

**ESCALANTE CITY COUNCIL MEETING  
MARCH 19, 2024  
REGULAR MEETING/ELECTRONIC MEETING - 6:00 P.M.  
PUBLIC HEARING/ELECTRONIC HEARING – 6:00 P.M.  
WORK MEETING – 6:00 P.M.  
ESCALANTE CITY COUNCIL CHAMBERS - 56 NORTH 100 WEST**

Mayor Melani Torgersen called the meeting to order at 6:00 p.m. in the Escalante City Council Chambers.

Present at said meeting were Mayor Torgersen, Council members Blaine Porter, Sally Orme, Marlene Stowe, City Attorney Barry Huntington and City Recorder Stephanie Steed. Council member Lenza Wilson arrived at 6:03. Council member Chad Lyman arrived at 6:05.

Also present were Richard White, Lawrence Barnes, Bill Weppner, Kevin Smedley, City Treasurer Nancy Porter, Mark Austin, David Bird, Fred Spencer, Marcie Hoffman, Ian Marynowski, Kaitlin Martin, Morgan Flynn and Terence Tontlewicz.

Ashley Coombs joined electronically.

Mayor Torgersen led the Pledge of Allegiance.

**ADOPTION OF THE AGENDA**

Council member Porter moved to adopt the agenda as written. Council member Orme seconded the motion. Motion carried with Council members Stowe, Orme and Porter voting aye.

**APPROVAL OF THE MINUTES OF MARCH 5, 2024 MEETING**

Council member Orme moved to approve the minutes of the March 5, 2024 meeting as written. Council member Stowe seconded the motion. Motion carried with Council members Orme, Stowe and Porter voting aye.

**OPEN PUBLIC HEARING**

Council member Stowe moved to open the public hearing at 6:02 p.m. Council member Porter seconded the motion. Motion carried with Council members Orme, Stowe and Porter voting aye.

**ORDINANCE 2024-09 AMENDING ORDINANCE 8.04.050 3 (E) AND 8.04.050 4 (A) REQUIRING A COUNTY BUILDING PERMIT.**

Council member Wilson arrived at this time. City Recorder Steed explained Ordinance 2024-09. Mayor Torgersen asked if there were any questions or comments from the public.

**CLOSE PUBLIC HEARING**

Council member Porter moved to close the public hearing at 6:03 p.m. Council member Orme seconded the motion. Motion carried with Council members Stowe, Wilson, Orme and Porter voting aye.



**DECISION ON ORDINANCE 2024-09 AMENDING ORDINANCE 8.04.050 3 (E) AND 8.04.050 4 (A) REQUIRING A COUNTY BUILDING PERMIT.**

Mayor Torgersen asked the Council if any discussion was needed on this Ordinance. **Council member Stowe moved to approve Ordinance 2024-09. Council member Wilson seconded the motion. Motion carried with Council members Porter, Stowe, Wilson and Orme voting aye.**

**PUBLIC COMMENTS**

**LAWRANCE BARNES**

Council member Lyman arrived at this time. Mr. Barnes said this is regarding to the street on 100 North by the new Multi-Purpose Center. Mr. Barnes said there use to be a yield sign there but after the new Muti-Purpose Center was built it was not put back up. Mr. Barnes asked the Council to look at this issue and replace the sign.

**MARCIE HOFFMAN**

Ms. Hoffman asked if there is a possibility of painting a P for parking in front of her business on 210 West Main. Ms. Hoffman explained that where the bike lane has a bike logo on it people do not know if they can park in front of her business. Ms. Hoffman said customers will pull up and look around then leave due to not knowing if they are allowed to park there.

**PLANNING AND ZONING ITEMS**

**PLANNING AND ZONING UPDATES**

Council member Stowe said last week Planning and Zoning had a public hearing on the General Plan modifications and Ordinance changes. Council member Stowe explained there were some concerns about public input on the General Plan modifications. Council member Stowe said someone asked about the survey only having four questions. Council member Stowe said the survey for the General Plan had sixteen questions and there were work meetings with public comments. Council member Stowe said there were also questions on the Ordinances that the Planning and Zoning addressed before they recommended them to the Council for approval.

**GENERAL PLAN MODIFICATIONS**

Kevin Smedley explained the process to update the General Plan. Mayor Torgersen thanked Mr. Smedley for all his help. **Council member Orme moved to adopt the General Plan. Council member Lyman seconded the motion. Motion carried with Council members Porter, Lyman, Wilson, Stowe and Orme voting aye.**

**ORDINANCE 2024-06 AMENDING ORDINANCE 10.34.040 PROCEDURE FOR REZONING**

Council member Stowe explained Ordinance 2024-06. Council member Stowe said Planning and Zoning had a public hearing and there were concerns with the definition of directly affected and what happens if a neighbor does not get a notification letter. Council member Stowe said Planning and Zoning added the definition of directly affected and recommends this ordinance for approval. **Council member Stowe moved to adopt Ordinance 2024-06. Council member Porter seconded the motion. Motion carried with Council members Lyman, Stowe, Porter, Orme and Wilson voting aye.**



**ORDINANCE 2024-07 AMENDING ORDINANCE 10.54.270 LOT LINE ADJUSTMENTS**

Council member Stowe explained Ordinance 2024-07. Council member Stowe said Planning and Zoning had a public hearing and explained the concerns from the public. Council member Stowe said Planning and Zoning took into consideration the concerns and added them to the Ordinance. Council member Stowe said Planning and Zoning has recommended this Ordinance for approval. **Council member Stowe moved to adopt Ordinance 2024-07. Council member Orme seconded the motion. Motion carried with Council members Stowe, Lyman, Wilson, Orme and Porter voting aye.**

**ORDINANCE 2024-08 AMENDING ORDINANCE 10.54.280 SINGLE PARCEL SPLIT**

Council member Stowe explained Ordinance 2024-08. Council member Stowe said Planning and Zoning had a public hearing and explained the concerns from the public. Council member Stowe said Planning and Zoning took into consideration the concerns and added them to the Ordinance. Council member Stowe said Planning and Zoning has recommended this Ordinance for approval. **Council member Stowe moved to adopt Ordinance 2024-08. Council member Wilson seconded the motion. Motion carried with Council members Stowe, Orme, Lyman, Wilson and Porter voting aye.**

**MARCIE HOFFMAN- LOT LINE ADJUSTMENT – 600 SOUTH 800 WEST – RR-1-10**

Ms. Hoffman explained her project. Council member Stowe said this project meets all the requirements and Planning and Zoning has recommended it for approval. Council member Porter asked if there is a right-of-way to access this property. Ms. Hoffman said yes. Mayor Torgersen said the recorded right-of-way document is attached to Ms. Hoffmans application. **Council member Stowe moved to approve the Municipal Project Approval Form for Ms. Hoffman. Council member Wilson seconded the motion. Motion carried with Council members Wilson, Lyman, Porter, Orme and Stowe voting aye.**

**SCHEDULED ITEMS**

**MORGAN FLYNN – NONPROFIT VETERINARY CLINIC**

Ms. Flynn explained she is working on setting up a Nonprofit Veterinary Clinic in Escalante. Ms. Flynn said she works for a traveling Nonprofit Veterinary Clinic in Arizona. Ms. Flynn explained the program and process of opening a Nonprofit Veterinary Clinic.

**RICHARD B. WHITE, PE, PLLC– FLOOD STUDY**

Mr. White presented a presentation on the Flood Sturdy program he is working on. Mr. White said the next step would be to look at grants for flood control projects.

**DEPARTMENT REPORTS**

**ADMINISTRATIVE**

City Recorder Steed thanked Kevin Smedley and the Planning and Zoning Commission for all their work on the General Plan and the Ordinance amendments.



**PUBLIC WORKS DEPARTMENT**

The Public Works Department was not present at said meeting.

**FIRE DEPARTMENT****BILL WEPPNER**

Mr. Weppner said since the last Council meeting the Fire Department has had four incidents. Mr. Weppner said one was having a field trip with the 4-H program, an assist for 506 and two false alarms at the interagency office. Mr. Weppner said with the City having an Ordinance in place for false alarms he would like to send the Interagency Office a letter letting them know if there is another false alarm they will be billed for it. Mayor Torgersen told Mr. Weppner to work with City Treasurer Porter on the billing.

Mr. Weppner explained the Fire Department has a 1991 pumper engine that needs to be replaced. Mr. Weppner said the pumper engine has valves leaking and they cannot find parts for it. Mr. Weppner said he would like to look into the FEMA Fire Department grants next year and apply to replace the pumper truck.

**COUNCIL REPORTS****MAYOR MELANI TORGENSEN**

Mayor Torgersen had nothing to report at this time.

**COUNCIL MEMBER CHAD LYMAN**

Council member Lyman said he is working with the public work employees on getting some road base around the corners of the City Streets and hot mix to fix some potholes.

Council member Lyman said the road on 200 East behind Jerry Taylors property where McKenna Cook is going to build her home has issues with fire access and snow removal. Council member Lyman said the road is too narrow and there is a power pole in the way.

Council member Lyman said Garkane Energy has contacted him about replacing some power lines in Moqui Gardens. Council member Lyman said they are asking if the City would like them to go overhead or underground. Council member Wilson asked if he could contact Garkane about this issue. Council member Lyman said yes, just keep him in the loop.

**COUNCIL MEMBER LENZA WILSON**

Council member Wilson explained there is a problem with the electrical panel at the City Road Shed and he needs to install a new one.

**COUNCIL MEMBER BLAINE PORTER**

Council member Porter had nothing to report at this time.

**COUNCIL MEMBER MARLENE STOWE**

Council member Stowe had nothing to report at this time.

**COUNCIL MEMBER SALLY ORME**

Council member Orme had nothing to report at this time.

**UNPAID BILLS**

**Council member Stowe moved to pay the unpaid bills. Council member Wilson seconded the motion. Motion carried with Council members Stowe, Orme, Lyman, Wilson and Porter voting aye.**

**EXECUTIVE SESSION**

There was no executive session needed at this time.

**Council member Orme moved to adjourn the meeting at 7:25 p.m.**

**Council member Porter seconded the motion. Motion carried with all in favor.**

Mayor Torgersen opened the work meeting at 7:30 p.m. in the Escalante City Council Chambers.

Present at said meeting were Mayor Torgersen, Council members Porter, Orme, Wilson, Stowe, Lyman, City Attorney Huntington and City Recorder Steed.

Also present were Mark Austin, David Bird and Lawrence Barnes.

The work meeting was to discuss Vacating City Streets, Right-of-Ways and Land with Mark Austin and his Attorney David Bird.

The work meeting adjourned at 8:29 p.m.

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Stephanie Steed, MMC  
City Recorder

Date minutes approved:

April 11, 2024

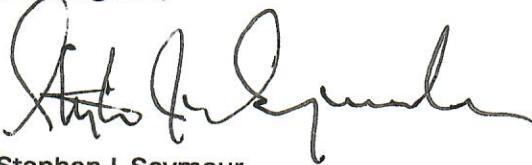
To whom it may concern,

This is a written objection to the inclusion of our property, 04-0022-0277 / E-277, under Series 1 Created Under Seymour Investment Properties, LLC, owned by Stephen and Jeanne Seymour, in the proposed zoning map amendment. Our property is already zoned C-R and doesn't require a change of zoning as per your Public Notice.

At the meeting Tuesday, April 9, Kaden Figgins recommended to the planning and zoning committee that our property be changed to residential. We protest this recommendation. Kaden did not have the most current map as recorded by Garfield County and therefore he based his recommendation on old information. Our property has 243.28' of frontage on highway 12. It presently has an agricultural entrance.

We would petition the City Council to ignore the recommendation by Kaden Figgins and zone the property C-R.

Best Regards,

A handwritten signature in black ink, appearing to read "Stephen J. Seymour", written in a cursive style.

Stephen J. Seymour

A handwritten signature in black ink, appearing to read "Jeanne L. Seymour", written in a cursive style.

Jeanne L. Seymour





## CITY COUNCIL MEETING AGENDA ITEM REQUEST

1. The undersigned, request(s) the opportunity to present the following matter in city council meeting (please be as clear and specific as possible)

Zoning change of our property on Highway 12  
by Stephen Seymour and Leslie Venable

2. The undersigned requests 15-20 minutes for presentation.  
Dated this 11 day of April, 20 24.

Printed Name Stephen Seymour Daytime Phone 805-501-7320  
Signature [Signature] Evening Phone \_\_\_\_\_

Please note: Items on the agenda for city council meeting are set at the discretion of the mayor. If the mayor approves the above request, you will be on the next agenda. If the request is not approved, you will NOT receive any further notification.

The remaining portion of this form is for office use only

### DECISION ON REQUEST FOR APPEARANCE

☐ The above item is APPROVED for hearing before the city council. The city recorder is instructed to place the item on the next available council agenda for \_\_\_\_\_ minutes.

☐ The above item is NOT APPROVED for hearing before the city council.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
MAYOR

## **PUBLIC NOTICE**

The Escalante City Planning Commission has scheduled a public meeting for Tuesday, April 9, 2024 at 6:00 p.m. in the Escalante City Offices, 56 North 100 West, Escalante, UT 84726. During the meeting, the Planning Commission will accept public comment regarding the following Zone Change proposal:

### **OWNER(S) OF REAL PROPERTY AFFECTED**

See EXHIBIT 1 "Highway 12 Commercial Property Owners"

### **ZONING OF REAL PROPERTY AFFECTED**

<b><u>CURRENT ZONING</u></b>	<b><u>PROPOSED NEW ZONING</u></b>
C-R, R-M-7, and/or RR-1-20	C-R

### **PURPOSE OF THE AMENDMENT**

The purpose of this zoning map amendment is to recognize and resolve problem areas along Highway 12 within the incorporated areas of Escalante City where multiple zoning districts exist within the same parcel(s). With these parcels identified, the intent of this zoning map amendment is to clear up the confusion that exists between both property owners and the City when interpreting the zoning map and to mitigate potential conflicts in the future regarding these particular parcels of land along Highway 12.

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Information on the proposed regulations, prohibitions, permitted uses and conditional uses that these properties will be subject to if the zoning map amendment is adopted may be found in the Escalante City Zoning Ordinance.

The owner of real property affected by the proposed zoning map amendments may, no later than 10 days after the day of the first public hearing, file a written objection to the inclusion of the owner's property in the proposed zoning map amendment.

A property owner affected by the proposed zoning map amendments may file a protest:

- a) at the Escalante City Offices, 56 North 100 West, Escalante, UT 84726;
- b) by mail to Escalante City, PO Box 189, Escalante, UT 84726; or
- c) by email to [sspeed@escalantecity.com](mailto:sspeed@escalantecity.com).

The Planning Commission and or City staff shall ensure that each written objection filed with the City will be provided to the City Council.



**EXHIBIT 1.**  
**Highway 12 Commercial Property Owners**

04-0022-0269 / E-269  
PINE TREE LLC  
PO BOX 658  
ESCALANTE UT 84726-0000

04-0022-0272 / E-272  
ALVEY RAY L  
C/O SYLVIA ALVEY  
3602 S 3850 W  
WEST HAVEN UT 84401-0000

04-0022-0273 / E-273  
RR ESCALANTE LLC  
116 WEST 300 NORTH  
LOGAN UT 84321-0000

04-0022-0276 / E-276  
SOLIS ERRIN  
1143 EAST ST JAMES AVENUE  
ORANGE CA 92865-0000

04-0022-0277 / E-277  
SERIES 1 CREATED UNDER SEYMOUR IN  
PROPERTIES LLC  
PO BOX 306  
ESCALANTE UT 84726-0000

04-0022-0309 / E-309  
GRAND STAIRCASE-ESCALANTE PART  
PO BOX 53  
KANAB UT 84741-0000

04-0022-0310 / E-310  
GARFIELD COUNTY  
ESCALANTE ROAD SHED  
PO BOX 77  
PANGUITCH UT 84759-0000

04-0022-0320 / E-320  
MARTIN BRUCE M  
MARTIN DEBORAH R  
12838 S HICKORY RIDGE LN  
DRAPER UT 84020-8874

04-0022-0325 / E-325  
JET UT HOLDINGS LLC  
1346 SOUTH PEARL STREET  
SEATTLE WA 98108-0000

04-0022-0389 / E-124-X  
CHURCH OF JESUS CHRIST OF LATTER-D  
ESCALANTE STAKE CENTER  
TAX ADMINISTRATION 22ND FLOOR  
50 EAST NORTH TEMPLE STREET  
SALT LAKE CITY UT 84150-0000

04-0022-0391 / E-131-A  
MICHELS JOSH  
PO BOX 740  
ESCALANTE UT 84726-0000

04-0022-0448 / E-2-A  
MERCER VICKIE  
PO BOX 147  
ESCALANTE UT 84726-0000

04-0022-0461 / E-229-X  
GARFIELD COUNTY SCHOOL DISTRICT  
ESCALANTE ELEMENTARY  
PO BOX 398  
PANGUITCH UT 84759-0000

04-0022-0502 / E-265-X  
ESCALANTE TOWN CORPORATION  
PARK WEST SIDE OF TOWN  
PO BOX 189  
ESCALANTE UT 84726-0000

04-0022-0503 / E-266-X  
GARKANE ENERGY COOPERATIVE INC  
ESCALANTE YARD AND SUBSTATION  
PO BOX 465  
LOA UT 84747-0000

04-0022-0504 / E-271-1  
DUNCAN JANEEN  
WHITEFIELD RAYLENE  
PO BOX 38  
LOA UT 84747-0000

04-0022-0532 / E-320-1  
SHAKESPEAR ED  
PO BOX 281  
ESCALANTE UT 84726-0000

04-0022-0533 / E-320-1-1  
CORPORATION OF THE PRESIDING BISHOP  
CHURCH OF JESUS CHRIST OF LATTER  
ESCALANTE SEMINARY BUILDING  
50 EAST NORTH TEMPLE STREET  
SALT LAKE CITY UT 84150-0000

04-0022-0534 / E-320-1-2  
GARFIELD COUNTY SCHOOL DISTRICT  
WEST OF ESCALANTE HIGH SCHOOL  
PO BOX 398  
PANGUITCH UT 84759-0000

04-0022-0536 / E-320-3  
COTTAM HOLDINGS LLC  
PO BOX 136  
ESCALANTE UT 84726-0000

04-0022-0537 / E-320-4  
COTTAM HOLDINGS LLC  
PO BOX 136  
ESCALANTE UT 84726-0000

04-0022-0538 / E-320-5  
COTTAM HOLDINGS LLC  
PO BOX 136  
ESCALANTE UT 84726-0000

04-0022-0543 / E-325-1  
THORNE LARRY  
& ET'AL  
31839 LOBO CANYON ROAD  
AGOURA CA 91301-0000

04-0022-0544 / E-325-2  
THORNE LARRY  
& ET'AL % BERTRAM HENICK  
31839 LOBO CANYON RD.  
AGOURA CA 91301-0000

04-0022-0633 / E-297  
GARFIELD COUNTY SCHOOL DISTRICT  
ESCALANTE HIGH SCHOOL  
PANGUITCH UT 84759-0000

04-0022-0657 / E-320-1-3-3  
MUNSON REED LEO TRUSTEE  
MUNSON KAREN SUE MCEWEN TRUSTEE  
ESCALANTE HOME CENTER  
PO BOX 560  
ESCALANTE UT 84726-0000

04-0022-0660 / E-134-1  
SAUNTO MARK M TRUSTEE  
WREN VICKI TRUSTEE  
PO BOX 572  
ESCALANTE UT 84726-0000

04-0022-0661 / E-297-1  
TOWN OF ESCALANTE  
CEMETERY  
PO BOX 189  
ESCALANTE UT 84726-0000

04-0022-0663 / E-320-1-6  
MUNICIPAL BUILDING AUTHORITY  
OF ESCALANTE CITY  
NEW CLINIC  
PO BOX 189  
ESCALANTE UT 84726-0000



04-0022-0669 / E-379  
MARTIN VADA W TRUSTEE  
438 N PALISADE DR  
OREM UT 84097-0000

BUREAU OF LAND MANAGEMENT  
NORTH OF ESCALANTE INTERAGENCY  
VISITOR CENTER  
PO BOX 2504  
DENVER, CO 80225

04-0022-0670 / E-380  
GARFIELD COUNTY SCHOOL DISTRICT  
SOUTH OF ESCALANTE CITY CEMETERY  
PO BOX 398  
PANGUITCH UT 84759-0000

BUREAU OF LAND MANAGEMENT  
ESCALANTE INTERAGENCY VISITOR  
CENTER  
PO BOX 2504  
DENVER, CO 80225

## **2 BUREAU OF LAND MANAGEMENT (BLM) PARCELS**

Planning and Zoning recommendation for the purpose of the map is to zone these parcels commercial and recognize that Escalante City does not have jurisdiction over Federal land.

### **PARCEL 4-22-325 – JET UTAH HOLDING LLC (RV PARK)**

Planning and Zoning recommendation is to zone this parcel commercial (C/R).

### **PARCEL 4.22.310 – GARFIELD COUNTY (ROAD SHED)**

Planning and Zoning recommendation is to zone this parcel commercial (C/R).

### **PARCEL 4.22.309- GRAND STARICASE-ESCALANTE PARTINERS**

Planning and Zoning recommendation is to zone this parcel commercial (C/R).

### **PARCEL 4.22.76 - ESCALANTE CITY PARK**

Planning and Zoning recommendation is to zone this parcel commercial (C/R).

### **PARCEL 4.22.461- GARFIELD COUNTY SCHOOL DISTRICT (OLD ELEMENTARY SCHOOL)**

Planning and Zoning recommendation is to zone this parcel commercial (C/R).

### **PARCEL 4.22.277 – SEYMOUR PROPERTIES LLC**

Planning and Zoning recommendation is to zone this parcel residential (RR-1-20).

### **PARCEL 4.22.657 – REED AND KAREN MUNSON TRUSTEE (HARDWARE STORE)**

Planning and Zoning recommendation is to zone this parcel commercial (C/R).

### **PARCEL 4.22.663 – MUNICIPAL BUILDING AUTHORITY OF ESCALANTE CITY (CLINIC)**

Planning and Zoning recommendation is to zone this parcel commercial (C/R).

### **PARCEL 4.22.532 – ED SHAKESAPEAR**

Planning and Zoning recommendation is to zone this parcel commercial (C/R).

### **PARCEL 4.22.534 GARFIELD COUNTY SCHOOL DISTRICT (HIGH SCHOOL PARKING LOT)**

Planning and Zoning recommendation is to zone this parcel commercial (C/R).

### **PARCEL 4.22.533 – CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS (SEMINARY BUILDING)**

Planning and Zoning recommendation is to zone this parcel commercial (C/R).

### **PARCEL 4.22.633 – GARFIELD COUNTY SCHOOL DISTRICT (HIGH SCHOOL AND ELEMENTARY SCHOOL)**

Planning and Zoning recommendation is to zone this parcel commercial (C/R).

### **PARCEL 4.22.661 – ESCALANTE CITY (CEMETERY)**

Planning and Zoning recommendation is to zone this parcel commercial (C/R).



**PARCEL 4.22.670 – GARFIELD COUNTY SCHOOL DISTRICT**

Planning and Zoning recommendation is to zone this parcel commercial (C/R).

**PARCEL 4.22.669 VADA W MARTIN TRUSTEE**

Planning and Zoning recommendation is to zone this parcel commercial (C/R).

**PARCEL 4.22.543 AND 4.22.544 - LARRY THORNE & ET'AL**

Planning and Zoning recommendation is to zone this parcel commercial (C/R).

**PARCEL 4.22.502 – ESCALANTE CITY PARK**

Planning and Zoning recommendation is to zone this parcel commercial (C/R).

**PARCEL 4.22.448 – VICKIE MERCER**

Planning and Zoning recommendation is to zone this parcel commercial (C/R).

**PARCEL 4.22.503 – GARKANE ENERGY**

Planning and Zoning recommendation is to zone this parcel commercial (C/R).

**PARCEL 4.22.660 – MARK SAUNTO AND VICKI WREN TRUSTEE**

Planning and Zoning recommendation is to zone this parcel Multi-Family Residential (R-M-7).

**PARCEL 4.22.391 – JOSH MICHELS**

Planning and Zoning recommendation is to zone this parcel commercial (C/R).

**PARCEL 4.22.273 – RR ESCALANTE LLC**

Planning and Zoning recommendation is to zone this parcel commercial (C/R).

**PARCEL 4.22.276 – ERRIN SOLIS**

Planning and Zoning recommendation is to zone this parcel commercial (C/R).

**PARCEL 4.22.504 – JANEEN DUNCAN & RAYLENE WHITEFIELD**

Planning and Zoning recommendation is to zone this parcel commercial (C/R).

**PARCEL 4.22.272 RAY L ALVEY**

Planning and Zoning recommendation is to zone this parcel Residential (RR-1-20).

**PARCEL 4.22.269 - PINE TREE LLC**

Planning and Zoning recommendation is to zone this parcel commercial (C/R).

**PARCEL 4.22.320 BRUCE MARTIN**

Planning and Zoning recommendation is to zone this parcel commercial (C/R).

**PARCEL 4.22.536, 4.22.537 AND 4.22.538 – COTTAM HOLDING LLC (CANYON COUNTY LODGE)**

Planning and Zoning recommendation is to zone these parcels commercial (C/R).



# United States Department of the Interior



## BUREAU OF LAND MANAGEMENT

Paria River District  
Kanab Field Office  
669 S. Highway 89A  
Kanab, UT 84741

Christopher Mee  
Assistant District Manager  
cmee@blm.gov  
435-201-2127

April 3, 2024

Subject: Request for Waiver of False Alarm Fees

Dear Escalante City Council,

I am writing to formally request a waiver for the fees associated with false alarms triggered by our building's fire panel on March 11<sup>th</sup>, March 15<sup>th</sup>, and March 20<sup>th</sup>. Our property has experienced several instances of false alarms due to stray signals being sent out by the fire panel for zones that were not tied to any physical devices or sensors within the BLM Escalante building. The building is monitored through AAA Security fire monitoring service, based out of Salt Lake City, UT. It is standard procedure for the monitoring service that after receiving a panel notification will automatically trigger a notification for the local fire department to respond. There is no verification process with BLM staff to check for false alarms.

Recently, on March 27<sup>th</sup>, representatives from AAA Security visited our premises to address the issue. Personnel updated the fire panel programming, zone listing, and have blocked signals from non-used zones to correct and prevent future false alarms from zones that are not associated with actual devices or sensors to trigger a notification to local fire responders.

Given the unusual circumstances, I kindly request that the city council consider waiving the fees incurred under Escalante City Nuisance Fire Alarm Ordinance 4.04.070. Our intention is to maintain a safe and efficient fire alarm system.

Thank you for your attention to this matter. We value the safety of our community and strive to be responsible stewards of public resources and appreciate the dedication, service, and prompt response from the volunteer fire department. If you require any additional information or have any questions, please feel free to contact me at the provided email address or phone number.

Sincerely,

  
Christopher Mee

INTERIOR REGION 7 • UPPER COLORADO BASIN

COLORADO, NEW MEXICO, UTAH, WYOMING



#### **4.04.070 Nuisance Fire Alarm**

##### **A. Definitions:**

**Facility:** Any structure with an operational fire alarm system and the owner, employees, or agent thereof.

**False Fire Alarm:** The false activation of a fire alarm system resulting in a response by the fire department by intentional misuse of that system by and individual.

**Fire Department:** The Escalante City fire department and other regional fire entities.

**Nuisance Fire Alarm:** The false activation of a fire alarm system which results in a response by the fire department due to negligence, misuse, or improper operation or maintenance of the system by the owner, employees, or agents of that facility.

B. Any facility which activates a fire alarm determined to be a nuisance fire alarm by the fire department shall be assessed penalties as listed. The number of incidents shall be counted by calendar year.

C. False fire alarm incidents shall be assessed penalties per this ordinance.

##### **D. Penalties:**

1. First nuisance alarm: No Fee
2. Second alarm: \$250.00
3. Third alarm: \$500.00
4. Fourth and subsequent alarms: \$1,000.00

E. Failure to pay penalties within 60 days of the incident shall be punishable by an infraction and subject to penalty as provided in ECC 1.16.010

##### **HISTORY**

Adopted by Ord. [2023-12](#) on 6/20/2023

## Treasurer

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**From:** Mee, Christopher A <[cmee@blm.gov](mailto:cmee@blm.gov)>  
**Sent:** Friday, March 29, 2024 10:59 AM  
**To:** Treasurer  
**Subject:** Waiver for Fees associated with Fire False Alarms

Hi Nacy,

I'm following up with our conversation a few days ago (or last week, when you may receive this). I have spoken with the GSENM Manager, Ade' Nelson, and my supervisor, Harry Barber, Paria District Manager, and have obtained their support to continue my efforts to request a one-time waiver of the fees associated with the fire false alarms on March 11<sup>th</sup>, 15<sup>th</sup>, and 20<sup>th</sup>. We spoke about sending in a letter and presenting the request to have the fees waved to the City Council on April 16<sup>th</sup>. If still possible, please mark me down on the agenda and I will represent the request. I will work on submitting the letter to you as well, and get that in by next week.

If you need anything else, please feel free to contact me via email or my work cell.

**Christopher A. Mee**  
*Assistant District Manager, Support Services*

Paria River District, Bureau of Land Management  
Mobile (Preferred): 435-201-2127 Phone: 435-644-1213  
669 South Highway 89A, Kanab, UT 84741  
Email: [cmee@blm.gov](mailto:cmee@blm.gov)





## ESCALANTE CITY

56 NORTH 100 WEST • P.O. BOX 189 • ESCALANTE, UT 84726

Phone: (435) 826-4644 • FAX: (435) 826-4642

March 21, 2024

Escalante Interagency/BLM Office  
PO Box 225  
Escalante, UT 84726

To Whom it may concern,

This letter is to bring your attention to the Escalante City Nuisance Fire Alarm Ordinance 4.04.070 (attached).

Escalante City Fire was called to your building on March 11<sup>th</sup>, March 15<sup>th</sup> and again on March 20<sup>th</sup> all of which were false alarms and as such brings the fee for the Nuisance Fire Alarm Ordinance to \$500.00 at this time.

Failure to pay penalties within 60 days of the incident shall be punishable by an infraction and subject to penalty as provided in ECC 1.16.010

If you have any questions concerning this issue, please contact me at the above address.

Sincerely,

Nancy Porter  
Escalante City Treasurer

P.O. BOX 18 ESCALANTE, UT 84726



Phone: (435) 826-4644 F:435-826-4642

## CITY COUNCIL MEETING AGENDA ITEM REQUEST

1. The undersigned, request(s) the opportunity to present the following matter in city council meeting (please be as clear and specific as possible)

Fire Protection + Prevention in Federal Buildings  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. The undersigned requests 10 minutes for presentation.  
Dated this 4 day of April, 20 24.

Printed Name Bill Weppner Daytime Phone ~~801-831-5877~~  
Signature Bill Weppner Evening Phone \_\_\_\_\_

Please note: Items on the agenda for city council meeting are set at the discretion of the mayor. If the mayor approves the above request, you will be on the next agenda. If the request is not approved, you will NOT receive any further notification.

The remaining portion of this form is for office use only

### DECISION ON REQUEST FOR APPEARANCE

☐ The above item is APPROVED for hearing before the city council. The city recorder is instructed to place the item on the next available council agenda for \_\_\_\_\_ minutes.

☐ The above item is NOT APPROVED for hearing before the city council.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
MAYOR



P.O. BOX 18 ESCALANTE, UT 84726



Phone: (435) 826-4644 F:435-826-4642

## CITY COUNCIL MEETING AGENDA ITEM REQUEST

1. The undersigned, request(s) the opportunity to present the following matter in city council meeting (please be as clear and specific as possible)

USU Extension 4 H after school thank you

2. The undersigned requests 10 minutes for presentation.  
Dated this 16 day of April, 20 24.

Printed Name Callie Ward Daytime Phone (435) 770-9941  
Signature [Signature] Evening Phone 11

Please note: Items on the agenda for city council meeting are set at the discretion of the mayor. If the mayor approves the above request, you will be on the next agenda. If the request is not approved, you will NOT receive any further notification.

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### DECISION ON REQUEST FOR APPEARANCE

☐ The above item is APPROVED for hearing before the city council. The city recorder is instructed to place the item on the next available council agenda for \_\_\_\_\_ minutes.

☐ The above item is NOT APPROVED for hearing before the city council.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
MAYOR

# Fraud Risk Assessment

Continued

\*Total Points Earned: \_\_\_\_/395 \*Risk Level: Very Low Low Moderate High Very High  
> 355 316-355 276-315 200-275 < 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?		200
2. Does the entity have governing body adopted written policies in the following areas:		
a. Conflict of interest?		5
b. Procurement?		5
c. Ethical behavior?		5
d. Reporting fraud and abuse?		5
e. Travel?		5
f. Credit/Purchasing cards (where applicable)?		5
g. Personal use of entity assets?		5
h. IT and computer security?		5
i. Cash receipting and deposits?		5
3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team?		20
a. Do any members of the management team have at least a bachelor's degree in accounting?		10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?		20
5. Have all governing body members completed entity specific (District Board Member Training for local/special service districts & interlocal entities, Introductory Training for Municipal Officials for cities & towns, etc.) online training ( <a href="http://training.auditor.utah.gov">training.auditor.utah.gov</a> ) within four years of term appointment/election date?		20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?		20
7. Does the entity have or promote a fraud hotline?		20
8. Does the entity have a formal internal audit function?		20
9. Does the entity have a formal audit committee?		20

\*Entity Name: \_\_\_\_\_

\*Completed for Fiscal Year Ending: \_\_\_\_\_ \*Completion Date: \_\_\_\_\_

\*CAO Name: \_\_\_\_\_ \*CFO Name: \_\_\_\_\_

\*CAO Signature: \_\_\_\_\_ \*CFO Signature: \_\_\_\_\_

\*Required



# Basic Separation of Duties

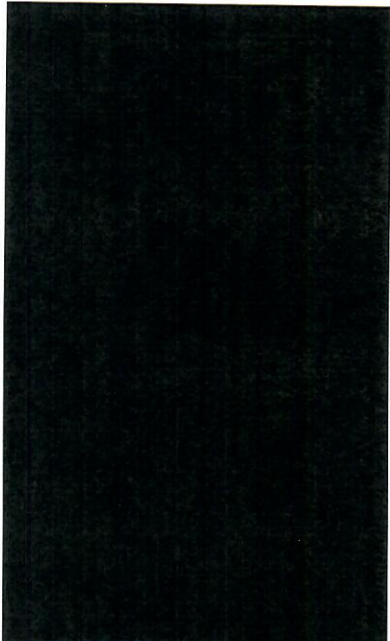
See the following page for instructions and definitions.

	Yes	No	MC*	N/A
1. Does the entity have a board chair, clerk, and treasurer who are three separate people?				
2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries?				
3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? If no customer accounts, check "N/A".				
4. Are all the people who have access to blank checks different from those who are authorized signers?				
5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements?				
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?				
7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? If no credit/purchase cards, check "N/A".				
8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? If no credit/purchase cards, check "N/A".				
9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? If no credit/purchase cards, check "N/A".				
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?				
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".				
12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".				

\* MC = Mitigating Control

UNPAID BILLS

04/16/24



Membership	\$100.00
Fuel, Oil Repairs	\$2,865.27
Bill Processing	\$324.82
Supplies	\$51.72
Grease - penetrating oil	\$517.02
Landfill Maintenance	\$1,820.00
FEMA Grant	\$10,575.85
Fire Department - Water Conference - office supplies- truck windshield	\$6,715.91
replace panel City Roadshed	\$2,218.41

BILLS TOTAL

\$25,189.00