

Mayor Abercrombie and members of the Ballard City Planning Commission:  
(c/o rabercrombie@ballardcity.org)

August 8, 2024

**RE: FINAL ADOPTIONS FOR BALLARD'S SUBDIVISION CODE**

Thank you for partnering with our firm to update your subdivision code. Following our work earlier this year, which the City adopted in February, the state legislature passed another bill (HB476) further amending its subdivision mandates. Using the remainder of our state funding through DWS, we have drafted a new amendment that will bring the City into compliance.

The changes we recommend are relatively minor. The City will need to review and adopt the following measures before HB476 goes into effect November 1, 2024.

The changes our draft proposes include:

- **Consolidate review of subdivision improvement plans to the preliminary phase only.** HB476 requires that the City review improvement plans (including construction drawings) in *either* the preliminary *or* final application phase. Our draft consolidates this review to the preliminary phase, as that is when the Planning Commission can be involved. Otherwise the City would have to rely only on City staff to review and approve improvement plans.
- **Double the time the City has to review applications for 1-2 family residential subdivisions.** HB476 changed the mandatory deadline from 15 business days to 30 business days for small municipalities like Ballard. The final phase can also have additional review cycles.
- **Notify the owners of water conveyance facilities** after receiving an application. The state requires the City to notify affected entities within 20 calendar days.
- **Notify the Utah Geospatial Resource Center** after approving a final plat. The state requires this so that the new subdivision can be included in the state 911 database.
- **Add plat/application requirements.** State law requires the addition of a few common-sense plat requirements, such as subdivision names needing to be unique, and dedication documents being required if a subdivision includes a common area (like an HOA).
- **Include the agricultural land plat exemption.** The state now permits subdivisions of agricultural land to be exempt from the requirement to submit a plat as long as the land will forever be used only in agriculture.
- **Make plain language changes.** We identified some minor changes to fix typos, enhance readability, and ensure compliance.

We believe our draft is ready for adoption, but are happy to answer questions and make minor changes as requested. If requested, we can also provide updated application forms for the City for 1-2 family residential subdivisions.

It has been a pleasure partnering with you on this project.

Respectfully,

A handwritten signature in black ink, appearing to read 'MH', with a stylized flourish at the end.

Mike Hansen, Hansen Planning Group