



MEETING NOTICE AND AGENDA

Notice is hereby given that the Kaysville City Council will hold a regular council meeting on Thursday, October 3, 2024, starting at 7:00 PM in the **Council Chambers in Kaysville City Hall at 23 East Center Street, Kaysville, UT**. The meeting will be streamed on YouTube, and the link to the meeting will be posted on www.KaysvilleLive.com.

Public comment is only taken during a meeting for Action Items, "Call to the Public", or for a public hearing. **Those wishing to speak during these times must sign-up in person before the meeting begins.** Comments may also be directed to the City Council via email to publiccomment@kaysville.gov. Emailed comments will NOT be read out-loud at the meeting.

CITY COUNCIL Q&A – 6:30 PM

The City Council will be available to answer questions or discuss any matters the public may have.

CITY COUNCIL MEETING – 7:00 PM

The agenda shall be as follows:

- 1) OPENING
 - a) Presented by Council Member John Adams
- 2) CALL TO THE PUBLIC (3 MINUTE LIMIT, MUST SIGN UP IN PERSON)
- 3) PRESENTATIONS AND AWARDS
 - a) Proclamation declaring October 6-12, 2024 as Fire Prevention Week
 - b) Community Development Department Annual Report – Melinda Greenwood, Director
- 4) DECLARATION OF ANY CONFLICTS OF INTEREST
- 5) CONSENT ITEMS
 - a) Approval of Minutes of September 5, 2024 Council Meeting
 - b) Approval of Minutes of September 5, 2024 Business Park Architectural Review Committee Meeting
- 6) WORK ITEMS
 - a) A Resolution amending the Consolidated Fee Schedule
 - b) Discussion regarding conveyance of UDOT surplus property at 1280 East Crestwood Road to Kaysville City
 - c) Code Blue Shelter Update
- 7) COUNCIL MEMBERS REPORTS
- 8) CITY MANAGER REPORT
- 9) ADJOURNMENT

Kaysville City is dedicated to a policy of non-discrimination in admission to, access to, or operations of its programs, services, or activities. If you need special assistance due to a disability, please contact the Kaysville City Offices at (801) 546-1235 at least 24 hours in advance of the meeting to be held.

I hereby certify that I posted a copy of the foregoing Notice and Agenda at Kaysville City Hall, Kaysville City website at www.kaysville.gov, and the Utah Public Notice website at www.utah.gov/pmn. Posted on September 27, 2024.

A handwritten signature in black ink, appearing to read "Annemarie Plaizier", written over a horizontal line.

Annemarie Plaizier
City Recorder



Kaysville City Fire Prevention Week Proclamation



WHEREAS, planning, preparedness and situational awareness are critical to surviving a home fire. That is the message behind this year's Fire Prevention Week campaign, "SMOKE ALARMS: Make Them WORK For You"

WHEREAS, The Kaysville City Fire Department is dedicated to the safety and security of everyone living, working, and visiting our city. Fire is a serious public safety concern both locally and nationally. Since 1922, the National Fire Protection Association has sponsored the public observance of Fire Prevention Week. In 1925, President Calvin Coolidge proclaimed Fire Prevention Week a national observance, making it our country's longest-running public health observance. Fire Prevention Week is observed each year during the week of October 9th in commemoration of the Great Chicago Fire, which began on October 8, 1871, and caused devastating damage. This horrific conflagration killed more than 250 people, left 100,000 homeless, destroyed more than 17,400 structures, and burned more than 2,000 acres of land. During Fire Prevention Week, children, adults, and teachers learn how to stay safe in case of a fire. Firefighters provide lifesaving public education to decrease the number of casualties caused by fires drastically.

Kaysville's First responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education. Correspondingly, Kaysville personnel are responsive to public education measures and can take action to increase their safety from fire, especially in their homes and

WHEREAS, this year's Fire Prevention Week campaign includes the following recommendations:

- Smoke alarm checklist
- Install, Test, and Replace in 10 Years

THEREFORE, BE IT RESOLVED that I, Tamara Tran, Kaysville City Mayor, and Kaysville City Council members, proclaim October 6-12, 2024, as Fire Prevention Week throughout Kaysville City, Utah. I encourage everyone in Kaysville to be aware of their surroundings, look for available ways out in the event of a fire or other emergencies, and respond immediately when the smoke alarm sounds by exiting the building.

Tamara Tran, Mayor

Paul Erickson, Fire Chief

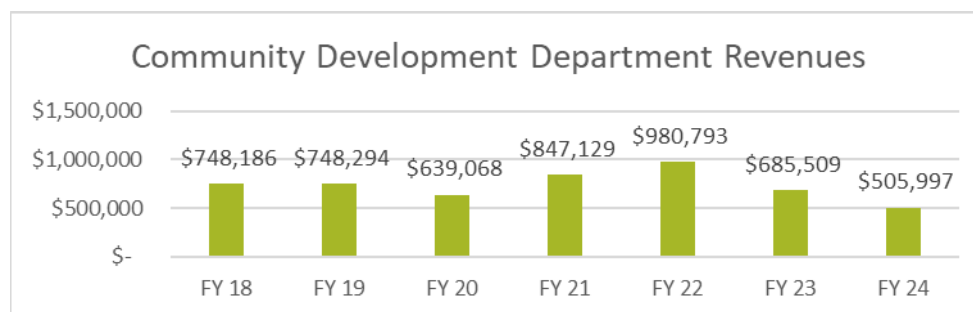
Community Development Department

The Community Development Department is staffed with eight full-time employees and includes the following divisions and services.

1. Business Licensing
2. Building Division
 - Plan review
 - Building permits
 - Building inspections
3. Planning & Zoning
4. Code Enforcement

Community Development generates revenues from fees paid for applications, permits and licenses which we process. These one-time revenues pay for the services we provide, so our department is somewhat self-supporting. A seven-year history of the Community Development Department's revenues is provided in the following charts.

Community Development Annual Revenues								
Account	Title	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
10-32-100	Business Licenses	\$ 55,583	\$ 68,914	\$ 75,241	\$ 71,392	\$ 74,493	\$ 73,470	\$ 79,161
10-34-130	Planning and Zoning	\$ 20,522	\$ 30,165	\$ 19,624	\$ 22,869	\$ 51,268	\$ 6,640	\$ 5,709
10-32-210	Building Permits	\$ 543,210	\$ 501,703	\$ 453,462	\$ 612,239	\$ 689,269	\$ 442,280	\$ 318,102
10-34-135	Plan Check Fees	\$ 128,871	\$ 147,511	\$ 90,741	\$ 140,720	\$ 165,763	\$ 163,118	\$ 103,025
CD Total		\$ 748,186	\$ 748,294	\$ 639,068	\$ 847,219	\$ 980,793	\$ 685,509	\$ 505,997



Building Division

The Building Division provides plan reviews, building inspections, and issues building permits. The Division has five full-time employees, including the Building Official, two Inspectors, and two Permit Technicians. When needed, the Building Division also utilizes contracted services for inspection and plan review. The majority of our commercial plans are sent out to third-party contractors for review, while we conduct most other plan reviews in-house. The Building Division is self-funded; revenues from the Division come from fees charged for plan reviews and permitting fees. These revenues pay for

the licensing software utilized by the Division, staffing, vehicles, contracted services, training courses, travel expenses, and equipment.

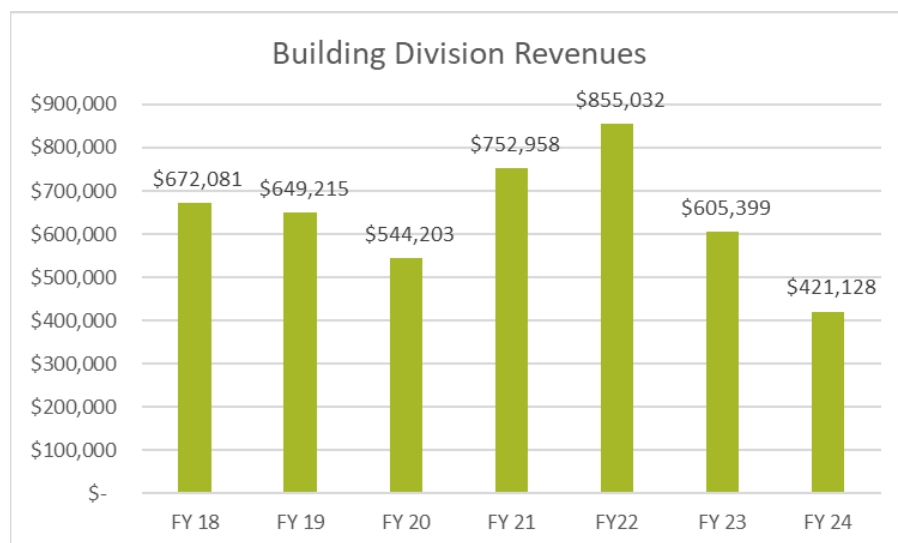
Inspectors must be licensed by the Utah State Division of Professional Licenses to perform inspections. Each year, inspectors must take classes and receive continuing education credits to maintain their certifications.

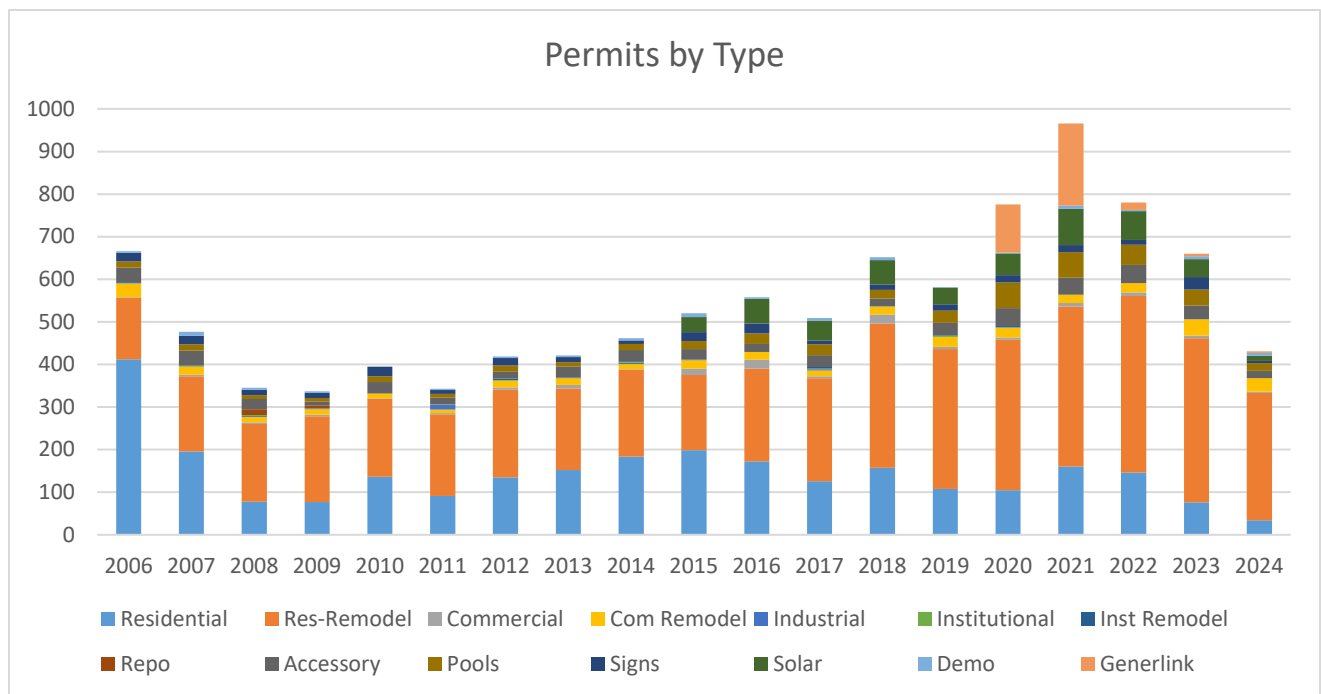
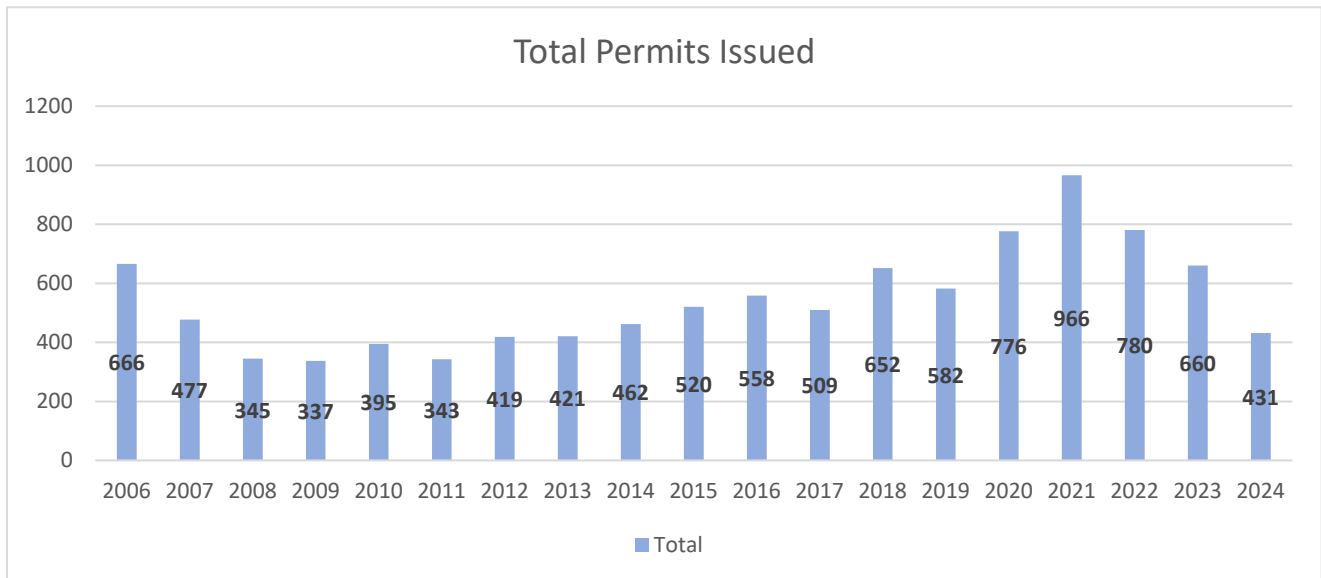
In calendar year 2023, the Building Division generated \$605,399 in revenues and issued a total of 660 permits. This is a decrease of 120 permits from the year prior, but this is to be expected based on higher interest rates. With the issuance of fewer permits in 2023, revenues decreased by \$249,633. In 2023, the Building Division conducted 6,295 inspections, averaging 525 per month and 25 per day.

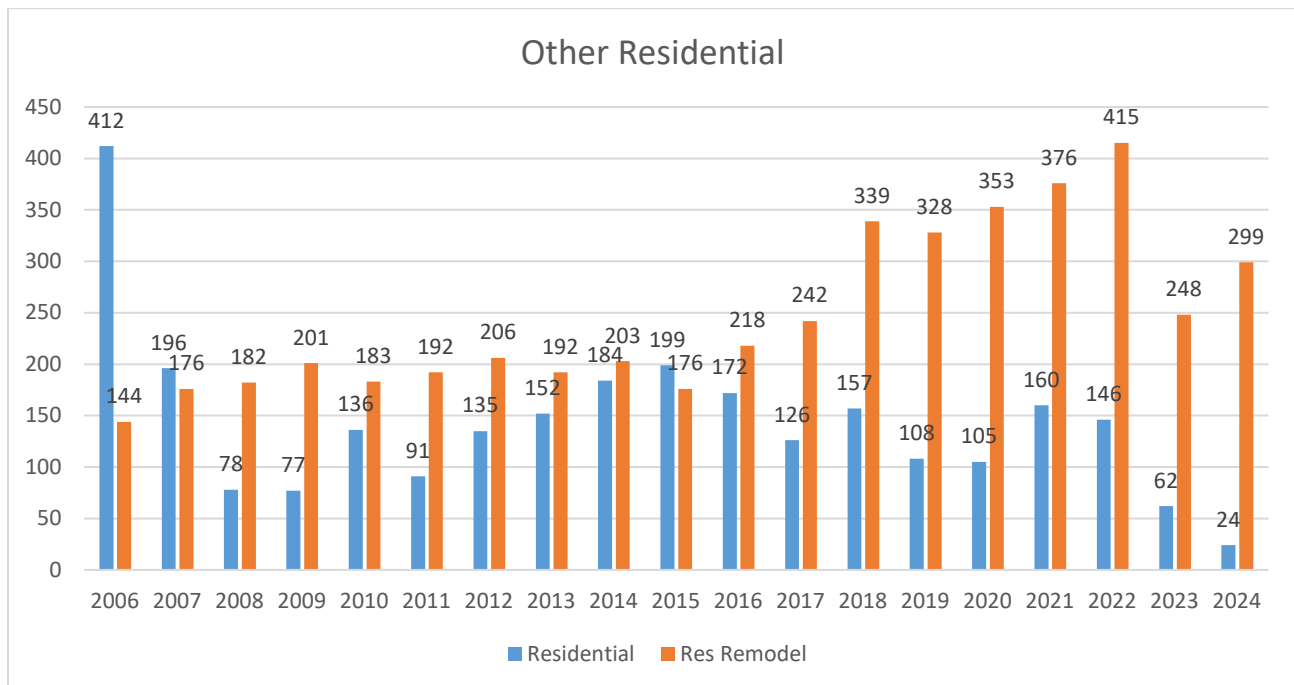
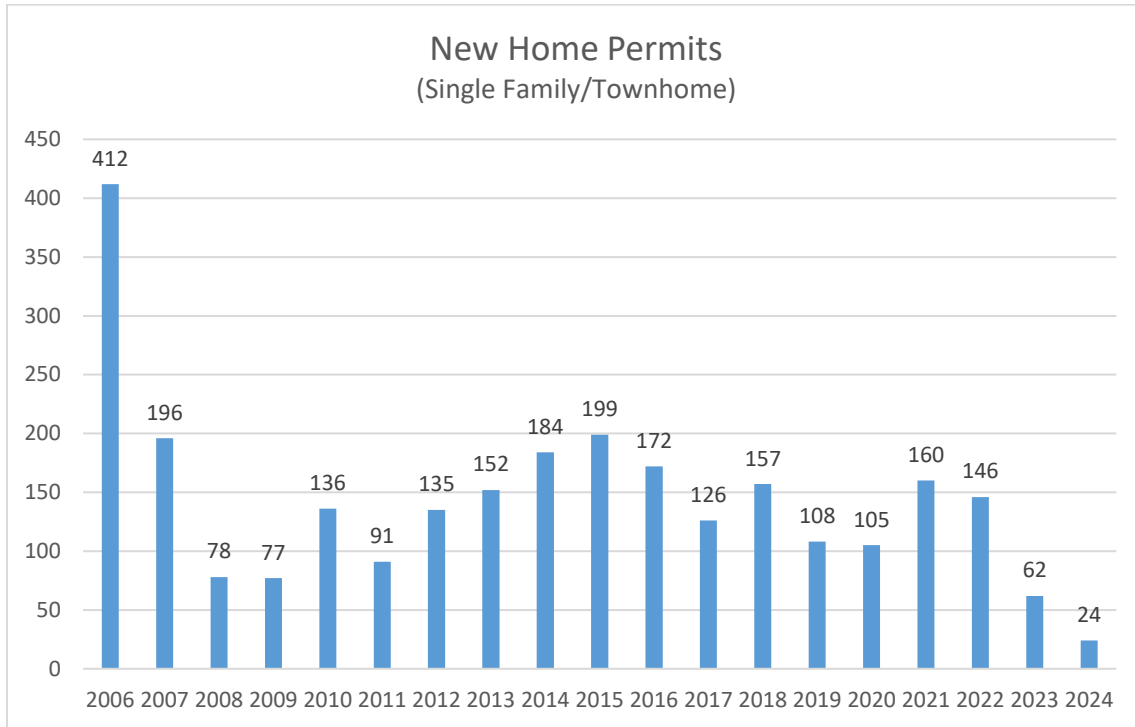
In keeping with the land use trends in the city, which show 92% of the land is single-family, the overwhelming majority of building permits issued are residential. In 2023, 24 commercial permits were issued, which accounts for a total of 4% of all permits.

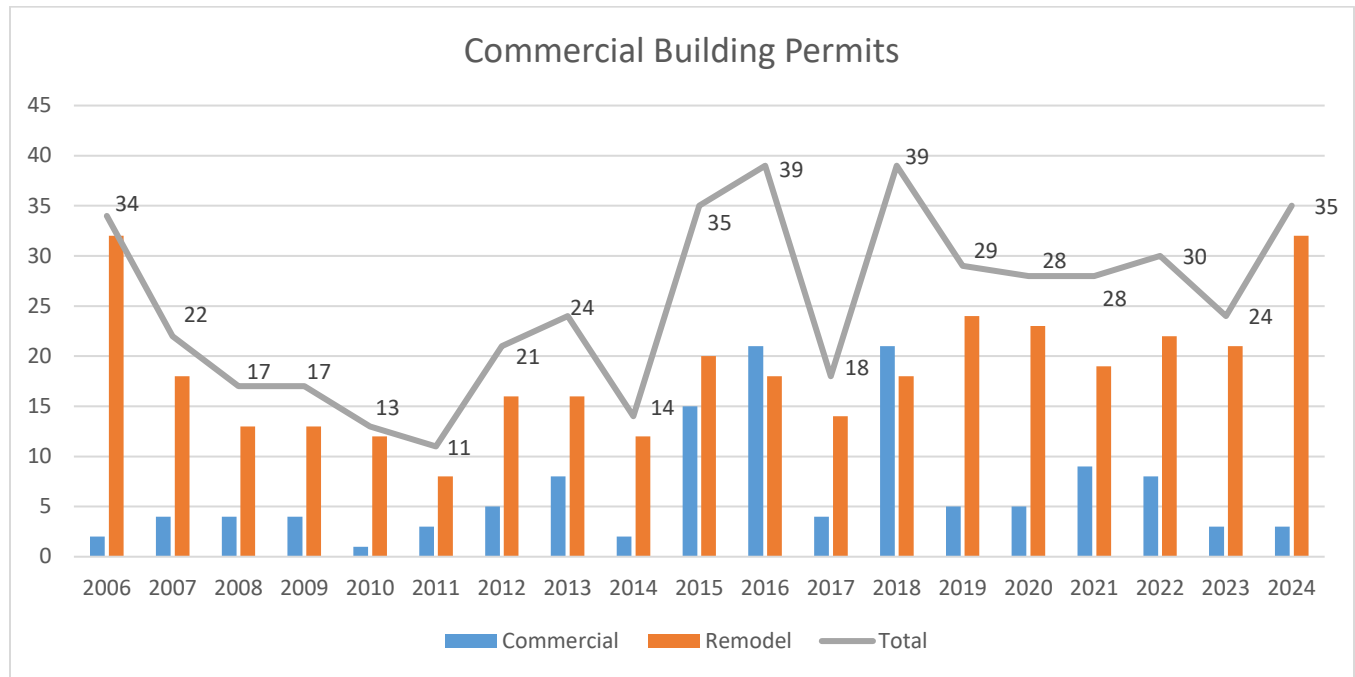
The charts below show more detailed history of revenues, permits, and inspections in Kaysville.

Building Division Revenues								
Account	Title	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
10-32-210	Building Permits	\$ 543,210	\$ 501,703	\$ 453,462	\$ 612,239	\$ 689,269	\$ 442,280	\$ 318,102
10-34-135	Plan Check Fees	\$ 128,871	\$ 147,511	\$ 90,741	\$ 140,720	\$ 165,763	\$ 163,118	\$ 103,025
Total	Total	\$ 672,081	\$ 649,215	\$ 544,203	\$ 752,958	\$ 855,032	\$ 605,399	\$ 421,128







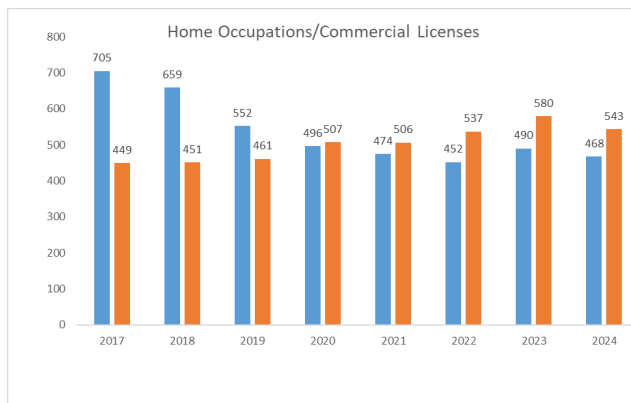


Year	# Inspections	Average/Month	Average/Day
2020	4,434	370	18
2021	6,648	554	26
2022	7,978	665	32
2023	6,295	525	25
2024	2,606	217	10

Business Licensing

Business licensing generated \$73,470 in revenues in 2023 and the City licensed 1,109 businesses. Of those, 12% were new licenses and the remainder (88%) were renewal of existing licenses. In 2023, 52% of business licenses were commercial and the remainder (48%) were home occupations. The following charts will show more detail regarding business licensing.

Annual Business Licenses								
Year	Home Occupation	IADU	Commercial	Alcohol	Food Truck	Special Event	Temp License	Total
2017	705	0	449	8	1	0	0	1,163
2018	659	0	451	8	4	15	9	1,146
2019	552	0	461	8	11	11	9	1,052
2020	496	0	507	8	9	4	9	1,033
2021	474	0	506	8	13	4	9	1,014
2022	452	7	537	7	15	6	9	1,033
2023	490	11	580	8	10	2	8	1,109
2024	468	6	543	8	7	1	9	1,042



Home Occupations / Commercial Business Licenses			
Year	Home Occupation	Commercial	% Commercial
2017	705	449	39%
2018	659	451	39%
2019	552	461	44%
2020	496	507	49%
2021	474	506	50%
2022	452	537	52%
2023	490	580	52%
2024	468	543	52%

Planning and Zoning

In 2023, Planning and Zoning processed 40 items through the Planning Commission and 17 public hearings were conducted. Three development agreements were also considered in 2022. Year-to-date, 21 items have been processed and 7 public hearings have taken place.

Planning Commission Items	CY21	CY22	CY23	CY24 YTD
Consideration of Development Agreement	1	2	0	0
CUPs	23	26	17	13
Final Plat	15	5	3	0
Preliminary Plat	10	5	3	1
Public Hearing General Plan Amendment	1	1	0	0
Rezone Application	12	11	7	5
Text Amendment	12	24	10	2
Total	74	74	40	21

The City has processed a total of 14 subdivision applications, including five preliminary plat, four final plat and five lot line adjustments.

Subdivisions	CY24
Preliminary Plat	5
Final Plat	4
Lot Line Adjustments	5
Total	14

As of September 27, 2024, there are 16 permitted Internal Accessory Dwelling Units.

Code Enforcement

Code enforcement is done on a complaint basis with most complaints submitted from city's website. The city does not have staff individually dedicated to code enforcement, so we work as a team and make every effort to gain voluntary compliance. In 2024, the City began using CivicReview to track code enforcement cases. CivicReview is the same software the City uses for business licensing and we were able to add the code enforcement function without any additional cost. Using the software will allow staff to better track all complaints for accurate reporting, as well as managing and documenting

Code enforcement is one of the most challenging issues to successfully address as residents often have expectations on timing and outcomes that can't practically be met. It's also something that is generally upsetting for all parties.

The chart provides a five-year history of code enforcement violations, including 2024 year-to-date.

Complaint Category	2020	2021	2022	2023	2024 YTD
Animals	7	6	6	2	8
Broken Sidewalk	3	1	0	0	4
Business License	1	1	0	0	4
Dead Tree	1	0	0	0	1
Illegal Signage	4	0	0	1	1
Illegal Street Parking	1	1	2	0	4
Junk/Debris	15	7	9	10	13
Occupancy	2	1	1	6	7
Other	22	7	1	4	11
ROW Issue	4	4	0	0	0
Sidewalk Obstruction	19	8	4	29	13
SWPP	13	1	0	0	1
Unregistered Vehicle	6	2	0	5	2
View Obstruction	3	2	6	5	8
Weeds	31	9	28	55	59
Total	132	50	57	117	136

KAYSVILLE CITY COUNCIL
September 5, 2024

Minutes of a regular Kaysville City Council meeting held on September 5, 2024 at 7:00 p.m. in the Council Chambers in Kaysville City Hall at 23 East Center Street, Kaysville, UT.

Council Members present: Mayor Tamara Tran, Council Member John Swan Adams, Council Member Mike Blackham, Council Member Abbigayle Hunt, and Council Member Perry Oaks

Excused: Council Member Nate Jackson

Others Present: City Manager Jaysen Christensen, City Attorney Nic Mills, Administrative Assistant Mindi Edstrom, Information Technology Assistant Jordan Hansen, Parks and Recreation Director Cole Stephens, Recreation Superintendent Kris High, Program Coordinator Bryan White, Jesse Feller, Wesley Lord, Carter High, Jake Bangerter, Trey Allen, Gavin Harris, Bode Tew, Seth Allen, A'Neil Locke, Marci Preece, Nate High, Andrea High, Anna Bangerter, Melanie Easthope, Jesey(illegible) Harris, Evie Harris, Lainie Harris, Dean Storey, Lauri Storey, Kristin Callor, Tony Callor, Aaron Ford, Jessica Rampton, Robb Kelly, Casey Kelly, Gary Nielson, Macie Haverkamp, Monrow Gomm, Rete Lawrence, Everly Morse, Pam Tew, Tom Morse, Julie Tew, Matt Haverkamp, Peyton Williams, Sara Wade, Amy Lawrence, Averie Heilesen, Brittney Gomm, Mike Jensen, Becky Jensen, Kirk Nacey, Lorri Nacey, Tara Oveson, Kathryn Lisby, Val Starkey, Laurene Starkey, Bryan Carling, Jill Dredge, David Rees, Tyler Nay, Joy Petro

OPENING

Council Member Oaks provided an opening by reading the lyrics of “America the Beautiful” and offering a prayer. The Pledge of Allegiance was then recited by those present.

CALL TO THE PUBLIC

Kathryn Lisby, a resident, highlighted her concerns regarding Mr. Carling’s proposed development of his property on Sunset Drive and asked that the city follow its General Plan, considering zoning applications and developments for the area thoughtfully. She noted her awareness of Symphony Homes’ ownership of nearby land and urged caution in rezoning property before understanding the full scope of future development.

Tara Oveson, another resident, echoed these concerns but expressed support for the general idea of the city bringing in more densely populated housing. However, she argued that Mr. Carling’s specific parcel was not appropriate for such development due to inadequate road infrastructure and warned of significant traffic impacts if the area were developed with up to 60 homes, especially if the neighboring property to the south also followed through with a similar development plan.

PRESENTATIONS AND AWARDS

SWEARING-IN OF THE 2024-2025 KAYSVILLE YOUTH CITY COUNCIL

Mayor Tran swore in the new members of the Kaysville Youth City Council, expressing excitement for their involvement in various city events and upcoming participation in state-level activities.

PRESENTATION RECOGNIZING CHAD CALL FOR HIS CONTRIBUTIONS AS THE KAYSVILLE CITY 4TH OF JULY PARADE CHAIR

Parks and Recreation Director Cole Stephens recognized Chad Call for his exemplary leadership as the Kaysville Fourth of July Parade Chair from 2021 to 2023. Mr. Stephens commended Mr. Call for his behind-the-scenes dedication, meticulous organization, and ability to overcome logistical challenges, which ensured the parade's continued success. He highlighted how Mr. Call's leadership during particularly challenging years—navigating post-pandemic restrictions and other difficulties—set a new standard for future parades. As a token of appreciation, Mr. Call was presented with a replica of the July 4 parade artwork, a piece created by local artist Chad Hawkins that is prominently displayed in the Kaysville Police Station, symbolizing his lasting impact on one of the city's most cherished annual traditions.

PRESENTATION RECOGNIZING THE KAYSVILLE COMMUNITY THEATER PRODUCTION GROUP FOR THEIR YEARLY CONTRIBUTIONS TO THE KAYSVILLE COMMUNITY THEATRE

Cole Stephens recognized the Kaysville Community Theater production group for their 26 years of dedicated service to the city.

Kristin Callor, the Producer/Director of the Kaysville Community Theater, introduced each member of the production team, which includes long-time contributors in various roles such as choreography, musical direction, costuming, and technical support. Ms. Callor emphasized the group's unwavering commitment to producing high-quality shows, noting that the only interruption to their annual performances occurred during the pandemic. Over the years, the group has staged 25 productions, consistently drawing talent from the community and building a reputation for excellence.

The City Council expressed deep gratitude for the team's tireless volunteer efforts, which have significantly enriched the cultural life of Kaysville, fostering a strong sense of community through the arts. Each member of the production team was presented with a plaque in recognition of their individual contributions.

PRESENTATION RECOGNIZING TOURNAMENT-WINNING ALL-STAR TEAMS: BASEBALL JR. HIGH (ALLEN), AND SOFTBALL 3RD AND 4TH GRADE (HAVERKAMP)

Bryan White, Recreation Program Coordinator, recognized two of Kaysville's All-Star baseball and softball teams for their recent wins in the Northern Utah tournament held at Barnes Park. Mr. White praised the efforts and sportsmanship of the players, highlighting the hard work and dedication they demonstrated throughout the tournament. The coaches of both teams, Seth Allen

and Matt Haverkamp, were acknowledged not only for their coaching skills but also for their years of volunteer service to Kaysville's youth programs. Mr. White emphasized the significant role these coaches played in fostering teamwork, leadership, and community pride among the young athletes. Each team was presented with a trophy, which will be displayed annually, with the names of winning teams engraved.

ANNUAL PARKS & RECREATION DEPARTMENT REPORT

Parks and Recreation Director Cole Stephens delivered a comprehensive report on the department's activities and responsibilities, underscoring the pivotal role of volunteers in sustaining the city's recreational programs and services. He began by expressing gratitude for the many community volunteers who contribute to parks, recreation programs, and service projects across Kaysville, noting that their efforts are essential to the city's success. Mr. Stephens outlined the broad scope of the department's work, which encompasses parks, trails, recreation, the cemetery, and the maintenance of all city facilities. He emphasized the importance of both full-time and seasonal staff, highlighting the recent hiring of Jackie Hubbard, a former part-time employee, as the new Cemetery Sexton. He also discussed the challenges of having a young and relatively new full-time parks staff, where four out of six employees have less than three years of experience, necessitating a steep learning curve in maintaining institutional knowledge.

Mr. Stephens presented key statistics and upcoming projects at the city cemetery, which spans 22 acres. He noted that they are currently selling burial spaces on an at-need basis only to extend the lifespan of the cemetery, projecting it to remain in use for another 20-25 years under current conditions. Future plans include replacing the cemetery's outdated irrigation system and developing a memory and cremation garden. He mentioned that the city will eventually need to make decisions about additional cemetery space, as the current site is landlocked, requiring exploration of other city-owned properties.

Mr. Stephens then shifted focus to Kaysville's parks, acknowledging the development of new areas such as the Wilderness Park parking lot and the post-tension basketball court at Barnes Park. He highlighted several upcoming projects, including the Rail Trail Trailhead, playground replacements at Angel Street Park, and resurfacing of the pickleball courts. Water conservation remains a priority, with ongoing efforts to reduce water consumption in park landscaping.

A significant challenge for the department has been the growing demand for recreational space, especially gymnasiums. Mr. Stephens noted that school programs, such as the new boys' volleyball team at Davis High School, have increasingly limited the city's access to school gyms. This shortage has forced the recreation program to cap participation in some activities and rent facilities in neighboring cities. However, there is hope for a partnership with the Davis School District in 2027 to expand gymnasium space at Kaysville Junior High, which could alleviate some of these issues.

Mr. Stephens provided an overview of participation in recreation programs, noting that from September 2023 to August 2024, the city served 13,846 participants across various activities, with soccer and Junior Jazz basketball being the most popular. He also highlighted the vital role that the Parks and Recreation Board, the Historic Preservation Commission, and the RAMP Advisory

Board play in supporting the department's work.

To conclude, Mr. Stephens reiterated the importance of parks, open spaces, and trails to the community's well-being, quoting a section from the Parks and Recreation Master Plan. He emphasized that these spaces provide opportunities for residents to gather, recreate, and connect with nature, helping to maintain the city's identity and enhance the health and unity of its citizens..

Council Member Oaks commended the department for its vast responsibilities and accomplishments despite its small staff size.

DECLARATION OF ANY CONFLICTS OF INTEREST

No conflicts were disclosed.

CONSENT ITEMS

Council Member Oaks made a motion to approve the following consent items:

- a) Approval of Minutes of August 15, 2024 Council Meeting.
- b) A Resolution authorizing the acquisition of real property on Mutton Hollow and Main Street for the installation of infrastructure and improvements.

Council Member Adams seconded the motion.

The vote on the motion was as follows:

Council Member Adams, yea
Council Member Hunt, yea
Council Member Oaks, yea
Council Member Blackham, yea

The motion passed unanimously.

ACTION ITEMS

REZONE OF 2.8 ACRES OF PROPERTY LOCATED AT 1735 SOUTH 550 WEST FROM A-1 (LIGHT AGRICULTURAL DISTRICT) TO R-4 (ONE TO FOUR FAMILY RESIDENTIAL DISTRICT) FOR BRYAN CARLING

Community Development Director Melinda Greenwood presented an overview of the proposed request to rezone 2.8 acres of property located at 1735 South 550 West, explaining that the intent of the proposed rezone is to build 27 townhomes on the property. Mrs. Greenwood noted that while the city's General Plan, adopted in 2022, generally supports single-family residential development in this area, there are elements of the Plan that could also support higher-density housing, particularly the need for diverse and affordable housing options as mandated by state law. This item was presented at the July 11, 2024, Planning Commission meeting, where a public hearing was held. The public hearing yielded the vast majority of comments opposing the rezone request. At the conclusion of the Planning Commission's discussion, they directed staff and the applicant,

Bryan Carling, to work together to bring a development concept back that would address some of the concerns raised. However, Mr. Carling's preference was to move forward with the R-4 application without exploring a different zone or a development agreement. This led staff to recommend denial of the rezone application based on its incompatibility with the 2022 General Plan, which specifies the area for single-family use according to the Future Land Use Map. The Planning Commission revisited the rezone application at their August 8, 2024, meeting, where a motion to send a recommendation of approval for the R-4 rezone to the City Council resulted in a tie vote (3-3), effectively failing. No subsequent motions were voted on. Despite the tie, the Planning Commission expressed a willingness to support R-1-8 zoning (Single-Family Residential) with a development agreement.

Mrs. Greenwood highlighted key differences between the existing A-1 zone and the proposed R-4 zone, noting significant changes in lot size, density, and the allowance for attached units such as townhomes. She conveyed the concerns from public comments received, which focused on the potential negative impacts of increased density, including traffic, loss of the rural feel, and the impact on property values. The opposition from residents primarily revolved around these issues, as well as preserving the agricultural nature of the area. She concluded by noting that the Council has the discretion to approve or deny the rezone request, as this is a legislative decision.

Bryan Carling presented a detailed case for the proposed rezone, emphasizing the pressing need for affordable housing in Kaysville and framing his project as a solution to Utah's broader housing affordability crisis. He referenced state mandates requiring cities to provide moderate-income housing options, explaining that his development of 27 townhomes on 2.8 acres would help meet this need. Mr. Carling pointed out that the median household income in Davis County, currently around \$83,000, limits home affordability to roughly \$450,000, a price point that is becoming increasingly rare in Kaysville. He argued that by constructing townhomes with shared walls, he could keep costs down, making them accessible to first-time buyers and young families who are otherwise priced out of the market. Mr. Carling expressed hesitation to enter into a formal development agreement with the city, stating concerns that such an agreement would impose restrictive conditions on his project, adding unnecessary complexity and potentially hindering its financial viability. He argued that a development agreement would encumber the project with additional obligations that might make it harder to deliver homes at an affordable price. Mr. Carling stated his preference to proceed under the standard zoning requirements, which he believed were sufficient to ensure compliance with city regulations.

Council Member Adams expressed skepticism about Mr. Carling's unwillingness to commit to a development agreement. He acknowledged the importance of addressing housing affordability but questioned how the city could ensure the project would deliver on its promises without a formal agreement in place. Without an agreement, the city has no guarantee of how the property will be developed and whether the homes will be owner-occupied. Council Member Adams stressed that the council needed assurances in the form of a development agreement to hold the project accountable and ensure that it aligned with the city's goals of the General Plan. Council Member Adams also raised concerns about the potential impact of the higher density on the surrounding area, particularly regarding traffic and infrastructure.

Council Member Blackham echoed Council Member Adams' concerns and added that there is a

need for more detailed plans and clear assurances regarding Mr. Carling's project and its impact. He emphasized that while the city was not opposed to increasing housing density, any development should be carefully integrated into the community to preserve the existing character. Council Member Blackham suggested a more gradual rezone approach, such as rezoning to R-1-10 (Single Family Residential with 10,000-square-foot lots), which would double the density from the current zoning while maintaining the single-family character of the area. He noted that R-1-10 zoning would be more in line with Kaysville's General Plan and could still provide options for families looking to upgrade to larger homes, thereby freeing up smaller, more affordable homes elsewhere in the city.

Bryan Carling responded by defending his proposal and stressing that the state's moderate-income housing mandate necessitated bold changes, including the introduction of denser housing types like townhomes. He argued that gradual changes, such as those suggested by Council Member Blackham would not meet the state's requirements or make a meaningful impact in the housing shortage. He acknowledged that higher density could lead to some community opposition but contended that it was necessary to provide affordable options for future generations. He also referenced the potential for future development in the surrounding area, arguing that his project could serve as a model for how to incorporate affordable housing into Kaysville's western region. Mr. Carling reiterated his stance on development agreements, arguing that they were not required by law and imposing one would be unfair. He stated that he was trustworthy and would adhere to zoning regulations but did not want additional restrictions that could complicate the project or tie his hands during development. Mr. Carling argued that market conditions and rising costs of development make it increasingly difficult to keep prices down, and that shared-wall townhomes were one of the few ways to keep housing within the moderate-income range.

Council Member Blackham noted that while Mr. Carling's focus on affordable housing was commendable, the council's role was to plan for the long-term future of the city and ensure that developments fit within the broader context of the community. He argued that the significant jump in density from agricultural zoning to R-4 was too drastic for the area, which is primarily low-density and agricultural. Council Member Blackham reiterated that increasing density to R-1-10 would still represent a major shift but would be more aligned with the city's goals. Council Member Blackham also emphasized the importance of a development agreement to protect the city's interests, noting that it wasn't a question of Mr. Carling's integrity but of ensuring consistency and predictability in the city's zoning decisions and in aligning with the General Plan.

Mayor Tran thanked Mr. Carling for his presentation and acknowledged that affordability was a key issue facing not only Kaysville but the entire state of Utah. She emphasized that the Council was not questioning Mr. Carling's integrity but was seeking safeguards to ensure that the proposed development would deliver on its promises. Mayor Tran also referenced similar projects in the city, pointing out that without proper oversight, developments that were initially marketed as affordable had often ended up exceeding their intended price points. She explained that the council's reluctance to approve the rezone without a development agreement stemmed from a desire to avoid repeating those mistakes. Mayor Tran concluded by stating that while the city wanted to support projects addressing the housing crisis, it needed to ensure that such developments aligned with the long-term vision for the community. Specifically, in terms of infrastructure, traffic flow and particularly that Mr. Carling's property is located near areas marked

for future development, and the proximity of the West Davis Corridor.

Council Member Oaks echoed the sentiments of his fellow council members, pointing out that while everyone agreed that the land would eventually be developed, the council had a responsibility to ensure that it was done in a way that supported the community's long-term goals. He suggested that a phased approach to density, increasing gradually as the area developed, would be a more sustainable option than immediately jumping to higher-density townhomes. Council Member Oaks also expressed disappointment at Mr. Carling's refusal to consider a development agreement, noting that other developers had willingly worked with the city to ensure their projects met community needs through such agreements.

Council Member Blackham made a motion to deny the request to rezone 2.8 acres of property located at 1735 South 550 West from A-1 (Light Agricultural District) to R-4 (One to Four Family Residential District) for Bryan Carling, citing the proposal's misalignment with the city's General Plan and the absence of a development agreement to protect the city's interests. Council Member Adams seconded the motion.

The vote on the motion was as follows:

Council Member Hunt, yea
Council Member Oaks, yea
Council Member Blackham, yea
Council Member Adams, yea

The motion passed unanimously.

Mayor Tran thanked Carling for his time and input and emphasized the Council's commitment to addressing housing affordability while ensuring responsible and thoughtful development in line with community values.

Mayor Tran excused herself from the meeting at 8:37 p.m., Council Member Oaks took over as Mayor Pro Tempore following her departure.

WORK ITEMS

CODE BLUE SHELTER UPDATE

City Manager Jaysen Christensen delivered a brief update on the Code Blue Shelter. He noted that a potential plan to purchase a youth correctional facility in North Salt Lake to use as a shelter had fallen through, and discussions were ongoing about other options. He explained that the facility had initially garnered state support due to its turnkey nature and its potential to provide long-term solutions for both Davis County and possibly the Salt Lake area. However, public opposition derailed the plan. Mr. Christensen mentioned that earlier ideas, such as the use of a bus for temporary shelter, might be reconsidered, but until the task force meets again, there is no further progress to report.

Mayor Pro Tem Oaks asked for clarification on why the bus shelter plan was rejected, as he had initially thought it was a viable solution.

Jaysen Christensen responded that the main issue was a lack of funding for the bus solution.

COUNCIL MEMBERS REPORTS

Council Member Abby Hunt provided a brief report on the Utah League of Cities and Towns (ULCT) Conference that the council is attending this week. She highlighted that the training was particularly relevant to the recent discussion on zoning and housing affordability, referencing the various legislative changes and zoning tools discussed at the conference. Council Member Hunt mentioned that she had initially wanted to contribute to the earlier discussion on the rezone item, but was concerned about being out of order after Mayor Tran's departure. She appreciated the state's recent efforts to equip cities with better tools to address affordability issues and found the conference to be very informative.

CITY MANAGER REPORT

City Manager Jaysen Christensen congratulated Council Member Hunt for representing Kaysville at the Get Healthy Utah award ceremony. He noted that Kaysville was one of a handful of cities to receive this award, which recognizes efforts to promote health through initiatives involving physical activity, healthy eating, and mental health support. The award designation lasts for three years, with an opportunity for renewal in the future. Mr. Christensen then shifted focus to the scheduling of the October council meetings. He reminded the council that the second meeting of October falls on the 17th, which coincides with the Davis School District's fall break. He asked if any council members planned to be out of town during that time, noting that Council Member Jackson, absent from this meeting, may be affected. He also mentioned plans for a special work session later that month. The work session would revisit previous discussions on capital planning and the city's future infrastructure needs. Mr. Christensen provided updates on several major projects, including plans to re-engage with CRSA, the architectural firm that had previously conducted a needs analysis for the city's Operations Center. He noted that the 2022 study projected a cost of \$36 million, which was far beyond what the city was willing to pay. The upcoming work session would focus on identifying a more feasible cost for the project and address other priorities, such as the Kaysville Junior High gymnasium partnership and the future of the library building. He also touched on infrastructure concerns, particularly around aging water lines in Kaysville. He mentioned that city crews had repaired three major water leaks that day alone, with asphalt replacement costs running up to \$30,000. He shared that the city had received bids of \$2.2 million for a project originally estimated at \$1.2 million. To better manage these future costs, Mr. Christensen proposed working with a company that specializes in infrastructure forecasting and financial modeling, allowing the city to plan for future expenses and adjust utility rates accordingly.

ADJOURNMENT

Council Member Adams made a motion to adjourn the city council meeting at 8:38 p.m. The motion passed unanimously.

KAYSVILLE BUSINESS PARK
ARCHITECTURAL REVIEW COMMITTEE MEETING
September 5, 2024

Minutes of a Kaysville Business Park Architectural Review Committee Meeting held on September 5, 2024 at 8:41 p.m. in the City Council Chambers of the Kaysville City Municipal Center at 23 East Center Street, Kaysville, UT.

Committee Members present: Chairperson Pro Tempore Perry Oaks, John Swan Adams, Mike Blackham, and Abbigayle Hunt

Excused: Chairperson Tamara Tran, Nate Jackson

Others Present: City Manager Jaysen Christensen, City Attorney Nic Mills, Administrative Assistant Mindi Edstrom, Community Development Director Melinda Greenwood, Information Technology Assistant Jordan Hansen, David Rees, Tyler Nay, Joy Petro

OPENING

Chairperson Pro Tem Oaks opened the meeting by welcoming those present.

CONSIDERATION OF A VARIANCE REQUEST FOR BUILDING MATERIALS FOR TRIM ART LOCATED AT 1142 WEST FLINT MEADOW DRIVE

CONSIDERATION OF A BUILDING ADDITION FOR TRIM ART LOCATED AT 1142 WEST FLINT MEADOW DRIVE

Community Development Director Melinda Greenwood explained that these two items are related to each other, the first being a variance request regarding the building materials for Trim Art, located at 1142 West Flint Meadow Drive, and the consideration of a building addition for the same location. Trim Art has submitted an application for a 14,000 square foot building expansion. As part of that addition, Trim Art would like to use insulated metal panels on the exterior of the building. However, the current Kaysville Business Park Guide states that "Walls with metal or painted metal as the outer layer are not allowed." Therefore, the use of metal panels on the building is currently prohibited by the Business Park's design standards. Mrs. Greenwood noted that building materials have evolved significantly since the Business Park standards were established and suggested that modern metal panels are aesthetically different from the corrugated metal buildings the ordinance was originally designed to prevent. Trim Art has provided photos of a recently constructed Fineline Steel Fabrication building in Centerville at 975 West 50 South, which used the same product they are requesting to use. Trim Art is requesting a variance on the use of materials, and has providing the following justification for why the variance should be approved: "The Barnes Business Park has many buildings with a tilt-up exterior. Trim Art, LLC proposes to do something similar in style, giving the appearance of a tilt-up exterior using a new insulated style that has metal fabricated sheeting on the exterior. Attached to this letter is an example of this

building style. Using a tilt-up style would be more cost-effective to build while also providing a shorter timeline in construction. This style is also more aesthetically pleasing and would enhance this area." As a courtesy, notice of the variance request was mailed to all KBP property owners. The deadline for feedback was Thursday, September 5, with two comments received—one supportive, contingent on matching the building's existing color scheme, and one opposing, citing concerns about rusting metal. Mrs. Greenwood clarified that modern building materials address such concerns. The proposed building addition would be attached to the west side of the existing building. No additional parking would be required, as parking is calculated based on the number of employees per shift. Even though the addition will remove some existing parking stalls, the remaining number of stalls (57) exceeds the City's off-street parking requirements based on their staffing levels. Trim Art anticipates reconfiguring their parking area, which would require the removal of three existing trees. They propose replacing any trees that are removed. Setbacks for the addition are not required, as the property and the location of the addition do not back up to a residential zone. Trim Art has been thoughtful about their expansion project and have spoken to neighboring businesses about their intent. Neighbors signed a letter expressing support for the project.

David Rees, representing Trim Art, explained the rationale for using metal panels. He cited several factors, including better insulation (which would improve energy efficiency) and the structural advantages of metal over CMU (concrete masonry unit) for the building's layout. Mr. Rees mentioned that matching the existing block on the building would be challenging, and they preferred a similar yet distinct look with modern materials. The panels would be insulated, helping the building remain energy efficient and aesthetically cohesive.

Committee Member Blackham agreed with Mrs. Greenwood's assessment that the Kaysville Business Park's design standards were outdated. He reflected on the original intent behind prohibiting metal buildings, noting that 20 years ago, industrial parks were filled with unattractive metal buildings, but modern building techniques have resolved many of those issues. Council Member Blackham mentioned that he visited the Centerville building mentioned by Mrs. Greenwood and noted the high-quality metal panels used there. He endorsed the variance, emphasizing that the design was contemporary and that metal building materials had progressed significantly.

Committee Member Hunt asked what measures would be in place if the metal siding became derelict or visually unappealing over time.

Melinda Greenwood responded that there were no specific code enforcement mechanisms in the Business Park guidelines, but that they would rely on the city's general zoning code for enforcement.

Committee Member Hunt agreed with approving the variance but was concerned about ensuring long-term aesthetic quality.

Committee Member Adams echoed support for the variance but suggested that the council not make a blanket change to the ordinance. He was concerned that allowing metal siding indiscriminately could lead to lower-quality developments. He appreciated the proposed variance

but emphasized that future approvals should remain under scrutiny.

Chairperson Pro Tem Oaks thanked Mr. Rees for providing additional information and noted that the proposed use of metal panels made sense for the building's functionality. He praised the business park's overall aesthetic and acknowledged that the original standards had been effective in maintaining a high-quality appearance.

Committee Member Adams made a motion to approve both the variance request for building materials as well as the building addition for Trim Art located at 1142 West Flint Meadow Drive. Committee Member Hunt seconded the motion.

The vote on the motion was as follows:

Committee Member Blackham, yea
Committee Member Adams, yea
Committee Member Hunt, yea
Chairperson Pro Tem Oaks, yea

The motion passed unanimously.

UPDATE ON SURVEY SENT TO KAYSVILLE BUSINESS PARK PROPERTY OWNERS AND CONSIDERATION OF TRANSITIONING ARC RESPONSIBILITY TO PROPERTY OWNERS

Melinda Greenwood explained that at the August 17, 2023, Kaysville Business Park (KBP) meeting, the Architectural Review Committee (ARC) discussed the option of transitioning responsibility of the ARC to property owners. The ARC asked staff to survey the property owners to determine their preference for either maintaining the current structure or transferring the role to the owners. The five-question survey was anonymous and was sent out in April of this year. Staff closed the survey in May, and of the 41 property owners, only 14 responded. The survey results indicated that the majority of owners (64%) would prefer to serve in the ARC capacity. Nine of the 12 respondents also indicated a willingness to serve as an ARC member. Standards set for the KBP require that most changes be reviewed by the ARC for approval, including modifications to landscaping, replacing or erecting signs, building additions and expansions, and new buildings. Tenant improvements are not submitted for review. The requirement of ARC approval for any exterior changes or improvements causes a few weeks of delays to the development and building permit process and requires applicants to attend an evening meeting. Staff believes simplifying the development process is always a positive change to facilitate. However, the decision to move the role to property owners or keep it with the City Council is entirely discretionary. Mrs. Greenwood highlighted the practical benefits of such a transition, including more flexibility for scheduling reviews and a faster development process. She noted that some businesses had experienced delays while waiting for council meetings. She acknowledged the need for a careful and deliberate transition process and suggested involving city staff in the review process to maintain oversight. Mrs. Greenwood also proposed updating the business park's development guide to modernize

certain requirements, particularly around landscaping and building materials. She emphasized the importance of ensuring that the ARC would continue to uphold the high standards that have made the business park a success.

Committee Member Blackham supported transitioning the ARC responsibilities to property owners but raised concerns about potential conflicts. He suggested that the city maintain a role by requiring a sign-off from the ARC before issuing building permits, similar to how Farmington handles the Station Park developments.

Committee Member Adams agreed but voiced concerns about potential conflicts between property owners, noting that having the city involved had served to diffuse disputes. He worried that transitioning the ARC might create more tension among property owners.

City Attorney Nic Mills reassured the council that the city would not be liable for disputes between property owners and suggested keeping the city involved in the process to some degree, either through staff participation or requiring city council approval for any changes to the development standards.

Committee Member Hunt agreed with Mrs. Greenwood's approach but expressed hesitation about giving property owners code enforcement responsibilities, citing concerns about potential conflicts similar to those seen in homeowners' associations (HOAs). She recommended that any enforcement continue through the city's zoning code.

Committee Member Adams made a motion to direct staff to move forward with the transition of the ARC responsibilities to property owners, with stipulations ensuring that significant changes to development standards would still require city council approval. Committee Member Hunt seconded the motion.

The vote on the motion was as follows:

Committee Member Adams, yea
Committee Member Hunt, yea
Chairperson Pro Tem Oaks, yea
Committee Member Blackham, yea

The motion passed unanimously.

ADJOURNMENT

Committee Member Blackham made a motion to adjourn the Kaysville Business Park Architectural Review Committee Meeting at 9:23 p.m. The motion passed unanimously.

CITY COUNCIL STAFF REPORT



MEETING DATE: October 3, 2024

TYPE OF ITEM: Work Items

PRESENTED BY:

SUBJECT/AGENDA TITLE: A Resolution amending the Consolidated Fee Schedule

EXECUTIVE SUMMARY:

City staff have recently realized that the fees charged for police reports and other documents are seriously undervalued. This amendment would help offset the cost that the city bears when fulfilling these requests.

This item will require a public hearing, which will be held at the next scheduled city council meeting should the council wish to move this item to an action item.

City Council Options:

1) Move this resolution to an action item; 2) Move this resolution to an action item with any modifications that the Council deems appropriate; 3) Decline to adopt the Resolution and remand to staff with further direction.

Staff Recommendation:

Staff recommends that the City Council move this resolution to an action item.

Fiscal Impact:

City staff does not anticipate any costs to the City based on the passage of this resolution. This will help offset the costs that the Police Department incurs.

ATTACHMENTS:

1. Resolution - Consolidated fee schedule amendment
-

RESOLUTION 24-XX-XX

A RESOLUTION AMENDING THE CONSOLIDATED FEE SCHEDULE OF KAYSVILLE CITY

WHEREAS, Kaysville City (hereinafter “City”) wishes to update certain fees shown in the Kaysville City Consolidated Fee schedule to better recover the cost of providing related services; and

WHEREAS, the City desires to update and clarify the fees for records requests to cover the cost to the city for administration and overhead; and

WHEREAS, the proposed amendments comply with state law and benefit the health, safety, and welfare of Kaysville residents.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF KAYSVILLE, UTAH:

1. **Approval.** The City Council hereby amends the Kaysville City Consolidated Fee Schedule as follows:

POLICE

Bicycle Registration	\$1.00
Fingerprinting Service	\$5.00/card (nonresident)
Incident Reports	\$10.00 per report*
Photos	\$15.00 per case*
Audio or Video recordings (e.g., dashcam, bodycam, or other recordings)	\$50.00 per recording*
*If the record request requires longer than 30 minutes to research & prepare copies, the city may charge the hourly wage of the lowest paid employee who, in the discretion of the custodian of records, has the necessary skill and training to perform the request. This shall be billed in quarter hour increments. In the sole discretion of the records officer, costs, and anticipated costs, may be required to be paid in full prior to commencing record request fulfillment.	
Parking Citation:	
Overtime, improper and after hours parking	\$15.00 (within 7 days) \$30.00 (after 7 days) \$40.00 (after summons)
Prohibited, restricted, and double parking	\$15.00 (within 7 days) \$30.00 (after 7 days) \$40.00 (after summons)

2. **Severability.** If any section, part, or provision of this Resolution is held invalid, or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution, and all sections, parts, and provisions of this Resolution shall be severable.
3. **Effective Date.** This Resolution shall become effective immediately upon its passage.

PASSED AND ADOPTED by the City Council of Kaysville, Utah, this ____th **day of October, 2024.**

Tamara Tran, Mayor

ATTEST:

Annemarie Plaizier, City Recorder

CITY COUNCIL STAFF REPORT



MEETING DATE: October 3, 2024

TYPE OF ITEM: Work Items

PRESENTED BY: Jaysen Christensen, City Manager

SUBJECT/AGENDA TITLE: Discussion regarding conveyance of UDOT surplus property at 1280 East Crestwood Road to Kaysville City

EXECUTIVE SUMMARY:

The Utah Department of Transportation owns a 1.75 acre parcel at 1280 East Crestwood Road (on the southwest corner of Crestwood and the Hwy 89 frontage road), and has offered to convey it to Kaysville for the nominal fee of \$10 upon the condition that Kaysville use the property for a public park. This property abuts a 10.65 acre parcel directly to the west that the City already owns and which was donated to the City by a resident requesting the City to use it for a future park.

The UDOT property is especially attractive to the City as it is flat (unlike the 10.65 acres to the west) and it would provide direct access onto the frontage road in addition to Crestwood.

A vacant house currently sits on the UDOT property, which has attracted squatters and crime, to the great concern of neighbors. Once the property is conveyed to Kaysville, the City will proceed quickly to demolish the vacant house and maintain the property.

To convey the property to Kaysville, UDOT needs only a letter from the City indicating the City's interest in acquiring it (draft letter attached). No action is required of the City Council. However, this discussion item will provide the Mayor and Council with an opportunity to voice any questions or concerns before we proceed.

City Council Options:

NA - discussion and feedback only

Staff Recommendation:

Fiscal Impact:

ATTACHMENTS:

1. Aerial view of subject UDOT property on Crestwood
2. Quit Claim Deed for UDOT property
3. Letter of Acceptance for UDOT parcels



Davis County Parcel: 110420048
UDOT Parcel No. 25:TQ

WHEN RECORDED, MAIL TO:
Utah Department of Transportation
Right of Way, Fourth Floor
Box 148420
Salt Lake City, Utah 84114-8420

Quit Claim Deed

Davis County

Affecting Tax No. 11-042-0048

PIN No. 999124

Project No. *HDP-9124(002)

Parcel No. 9124:25:TQ

The UTAH DEPARTMENT OF TRANSPORTATION, Grantor, by its duly appointed Director of Right of Way, of Salt Lake City, County of Salt Lake, State of Utah, hereby QUIT CLAIMS to Kaysville City, Grantee, at 23 East Center Street, Kaysville, County of Davis, State of Utah, Zip 84037, for the sum of TEN (\$10.00) Dollars, and other good and valuable considerations, the following described tract of land in Davis County, State of Utah, to-wit:

A tract of land, situate in the NE1/4 SE1/4 of Section 26 and the SW1/4 NW1/4 and the NW1/4 SW1/4 of Section 25, Township 4 North, Range 1 West, Salt Lake Base and Meridian. The boundaries of said tract of land are described as follows:

Beginning at the East Quarter corner of said Section 26; and running thence S.73°05'00"W. 125.60 feet along the northerly boundary line of said tract; thence S.00°14'00"W. 317.00 feet along the westerly boundary line of said tract; thence N.89°27'00"E. 189.38 feet along the southerly boundary line of said tract to the westerly right of way line of US-89 West Frontage Road; thence along said westerly right of way line the following two (2) courses and distances: (1) N.00°30'39"W. 356.29 feet along said right of way line (2) thence N.61°14'47"W. 21.23 feet to the northerly boundary line of said tract; thence S.72°15'00"W. 48.43 feet along said northerly boundary line of said tract to the point of beginning as shown on the official map of said project on file in the office of the Utah Department of Transportation.

The above described tract of land contains 64,300 square feet in area or 1.476 acres.

(Note: Rotate above bearings 00°18'09" clockwise to equal NAD83 Highway bearings of Project No. S-0089(406)398)

Continued on Page 2
UDOT RW-05UD (12-01-03)

Signs, Billboards, outdoor Advertising structures, or advertising of any kind as defined in Title 23 United States Code, Section 131, shall not be erected, displayed, placed or maintained upon or within this tract, EXCEPT signs to advertise the sale, hire or lease of this tract or the principal activities conducted on this land.

The grantor reserves rights to use the abutting state property for highway purposes and excludes from this grant any rights to air, light, view and visibility over and across the abutting state property. The Grantee is hereby advised that due to present or future construction on the adjacent highway including but not limited to excavation, embankment, structures, poles, signs, walls, fences and all other activities related to highway construction or which may be permitted within the Highway Right of Way that air, light, view and visibility may be restricted or obstructed on the above described property.

Together with and subject to any and all easements, rights of way and restrictions appearing of record or enforceable in law and equity.

Junkyards, as defined in Title 23 United States Code, Section 136, shall not be established or maintained on the above described tracts of lands.

In the event Grantee transfers the property or uses the described property for uses inconsistent with a public park or roadway purposes, the property shall automatically revert to, vest in, and become the fee property of the Utah Department of Transportation and assigns.

Ross Crowe, Director of Right of Way, UDOT

Notary Public



SETTLED IN 1850

SENT VIA EMAIL. NO HARD COPY TO FOLLOW.

October 3, 2024

Deryl Davis
Surplus Land Program Manager
Utah Department of Transportation

Re. Letter of Acceptance for Parcel at 1280 E Crestwood Road

Kaysville City would like to accept the transfer of the parcel at approximately 1280 E Crestwood Rd, Kaysville UT 84037 from the Utah Department of Transportation to. The parcel number is 9124:25:TQ.

The City understands that the parcel is to be used for the purpose of a public park or roadway purposes and that the property must revert back to UDOT if the City determines to develop have the property developed for another purpose.

Thank you for your time and the opportunity to work together.

Respectfully,

Jaysen Christensen
City Manager
Kaysville City
jchristensen@kaysville.gov