Town of Apple Valley
Master Plan with Impact Fee Facilities Plan
Update 2025

Public Safety, Parks and Recreation, Fire and EMS,
Public Works, Storm Drainage, Transportation

# Scope of Work: Impact Fee Facilities Plan

## Who Are We

The Town of Apple Valley is a small rural community located in Southern Utah, with a current population of approximately 910 residents. As Southern Utah continues to experience rapid regional growth, Apple Valley has become an increasingly attractive destination for its rural lifestyle, scenic beauty, and abundant outdoor recreation opportunities. The Town is also drawing significant interest from residential developers due to its desirable location.

In 2020, the Town completed an Impact Fee Facilities Plan (IFFP); however, with the projection of nearly 1,300 new homes on the horizon, that plan is now outdated. To proactively address this growth and ensure adequate infrastructure planning, the Town is seeking assistance in preparing an updated IFFP.

## Project Purpose

The Town of Apple Valley is initiating revisions and updates to its Impact Fee Facilities Plan (IFFP) to ensure that public infrastructure and services keep pace with the projected growth. The IFFP will identify capital facility needs, allocate growth-related costs, and support the lawful assessment of impact fees in accordance with the Utah Impact Fees Act (Title 11, Chapter 36a, Utah Code Annotated).

## Project Scope

Sunrise Engineering became the town's contracted engineering firm in 2001 through an RFP process. Sunrise engineering shall provide professional services to develop an updated IFFP that may include, but is not limited to, the following service areas:

- **Fire /EMS and Public Safety Services**
- **Storm Drainage Systems**
- **Transportation Infrastructure (Roads and Streets)**
- **Public Works Facilities**
- **Parks and Recreation Facilities**

## Key Tasks and Deliverables

1. **Project Kickoff & Data Collection**
   - Meet with Town staff to review project goals and timelines.
   - Collect and analyze relevant data including current and projected population growth, land use plans, capital improvement plans, and service demand.
2. **Facility Inventory and Level of Service Analysis**
   - Document existing public facilities for each service area.
   - Evaluate current and proposed Levels of Service (LOS).
   - Identify existing capacity, system deficiencies, and needed capital improvements.
3. **Growth Projections and Service Demand**
   - Utilize population, employment, and housing growth forecasts to estimate future facility demand.
   - Align demand projections with Town's General Plan and Zoning.
4. **Capital Improvement Plan (CIP) Development**
   - Identify eligible capital projects for the next 6–10 years.
   - Provide cost estimates and anticipated timing of each project.
   - Determine proportion of cost attributable to new development.
5. **Impact Fee Calculation Methodology**
   - Develop a legally defensible cost allocation method.
   - Establish service area boundaries for each facility category.
   - Provide a detailed calculation of proposed impact fees.
6. **Draft and Final Reports**
   - Deliver a Draft IFFP and associated documents for staff review.
   - Incorporate comments and produce a Final IFFP.
   - Ensure compliance with the Utah Code requirements.
7. **Ordinance and Adoption Support**
   - Provide recommended ordinance language and assist with adoption procedures.

## Deliverables

- Final IFFP
- GIS maps and spreadsheets supporting analysis

## Funding

The Town is seeking funding assistance from the Utah Permanent Community Impact Fund Board (CIB) to support the completion of this project. It is the Town's intent to manage the project within budget and avoid cost overruns. However, should unforeseen expenses arise, the Town is prepared to cover those costs by pursuing additional funding opportunities or utilizing available impact fee revenues, as appropriate. Additionally, recognizing the potential scope and cost of the storm drainage component, the Town is proactively exploring supplementary funding sources to help support portions of the IFFP as opportunities become available.