

Grantsville City
Record of Ordinance Adoption

A regular meeting of the City Council of Grantsville City was held at City Hall in Grantsville, Utah on Wednesday, the 1st Day of May, 2024 at the hour of 7:00 p.m., there being present and answering roll call the following:

Neil Critchlow	Mayor
Jeff Williams	Council Member
Scott Bevan	Council Member
Heidi Hammond	Council Member
Rhett Butler	Council Member
Jolene Jenkins	Council Member

Also Present:

Braydee Baugh	City Recorder
Brett Coombs	City Attorney

Absent:

After the meeting had been duly called to order and the minutes of the preceding meeting approved, the ordinance 2024-16 was introduced in writing, read in full, and pursuant to a Motion made by Councilmember Butler. Seconded by Councilmember Hammond and was adopted by the following vote:

Yea:	Unanimous
Opposed:	None
Abstained:	None

The ordinance was then signed by the Mayor and recorded by the City Recorder in the official records of Grantsville City, Utah. The ordinance is attached:

DocuSigned by:

90B64571D24F7B5
Grantsville City Recorder



**GRANTSVILLE CITY
ORDINANCE NO. 2024-16**

**AN ORDINANCE OF GRANTSVILLE CITY AMENDING SECTION 21.2.11(2) OF THE
LAND USE DEVELOPMENT AND MANAGEMENT CODE (LUDMC) OF
GRANTSVILLE CITY – LEVEL 2 MINOR SUBDIVISIONS**

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

WHEREAS, Grantsville City has provided the appropriate notice for the proposed land use amendment in accordance with legal requirements, including public notices and hearings; and

WHEREAS, the Planning Commission of Grantsville City has thoroughly reviewed the proposed ordinance amendment (*see* Exhibit A) and has recommended its adoption to the City Council;

WHEREAS, the Community and Economic Development department, in collaboration with the Tooele County Recorder's Office, has proposed amendments to Section 21.2.11(2) of the Grantsville City Land Use Development and Management Code and made its own "Staff Report Summary and Recommendation" (*see* Exhibit B); and

WHEREAS, the purpose of this code amendment is to introduce minor requirements to the development process for Level 2 Minor Subdivisions; and

WHEREAS, it has been determined that the proposed amendments will align with the requirements of the Tooele County Recorder's Office for recording Minor Subdivisions of fewer than 5 lots without the need for a plat at the level required for Major Subdivisions;

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

Section 1. Amendment of section 21.2.11(2) of the Land Use Development and Management Code (LUDMC) of Grantsville City. Section 21.2.11(2) of the LUDMC is hereby adopted and enacted as shown in Exhibit B attached hereto.

Section 2. Effective Date: This Ordinance shall take effect immediately upon its passage and approval as provided by law.

Section 3. Severability clause. If any part or provision of this Ordinance is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Ordinance and all provisions, clauses and words of this Ordinance shall be severable.


ADOPTED AND PASSED BY THE CITY COUNCIL OF GRANTSVILLE CITY, THIS
1ST DAY OF MAY, 2024.

BY THE ORDER OF THE GRANTSVILLE CITY COUNCIL:

DocuSigned by:

By Mayor Neil Critchlow

ATTEST

DocuSigned by:

Braydee Baugh, City Recorder

Approved as to Form:

DocuSigned by:

Dallen C. Littlefield, Grantsville City Attorney

EXHIBIT A

(Amendment of §21.2.11[2] of the LUDMC)

***** **NOTE** *****

Items crossed out and in RED (i.e. ~~EXAMPLE~~) are proposed language to be ~~omitted~~. Items underlined and in GREEN (i.e. EXAMPLE) are language proposed to be added. Items which are neither RED nor GREEN are code language proposed to remain unchanged and reflect current code language.

Amendment of Section 21.2.11(2) the Land Use Development and Management Act of Grantsville City

21.2.11 Determination Of Appropriate Process

In recognition that not all land use actions are of the same magnitude and therefore may not require the same level of detail for consideration, Grantsville City has provided multiple application processes. For this purpose, the application processes have been organized as level with each level requiring greater detail and additional steps for consideration and approval. The applicant shall choose the application process that best fits their proposed land use action:

Development process Levels 1 through 4 are only applicable for use with single use residential development applications as defined in GLUDMC Chapter 2, Definitions, and shall meet all requirements of Utah Code Ann. 10-9a-604.1 (2023) and Utah Code Ann. 10-9a-604.2 (2023).

1. Level 1 - Single Lot Development: The purpose of this process is to convert an undeveloped parcel into a legal zoning lot. The applicant shall submit an application meeting the requirements for the Single Lot Development as described in Chapter 24 of the Grantsville Land Use Development and Management Code. The City staff is authorized by the City Council to approve the application.
2. Level 2 - Minor Subdivision: The purpose of this process is to divide property into up to 4 lots with all lots fronting an existing street containing the necessary utilities to serve the proposed lots. By utilizing this process, the applicant agrees to make the required improvements to bring the street frontage up to code and is not asking for any waivers or exceptions.
 - a. The applicant will not be required to complete improvements that are greater than the greatest level of improvements found on an adjacent parcel or lot unless:
 - i. ~~t~~There is a compelling reason affecting the Health, Safety or Welfare of the public; or
 - ii. ~~a~~An adjacent property is currently in an application process which will increase the level of improvement to the street, or
 - iii. ~~t~~The City has a current project that is increasing the level of improvement to the street.

- b. Level 2: Minor Subdivisions shall not be required to provide open space or fee in lieu for open space but shall be assessed the applicable park impact fee with each building permit.
- c. The Application for a Level 2 Minor Subdivision shall include the information and documents found on the Minor Subdivision Checklist that is attached to the Minor Subdivision Application that shall be provided by the City upon request. The Minor Subdivision requirements found on the Minor Subdivisions Checklist and subsequent amendments to the checklist have been approved by the Grantsville City Council by resolution.
- d. If no street improvements are required beyond additional utility service laterals, the only engineered drawings required will be:
 - i. A record of survey, and
 - ii. A plat: Depicting the lots, together with individual metes and bounds legal descriptions for each lot, and the overall boundary description for the subdivision, and
 - iii. A site drawing showing the proposed locations of proposed utility service laterals and any required surface improvements, with finish grade elevations as appropriate and specifically referencing each of the appropriate City standard details that are necessary for the work.
- e. If upon review, the eCity staff finds:
 - i. That application to be complete, and
 - ii. Meets the intent of the General Plan, and
 - iii. Fully complies with the City zoning and land use ordinances, and
 - iv. The existing public infrastructure along with the proposed improvements are adequate to serve the project and protect the health, safety and welfare of the public.
- f. Then, the eCity staff is authorized by the City Council to approve the application.
- g. If the application is found deficient in meeting the requirements in clause 5 (a-d), the City staff shall inform the applicant of the discrepancies; and allows the applicant to choose to modify the application to bring the application into compliance, or to withdraw the application and submit a new application under the applicable level of process.
- h. If the applicant chooses to withdraw the application due to an incorrect fit with the requirements of the Level 2 Minor Subdivision and submit a new application under the appropriate process level, the fees paid for the original application shall be credited toward the new application fees.
- i. The Level 2 Minor Subdivision process may only be used once to divide a parcel. Subsequent applications to divide the property shall utilize the Level 3 or Level 4 process. If the lot to be divided is part of a platted subdivision, the subdivision amendment process found in Section 21.8 of this Chapter is the appropriate application.
- j. The Minor Subdivision property owner may construct the required utility service connections with each building permit unless the required

improvements include extension of pavement, curb and gutter, and/or sidewalk along the frontage of the properties. Where surface improvements are required and in order to keep the surface improvements consistent, all improvements to the property frontages of each lot shall be completed by the property owners under the first building permit issued for any lot in the Minor Subdivision.

- k. After approval, and in accordance with Utah State Code 19-91-605(3)(a), documents dividing property by a metes and bounds description, including the required certificate of written approval from Grantsville City attached, shall be recorded in the County Recorder's.
3. Level 3 - Subdivision 4 lots or less: The purpose of this process is to divide property into 4 lots or less where dedication of additional utilities or public improvements are required to serve the property. The applicant shall submit an application which meets the requirements for a final plat subdivision process as described in Section 21.2.8, 21.2.9 and 21.4.7 of this Chapter. A public hearing shall be held in a public Planning Commission meeting to fulfill the State requirements. Approval of the Level 3 application shall occur with Planning Commission.
 - a. Level 3 Subdivisions of four lots or less shall not be required to provide physical open space or fee in lieu for open space but shall be assessed the applicable park impact fee with each building permit.
4. Level 4 - Subdivision 5 lots or greater: The purpose of this process is to divide property into 5 or more lots or any division of property that requires dedication of offsite utilities or public improvements. The applicant shall submit an application meeting the requirements for a preliminary plan as described in Section 21.2.7 and 21.4.5 of this Chapter. Once the Preliminary Application has been approved by the Planning Commission, the applicant can then move forward with submittal of an application for a Final Plat process as described in Section 21.2.8, 21.2.9 and 21.4.7 of this Chapter. The Final Plat shall be approved by the Planning Commission. The Applicant may be required to submit an application for a Planned Unit Development prior to submission of a Preliminary Application if the proposed project meets any of the criteria found in Section 21.5.
5. Level 5 - Subdivisions: The purpose of this process is to allow for the division of property as necessary for land uses other than those residential uses defined as single use residential development. These uses may include but are not limited to commercial, industrial, institutional, multifamily residential, residential projects with a mix of types of residential uses, and mixed use projects. The applicant shall submit an application which meets the requirements for a preliminary plan as described in Section 21.2.7 and 21.4.5 of this Chapter. Once the Preliminary Application has been approved by staff, Planning Commission and the City Council, in that order, the applicant can then move forward with submittal of an application for a final plat process as described in Section 21.2.8, 21.2.9 and 21.4.7 of this Chapter. The Final Plat shall be considered for recommendation by the Planning Commission and approved by the City Council.

- a. Specific phases of a Level 5 Final Plat may qualify as, and be subject to Level 4 Final Plat requirements, if the specific phase application contains only residential uses that meet the definition of single use residential development as defined in GLUDMC Chapter 2 Definitions.

EXHIBIT B

(Staff Report Summary and Recommendation)

Planning and Zoning
336 W. Main St.
Grantsville, UT 84029
Phone: (435) 884-1674



Code Amendment

**Staff Report Summary and Recommendation for
Amendment to the Grantsville Land Use and Management
Code - Chapter 21.2.11 – Determination of Appropriate
Process (Level 2 Minor Subdivisions)**

Meeting Date: Apr. 4, 2024

Public Hearing Date: Apr. 4, 2024

Applicant Name: Grantsville City Community and Economic Development

Requested By: Cavett Eaton, Tooele County Recorder's Office

Request: Amend the Land Use and Management Code for Level 2 Minor Subdivisions- adding minor requirements to meet the County Recorder's requirements for recording.

Prepared By: Jaina Bassett

Planning Staff Summary and Recommendation: Approve amendment.

This amendment was requested by the Community and Economic Development department, along with the Tooele County Recorder's Office. The purpose of this code amendment is to add minor requirements to the development process for Level 2 Minor Subdivisions. In working with the Tooele County Recorder's Office, it was discussed that Grantsville City Staff can approve Minor Subdivisions of less than 5 lots, then send them on for recording without a plat at the level required of Major Subdivisions. The City currently requires a site plan and current survey, which often looks like a Record of Survey and includes the requirements from the Single Lot Development checklist. The amendments to this code were directly suggested by the Tooele County Recorder's Office, stating that these will meet their requirements for recording.

