



# Staff Report

Coalville City  
Community Development Director

To: Coalville City Council and Mayor  
From: Don Sargent, Community Development Director  
Date of Meeting: September 9, 2024  
Re: Robinson (NS) Hill Annexation Petition  
Action: Acceptance Consideration to Proceed with Public Hearing Process

## Robinson (NS) Hill Annexation Petition

### REQUEST

Continue the review and discussion of an annexation petition for completeness and compliance with City and State Code requirements for possible acceptance and moving forward with the public hearing process.

### BACKGROUND

An annexation petition was recently filed with the City by Jonathan Shaw representing Pamela Robinson for Parcel NS-424-A including 37.56 acres. Attachment A includes an aerial location map showing the annexation area in blue outline. As shown in Attachment B the petition area is located within the city annexation declaration boundary and is adjacent to the existing city limit line. Attachment C includes an annexation plat of the property.

The property is currently in the Eastern Summit County Ag/Grazing-5 Zone (1 unit/5 acres). The City Future Land Use Map identifies the Residential Agricultural (RA) Zone (1 unit/5 acres) for the property. Attachment D includes the City Future Land Use Map for reference. The applicant has submitted an initial conceptual development plan for the property which is included as Attachment E.

On August 12, 2024 the City Council reviewed the annexation petition and tabled an action on the petition until after an open forum was held to receive public input on the City Annexation Declaration Boundary and Policies.

### ANALYSIS

According to the steps identified in the Annexation Petition Packet, included as Attachment F, the applicant and city staff have completed Steps 1 and 2. Step 3.2 requires the annexation application and petition to be scheduled on the City Council agenda for a determination of acceptance for further review. The required notice of intent has been filed and mailed by the county to all entities/property owners within 300 ft of the proposed annexation area.

## Annexation Petitions Summary Overview

In accordance with Utah State Code 10-2-402, the property meets the requirement of a proposed annexation, which are:

- (i) Be a contiguous area.
- (ii) Be contiguous to Coalville City.
- (iii) Not leave or create an unincorporated island or unincorporated peninsula.
- (iv) Be an area located within the proposed annexation expansion area of Coalville City.

At the meeting the City Council may reject or accept the petition for further consideration. This step is a preliminary stage in the process that allows the annexation to proceed with state code noticing requirements. The Council is not giving final approval or denial of the annexation at this time, so the Council can accept the petition for further consideration and keep the ability to request additional property details, proposed community benefit package, or require an annexation agreement from the applicant before approving the actual annexation.

If the City Council accepts the petition, it will be certified within 30 days. The City Recorder is to deliver a copy of the certification (determination of compliance with state code) and public notice to the City Council, Summit County Clerk, and Planning Commission and any special districts that may be affected by the annexation. This begins a 30-day protest period. If no protests are received, the petition will be placed on the Council agenda for a public hearing and possible vote to either grant or deny the annexation.

If the annexation is approved by the City Council the annexation survey and articles of incorporation must be sent to the Utah State Lt. Gov office for review.

Following the acceptance of the annexation by the Utah State Lt. Gov office, the applicant may proceed with the submittal of a development application for the proposed development on the property.

## Annexation Petition Evaluation

According to the Development Code and General Plan, the City should evaluate the following criteria for consideration of approval of the annexation petition:

- (a) Compliance with all requirements of appropriate State Code provisions.
- (b) The current and potential population of the area, and the current residential densities.
- (c) Land uses proposed in addition to those presently existing.
- (d) The assessed valuation of the current properties or proposed uses.
- (e) The potential demand for various municipal services, especially those requiring any capital improvements.
- (f) Recommendations or comments from other local government jurisdictions regarding the proposal and potential impact of the annexation.
- (g) An accurate map of the proposed annexation area, in addition to that required by State law, showing the boundary of the area and property ownership lines, the topography of the

area and major natural features, easements, drainage channels, steep slopes, ridgelines, wooded areas, wetland areas, or high-water table, etc.

(h) A statement as to how the proposed area, and/or its potential land uses would contribute to the achievement of the goals, objectives, and policies of the General Plan.

(i) Identification of any special districts or county departments that are currently providing services. If the proposed area is receiving services that are to be assumed by the City, a statement should be included indicating that steps can be taken to ensure an effective transition in the delivery of services. A timetable for extending services should be included if the City is unable to provide services immediately.

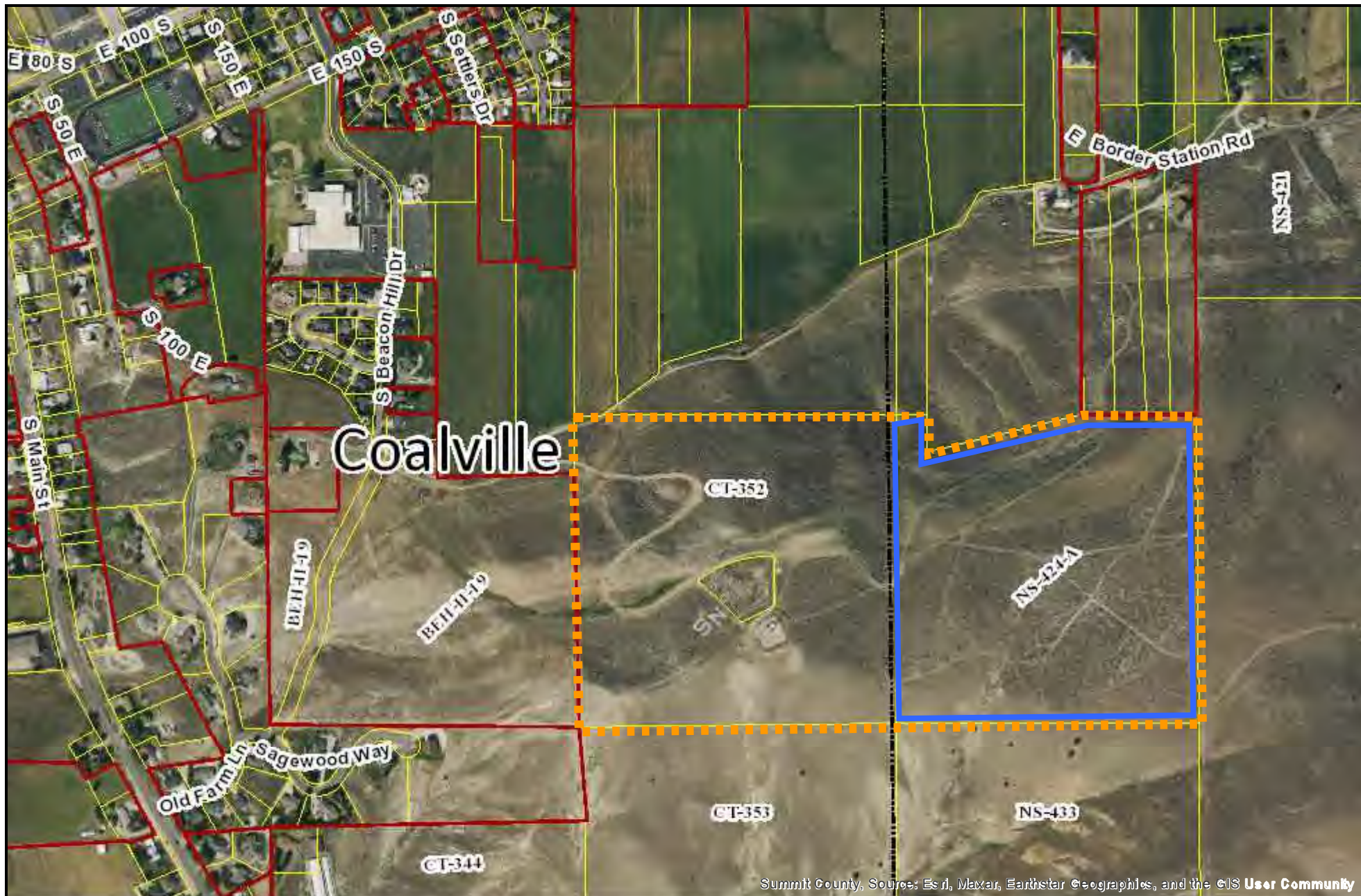
## **RECOMMENDATION**

Staff recommends the City Council continue the review and discussion of the annexation petition, address any question or comments with the applicant and staff, and consider a possible acceptance determination for the annexation petition to proceed forward with the public hearing process.

As an alternative action the City Council may deny the annexation for cause or provide input and direction to staff and/or the applicant for an action at a subsequent meeting.

## **ATTACHMENTS**

- A.** Aerial Map
- B.** City Annexation Declaration Map
- C.** Annexation Plat
- D.** City Future Land Use Map
- E.** Conceptual Development Plan
- F.** Annexation Petition Packet



Summit County, Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

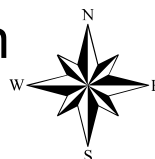


## NS Hill Annexation

Summit County Parcel Viewer Application

Printed on: 6/25/2024

Imagery courtesy of Google



1 in = 752 feet

This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information and data obtained from various sources, including Summit County which is not responsible for its accuracy or timeliness.

# Annexation Declaration Boundary

Coalville City, UT

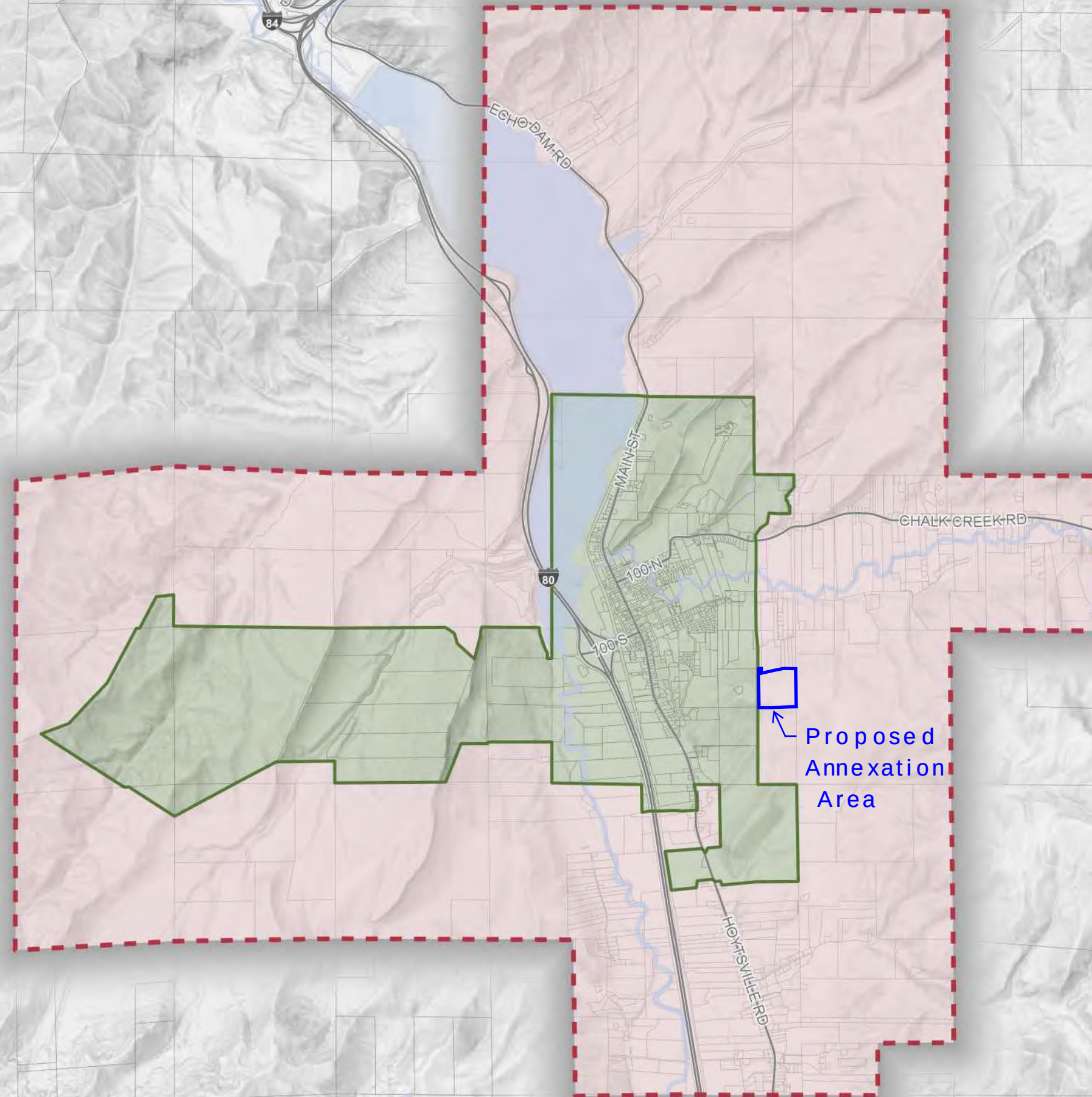
January 2019

-  Annexation Declaration Boundary
-  Coalville City

0 0.75 1.5  
Miles



ATTACHMENT B



# Plat of Addition to the Corporate Limits of Coalville City Ordinance No.

A part of the Northeast Quarter of Section 16,  
T2N, R5E, SLB&M, U.S. Survey  
Summit County, Utah  
June 2024

## SUMMIT COUNTY SURVEYOR

I hereby certify that the Summit County Surveyor's Office has reviewed this plat and all conditions for approval by this office have been satisfied. The approval of this plat by the Summit County Surveyor does not relieve the Licensed Land Surveyor who executed this plat from the responsibilities and/or liabilities associated therewith.  
Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Summit County Surveyor  
Record of Survey # \_\_\_\_\_

## SURVEYOR'S CERTIFICATE

I, Andy Hubbard, do hereby certify that I am a Professional Land Surveyor in the State of Utah, and that I hold License No. 6242920 in accordance with Title 58, Chapter 22, of the Professional Engineers and Professional Land Surveyors Licensing Act. I also certify that I have completed a survey of the property described hereon in accordance with Section 17-23-17 and that I have verified all measurements shown hereon this Plat of Addition to the Corporate Limits of Coalville City, Summit County, Utah and that it has been correctly drawn to the designated scale and is a true and correct representation of the following description of lands included in said subdivision, based on data compiled from records in the Summit County Recorder's Office. Monuments have been found or placed as represented on this plat.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

6242920  
License No.

Andy Hubbard

## COALVILLE CITY APPROVALS

This is to certify that we, the City Council of Coalville City, Summit County, Utah have received a petition signed by a majority of the owners and the owners of at least on third in value of real property shown, requesting that said areas be annexed to the city of Coalville, Utah and that a copy of the ordinance or resolution has been prepared for filing herewith in accordance with the provisions of Utah Code Annotated Sec. 10-2-425 and that we have examined and do hereby approve and accept the annexation of the area as shown on this final local entity plat as a part of said city.

Witness my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Approved: \_\_\_\_\_ Mayor  
City Recorder

## NARRATIVE:

This Annexation Plat was requested by Jonathan Shaw for the purpose of annexing these parcels into the corporate limits of Coalville City.

No property corners were monumented.

TENTATIVE FINAL

## BOUNDARY DESCRIPTION

Parcel No. 1:  
SE 1/4 NE 1/4 SEC 16 T2NR5E SLBM CONT 40.0 ACRES LESS 1.28 ACRES VWD-181 BAL 38.72 ACRES m130-646 401-231 690-490 1313-556.

Land Serial No. NS-424-A

Crittenden Robert Kent H/W (JT)  
Parcel #: CT-347

Robinson Verlan E Trustee  
Parcel# CT-352

1,735,796 sq.ft.  
39.87 Acres

Coalville City  
Parcel#  
CT-352-A-X

59,927 sq.ft.  
1.38 Acres

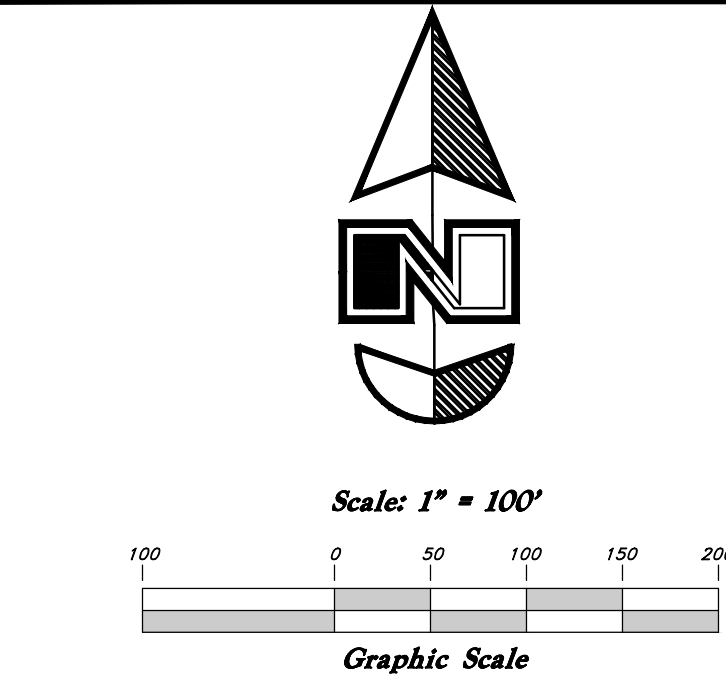
1  
Parcel # NS-424-A

1,636,186 sq.ft.  
37.56

Blonquist Earl L H/W (JT)  
Parcel #: NS-422-A

Center of Section 16,  
Township 2 North,  
Range 5 East, Salt  
Lake Base & Meridian,  
U.S. Survey.

East Quarter of Section  
16, Township 2 North,  
Range 5 East, Salt  
Lake Base & Meridian,  
U.S. Survey.



## LEGEND

(Calc.) Calculated  
(Meas.) Measured

Found Section Corner

Calculated Section Corner

Proposed Boundary of  
Corporate Limits of  
Coalville City

Existing Boundary of  
Corporate Limits of  
Coalville City

Existing Parcel/Lot Line

Boundary Line

Section Line

Crittenden Sheldon  
Trustee

Parcel #: CT-346

White Davis  
Elliot Trustee

Parcel #: BEH-II-19

**GREAT BASIN ENGINEERING**  
5746 SOUTH 1475 EAST OGDEN, UTAH 84403  
MAIN (801)394-4515 S.L.C (801)521-0222 FAX (801)392-7544  
WWW.GREATBASINENGINEERING.COM

Keyes James Edward H/W (JT)  
Parcel #: CT-353

Peterson Wilda Judd Trustee  
Parcel #: NS-433

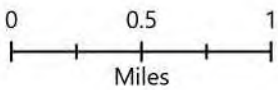
## SUMMIT COUNTY RECORDER

ENTRY NO. \_\_\_\_\_ FEE PAID  
\_\_\_\_\_ FILED FOR RECORD AND  
RECORDED \_\_\_\_\_ AT  
\_\_\_\_\_ IN BOOK \_\_\_\_\_ OF OFFICIAL  
RECORDS, PAGE \_\_\_\_\_, RECORDED  
FOR \_\_\_\_\_

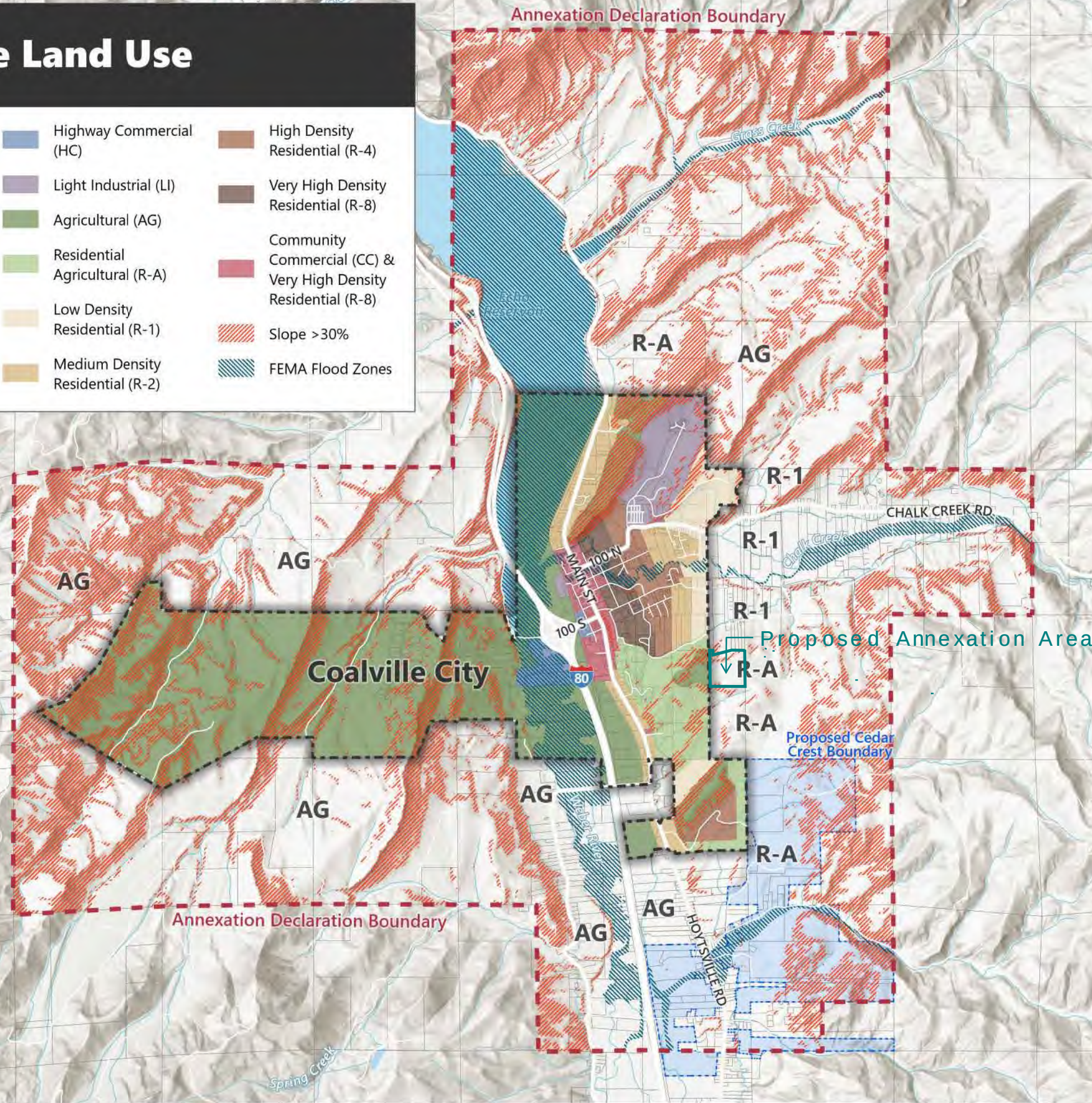
SUMMIT COUNTY RECORDER

BY: \_\_\_\_\_  
DEPUTY

# Future Land Use



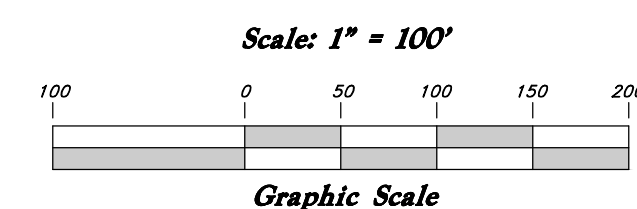
- |                                  |                                                                 |
|----------------------------------|-----------------------------------------------------------------|
| Highway Commercial (HC)          | High Density Residential (R-4)                                  |
| Light Industrial (LI)            | Very High Density Residential (R-8)                             |
| Agricultural (AG)                | Community Commercial (CC) & Very High Density Residential (R-8) |
| Residential Agricultural (R-A)   | Slope >30%                                                      |
| Low Density Residential (R-1)    | FEMA Flood Zones                                                |
| Medium Density Residential (R-2) |                                                                 |



CREATED OCTOBER 2023



**GATEWAY  
MAPPING  
INC.**  
a J-U-B Company

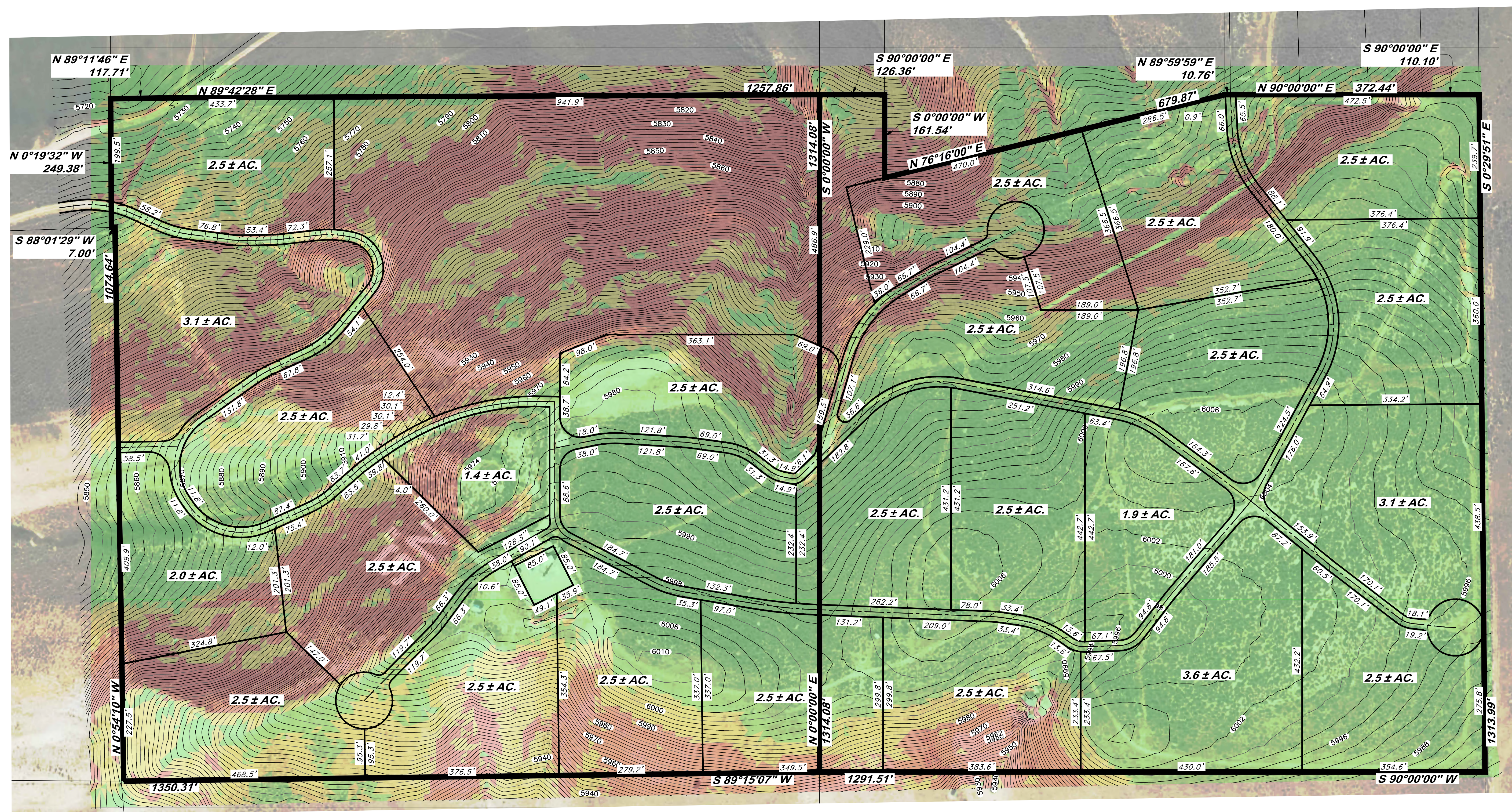


(Note: All items may not appear on drawing)

30% Slope and over  
5.60 SQFT, 22.80 Acres  $\pm$ )

20%-30% Slope  
(7493,42.51 SQFT, 17.20 Acres  $\pm$ )

20% Slope and under  
(2,135,446.15 SQFT, 49.20 Acres ±)

Survey Boundary (GIS) 

ATTACHMENT E



## North Summit Concept

*Aprox. 271 Beacon Hill DR  
Coalville UT 84017 USA, Summit County, Utah  
A part of Section 16, T2N. R5E, SLB&M, U.S. Survey*

***Oct, 2023***

**SHEET NO.**

**C1**

23N316



## ANNEXATION PETITION PACKET

### APPLICATION PROCESS

**Each step must be completed before proceeding to the next step**

#### Step One:

1. Contact Coalville City to discuss the proposed annexation to ensure it meets the requirements of state law and city ordinances.

#### Step Two:

1. Before filing a petition for annexation, the person(s) intending to file a petition shall (UCA 10-2-403):
  - a. File with the Coalville City Recorder a notice of intent to file a petition including an accurate map (11 x 17) of the proposed annexing area (plat map); and
  - b. Send a copy of the notice of intent to each affected entity and notify (email) the City Recorder that the notice and map have been mailed. (Affected Entities list provide by the Coalville City Recorder)
  - c. File the following with the Summit County Clerk/Auditor's Office, Evelyn Furse, 435-336-3204, [efurse@summitcounty.org](mailto:efurse@summitcounty.org), 60 N. Main Street, Coalville UT 84017.
    - i. Notice of intent and accurate map of the proposed annexing area.
    - ii. Summit County Application for Mailing of Notice of Proposed Annexation and pay application fee.
2. Summit County will send Coalville City a copy of the notice and certification indicating the notice has been mailed as required.

#### Step Three:

1. Once the City Recorder has received the notice and certification from Summit County, the person(s) may file an annexation application and petition with Coalville City. On the date of filing, the person(s) shall deliver or mail a copy to the Summit County Clerk. (UCA 10-2-403(6))
2. Following initial review for completeness, the annexation application and petition will be considered for further review (accept or deny) at a future regularly scheduled city council meeting at least 14 days after the date the petition was filed. If accepted for further review, staff will complete a review of the application/petition. Any deficiencies will need to be corrected. (UCA 10-2-405)
3. Following staff review, the City Recorder will determine if the petition meets the requirements of state code; and if so, certify and complete the notification process (UCA 10-2-406). This begins the 30-day protest period (UCA 10-2-407).
4. If no protest is received, a public hearing will be scheduled with the City Council and noticed according to state law. The City Council may approve the petition (ordinance). (UCA 10-2-407)
5. Following approval of the petition (ordinance), documentation will be sent to the Lt. Governor's Office for issuance of a certificate of annexation. (UCA 10-2-425)
6. Upon receipt of the certificate of annexation, the City Recorder will provide the necessary documentation to the Summit County Recorder's Office for recording and send notice according to state law.



**NOTICE OF INTENT**  
**To file a petition for annexation**  
**in Coalville City, Utah**

I/we, the undersigned, do hereby declare my/our intent to file a petition for annexation to Coalville City, Utah.

I/we certify I/we am/are the owner(s) of real property lying outside the corporate limits of Coalville City, Utah, but contiguous thereto and designated as part of the Coalville City Annexation Declaration Plan.

The property(ies) proposed to be annexed is (are) identified below and a map outlining said property(ies) is attached hereto.

| Name of Property Owner (Print clearly) | Summit County Parcel Number |
|----------------------------------------|-----------------------------|
| <i>Pamela J. Robinson</i>              | <i>NS-424-A</i>             |
|                                        |                             |
|                                        |                             |
|                                        |                             |
|                                        |                             |
|                                        |                             |
|                                        |                             |
|                                        |                             |
|                                        |                             |

Signed this 6 day of May, 2024.

*Pamela J. Robinson*  
 (signature)

By: Pamela J. Robinson

Phone: 801-499-4310

Email: Excel Excavating Inc. @ gmail.com



## Annexation

### Development Review Submittal Form

| For Office Use Only    |                               | Annexation Fee:<br>\$1,500, plus \$10 per acre<br>Fee is non-refundable and no<br>guarantee of approval of proposed<br>annexation shall be implied by this<br>fee.<br>NOTE: Plus, additional costs for recording<br>fees. |
|------------------------|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Application # _____    | CC Accept - Review Date _____ |                                                                                                                                                                                                                           |
| Application Date _____ | PC Public Meeting Date _____  |                                                                                                                                                                                                                           |
| Approval Date _____    | CC Meeting Date _____         |                                                                                                                                                                                                                           |
| Denial Date _____      |                               |                                                                                                                                                                                                                           |

Annexation Name: Robinson Hill

Annexation Location: Coalville, NS Hill

Summit County Parcel No(s): NS-424-A

Total Acreage: \_\_\_\_\_ Requested Zone: \_\_\_\_\_

Name of Annexation Sponsor: Jonathan Shaw

Mailing Address: 1325 E 3075 N NORTH OGDEN UT 84414

Telephone: 801-628-1084 Email: jonathanshaw@kw.com

Name of Engineer or Licensed Land Surveyor: \_\_\_\_\_

Company Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Does the annexation contain property in any of the following?

- Rural real property, as defined in Utah State Code? ☐ Yes ☐ No - list parcel #'s and acreage \_\_\_\_\_
- Agriculture protection area? ☐ Yes ☒ No - list parcel #'s and acreage \_\_\_\_\_
- Is the Annexation completely located in the Coalville City Annexation Declaration Plan? ☒ Yes ☐ No

I certify that this application and all the information submitted as a part of this application is true, complete, and accurate to the best of my knowledge. I acknowledge that I have reviewed the applicable sections of the Coalville City Municipal Code, that items and checklists contained in this application are basic and minimum requirements only, and that other requirements may be imposed that are unique to individual projects or uses. I agree to comply with any and all applicable laws, ordinances, and resolutions in effect at this time. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Coalville City may rescind any approval or take any other legal or appropriate action. I also agree to allow the staff, planning commission, city council, or appointed agents of the city to enter the subject property to make any necessary inspections thereof.

Property Owner Signature: Pamela J. Ro Date: 5-6-24

## Annexation

### Submittal Requirements

Submit to: Coalville City Hall, 10 N. Main Street, PO Box 188, Coalville, UT 84017

Submit fee: Per current annexation fee (Payable to Coalville City)

**NOTE:**

1. Applications will not be accepted without ALL the required submittal materials. The city will not hold partial submittals.
2. Acceptance of this submittal to the city staff for review is not an acknowledgement by the city of a complete application. This determination will be made by staff in accordance with UCA 10-9a-509.5.

**Submittal Checklist** (applicant – please ensure all items are included in this submittal, if additional space is needed, use a separate sheet of paper)

- ☐ 1. Signatures from the owners of real property located in the area proposed for annexation that covers a majority of the private land (**Document on the Petition for Annexation sheet**)
- ☐ 2. Signatures from the owners of real property located in the area proposed for annexation that is equal in value to at least one third (1/3) of the assessed value of all private real property, as shown by the latest tax assessment rolls of Utah County (**Document on the Petition for Annexation sheet**)
- ☐ 3. Deliver or mail a copy of this annexation petition to the Summit County Clerk.
- ☐ 4. An ownership plat map from the Summit County Recorder's Office showing all property owners in Coalville within five hundred (500) feet of the proposed annexation and ½ mile of the annexation in the unincorporated area of Summit County.
- ☐ 5. One 24" x 36" and one 11" x 17" of the accurate and recordable annexation plat map prepared by a licensed surveyor of the area proposed for annexation identifying each parcel and labeling each parcel with the owner's name, tax identification number, and acreage. NOTE: A mylar is required to be submitted following approval by the city council.
- ☐ 6. Copy of the Notice of Intent to affected entities and the list of affected interties to which the notice was sent.
- ☐ 7. Legal description in Word format.
- ☐ 8. Electronic file with all plans and supporting documentation in PDF format.

**Note:** If the petition is accepted for further review the following will also need to be submitted

- ☐ 1. Additional information required by staff.
- ☐ 2. Documentation for conveyance of public rights-of-way, streets, and other dedications.
- ☐ 3. Documentation of water rights associated with the property and/or conveyance of water rights.
- ☐ 4. One stamped, addressed envelope for each owner in Coalville within five hundred (500) feet of the proposed annexation and ½ mile of the annexation in the unincorporated area of Summit County.
- ☐ 5. Check payable to the Summit County Surveyor for \$125 for review of the annexation plat.
- ☐ 6. Check payable to Coalville City for publication fees (\$150).
- ☐ 7. Check Payable to Coalville City for Annexation Agreement fees (\$1,500).
- ☐ 8. Mylar of annexation plat map prior to the final public hearing of the city council.

**Additional Information (Links)**

Coalville City Development Code, Title 10 - Land Use: <http://www.coalvillecity.org/title-10-land-use.htm>

Eve Furse  
Summit County Clerk  
[efurse@summitcounty.org](mailto:efurse@summitcounty.org)  
435-336-3203



60 North Main Street  
Po Box 128  
Coalville, UT 84017

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### CERTIFICATE OF MAILING

I do hereby certify that I mailed a true and correct copy of the City Proposed Annexation Notice to the following by first class mail on July 1, 2024:

Coalville City  
Alma Blonquist  
Wilda Judd Peterson, Trustee  
Earl L. Blonquist  
David Wilde Family Trust  
Garon and Rosalind Yoakum Living Trust  
James Edward Keyes  
Lucas D Robinson H/W (JT)  
Darwin Robinson  
Nathan W Brooks H/W (JT)  
Utahn S Robinson Trust  
Robert Kent Crittenden H/W (JT)  
James Earl Robinson Trustee  
Coni Robinson WH (JT)  
Sheldon Crittenden Trustee  
North Summit Recreation Special Service District  
James Edward Keyes H/W (JT)  
Scott Hunt (JT)  
Boyd A Robinson Trustee  
Verlan E Robinson Trustee  
Verlan & Pamela J Robinson Trustees

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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Signature  
Torrie Fa'avale  
Deputy Clerk  
On behalf of Eve Furse  
Summit County Clerk