



**MINUTES**  
**Springville City Council Work/Study Meeting - DECEMBER 05, 2023**

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MINUTES OF THE WORK/STUDY MEETING OF THE SPRINGVILLE CITY COUNCIL HELD ON TUESDAY, DECEMBER 05, 2023 AT 5:30 P.M. AT THE CIVIC CENTER, 110 SOUTH MAIN STREET, SPRINGVILLE, UTAH.

**Presiding and Conducting:** Mayor Matt Packard

**Elected Officials in Attendance:** Liz Crandall  
Craig Jensen  
Jason Miller  
Mike Snelson  
Chris Sorensen

**City Staff in Attendance:** City Administrator Troy Fitzgerald, Assistant City Administrator/City Attorney John Penrod, Assistant City Administrator/Finance Director Bruce Riddle, City Recorder Kim Crane, Community Development Director Josh Yost, Director of Administrative Services Patrick Monney, Library Director Dan Mickelson, Museum of Art Director Emily Larsen, Parks and Recreation Director Stacey Child, Public Works Director Brad Stapley, Public Safety Director Lance Haight, Power Superintendent Brandon Graham, Assistant City Attorney Chris Creer, and Fire Chief Hank Clinton.

**CALL TO ORDER** - Mayor Packard welcomed everyone and called the Work/Study meeting to order at 5:45 p.m.

**COUNCIL BUSINESS**

1. Calendar
  - Dec 12 - Work Study Meeting 5:30 p.m.
  - Dec 19 - Work Study Meeting 5:30 p.m., Regular Meeting 7:00 p.m.
  - Dec 25 - Christmas Holiday Observed (City Civic Center Closed Monday)
  - Jan 01 - New Year Holiday Observed (City Civic Center Closed Monday)
2. **DISCUSSION ON THIS EVENING'S REGULAR MEETING AGENDA ITEMS**
  - a) Invocation - Councilmember Jensen
  - b) Pledge of Allegiance - Councilmember Sorensen
  - c) Consent Agenda
    5. Approval of the minutes for the work meeting and regular meeting held on November 07, 2023
    6. Approval of a Resolution to recertify the Springville Justice Court - Chris Creer Assistant City Attorney

Mayor Packard asked if there was any discussion on the consent agenda. There was none.

### **3. DISCUSSIONS/PRESENTATIONS**

#### **a) Discussion regarding Springville City Code Title 7 Business Licensing Amendments and State Legislative LUDMA updates to Springville City Code Title 11 and Title 14 - Carla Wiese, Economic Development Specialist**

Carla stated the business licensing portion of the agenda will be postponed. She reported on the state legislative Land Use, Development, and Management Act (LUDMA) updates. She explained the process of city council approvals for subdivision applications and the final plat approval process by the Planning Commission.

Attorney Penrod explained the process by which the council makes the rules for a subdivision and the differences between administrative and legislative processes. On the administrative side of a residential subdivision, the rules are in place. There is not much that can be changed by the Planning Commission. If the applicant wants to make a change it would go before the Planning Commission for a recommendation and the City Council as a legislative item.

Carla explained new state law requires the city to make changes to the city code by February 01, 2024.

Troy explained the application process will need to be strict about the requirements. The code will need to be very black and white as well as the time requirements for processing.

Carla explained the review cycles required. If something is missed by the final review, the city will have to waive the requirement. Unless it is a matter of health and safety or state or federal law.

Bonding for landscaping has been removed and new requirements of what is allowed have been added. Development agreements could include more requirements.

Councilmember Sorensen asked how the council will be made aware of developments. Community Development Director Yost said they will do their best to keep the council informed.

Troy expressed that in the past council has requested to see administrative items. The issue is the speed of processing. The council would only be viewing information. He suggested including information on what has been approved in monthly council packets or in a form the council would like to see.

Councilmember Sorensen agreed the information would be very helpful for the council and being able to address questions from citizens.

Troy said staff could provide preliminary approvals to the council, then they will know what is in process.

Mayor Packard expressed there were probably areas the council may want to review for zoning and suggested the Community Board review them.

Carla expressed the state changed the language on a Land Use Appeal Authority. The City will need to designate a Land Use Appeal Authority and could have the Board of Adjustments do them, and language will be changed in requirements for the Board of Adjustments.

Mayor Packard asked Troy to look at schedules to meet with legislative representatives.

### **MAYOR PACKARD, COUNCIL, AND ADMINISTRATIVE REPORTS**

Mayor Packard asked about the 1600 South Corridor Plan. Josh said it's all hands on deck, a public meeting is scheduled for this Thursday for public information, and next week staff will discuss it in a council work meeting.

Councilmember Sorensen asked about the Allen's block. Josh reported they have an approved site plan. It is unlikely anything moves before quarter two of next year and they are aware the site plan has a time limit.

## ADJOURNMENT CLOSED SESSION IF NEEDED - TO BE ANNOUNCED IN MOTION

*The Springville City Council may temporarily recess the meeting and convene in a closed session as provided by UCA 52-4-205.*

## ADJOURN

**Motion: Councilmember Sorensen moved** to adjourn the work meeting at 6:23 p.m. and go into a closed session regarding property and personnel. **Councilmember Snelson seconded** the motion. **Voting Yes:** Councilmember Crandall, Councilmember Jensen, Councilmember Miller, Councilmember Snelson, and Councilmember Sorensen. The motion **Passed Unanimously; 5-0**

*This document constitutes the official minutes for the Springville City Council Work/Study Meeting held on Tuesday, December 05, 2023.*

*I, Kim Crane, do hereby certify that I am the duly appointed, qualified, and acting City Recorder for Springville City, of Utah County, State of Utah. I do hereby certify that the foregoing minutes represent a true, accurate, and complete record of this meeting held on Tuesday, December 05, 2023.*

DATE APPROVED: December 19, 2023

  
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Kim Crane  
City Recorder

