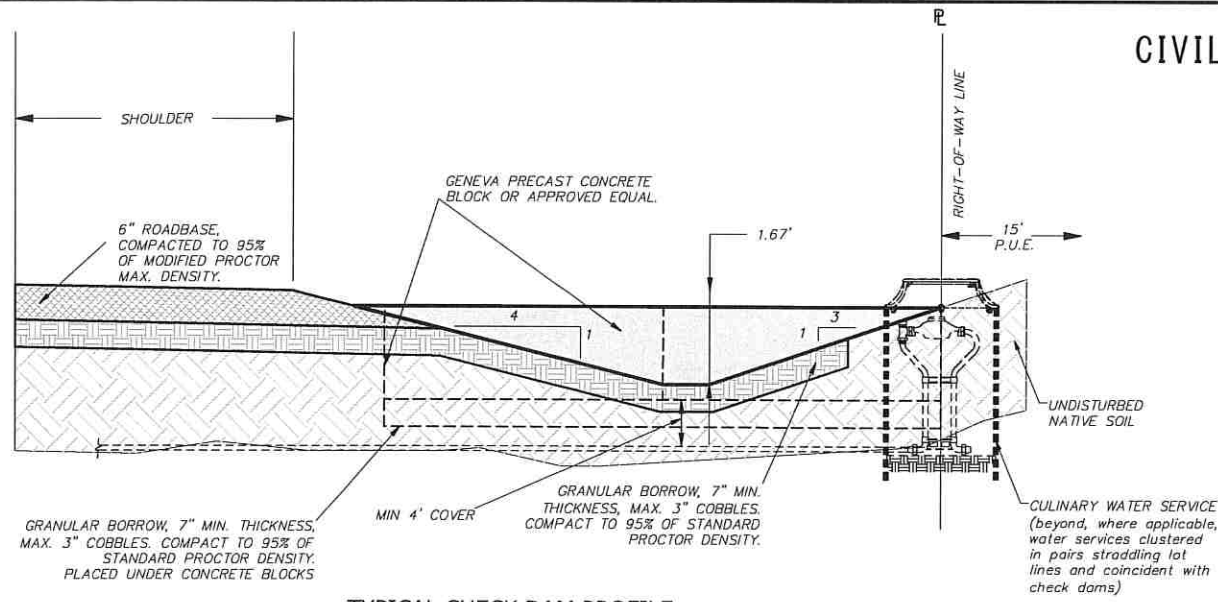
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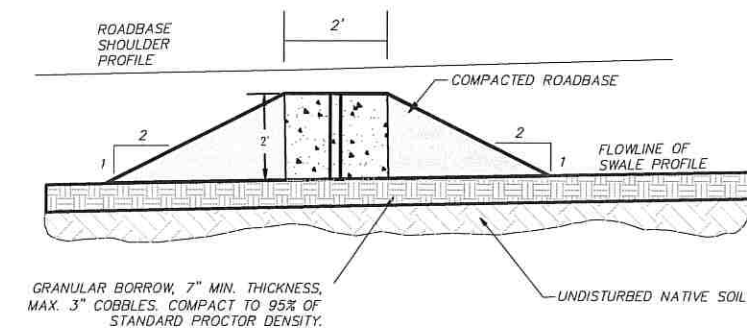


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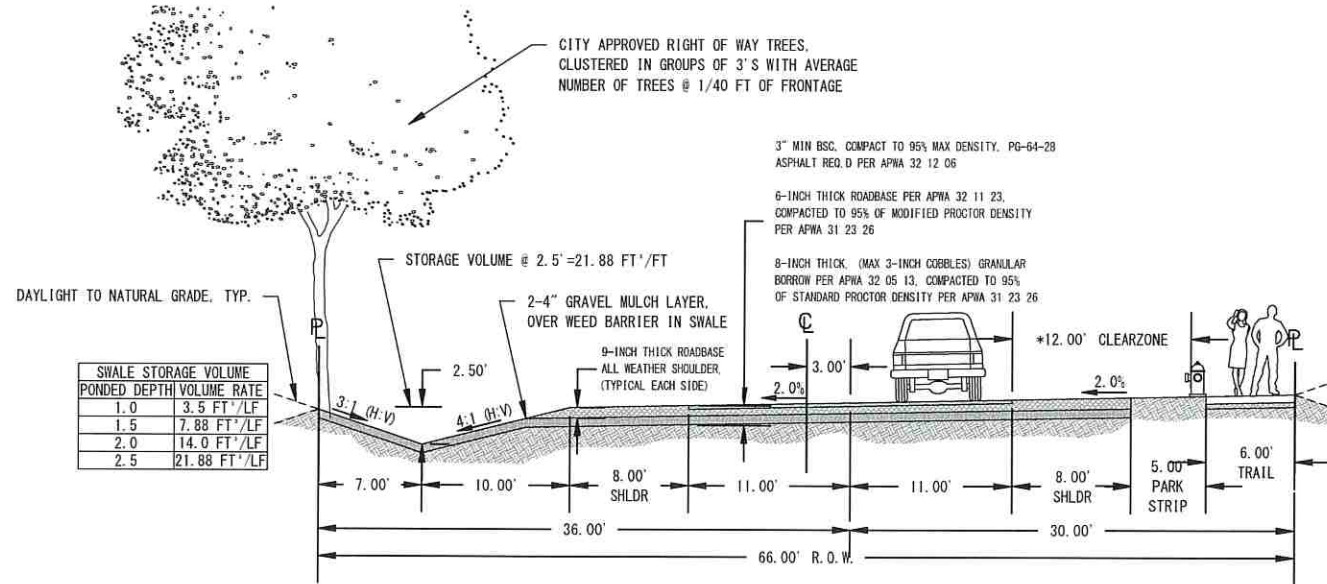
CIVIL SECTIONS



TYPICAL CHECK DAM PROFILE



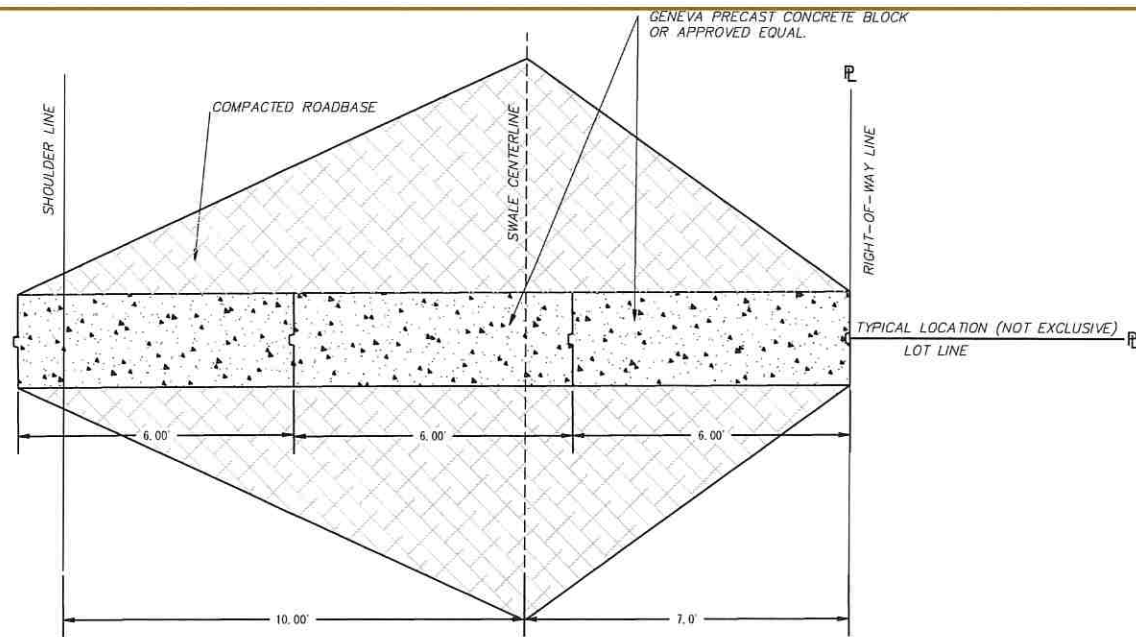
TYPICAL CHECK DAM CROSS-SECTION



SWALE DEPTH	VOLUME RATE
1.0	3.5 FT³/LF
1.5	7.88 FT³/LF
2.0	14.0 FT³/LF
2.5	21.88 FT³/LF

* COMPLIES WITH ROADSIDE DESIGN GUIDE TABLE 3.1 FOR DESIGN SPEED LESS THAN 40 MPH AND ADT 750-1500

1 PROPOSED WILLOW FIELDS TYPICAL LOCAL ROADWAY
SCALE: NTS



TYPICAL CHECK DAM PLAN VIEW

5 CHECK DAM

Scale: NTS

No.	Revisions	By	Date

PRELIMINARY PLAN	Designed By BVB	Date Issued 2022.03.14
Project Number 20-45015	Drawn By BVB	No.

Project Name:
**WILLOW FIELDS PUD
GRANTSVILLE,
TOOELE COUNTY, UTAH**

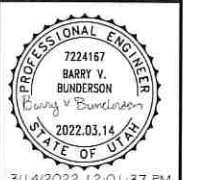
CIVIL PROJ-EX, INC
ENGINEERS & PLANNERS
966 QUIRK STREET
GRANTSVILLE, UTAH 84029

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AGENDA ITEM #19

Discussion with Nicole Cloward
regarding Cloward Court Subdivision
PUD.

AGENDA ITEM #20

Discussion with Karli Harris regarding
Bird Scooters in Grantsville.

AGENDA ITEM #21

Council Reports

AGENDA ITEM #22

Closed Session (Personnel, Real Estate, Imminent Litigation).

AGENDA ITEM #23

Adjourn.