

City of WASHINGTON TERRACE *Utah*

Regular City Council Meeting
Tuesday, February 6, 2024
City Hall Council Chambers
5249 South 400 East, Washington Terrace City
801-393-8681
www.washingtonterracecity.com

1. **WORK SESSION** **5:00 P.M.**
Topics to include, but are not limited to:
 - City Parks Terrace Capital Investment Plan (TCIP)

2. **ROLL CALL** **6:00 P.M.**

3. **PLEDGE OF ALLEGIANCE**

4. **WELCOME**

5. **CONSENT ITEMS**
 - 5.1 **APPROVAL OF AGENDA**
Any point of order or issue regarding items on the Agenda or the order of the agenda need to be addressed here prior to the approval of the agenda.

 - 5.2 **APPROVAL OF JANUARY 16, 2024, MEETING MINUTES**

6. **CITIZEN COMMENTS**
This is an opportunity to address the Council regarding your concerns or ideas that are not on the agenda as part of a public hearing. Please limit your comments to no more than 3 minutes.

7. **NEW BUSINESS**
This agenda item consists of new items brought to Council for discussion or action.
 - 7.1 **PRESENTATION: SHERIFF OFFICE QUARTERLY REPORT**
Presentation on activity occurring October 2023 through December 2023. Updates on current activities.
 - 7.2 **PRESENTATION: FIRE DEPARTMENT QUARTERLY REPORT**
Presentation on activity occurring October 2023 through December 2023. Updates on current activities.

For more information on these agenda items, please visit our website at www.washingtonterracecity.com

In compliance with the Americans with Disabilities Act, persons who have need of special accommodation should contact the City Recorder at 801-395-8283. CERTIFICATE OF POSTING :The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted on the Public Notice Website www.utah.gov/pmn/, The City website www.washingtonterracecity.com, City Hall located at 5249 South 400 East, and sent to the *Standard Examiner* at least 24 hours prior to the meeting. Amy Rodriguez, City Recorder.

7.3 PRESENTATION: ANIMAL CONTROL QUARTERLY REPORT

Presentation on activity occurring October 2023 through December 2023. Updates on current activities.

7.4 PRESENTATION/DISCUSSION: SUBDIVISION ORDINANCE REVISION- S.B.174 COMPLIANCE PROJECT

Presentation of the analysis of City current residential subdivision ordinance in relation to the provisions of Senate Bill 174 “Local Land Use and Development Revisions”

7.5 DISCUSSION/ACTION: BUSINESS LICENSE FOR NON-CONFORMING DUPLEXES

Discussion/action concerning upstairs/basement duplex rentals.

7.6 MOTION/ORDINANCE 24-02: AMENDING THE INFILL RESIDENTIAL DEVELOPMENT MAP

Amending the Infill Residential Development map to add Weber County Parcels 070660089,070660090, and 070660028.

7.7 DISCUSSION/MOTION: APPROVAL TO AWARD THE CONSTRUCTION CONTRACT FOR THE 300 WEST WATERLINE PROJECT

Results of the sealed bids for the upcoming waterline construction project to replace waterline piping.

8. COUNCIL COMMUNICATION WITH STAFF

This is a discussion item only. No final action will be taken.

9. ADMINISTRATION REPORTS

This is an opportunity for staff to address the Council pertaining to administrative items.

10. UPCOMING EVENTS

February 19th : City Offices closed for President’s Day

February 20th: City Council Work Session (5:00 p.m.) Council Meeting (6:00 p.m.)

February 29th: Planning Commission Meeting 6:00 p.m. LEAP YEAR!!!!

11. ADJOURN THE MEETING: MAYOR ALLEN

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City of Washington Terrace

Minutes of a Regular City Council meeting Held on January 16, 2024 City Hall, 5249 South 400 East, Washington Terrace City, Utah

MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT

Mayor Mark C. Allen
Council Member Jill Christiansen
Council Member Zunayid Z. Zishan
Council Member Cheryl Parkinson
Council Member Jeff West
Council Member Michael Thomas
City Manager Tom Hanson
City Recorder Amy Rodriguez
Lt. Colby Ryan
Finance Director Shari' Garrett

Others Present

1. WORK SESSION

5:00 P.M.

Topics to include, but are not limited to:

- City Council Policy and Priorities Review

Mayor Allen, Council Members Christiansen and West, presented the Council Policy and Priorities to the newly elected Council Members.

Council Member West noted that they are all elected as Council at Large and that anything the Council does should reflect on the entire city, not just a section of the city.

Fiscal Responsibility

Hanson stated that our budget is a five year plan, noting that fiscal policies create an environment of strength. Mayor Allen stated that there is a fiduciary requirement to the residents.

Mayor Allen explained that we look at the capital needs of the city way ahead of time and it is up to the city to make sure that we have funding available when the need is present. Mayor Allen stated that we keep capital reserves so that we can cover our operations moving forward.

Mayor Allen stated that we try to maximize funding through grant opportunities. He stated that the city has received around 22 million since 2001. He stated that the property tax money that we have received during that time was 11.5 million. He noted that grants have been at the top of the priority list every year. Mayor Allen stated that our budget document is on our webpage, noting that it is easy to read.

Community and Economic Development

Council Member Christiansen stated that policy and priorities are what Council sets for staff to

accomplish.

Council Member Christiansen stated that staff is aware of what is out there and assesses the opportunities for commercial growth so that when a developer comes in to build, there is a streamline process in place to help the developer with their projects.

Council Member Christiansen stated that there is an awareness by the staff as to what is out there and what is best for the city and for the future, not just what looks good at this time. Hanson stated that we have limited capacity for growth, however, we have capacity for office buildings and invite them into the city. He stated that we don't have a lot to market as far as available project markets. Hanson stated that we work with the state economic development group, as well as county economic development groups. Council Member Christiansen stated that we tailor best practices to our city strengths. She stated that staff reviews the general plan so that we can have plans that are fiscally and structurally sustainable. Member Christiansen stated that the staff makes proactive efforts to make sure that the infrastructure can support new development in the future. She stated that one of the priorities is to encourage resilient development that promotes fiscal viability so that developments can support themselves.

Community Engagement

Council Member Christiansen stated that meaningful programming is recreation programs that benefit our community, noting that the recreation programs can provide outlets to children that otherwise may not have them. She stated that Council should be looking for innovative and meaningful volunteer engagement. She stated that the city can promote volunteer efforts, but it is more beneficial for the Council and Mayor to reach out to residents and encourage them to volunteer and help in community efforts and develop enthusiasm within the community.

Council Member Christiansen stated that we have a Master Parks Plan that helps with grant opportunities. She stated that this is a work that will be moving forward.

Operational Excellence

Council Member West stated that the why, what, and how of what we do is very important. He stated that planning helps us execute a project when it comes time to do the project. He stated that if there is not a plan, projects may meander. He stated that if there is a plan, there is a higher probability that we will be able to complete the project within the budget.

Council Member West stated that the city offers training opportunities for employees so that our staff can increase their skill sets to help staff, as well as the city. He stated that proper skills are important.

Council Member West stated that our biggest competition is turnover. He stated that there is a compensation study done yearly to keep staff within a competitive market wage. Council Member West stated that there are many factors to retain employees and we need to balance fiscal responsibility as well as provide an environment where employees want to stay, noting that compensation is not the only factor to keep employees. He stated that it costs a lot of money to hire and re-train an employee.

Hanson stated that Council should forward any suspicious emails or "phishing" emails to our computer IT.

Council Member West stated that Council should be careful not to divulge any confidential information on personal social media.

Community Safety

Council Member West stated that high level public safety should be provided at a sustainable price.

Council Member West stated that the Public Works Building is an emergency command center. He stated that this was strategic during the planning phase of the building construction. Council Member West stated that Public Works are part of our first responders. He stated that Council has to make sure that any changes that are being made are keeping in line with Council Policy and Priorities.

Mayor Allen spoke of City strengths: Frugal Mindset, Talented and committed employees, Desire to Serve, Clear Communication, Respectfulness.

He stated that some of the challenges are : Employee retention, Small staff size, Limited tax base, Perception of division, Generational differences, Need to improve unification. Mayor Allen stated that we need to remember that Council represents the entire city and to unify the city. He stated that some people still think there is a “north” and “south” side.

Mayor Allen stated that there are some challenges, but many opportunities.

Mayor Allen stated that legislative mandates and state laws are some of the “threats” that the city has no control over. He noted that other threats may be Unknown economic stability, Acts of God and the limited staff to respond. He spoke about the outreach and help from other cities during the tornado and windstorm events.

MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT

Mayor Mark C. Allen
Council Member Jill Christiansen
Council Member Zunayid Z. Zishan
Council Member Cheryl Parkinson
Council Member Jeff West
Council Member Michael Thomas
City Manager Tom Hanson
City Recorder Amy Rodriguez

Others Present

Amy Miller, Carey Seal

2. **ROLL CALL** **6:00 P.M.**

3. **PLEDGE OF ALLEGIANCE**

4. **WELCOME**

5. **CONSENT ITEMS**

5.1 APPROVAL OF AGENDA

5.2 APPROVAL OF JANUARY 2, 2024, MEETING MINUTES

Items 5.1 and 5.2 were approved by general consent.

6. **CITIZEN COMMENTS**

Mr. Carey Seal stated that he has a small contract with Golden West to plow the sidewalk. He stated that he has noticed that the plows go very fast down 5700 South, allowing the snow to be thrown on the park strip and on the sidewalk. He asked if Public Works could slow down when they plow that area and possibly stay a few feet behind so that the sidewalk does not get buried in snow and iced over.

7. **NEW BUSINESS**

7.1 DISCUSSION/MOTION: APPROVAL OF CITY CONTRIBUTION AMOUNT FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION

Rodriguez stated that the project approved from the CIP plan for this year's application is the Rohmer Park Improvement Project, which consists of removal and reconstruction of the parking lot by the baseball fields and installment of new fencing. Rodriguez stated that the asphalt Remaining Service Life has expired. Rodriguez stated that the application is due by end of January and the rating and ranking process will begin at that time. Rodriguez stated that in order to maximize our points and ranking, the city will commit to a 38.5 percent match on the grant. The City will be applying for \$248,998 in CDBG funds, and the city match will be \$155,877.

Rodriguez stated that we will find out our ranking in late February or early March, and at that time we will go out for bid for the project. The project will begin no earlier than July, 2024.

Hanson stated that there is \$135,000 reserved in capital parks for this year and \$135,000 reserved for next fiscal year. Hanson stated that some grants may not show up in the budget marked for a project, noting that the funds will be moved over and made available once the grant is approved and we can begin the project. He stated that sometimes a budget adjustment is required to move the funds from reserves to the project for tracking.

Council Member West asked if we are still committed to funding \$155,877 if we do not receive the full amount of the funding for which we are asking. Rodriguez stated that if we do not receive the full funding, we can adjust our scope and lessen the project amount if needed. She stated that we would be responsible for a 38.5% match based on the funding we would receive.

**Motion by Council Member West
Seconded by Council Member Parkinson
To agree to commit the necessary funds we need to
Process the CDBG grant for \$155,877 or the 38.5%
Approved unanimously (5-0)**

8. COUNCIL COMMUNICATION WITH STAFF

Council Member Christiansen wanted to thank all of the Public Works plow drivers for all their work this past week, stating that she was really impressed that the plows were out every day making the roads clear, whether or not it was snowing. She stated that they did a great job on garbage day when the roads were really constricted. Council Member Christiansen stated that she was happy to see people out and helping people take care of their neighbors.

She stated that her neighbor had a great experience with Utility Billing staff when she came in with an issue with her account.

Council Member Zishan stated that he received feedback on our social media posts and the frequency of the posts. He stated that we are heading in the right direction, noting that information is being posted more frequently. He stated that he will often repost the information on the citizen's facebook page. He asked that we try to post as early as possible when we know in advance of water shut downs or work that is being done in the city. Hanson stated that we have a new process for social media posting and we try to post as soon as we know and when people can expect completion of the project.

Council Member Zishan stated that he has noticed that we do not have a big following on our facebook page, and suggested that we put something on the website or newsletter encouraging residents to follow our facebook page.

Council Member Parkinson stated that she is noticing people drilling in the roads and putting in piping and asked if that was our cable company. Hanson stated that Connex is running the conduit for the fiber optics throughout the city. He stated that All West Cable will begin within a few months.

She suggested that we contact Golden West to use their billboard sign to promote the open house meeting on January 23rd for residents concerning the 300 West Project.

Council Member West stated that a resident asked him about an unmarked fire truck he saw running red and white lights in the city. The resident was concerned that it was illegal to run red lights in an unmarked truck. Hanson stated that our fire trucks are marked, however, the Chief's Weber State vehicle

is unmarked. Council Member West suggested that we should look into the matter and make sure that unmarked vehicles can run red lights. Lt. Colby stated that emergency red lights are legal to run for fire, whether they are unmarked or marked. He stated that blue lights are designated for police.

Council Member Thomas stated that the snow plows did a phenomenal job and asked why the Fire Department was plowing on a four wheeler. Hanson stated that the Fire Department has been helping out the Public Works Department with snow removal on sidewalks as the Public Works team was busy plowing streets.

Mayor Allen stated that he appreciates the Public Works Crew and the work that they have done with the snow removal. Mayor Allen stated that he appreciates the work this year that the Sheriff's Office and Nish have done making sure the parked cars are off of the road, making it easier for the plows. Mayor Allen stated that there will be a public open house next week on the 300 West Project and asked if the fliers were given out. Council Member Christiansen stated that the link did not show the updates to the houses to which the fliers were delivered. Mayor Allen stated that the Weber Sheriff quarterly meeting will be held on January 30th.

9. ADMINISTRATION REPORTS

Hanson stated that there are new owners in one of the businesses in the "old central business district" RDA area.

Hanson stated that he also appreciates the Public Works Crew for their work.

10. UPCOMING EVENTS

- January 25th: Planning Commission Meeting 6:00p.m.**
- February 6th: City Council Work Session (5:00 p.m.) Council Meeting (6:00 p.m.)**
- February 19th : City Offices closed for President's Day**
- February 20th: City Council Work Session (5:00 p.m.) Council Meeting (6:00 p.m.)**
- February 29th: Planning Commission Meeting 6:00 p.m. LEAP YEAR!!!!**

11. ADJOURN THE MEETING: MAYOR ALLEN

**Motion by Council Member Thomas
Seconded by Council Member West
To adjourn the meeting
Approved unanimously (5-0)
Time: 6:51 p.m.**

Date Approved

City Recorder

Fiscal year totals July 2022 thru June 2023

	Attack/Bite	Barking	Stray/Roaming	Carcass Removal	Citizen Assist.	Followup	Injured animal	Citations	Cruelty	Calls For Service	Extra Patrol
Jun-23	1	5	18	3	2	1	4	2	4	41	1
May-23	1	4	18	0	0	3	1	5	2	38	4
Apr-23	4	3	13	1	1	4	0	1	3	32	2
Mar-23	1	2	16	0	3	2	1	0	2	27	0
Feb-23	1	3	16	0	0	3	0	0	2	26	1
Jan-23	2	2	8	0	0	2	0	0	6	20	0
Dec-22	1	2	8	1	3	1	0	0	3	19	0
Nov-22	2	2	5	0	1	0	1	2	0	14	1
Oct-22	1	2	14	2	0	6	4	5	2	39	3
Sep-22	3	6	21	0	1	3	1	5	1	44	3
Aug-22	1	2	13	1	1	6	2	1	0	29	2
Jul-22	6	2	17	5	2	5	0	0	2	42	3
Totals	24	35	167	13	14	36	14	21	27	371	20

23SO13471 ANIMAL CON WT SO 13:43:51 12/29/23 RMK 419 W 5000 S

23SO13199 ANIMAL CONT WT SO 12:02:44 12/19/23 RMK 340 E 4475 S
23SO13206 ANIMAL CONT WT SO 14:48:38 12/19/23 RMK 5249 S 400 E; WASHINGTON TERRACE OFFIC
23SO13225 ANIMAL CONT WT SO 09:39:57 12/20/23 RMK 4950 S 350 E; LAKE PARK APARTMENTS
23SO13229 ANIMAL CONT WT SO 10:00:35 12/20/23 RMK 5142 S 300 W
23SO13368 ANIMAL CONT WT SO 17:52:46 12/23/23 RMK 271 W 4775 S

23SO12721 ANIMAL CON WT SO 08:20:06 12/04/23 RMK 5025 S 600 W
23SO12745 FOLLOW UP WT SO 15:40:34 12/04/23 RMK 4871 S 350 E; Animal Control
23SO12786 ANIMAL CON WT SO 08:24:13 12/06/23 RMK 463 W 5000 S
23SO12796 ANIMAL CON WT SO 13:30:11 12/06/23 RMK 366 W 4775 S
23SO12797 ANIMAL CON WT SO 13:34:16 12/06/23 RMK 4463 S 225 E
23SO12859 FOLLOW UP WT SO 09:31:32 12/08/23 RMK 4463 S 225 E; 4fac1
23SO12954 ANIMAL CON WT SO 16:09:14 12/11/23 RMK 365 E 4600 S
23SO13003 DISTURBANC WT SO 15:33:54 12/13/23 RMK 4919 S RIDGELINE DR; 500 W
23SO13006 ANIMAL CON WT SO 16:15:21 12/13/23 RMK 4919 S RIDGELINE DR; 500 W
23SO13007 ANIMAL CON WT SO 16:11:50 12/13/23 RMK 5125 S 600 W
23SO13065 FOLLOW UP WT SO 08:58:07 12/15/23 RMK 4919 S RIDGELINE DR; 500 W
23SO13072 FOLLOW UP WT SO 09:05:07 12/15/23 4919 S RIDGELINE DR; 500 W
23SO13087 ANIMAL BITE WT SO 16:17:46 12/15/23 RMK 468 W 5350 S

23SO12641 FOLLOW UP WT SO 10:29:15 12/01/23 RMK 252 W 5300 S; 4FAC2
23SO12649 ANIMAL CONTI WT SO 14:29:33 12/01/23 RMK 4871 S 350 E
23SO12720 BARKING DOG WT SO 11:32:42 12/03/23 4910 S RIDGELINE DR; 500 W
23SO12722 BARKING DOG WT SO 08:56:40 12/04/23 RMK 4910 S RIDGELINE DR; 500 W
23SO12738 ANIMAL CONTI WT SO 14:04:32 12/04/23 RMK 366 W 4775 S
23SO12820 ANIMAL CONTI WT SO 07:44:40 12/07/23 RMK 4463 S 225 E
23SO12829 ANIMAL CONTI WT SO 10:23:27 12/07/23 RMK 409 W 5000 S

23SO12972 BARKING DOG WT SO 05:46:40 12/12/23 280 W 5300 S

	Attack/Bite	Barking	Stray/Roam	Carcass Rem	Citizen Assis	Followup	Injured anim	Citations	Cruelty	Calls For Ser	Extra Patrol
Dec-23	3	4	14	0	0	6	0	0	5	32	0
Nov-23	4	2	13	0	0	3	1	4	2	29	0
Oct -23	1	2	23	1	0	4	2	4	3	40	0
Sep-23	0	4	18	1	1	4	3	1	4	37	1
Aug-23	0	2	11	0	3	10	0	1	3	23	2
Jul-23	1	1	13	1	3	5	2	3	3	33	1
Jun-23	1	5	18	3	2	1	4	2	4	41	1
May-23	1	4	18	0	0	3	1	5	2	38	4
Apr-23	4	3	13	1	1	4	0	1	3	32	2
Mar-23	1	2	16	0	3	2	1	0	2	27	0
Feb-23	1	3	16	0	0	3	0	0	2	26	1
Jan-23	2	2	8	0	0	2	0	0	6	20	0
Dec-22	1	2	8	1	3	1	0	0	3	19	0
Nov-22	2	2	5	0	1	0	1	2	0	14	1
Oct-22	1	2	#	2	0	6	4	5	2	#	3
Sep-22	3	6	21	0	1	3	1	5	1	44	3
Aug-22	1	2	13	1	1	6	2	1	0	29	2
Jul-22	6	2	17	5	2	5	0	0	2	42	3
Jun-22	2	2	18	0	0	3	0	0	1	29	3
May-22	0	5	9	0	0	8	0	8	6	39	3
Apr-22	0	5	11	1	2	4	0	8	0	33	11
Mar-22	0	4	6	1	0	5	0	1	1	17	0
Feb-22	0	5	7	2	2	4	0	0	1	23	2
Jan-22	1	7	11	1	2	8	0	0	1	32	1
Dec-21	0	0	6	1	1	5	0	4	1	18	0
Nov-21	5	0	15	2	0	8	1	4	3	40	2
Oct-21	2	1	21	3	0	15	0	10	1	58	5
Sep-21	1	1	14	0	0	2	0	3	0	23	2
Aug-21	0	1	15	1	2	4	1	0	2	26	0
Jul-21	1	7	11	0	2	4	1	1	1	33	5
Jun-21	1	7	12	1	5	6	1	0	3	39	3
May-21	5	2	9	0	0	4	1	0	0	22	1
Apr-21	3	2	8	0	1	4	0	0	1	19	0

Mar-21	3	6	#	1	0	0	1	0	0	1	#	2
Feb-21	5	5	11	0	0	12	0	0	0	2	39	4
Jan-21	2	1	9	1	0	3	1	1	1	23	4	
Dec-20	1	6	5	0	1	2	0	5	3	30	7	
Nov-20	1	0	10	0	0	1	1	5	1	22	3	
Oct-20	3	2	11	1	1	8	0	8	2	38	2	
Sep-20	4	3	16	0	0	7	0	3	3	41	5	
Aug-20	0	0	7	2	2	7	1	4	3	35	7	
Jul-20	1	2	9	1	1	1	0	0	1	22	6	
Jun-20	0	4	4	0	1	0	0	0	6	19	4	
May-20	3	2	7	0	1	1	1	15	2	33	1	
Apr-20	1	2	3	0	1	1	1	7	4	26	6	
Mar-20	4	0	12	1	0	1	0	0	3	27	6	
Feb-20	1	4	13	0	1	4	1	4	4	30	2	
Jan-20	0	0	12	0	1	1	0	0	0	16	2	
Dec-20	0	2	9	1	3	0	0	0	1	22	6	
Nov-19	2	5	5	1	2	4	0	0	3	30	8	
Oct-19	1	5	8	1	0	4	1	0	1	29	8	
Sep-19	1	1	7	1	0	3	0	3	2	19	1	
Aug-19	2	4	11	0	1	0	1	1	1	21	0	
Jul-19	3	1	6	1	2	4	3	0	1	24	3	
Jun-19	2	10	9	0	2	2	0	0	2	29	1	
May-19	3	6	8	0	1	1	1	1	3	29	5	
Apr-19	0	5	18	0	1	4	0	0	1	32	3	
Mar-19	0	1	10	2	3	1	0	0	3	25	5	
Feb-19	0	1	8	0	1	2	0	4	1	23	6	
Jan-19	2	3	9	1	4	1	1	0	2	23	0	
Dec-19	0	0	6	0	2	1	1	0	3	13	0	
Nov-18	1	7	12	0	1	2	0	2	2	31	4	
Oct-18	1	4	8	0	1	3	0	1	1	23	4	
Sep-18	2	4	13	0	6	4	1	0	2	34	2	
Aug-18	0	3	9	1	4	3	0	0	1	23	2	
Jul-18	0	1	8	0	2	4	0	0	2	17	0	

Jun-18	3	0	18	0	1	0	0	0	2	28	4
May-18	0	4	10	1	0	0	1	21	2	41	3
Apr-18	0	6	2	0	2	1	1	0	1	26	13
Mar-18	2	7	8	1	2	3	0	2	1	26	0
Feb-18	1	2	6	2	0	1	0	0	3	15	0
Jan-18	2	2	5	1	0	3	0	7	1	22	1
Dec-18	0	0	4	0	0	3	1	2	5	15	0
Nov-17	0	4	18	0	1	7	0	5	4	40	0
Oct-17	2	2	11	2	3	1	1	6	0	23	1
Sep-17	0	1	16	1	0	1	0	3	1	26	3
Aug-17	2	0	13	1	3	2	1	5	0	30	3
Jul-17	2	1	11	1	6	3	0	6	2	33	1
Jun-17	1	2	5	0	3	2	0	9	2	25	1
May-17	2	0	19	0	5	0	1	10	2	44	5
Apr-17	4	3	16	0	2	2	1	17	1	48	11
Mar-17	0	1	13	0	2	14	0	0	1	33	4
Feb-17	0	0	16	0	0	1	0	0	0	22	5
Jan-17 1	7	9	0	4	11	1	4	3	40	0	
Dec-16 4	1	22	2	7	2	1	0	3	43	1	
Nov-16 1	1	10	0	2	5	0		1	25	5	
Oct-16	2	11		3	8			2	29	3	
Sep-16 4	2	18	4		5	1	0	0	35	3	
Aug-16 1	2	8	0	3	9	2	0	2	27	6	
Jul-16 2	1	8	0	2	1	0	4	0	23	9	
Jun-16 4	1	11		4	4			2	32	6	
May-16	2	5	16	0	2	10	2	5	5	59	18
Apr-16	1	1	13	1	4	6			4	54	23
Mar-16	0	1	5	0	2	12	0	0	2	24	7
Feb-16	1	4	10	1	3	1	0	5	3	23	1
Jan-16	3	3	13	0	5	7	2	2	1	30	0
Dec 15	0	1	16	0	2	1	0	2	1	21	0
Nov 15	1	3	7	1	1	1	1	0	1	17	1
Oct-15	2	9	14	2	1	0	1	3	0	28	2

Sep-15	2	4	17	1	0	5	2	9	0	32	0
Aug-15	3	12	10	1	5	8	0	0	5	44	1
Jul-15	4	2	11	0	1	3	1	3	1	26	0
Jun-15	1	7	7	1	2	13	0	4	3	34	0
May-15	2	3	16	1	0	14	1	0	2	39	0
Apr-15	3	1	15	0	2	4	0	2	2	21	3
Mar-15	2	1	8	0	0	2	0	2	2	18	1
Feb-15	1	5	10	0	0	2	0	4	1	24	5
Jan-15	1	2	7	1	0	4	0	2	2	21	3
Dec-15	1	3	7	0	4	7		1	2	24	1
Nov-14	1	6	6	0	2	0	0	0	5	22	2
Oct-14	2	1	27	0	2	1	2	1	1	38	1
Sep-14	3	6	8	0	3	3	0	4	1	26	3
Aug-14	1	2	11	5	1	1	1	2	1	35	13
Jul-14	1	6	11	0	0	11	2	11	2	33	10
Jun-14	0	5	12	0	0	1	1	4	2	23	
May-14	0	3	14	0	4	0	1	6	0	20	
Apr-14	2	3	19	1	3	2	0	25	0	34	
Mar-14	1	9	13	2	0	2	4	1	0	31	
Feb-14	2	1	7	1	1	1	1	0	2	16	
Jan-14	1	2	10	2		2	1		3	19	
Dec-13	1	1	0	0	0	2	0	1		1	
Nov-13	2	0	11	1	0	3	0	2		19	
Oct-13	2	3	14	0	8	1	1	2		32	
Sep-13	4	1	16	0	5	1	0	0		30	
Aug-13	4	0	7	0	7	1	2	17		26	
Jul-13	1	0	11	0	8	3	1	5		24	
Jun-13	2	4	12	0	5	2	0	1		25	
May-13	1	1	10	0	4	16	4	4		29	
Apr-13	3	1	6	2	3	8	1	5		24	
Mar-13	0	3	16	0	2	8	0	1		29	
Feb-13	0	3	12	1	1	2	1	0		20	
Jan-13	1	3	6	0	0	0	0	0		19	
Dec-12	1	5	4	0	2	2	1	1		16	

Nov-12	2	6	10	1	0	3	0	3	19
Oct-12	2	7	11	1	3	2	2	6	28
Sep-12	1	6	15	2	2	0	2	1	27
Aug-12	1	4	9	1	3	0	0	1	16
Jul-12	1	3	3	1	4	1	1	1	23

Washington Terrace Fourth Quarter Comparison 2022 and 2023

	Attack/Bite	Barking	Stray/Roaming	Carcass Removal	Citizen Assist.	Followup	Injured animal	Citations	Cruelty	Calls For Service	Extra Patrol
Dec-23	3	4	14	0	0	6	0	0	5	32	0
Nov-23	4	2	13	0	0	3	1	4	2	29	0
Oct -23	1	2	23	1	0	4	2	4	3	40	0
quarterly total for 2023	8	8	50	1	0	13	3	8	10	101	0
Dec-22	1	2	8	1	3	1	0	0	3	19	0
Nov-22	2	2	5	0	1	0	1	2	0	14	1
Oct-22	1	2	14	2	0	6	4	5	2	39	3
quarterly total for 2022	4	6	27	3	4	7	5	7	5	72	4

Combined Statistics Report

WT

Intake Type

12/01/23 to 12/31/23

Cats	4
-------------	----------

OWNER SUR	2
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STRAY	2
-------	---

Dogs	20
-------------	-----------

CONFISCATE	13
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REHOME	2
--------	---

STRAY	5
-------	---

Total Intakes:	24
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Outcome Type	12/01/23 to 12/31/23
Cats	5
ADOPTION OWNER NEW	3 3
REHOME EXP	1 1
TRANSFER RESCUE GRP	1 1
Dogs	10
ADOPTION OWNER NEW	1 1
DELETE ENT	2 2
DISPOSAL	1 1
TRANSFER RESCUE GRP	6 6
Total Outcomes: 15	

City Council Staff Report



Author: Tom Hanson
Subject: SB 174 Subdivision Ordinance Revision
Date: February 6, 2024
Type of Item: Discussion / Informational

Summary Recommendation:

Description: SB 174 and HB 406 from the 2023 General Legislative Session require all local governments to, among other things, modify their subdivision ordinances to comply with the process described in the statute. There are two different deadlines, depending on the size of municipality or county.

Note: dates have been extended to allow sufficient time for compliance.

February 1, 2024: all moderate-income housing plan municipalities and counties.

All municipalities with populations greater than 10,000

Municipalities with a population greater than 5,000 in a county with a total population greater than 40,000

Metro townships with populations greater than 5,000

Counties with populations greater than 40,000 with populations greater than 5,000 in unincorporated areas.

December 31, 2024: all other municipalities and counties.

- A. **Topic:** Revision to subdivision approval process to allow developers to predict timelines for final project approval.
- B. **Background:** Some legislators determined that cities were slow in approving some subdivision projects. Therefore, legislators are now requiring cities and counties to update their ordinances to comply with the new requirements of SB174.
- C. **Analysis:** At no cost to the city, staff have entered into an agreement with Planning Outpost to update our ordinance to edit our ordinance to comply with new state regulations.
- D. **Fiscal Impact:** Fortunately, the state is funding the process of updating the city ordinance and there will be no fiscal impact to the city short of staff time to work with Planning Outpost during the editing process. When completed, the process for implementation will change the way we approve subdivisions and may have some fiscal impact, but that impact is not known at this time. Generally, the impact will reflect costs currently associated with subdivision approval. The final impact is TBD.
- E. **Department Review:** This staff report and the accompanying document are provided for informational purposes in anticipation of future work related to SB174. This information will be discussed in a combined work session scheduled for February 20th with the Planning Commission.

Washington Terrace City
Subdivision Ordinance Revision – SB 174 Compliance Project

PROJECT MEMORANDUM

TO: Washington Terrace Cross Project Team
FROM: Planning Outpost Project Team
SUBJECT: Draft Subdivision Ordinance Memo
DATE: January 29, 2024

1.0 Introduction

This section describes the background of the project, the work performed in the development of the memo, and the format of the memo.

1.1 Project Background/Work Performed

Washington Terrace (City) retained Planning Outpost on January 9, 2024, to assist with the adoption of a new subdivision ordinance that is compliant with Senate Bill (SB) 174. An analysis of the City’s existing subdivision ordinance along with policy considerations and findings are contained in this memorandum (memo).

This memo provides an analysis of the City’s current Title 16 residential subdivision ordinance in relation to the provisions of SB 174. The memo supplements the Utah League of Cities and Towns (ULCT) documents by providing the City individual analysis of how the City’s ordinance differs and complies with SB 174. Planning Outpost will facilitate a web-conference work session with the City Team to review the draft memo and collect any feedback for inclusion in the final version which will be the basis to revise the City’s Title 16 residential subdivision.

Planning Outpost provided the City with an intake form and information request on January 9, 2024. The intake form consists of fifteen questions to help guide and focus the analysis. An example is Question 7:

“The new state law has stringent review cycle timelines. One tool to assist in the timeline is the determination of a complete application having been made to the City. The review timelines are 15 days for preliminary plat and 20 days for final plat. What is the soonest timeframe your jurisdiction’s staff could conduct the complete application analysis?”

Once the application is deemed complete, the State of Utah (State) mandatory review time (Shot Clock) of 15-business days or three weeks to fully review the preliminary plat before scheduling for planning commission and 20-business days per cycle to fully approved final plat.

The information request sheet was submitted to and received by the City. The purpose of this document is to receive the most updated City ordinances, ask about administrative procedures that may be impacted by a new subdivision ordinance, and for staff review contacts.

Subsequently, on January 31, 2024, Planning Outpost will facilitate a web-conference to review and discuss the memo with City stakeholders. The purpose of this meeting is to follow up on the City’s previously provided information; further document and confirm the City’s subdivision processes; compare their existing subdivision ordinance with compliance to SB 174 and identify policy decisions needed to be made by the City.

1.2 Memo Format

This memo is composed of five sections, as described below:

1. **Introduction.** This section describes the background of the project, the work performed in the development of the memo, and the format of the memo.
2. **Senate Bill 174 – Subdivision Ordinance.** This section of the memo describes SB 174 legislative intent, intake, review, appeal, and non-compliance impacts.
3. **Subdivision Analysis.** This section of the memo describes the similarities and differences between the City’s Subdivision ordinance with SB 174, and calls out policy considerations.
4. **Policy Considerations.** This section of the memo describes policies to implement the new subdivision ordinance, and for the City to consider based on best practices.
5. **Next Steps.** This section describes the future activities of the project.

1.3 Common Terms and Acronyms

The following table contains common terms and acronyms used throughout this memo, along with the associated definitions and explanations.

Table 1.1: Common Terms, Abbreviations, and Acronyms

Common Terms, Abbreviations, and Acronyms	
Term	Definition
ALUA	Administrative Land Use Authority
City	Washington Terrace City
HB 406	Public Improvement Standards for residential roadways.

Common Terms, Abbreviations, and Acronyms	
Term	Definition
LUDMA	Land Use, Development, and Management Act. LUDMA authorizes and governs land use and zoning regulation by cities and counties, and establishes mandatory requirements that local governments must follow. LUDMA establishes the legal framework for each locality to make zoning decisions, enact ordinances, and implement plans.
OWHLF	Olene Walker Housing Loan Fund
Plat or Subdivision	Plats show subdivisions broken into blocks with streets and utility easements. Further refinement often splits blocks into individual lots, usually for the purpose of selling the described lots; this has become known as subdivision.
PC	City Planning Commission
SB 174	Effective May 4, 2023, Senate Bill 174 changed the process for subdivision of 1 or 2 family dwellings and households.
Shot Clock	State mandatory review times (15-Business days for a preliminary plat and 20-business days for the final plat)
State	State of Utah

2.0 Senate Bill 174 – Subdivision Ordinance

This section of the memo describes SB 174 legislative intent, intake, review, appeal, and non-compliance impacts.

2.1 Subdivision Ordinance

SB 174 changes the following three areas of the Land Use, Development, and Management Act:

- ❖ creates a new process that all municipalities must follow for subdividing residential lots;
- ❖ modifies the Internal Accessory Dwelling Units (IADU) provisions; and
- ❖ creates a penalty for cities who fail to comply.

Local governments are required to update their subdivision ordinances. Deadlines are based on municipal population which the City's deadline is established as February 1, 2024. Based on recent discussions with the State, as long as the jurisdiction is actively approving the subdivision ordinance an extension will automatically be granted. The State is providing technical assistance funding for cities to specifically update the subdivision ordinance revisions necessary to comply with SB 174. The City does not anticipate updating an IADU in their code, nor is it an element covered in this analysis.

The legislative intent is for the preliminary and final plats for only one- and two-family dwellings to be reviewed administratively due to the technical nature of the review. Any land use or zoning issues would be managed separately and may proceed in the duly prescribed land use application process. The plat review would include a review whether the underlining zoning allows for the residential density in the subdivision. The two-step process includes designation of an administrative land use authority and a review timeline or "shot clock" for both preliminary and final plats.

The first step is for the City to designate an ALUA to review subdivision applications. These authorities may not be members of a city council. They may be designated as a board, staff, contracted staff, or member(s) of the planning commission.

SB 174 enables the applicant to request an optional pre-application meeting with the City. The timeframe for the pre-application meeting to occur is within 15-business days of the applicants written request. The purpose of the pre-application meeting would be to review a concept plan and provide initial feedback to the applicant. At the pre-application meeting, the City is required to provide or have readily available on their website the following:

- Applicable land use regulations
- A complete list of standards required for the project.
- Tentative and final application requirement checklists

- Feedback on the concept plan

Feedback on the concept plan is not specifically prescribed in SB 174 but should be on the same technical review premise.

An acceptance of a complete subdivision application starts the shot clock of 15-business days to review, provide comments and approve the preliminary subdivision application. A complete preliminary subdivision land use application shall include the following:

- The application
- Owner's affidavit
- Electronic copy of all plans in PDF format
- Preliminary subdivision plat drawings
- Breakdown of fees due upon approval of the application

The above are the minimum requirements for a preliminary subdivision applicant. The City may wish to add additional requirements, but it would have to be published along with the above requirements.

The ALUA designee, planning commission, may receive public comment but a public hearing is not required. If the application complies with applicable local regulations, it shall be approved and proceed to the final subdivision step.

The subdivision review process has a maximum of four review cycles permitted for the review. In between the tentative plat approval and final approval only four revisions are permitted. The total four reviews are unclear in State law and will have to be clearly addressed in the next legislative session. The initial tentative plat review is to be completed within 15-business days of receiving complete application for that stage. Review of final plat is to be completed within 20-business days per review cycle of receiving complete application for final application. An applicant must respond to required changes they disagree with in writing.

A final subdivision application review must be completed within 20-business days. A review cycle is not considered complete until the applicant has adequately addressed all the redlines identified by the City. The City may only add new redlines after the first review cycle in response to changes made by the applicant or if a correction is necessary to protect public health or safety, or to enforce state or federal law. If an applicant makes a material change to a plan set, the City has the discretion to restart the review process at the first review of the final application, but only with respect to the portion of the plan set that the material changes substantively effects. If an applicant does not submit a revised plan within 20-business days after the City requires a modification or correction, the City shall have an additional 20-business days to respond to the plans.



SB 174 creates two distinct appeal processes after the four review cycles have been exhausted and 20-business days have passed. For disputes relating to public improvement or engineering standards, the City shall assemble a three-person panel meeting within 10-business days of receiving a request from the applicant. Those experts include:

- One licensed engineer designated by the City.
- One licensed engineer designated by the land use applicant.
- One licensed engineer agreed upon and designated by the two designated engineers.

Members appointed to the panel may not have an interest in the application in question. The applicant must pay 50% of the total cost of the panel and the City's published appeal fee. The City pays the other 50%. The panel's decision is final unless the City or applicant petition for district court review within 30 days after the final written decision is issued.

3.0 Subdivision Analysis

This section of the memo describes the similarities and differences between the City's Subdivision ordinance with SB 174, and calls out policy considerations.

3.1 Ordinance Analysis

This section has been developed to analyze the City's existing ordinance to SB 174. Table 3.1 compares the language adopted in SB 174 with the City's subdivision code. Of note, in discussions with the Utah League of Cities and Towns, they have communicated that additional changes and clarifications will be forthcoming in the next legislative session to address some of the jurisdiction concerns about implementation of SB 174. Until those changes occur, the City is compelled to adopt and implement the new ordinance.

Table 3.1: Subdivision Ordinance Title 16 Matrix

City Ordinance Chapter	Chapter Title(s)	SB 174	Action	Policy Consideration ¹
16.04.030	Definitions.	<p>Strongly Recommends clarifying definitions for applicants and staff. Examples are:</p> <ul style="list-style-type: none"> -Appeal process -Authorized Land-Use Authority -Completeness of application requirements -Review Cycles 		<p>Checklist for applicant completeness determination. Minimum requirements are:</p> <ul style="list-style-type: none"> -The application -Owner's affidavit -Electronic copy of all plans in PDF format -Preliminary subdivision plat drawings -Breakdown of fees due upon approval of the application

City Ordinance Chapter	Chapter Title(s)	SB 174	Action	Policy Consideration ¹
16.04.040	Preliminary Plan.	Does not require concept or preliminary plans to be submitted.		Consider removing chapter 16.04.040 entirely and references to preliminary plans from the City's code. Replace the preliminary plan submittal as an administrative optional item within the development application forms.
16.04.050 (A)	Tentative Final Plat.	Add one 15-business day timeline review and then schedule for planning commission		Consider adding the shot clock timeframe in the ordinance.
16.04.050 (B)	Final Plat Required.	Add three 20-business day timeline reviews prior to final approval.		Consider adding the shot clock timeframe in the ordinance.

City Ordinance Chapter	Chapter Title(s)	SB 174	Action	Policy Consideration ¹
16.04.050 (C) and (E)	Final Plat Required.	Planning Commission nor City Council are allowed to be the approvers of final plats.	Remove references to the planning commission and City Council.	Consider replacing with internal development review committee
16.04.060	Subdivision Standards.	Planning Commission nor City Council are allowed to be the approvers of final plats.	Remove references to the planning commission and City Council.	Consider replacing with internal development review committee
16.04.070	Required Improvements.	Acceptance of public improvements are outside of SB 174 purview and should stay with the City Council	No changes	

¹ Policy considerations are in Section 4.0

4.0 Policy Considerations

This section of the memo describes policies to implement the new subdivision ordinance, and for the city to consider based on best practices for development codes.

4.1 Considerations

This section of the memo outlines the policy consideration. The following table contains eight considerations and background information collected during our review.

Table 4.1: Policy Considerations

Policy Considerations				
No.	Item	Policy Considerations	Best Practice / Recommendations	City Response
1	Designated ALUA	The ALUA designation should be determined and clearly identified whether it is staff or a board/commission or other designee.	Over 60% of polled Utah jurisdiction are considering the planning commission as the designated ALUA to review and accept the preliminary subdivision.	
2	Completeness Determination	The determination of a completed application begins the 15-business day review and approval process. All City application requirements must be published online and contained as a requirement in the application.	A land use application checklist provided to the applicant is also used as a completeness review and determination checklist by staff. Application completeness is a check if the required documents have been submitted and not a qualitative review of the application.	
3	Review cycles (limited to a total of four)	The final plat typically has the infrastructure improvement plans associated with the application. More review cycles due to higher scrutiny of the plans is more focused with the final plat	The four total review cycles should be weighed in a way that gives more review cycles on the final plat with 20-business days (i.e. one review cycle for the tentative plat and three reviews for the final plat.) Other jurisdictions are using the 1 review cycle for tentative and 3 for final.	
4	Appeal Fee Update	The cost of the appeal of the final map determination is split (50/50) between the City and applicant.	The City should update their fee schedule to reflect the new appeal fee process.	
5	Tracking of Shot Clock	The applications should be tracked in a system to make sure deadlines are being met and for reporting out and measuring review times	Tracking application review times and deadlines is commonplace with City's using a spectrum of systems from spreadsheet tracking to application/permit	

Policy Considerations				
No.	Item	Policy Considerations	Best Practice / Recommendations	City Response
			tracking software systems.	
6	Standardize written response	SB 174 clearly references written responses in the state legislation. To maintain compliance, the City may consider creating standardized response templates including a database of standard subdivision responses to address accuracy and thoroughness in the review process.	Many jurisdictions use templates as both a quality assurance of product being disseminated to the applicant and as a training resource for newer staff.	
7	Final Plat Jurat or Signature Page	SB 174 final plat approval cannot be the planning commission or city council. Currently the Mayor and City Attorney's signature lines are on the final plat.	The State explicitly took the council off the final plat approval process, and we recommend that the Mayors signature is removed as a requirement. The City Attorneys signature can also be removed since there is no legal review except the jurat for legal form.	
8	Preliminary Plan requirements	The preliminary plan submittal as an administrative optional item within the development application forms	Consider removing chapter 16.04.040 entirely and references to sketch or concept plans from the City's code.	

5.0 Next Steps

This section describes the future activities of the project.

Planning Outpost will facilitate a work session, to review the content of the draft Memo with the City. Once additional City reviews are complete, Planning Outpost will revise the Memo and update its status to final. The next steps of the project are summarized in Table 5.1, below.

Table 5.1: Upcoming Tasks and Deliverables

Upcoming Tasks and Deliverables
<p>D2. Final Subdivision Ordinance</p> <p>Our team will draft a final subdivision ordinance based on input into this memo. We will use an addition/deletion format unless the City desires another format for us to use. This deliverable also includes drafting and finalizing a slide deck that will be used for presentations before the Planning Commission and City Council.</p>
<p>D3. City Adoption Process</p> <p>We will provide support to City staff through the adoption process with the Planning Commission and City Council. The target dates are February 29 and March 7, respectively.</p>

**City Council
Staff Report**

**Author: Tyler D. Seaman
Subject: Duplex/ADU 101
Date: 2/6/2024
Type of Item: Presentation/Discussion**

Summary Recommendation: Presentation on the difference between Accessory Dwelling Units, Duplex units, and illegal rentals based off zoning code. Staff are presenting this for educational purposes. Staff would like direction from the Council on the business license approval process for single family dwellings being used as a two-family rental.

- A. Analysis: Staff have recognized the need to clearly define the difference between legal and non-legal housing units. The 2021 international residential code states the following for a dwelling unit:**

A single unit provides completely independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

The 2021 international residential code states the following for an accessory dwelling unit:

A habitable living unit created within the existing footprint of a primary owner-occupied single-family dwelling.

The 2021 international residential code states the following for a townhome:

A building that contains three or more attached townhouse units.

The 2021 International Building Code states the following about two family dwellings:

Any building that contains two dwelling units used, intended, or designed to be built, used, rented, leased, let or hired out to be occupied, or that are occupied for living purposes.

Clearly defining the difference within the building code for requirements in each of these types of dwellings is straight forward.

Single family homes are dwelling units for one family. They are designed for the assumed occupant load of an average size family. They are connected to a single service for water, gas, sewer, electrical and are on a single parcel. They have one required primary egress (Front door), and the necessary egress exits in bedrooms

with windows. They are required to be on their own property and maintain the proper separation from other dwelling units by 10'. In our city we have 3 distinct zones. R1-8, R1-6 and R1-10. These are defined as individual unit lots on the single parcel. See image below of a single-family zone.

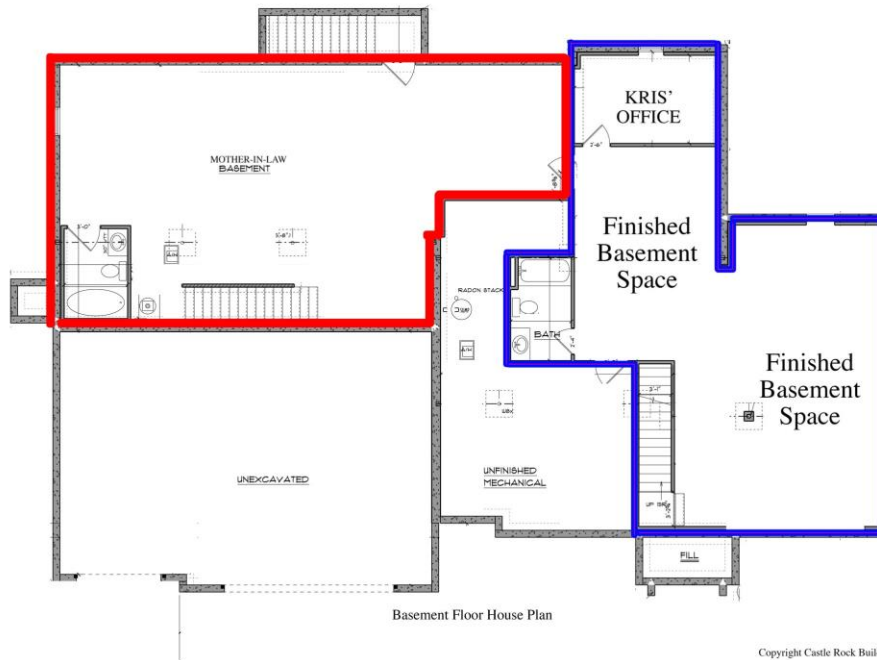


Internal accessory dwelling unit is a single-family dwelling that is owner-occupied. This home has the owner of record on living in the dwelling. The owner of the home creates a secondary dwelling unit in the primary dwelling that allows for the owner to have living quarters in the home for another family that is separate from the owner's parts of the dwelling. In the past we typically called this a mother-laws unit. The key parts of this and what is referenced in Washington Terrace City Code 17.48.030 is as follows:

1. **Eligibility.** In accordance with Utah Code 10-9a-530.1a, an internal Accessory Dwelling Unit (ADU) is eligible for a permit if such ADU is:
 - a. Located **in the primary dwelling**;
 - b. **Placed within the footprint of the primary dwelling** as described in state law at the time the ADU created;
 - c. **Not used for vacation rental or short-term rental**; and,
 - d. **Used only for residential long-term rental of thirty (30) consecutive days or longer and be advertised as such.**
2. **Local Requirements.** In accordance with Utah Code 10-9a-530-4, the City:
 - a. Does not require the installation of a separate utility meter for an ADU.
 - b. **Each ADU shall be designed in a manner that does not change the appearance of the primary dwelling as a single-family dwelling.**
 - c. The owner of the primary dwelling creating an ADU shall:
 - i. **Include one additional on-site parking space on an improved surface** of concrete or asphalt, regardless of whether the primary dwelling is existing or new construction; and
 - ii. Replace all parking spaces contained within a garage or carport converted to an ADU.

3. **Limitations.** The following limitations apply to the creation or occupancy of any ADU:
 - a. **Only one (1) ADU per primary dwelling** is permitted consistent with this section.
 - b. No ADU shall be created or occupied within a mobile home as defined under Utah Code 57-16-3.
 - c. No ADU shall be created or occupied without the owner of the primary dwelling obtaining all permits and licenses for the ADU from the City and any other affected entity.
 - i. The unit shall be required to be inspected as part of the building permit process by the building official.
 - ii. All new construction shall comply with adopted building code requirements.
 - d. No ADU will be approved where the primary dwelling is served by a failing septic tank.
 - e. No ADU shall be created or occupied where the primary dwelling lot is six thousand (6,000) square feet or less in size.
 - f. No external accessory dwelling units are allowed.
 - g. **No ADU shall be created or occupied unless the primary dwelling is also used as the owner's primary dwelling.**
4. **Licensing.** The owner of any ADU shall obtain a business license in accordance with Title 3 and Chapter 3.15 of the municipal code.

Utah State Code does not allow a city to require any code changes to the dwelling(s) to make them compliant to the requirements of a two-unit dwelling/townhome/duplex. See image below for an internal accessory dwelling:



No changes to the house footprint. Primary living quarters are on the upstairs part of the house and the right side of the basement. From the passerby there would not be an assumption of two different units inside the internal footprint of the single-family dwelling.

Twin-homes, duplexes, townhomes are all defined the same. They are designed for multiple families to live within the structure but are separated. They are separated by a 2-hour

rated fire wall on either side of the shared wall or ceiling/floor. 2-hour firewalls accomplished with multiple layers of sheetrock, solid block walls, concrete walls or other allowed methods by the building code. These units will have their own egress exit and do not share any mechanical, electrical or plumbing systems. They are not allowed to have any penetrations between them within 3 feet of the 2-hour fire walls. These would consist of windows, doors, dryer vents, plumbing vents, and any other openings into the house. It is completely separated from each unit and self-sustained. These are allowed per the zoning in the area in which they are located. As you can tell, they are constructed in this multiple unit nature during their construction. To change a single-family home into a multiple family unit would be a considerable amount of work and associated cost. These are also planned out for proper parking ratios for each unit. See pictures below of different types:





- B. Fiscal Impact:** These different dwelling types in our city have very different impacts on our city. A single-family dwelling is designed for a single unit zone. We allow them to have an internal accessory dwelling unit when the owner lives in the home because of the controlled state of owner-occupied dwellings. We also require additional parking requirements and make it a very controlled environment.

When we have single family dwellings being used as a two-unit house that is not occupied there are many different parts missing per building code, zoning code and impacts on the infrastructure of the city. We allow for the town-home units and for the many legal non-conforming duplexes in our city because they were approved and built as multiple family units with fire walls and proper utility connections.

- C. Department Review:** Staff recommend continuation of enforcement to control any single-family dwelling being used as a multiple family unit dwelling. Staff would also recommend rejection of any business license applications for rental requests for a single-family dwelling being used for more than the single unit. Staff would also recommend the proper enforcement of any rental unit being used for more units than what they are approved for. This would include current and new rentals. It would also include housing being used for short-term rentals that are not licensed.

Alternatives:

- A. Approve the Request:
- B. Deny The Request:
- C. Continue the Item/Impact:

**City Council
STAFF REPORT**



Author: Tyler D. Seaman

**Subject: MOTION/ORDINANCE 24-02: RECOMMENDATION TO APPROVE
ORDINANCE AMENDING THE INFILL RESIDENTIAL DEVELOPMENT MAP**

Date: 02/06/2024

Type of Item: Ordinance

Summary Recommendation: Staff would recommend a motion to approve an amendment to the Infill Map Exhibit A, adding the following three parcels to exhibit A. Parcels: 070660089, 070660090, 070660028



Description: Based of 17.10.050 Eligibility and guidelines. The first step in starting the process of an infill subdivision is to add the parcels in question to the Exhibit A, Infill map. The applicant has proposed the amendment to the infill map which would allow Mr. Mecham’s and Mr. Holsteins parcels to be placed in the infill overlay zoning. This will segway into the applicant’s future proposal for a subdivision of these three parcels.

A. Background: In April of 2017 the city created an in-fill zone to accommodate the need for housing solutions. The purpose and intent of title 17.10.010 was as follows:

The City Council finds that standard zoning practices are inadequate to address the development of residential in-fill parcels identified by the City to ensure that these developments are well-planned, sensitive to adjoining properties, and accommodate the needs of the City. This Chapter is intended to address challenges presented by

infill, configuration, phasing projects, and other challenges presented by in-fill development. The City recognizes that for certain projects it is appropriate to create zoning and other land use requirements on a property-by-property basis with the development of the property carefully agreed to by the City and the property owner. It is also acknowledged that regulations be enforced and assured in accordance with a development agreement. This Chapter is to create enabling provisions for adopting a specialized zone for in-fill development and applying them to particular properties.

B. Analysis:

These 3 parcels as seen in the picture are located in an area that was developed years ago as large lots with dwellings tucked back. These are prime candidates for redevelopment within Washington Terrace City and would be viable options for low to moderate income housing within Washington Terrace City.

Please see attached moderate income housing report for Washington Terrace City as we try to implement and align our City with the this report:

Strategy #1 *

Select the first moderate income housing strategy from UCA that the municipality has included in its moderate income housing element.

(A) rezone for densities necessary to facilitate the production of moderate income housing

Describe each action taken by the municipality during the previous 12 months to implement this moderate income housing strategy. *

The city's staff has undertaken a thorough examination of potential infill opportunities for higher-density development within the city limits. Regrettably, our assessment did not reveal any additional parcels suitable for high-density development or MIH (Mandatory Inclusionary Housing) initiatives. This limitation is primarily due to the constraints on growth possibilities within Washington Terrace, which consequently hampers the availability of MIH development in a substantial manner. Currently, our staff is collaborating with a developer to introduce higher-density housing to an existing parcel that is not currently zoned for such purposes. We are working diligently to identify a suitable location and assess the project's capacity to accommodate this density housing. It's important to note that this project is a unique endeavor, requiring unconventional, out-of-the-box planning strategies for successful implementation. The development is expected to gain approval through a site-specific Development Agreement. While it's not categorized as an MIH project, it will significantly expand our housing inventory in areas where higher-density housing was previously not permitted. Furthermore, our staff has proactively reached out to other interested parties who may have land holdings currently underutilized in a commercial context. We are hopeful that such outreach will result in partnerships with individuals or entities willing to tap into the unrealized potential of these properties. We remain committed to exploring every avenue to make this a reality.

This would help us to reveal another 3 parcels in Washington Terrace which would align us to strategy #1.



This would be an extremely viable addition to Exhibit A, Infill Map.

C. Department Review: Staff recommend moving forward with this ordinance, allowing the Applicants to proceed with their planning of the infill development of these 3 parcels.

Alternatives:

A. Approve the Request:

B. Deny The Request:

C. Continue the Item/Impact:

WASHINGTON TERRACE CITY

ORDINANCE 24-02

IN-FILL RESIDENTIAL DEVELOPMENT MAP AMENDMENT

AN ORDINANCE OF THE CITY OF WASHINGTON TERRACE, UTAH,
AMENDING THE INFILL DEVELOPMENT MAP; SEVERABILITY; AND
PROVIDING AN EFFECTIVE DATE.

WHEREAS, Washington Terrace City (hereafter referred to as “City”) is a municipal corporation, duly organized and existing under the laws of the State of Utah;

WHEREAS, *Utah Code Annotated* §§ 10-8-84 and 10-8-60 authorizes the City to exercise certain police powers and nuisance abatement powers, including but not limited to providing for safety and preservation of health, promotion of prosperity, improve community well-being, peace and good order for the inhabitants of the City;

WHEREAS, the City desires to update its land use regulations relating to in-fill development;

WHEREAS, Title 10, Chapter 9a, of the *Utah Code Annotated*, 1953, as amended, enables the City to regulate land use and development;

WHEREAS, after publication of the required notice, the Planning Commission held its public hearing on January 25, 2024, to take public comment on this Ordinance, and subsequently gave its recommendation to approve;

WHEREAS, the City Council received the recommendation from the Planning Commission and held its public meeting on _____, 2024, and desires to act on this Ordinance;

NOW, THEREFORE, be it ordained by the City Council of Washington Terrace City as follows:

- Section 1:** **Repealer.** Any word other, sentence, paragraph, or phrase inconsistent with this Ordinance is hereby repealed and any reference thereto is hereby vacated.
- Section 2:** **Map Amendment.** The In-fill Development Map in Exhibit “A” attached hereto and incorporated by this reference is hereby amended to include Weber County Parcel No. 070660090 , Parcel No. 070660028, and Parcel 070660089.
- Section 4:** **Severability.** If a court of competent jurisdiction determines that any part of this Ordinance is unconstitutional or invalid, then such portion of this Ordinance, or specific application of this Ordinance, shall be severed from the remainder, which shall continue in full force and effect.
- Section 5:** **Effective date.** This Ordinance takes effect immediately upon mayoral approval and posting.

PASSED AND ADOPTED by the City Council on this ____ day of _____, 2024.

Mayor

ATTEST:

City Recorder

RECORDED this ___ day of _____, 2024.

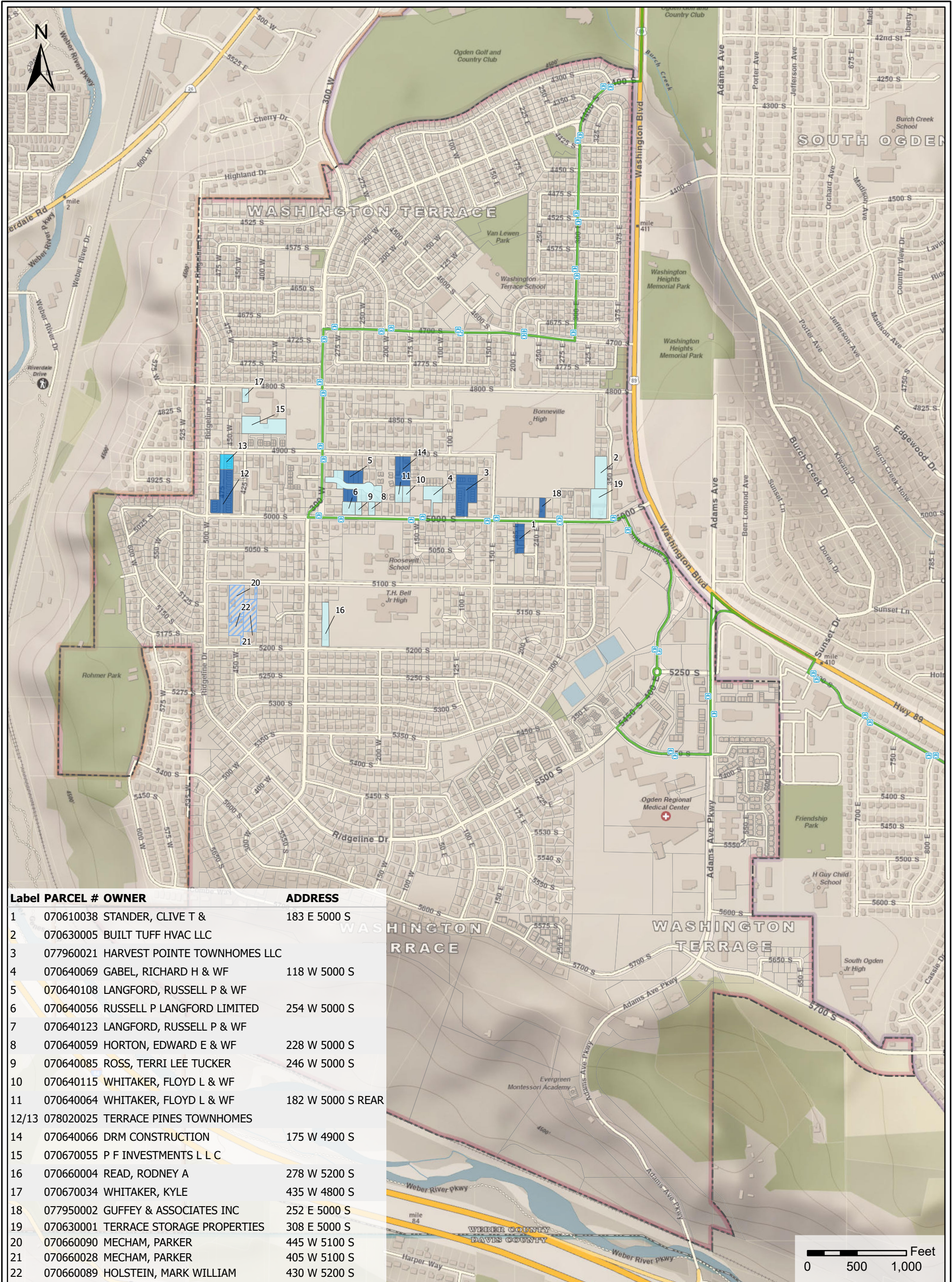
PUBLISHED OR POSTED this ___ day of _____, 2024.

CERTIFICATE OF PASSAGE AND PUBLICATION OR POSTING

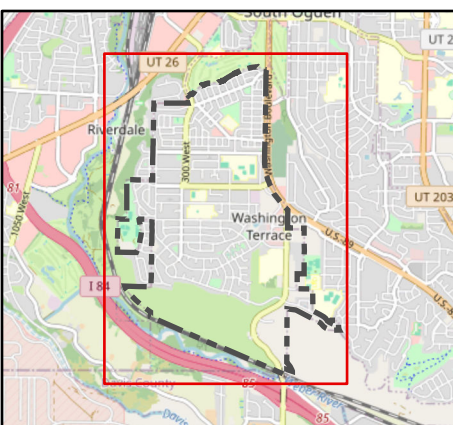
In accordance with Utah Code Annotated §10-3-713, 1953 as amended, I, the City Recorder of the City of Washington Terrace, Utah , hereby certify that the foregoing Ordinance was duly passed and published or posted at: 1) City Hall, 2) _____, and 3) _____ on the above referenced dates.

City Recorder

DATE: _____



Label	PARCEL #	OWNER	ADDRESS
1	070610038	STANDER, CLIVE T &	183 E 5000 S
2	070630005	BUILT TUFF HVAC LLC	
3	077960021	HARVEST POINTE TOWNHOMES LLC	
4	070640069	GABEL, RICHARD H & WF	118 W 5000 S
5	070640108	LANGFORD, RUSSELL P & WF	
6	070640056	RUSSELL P LANGFORD LIMITED	254 W 5000 S
7	070640123	LANGFORD, RUSSELL P & WF	
8	070640059	HORTON, EDWARD E & WF	228 W 5000 S
9	070640085	ROSS, TERRI LEE TUCKER	246 W 5000 S
10	070640115	WHITAKER, FLOYD L & WF	
11	070640064	WHITAKER, FLOYD L & WF	182 W 5000 S REAR
12/13	078020025	TERRACE PINES TOWNHOMES	
14	070640066	DRM CONSTRUCTION	175 W 4900 S
15	070670055	P F INVESTMENTS L L C	
16	070660004	READ, RODNEY A	278 W 5200 S
17	070670034	WHITAKER, KYLE	435 W 4800 S
18	077950002	GUFFEY & ASSOCIATES INC	252 E 5000 S
19	070630001	TERRACE STORAGE PROPERTIES	308 E 5000 S
20	070660090	MECHAM, PARKER	445 W 5100 S
21	070660028	MECHAM, PARKER	405 W 5100 S
22	070660089	HOLSTEIN, MARK WILLIAM	430 W 5200 S



- Bus Stops
- Municipal Boundary
- Developed
- In Development
- Proposed for Infill
- Route 612
- Undeveloped

Proposed Infill: 2.81 acres
 Undeveloped Infill: 8.2 acres
 Developing Infill: 0.5 acres
 Developed Infill: 6.4 acres

City Council Staff Report



Author: Jake Meibos

Subject: TCIP CW-30, CW-14

Date: 2/6/2024

Type of Item: Discussion / Approval

Summary Recommendation: Award the contract to the selected contractor for the water line replacement project for the total bid amount of \$349,837.50.

Description:

- A. **Topic:** City Council approval is requested to award the culinary water main replacement project located on 300 west between 5000 s. to 4800 s.
- B. **Background:** This project has been identified as projects CW- 14 and CW-30 in the Terrace Capital Investment Plan (TCIP) and has been in the planning and budgeting process for several years. The existing pipe is 6” Asbestos-Cement Transite pipe. The residential service laterals are galvanized metal pipes.

Note: Council policy and Priority is to seek funding assistance (grants) to assist with eligible projects. Staff submitted a grant application for the Utah State funded infrastructure improvement / replacement grant. Unfortunately, the application was denied.

Staff requested an explanation for why our project was denied:

“The Governor's Office of Economic Opportunity and Department of Natural Resources were the reviewing agencies for the water grants that you referenced. There was extremely high demand for this grant program and the state received over \$225 million in requests. Ultimately approximately 10% of the projects were funded. The application for Washington Terrace was a fine application, however because of limited funding it was not funded. I don't have any specific suggestions at this point, but I would encourage you to continue to find opportunities to seek grants for your city.”

- C. **Analysis:** Staff evaluated the effects of increasing the pipe size and the pipe material and determined that there will be several service and cost benefits.
 - Increasing the pipe size to a 10” will meet the current city standard.
 - Support the fire flow demand regulations and efficiency.
 - Reduce water main breaks and repairs.
 - Reduce service lateral failures.
 - Increase residential water service reliability.

Performing this project prior to the 300 W. reconstruction project will ensure the water line infrastructure for several years and will reduce the risk of digging the reconstructed road up to make repairs.

D. Fiscal Impact:

Project Funding Sources

CW-14	Construction	\$47,982.63
CW-30	Construction	\$301,854.88
Engineering & Contingency		\$34,983.75

Total Project Cost (one-time) \$384,821.25

All funds are procreated from current utility fees and rates.

Project Cost (new ongoing)

No new on-going costs are anticipated with the new construction infrastructure currently.

E. Department Review: City Manager, Public Works Dir., Finance and Jones & Associates

Alternatives:

- A. Approve the Request:** Staff are requesting Council to approve CW-14 and CW-30 300 w. culinary water main replacement project to Kapp Construction and approve the total funding amount of \$384,821.25.

- B. Deny The Request:** Denying the request will prolong the start date of the project and interfere with the start date of the 300 W. road reconstruction project starting June 1st.



4800 S

4850 S

250 W

300 W

5000 S

4950 S


4900 S



CONSULTING ENGINEERS

MEMORANDUM

TO: Washington Terrace City Mayor and City Council

FROM: Shane Taggart, P.E.
Jones and Associates 

RE: **300 West Waterline Replacement Project**

Date: January 17, 2024

On January 16, 2024 at 3:15 pm, bids were opened for the **300 West Waterline Replacement Project**. Ten (10) total bids were received, which nine (9) were read aloud via a public bid opening held at the City offices. The results of the bidding are shown on the enclosed Bid Tabulation. We have reviewed all bids to verify the values.

We have reviewed all bids and recommend that the Council award the project contract to **KAPP CONSTRUCTION AND DEVELOPMENT CO. INC**, based upon their experience in doing similar work, and their low bid of **\$349,837.50**.

The project completion date is **May 1, 2024**.

If the Council agrees with these recommendations, please pass a motion accepting the bids and awarding the project contract to the stated bidders. We will provide the Contract Agreement and Notice of Award via DocuSign for signatures. In addition to the signed Notice of Award and Contract Agreement, the contractor is also responsible to submit the following within 10 days:

1. Performance Bond
2. Payment Bond
3. Insurance Certificates

When these documents have been received, we will schedule a Preconstruction Conference. At this conference we will issue a Notice to Proceed and discuss the construction details with the contractor prior to beginning the work.

BID TABULATION

Washington Terrace 300 West Waterline Replacement

Bid Opening: January 14, 2024, 3:15 pm, City Office

Item	Description	Qty	Unit	ENGINEER'S ESTIMATE		1 - Kapp Constuction & Development Co. Inc.		2 - Allied Underground Technology, LLC		3 - Ormond Construction Inc.		4 - 3XL Construction Inc.		5 - Geneva Rock Products, Inc.	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Mobilization	1	ls	\$ 35,000.00	\$ 35,000.00	\$ 10,000.00	\$ 10,000.00	\$ 43,550.00	\$ 43,550.00	\$ 55,000.00	\$ 55,000.00	\$ 38,515.00	\$ 38,515.00	\$ 15,500.00	\$ 15,500.00
2	UPDES Storm Water Compliance	1	ls	\$ 10,000.00	\$ 10,000.00	\$ 17,850.00	\$ 17,850.00	\$ 1,575.00	\$ 1,575.00	\$ 7,500.00	\$ 7,500.00	\$ 3,132.00	\$ 3,132.00	\$ 4,860.00	\$ 4,860.00
3	Traffic Control	1	ls	\$ 15,000.00	\$ 15,000.00	\$ 25,000.00	\$ 25,000.00	\$ 11,739.00	\$ 11,739.00	\$ 19,975.00	\$ 19,975.00	\$ 37,565.00	\$ 37,565.00	\$ 30,500.00	\$ 30,500.00
4	Remove Water Valve	1	ea	\$ 650.00	\$ 650.00	\$ 750.00	\$ 750.00	\$ 1,425.00	\$ 1,425.00	\$ 150.00	\$ 150.00	\$ 1,600.00	\$ 1,600.00	\$ 445.00	\$ 445.00
5	Remove Fire Hydrant	1	ea	\$ 800.00	\$ 800.00	\$ 1,500.00	\$ 1,500.00	\$ 982.00	\$ 982.00	\$ 850.00	\$ 850.00	\$ 1,725.00	\$ 1,725.00	\$ 2,990.00	\$ 2,990.00
6	Remove Meter Box and Assembly	14	ea	\$ 550.00	\$ 7,700.00	\$ 455.00	\$ 6,370.00	\$ 195.00	\$ 2,730.00	\$ 500.00	\$ 7,000.00	\$ 1,125.00	\$ 15,750.00	\$ 685.00	\$ 9,590.00
7	Plug Abandoned Waterline	2	ea	\$ 2,000.00	\$ 4,000.00	\$ 1,100.00	\$ 2,200.00	\$ 895.00	\$ 1,790.00	\$ 1,200.00	\$ 2,400.00	\$ 1,375.00	\$ 2,750.00	\$ 1,745.00	\$ 3,490.00
8	New Waterline	1,275	lf	\$ 125.00	\$ 159,375.00	\$ 101.00	\$ 128,775.00	\$ 94.00	\$ 119,850.00	\$ 107.78	\$ 137,419.50	\$ 99.50	\$ 126,862.50	\$ 153.00	\$ 195,075.00
9	Waterline Loop	1	ea	\$ 8,000.00	\$ 8,000.00	\$ 7,070.00	\$ 7,070.00	\$ 8,058.00	\$ 8,058.00	\$ 5,696.38	\$ 5,696.38	\$ 9,632.00	\$ 9,632.00	\$ 9,620.00	\$ 9,620.00
10	New Water Service Line	14	ea	\$ 1,200.00	\$ 16,800.00	\$ 2,170.00	\$ 30,380.00	\$ 2,289.00	\$ 32,046.00	\$ 1,822.17	\$ 25,510.38	\$ 1,768.00	\$ 24,752.00	\$ 2,065.00	\$ 28,910.00
11	Water Service Line Loop	8	ea	\$ 400.00	\$ 3,200.00	\$ 400.00	\$ 3,200.00	\$ 725.00	\$ 5,800.00	\$ 511.58	\$ 4,092.64	\$ 689.00	\$ 5,512.00	\$ 2,765.00	\$ 22,120.00
12	New 8" Water Valve	1	ea	\$ 5,000.00	\$ 5,000.00	\$ 2,600.00	\$ 2,600.00	\$ 3,133.00	\$ 3,133.00	\$ 4,267.38	\$ 4,267.38	\$ 4,069.00	\$ 4,069.00	\$ 3,455.00	\$ 3,455.00
13	New 10" Water Valve	4	ea	\$ 6,000.00	\$ 24,000.00	\$ 3,650.00	\$ 14,600.00	\$ 4,380.00	\$ 17,520.00	\$ 4,823.65	\$ 19,294.60	\$ 5,778.00	\$ 23,112.00	\$ 4,900.00	\$ 19,600.00
14	New Fire Hydrant with Aux Valve	1	ea	\$ 12,000.00	\$ 12,000.00	\$ 10,550.00	\$ 10,550.00	\$ 10,461.00	\$ 10,461.00	\$ 10,016.13	\$ 10,016.13	\$ 9,672.00	\$ 9,672.00	\$ 12,530.00	\$ 12,530.00
15	New Water Meter Box & Assembly	14	ea	\$ 3,000.00	\$ 42,000.00	\$ 1,450.00	\$ 20,300.00	\$ 1,199.00	\$ 16,786.00	\$ 1,392.71	\$ 19,497.94	\$ 1,860.00	\$ 26,040.00	\$ 1,705.00	\$ 23,870.00
16	Waterline Connection (6")	3	ea	\$ 2,500.00	\$ 7,500.00	\$ 3,500.00	\$ 10,500.00	\$ 5,354.00	\$ 16,062.00	\$ 2,780.89	\$ 8,342.67	\$ 2,357.00	\$ 7,071.00	\$ 6,540.00	\$ 19,620.00
17	Waterline Connection (8")	1	ea	\$ 3,000.00	\$ 3,000.00	\$ 3,700.00	\$ 3,700.00	\$ 5,992.00	\$ 5,992.00	\$ 2,548.77	\$ 2,548.77	\$ 2,835.00	\$ 2,835.00	\$ 5,905.00	\$ 5,905.00
18	Waterline Connection (10")	1	ea	\$ 3,000.00	\$ 3,000.00	\$ 3,900.00	\$ 3,900.00	\$ 5,696.00	\$ 5,696.00	\$ 3,120.22	\$ 3,120.22	\$ 3,180.00	\$ 3,180.00	\$ 6,110.00	\$ 6,110.00
19	Saw Cut Asphalt	2,570	lf	\$ 2.00	\$ 5,140.00	\$ 1.25	\$ 3,212.50	\$ 1.35	\$ 3,469.50	\$ 1.55	\$ 3,983.50	\$ 2.00	\$ 5,140.00	\$ 0.90	\$ 2,313.00
20	Remove Asphalt	12,750	sf	\$ 5.00	\$ 63,750.00	\$ 2.00	\$ 25,500.00	\$ 2.09	\$ 26,647.50	\$ 2.52	\$ 32,130.00	\$ 3.45	\$ 43,987.50	\$ 0.60	\$ 7,650.00
21	Untreated Base Course (UTBC)	800	ton	\$ 100.00	\$ 80,000.00	\$ 27.35	\$ 21,880.00	\$ 29.12	\$ 23,296.00	\$ 28.68	\$ 22,944.00	\$ 49.63	\$ 39,704.00	\$ 40.00	\$ 32,000.00
TOTAL (Items 1-21)				\$	505,915.00	\$	349,837.50	\$	358,608.00	\$	391,739.11	\$	432,606.00	\$	456,153.00

Item	Description	Qty	Unit	6 - Skyview Excavation & Grading, Inc.		7 - PNL Construction, Inc.		8 - Paragon Construction Systems Inc.		9 - B.E. Excavating	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Mobilization	1	ls	\$ 35,000.00	\$ 35,000.00	\$ 40,000.00	\$ 40,000.00	\$ 35,782.00	\$ 35,782.00	\$ 15,000.00	\$ 15,000.00
2	UPDES Storm Water Compliance	1	ls	\$ 18,000.00	\$ 18,000.00	\$ 6,000.00	\$ 6,000.00	\$ 3,307.00	\$ 3,307.00	\$ 21,938.36	\$ 21,938.36
3	Traffic Control	1	ls	\$ 40,000.00	\$ 40,000.00	\$ 25,000.00	\$ 25,000.00	\$ 13,228.00	\$ 13,228.00	\$ 25,681.00	\$ 25,681.00
4	Remove Water Valve	1	ea	\$ 850.00	\$ 850.00	\$ 525.00	\$ 525.00	\$ 1,127.00	\$ 1,127.00	\$ 2,268.00	\$ 2,268.00
5	Remove Fire Hydrant	1	ea	\$ 1,800.00	\$ 1,800.00	\$ 1,250.00	\$ 1,250.00	\$ 1,544.00	\$ 1,544.00	\$ 4,216.00	\$ 4,216.00
6	Remove Meter Box and Assembly	14	ea	\$ 1,000.00	\$ 14,000.00	\$ 750.00	\$ 10,500.00	\$ 3,065.00	\$ 42,910.00	\$ 3,576.32	\$ 50,068.48
7	Plug Abandoned Waterline	2	ea	\$ 1,500.00	\$ 3,000.00	\$ 1,500.00	\$ 3,000.00	\$ 3,021.00	\$ 6,042.00	\$ 2,756.38	\$ 5,512.76
8	New Waterline	1,275	lf	\$ 125.00	\$ 159,375.00	\$ 148.50	\$ 189,337.50	\$ 162.00	\$ 206,550.00	\$ 112.83	\$ 143,858.25
9	Waterline Loop	1	ea	\$ 12,000.00	\$ 12,000.00	\$ 9,400.00	\$ 9,400.00	\$ 11,844.00	\$ 11,844.00	\$ 9,832.31	\$ 9,832.31
10	New Water Service Line	14	ea	\$ 1,875.00	\$ 26,250.00	\$ 1,200.00	\$ 16,800.00	\$ 2,904.00	\$ 40,656.00	\$ 3,823.18	\$ 53,524.52
11	Water Service Line Loop	8	ea	\$ 3,000.00	\$ 24,000.00	\$ 1,900.00	\$ 15,200.00	\$ 4,293.00	\$ 34,344.00	\$ 1,261.38	\$ 10,091.04
12	New 8" Water Valve	1	ea	\$ 3,500.00	\$ 3,500.00	\$ 3,800.00	\$ 3,800.00	\$ 3,090.00	\$ 3,090.00	\$ 3,839.61	\$ 3,839.61
13	New 10" Water Valve	4	ea	\$ 4,875.00	\$ 19,500.00	\$ 5,200.00	\$ 20,800.00	\$ 3,839.00	\$ 15,356.00	\$ 4,487.23	\$ 17,948.92
14	New Fire Hydrant with Aux Valve	1	ea	\$ 8,625.00	\$ 8,625.00	\$ 11,500.00	\$ 11,500.00	\$ 9,289.00	\$ 9,289.00	\$ 11,636.10	\$ 11,636.10
15	New Water Meter Box & Assembly	14	ea	\$ 2,125.00	\$ 29,750.00	\$ 2,384.71	\$ 33,385.94	\$ 2,010.00	\$ 28,140.00	\$ 6,063.18	\$ 84,884.52
16	Waterline Connection (6")	3	ea	\$ 4,200.00	\$ 12,600.00	\$ 9,600.00	\$ 28,800.00	\$ 6,900.00	\$ 20,700.00	\$ 4,741.39	\$ 14,224.17
17	Waterline Connection (8")	1	ea	\$ 4,825.00	\$ 4,825.00	\$ 10,800.00	\$ 10,800.00	\$ 7,684.00	\$ 7,684.00	\$ 4,861.39	\$ 4,861.39
18	Waterline Connection (10")	1	ea	\$ 4,200.00	\$ 4,200.00	\$ 11,500.00	\$ 11,500.00	\$ 7,684.00	\$ 7,684.00	\$ 4,932.12	\$ 4,932.12
19	Saw Cut Asphalt	2,570	lf	\$ 3.00	\$ 7,710.00	\$ 2.25	\$ 5,782.50	\$ 2.00	\$ 5,140.00	\$ 3.00	\$ 7,710.00
20	Remove Asphalt	12,750	sf	\$ 1.00	\$ 12,750.00	\$ 1.85	\$ 23,587.50	\$ 1.00	\$ 12,750.00	\$ 2.68	\$ 34,170.00
21	Untreated Base Course (UTBC)	800	ton	\$ 30.00	\$ 24,000.00	\$ 28.00	\$ 22,400.00	\$ 33.00	\$ 26,400.00	\$ 47.91	\$ 38,328.00
TOTAL (Items 1-21)				\$	461,735.00	\$	489,368.44	\$	533,567.00	\$	564,525.55