

**CITY OF SARATOGA SPRINGS
CITY COUNCIL MEETING**

Tuesday, March 4, 2014

Meeting held at the City of Saratoga Springs City Offices
1307 North Commerce Drive, Suite 200, Saratoga Springs, Utah 84045

CITY COUNCIL AGENDA

Councilmembers may participate in this meeting electronically via video or telephonic conferencing.

POLICY SESSION- Commencing at 7:00 p.m.

- Call to Order.
- Roll Call.
- Invocation / Reverence.
- Pledge of Allegiance.
- Public Input - Time has been set aside for the public to express ideas, concerns, and comments. Please limit repetitive comments.
- Awards, Recognitions and Introductions.

POLICY ITEMS

1. Consent Calendar:
 - a. Approval of the Planning Commission Bylaws.
 - b. Award of Bid for the City Wide Crack Seal project.
 - c. Resolution R14-14 (3-4-14): appointing a Library Board Advisory member.
2. Public Hearing: Proposed Budget Amendments to the City of Saratoga Springs 2013-2014 budget.
 - a. Resolution R14-15 (3-4-14): amending the City of Saratoga Springs 2013-2014 budget.
3. Award of engineering contracts for water project for SR 73 waterline and Booster Station, Redwood Road waterline, and the Welby Jacob Canal Booster Station and Waterline.
4. Award of Bid for the Orchard Park pond expansion.
5. Approval of professional service contract for strategic planning.
6. Public Hearing: Rezone and Concept Plan for Sail House located at approximately 4500 South Redwood Road, Paul Watson, applicant.
 - a. Ordinance 14-4 (3-4-14): amending the City of Saratoga Springs official zoning map.
7. Reports:
 - a. Mayor.
 - b. City Council.
 - c. Administration communication with Council.
8. Motion to enter into closed session for the purchase, exchange, or lease of property, pending or reasonably imminent litigation, the character, professional competence, or physical or mental health of an individual.
9. Adjournment.

Notice to those in attendance:

- Please be respectful to others and refrain from disruptions during the meeting.
- Please refrain from conversing with others in the audience as the microphones are sensitive and can pick up whispers in the back of the room.
- Keep comments constructive and not disruptive.
- Avoid verbal approval or dissatisfaction of the ongoing discussion (e.g., applauding or booing).
- Please silence all cell phones, tablets, beepers, pagers, or other noise making devices.
- Refrain from congregating near the doors to talk as it can be noisy and disruptive.



**City Council
Memorandum**

Author: Kimber Gabryszak, AICP
Date: February 25, 2014
Re: Adoption of Planning Commission Bylaws
Meeting: March 4, 2014

A. SUMMARY

Section 19.03.05 of the Land Development Code states:

“The Planning Commission shall adopt written rules of procedure for the conduct of its meetings and the performance of its other duties, which rules shall be subject to approval of the Planning Commission Chair and City Attorney and not be in conflict with state law or the terms of this ordinance.”

The Planning Commission has a set of bylaws, however they have not been formally adopted, signed, and recorded.

Utah Code § 10-9a-301 states that the City Council must pass an ordinance establishing rules of order and procedure for the Planning Commission. Since it has never done so, the Council must now pass an ordinance establishing the rules of order and procedure for the Planning Commission.

Section 3.04.03 of the City Code states:

“Subject to the approval of the City Council, the Planning Commission shall adopt Rules of Procedure consistent with this Code for its own organization and for the transaction of business. Such rules shall not be inconsistent with any directive or instruction received from the City Council.”

Upon the approval of the Planning Commission Chair and City Attorney, the Bylaws must also be approved by the City Council.

The Planning Commission discussed the bylaws at their January 9, 2015 meeting and gave Staff direction for additional changes. The Commission then forwarded a positive recommendation to the Chair, City Attorney, and Council for the bylaws as proposed (Exhibit A).

B. AMENDMENTS

Staff proposed several amendments to the existing bylaws prior to formal adoption, in order to improve the procedures of the Commission.

- Clarify and quantify the attendance policy (the number of meetings/months may be altered at the direction of the Commission).
- Implement a 10:00 p.m. cutoff time that may only be exceeded by a successful motion to continue.
- Updating the types of meetings and streamlining motions to be consistent with the Council's.

Following the Planning Commission discussion at the January 9th meeting, Staff also made the following additional changes:

- Language added to permit occasional electronic participation.
- Language added to implement term limits.
- Simplifying conflict-of-interest language to better match State Code.

C. RECOMMENDATION

Staff recommends that the Council review the proposed Planning Commission bylaws and amendments and vote to approve the bylaws:

“I move to approve the Planning Commission bylaws, and authorize the Planning Commission chair to sign the bylaws, through adoption of an Ordinance.”

D. EXHIBITS

- | | |
|-----------------------------------|---------------|
| A. Draft Bylaws – clean copy | (pages 3-11) |
| B. Draft Bylaws – changes showing | (pages 12-21) |
| C. Resolution | (page 22) |

CITY OF SARATOGA SPRINGS
PLANNING COMMISSION

BYLAWS & RULES OF PROCEDURES

Effective _____, 2014

A. ORGANIZATION

1. Appointment of Chair and Vice Chair: The Commission, at its first regular meeting in January of each year, shall elect a Chair and Vice Chair.
2. The Chair to Preside at the Commission Meeting: The Chair shall preside at all meetings of the Commission and shall provide general direction for the meetings.
3. Duties of the Chair:
 - a. To call the Commission to order on the day and hour scheduled and proceed with the order of business.
 - b. To announce the business before the Commission in the order in which it is to be acted upon, including opening and closing public hearings.
 - c. To receive and submit in the proper manner all motions and propositions presented by the members of the Commission.
 - d. To put to vote all questions which are properly moved, or necessarily arise in the course of proceedings, and to announce the results of motions.
 - e. To inform the Commission, when necessary, on any point of order or practice. In the course of discharging this duty, the Chair shall have the right to call upon legal counsel for advice.
 - f. To authenticate by signature, when necessary, or when directed by the Commission, all of the acts, findings and orders, and proceedings of the Commission.
 - g. To maintain order at the meetings of the Commission.
 - h. To move the agenda along, hold down redundancy by limiting time allowed for comments if necessary, set guidelines for public input, and reference handouts and procedures during meetings.

- i. Recognize speakers and Commissioners prior to receiving comments and presentations.
4. Duties of the Vice Chair: The Vice Chair, during the absence of the Chair, shall perform all the duties and functions of the Chair.
5. Temporary Chair: In the event of the absence or the disability of both the Chair and Vice Chair, the Planning Commission members shall appoint another Planning Commission member to serve as Chair Pro Tem until the Chair or Vice Chair returns. In such event, the Chair Pro Tem shall have all the powers and perform the functions and duties assigned to the Chair of the Commission.
6. Secretary: The City Recorder, or the City Recorder's designee, shall serve as secretary of the Planning Commission.
7. Secretary Duties:
 - a. To post public notices of Planning Commission meetings.
 - b. To attend every session of the Commission, to record roll, to read any communications, resolutions or other papers which may be ordered to be read by the Chair of the meeting and to receive and bring to the attention of the Commission all messages and other communications.
 - c. To keep minutes of the proceedings of the Commission and to record them.
 - d. To keep and maintain a permanent record file of all documents and papers pertaining to the work of the Commission.
 - e. To perform such other duties as may be required.

B. RIGHTS AND DUTIES OF MEMBERS

1. Meeting Attendance: Every member of the Commission shall attend the sessions of the Commission unless duly excused or unless unable to attend because of extenuating circumstances. Any member desiring to be excused shall notify the secretary at least 24 hours in advance of the meeting. The secretary shall inform the Chair of the excused absences.
 - a. If any Commission member is absent from more than three meetings in any consecutive three-month period, the absence shall be reported to the City Council and Mayor, and the City Council shall have the option of replacing said Commission member per Section 3.04.02 of the City Code.

2. Electronic Participation: Participation via Skype or FaceTime or similar videoconference may be permissible, with the limitations and requirements outlined below:
 - a. Electronic participation shall be permitted only under extenuating circumstances, such as but not limited to travel, illness, or injury.
 - b. The Planning Commission member shall notify Staff and obtain permission from the Chair no less than 72 hours prior to the meeting.
 - c. No more than one Planning Commission member may participate electronically per meeting.
 - d. No Planning Commission member may participate electronically more than two times in any consecutive three-month period, unless permission is granted by a majority of the Commission.
3. Term Limits: Every member of the Commission may serve a maximum of two consecutive terms, if reappointed by the Council.
 - a. A member of the Commission desiring to serve again must wait a minimum of one full term before reapplying for a position on the Commission.
4. Conflict of Interest: A Planning Commission member may declare a conflict of interest from a specific agenda item. Members of the Planning Commission who may have an actual, apparent, or reasonably foreseeable conflict of interest on any matter on the Commission's agenda shall disclose and explain the apparent conflict to the Commission. After declaring a conflict of interest, a Planning Commission member shall not participate in the discussion or vote on that matter, nor attempt to use his/her influence with other Commissioners either before, during or after the meeting. Below are some guidelines for conduct:
 - a. There may be a conflict of interest if there are personal, familial, or financial ties between a Planning Commissioner and proponent/opponent of any item of business.
 - b. The Planning Commission shall follow the standards of conduct for municipal officers and employees and disclose actual or potential conflicts of interest as provided for in the Municipal Officers' and Employees' Ethics Act.
5. Explaining the Vote: After the vote is taken any member of the Commission desiring to explain his/her vote shall be allowed an opportunity to do so.
6. Not to Vote Unless Present: No member of the Commission shall be permitted to vote on any question unless the member shall be present or participating electronically when the vote on any question is taken and when the result is announced. No member shall give his/her proxy to any other person.
7. Types of Meetings:
 - a. **Definitions.**

- i. **“Closed Meeting”** means a meeting that is properly closed in accordance with the Utah Open and Public Meetings Act that is part of a regular meeting, special meeting, or emergency meeting.
- ii. **“Emergency Meeting”** means a meeting of an urgent or emergency nature that meets the requirements of the Utah Open and Public Meetings Act.
- iii. **“Regular Meeting”** means a meeting listed on the Planning Commission’s annual meeting schedule that meets the requirements of the Utah Open and Public Meetings Act.
- iv. **“Special Meeting”** means a meeting to consider matters of a non-emergency or non-urgent nature that is not listed on the Planning Commission’s annual meeting schedule and that meets the requirements of the Utah Open and Public Meetings Act.
- v. **“Quorum”** means four members of the Planning Commission.

b. **Types of Meetings.**

- i. **Regular Meetings.** The Commission shall hold regular meetings at least once each month. The Commission shall adopt a regular meeting schedule on an annual basis. Regular meetings may include work sessions and/or policy sessions.
- ii. **Special Meetings.** The Chair or three Commission members may order the convening of a special meeting of the Commission. Each order shall be entered in the minutes of the Commission and provide at least three hours’ notice to each Commission member of the meeting. The City Recorder shall serve notice of the special meeting on each Commission member who did not sign the order by delivering the notice personally or by leaving it at the member’s residence. The special meeting shall otherwise comply with the noticing requirements of the Utah Open and Public Meetings Act. Any action taken by the Commission may not be reconsidered or rescinded at any special meeting unless the number of members of the Commission present at the special meeting is equal to or greater than the number of members present at the meeting when the action was approved.
- iii. **Emergency Meetings.** An emergency meeting to consider matters of an emergency or urgent nature may be held if unforeseen circumstances make it necessary to do so. In such an event, in accordance with the Utah Open and Public Meetings Act, the Commission must give the best notice practicable of the time and place of the emergency meeting and the topics to be considered at the emergency meeting. An emergency meeting may not be held unless an attempt has been made to notify all of the Planning Commission members and a majority of the Planning Commission members approves the meeting.
- iv. **Closed Meetings.** Closed meetings may be held for the purposes and by following the procedures listed in Utah Code §§ 52-4-101—305. In accordance with this section, the closed meeting may be held upon a

vote by two-thirds of the Commission members present, so long as a quorum is present. After conclusion of the closed meeting, no vote is required to resume to a public (open) session. In such a case, the Chair or Chair Pro Tem shall announce the end of the closed meeting and the resumption of the public session.

8. Meetings, Matter Considered: Other Business items pertaining to the affairs of the City of Saratoga Springs Planning Commission and falling within the authority and jurisdiction of the Commission may be considered and acted upon at any regular meeting of the Commission.
9. Quorum: A minimum of four members of the Commission shall constitute a quorum for the transaction of business. Any member disqualified because of a conflict of interest shall not be considered when determining whether a quorum is constituted. Members abstaining from a vote, however, shall count toward consideration of a quorum. Except as otherwise specifically provided in these rules, a majority vote of the Commission members present at a meeting shall be required and shall be sufficient to transact any business before the Commission.

C. PROCEDURE – ORDER OF BUSINESS

1. Order of Business: The order of business shall generally be as follows:
 - a. Field trip
 - b. Roll call taken by secretary
 - c. Consideration of agenda items
 - d. Other business at the discretion of the Chair
 - e. Approval of minutes
 - f. Adjournment
 - i. Business shall generally be concluded no later than 10:00 p.m. Business begun before 10:00 p.m. may be concluded after 10:00 p.m., and new business may only be started after 10:00 p.m. upon a majority vote of the Planning Commission. Unfinished business shall be placed on the next regularly scheduled Commission meeting.
2. Field Trips: On those occasions when site inspections are deemed advisable, field trips shall be held prior to the Planning Commission meetings. The time of the field trips shall be posted on the agenda. The public shall be allowed at the sites of the field trips but encouraged to present their case at the Planning Commission Meeting, not during the field trip. Field trips shall be for the purpose of gathering

information, not for discussing decisions.

3. Agenda for Meetings: The City Recorder, with the assistance of the Chair, shall prepare a written agenda for the meeting as far in advance as possible and shall place such agenda in the hands of each member of the Commission prior to the commencement of the meeting.
4. Agenda Deadline: Requests for Planning Commission consideration must be property presented (i.e., fees paid, applications and petitions filed) and be in accordance with the policies and procedures set forth in the City's Land Development Code and in resolutions that establish such procedures.
5. Staff Report: All major issues presented to the Planning Commission for their consideration shall be accompanied by a staff report detailing the overview, background, analysis and staff recommendation(s) which shall include proposed findings of fact and recommended conditions for approval. Staff reports shall address the portion of the Land Development Code guidelines affected by petitioner's request and how it fits within the guidelines of the ordinance and the applicable regulations. Staff reports shall be as concise as possible while allowing for adequate coverage of the subject matter (preferably one page including front and back sides of paper) and shall be made available to anyone requesting a copy of staff report. Copies of staff reports and other pertinent materials shall be made available to the applicant and the Planning Commission members three days prior to regularly scheduled Planning Commission meetings unless the applicant waives this requirement in writing.

D. PROCEDURE – ORDER AND DECORUM

1. Order of Consideration of Items: The following procedure will normally be observed, however it may be rearranged by the Chair for individual items if necessary for the expeditious conduct of business:
 - a. Item introduction by Chair.
 - b. Staff presentation and recommendation.
 - c. Petitioner/Developer presentation of proposal.
 - d. Opening of public hearings.
 - e. Public comments.
 - i. The Commission may choose to require persons wishing to make comments in public hearing to first fill out a Public Hearing Comment Card. Public Hearing Comment Cards shall be collected by a staff member and presented to the Chair at the commencement of each public hearing. At the discretion of the Chair, comments offered

during the public hearing may be limited to those comments provided at the invitation of the Chair and shall be made at the designated podium.

- ii. Comments shall be directed to the Planning Commission.
- iii. The Chair may, at his or her discretion, limit participant's opportunity to comment to a specified period of time.

- f. Petitioner/Developer response to public comments.
- g. Materials submission. Materials submitted during a public hearing shall be delivered to the City Recorder or his/her designee. The City recorder shall then distribute the submitted materials under the direction of the Chair.
- h. Public hearing closed.
- i. Planning Commission discussion and vote. The Planning Commission may request additional information of the staff and petitioner. Chair outlines possible actions: approval, denial, continuation or approval with conditions. If additional information is required, the public portion of the meeting may be reopened by a majority vote.

E. PROCEDURE – MOTIONS

1. Making Motions: Any Planning Commissioner may make or second a motion. Motions should state findings for approval or denial within the motion:
 - a. Motions should state findings at the beginning of the motion followed by the recommendation to the appropriate body, if any, and should be concluded with the conditions of approval. The motion may refer to the staff report for the detail of the findings of fact and conditions for approval if the author of the motions finds them acceptable.
 - b. The staff summary should be sufficient in detail to assist the Commission in stating findings.
 - c. Motions may be repeated for clarification following discussion and prior to the vote at the request of any Commissioner.
 - d. Planning Commissioners may request legal advice from the City Attorney in the preparation, discussion and deliberation of motions.
2. Second Required: Each motion of the Commission must be seconded.
3. Withdrawing a Motion: After a motion is stated, the motion shall be in the possession of the Commission but may be withdrawn by the author of the motion

prior to the vote. Withdrawal of a second is not necessary.

4. Motion to Table: A motion to table an agenda item for further study should be accompanied by specific reasons for continuing the matter and whenever possible, a specific date to rehear the matter should be scheduled.
5. Amending Motions: When a motion is pending before the Commission, any member may suggest an amendment at any time prior to the Chair putting the motion to a vote. The amendment must be accepted by the author and the member that seconded the motion in order to amend the stated motion.
6. Substitute Motion: A substitute motion, which shall replace the original, motion may be made prior to a vote on the original motion. The substitute motion must be accepted by the author and the member that seconded the motion in order to substitute the stated motion. If not accepted, the member making the substitute motion shall wait until after a vote on the original motion to make a new motion.
7. To Reconsider a Motion: to recall a previous motion for further evaluation and/or action, a motion for reconsideration may be made by a Commissioner who voted with the majority. The motion to reconsider must pass with a majority vote. If it is determined that the motion should stand as previously approved, no formal vote is necessary. If the former motion is to be amended or made void, the motion shall be put to a formal vote of the Commission. Motions to reconsider a previous motion must take place during the same meeting the motion was made or when the minutes containing that particular item are approved.
8. Opening and Closing Informal Hearings: No motion is necessary to open and close the public portion of each public hearing. The Chair or Chair Pro Tem shall announce the opening and closing of each public hearing prior to Planning Commission discussion and vote on the matter.
9. Recess: No motion is necessary to break for a short recess. The Chair or Chair Pro Tem shall announce that the Commission is taking a break and announce a specific time to reconvene the meeting. The time to reconvene must be during the same day as the meeting in which the motion to recess was made.
10. Motion to Continue Past 10:00 p.m.: Business begun prior to 10:00 p.m. may continue after 10:00 p.m. however a motion is required to begin new business after 10:00 p.m. If such a motion is not made or if such a motion is made and fails, remaining items will be placed on the next regular meeting of the Commission.
11. Adjourn: No motion is necessary to adjourn the meeting. In such a case, the Chair or Chair Pro Tem shall announce the adjournment at the end of each Planning Commission meeting.

F. PROCEDURES – DEBATE

1. Interruptions and Questions: No member of the Commission shall interrupt or question another member in debate without obtaining the Commissioner's consent, and to obtain such consent, shall first address the Chair.

G. PROCEDURES – VOTING

1. Changing a Vote: No member shall be permitted to change his/her vote after the Chair announces the decision.
2. Tie Votes: Votes that result in a tie shall be considered the end of the motion at issue and shall result in an action of denial. In cases where the Planning Commission is acting in an advisory role, a tie vote shall result in the item going to the City Council without a favorable recommendation from the Commission.
3. Conflict of Interest Disqualification: Any member declaring a conflict of interest shall be disqualified and shall leave the room and not participate in the discussion and vote pertaining to that particular matter.

H. PROCEDURES – SUSPENSION OF RULES

1. Suspension or Alteration of Rules: No standing rules of the Commission shall be altered, amended, suspended or rescinded without the vote of a majority of all members of the Commission and approval by the City Council by ordinance.

I. AMENDMENT OF RULES OF PROCEDURE

1. These rules of the procedure may be amended at any meeting of the Commission upon a majority vote of all of the members of the Planning Commission and approval by the City Council by ordinance.

J. RECORDING OF RULES

1. These rules and all subsequent amendments shall be recorded by the City Recorder in the Planning Commission's Handbook and copies shall be furnished to each member of the Commission.

Signature of Chair
City of Saratoga Springs Planning Commission

Date

CITY OF SARATOGA SPRINGS
PLANNING COMMISSION

BYLAWS & RULES OF PROCEDURES
Effective _____, 2014

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7. Types of Meetings:

- a. Definitions.

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Deleted: <#>Place: All meetings of the Commission shall be held at such place as the Commission or Planning Staff may designate. A meeting having been convened at the place designated, may, with proper agenda notice, be adjourned by the Commission to any other place within the City of Saratoga Springs for the sole purpose of investigating some particular matter of business which may be more conveniently investigated at such other place, or may be adjourned to any other room more convenient for conducting the business of the Commission, so long as proper notice of the meeting location is provided and posted for the general public. ..
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- i. **“Closed Meeting”** means a meeting that is properly closed in accordance with the Utah Open and Public Meetings Act that is part of a regular meeting, special meeting, or emergency meeting.
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vote by two-thirds of the Commission members present, so long as a quorum is present. After conclusion of the closed meeting, no vote is required to resume to a public (open) session. In such a case, the Chair or Chair Pro Tem shall announce the end of the closed meeting and the resumption of the public session.

8. Meetings, Matter Considered: Other Business items pertaining to the affairs of the City of Saratoga Springs Planning Commission and falling within the authority and jurisdiction of the Commission may be considered and acted upon at any regular meeting of the Commission.
9. Quorum: A minimum of four members of the Commission shall constitute a quorum for the transaction of business. Any member disqualified because of a conflict of interest shall not be considered when determining whether a quorum is constituted. Members abstaining from a vote, however, shall count toward consideration of a quorum. Except as otherwise specifically provided in these rules, a majority vote of the Commission members present at a meeting shall be required and shall be sufficient to transact any business before the Commission.

C. PROCEDURE – ORDER OF BUSINESS

1. Order of Business: The order of business shall generally be as follows:
 - a. Field trip
 - b. Roll call taken by secretary
 - c. Consideration of agenda items
 - d. Other business at the discretion of the Chair
 - e. Approval of minutes
 - f. Adjournment
 - i. Business shall generally be concluded no later than 10:00 p.m. Business begun before 10:00 p.m. may be concluded after 10:00 p.m., and new business may only be started after 10:00 p.m. upon a majority vote of the Planning Commission. Unfinished business shall be placed on the next regularly scheduled Commission meeting.
2. Field Trips: On those occasions when site inspections are deemed advisable, field trips shall be held prior to the Planning Commission meetings. The time of the field trips shall be posted on the agenda. The public shall be allowed at the sites of the field trips but encouraged to present their case at the Planning Commission Meeting, not during the field trip. Field trips shall be for the purpose of gathering

information, not for discussing decisions.

3. Agenda for Meetings: The City Recorder, with the assistance of the Chair, shall prepare a written agenda for the meeting as far in advance as possible and shall place such agenda in the hands of each member of the Commission prior to the commencement of the meeting.
4. Agenda Deadline: Requests for Planning Commission consideration must be property presented (i.e., fees paid, applications and petitions filed) and be in accordance with the policies and procedures set forth in the City's Land Development Code and in resolutions that establish such procedures.
5. Staff Report: All major issues presented to the Planning Commission for their consideration shall be accompanied by a staff report detailing the overview, background, analysis and staff recommendation(s) which shall include proposed findings of fact and recommended conditions for approval. Staff reports shall address the portion of the Land Development Code guidelines affected by petitioner's request and how it fits within the guidelines of the ordinance and the applicable regulations. Staff reports shall be as concise as possible while allowing for adequate coverage of the subject matter (preferably one page including front and back sides of paper) and shall be made available to anyone requesting a copy of staff report. Copies of staff reports and other pertinent materials shall be made available to the applicant and the Planning Commission members three days prior to regularly scheduled Planning Commission meetings unless the applicant waives this requirement in writing.

D. PROCEDURE – ORDER AND DECORUM

1. Order of Consideration of Items: The following procedure will normally be observed, however it may be rearranged by the Chair for individual items if necessary for the expeditious conduct of business:
 - a. Item introduction by Chair.
 - b. Staff presentation and recommendation.
 - c. Petitioner/Developer presentation of proposal.
 - d. Opening of public hearings.
 - e. Public comments.
 - i. The Commission may choose to require persons wishing to make comments in public hearing to first fill out a Public Hearing Comment Card. Public Hearing Comment Cards shall be collected by a staff member and presented to the Chair at the commencement of each public hearing. At the discretion of the Chair, comments offered

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during the public hearing may be limited to those comments provided at the invitation of the Chair and shall be made at the designated podium.

- ii. Comments shall be directed to the Planning Commission.
- iii. The Chair may, at his or her discretion, limit participant's opportunity to comment to a specified period of time.

f. Petitioner/Developer response to public comments.

g. Materials submission. Materials submitted during a public hearing shall be delivered to the City Recorder or his/her designee. The City recorder shall then distribute the submitted materials under the direction of the Chair.

h. Public hearing closed.

- i. Planning Commission discussion and vote. The Planning Commission may request additional information of the staff and petitioner. Chair outlines possible actions: approval, denial, continuation or approval with conditions. If additional information is required, the public portion of the meeting may be reopened by a majority vote.

E. PROCEDURE - MOTIONS

1. Making Motions: Any Planning Commissioner may make or second a motion. Motions should state findings for approval or denial within the motion:
 - a. Motions should state findings at the beginning of the motion followed by the recommendation to the appropriate body, if any, and should be concluded with the conditions of approval. The motion may refer to the staff report for the detail of the findings of fact and conditions for approval if the author of the motions finds them acceptable.
 - b. The staff summary should be sufficient in detail to assist the Commission in stating findings.
 - c. Motions may be repeated for clarification following discussion and prior to the vote at the request of any Commissioner.
 - d. Planning Commissioners may request legal advise from the City Attorney in the preparation, discussion and deliberation of motions.
2. Second Required: Each motion of the Commission must be seconded.
3. Withdrawing a Motion: After a motion is stated, the motion shall be in the possession of the Commission but may be withdrawn by the author of the motion

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prior to the vote. Withdrawal of a second is not necessary.

4. Motion to Table: A motion to table an agenda item for further study should be accompanied by specific reasons for continuing the matter and whenever possible, a specific date to rehear the matter should be scheduled.
5. Amending Motions: When a motion is pending before the Commission, any member may suggest an amendment at any time prior to the Chair putting the motion to a vote. The amendment must be accepted by the author and the member that seconded the motion in order to amend the stated motion.
6. Substitute Motion: A substitute motion, which shall replace the original, motion may be made prior to a vote on the original motion. The substitute motion must be accepted by the author and the member that seconded the motion in order to substitute the stated motion. If not accepted, the member making the substitute motion shall wait until after a vote on the original motion to make a new motion.
7. To Reconsider a Motion: to recall a previous motion for further evaluation and/or action, a motion for reconsideration may be made by a Commissioner who voted with the majority. The motion to reconsider must pass with a majority vote. If it is determined that the motion should stand as previously approved, no formal vote is necessary. If the former motion is to be amended or made void, the motion shall be put to a formal vote of the Commission. Motions to reconsider a previous motion must take place during the same meeting the motion was made or when the minutes containing that particular item are approved.
8. Opening and Closing Informal Hearings: No motion is necessary to open and close the public portion of each public hearing. The Chair or Chair Pro Tem shall announce the opening and closing of each public hearing prior to Planning Commission discussion and vote on the matter.
9. Recess: No motion is necessary to break for a short recess. The Chair or Chair Pro Tem shall announce that the Commission is taking a break and announce a specific time to reconvene the meeting. The time to reconvene must be during the same day as the meeting in which the motion to recess was made.
10. Motion to Continue Past 10:00 p.m.: Business begun prior to 10:00 p.m. may continue after 10:00 p.m. however a motion is required to begin new business after 10:00 p.m. If such a motion is not made or if such a motion is made and fails, remaining items will be placed on the next regular meeting of the Commission.
11. Adjourn: No motion is necessary to adjourn the meeting. In such a case, the Chair or Chair Pro Tem shall announce the adjournment at the end of each Planning Commission meeting.

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SPECIAL NOTE: The Chair of the meeting may open and close public hearings by stating: "without objection, I open/close the public hearing",

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F. PROCEDURES – DEBATE

1. Interruptions and Questions: No member of the Commission shall interrupt or question another member in debate without obtaining the Commissioner's consent, and to obtain such consent, shall first address the Chair.

G. PROCEDURES – VOTING

1. Changing a Vote: No member shall be permitted to change his/her vote after the Chair announces the decision.
2. Tie Votes: Votes that result in a tie shall be considered the end of the motion at issue and shall result in an action of denial. In cases where the Planning Commission is acting in an advisory role, a tie vote shall result in the item going to the City Council without a favorable recommendation from the Commission.
3. Conflict of Interest Disqualification: Any member declaring a conflict of interest shall be disqualified and shall leave the room and not participate in the discussion and vote pertaining to that particular matter.

H. PROCEDURES – SUSPENSION OF RULES

1. Suspension or Alteration of Rules: No standing rules of the Commission shall be altered, amended, suspended or rescinded without the vote of a majority of all members of the Commission and approval by the City Council by ordinance.

I. AMENDMENT OF RULES OF PROCEDURE

1. These rules of the procedure may be amended at any meeting of the Commission upon a majority vote of all of the members of the Planning Commission and approval by the City Council by ordinance.

J. RECORDING OF RULES

1. These rules and all subsequent amendments shall be recorded by the City Recorder in the Planning Commission's Handbook and copies shall be furnished to each member of the Commission.

Signature of Chair _____ Date _____
 City of Saratoga Springs Planning Commission

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Comment [1]: This helps prevent stalemates.

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Deleted: The public shall have the opportunity to review and respond to the Rules of Procedure prior to the adoption by the Planning Commission through the regular process of reviewing pending agendas and packet materials. The planning Commission is not required to provide more public notice or publication of its proposed Rules of Procedure prior to the posting of the regular agenda or prior to the preparation of regular written materials that are customarily distributed to the Planning Commission.

ORDINANCE NO. _____

AN ORDINANCE ADOPTING PLANNING COMMISSION BYLAWS, TO ESTABLISH PROCEDURES REGARDING PUBLIC MEETINGS AND THE CONDUCT OF MEMBERS OF THE PLANNING COMMISSION.

WHEREAS, the Planning Commission is authorized by law to propose bylaws, to govern the conducting of public meetings of the Planning Commission and to govern the conduct of its members; and

WHEREAS, Section 19.03.05 of the City Code provides that the Planning Commission shall adopt rules and procedures; and

WHEREAS, Section 3.04.03 of the City Code provides that rules and policies of the Planning Commission must be approved by the City Council; and

WHEREAS, Utah Code § 10-9a-301 states that the City Council must pass an ordinance establishing rules of order and procedure for the Planning Commission; and

WHEREAS, the Planning Commission wishes to establish bylaws, to govern the conducting of Planning Commission meetings and the conduct of its members.

NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF SARATOGA SPRINGS, UTAH, THAT:

1. The bylaws, rules of order, and procedures attached hereto as Exhibit A and incorporated herein by this reference are hereby adopted to govern the conducting of Planning Commission meetings and the conduct of Planning Commission members.
2. The Planning Commission is authorized to make amendments as needed as long as the amendments are consistent with state and federal law and City ordinances.
3. The Planning Commission Chair is authorized to sign the bylaws attached hereto as Exhibit A.

This ordinance shall take effect immediately upon notice and publication as required by Utah law.

Passed this 4th day of March, 2014.

Signed: _____
Jim Miller, Mayor

Attest: _____
Lori Yates, City Recorder

Date

City Council Staff Report

Author: Jeremy D. Lapin, P.E., City Engineer
Subject: Bid Award for 2014 City Wide Crack Project
Date: February 18, 2014
Type of Item: Bid Award recommendation



Description:

- A. Topic:** This item is for the approval of a contract for City wide crack sealing.
- B. Background:** On February 13, 2014 a City wide crack seal project was put out to bid.
- C. Analysis:** This is an annual project the city undertakes to extend the life of the current street infrastructure. The scope of this project is based on priorities identified in the TAMS report dated 2010. The funding for this project has already been allocated under GL #'s 35-4000-744 and 10-4410-740. In accordance with State requirements governing B and C road funds, this project is being advertised for 3 weeks. A bid opening will be held on March 3, 2014 and a final bid schedule and pricing will be presented to the Council at their March 4th, 2014 meeting.
- D. Recommendation:** Staff recommends that the City Council award the contract to the lowest qualified bidder.

City Council Staff Report

Author: Melissa Grygla, Library Director
Subject: Library Board Members
Date: February 26, 2014
Type of Item: Resolution



Summary Recommendations: The City Council should appoint Chris Porter to fill a recently vacated position on the Library Board.

Description:

A. Topic: Library Board Members Appointment

B. Background: Marsha Paskett recently vacated her position on the Library Board. Chris Porter has been nominated by the library board to fill this empty seat. His term would expire on June 30, 2015.

C. Analysis: Chris Porter has expressed interest in helping on the Library Board attending a meeting prior to his nomination for appointment. I believe that to help the Library Board maintain the quorum necessary to hold meetings and vote, it would be prudent to appoint the specified individual to the Library Board.

D. Department Review: City Manager, Library

Alternatives:

A. Approve the Request: Staff recommends that the City Council approve the appointment of Chris Porter to a term ending June 30, 2015.

B. Deny the Request: The City Council could deny the request and not approve the appointment of these board members. We would then have to locate, recommend, and evaluate other possible candidates who would like to fill the positions.

C. Continue the Item: The City Council could continue the request until a later date and time. The result being that the Library Board would not always have a sufficient number of members present to complete the necessary quorum.

Recommendation: Staff recommends the approval of the attached Resolution.

RESOLUTION NO. R14-14 (3-4-14)

**A RESOLUTION APPOINTING A MEMBER
TO THE LIBRARY ADVISORY BOARD AND
ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the Governing Body of the City of Saratoga Springs has established a Library Advisory Board;

NOW, THEREFORE BE IT RESOLVED by the Governing Body of the City of Saratoga Springs that the following person is hereby appointed to the library board committee as outlined herein:

<u>Board Member</u>	<u>Term</u>
Chris Porter	June 30, 2015

This resolution shall become effective immediately upon its passage.

APPROVED this 4th day of March, 2014 by the Governing Body of the City of Saratoga Springs.

Mayor, Jim Miller

Lori Yates, City Recorder

City Council Staff Report

Author: Chelese M. Rawlings, Finance Manager
Subject: Budget Amendments
Date: March 4, 2014
Type of Item: Resolution



Summary Recommendation: Staff recommends approval of the following by resolution amending the budget for the fiscal year 2013-14.

Description

A. Topic

This is the third budget amendment for the fiscal year 2013-2014.

B. Background

The first budget amendment was brought to council and approved on August 8, 2013, and the second budget amendment was brought to council and approved on February 4, 2014 for fiscal year 2013-14. Attached is the detail of the requested budget amendments for the third budget amendment for fiscal year 2013-14.

C. Analysis

Additional budgeted expenditures and budgeted revenues are detailed on the following spreadsheet.

Recommendation: Staff recommends approval of the resolution amending the budget for the fiscal year 2013-14.

FISCAL YEAR 2014 BUDGET AMENDMENT #3

G/L Account	Department	Description	Current FY 2014 Budget	New Budget Amount	Increase (Decrease)	Notes/Comments
General Fund						
10-4140-310	Administration	Professional & Tech - Auditor	18,800	21,500	2,700	Audit Charges for Financial Statements
10-4144-110	Recorder	Salaries and Wages	52,807	58,807	6,000	PT City Recorder
10-4170-600	Elections	Elections	8,000	9,540	1,540	Over budget
10-4210-110	Police	Salaries and Wages	1,172,045	1,188,045	16,000	SS 1/2 Detective due to Bluffdale
10-4215-110	Police - Bluffdale	Salaries and Wages	316,190	342,228	26,038	Bluffdale 1/2 Detective increase
Total for General Fund					52,278	
Debt Service Fund						
Revenues						
40-9701-951	Debt Service	Admin Fee - Int on Water Due	-	118,559	118,559	Auditors prefer to see the payments to the debt service as an admin fee
40-9701-956	Debt Service	Admin Fee - Rent Sewer	-	47,607	47,607	Auditors prefer to see the payments to the debt service as an admin fee
40-9701-957	Debt Service	Admin Fee - Rent Storm	-	47,607	47,607	Auditors prefer to see the payments to the debt service as an admin fee
40-3810-951	Debt Service	Transfer in - Water	118,559	-	(118,559)	Auditors prefer to see the payments to the debt service as an admin fee
40-3810-952	Debt Service	Transfer in - Sewer	47,607	-	(47,607)	Auditors prefer to see the payments to the debt service as an admin fee
40-3810-954	Debt Service	Transfer In - Storm	47,607	-	(47,607)	Auditors prefer to see the payments to the debt service as an admin fee
Total for Debt Service Fund					-	
Water Rights Fund						
Expenditures						
58-5800-625	Water Rights	Rate Stabilization Fund	170,000	400,000	230,000	Rate Stabilization Fund for Bonds
Total for Water Rights Fund					230,000	
Secondary Water Impact Fund						
Expenditures						
new code	Secondary Impact Fund	Welby Jacobs turnout to Benches	-	100,000	100,000	Engineering for Welby Jacobs Turnout to Benches
57-5500-100	Secondary Impact Fund	Depreciation	-	232,000	232,000	Depreciation has not been budgeted in the past, now it is causing the fund to be over budget. (Auditor Recommended)
Total for Secondary Water Impact Fund					332,000	
Capital Projects Fund						
Expenditures						
new code	Capital Projects	Fire Truck	-	250,000	250,000	Purchase of New Fire Truck
35-4000-755	Capital Projects	Five Year CIP	574,515	324,515	(250,000)	
Total for Capital Projects Fund					-	
Culinary Water Impact Fund						
Expenditures						
new code	Culinary Impact Fund	RR 18 inch water line eng in 2014	-	50,000	50,000	Redwood Road 18 Inch Water Line Engineering
56-5500-100	Culinary Impact Fund	Depreciation	-	1,030,000	1,030,000	Depreciation has not been budgeted in the past, now it is causing the fund to be over budget. (Auditor Recommended)
56-4000-717	Culinary Impact Fund	Well #1 Design and Project	191,608	30,074	(161,534)	defund - project completed
Total for Culinary Water Impact Fund					918,466	
Water Fund						
Revenues						
new code	Secondary Water Operating	Bond Revenue	-	(2,774,000)	(2,774,000)	Series 2014 Water Revenue Bonds
Expenditures						
new code	Secondary Water	Secondary Residential Meters	-	2,774,000	2,774,000	Bond Revenue Funded
new code	Secondary Water	Harvest Hills Transmission	-	46,000	46,000	Harvest Hills Transmission
51-5813-940	Water	Transfer Out Debt Service	118,559	-	(118,559)	Transfers to Debt Services should be an Admin Fee - Auditor Recommended
51-5105-???	Water	Admin Fee to Debt Service	-	118,559	118,559	Transfers to Debt Services should be an Admin Fee - Auditor Recommended
51-5500-100	Water Fund	Depreciation	-	790,000	790,000	Depreciation has not been budgeted in the past, now it is causing the fund to be over budget. (Auditor Recommended)

G/L Account	Department	Description	Current FY 2014 Budget	New Budget Amount	Increase (Decrease)	Notes/Comments
Total for Water Fund					836,000	

G/L Account	Department	Description	Current FY 2014 Budget	New Budget Amount	Increase (Decrease)	Notes/Comments
Sewer Fund						
<u>Expenditures</u>						
52-5500-100	Sewer	Depreciation	-	605,000	605,000	Depreciation has not been budgeted in the past, now it is causing the fund to be over budget. (Auditor Recommended)
52-5813-940	Sewer	Transfer Out Debt Service	47,607	-	(47,607)	Transfers to Debt Services should be an Admin Fee - Auditor Recommended
52-5200-???	Sewer	Admin Fee to Debt Service	-	47,607	47,607	Transfers to Debt Services should be an Admin Fee - Auditor Recommended
Total for Sewer Fund					605,000	
Sewer Impact Fund						
<u>Expenditures</u>						
53-5500-100	Sewer Impact	Depreciation	-	92,000	92,000	Depreciation has not been budgeted in the past, now it is causing the fund to be over budget. (Auditor Recommended)
Total for Sewer Impact Fund					92,000	
Storm Drain Impact Fund						
<u>Expenditures</u>						
31-4000-786	Storm Drain Impact	Upsize Detention Basin in HH	61,000	100,000	39,000	Bid exceeded budget
Total for Storm Drain Impact Fund					39,000	
Storm Drain Enterprise Fund						
<u>Expenditures</u>						
54-5500-100	Storm Drain Enterprise	Depreciation	-	410,000	410,000	Depreciation has not been budgeted in the past, now it is causing the fund to be over budget. (Auditor Recommended)
54-5800-940	Storm Drain Enterprise	Transfer Out Debt Service	47,607	-	(47,607)	Transfers to Debt Services should be an Admin Fee - Auditor Recommended
54-5400-???	Storm Drain Enterprise	Admin Fee to Debt Service	-	47,607	47,607	Transfers to Debt Services should be an Admin Fee - Auditor Recommended
Total for Storm Drain Enterprise Fund					410,000	
Grand Total					3,514,744	

RESOLUTION NO. R14-15 (3-4-14)

A RESOLUTION AMENDING THE CITY OF SARATOGA SPRINGS BUDGET FOR FISCAL YEAR 2013-2014 AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Saratoga Springs has found it necessary to amend the City's current 2013-2014 fiscal year budget;

WHEREAS, pursuant to state law, the City Council has conducted a public hearing on the proposed amended budget; and,

WHEREAS, the City Council has determined that the proposed budget amendment is in the best interests of the public, will further the public health, safety, and welfare, and will assist in the efficient administration of City government.

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SARATOGA SPRINGS, UTAH, THAT:

1. The City of Saratoga Springs does hereby adopt the amended 2013-2014 fiscal year budget as set forth and attached hereto.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon passage.

Passed this 4th day of March, 2014.

CITY OF SARATOGA SPRINGS
A UTAH MUNICIPAL CORPORATION

Signed: _____
Jim Miller, Mayor

Attest: _____
City Recorder

_____ Date

FISCAL YEAR 2014 BUDGET AMENDMENT #3

G/L Account	Department	Description	Current FY 2014 Budget	New Budget Amount	Increase (Decrease)	Notes/Comments
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Sewer Fund						
<u>Expenditures</u>						
52-5500-100	Sewer	Depreciation	-	605,000	605,000	Depreciation has not been budgeted in the past, now it is causing the fund to be over budget. (Auditor Recommended)
52-5813-940	Sewer	Transfer Out Debt Service	47,607	-	(47,607)	Transfers to Debt Services should be an Admin Fee - Auditor Recommended
52-5200-???	Sewer	Admin Fee to Debt Service	-	47,607	47,607	Transfers to Debt Services should be an Admin Fee - Auditor Recommended
Total for Sewer Fund					605,000	
Sewer Impact Fund						
<u>Expenditures</u>						
53-5500-100	Sewer Impact	Depreciation	-	92,000	92,000	Depreciation has not been budgeted in the past, now it is causing the fund to be over budget. (Auditor Recommended)
Total for Sewer Impact Fund					92,000	
Storm Drain Impact Fund						
<u>Expenditures</u>						
31-4000-786	Storm Drain Impact	Upsize Detention Basin in HH	61,000	100,000	39,000	Bid exceeded budget
Total for Storm Drain Impact Fund					39,000	
Storm Drain Enterprise Fund						
<u>Expenditures</u>						
54-5500-100	Storm Drain Enterprise	Depreciation	-	410,000	410,000	Depreciation has not been budgeted in the past, now it is causing the fund to be over budget. (Auditor Recommended)
54-5800-940	Storm Drain Enterprise	Transfer Out Debt Service	47,607	-	(47,607)	Transfers to Debt Services should be an Admin Fee - Auditor Recommended
54-5400-???	Storm Drain Enterprise	Admin Fee to Debt Service	-	47,607	47,607	Transfers to Debt Services should be an Admin Fee - Auditor Recommended
Total for Storm Drain Enterprise Fund					410,000	
Grand Total					3,514,744	

City Council Staff Report

Author: Jeremy D. Lapin, P.E., City Engineer
Subject: Engineering Contract for 2014-2015 Culinary and
Secondary Water Projects
Date: March 4, 2014
Type of Item: Award of Engineering Contract



Description:

A. Topic:

This item is for the awarding of a contract for the engineering on three upcoming water projects:

- SR-73 Culinary Waterline and Booster Station
- Redwood Road Culinary Waterline
- Welby Jacob Canal Booster Station and Secondary Waterline

B. Background:

The City is in the process of finalizing capital facilities master plans for its culinary and secondary water systems. The above referenced projects are programmed for FY 2015 and are proposed as bond funded improvements.

Because it is critical that the City have accurate and detailed cost estimates for these projects before contemplating a bond, the engineering cost of these projects has already been budgeted. These existing budget items will cover the cost of the project design and administration however, the projects would not be able to be constructed until full project funding is acquired.

C. Analysis:

The City issued a request for proposals in January of 2013 to the 4 engineering firms that have been prequalified to provide engineering services for the City's water projects. Gilson Engineering, Bowen and Collins, and Hansen, Allen, and Luce responded to the RFP, CRS did not. Proposals were evaluated and a bid table of the proposal prices is attached.

Recommendation:

Staff recommends that the City Council award the engineering contract for the above mentioned projects to Hansen, Allen, and Luce in the amount of \$174,400.

CITY OF SARATOGA SPRINGS
 2014 CULINARY AND SECONDARY IMPROVEMENTS
 BID TABULATION

BASE BID SCHEDULE				Hansen Allen & Luce Inc.		Bowen Collins & Associates		Gilson Engineering	
ITEM	DESCRIPTION	EST QTY	UNIT	UNIT COST	TOTAL AMOUNT	UNIT COST	TOTAL AMOUNT	UNIT COST	TOTAL AMOUNT
1	SR-73 Waterline and Booster Station	1	LS	\$ 63,900.00	\$ 63,900.00	\$ 148,730.00	\$ 148,730.00	\$ 72,812.00	\$ 72,812.00
2	Redwood Road Waterline	1	LS	\$ 30,000.00	\$ 30,000.00	\$ 48,785.00	\$ 48,785.00	\$ 50,900.00	\$ 50,900.00
3	Welby Jacob Canal Booster Station and Waterline	1	LS	\$ 80,500.00	\$ 80,500.00	\$ 138,628.00	\$ 138,628.00	\$ 73,522.00	\$ 73,522.00
	Discount If Awarded All Three Schedules	1	LS			\$ 86,953.00	\$ (86,953.00)		
BASE BID SCHEDULE TOTAL					\$ 174,400.00		\$ 249,190.00		\$ 197,234.00

**City Council
Staff Report**

**Author: Mark T. Edwards
Subject: Bid Award Recommendation
Date: March 4, 2014**



Description:

A. Topic:

This item is presented to the Mayor and City Council for consideration, to award a bid to upsize a detention basin located in Orchard Park in the Harvest Hills Subdivision. The project includes providing additional storage volume in the pond and reconstructing and resizing the outfall orifice plate.

B. Background:

In the recently completed Storm Water Capital Facilities Plan, storage capacity in the Orchard Park detention basin was determined to be deficient. Although no negative issues have taken place since the pond was originally constructed the City's consultants feel the deficiencies should be corrected. The detention basin will be upsized from 0.37 acre foot to 1.19 acre foot. Construction activities should be substantially complete by April 15, 2014.

C. Analysis:

The proposed upsize of the Orchard Park detention basin will benefit the residents by providing additional protection from the possibility of flooding and properly detain storm water to historical flows.

Recommendation:

On February 24 at 2:00, 2014, Staff conducted a Public Bid Opening where bids were read aloud, Wardell Brothers was the lowest qualified bidder. Staff recommends the City Council award the bid for the Orchard Park Detention Basin Upgrades to Wardell Brothers for \$80, 134.30

2162 West Grove Parkway Ste 400
Pleasant Grove, Utah 84062
www.horrocks.com



Tel: 801.763.5100
Salt Lake line: 801.532.1545
Fax: 801.763.5101
In state toll free: 800.662.1644

Mark Edwards
1307 North Commerce Dr. Ste. 200
Saratoga Springs, Utah 84045

February 25, 2014

Subject: Orchard Park Pond Upgrades

Dear Mark:

Upon review of the eight submitted bids, it is recommended that the contract be awarded to Wardell Brothers Construction, Inc.. They provided a bid of \$80,134.30.

Attached is an official bid tabulation. Please let me know if you require any other information.

Sincerely,
HORROCKS ENGINEERS

A handwritten signature in black ink, appearing to read "Ross Dinsdale".

Ross Dinsdale P.E.
801-763-5170
rossd@horrocks.com

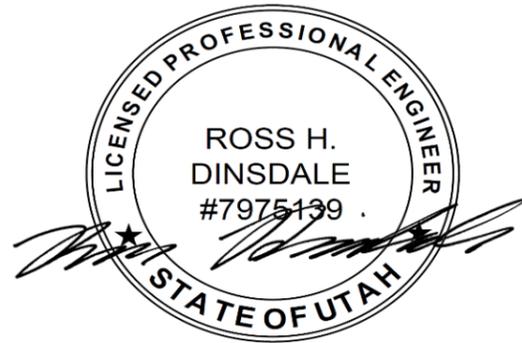
Attachments: 1

cc: Jeremy Lapin
Steven Lord

Project Engineer: Ross Dinsdale, P.E.

Item #	Description	Quantity	Units	Engineers Estimate		Bidder 1 Bowen Construction		Bidder 2 Newman Construction		Bidder 3 Metro Builders		Bidder 4 Perco Rock	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Mobilization	1	LS	-	\$4,417.60	-	\$5,200.00	-	\$8,000.00	-	\$10,198.00	-	\$11,485.00
2	Traffic Control	1	LS	-	\$1,100.00	-	\$550.00	-	\$1,000.00	-	\$500.00	-	\$1,011.00
3	Construction Surveying	1	LS	-	\$1,100.00	-	\$1,600.00	-	\$1,600.00	-	\$1,400.00	-	\$3,355.00
4	Excavation	2,010	CY	\$18.70	\$37,587.00	\$16.50	\$33,165.00	\$30.00	\$60,300.00	\$13.30	\$26,742.00	\$16.00	\$32,160.00
5	3'x5' Inlet Box	1	LS	-	\$5,500.00	-	\$3,400.00	-	\$4,000.00	-	\$2,900.00	-	\$3,714.00
6	15" RCP	8	LF	\$165.00	\$1,320.00	\$100.00	\$800.00	\$80.00	\$640.00	\$62.50	\$500.00	\$338.00	\$2,704.00
7	Sprinkler System	1	LS	-	\$8,800.00	-	\$19,725.00	-	\$5,000.00	-	\$16,945.00	-	\$6,600.00
8	Adjust Manhole to Grade	1	LS	-	\$2,200.00	-	\$550.00	-	\$300.00	-	\$800.00	-	\$1,844.00
9	Sod w/4" of Top Soil	27,958	SF	\$1.10	\$30,753.80	\$1.00	\$27,958.00	\$0.62	\$17,333.96	\$1.28	\$35,700.00	\$1.00	\$27,958.00
TOTAL BID					\$92,778.40		\$92,948.00		\$98,173.96		\$95,685.00		\$99,831.00

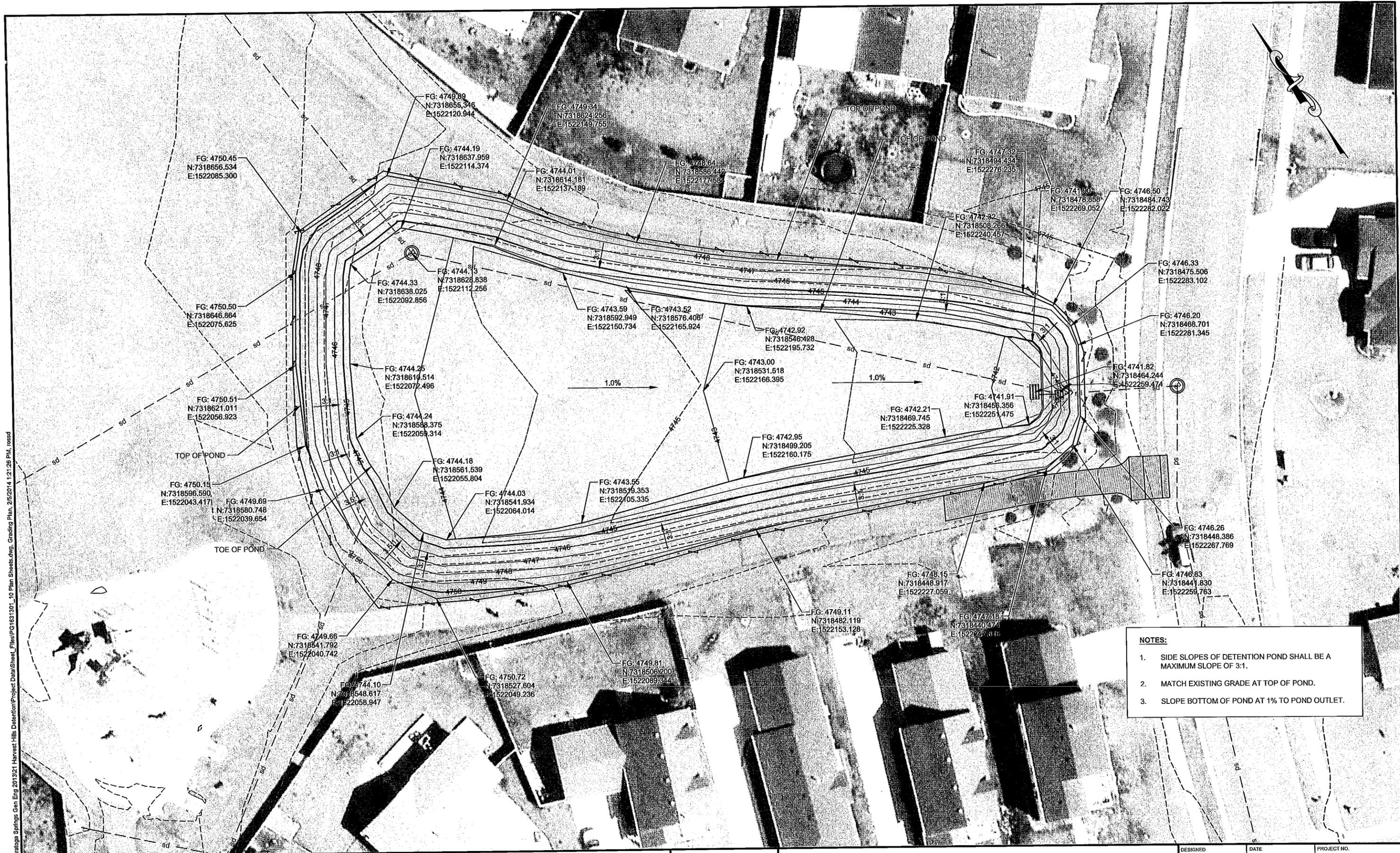
Item #	Description	Quantity	Units	Bidder 5 Wardell Brothers		Bidder 6 Beck Construction		Bidder 7 S&L Inc		Bidder 8 Braker Construction		Average	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Mobilization	1	LS	-	\$5,000.00	-	\$5,750.00	-	\$18,633.35	-	\$11,500.00	-	\$9,470.79
2	Traffic Control	1	LS	-	\$1,250.00	-	\$3,650.00	-	\$859.18	-	\$2,200.02	-	\$2,502.53
3	Construction Surveying	1	LS	-	\$1,500.00	-	\$2,000.00	-	\$3,158.40	-	\$5,500.00	-	\$2,514.18
4	Excavation	2,010	CY	\$12.00	\$24,120.00	\$47.25	\$94,972.50	\$11.69	\$23,496.90	\$28.00	\$56,280.00	\$21.84	\$56,280.00
5	3'x5' Inlet Box	1	LS	-	\$3,950.00	-	\$1,750.00	-	\$4,015.45	-	\$1,500.00	-	\$3,153.68
6	15" RCP	8	LF	\$150.00	\$1,200.00	\$100.00	\$800.00	\$85.80	\$686.40	\$85.00	\$680.00	\$125.16	\$849.49
7	Sprinkler System	1	LS	-	\$17,850.00	-	\$28,000.00	-	\$19,236.45	-	\$17,150.00	-	\$16,313.31
8	Adjust Manhole to Grade	1	LS	-	\$1,500.00	-	\$825.00	-	\$979.16	-	\$150.00	-	\$868.52
9	Sod w/4" of Top Soil	27,958	SF	\$0.85	\$23,764.30	\$1.15	\$32,151.70	\$0.77	\$21,548.45	\$0.81	\$22,645.98	\$0.93	\$27,030.03
TOTAL BID					\$80,134.30		\$169,899.20		\$92,613.74		\$117,606.00		\$105,861.40



Ross H. Dinsdale, P.E.

2/25/2014

C:\2013\PG-163-1301\Sanataga Springs Gen Eng 2013\21 Harvest Hills Detention\Project Data\Sheet_Files\PG1631301_10 Plan Sheets.dwg, Grading Plan, 2/5/2014 12:28 PM, rross



- NOTES:**
- SIDE SLOPES OF DETENTION POND SHALL BE A MAXIMUM SLOPE OF 3:1.
 - MATCH EXISTING GRADE AT TOP OF POND.
 - SLOPE BOTTOM OF POND AT 1% TO POND OUTLET.

PRELIMINARY
NOT FOR CONSTRUCTION

SCALE
HORIZONTAL 1" = 30'
VERTICAL NA

WARNING
IF THIS BAR DOES NOT MEASURE 1" THEN DRAWING IS NOT TO SCALE

HORROCKS ENGINEERS

2162 West Grove Parkway
Suite 400
Pleasant Grove, UT 84062
(801) 763-5100

ORCHARD PARK DETENTION BASIN
GRADING PLAN

DESIGNED RHD	DATE 01/21/2014	PROJECT NO. PG-163-1301-21
DRAWN CJG	DATE 01/21/2014	SHEET NO. 6 OF 9
CHECKED SL	DATE 01/21/2014	DRAWING NO. G-1

City Council Staff Report

Author: Mark Christensen
Subject: Strategic Planning Services
Date: March 4, 2014
Type of Item: Approval of Contract



Summary Recommendations: Please see the attached proposal regarding strategic planning.

Recommendation: Staff is asking the City Council to direct them as to which option to pursue.

STRATEGIC PLAN for the CITY OF SARATOGA SPRINGS



Proposal for Professional Services

Submitted: 24 February 2014



SARATOGA SPRINGS

Prepared For:

City of Saratoga Springs, Utah

Attn: Mark Christensen, City Manager
1307 N. Commerce Drive, Suite 200
Saratoga Springs, UT 84045



 **TANNER**

Submitted by:

Tanner LLC

Key Bank Tower at City Creek
36 South State Street, Suite 600
Salt Lake City, Utah 84111-1400
Telephone: +1.801.532.7444

DIFFERENT FIRM. DIFFERENT EXPERIENCE.

24 February, 2014

City of Saratoga Springs

Attn: Mark Christensen, City Manager
1307 N. Commerce Drive, Suite 200
Saratoga Springs, UT 84045

Dear Mark:

Thank you for the opportunity to prepare a proposal for the City of Saratoga Springs. I truly believe that a community-based strategic planning process can be a powerful way of aligning the community behind a unified vision for the future.

Local governments face the same challenges as Fortune 500 corporations and small businesses: How do we focus scarce resources on what matters most? How do we engage our stakeholders in alignment with a unified vision of what matters most? Many corporations hire independent Strategic Planning facilitators to assist them because they understand that reaching the highest levels of clarity and innovation through an internal effort required an external enabler. We commend you for moving forward in engaging a firm or individual to co-develop an effective strategic plan for the city of Saratoga Springs.

Tanner LLC has an impeccable record of quality and an entire practice area devoted exclusively to strategic planning and leadership. They have deep national and international firm experience and expertise, and nearly 70% of their executive team (Managers, Senior Managers, and Partners) have been

with the national or international firms. Tanner is recognized for their exceptional management team, technical talent, and a reputation for quality and reasonable fees. The firm is numbered among the INSIDE Public Accounting's Best of the Best Accounting Firms for 2013.

What can you expect from us:

1. Our process is fun, dynamic, innovative and sustainable. Making decisions is easy, implementing them and maintaining momentum is the biggest challenge in developing a Strategic Plan. Because our facilitated process involves 6 'adult teaching & learning methods', not only are we developing a strategic plan, but we are enabling and empowering you so that implementation is effective and sustainable. Our Strategic Planning process will empower your management team to make decisions, particularly in the face of individual pressure or an unknown or adverse political climate. When critical decisions arise, you will be able to use the strategic plan to put decisions into context and make recommendations that are reasonable and prudent with a long-term focus.
2. Our skills and expertise are unmatched. Strategic planning steps around the world are fundamentally similar. What makes them unique are the individuals who facilitate them. Each of our consultants are practitioners, not scholars. Each have vast experience in public, private and international settings, and each are dynamic and are highly-sought after. We also understand that what we say and do in a public forum reflects on you as well as us. The work we perform is carefully crafted for success in this type of environment.
3. You will get a custom project, to meet the City's unique issues and circumstances. We take the time to work with you and your staff to better understand their jobs, duties, challenges and concerns. In every organization, some things are going well and some things are not. Opinions and personal experiences are valued and integrated into the Strategic Planning process. The result is a carefully crafted 'living' Strategic Plan document.

We are committed to completing the assignment on time and within our stated budget and have the time and necessary expert resources to assist without utilizing any subcontractors. I will be the primary designee for this project. I look forward to speaking with you in the days ahead.

Sincerely,



Dan Griffiths, Director of Strategic Planning



T. 801.924.5153 | C. 801.787.0371 | F. 801.708.6744

E. dgriffiths@tannerco.com

Key Bank Tower at City Creek | 36 S State Street, Ste 600

Salt Lake City, Utah 84111-1400

<http://www.tannerco.com/leadership/>

Proposed Staffing

Key personnel that will be utilized with no sub-consultants:



Dan Griffiths, onsite Project Manager will serve as the project manager and principal point of contact. He will be directly involved in helping you design a process that meets your needs as well as facilitating many of the planning sessions. Dan has deep experience in facilitating strategic planning retreats and focus groups. Dan is also fluent in all aspects of Spanish and will facilitate meetings in that language if needed.



Gary Vickrey, Senior Associate has 14 years of experience in strategic planning, leadership assessment and development, executive coaching and succession planning. He has extensive experience in meeting facilitation and will be used in that capacity as well as advising on key aspects of the strategic plan.

Senior Associate Skill Sets include:

Gary Vickrey

- Strategic Support
- Meeting Facilitation
- Planning and Metrics

Dan Griffiths

- Project Manager
- Process Design
- Strategic Alignment
- Graphic Facilitation
- Complete Spanish Fluency

Recommended Approach

Typically, we will hold a half or full-day session with clients prior to preparing a detailed proposal for services. The purpose of this session is to help them design a strategic planning process that directly addresses their core purpose and desired outcomes. We have prepared a detailed plan based on our experience with other community-based municipal strategic planning engagements. However, we may ultimately recommend making a few adjustments based on the results of our initial planning session. There are three approaches that we recommend for your consideration:

Option 1: Community Based Strategic Planning Process

This option contemplates involving the community directly in providing input to and developing the strategic plan. Of the three alternatives, this is the most time intensive and expensive. We present it because in exchange for the greater cost in time and resources, it offers a number of key benefits:

Longevity – Because a community-based process engages community stakeholders, it is much more likely that it will survive the current City Council. Strategic planning efforts that center around the views of just elected officials or staff tend to fade much more quickly than those that truly engage people throughout the community.

Political Sensitivities – It can often be very difficult for elected officials to take a public stand about priorities for resource allocation. A community-based planning process takes the heat off of the elected body by engaging members of the community. Done right, it provides elected bodies with the power to say “yes” to things that the community has identified as critical and “no” to the good things that fall outside the scope of those critical focus areas.

Staff Empowerment – Because the plan is developed through a community-based process and has a greater likelihood of continuing beyond the terms of the current elected body, staff can feel empowered to take the plan seriously and truly focus on the key strategic directives it contains. They are less inclined to think that the plan is simply the flavor of the day that will change when current elected officials turn over.

The process itself would include the following:

- 1) Initial meeting with key decision makers (likely Council and Staff) to refine the process and develop a timeline with dates and times for focus groups and deadlines for key deliverables.
- 2) Decision-makers would appoint a small independent committee of citizens to work with our team in carrying out the strategic planning process and developing the strategic plan. The City Council and key City Staff would remain very involved in the process, but the independent committee would provide vital citizen perspective and ensure an element of independence (both real and perceived). We work directly with the independent committee and facilitate the majority of their meetings.
- 3) We would conduct a minimum of six fully facilitated focus group meetings with citizens, staff and key stakeholders.
- 4) Development and distribution of a community survey soliciting input from citizens and other stakeholders.
- 5) Synthesis of input from focus groups and surveys.
- 6) Work hand-in-hand with the citizen committee, council, and staff to distill that input into the key focus areas within the strategic plan. This typically involves a number of facilitated meetings.
- 7) Development of a concise strategic plan document that identifies key strategic focus areas and highlights critical initiatives within each area including goals and key performance criteria.
- 8) Review the general plan and any other major planning documents already in existence and make recommendations for possible adjustments to better align with the strategic plan.
- 9) PowerPoint slide deck highlighting important aspects of the strategic plan, prepared to include pictures from the focus group meetings and other community events.

This process would be expected to take a total of 9 months start to finish. It could be completed in as little as six months if the Council can move quickly to appoint a citizen committee and if that committee has the time to dedicate to the initiative. Fees for our services as described would not exceed \$39,100 plus direct, out-of-pocket costs for travel and supplies (anticipated to be less than \$1,000).

Option 2: Council, Mayor, & Staff Directed Strategic Planning Process

This option relies most heavily upon elected officials and city staff to drive the strategic planning process. Other stakeholders would be involved in some of the meetings to share input, but ultimately, decisions about what makes it into the final strategic planning document would be driven by council and staff. This has the advantage of involving fewer people in the process which means that the plan can be completed much more quickly and at a lower cost. The key disadvantage is that the process can be seen as not truly representative of what citizens and stakeholders in the community really want. It makes it much more likely that future councils may choose to disregard the strategic directives.

The process itself would include the following:

- 1) Initial meeting with key decision makers to refine the process and develop a timeline with dates and times for focus groups and deadlines for key deliverables.
- 2) Development and distribution of a community survey soliciting input from citizens and other stakeholders.
- 3) Synthesis of input from surveys.
- 4) Fully facilitated two-day strategic planning retreat with key decision-makers (elected officials and staff)
- 5) Development of a concise strategic plan document that identifies key strategic focus areas and highlights critical initiatives within each area including goals and metrics.

From start to finish, this process would be expected to take about three months depending on availability and schedules of key decision makers. Fees for our services as described would not exceed \$22,800 plus direct, out-of-pocket travel and supplies (anticipated to be less than \$700).

Hybrid Strategic Planning Process

This approach takes aspects of the community-based strategic planning process and incorporates them into the council, mayor, and staff directed process. Specifically, three stakeholder focus groups would be conducted to gather additional input from the community and to allow citizens and others to engage directly in the planning process. Instead of appointing an independent committee to be directly involved in developing the plan, elected officials and city staff would perform this function.

As part of this option, we would also provide training to city staff to assist them in developing competencies that would enable them to manage the strategic plan and planning process into the future. This will include training on things like meeting facilitation, but will also include an orientation to the process, tracking and follow up.

From start to finish, this process would be expected to take about six months depending on availability and schedules of key decision makers. Fees for our services as described would not exceed \$29,700 plus direct, out-of-pocket travel and supplies (anticipated to be less than \$800).

Additional Services

If other services are desired, we would be delighted to provide them at our standard rates which range from \$125 per hour for staff to \$320 per hour for partners. Additional services would be reviewed and approved (including estimated fees and out-of-pocket costs) by the Mayor or City Manager in advance of services being performed.

Our Approach to Facilitated Meetings

a. Approach

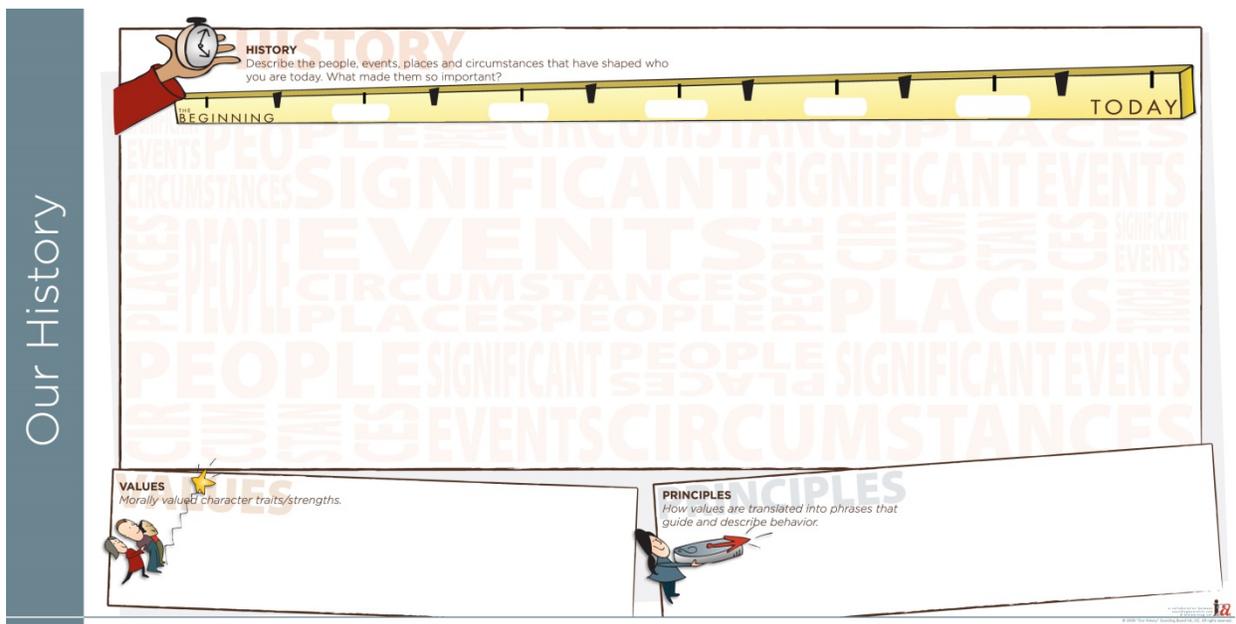
- i. Make the best thinking of the group visible using large-format graphic templates and sticky notes. See below for examples of some of these templates.
- ii. Share the air – A lot of the work will be done in pairs and small groups that roll up to the larger group so that everyone has an opportunity to share their thoughts.
- iii. Engage emotion – Everyone should leave exhausted, but excited for the opportunity to help build the Community.

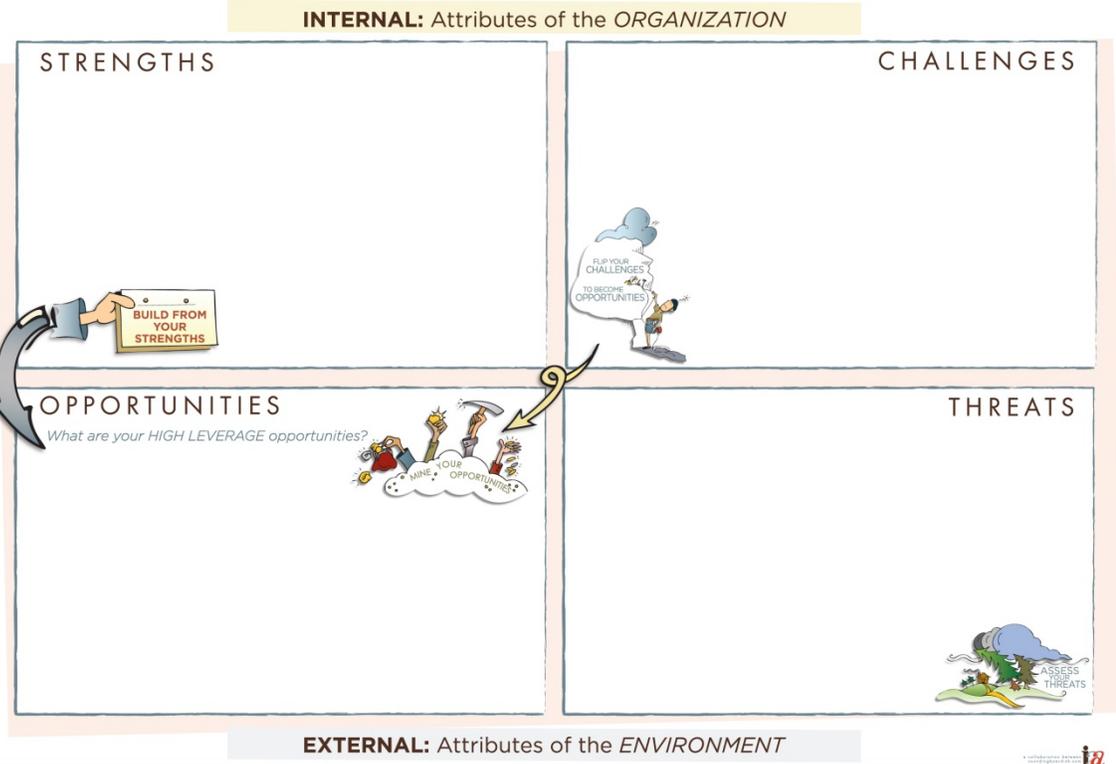
b. Typical Methodology

- i. Hindsight, Foresight & Insight – What are the edges of our current knowledge? Mine that knowledge for key insights. This is designed to create shared meaning and context for everyone involved.
 1. Past – We will use a history exercise to draw out insights about key values and principles for the City. Our goal is to come up with a list of “take withs” and “leave behinds.” “Take withs” represent those things from your history that you want to be sure to take with you into the future. These are the things that should not change. “Leave behinds” are those things that you would prefer to leave in the past.
 2. Present – We will use a “SCOT” analysis (Strengths, Challenges, Opportunities and Threats) to identify high-leverage opportunities.
 3. Future – This exercise will look at future trends that may impact the City and should inform your thinking in developing the strategic plan.

- ii. Create – We employ a series of brainstorming exercises designed to help push the limits of your thinking and dream big. We start with divergent thinking where anything goes and then facilitate a process that will help narrow the field to just a few key focus areas. This is where the outside facilitation is especially useful and where many planning processes stall.
- iii. Communicate & Inspire – Develop a strategy for communicating the plan and branding to city staff and the community and inspiring action. We will take photos during the focus groups and build a slide deck that you can use to help showcase the strategic plan, and engage the community.

SAMPLE WALL GRAPHICS





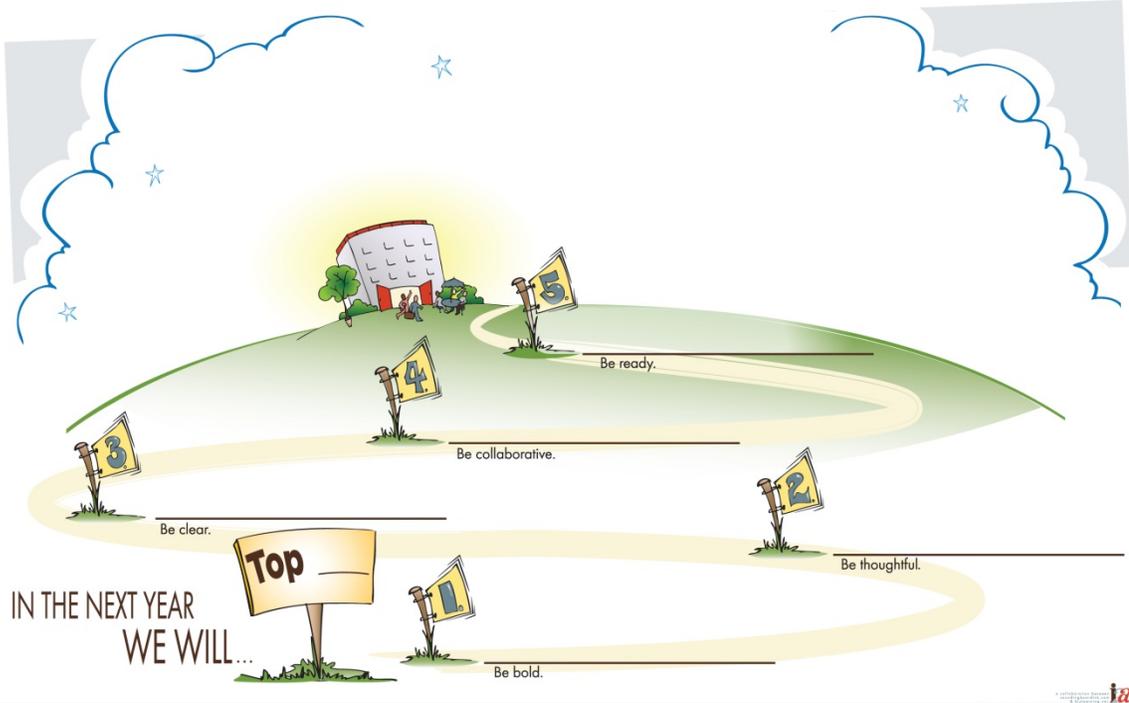
Action Planning for: _____

<p style="text-align: center;">ACTIONS</p> 	<p style="text-align: center;">WHO?</p> 	<p style="text-align: center;">BY WHEN?</p> 
<p style="text-align: center;">DESIRED RESULTS</p> 	<p style="text-align: center;">GUIDING PRINCIPLES</p> 	
<p style="text-align: center;">OPEN QUESTIONS</p>  <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> ? ? ? ? </div>		

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Making It Real: Strategies

Making It Real: Big Picture



Curriculum Vitae

DAN GRIFFITHS

36 S. State Street, Suite 600
Salt Lake City, UT 84111
dgriffiths@tannerco.com
(801.787.0371)

www.linkedin.com/in/dangriffithscpa/



DIRECTOR OF STRATEGIC PLANNING - LEADERSHIP SOLUTIONS PRACTICE

Director of Strategic Planning in a leadership assessment, development, training, and strategic planning practice in a firm with 80 Employees. 10 years of experience serving public & private organizations.

Demonstrated talents and expertise:

- *Strategic Planning*
- *Municipal Government*
- *Employee Supervision*
- *Business Coaching*
- *Workshop Facilitation*
- *Team Building & Training*
- *Budgeting and Performance Metrics*
- *Planning and Budgeting*
- *Organizational Development*
- *Financial and Performance Audits*
- *Succession Planning*
- *Bridging Generational Differences*
- *Metrics Driven Goal Setting*

CAREER HIGHLIGHTS - KEY EXPERIENCES

Strategic Planning & Meeting Facilitation

Worked with clients ranging from private business to municipal government to develop and implement organization-wide strategic plans. For municipal government, this included a particular emphasis on community-based strategic planning. Facilitated strategic planning sessions with stakeholder groups, executive management and departments.

Financial Management & Strategy

Worked with a private equity firm to build a solid portfolio of private business holdings. Responsible for all aspects of financial management and strategy including strategic planning facilitation, implementation of key performance metrics and accountability for business leaders and department heads.

Financial & Performance Auditing

Worked with a variety of public and private clients in performing financial and performance audits. Gained a solid understanding of accounting principles and practices as well as operational best practices.

EDUCATION AND TRAINING

- Certified Strategic Planning Facilitator and Leadership Development Instructor, Business Learning Institute, Towson, Maryland 2012
- Certified Public Accountant, CPA (2006), Certified Global Management Accountant CGMA (2012), American Institute of Certified Public Accountants, 2012
- Masters of Science (MS) in Accountancy, with High Honors, Bachelors of Science (B.S.) in Accounting, Summa Cum Laude, Brigham Young University, Provo, Utah, 2005

CAREER CHRONOLOGY

Apr 2013 – Present Director of Strategic Planning, Tanner LLC, Salt Lake City, Utah
Jan 2011– Mar 2013 Co-Founder, Proficio Services Group, Salt Lake City, Utah
Dec 2006 – Dec 2010 Chief Financial Officer, Proficio Management, Salt Lake City, Utah
May 2005 – Dec 2006 Senior Auditor, Tanner LLC, Salt Lake City, Utah
Jan 2004 – Apr 2005 Auditor, Squire & Company, PC, Orem, Utah
Sep 2002 – Dec 2004 Controller, Global Management Center, Provo, Utah

Honors & Awards

- Outstanding CPA in Business and Management, Utah Association of CPAs, August 2011.
- Outstanding Council Chair, Utah Association of CPAs, August 2009
- Student Achievement Award, Federation of Schools of Accountancy, Brigham Young University, May 2005
- Eagle Scout, Rochester, Michigan, 1996

Other Activities

- Chair of the West Jordan City Strategic Planning Advisory Committee, West Jordan, UT, 2012-2013
- Chair of the West Jordan City Budget Committee, West Jordan, UT, 2011-2013
- Utah's Elected Member of AICPA Council, American Institute of CPAs, 2013 – Current
- Board Member, Utah State Board of Education, 2013 – Current

Curriculum Vitae

GARY C. VICKREY

7113 WESTHAVEN CIRCLE #108
gvickrey@tannerco.com
Zionsville, IN 46077 (317.903.7932)



PARTNER IN CHARGE – LEADERSHIP SOLUTIONS PRACTICE

Partner in Charge in a leadership assessment, development, training, and talent management practice in a firm with 90 Employees. Over **14 years** of **Global** experience serving public & private organizations nationally and internationally. Demonstrated talents and expertise:

- *Leadership Assessment*
- *Strategic Planning*
- *Local Government*
- *Employee Supervision*
- *Executive Selection*
- *Executive Coaching*
- *Team Building & Training*
- *Negotiations and Dispute Resolution*
- *Public / Private Partnerships*
- *Communications Training*
- *Team Dynamics*
- *Execution and Effectiveness*
- *Time Management*
- *Organizational Development*
- *Team Building*
- *Succession Planning*
- *Strategic Planning*
- *Metrics Driven Goal Setting*

CAREER HIGHLIGHTS - KEY EXPERIENCES

Executive/Hi Potential Talent & Leadership Development. 14 Years, in Global Organizations.

- Assessment – Multi-modal approach, 360 surveys, interviews, cognitive abilities testing
- Formal Leadership Appraisal report – highlighting norm group statistics, individual strengths and areas of development and recommendations for development
- Assessment feedback with a consultant – all assessments result in a private analysis of the assessment data
- Developmental Planning & Goal Setting
- Regular progress review meetings
- Wrap up and resurvey process upon completion of a 2-year program – it takes two years to truly change a perception
- Providing feedback to an individual based on others’ perceptions and holding the participant accountable to change their behavior

Overall benefits: This approach provides a clear picture of each participant’s strengths and developmental needs. Returns are immediate as the participant begins to work on his/her development through action planning and stretch assignments. This program also facilitates an organization’s succession planning and talent management efforts via regular progress check-ins and opportunities for exposure to other areas of the organization and tailored leadership training to meet the strategic needs of the organization.

Emerging Leader Talent Development.

-
- Assessment – Multi-modal approach – same approach as above however in cases where a leader currently is not in a leadership position, the attributes that predict their leadership success are evaluated
 - Developmental plans are constructed to ensure each future leader has a career path built for them where they may get exposure to other areas of the business or they have time to learn and grow in key-areas they may be lacking in today

Overall benefits: The most effective leaders are grown and developed within an organization. Developing from within has the added advantage of maintaining the established organizational culture. Having a focused program of leadership development that targets those individuals who are most likely to benefit from participation is critical to organizational success.

Leadership Development and Talent Management Workshops. Over the last 14 years, have provided approximately 350 leadership academies for global organizations in Asia, Europe, North and South America.

One of the most beneficial aspects of my work is to construct leadership development curriculum based on the current bench-strength of leaders or to meet strategic goals of the organization. These workshops are designed to complement our Leadership Development program, yet they are equally as powerful when they stand alone. I have delivered over 350 leadership development and training programs across the Globe. Some of the core workshops delivered are:

- **Integrity** - Today’s business climate stresses the need for transparency, accountability, and integrity from organizational leaders at all levels. We focus on understanding the ethical pressures of being in a leadership position, current events in the business world, and the organization’s own case studies to understand an individual’s leadership brand and how to protect themselves from the integrity pitfalls that have impacted so many leaders in recent years like Enron and Tyco.
- **Empathic Communication and Listening Skills** - negotiation, persuasion, and influence
- To be able to harness their leadership potential, future leaders must communicate with impact and understand how to present information to leverage their natural style.
- **Conflict Management** - At one time or another, leaders will find themselves feeling uncomfortable about how to handle a conflict. In fact, a recent study reported that 42% of a manager’s time is spent on reaching agreement with and between others. We focus on addressing conflict between you and one other person, when addressing conflict with two others who are in conflict, and how to address conflict in a team.
- **Coaching vs. Mentoring** - While coaches and mentors each play important roles in a protégé’s development, their relationships are quite different in nature. There is a critical need today for leaders to be able to give frequent, structured, balanced, and direct coaching and feedback to individuals from “in-house” sources. Also, we are consistently asked to develop internal mentoring programs to focus on the development of hi-potential leaders
- **Recognition, Reward, and Motivation** - Three key competencies that are required to accomplish this task are a genuine interest in others, the ability to set goals and build effective rewards into the context of work, and the ability to motivate people to pursue the goals that have been set out. It is important for leaders to realize what motivates them – often is not what motivates their teams.
- **Leading Change** - In today’s world of work, change management is a key challenge for any leader. Multiple tools are discussed and practiced to facilitate organizational change or to teach a leader how to facilitate organizational change in their organization or team.

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- **From Tactics to Strategy** - By far our most common developmental suggestion to emerging leaders is to improve their strategic orientation. We focus on understanding other's perspectives to be more inclusive when finding creative and innovative ways to solve organizational issues.

Executive Selection

- We assist clients with executive level selection. Through our assessment of the candidates, we are able to present the incumbents side by side. The selection committee can then work from an objective, standardized evaluation of each candidate prior to making its final decision. The successful candidate is subsequently well-prepared to pursue the Leadership Development program, if required by the organization. I have experience in executive selection with a range of clients as high profile as coaches for NBA Teams to Presidents of Pharmaceutical Companies, major Manufacturing and Distribution clients down to the decision to promote a Used Car Manager to a General Manager.
- Job Analysis & Creation of a Success Profile
- Executive Level Assessment – Multi-modal approach including reference checking if requested (usually for external candidates)
- Assessment feedback with the organization's Selection Committee with a Leadership consultant
- Upon selection, a formal appraisal will be written for the successful candidate
- Executive/Hi-potential/Emerging Leader Development program (if required)

Overall benefits: This process provides an objective analysis of the candidates against the organization's success profile and strategic plan. In addition, it provides a confidential assessment of the organization in terms of leadership, strategy, and process factors, all of which are linked to long-term organizational success.

Succession Planning and Talent Management

- Link organizational mission, vision and strategy with leadership succession and development needs
- Leadership Classification System – assess current performance and future leadership potential of all leaders/future leaders in an organization
- Collaboration with HR and the front-line leaders to create tailored Leadership Development initiatives to support the organization's strategic goals
- Executive/Hi-potential/Emerging Leader Development program (if required)
-

Overall benefits: The organization will have a clear picture of the number of high-potential individuals in its 'pool'. It will also recognize the different types of leaders the organization will need to develop in order to meet its business objectives. Such a process also encourages senior executives to develop coaching skills and to place emphasis on filling vacated leadership positions with new leaders from the talent pool, instead of spending resources looking outside of the organization.

United States Air Force and United Nations – Operation Restore Hope, 1992-1993, Egypt, Kenya, Somalia

Deputy Sheriff – Latah County, Moscow, Idaho. 1997-2000

EDUCATION AND TRAINING

- **Masters of Science (MS)**, *University of Idaho, Moscow, 2000*
 - **Bachelors or Science (B.S.)**, *University of Idaho, Moscow, 1998*
 - **Client Centered Behavior Change Counselor (CCBC)** *University of Idaho, Moscow, 1998*
-

CAREER CHRONOLOGY

January 2013– Present Partner in Charge, Leadership Solutions, Tanner LLC, (USA)

April 2007-January 2013 President and CEO, Jackson Leadership-USA

September 2000-April 2007 Senior Consultant, Jackson Leadership-Canada (Toronto)

June 1997-September 2000 Deputy Sheriff, Latah County, Moscow, Idaho

August 1994-June 2000 Associate Professor, University of Idaho, Industrial/Organizational Psychology, Moscow, Idaho

August 1990-August 1994 United States Air Force and United Nations



Staff Report

Concept Plan and Rezone

Sail House

March 4, 2014

Public Hearing and Concept Review

Report Date:	February 25, 2014
Applicant:	Paul Watson
Owner:	Western States Ventures, LLC
Location:	Approximately 4500 South Redwood
Major Street Access:	Redwood Road
Parcel Number(s) & Size:	16:003:0025, 57.955 acres
Parcel Zoning:	Agriculture (A)
Adjacent Zoning:	R-3 and PC (undeveloped Teguayo to the west)
Current Use of Parcel:	Vacant
Adjacent Uses:	Vacant (undeveloped Teguayo is to the west across Redwood)
Previous Meetings:	None
Previous Approvals:	None
Land Use Authority:	City Council
Future Routing:	City Council
Author:	Kimber Gabryszak, Planning Director

A. Executive Summary:

The applicant, Paul Watson on behalf of the property owner, is requesting a rezone to the Rural Residential (RR) zone, and input on a concept plan for a 40-unit subdivision. The applicant is proposing lot minimums of one acre, and as proposed, the subdivision would utilize septic tanks.

At their February 13, 2014 meeting, the Planning Commission discussed and gave comments on the concept plan, held a public hearing on the rezone, and voted to forward a positive recommendation on the rezone to the Council.

Staff Recommendation:

Staff recommends that the Council discuss and give the applicant feedback on the concept plan, conduct a public hearing to take comment on the rezone application, and consider making a decision on the rezone. Options for the rezone include approval, denial, or continuance to a later date, and are outlined in Section I of this report.

B. BACKGROUND: There are no previously approved applications on the subject property. The applicants have chosen to pursue approvals for a large-lot subdivision for the site. The application was reviewed by the DRC, comments returned to the applicants, and revisions made to the plan prior to scheduling the public hearing on the rezone. The Planning Commission reviewed the Concept Plan and Rezone at their February 13, 2014 meeting, and their comments are provided below.

C. SPECIFIC REQUEST:

The applicant is requesting a rezone of the parcel from A to RR to allow consideration of a 40-lot subdivision consisting of one-acre lots served by septic tanks. The property includes land adjacent to Utah Lake, and land adjacent to Redwood Road. All lots are a minimum of one acre.

The applicant is requesting consideration of a road cross section that is not currently permitted in the City standards. The applicant suggests that the City adopt an additional road standard for "rural roads" that does not include curb and gutter, and that is restricted to the A, RA, and RR zones. The proposed cross section is included as Exhibit 4, and the applicant has provided photos of example developments with a similar cross section (Exhibit 5).

The proposed subdivision will be served by septic tanks, rather than connecting to the City's wastewater system. Septic tanks are a unique request, and Staff's analysis is outlined in Section F of this report.

Community amenities include a proposed trail on a berm along Utah Lake, a 75' wide drainage corridor and trail, open space along the lake, and a clubhouse parcel.

D. PROCESS

Rezone

Section 19.17.03 of the City Code outlines the requirements for a rezone, requiring all rezoning application to be reviewed by the City Council after receiving a formal recommendation from the Planning Commission. An application for a rezone request shall follow the approved City format. Rezones are subject to the provisions of Chapter 19.13, Development Review Processes.

The development review process for rezone approval involves a formal review of the request by the Planning Commission in a public hearing, with a formal recommendation forwarded to the City Council. The City Council will then hold a public hearing and formally approve or deny the rezone request.

Concept Plan

Section 19.17.02 of the Code also states "*Petitions for changes to the City's Zoning Map to all land use zones shall be accompanied by an application for Concept Plan Review or Master Development Agreement approval pursuant to Chapter 19.13 of this Code.*"

The applicants have submitted a Concept Plan application for a 40-lot subdivision. The process for a Concept Plan currently includes informal review of the plan by both the

Planning Commission and the City Council. No public hearing is required, and a recommendation is not required.

E. COMMUNITY REVIEW:

The rezone portion of this application has been noticed as a public hearing in the *Daily Herald*, and mailed notice sent to all property owners within 300 feet at least 10 days prior to this meeting. As of the date of this report, no public input has been received.

The Concept Plan does not require a public hearing.

F. REVIEW:

Septic Tanks

The applicants propose use of septic tanks for the development. Staff has contacted the Utah County Health Department, which regulates septic tanks in the County, and also researched State law concerning the proposal.

According to State Code Section 10-8-38,

".....a municipality may:

- (i) require connection to the sewer system if the sewer is available and within 300 feet of the property line of a property with a building used for human occupancy;..."*

It is staff's opinion, after additional research into the impact of the State Code language, that this is intended to apply only to existing parcels. Therefore, while the City may not be able to require a building on an existing parcel to connect, the City is not required to allow further subdivision of a property without the construction of a sewer connection.

The City Code currently requires all new development to install sewer improvements and connect to the City's sewer system. The Code does not currently allow septic tanks. However, amendments can be made to permit septic systems instead of connecting to the City's sewer system in certain limited instances. Potential standards include a minimum lot size of one acre; limitation to the A, RA, and RR zones; requiring future connection to sewer when it reaches the 300' threshold; and to stub sewer lines from homes to the street to avoid the cost of retrofitting homes to homeowners at a later date when sewer connection is required. Requiring the installation of dry sewers in the street is also an option currently being discussed.

If the City Code is amended to allow septic tanks, the proposed subdivision would have to meet all of the requirements of the new Code. The development would then also be subject to State and Health Department requirements. The Health Department will review the waste management proposal for the following factors:

- To determine if every proposed lot will contain an adequate drainfield for the septic tank. To this end, a percolation test will be required for every lot. The tests cannot be done during the winter, and will be done in mid-spring (after March 15) when the water table is the highest. Inadequate results will require repeated tests over the period of a year.

- To verify the water table. If a high water table is identified, the development will have to provide the Health Department with monitoring data for a full year prior to any approvals.
- To identify any collapsible soils or other unstable situations.
- If any lots fail any of the above tests, the Health Department may allow alternatives to be pursued. These may include enlargement of lots with inadequate drainfields, lot stabilization, alternative septic systems such as mound systems, drip filtration systems, package systems, or other non-traditional waste management systems.

Staff recommends that Health Department approval of the wastewater systems be a condition of approval of the subdivision prior to final plat recordation, and at a minimum, a requirement to stub sewer lines to the road to minimize future costs to the homeowners when sewer connection is both feasible and required. These conditions will not be placed on the rezone, but will be considered during the preliminary and final plat process.

Engineering comments

The applicants have provided a water study and infrastructure plans, which have been reviewed by the City Engineer. The City Engineer's comments are included as Exhibit 3. The water study indicates that an additional source of secondary water would be necessary to support the proposal, as the current secondary water supply is not adequate to maintain adequate pressures. The City Council could consider allowing the use of culinary water for secondary water uses such as landscaping, however the City Engineer is not in support of this option as it significantly decreases the available culinary water available in the Zone 2 system. A list of additional conditions and requirements are included for consideration during the preliminary and final plat process.

Planning Commission Review – February 13, 2014

The Planning Commission discussed the Concept Plan and provided the applicant with the following feedback:

- Sandy Steele: Supports the rezone to RR. Wants to make sure that the septic tank locations are tracked; the City Engineer stated that the locations would be surveyed in and added to the City database. Is ok with no curb and gutter and supports the addition of a rural road cross-section to the City Code.
- Hayden Williamson: Is supportive of 1-acre lots. Had questions about sewer connections in the future.
- Eric Reese: Concerned with the potential need for an HOA to take care of the private roads and snow removal.
- Kirk Wilkins: Supportive of 1-acre lots. Asked about the lifespan of septic tanks and was informed they can last upwards of 40 years. Concerned with the secondary water issue, which is still in process with the City Engineer.
- Kara North: Supports the rural road cross-section. Also concerned to see how secondary water is worked out.
- Jeff Cochran: Supports the rezone. Wanted to make sure there are no issues with State Lands along the lake (there are none). Concerning sewer, he wanted to either see it done up front or not at all due to later cost burdens to homeowners.

The Planning Commission also held a public hearing on the rezone.

- The Planning Commission voted unanimously to forward a positive recommendation for the rezone from A to RR, with the findings and conditions in Section I of this report.

They did not find that a Development Agreement was necessary in this application due to the limitation in the RR zone to large 1-acre lots.

Draft minutes of the February 13, 2014 Commission meeting are not yet available.

G. GENERAL PLAN:

The site is designated partially as Low Density Residential on the adopted Future Land Use Map, and partially as Mixed Lakeshore.

The General Plan states that areas designated as Low Density Residential are "*designed to provide areas for residential subdivisions with an overall density of 1 to 4 units per acre. This area is to be characterized by neighborhoods with streets designed to the City's urban standards, single-family detached dwellings and open spaces.*"

The proposed Concept Plan associated with the proposed rezone shows that the property can be developed in a way that is consistent with this use in the General Plan.

The General Plan states that the Mixed Lakeshore designation "*guides development patterns at key locations along the Utah Lake Shoreline. This designation accommodates a wide range of land-uses so long as those land uses are combined and arranged to create destination-oriented developments that take full advantage of the scenic and recreational opportunities that their lakeshore locations provide. Appropriate mixtures of land-uses would include retail, residential, and/or resort properties. Low Density Residential, Medium Density Residential and Neighborhood Commercial land uses would be considered appropriate for this land use designation.*"

The applicant has requested low density residential, which is an appropriate land use in this designation.

H. CODE CRITERIA:

Rezone

Section 19.17.04 outlines the requirements for a rezone, and states:

The Planning Commission and City Council shall consider, but not be bound by, the following criteria when deciding whether to recommend or grant a general plan, ordinance, or zoning map amendment:

1. the proposed change will conform to the Land Use Element and other provisions of the General Plan;
Complies. *The application conforms to the Low Density Residential category identified in the General Plan.*
2. the proposed change will not decrease nor otherwise adversely affect the health, safety, convenience, morals, or general welfare of the public;
Complies. *The proposal keeps low density development an option, and with appropriate conditions and management, no negative impacts will occur.*
3. the proposed change will more fully carry out the general purposes and intent of this Title and any other ordinance of the City; and

Complies. *The intent of the RR zone is to carry on the rural character of Saratoga Springs. The City is mostly low to medium density development, however there are few locations where true low density can occur. This proposal allows consideration of a true low density development.*

4. in balancing the interest of the petitioner with the interest of the public, community interests will be better served by making the proposed change.

Complies. *With appropriate conditions to ensure that the water system is not impacted, that the septic systems are managed appropriately, and that sewer connection is required at a future date when it becomes available, the interests will be balanced.*

Concept Plan

Allowed / Conditional Uses – single-family lots are an allowed use in the RR zone.

Lot Size - the RR zone has a maximum density of one unit per one acre, and a minimum lot size of one acre. The concept plan complies with these limits.

Open Space –The development does provide open space along the lake to preserve sensitive lands, however the RR zone does not have an open space requirement.

Setbacks – as currently proposed, it appears that the minimum requirements for the zone (35' front setback, 12' side setback, and 25' rear setback) will be met by the proposal.

Drainage – the City Engineer requires that drainage and stormwater information be provided.

Slopes – there is potential for slopes over 30% to be disturbed. The City Engineer is requiring further information to ensure that Code compliance is met.

Access – the pending ordinance requires a second access for developments exceeding 50 units. The proposal includes only 40 lots, so there is no requirement for a second access. The proposal does include two accesses onto Redwood Road, which will require UDOT approval. Staff has recommended that the developer consider extending one of the internal roads to the subdivision edge to the north to provide the potential for additional connection to future adjacent development.

Wastewater – the proposal includes the use of septic systems which do not currently comply with the City Code. If amendments to the code to permit septic systems in limited instances are adopted by the City Council, it is anticipated that this subdivision will be able to comply with the standards. This project will be required to meet any adopted standards, and any revisions will need to be made prior to Planning Commission and Council approval of preliminary and final plat.

I. Recommendation and Alternatives:

Staff recommends that the City Council give the applicant informal feedback and direction on the Concept Plan.

Staff also recommends that the City Council conduct a public hearing on the rezone, take public comment, discuss the rezone, and then choose from the rezone options outlined below:

Option 1

"I move to approve the rezone of the ~57.955 acre parcel 16:003:0025 from Agriculture to Rural Residential, as identified in Exhibit 1, with the Findings and Conditions below:"

Findings

1. The rezone complies with Section 19.17.04 of the Code as outlined in Section H of this report. Specifically:
 - a. The rezone will conform to the Land Use Element and other provisions of the General Plan as it meet the Low Density Residential category identified in the General Plan.
 - b. the proposed zone change will not decrease nor otherwise adversely affect the health, safety, convenience, morals, or general welfare of the public as it makes low density development an option, and with appropriate conditions and management, no negative impacts will occur.
 - c. the proposed zone change will more fully carry out the general purposes and intent of this Title and any other ordinance of the City, as the intent of the RR zone is to carry on the rural character of Saratoga Springs. The City is mostly low to medium density development, however there are few locations where true low density can occur. This proposal allows consideration of a true low density development.
 - d. With appropriate conditions to ensure that the water system is not impacted, that the septic systems are managed appropriately, and that sewer connection is required at a future date when it becomes available, community interests will be better served by making the proposed change.

Conditions:

1. All requirements of the City Engineer shall be met.
2. Any conditions added by the Council. _____
3. _____

Option 2

"I move to **continue** the rezone to another meeting, with direction to the applicant and Staff on information and / or changes needed to render a decision, as follows:

1. _____
2. _____
3. _____
4. _____
5. _____

Option 3

"I move to deny the rezone of the ~57.955 acre parcel 16:003:0025 from Agriculture to Rural Residential, as identified in Exhibit 1, with the Findings below:

1. _____
2. _____
3. _____
4. _____
5. _____

I also move to continue the final decision to a later meeting, on [DATE], and direct Staff to return with official Findings as outlined in my motion."

J. Exhibits:

1. Location & Zone Map (page 9)
2. Proposed Concept Plan (page 10)
3. City Engineer's Report (page 11-12)
4. Proposed Rural Road cross section (page 13)
5. Applicant Rural Road examples (pages 14-15)



Staff Report

Concept Plan and Rezone

Sail House

March 4, 2014

Public Hearing and Concept Review

Report Date:	February 25, 2014
Applicant:	Paul Watson
Owner:	Western States Ventures, LLC
Location:	Approximately 4500 South Redwood
Major Street Access:	Redwood Road
Parcel Number(s) & Size:	16:003:0025, 57.955 acres
Parcel Zoning:	Agriculture (A)
Adjacent Zoning:	R-3 and PC (undeveloped Teguayo to the west)
Current Use of Parcel:	Vacant
Adjacent Uses:	Vacant (undeveloped Teguayo is to the west across Redwood)
Previous Meetings:	None
Previous Approvals:	None
Land Use Authority:	City Council
Future Routing:	City Council
Author:	Kimber Gabryszak, Planning Director

A. Executive Summary:

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- To verify the water table. If a high water table is identified, the development will have to provide the Health Department with monitoring data for a full year prior to any approvals.
- To identify any collapsible soils or other unstable situations.
- If any lots fail any of the above tests, the Health Department may allow alternatives to be pursued. These may include enlargement of lots with inadequate drainfields, lot stabilization, alternative septic systems such as mound systems, drip filtration systems, package systems, or other non-traditional waste management systems.

Staff recommends that Health Department approval of the wastewater systems be a condition of approval of the subdivision prior to final plat recordation, and at a minimum, a requirement to stub sewer lines to the road to minimize future costs to the homeowners when sewer connection is both feasible and required. These conditions will not be placed on the rezone, but will be considered during the preliminary and final plat process.

Engineering comments

The applicants have provided a water study and infrastructure plans, which have been reviewed by the City Engineer. The City Engineer's comments are included as Exhibit 3. The water study indicates that an additional source of secondary water would be necessary to support the proposal, as the current secondary water supply is not adequate to maintain adequate pressures. The City Council could consider allowing the use of culinary water for secondary water uses such as landscaping, however the City Engineer is not in support of this option as it significantly decreases the available culinary water available in the Zone 2 system. A list of additional conditions and requirements are included for consideration during the preliminary and final plat process.

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- Kirk Wilkins: Supportive of 1-acre lots. Asked about the lifespan of septic tanks and was informed they can last upwards of 40 years. Concerned with the secondary water issue, which is still in process with the City Engineer.
- Kara North: Supports the rural road cross-section. Also concerned to see how secondary water is worked out.

- Jeff Cochran: Supports the rezone. Wanted to make sure there are no issues with State Lands along the lake (there are none). Concerning sewer, he wanted to either see it done up front or not at all due to later cost burdens to homeowners.

The Planning Commission also held a public hearing on the rezone.

- The Planning Commission voted unanimously to forward a positive recommendation for the rezone from A to RR, with the findings and conditions in Section I of this report. They did not find that a Development Agreement was necessary in this application due to the limitation in the RR zone to large 1-acre lots.

Draft minutes of the February 13, 2014 Commission meeting are not yet available.

G. GENERAL PLAN:

The site is designated partially as Low Density Residential on the adopted Future Land Use Map, and partially as Mixed Lakeshore.

The General Plan states that areas designated as Low Density Residential are *"designed to provide areas for residential subdivisions with an overall density of 1 to 4 units per acre. This area is to be characterized by neighborhoods with streets designed to the City's urban standards, single-family detached dwellings and open spaces."*

The proposed Concept Plan associated with the proposed rezone shows that the property can be developed in a way that is consistent with this use in the General Plan.

The General Plan states that the Mixed Lakeshore designation *"guides development patterns at key locations along the Utah Lake Shoreline. This designation accommodates a wide range of land-uses so long as those land uses are combined and arranged to create destination-oriented developments that take full advantage of the scenic and recreational opportunities that their lakeshore locations provide. Appropriate mixtures of land-uses would include retail, residential, and/or resort properties. Low Density Residential, Medium Density Residential and Neighborhood Commercial land uses would be considered appropriate for this land use designation."*

The applicant has requested low density residential, which is an appropriate land use in this designation.

H. CODE CRITERIA:

Rezone

Section 19.17.04 outlines the requirements for a rezone, and states:

The Planning Commission and City Council shall consider, but not be bound by, the following criteria when deciding whether to recommend or grant a general plan, ordinance, or zoning map amendment:

1. the proposed change will conform to the Land Use Element and other provisions of the General Plan;

Complies. *The application conforms to the Low Density Residential category identified in the General Plan.*

2. the proposed change will not decrease nor otherwise adversely affect the health, safety, convenience, morals, or general welfare of the public;

Complies. *The proposal keeps low density development an option, and with appropriate conditions and management, no negative impacts will occur.*

3. the proposed change will more fully carry out the general purposes and intent of this Title and any other ordinance of the City; and

Complies. *The intent of the RR zone is to carry on the rural character of Saratoga Springs. The City is mostly low to medium density development, however there are few locations where true low density can occur. This proposal allows consideration of a true low density development.*

4. in balancing the interest of the petitioner with the interest of the public, community interests will be better served by making the proposed change.

Complies. *With appropriate conditions to ensure that the water system is not impacted, that the septic systems are managed appropriately, and that sewer connection is required at a future date when it becomes available, the interests will be balanced.*

Concept Plan

Allowed / Conditional Uses – single-family lots are an allowed use in the RR zone.

Lot Size - the RR zone has a maximum density of one unit per one acre, and a minimum lot size of one acre. The concept plan complies with these limits.

Open Space –The development does provide open space along the lake to preserve sensitive lands, however the RR zone does not have an open space requirement.

Setbacks – as currently proposed, it appears that the minimum requirements for the zone (35' front setback, 12' side setback, and 25' rear setback) will be met by the proposal.

Drainage – the City Engineer requires that drainage and stormwater information be provided.

Slopes – there is potential for slopes over 30% to be disturbed. The City Engineer is requiring further information to ensure that Code compliance is met.

Access – the pending ordinance requires a second access for developments exceeding 50 units. The proposal includes only 40 lots, so there is no requirement for a second access. The proposal does include two accesses onto Redwood Road, which will require UDOT approval. Staff has recommended that the developer consider extending one of the internal roads to the subdivision edge to the north to provide the potential for additional connection to future adjacent development.

Wastewater – the proposal includes the use of septic systems which do not currently comply with the City Code. If amendments to the code to permit septic systems in limited instances are adopted by the City Council, it is anticipated that this subdivision will be able to comply with the standards. This project will be required to meet any adopted standards, and any revisions will need to be made prior to Planning Commission and Council approval of preliminary and final plat.

I. Recommendation and Alternatives:

Staff recommends that the City Council give the applicant informal feedback and direction on the Concept Plan.

Staff also recommends that the City Council conduct a public hearing on the rezone, take public comment, discuss the rezone, and then choose from the rezone options outlined below:

Option 1

“I move to approve the rezone of the ~57.955 acre parcel 16:003:0025 from Agriculture to Rural Residential, as identified in Exhibit 1, with the Findings and Conditions below:”

Findings

1. The rezone complies with Section 19.17.04 of the Code as outlined in Section H of this report. Specifically:
 - a. The rezone will conform to the Land Use Element and other provisions of the General Plan as it meet the Low Density Residential category identified in the General Plan.
 - b. the proposed zone change will not decrease nor otherwise adversely affect the health, safety, convenience, morals, or general welfare of the public as it makes low density development an option, and with appropriate conditions and management, no negative impacts will occur.
 - c. the proposed zone change will more fully carry out the general purposes and intent of this Title and any other ordinance of the City, as the intent of the RR zone is to carry on the rural character of Saratoga Springs. The City is mostly low to medium density development, however there are few locations where true low density can occur. This proposal allows consideration of a true low density development.
 - d. With appropriate conditions to ensure that the water system is not impacted, that the septic systems are managed appropriately, and that sewer connection is required at a future date when it becomes available, community interests will be better served by making the proposed change.

Conditions:

1. All requirements of the City Engineer shall be met.
2. Any conditions added by the Council. _____
3. _____

Option 2

"I move to **continue** the rezone to another meeting, with direction to the applicant and Staff on information and / or changes needed to render a decision, as follows:

1. _____
2. _____
3. _____
4. _____
5. _____

Option 3

"I move to deny the rezone of the ~57.955 acre parcel 16:003:0025 from Agriculture to Rural Residential, as identified in Exhibit 1, with the Findings below:

1. _____
2. _____
3. _____
4. _____
5. _____

I also move to continue the final decision to a later meeting, on [DATE], and direct Staff to return with official Findings as outlined in my motion."

J. Exhibits:

- | | |
|--------------------------------------|---------------|
| 1. Location & Zone Map | (page 9) |
| 2. Proposed Concept Plan | (page 10) |
| 3. City Engineer's Report | (page 11-12) |
| 4. Proposed Rural Road cross section | (page 13) |
| 5. Applicant Rural Road examples | (pages 14-15) |

Sail House Subdivision Zoning & Location



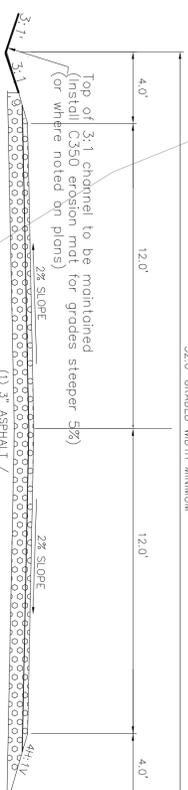
CONCEPT SITE PLAN 1-14-14

LIGHTHOUSE COVE
DEVELOPMENT, INC.
16-003-0008

Legal description

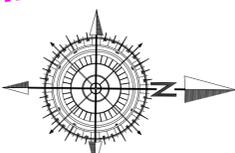
Commencing N 78°05'45" E 71.64 feet and N 00°36'40" E 2,332.16 feet and along a curve to the left (chord bears: N 11°56'00" W 498.39 feet, Radius=1,178.14 feet) and N 00°18'06" E 1,227.38 feet and S 89°59'08" W 713.02 feet and N 31°4'56" W 242.75 feet from the West Quarter Corner of Section 29, Township 6 South, Range 1 East, Salt Lake Base & Meridian, thence N 31°4'56" W 623.47 feet; thence N 25°10'05" W 938.84 feet; thence N 89°55'55" E 1,660.92 feet; thence S 00°01'4" W 429.14 feet; thence N 89°41'49" E 584.73 feet; thence S 08°24'55" E 968.15 feet; thence S 89°55'55" W 1,666.71 feet to the point of beginning. Parcel contains 56.47 ac.

PROPOSED ROAD X-SECTION



EAST 1/4 CORN
SEC 19, FOUND
BRASS CAP
LIGHTHOUSE COVE
DEVELOPMENT, INC.
16-004-0003

NOTE:
Utilities shown are from field observations or
underground explorations have been



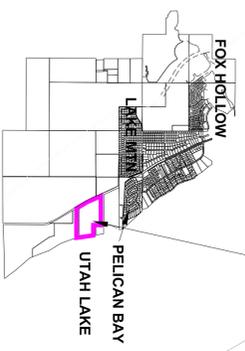
LEGEND

- PROPERTY BOUNDARY
- EXISTING 10' CONTOUR
- EXISTING 2' CONTOUR
- PROPOSED SEWER (ON SEPTIC TANKS)
- ← DRAINAGE DIRECTION
- PROPOSED STORM DRAIN CHANNEL
- PROPOSED IRRIGATION LINE
- PROPOSED WATER LINE
- EXISTING IRRIGATION LINE
- EXISTING FENCE DRAIN
- EXISTING POWER LINE
- EXISTING STORM DRAIN
- EXISTING SEWER LINE
- EXISTING WATER LINE
- EROSION CONTROL MAT
- 30% SLOPE AND GREATER
- PROPOSED OPEN SPACE
- PROPOSED TRAIL

CURVE TABLE

CURVE	LENGTH	RADIUS	CHORD DIST.	CHORD BEG.	DELTA
C10	145.88'	356.00'	144.86'	S19°13'36"E	237°8'40"
C15	23.86'	15.00'	21.38'	S14°04'26"W	90°53'25"
C16	23.33'	15.00'	21.05'	N2°55'34"W	89°36'35"
C17	24.99'	15.00'	22.20'	S8°31'39"E	95°28'10"
C18	13.64'	15.00'	13.17'	S8°54'09"W	52°06'00"
C20	20.32'	15.00'	18.80'	N61°07'08"E	77°37'35"
C22	100.84'	55.00'	87.29'	S72°54'4"W	105°32'39"

PROJECT LOCATION



VICINITY MAP

Redwood Road (Utah Hwy 68)

40 LOTS @ 1 AC MIN

ZONE 1 WATER SYSTEM SEWER ON SEPTIC

40%+1-SLOPE

SECTION LINE

NOTES
Overall ac=56.46 ac
current open space=6.45 ac
30% and greater slope = 1.45 ac
40 total lots planned
typ. lot 150' x 290' = 1 AC



**SAIL HOUSE (MENDENHALL #2)
CONCEPT**
OVERALL SITE PLAN
Saratoga Springs, Utah

1-14-14
PLOT DATE

PROJECT NUMBER

DBASE - SAIL HOUSE
DRAWING FILE

GATEWAY CONSULTING, inc.
P.O. BOX 951005 SOUTH JORDAN, UT 84095
PH: (801) 694-5848 FAX: (801) 432-7050
paul@gatewayconsultingllc.com

CIVIL ENGINEERING • CONSULTING • LAND PLANNING
CONSTRUCTION MANAGEMENT

ORIG. DATE:	12-14-11
SURVEY BY:	DRS
DRAWN BY:	GPW
DESIGNED BY:	GPW
CHECKED BY:	GPW
SCALE:	1"=80'

NO.	DESCRIPTION	DATE	APP'D

City Council Staff Report

Author: Jeremy D. Lapin, City Engineer
Subject: Sailhouse – Concept Plan
Date: February 13, 2014
Type of Item: Concept Plan and Rezone



Description:

A. Topic: The applicant has submitted a concept plan application. Staff has reviewed the submittal and provides the following recommendations.

B. Background:

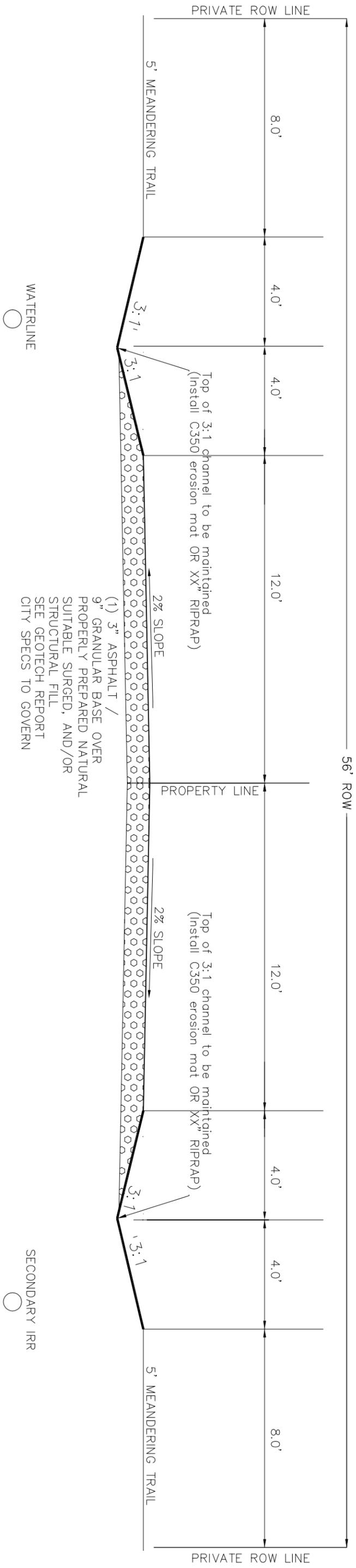
Applicant: Western States Ventures – Paul Watson
Request: Concept Plan and Rezone
Location: Approximately 4500 S. Redwood Road
Acreage: 56.47 acres - 40 lots

C. Recommendation: Staff recommends the applicant address and incorporate the following items for consideration into the development of their project and construction drawings.

D. Proposed Items for Consideration:

- 1) Prepare construction drawings as outlined in the City's standards and specifications and receive approval from the City Engineer on those drawings prior to receiving Final approval from the City Council.
- 2) Comply with the Land Development Codes regarding the disturbance of 30%+ slopes.
- 3) Incorporate a grading and drainage design that protects homes from upland flows.
- 4) Developer shall provide a traffic study to determine the necessary improvements to existing and proposed roads to provide an acceptable level of service for the proposed project.
- 5) Project must meet the City Ordinance for Storm Water release (0.2 cfs/acre for all developed property) and all UPDES and NPDES project construction requirements.

- 6) Developer shall meet all applicable city ordinances and engineering conditions and requirements in the preparation of the Construction Drawings.
- 7) Project bonding must be completed as approved by the City Engineer prior to recordation of plats.
- 8) All review comments and redlines provided by the City Engineer are to be complied with and implemented into the construction drawings.
- 9) All work to conform to the City of Saratoga Springs Standard Technical Specifications, most recent edition.
- 10) Developer shall prepare and record easements to the City for all public utilities not located in a public right-of-way.
- 11) Developer is required to ensure that there are no adverse effects to adjacent property owners and future homeowners due to the grading and construction practices employed during completion of this project.
- 12) Developer shall complete a preliminary jurisdictional wetland delineation prior to Final Plat to ensure none of the proposed lots contain sensitive lands.
- 13) Developer shall provide documentation, prior to Final Plat, from the Utah County Health Department stating each lot can feasibly support a septic system.
- 14) Project shall meet all open space requirements outlined in the Land Development Code.
- 15) The existing secondary water system cannot support this project. An additional source is required in the area to alleviate the extreme pressure swings that the current system would experience if this project is added. Although the culinary system could support both the indoor and outdoor demand for this project, this would use up significant amounts of the remaining capacity in the system and is not recommended.







ORDINANCE NO. 14-4 (3-4-14)

AN ORDINANCE OF THE CITY OF SARATOGA SPRINGS, UTAH, ADOPTING AMENDMENTS TO THE SARATOGA SPRINGS CITY'S OFFICIAL ZONING MAP FOR CERTAIN REAL PROPERTY; INSTRUCTION THE CITY STAFF TO AMEND THE CITY ZONING MAP AND OTHER OFFICIAL ZONNG RECORDS OF THE CITY; AND ESTABLISHING AN EFFECTIVE DATE. (Sail House)

WHEREAS, the Saratoga Springs Planning Commission and City Council have reviewed the application for the rezoning of real property within the City limits; and

WHEREAS, the Saratoga Springs Planning Commission and City Council have conducted the required public hearings on the proposed rezoning.

NOW THEREFORE, the City Council of the City of Saratoga Springs, Utah hereby ordains as follows:

SECTION I – ENACTMENT

The amendments to the City's Zoning Map attached hereto as Exhibit A and incorporated herein by this reference are hereby enacted.

SECTION II – AMENDMENT OF CONFLICTING ORDINANCES

If any ordinances, resolutions, policies, or zoning maps of the City of Saratoga Springs heretofore adopted are inconsistent herewith they are hereby amended to comply with the provisions hereof. If they cannot be amended to comply with the provisions hereof, they are hereby repealed.

SECTION III – EFFECTIVE DATE

This ordinance shall take effect upon its passage by a majority vote of the Saratoga Springs City Council and following notice and publication as required by the Utah Code.

SECTION IV – SEVERABILITY

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

SECTION V – PUBLIC NOTICE

The Saratoga Springs Recorder is hereby ordered, in accordance with the requirements of Utah Code § 10-3-710—711, to do as follows:

- a. deposit a copy of this ordinance in the office of the City Recorder; and
- b. publish notice as follows:
 - i. publish a short summary of this ordinance for at least one publication in a newspaper of general circulation in the City; or
 - ii. post a complete copy of this ordinance in three public places within the City.

ADOPTED AND PASSED by the City Council of the City of Saratoga Springs, Utah, this 4th day of March, 2014.

Signed: _____
Jim Miller, Mayor

Attest: _____
Lori Yates, City Recorder

Date

VOTE

Shellie Baertsch	_____
Rebecca Call	_____
Michael McOmber	_____
Jim Miller	_____
Bud Poduska	_____