



**CITY OF KEARNS  
COUNCIL MEETING  
AGENDA  
June 9, 2025**

Kearns Library  
4275 W 5345 S  
Kearns, Utah 84118

**PUBLIC NOTICE IS HEREBY GIVEN** that the Kearns City Council will hold a meeting on the **9th day of June 2025** beginning at 6:00 p.m. at the Kearns Library, 4275 W 5345 S, Kearns, Utah as follows:

***\*\*Portions of the meeting may be closed for reasons allowed by statute. Motions relating to any of the items listed below, including final action, may be taken.***

**PUBLIC MEETING**

1. **CALL TO ORDER**
2. **DETERMINE QUORUM**
3. **VISITING OFFICIALS**
4. **CITIZEN PUBLIC INPUT** (*Limited to 3 Minutes Per Person*)

**ORDER OF BUSINESS:**

5. **CONSENT AGENDA**

- A. Approve Council Meeting Minutes
  - a. November 12, 2024
  - b. May 12, 2025

6. **PUBLIC HEARING ITEMS**

- A. ***Ordinance 2025-O-12***, An Ordinance Adjusting Compensation for Mayor and City Manager – **Nathan Bracken, Legal Counsel**

7. **COUNCIL BUSINESS – ACTION ITEMS** (Discussion/Motion)

- A. ***Ordinance 2025-O-09***, An Ordinance Adopting the FY2026 City of Kearns Fee Schedule – **Nathan Bracken, Legal Counsel**
- B. Economic Development Report: Transportation Master Plan Update and Kearns Impact Fee Study Update – **Dan Torres, Economic Development Manager**
- C. Scheduling Board of Canvass Meeting Dates – **Diana Baun, City Recorder**

8. **WORKSHOP** (Discussion only) - None

9. **STAKEHOLDER UPDATES / INFORMATION**

- A. Kearns Improvement District (KID) - **Greg Anderson, General Manager**
- B. Kearns Library - **Lee Whiting, Librarian**

- C. Wasatch Front Waste Recycling District (WFWRD) - **Renee Plant, Manager**
- D. Unified Fire Authority (UFA) - **Chief Russell**
- E. Unified Police Department (UPD) - **Chief Hughes**
- F. Kearns Community Council – **Aaron Nickle**

**10. OTHER BUSINESS**

- A. Future Agenda Business (Motion/Voting)

**11. CLOSED SESSIONS IF NEEDED AS ALLOWED PURSUANT TO UTAH CODE §52-4-205**

- A. Discussion of the character, professional competence or physical or mental health of an individual
- B. Strategy sessions to discuss pending or reasonably imminent litigation
- C. Strategy sessions to discuss the purchase, exchange, or lease of real property
- D. Discussion regarding deployment of security personnel, devices, or systems; and/or
- E. Other lawful purposes as listed in Utah Code §52-4-205

**12. ADJOURN**

Upon request, within three working days' notice, the Greater Salt Lake Municipal Services District will provide free auxiliary aids and services to qualified individuals (including sign language interpreters, alternative, etc.). For assistance, please call (385) 377-9466 – TTY 711.

**JOIN VIA ZOOM:**

**Meeting link:**

<https://us06web.zoom.us/j/87277992611?pwd=AP0BNz8kHOyYbLZdHwdIkX1XgJ54qM.1>

**Meeting ID: 872 7799 2611**

**Passcode: 790959**

***POSTED ON:*** June 7, 2025



## CITY OF KEARNS COUNCIL MEETING

November 12, 2024, 6:00 PM

KEARNS LIBRARY - 4275 W 5345 S, KEARNS, UTAH 84118

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### CITY OF KEARNS COUNCIL MEETING MINUTES

**\*\*DRAFT MINUTES – UNAPPROVED\*\***

#### **Council Members Present:**

Tina Snow, Vice Chair  
Chrystal Butterfield  
Alan Peterson  
Patrick Schaeffer

#### **Council Members Excused**

Kelly Bush, Chair

#### **Staff Present:**

Nathan Bracken, Legal Counsel  
Nicole Smedley, Clerk/Recorder  
Daniel Torres, Economic Development Director  
Brian Hartsell, Municipal Services District Associate General Manager  
Stewart Obokia, Finance Director  
Chief Russell, Unified Fire Department  
Chief Hughes, Unified Police Department  
Chad Anderson, SLCo Engineer

#### **Others Present:**

Lee Whiting, Britta Watts, Roger Snow

#### **1. Call to Order**

Mayor Pro Tempore Tina Snow, presiding, called the meeting to order at 6:00 PM. She excused Mayor Bush who was unable to attend.

#### **2. Determine Quorum**

Mayor Pro Tem Snow announced that a quorum was present

**\*\*The council agreed unanimously to move straight to Citizen Comments at this point of the meeting, and return to discuss visiting officials at a later point in the meeting.\*\***

#### **3. Visiting Official**

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### CITY OF KEARNS COUNCIL

MAYOR KELLY BUSH, DEPUTY MAYOR TINA SNOW  
COUNCIL MEMBER CHRYSTAL BUTTERFIELD, COUNCIL MEMBER ALAN PETERSON,  
COUNCIL MEMBER PATRICK SCHAEFFER

#### **4. Citizen Public Input**

**Gray** – I come before you to advocate for a Kearns Arts Council. With some input from the community as well as the mayor, I have restructured the plan to be more of a Kearns Arts Advisory Committee. I am happy to send that over to you and maybe discuss how we can pass a resolution at some point in the future that establishes an Arts Advisory Committee.

Nathan Bracken noted this is something Gray has been working on for a while. There are two ways to do this, setting up a separate 501c3, coordinating with Kearns but not necessarily part of the Kearns Organization. The other option is to have a committee that is part of the Kearns umbrella, which would trigger some of the requirements that apply to the council like the Public Meetings Act, records, etc. There can always be a committee that can become a 501c3 on its own at a later date.

Gray noted the previous iteration was for more of an organization that would organize events, this would be more of an organization that would work to procure funding and grants for artists within Kearns and for artists that want to create art within Kearns. The group would be beholden to the City Council, and all of the requirements outlined by law.

Council Member Snow requested Gray send that information over to Mayor Bush so it can be reviewed and discussed on the next agenda.

#### **5. Council Business**

- A.** Consider approval of **Resolution No. 2024-11-01** Approving an Interlocal Cooperation Agreement with the Greater Salt Lake Municipal Services District to Obligate the use of American Rescue Plan Act, (ARPA) Funds to Design, Mobilize, and Construct Certain Roads and Sidewalk

Brian Hartsell, MSD Associate General Manager stated that about three years ago Kearns received a distribution of a little over 4.2 million in American Rescue Plan Act (ARPA) funds, and they have spent 1.6 million of those funds since that time. All of the funds need to be obligated by December 31, 2024, or the remaining funds would be lost. The Interlocal Cooperation Agreement before them on the agenda tonight extends the deadline for obligating those remaining funds until December 2026.

**Council Member Schaeffer motioned to approve Resolution 2024-11-01, approving an Interlocal Cooperation Agreement to obligate the use of ARPA Funds. Council Member Butterfield seconded the motion; vote was 4-0, unanimous in favor. Mayor Bush was absent from the vote.**

- B.** Financial Report

Stewart Okobia, Director of Finance, presented the city's financial reports from July 1, 2024 to October 31, 2024 that were included in the meeting packet. He reviewed the information contained in those pages and opened the floor for questions from the council.

**C. Consider approval of *Ordinance No. 2024-11-01*, Appointing the Greater Salt Lake Municipal Services District as Municipal Engineer for the City of Kearns**

Nathan Bracken provided an update regarding the transition of engineering services for Kearns. Historically, these services had been delivered through an interlocal agreement with Salt Lake County Engineering, which served all member entities of the Municipal Services District (MSD). Effective January 1, however, MSD will be internalizing its engineering functions. Nearly all of the existing Salt Lake County engineering staff—including those serving Kearns—will be transferring to become MSD employees. This transition includes the hiring of a new director for the in-house engineering department. He explained that, under Utah law, the appointment of a municipal engineer must be formalized through an ordinance. To comply with this requirement and ensure continuity of service, he proposed that the council adopt an ordinance at the current meeting designating MSD as the official engineering provider for Kearns, effective January 1, when the new department becomes operational. He noted that this step was especially timely given that Kearns traditionally does not hold meetings in December.

Chad Anderson, one of the engineers involved in the transition and present at the meeting, confirmed there was nothing further to add.

Nathan Bracken concluded that the ordinance was straightforward and aimed solely at formalizing the new arrangement in compliance with state law.

**Council Member Butterfield moved to approve Ordinance 2024-11-01, Appointing the Greater Salt Lake Municipal Services District as Municipal Engineer for the City of Kearns. Council Member Peterson seconded the motion; vote was 4-0, unanimous in favor. Mayor Bush was absent from the vote.**

**D. Unified Fire Service Area (UFSA) Potential Tax Increase**

Rachel Anderson, District Administrator and Legal Counsel for the Unified Fire Service Area (UFSA), along with CFO Tony Hill and Chief Wade Russel, delivered a comprehensive presentation to the Kearns City Council regarding a proposed property tax increase for the UFSA. The presentation covered both the rationale for the increase and its fiscal and operational implications, emphasizing that this was the second phase of a tax increase plan that began the previous year. She began by explaining that UFSA, a special taxing district, funds fire services across 12 jurisdictions, including Kearns. Last year, UFSA's board had opted to split a necessary tax increase into two phases, the second of which is now under consideration. Additional costs this year also prompted a broader request beyond the original phase two. These include rising service delivery costs, fire station upgrades (including seismic retrofits), increased staffing needs, and maintaining the board-mandated 15% fund balance.

The projected tax increase totals \$93 annually for a residential property valued at \$525,300, or roughly \$7.77 per month. Phase two of last year's increase alone represents \$41.35 annually (\$3.45 monthly).

Chief Wade Russel provided further context, citing dramatic inflation in the costs of critical firefighting equipment and services. For example, the cost of turnout gear has risen by 86% since 2018, while fuel and medical supplies have increased by 32% and 21%, respectively. Personnel costs have also increased by 22% to remain competitive with neighboring agencies and to retain trained firefighters. Chief Russel highlighted the significant rise in fleet replacement costs. Fire engines, ambulances, and ladder trucks have all seen double-digit percentage increases in price. A new ladder truck placed into service at Station 109 in Kearns cost \$1.7 million, a 69% increase from 2018. He also detailed UFSA's capital investments, including seismic upgrades at multiple stations and the construction of new facilities. The cost per square foot for new stations has nearly doubled since 2016, underscoring the challenges of managing infrastructure in a high-inflation environment. Chief Russel identified Kearns and Eagle Mountain as top priorities for added resources due to increased call volumes and service demands. Kearns' single station, Station 109, responded to approximately 3,000 calls in 2023 and serves a population of around 36,000, the highest among all UFSA jurisdictions. Roughly 20% of calls in Kearns required mutual aid from other districts, highlighting the need for a second engine company. Eagle Mountain faced similar needs, particularly due to slow response times across its sprawling 50-square-mile area.

Tony Hill closed the presentation by outlining the financial breakdown of the proposal. The additional staffing request (two new four-person engine crews—one for Kearns and one for Eagle Mountain) accounts for \$6.3 million of the proposed increase, or \$51 per year for the average residence. Combined with the first part of the increase, the total proposed revenue increase is \$11.4 million. He explained that without this increase, UFSA's fund balance would fall below its required 15% reserve. The additional revenue would ensure the district maintains its financial stability through 2026. He also noted that the UFSA's property tax levy is its sole source of revenue, as it cannot collect sales or franchise taxes. Finally, he announced a public hearing scheduled for December 10 at 6:00 p.m. at UFSA's administration offices, encouraging council members to direct residents with concerns to attend and voice their feedback. He confirmed that the total proposed increase represents a 23% rise in the property tax rate.

**E. Salt Lake Valley Law Enforcement Service Area (SLVLESA) Information on a Potential Tax Increase – *Rachel Anderson, District Administrator and Richard Moon, Treasurer***

Rachel Anderson, administrator and legal counsel for the Salt Lake Valley Law Enforcement Service Area (SLVLESA), provided a detailed presentation to the Kearns City Council regarding a proposed property tax increase currently moving through the truth-in-taxation process. She was joined by Rick Moon, SLVLESA's treasurer, to explain the financial rationale and implications. She began by noting that, unlike other service entities, SLVLESA is legally required to receive affirmative votes from all municipalities it serves before it can proceed with a tax increase. In contrast, other districts like the Unified Fire Service Area (UFSA) can impose tax increases without local votes due to differences in statutory authority. SLVLESA serves as



the taxing and funding mechanism for police services provided by the Unified Police Department (UPD). Following the July 1, 2023, separation of the Salt Lake County Sheriff's Office from UPD, SLVLESA has faced structural and financial changes. Cities, including Kearns, voted unanimously to remain with UPD, necessitating renegotiation of the UPD interlocal agreement. SLVLESA is no longer a direct party to this agreement; instead, cities now contract directly, while SLVLESA remains responsible for collecting taxes and paying the police service bills on behalf of its member cities. Due to the change, SLVLESA must now pay for services from both UPD and Salt Lake County for unincorporated areas. This dual billing has led to higher administrative and operational costs and eliminated certain economies of scale that previously helped reduce expenses. Last year, SLVLESA proposed and passed a 7% tax increase with the goal of reaching its maximum taxing authority. However, due to higher-than-expected property value assessments in 2024, the district did not reach that cap. The current proposal seeks to close that gap and raise an additional \$3.2 million in revenue to help stabilize SLVLESA's fund balance and ensure it can continue to pay for law enforcement services.

Rick Moon explained that without this increase, SLVLESA would fall below the state-mandated minimum 5% reserve fund balance by the end of 2025, resulting in an estimated shortfall of over \$800,000. With the increase, the district would maintain a cushion of approximately \$1 million above the minimum. He also presented comparative data showing that law enforcement budgets across Salt Lake Valley cities have increased an average of 45% over the past five years, driven largely by inflation, personnel costs, and wage competitiveness following civil unrest and evolving law enforcement demands. The proposed tax increase would result in an average additional cost of \$65.34 per year (or approximately \$5.45 per month) for a residential property valued at \$453,000. Commercial property owners would see an increase of \$118.79 annually (or about \$9.90 monthly). The overall proposed increase equates to approximately 12.8%.

Ms. Anderson emphasized the financial limitations of special districts like SLVLESA, which rely solely on property taxes for revenue and are not authorized to collect sales or franchise taxes. She also clarified that the board opted to move forward with the increase to strengthen the district's financial position amid rising service costs and the added burden of paying dual law enforcement entities. The council was reminded that the proposed increase requires a vote, and that SLVLESA's final approval process also involves the Salt Lake County Council. If all member cities vote in favor, the county needs only a simple majority to approve the measure; otherwise, a two-thirds supermajority is required.

Council Member Patrick Schaeffer asked clarifying questions regarding the percentage and monthly impact of the increase, which were confirmed as 12.8% and \$5.45/month, respectively, for the average home value. No further questions were posed by the council at that time.

- F. Consider approval of **Resolution No. 2024-11-02**, Approving a 2025 Tax Rate in Excess of the Certified Tax Rate by the Salt Lake Valley Law Enforcement Service Area

**Council Member Butterfield moved to approve Resolution 2024-11-02, Approving a 2025 Tax Rate in excess of the Certified Tax Rate by the Salt Lake Valley Law Enforcement Service Area. Council Member Peterson seconded the motion; vote was 4-0, unanimous in favor. Mayor Bush was absent from the vote.**

## **6. Stakeholder Updates/Information**

### **A. Kearns Improvement District (KID) - Greg Anderson, General Manager**

No updates.

### **B. Kearns Library - Lee Whiting, Librarian**

No updates.

### **C. MyKearns Community Coalition - Kristen Dietz, Chair**

No updates.

### **D. Wasatch Front Waste Recycling District (WFWRD) - Renee Plant, Manager**

Renee Plant provided a series of community service updates during the council meeting, beginning with a reminder about the upcoming Christmas season. She announced that live Christmas tree collections will begin in January and encouraged residents to utilize this service by filling out the appropriate form online. She emphasized that only undecorated, real trees left curbside will be accepted and advised against placing them in trash bins. She also reminded residents that not all gift wrapping materials are recyclable. Wrapping paper that contains plastic, metallics, or clay coatings—as well as bows and ribbons—should be disposed of in regular garbage rather than recycling. She advised checking packaging labels to determine recyclability. In addition, she noted that the green waste collection season would conclude on December 13, with services resuming in March of the following year. Finally, she announced the upcoming public hearing to review the 2025 budget and associated fee increases, including a proposed additional charge of \$6.50 per month. The hearing is scheduled for Monday, November 18, at 6:00 p.m. She encouraged community members to attend and participate.

### **E. Unified Fire Authority (UFA) - Chief Russell**

Chief Wade Russel delivered a brief update during the meeting, sharing two significant developments regarding local fire services. First, he announced that the long-anticipated ladder truck has officially been placed into service after a three-year wait. He proposed coordinating a public demonstration or viewing opportunity on the same day as the Christmas on 54th event, so that council members and community members could see the new equipment up close. The ladder truck, described as a substantial and visually impressive addition to the fleet, represents a major investment and enhancement in local fire response capabilities. Second, he shared that an ambulance will be put into service at Station 107 beginning January 1. The facility, which previously housed special enforcement personnel such as bomb technicians and arson investigators, has undergone recent upgrades including new carpet and paint. All posted positions for staffing the ambulance were successfully filled, which Russel noted was a positive sign of interest and morale, particularly highlighting that



multiple personnel expressed interest in working in Kearns. If the proposed tax increase passes, he noted that by this time next year, residents should see both the new ambulance and an additional engine in active service throughout the community.

Council Member Chrystal Butterfield inquired about coat collection efforts, to which Chief Russel responded that he would check on the status and follow up.

#### **F. Kearns Community Council - Roger Snow**

Roger Snow provided an update on preparations for the upcoming Christmas on 54th event. The setup was initially scheduled to begin the morning of the meeting and was expected to take three to four days to complete. However, due to inclement weather and safety concerns—specifically, the inability to safely climb the 30-foot metal tree frame—the setup for that day was canceled and rescheduled to resume the following day, continuing throughout the week. He confirmed that the Christmas on 54th celebration will take place on Saturday, November 30, and will feature Santa Claus, as well as the distribution of gloves, hats, scarves, and candy canes for children to help keep them warm. Snow also announced that Holiday Fest will follow on Saturday, December 7, from 6:00 to 10:00 p.m., and will include another appearance by Santa and candy cane giveaways. Additionally, he briefly mentioned coordinating access with others after the meeting to allow officers easier entry as needed.

Council Member Chrystal Butterfield inquired whether the event date listed on the social media post was accurate, and it was confirmed by multiple council members that the correct date—Saturday, November 30—had been shared.

#### **G. Unified Police Department (UPD) – Chief Hughes**

Chief Levi Hughes addressed the council with several important updates and expressed appreciation for their support of the SLVLESA tax increase and the Unified Fire Authority (UFA) funding proposals. He emphasized the quality of service provided by both public safety entities and acknowledged the financial burdens associated with maintaining such services, particularly on residents with fixed incomes. Chief Hughes reiterated that all budget decisions are made with fiscal responsibility and transparency. He reflected on the consequences of the recent separation between the Salt Lake County Sheriff's Office and the Unified Police Department (UPD), noting that Kearns had lost five officer positions as a result. Two officers were reassigned to the Shared Services Investigations Bureau to maintain critical investigative functions, while three other positions were eliminated entirely, reducing overall staffing. These reductions led to a loss of two patrol officers per shift, bringing the city's shift coverage down to three officers at times, and the complete removal of a dedicated traffic enforcement officer. Chief Hughes explained that these changes significantly impacted the department's capacity to provide services and that while patrol officers and community resources like Angie Oldham are helping fill gaps, the reality is that fewer resources limit their reach. In addressing winter parking enforcement, Chief Hughes reported that officers had recently issued 180 violation notices on the north side of 5400 South for illegally or improperly parked vehicles. Similar enforcement would soon begin on the south side. He explained that while his department cannot solve Kearns' chronic on-street parking issues, they will continue to address violations where possible. He also clarified for the council that during major snowstorms, officer

availability is often consumed by accident response, and tow trucks are similarly tied up, which complicates the removal of obstructive vehicles despite resident complaints. On the personnel side, Chief Hughes shared that the department recently completed a promotional test for lieutenant and expects to fill positions soon. He also noted an encouraging increase in new UPD applicants, including many lateral transfers from other agencies, driven by recent organizational changes. Despite the positive recruitment trend, the precinct was currently down seven officers—the most of any UPD area—but this figure is expected to fluctuate as staffing needs shift throughout the department. He recognized Lieutenant Nick Nelson for his dedication to operations and for personally filling in on graveyard shifts to support staffing. Officer Angie Oldham was also commended for her ongoing contributions in multiple roles. Chief Hughes highlighted Officer Carter Mann as Employee of the Month for October. Mann, a recent academy graduate, was recognized for his handling of a firearm-related incident in which he successfully intervened and gathered additional evidence leading to the arrest of a repeat offender. The case involved potential psychological concerns, and efforts were being made to connect the suspect with appropriate services. Additionally, Chief Sean Williams was acknowledged for reaching his 20-year service milestone with UPD, most of which appears to have been spent serving Kearns. Lastly, Chief Hughes touched on logistical details for the upcoming Christmas on 54th event, confirming that the police convoy would depart from Kearns High School at 4:15 p.m. as directed. A resident had requested the city consider turning on the event lights earlier in the morning for those who leave for work before dawn, though Council Member Tina Snow noted that the lights are on a timer and that energy costs must be considered in city budget decisions.

## **7. Other Business**

### **A. Future agenda business**

Council Member Patrick Schaeffer inquired whether a vote was necessary to forgo holding a meeting in the upcoming month.

Council Member Tina Snow responded that while no vote was needed at the moment, a meeting might still occur, potentially in the form of a special or closed session. She emphasized that a decision had not yet been finalized.

Council Member Schaeffer acknowledged the possibility and offered to review related matters during a closed session if needed. Tina Snow and Nathan Bracken briefly discussed the purpose of such a session, with Nathan Bracken noting he could provide quick context when appropriate. Council Member Schaeffer suggested waiting for Mayor Kelly Bush to return before proceeding, but Council Member Snow clarified that the mayor would likely attend any potential closed session, reinforcing that such a session may still be necessary. The discussion concluded with an agreement to proceed with a closed session if required.

**Council Member Butterfield moved to recess the Council Meeting and move to Closed Session. Council Member Schaeffer seconded the motion; vote was 4-0, unanimous in favor. Mayor Bush was absent from the vote.**

## **8. Closed Session per Utah Code §52-4-205**

- A.** Discussion of the character, professional competence or physical or mental health of an individual
- B.** Strategy sessions to discuss pending or reasonably imminent litigation
- C.** Strategy sessions to discuss the purchase, exchange, or lease of real property
- D.** Discussion regarding deployment of security personnel, devices, or systems; and/or
- E.** Other lawful purposes as listed in Utah Code §52-4-205

## **9. Motion to Adjourn Meeting**

**Council Member Peterson moved to adjourn the meeting. Council Member Schaeffer seconded the motion; vote was 4-0, unanimous in favor. Mayor Bush was absent from the vote.**

**The November 12, 2024 Kearns City Council Meeting adjourned at 7:26 p.m.**

**This is a true and correct copy of the November 12, 2024 City Council Meeting Minutes, which were approved on June 9, 2025.**

\_\_\_\_\_  
Kelly Bush, Mayor

**ATTEST:**

\_\_\_\_\_  
Diana Baun, City Recorder



**CITY OF KEARNS  
CITY COUNCIL MEETING**

**MAY 12, 2025, 6:00 PM**

**KEARNS LIBRARY - 4275 W 5345 S, KEARNS, UTAH 84118**

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**CITY OF KEARNS COUNCIL MEETING MINUTES**

**\*\*DRAFT MINUTES – UNAPPROVED\*\***

**COUNCIL MEMBERS PRESENT:**

Kelly Bush, Chair  
Chrystal Butterfield  
Patrick Schaeffer  
Alan Peterson  
Tina Snow

**COUNCIL MEMBERS EXCUSED:**

**STAFF PRESENT:**

Diana Baun, Recorder  
Nathan Bracken, City Attorney  
Dan Torres, Economic Development Manager  
Chad Anderson, Engineering  
Curtis Woodward, Senior Planner  
Chief Levi Hughes, Unified Police Department  
Chief Wade Russell, Unified Fire Authority

**Others Present:**

**1. CALL TO ORDER**

Mayor Bush, presiding, called the meeting to order at 6:00 PM.

**2. DETERMINE QUORUM**

Mayor Bush announced that a quorum was present allowing the meeting to proceed.

**3. VISITING PUBLIC OFFICIALS - None**

**4. CITIZEN PUBLIC INPUT**

**Darren Nerdin** provided an update on recent tree planting activities at Mountain Man Park. He reported that six new trees were planted the previous Wednesday with the assistance of local neighborhood children, and the event proceeded successfully. He also announced the availability of \$1,500 in tree vouchers intended for planting trees in any public park within the city. He encouraged attendees to contact him with suggestions for appropriate locations.

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**CITY OF KEARNS COUNCIL**

MAYOR KELLY BUSH, DEPUTY MAYOR TINA SNOW  
COUNCIL MEMBER CHRYSAL BUTTERFIELD, COUNCIL MEMBER ALAN PETERSON,  
COUNCIL MEMBER PATRICK SCHAEFFER

Mayor Kelly Bush noted that Linear Park has trees that may need to be replaced, and Darren acknowledged Kearns Park as another potential location. He expressed appreciation for the council's support, emphasizing that such projects run more smoothly with official approval.

Council Member Al Peterson inquired about the eligibility of parking strips for tree planting, to which Mayor Bush clarified that while parking strips are city-owned, they are maintained by property owners.

Mr. Nerdin stated a preference for planting in fully public spaces like parks. When asked about the types of trees planted, he listed maples and serviceberries among the species used, and mentioned a focus on species diversity. He explained that a dozen diverse tree species had been planted over the past year, which not only benefits the environment but also serves as a reference for residents interested in selecting tree varieties for their own properties.

## **5. PRESENTATION ITEMS**

### **A. Recognition of Chloe Montoya with Representatives Ashlee Matthews**

Meeting proceeded with a note to come back to this item when Chloe arrived.

Mayor Kelly Bush introduced and recognized Chloe Montoya, a young Kearns resident and special guest, for her charitable efforts during the holiday season. Chloe, who is Navajo from the Navajo Nation, created and leads a program called "Yeti's Spirit of the Season," through which she hand-sews Christmas stockings for underserved children, particularly Native youth. She learned to sew from her grandmother and produced 105 stockings by herself last Christmas, filling them with hygiene products, toys, and essential supplies.

Representatives Ashlee Matthews and Anthony Loubet joined the recognition, commending Chloe for her dedication and generosity. Representative Matthews presented Chloe with a certificate of appreciation from the state legislature, praising her for the time, care, and effort she devotes to helping others and for her inspiring impact on the community.

Mayor Bush, joined by the city council members, presented Chloe with a plaque from the City of Kearns. The award acknowledged her compassionate work and the meaningful difference she has made for children across Utah. Mayor Bush also encouraged the public to support Chloe's initiative, noting her presence on Instagram under the account "Yeti's Spirit of the Season."

Chloe addressed the audience briefly, thanking the Kearns community for the recognition and support, and explained that her motivation was to help Native children who might not have as much, so they could feel happiness and love during the holidays. The council concluded the recognition with a group photo and offered their continued support to Chloe and her charitable efforts.

## **6. CONSENT AGENDA**

- A. Approve Council Meeting Minutes
  - a. October 15, 2024
  - b. April 3, 2025
  - c. April 14, 2025

**Council Member Tina Snow moved to approve the October 15, 2024, April 3, 2025 and April 14, 2025 City Council Meeting Minutes as published. Council Member Butterfield seconded the motion; vote was 5-0, unanimous in favor.**

## **7. PUBLIC HEARING ITEMS**

- A. **Ordinance 2025-O-11**, An Ordinance Adopting the City of Kearns 2025-2026 Annual Budget

**Council Member Snow moved to open the public hearing as noted above. Council Member Schaeffer seconded the motion; vote was 5-0, unanimous in favor.**

Mayor Kelly Bush presented an overview of the proposed administrative budget for the year 2026. She clarified that this figure includes several pass-through items that the city does not retain or directly utilize. One such item is the beer tax, which is allocated directly to the Unified Police Department (UPD) precinct to fund policing overtime and programs targeting alcohol and drug intervention. Additionally, the budget now includes rent expenses, a new category introduced in anticipation of a lease agreement with Granite School District for the Oquirrh Hills Elementary building, which the city is working to acquire. Outside of these pass-through components, the city's core administrative budget was reduced by 7%, making it the only municipality in the area to report a budget decrease. Mayor Bush attributed this to increased revenue from franchise taxes, which are helping to offset the costs of provided services. She also discussed road funding, noting that the city receives approximately \$1.6 million in B and C road funds, which are being recalculated this year based on updated road mileage data. Further, the budget references remaining funds from the CARES Act, labeled as "CARES 2," representing a second fund balance totaling \$2.6 million. These funds are reserved for local projects and infrastructure improvements in Kearns. Regarding licensing and permit revenues, she explained that these figures are currently listed as zero for 2026, as future permit income cannot yet be projected. Mayor Bush also mentioned that there are no related expenses in certain budget categories, particularly those related to COVID-19 response, and that the \$2.6 million balance in those areas remains unchanged. She referenced services paid to the Municipal Services District (MSD), including engineering, justice court services, and county-provided functions such as parks and recreation, all of which are billed through Salt Lake County. She noted that the overall cost of these services decreased due to several departments choosing not to request budget increases. She concluded by acknowledging the complex format of the budget presentation and invited comments or questions from council members and the public.

**Royce Gibson** raised concerns regarding the projected revenue figures, stating that they appeared significantly higher than in previous years, even when accounting for partial-year adjustments.



Mayor Kelly Bush responded by explaining that the increase was primarily due to new revenue sources available to the city since incorporation. She emphasized the addition of municipal energy taxes (referred to as "MET Tax") that became effective after the city's formal establishment. These include revenues from service providers such as Google and Dominion Energy, which began remitting payments to the city. The mayor clarified that while previous years reflected only partial revenues, the 2026 projections accounted for a full fiscal year under these new tax structures.

Mr. Royce expressed further concern over the projections in specific revenue categories appearing disproportionate to prior actuals. Mayor Bush reiterated that this was due to the recent implementation of new taxes, specifically noting that Dominion had only just begun sending tax payments, and the 2026 budget reflected the first full year of expected collections.

**Janet Nerdin** then inquired about the breakdown of wage allocations, pointing out a \$225,000 line item for salaries in the upcoming year.

Mayor Bush explained that this figure encompassed compensation for the mayor, city council members, and the city manager. She specified that the mayor's salary was set at \$55,000 annually plus benefits for a full-time, 40-hour-per-week role. The city manager's salary was budgeted at \$180,000, though she noted this figure was set to allow flexibility for future increases and would not necessarily reflect the actual salary paid. Council members each received \$25,000, and all elected officials were entitled to benefits. Further clarification revealed that the overall wage figure was intentionally budgeted on the higher end to allow for potential adjustments. Mayor Bush noted that the final decision to set the mayor's salary at \$55,000 was made following significant public input during the public hearing process, where there was a call for increased compensation for the mayoral role. She confirmed that this salary level had already been approved. When Mr. Gibson asked whether the listed amount included benefits, Mayor Bush affirmed that it did, with total compensation for the mayor including benefits estimated around \$70,000.

**Council Member Snow moved to close the public hearing. Council Member Butterfield seconded the motion; vote was 5-0, unanimous in favor.**

**Council Member Snow moved to approve Ordinance 2025-O-11, Approving the City of Kearns's FY2026 Budget as noted above. Council Member Butterfield seconded the motion; vote was 5-0, unanimous in favor.**

## **8. COUNCIL BUSINESS – ACTION ITEMS**

### **A. City of Kearns Funding Unified Police Department Hiring of Two New Officers and Crime Analyst**

During the city council meeting, Chief Levi Hughes reviewed Attachment A and provided an in-depth report on the Kearns precinct's current staffing challenges and funding requests related to the Unified Police Department (UPD). He began by highlighting the budget-driven cuts made in the prior fiscal year, which affected the precinct's patrol, investigations, and traffic units.

Specifically, some duties were reassigned to the Shared Services Bureau to reduce costs, and several officer positions were eliminated to offset financial constraints imposed by SLVLESA, the precinct's primary funding mechanism. Chief Hughes explained that the creation of a second law enforcement agency within Salt Lake County after the Sheriff's Office separation in July of the previous year had led to both UPD and the Sheriff's Office competing for funds from the same limited SLVLESA budget. Since SLVLESA has reached its taxing cap, no new revenue could be drawn, necessitating severe cuts. As a result, Kearns lost several patrol allocations, including one officer from the traditional day shift and one from the afternoon shift. This reduced officer availability, especially during peak call periods from 4 p.m. to 8 p.m., created significant operational gaps. The overtime budget was also fully eliminated, removing the department's ability to support community outreach events and non-mandated activities. Further compounding these challenges, the precinct no longer had a dedicated traffic officer, leaving Kearns without direct traffic enforcement. Investigative resources were similarly reduced, and efforts to maintain community policing and engagement were severely constrained. In light of these issues, Chief Hughes requested funding for three new positions: two patrol officers and one crime analyst. SLVLESA has tentatively approved funding for one officer position, which will be used to restore the department's community-oriented policing detective role. To restore full patrol coverage, Chief Hughes asked the council to fund the two additional officer positions at a combined cost of \$346,680. In addition, he requested \$25,000 for the initial purchase of two police vehicles and \$90,698 for a full-time crime analyst, bringing the total funding request to \$487,378. Chief Hughes emphasized the critical value of the crime analyst role, which had previously been filled by an intern and then a part-time employee, whose funding ends July 1. The analyst has provided significant support in data mining and investigation work, directly aiding the detective unit and contributing to recent reductions in violent crime within Kearns. He noted that while SLVLESA would cover the cost of the third officer and associated vehicle, the precinct still needed city support to maintain essential services.

Mayor Kelly Bush and Council Members discussed the long-term implications, acknowledging that the proposed funding would become a recurring annual obligation unless SLVLESA's cap is raised through legislative action. They discussed the potential future need for a traffic officer and confirmed that vehicles purchased under the proposed budget would remain assigned to Kearns. The funding would come from the MET tax (a telecommunications utility tax) that was instituted specifically to support policing services. Mayor Bush emphasized that this funding strategy aligns with the tax's intended use and avoids placing additional burdens on taxpayers. After discussion and clarification of the MET tax revenue outlook, Council Member Patrick Schaeffer made a motion to approve the \$487,378 funding request to support the UPD precinct staffing and operational needs in Kearns.

**Council Member Schaeffer moved to approve the funding of UPD officers and staff as noted above from the City of Kearns' MET Tax. Council Member Snow seconded the motion; vote was 5-0, unanimous in favor.**

**B. Ordinance 2025-O-08, Consideration of an Ordinance Adopting Kearns Engineering Standard Drawings and Specifications**

Chad Anderson presented a proposal to formally adopt engineering standards specific to Kearns. This initiative follows the passage of House Bill 368 by the Utah State Legislature, which mandates that all municipalities formally adopt engineering and inspection standards. While the city already follows these standards for its capital improvement projects, formal adoption is now required to enforce compliance among developers, utility companies, and other entities performing work on public infrastructure, particularly when cutting into roadways. He recommended the adoption of established industry standards, including those from the American Public Works Association (APWA), AASHTO's "Green Book" (Policy on Geometric Design of Highways and Streets), and the Utah Manual on Uniform Traffic Control Devices (MUTCD). These documents govern details such as signage, road geometry, and construction specifications like curb and gutter design. The proposed standards had already been reviewed and approved by the Planning Commission on May 5, with a minor modification. Anderson detailed this change, which involved adjustments to Standard Plan 255, the specifications for "T patches" required when utility providers cut into streets. Originally, the standard required a two-foot patch on each side of the trench and an additional four-foot mill and overlay area beyond that. Utility districts, including White City Water and Kearns Improvement District (KID), objected to the impracticality and expense of requiring milling equipment for smaller cuts. In response, the standards were modified to allow exceptions under certain conditions: if a capital improvement project is planned in the next two years, if the pavement is less than three years old, or if the trench length exceeds 300 feet and the pavement is between three to seven years old. These exceptions were intended to reduce unnecessary costs for utility districts that ultimately affect ratepayers.

Mayor Kelly Bush emphasized the importance of accommodating utility districts like KID, which directly serve the Kearns community, as added costs would ultimately be passed on to residents.

Mr. Anderson confirmed that the modified language was developed in consultation with KID and that it reflects the recommendations of both KID and the Planning Commission. He further noted that the current Kearns code is more stringent in some respects, requiring mill and overlay to the center of the road for pavement under three years old, but stated that this could be revised separately in the future. He concluded by affirming that over 90% of Utah municipalities have adopted APWA standards in some form and recommended adoption of the proposed standards with the discussed modifications.

**Council Member Snow moved to approve Ordinance 2025-O-08, Approving and adopting engineering standards for the City of Kearns. Council Member Butterfield seconded the motion; vote was 5-0, unanimous in favor.**

**\*\*Meeting was paused to honor Chloe Montoya as noted at the beginning of the agenda\*\***

**C. Ordinance 2025-O-09, Consideration of a Resolution Amending Kearns's Land Use Fee Schedule**

**\*\*Topic delayed for discussion during the workshop later in the agenda\*\***

**D. Ordinance 2025-O-10, Consideration of an Ordinance Amending Title 19 of the Kearns Municipal Code to Clarify When Infrastructure and Public Improvements Must be Installed by a Developer Subject to the Limitations on Exactions in Utah Code.**

Curtis Woodward presented an ordinance aimed at restoring a key provision in the zoning code related to the requirement for public improvements—such as curb, gutter, and sidewalk—when a property is developed along roads that do not already meet current infrastructure standards. He explained that this triggering mechanism had been inadvertently removed during a 2023 update to the Kearns code, and the proposed ordinance would reinstate it. Additionally, the ordinance includes language to align the city's zoning requirements with a more recent state law. This statute mandates that any development exaction—such as requiring a developer to install or upgrade public infrastructure—must demonstrate both an “essential link” to the proposed development and be proportional to the impact that development will have on public facilities. To illustrate the necessity and purpose of this provision, he referenced a past case in Kearns involving a Walgreens development. In that instance, the county had initially demanded additional land from Walgreens to widen the road and adjust sidewalk placement, citing UDOT’s commuter traffic needs. However, Walgreens successfully challenged the request, showing that its development would generate fewer vehicle trips than the site’s previous uses, and thus did not warrant the additional exaction. The county ultimately agreed, recognizing that they could not compel a developer to provide improvements not directly tied to the development’s impact. The ordinance now seeks to ensure that future requirements for infrastructure improvements are legally sound and consistent with state law. Mr. Woodward emphasized that developments introducing substantial new traffic, such as transforming a vacant lot into a commercial site, would clearly meet the threshold for requiring improvements. He concluded by noting that the Planning Commission had reviewed the ordinance the previous week and had recommended its approval. He requested that the council adopt the ordinance accordingly.

**Council Member Snow moved to approve Ordinance 2025-O-10, Amending Title 19 as stated above. Council Member Schaeffer seconded the motion; vote was 5-0, unanimous in favor.**

**9. WORKSHOP**

**A. Discussion Regarding Adoption of the 2025-2026 Fee Schedule**

Nathan Bracken, city attorney, explained that although the fee schedule does not need to be adopted until July 1, staff wanted to present it early to align it with the budget and ensure compliance with recent legislative changes. This year’s approach includes treating land use fees—such as building permits and planning and zoning charges—as part of a land use ordinance, which was reviewed and recommended for approval by the Planning Commission. One amendment from the Commission was to remove mountainous area fees, originally intended for communities like Emigration Canyon and Brighton, as they do not apply to Kearns. He recommended that the city council adopt the entire fee schedule as an ordinance rather than a resolution, clarifying that this change is intended to ensure procedural compliance. He also noted that this draft includes minimal changes, primarily inflation

adjustments to maintain revenue neutrality, as determined by previous studies conducted by the Municipal Services District (MSD). Two additional changes were discussed. First, the engineering fee structure is being revised in light of MSD's internalization of engineering services. Second, he proposed including a new fee framework for fiber optic franchisees. The proposal would require companies to pay a deposit to cover the cost of a third-party contractor hired by the city to oversee construction and installation work, ensuring accountability and minimizing disruption. The fee would be based on the amount of infrastructure affected, and unused portions of the deposit would be refunded, while any excess costs would require additional payment before work could continue.

Mayor Bush confirmed the intention to use an ordinance for final adoption and encouraged council members to review the draft and share feedback with staff before the next meeting. No concerns or questions were raised by council members at that time.

## **10. Stakeholder Updates/Information**

### **A. Kearns Improvement District (KID) - *Greg Anderson, General Manager***

Cheryle Hatch from the Kearns Improvement District (KID) provided updates in place of General Manager Greg Anderson. Hatch reported on the ongoing water line replacement project, which is being conducted in phases, with night work scheduled at intersections to minimize traffic disruption. She noted that the project is approximately 30% complete and that another brief intersection closure will be required to connect the new lines. She also shared information about the district's annual water conservation art contest. Now in its third year, the contest had winners across multiple age categories, including adults, high school, junior high, and elementary school students. She named several winners, including Jamie Chandler (adult category), Kate McCracken (high school), and Everett Rodriguez (junior high), noting that ties occurred in the elementary division. Hatch offered to share physical copies of the winning artwork and mentioned the potential involvement of the winners in the local parade once plans are finalized.

### **B. Kearns Library - *Lee Whiting, Librarian***

Lee Whiting, representing the local library, provided updates on two key community support services available at the library. He announced the return of Take Care Utah, a nonprofit organization affiliated with the Utah Health Policy Project, which specializes in helping individuals apply for health insurance programs such as Medicaid, CHIP, the Affordable Care Act (ACA), and Medicare. Take Care Utah staff will be present at the library on the third Monday of each month from 2:00 to 5:00 p.m. through the end of the year. Their services include counseling and application assistance in English, Spanish, and other languages, and are also offered at the Granite and Tyler library branches. He highlighted the importance of this service, particularly given that the Utah CHIP program had recently renewed its enrollment cycle at the start of May, making it an ideal time to help uninsured children enroll in health coverage. He encouraged anyone who knows individuals who have lost insurance or may be eligible for assistance to refer them to this resource. He also reminded the council and attendees about South Valley Services, a long-standing partner organization that provides



support for low-income, at-risk, and unhoused individuals, especially those affected by domestic or sexual violence. South Valley Services holds sessions at the library every Thursday from 1:00 to 5:00 p.m. in a private meeting space. Appointments are required and must be scheduled through the organization. He concluded with a lighthearted comment regarding a previously intended request for community-oriented policing (C.O.P.) funding to support library storytime events. Due to budget cuts in that area, the funding was no longer available. However, he noted that Chief Russell had offered to step in and provide support for those events regardless, showing continued collaboration between the police department and the library.

**C. Wasatch Front Waste Recycling District (WFWRD) - *Renee Plant, Manager***

No updates

**D. Unified Fire Authority (UFA) - *Chief Russell***

Chief Wade Russel addressed the council with a few key updates and informational items. He began by noting that there was an active house fire on Highway Track at the time of the meeting, acknowledging the frequency of incidents in that area and the community's familiarity with such events. He then provided clarification on recreational fires, an issue that has generated numerous complaints both through the internal fire department website and 911 dispatch. Chief Russel explained that recreational fires are legal under certain conditions: they must not exceed three feet in diameter and two feet in height, must be fully contained, and require a water source to be present. He provided council members with a printed reference sheet outlining these parameters. He emphasized that while the fire department will respond to any call, if the fire meets these legal requirements, it will not be extinguished. He also noted that many complaints stem from disputes between neighbors rather than actual fire safety concerns. Chief Russel clarified that there is no residential open burning permitted in Salt Lake County, meaning that residents cannot legally burn leaves, tree waste, or similar materials. Agricultural burning is also not applicable within Kearns due to the lack of qualifying land features such as ditch banks. Next, Chief Russel distributed a fireworks restriction map for 2025, which includes a QR code allowing residents to view specific restrictions by neighborhood. He noted there have been no changes to the fireworks restriction zones from the previous year. Legal firework discharge dates remain July 2–5 and July 22–25, with extended hours until midnight on July 4 and 24. Sales may begin as early as June 24. The QR code will also be made available on the city's website for broader access.

Mayor Kelly Bush then congratulated Chief Russel on his recent promotion to second in command within the department. The council acknowledged the achievement, and Chief Russel confirmed he would continue to serve as the department's liaison to Kearns, humorously noting that it was partly out of respect for the mayor. The update concluded with mutual appreciation and no further questions from the council.

**E. Unified Police Department (UPD) - *Chief Hughes***



Chief Levi Hughes delivered his monthly report to the city council, beginning with a lighthearted exchange and congratulations to Chief Wade Russel on his recent promotion. He then shifted to current law enforcement matters, starting with a recap of a recent shooting incident in Kearns. The victim was reported to be in stable condition, and the investigation was progressing quickly toward resolution. Chief Hughes used the opportunity to underscore the ongoing importance of maintaining a dedicated gang detective in the precinct—a resource Kearns retained even after recent structural changes in county law enforcement. He stressed that despite fluctuations in visible activity, gang presence remains a constant concern that requires continuous attention and personnel. Chief Hughes then discussed a significant development regarding the precinct's facility. Due to the impending expiration of the current lease on June 30 and uncertainty surrounding the city's planned acquisition of a new facility (the former school building), he had to notify the current landlord that the department would be vacating the premises. This decision was made based on signals from ongoing lease negotiations with the city. As a result, the property owner began exploring other options for selling or leasing the space, creating a situation in which the precinct has no confirmed location after June 30. Chief Hughes assured the council he remained hopeful that the transition would resolve favorably, but acknowledged the logistical urgency of relocating the precinct's operations. On a more positive note, Chief Hughes reported that a \$200,000 request for the precinct's relocation had been approved by SLVLESA and would be fully funded from the precinct's existing fund balance. He credited the precinct's strong budget management practices and emphasized their commitment to fiscal responsibility, particularly in consideration of the financial constraints faced by many Kearns residents. He also reviewed the latest precinct statistics (Attachment B). Vandalism and graffiti incidents (categorized as damaged property) showed a continued downward trend. Larceny and theft cases decreased significantly from 29 to 9 compared to the same month the previous year, and the number of runaway reports dropped to just two. However, he noted a slight uptick in stolen vehicles—rising to 12—and acknowledged the need to monitor and respond to that increase. He also pointed out that citations issued had fallen by half compared to the previous year (110 down to 55), which he attributed to the absence of a dedicated traffic enforcement officer. Chief Hughes concluded his remarks by reaffirming the need to restore a traffic unit to address community concerns and boost enforcement activity. He invited questions from the council, and the meeting closed with a lighthearted exchange and no further inquiries.

**F. Kearns Community Council – *Aaron Nickle***

Aaron didn't have an update other than to note that they are fully staffed.

**11. Other Business**

**A. Future Agenda Business**

**Council Member Snow moved to recess the City Council Meeting and moved to Closed Session for the reasons indicated below. Council Member Butterfield seconded the motion; vote was 5-0, unanimous in favor.**

**12. Closed Session if Needed as Allowed Pursuant to Utah Code §52-4-205**

- A. Discussion of the character, professional competence or physical or mental health of an individual
- B. Strategy sessions to discuss pending or reasonably imminent litigation
- C. **Strategy sessions to discuss the purchase, exchange, or lease of real property**
- D. Discussion regarding deployment of security personnel, devices, or systems; and/or
- E. Other lawful purposes as listed in Utah Code §52-4-205

### 13. **Adjourn**

**Council Member Snow moved to adjourn the May 12, 2025 City Council Meeting. Council Member Butterfield seconded the motion; vote was 5-0, unanimous in favor.**

The May 12, 2025 meeting adjourned at 7:53 PM

**This is a true and correct copy of the May 12, 2025 Town Council Meeting Minutes, which were approved on June 9, 2025.**

**Attest:**

\_\_\_\_\_  
**Diana Baun, City Recorder**

\_\_\_\_\_  
**Kelly Bush, Mayor**



# Fee Schedule for the City of Kearns

adopted June 9, 2025

effective date July 1, 2025

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The City of Kearns contracts with the Greater Salt Lake Municipal Services District ("MSD") to provide planning and zoning, building permit, business license, and code enforcement services. The MSD provides these services on behalf of and under the direction of the City of Kearns.

NOTE: Fees and Fines will be applied as approved and set forth in this schedule. The Director of Engineering, Chief Building Official or Director of Planning and Development may on occasion adjust fees/fines in unique circumstances up to \$1,500 per application. The MSD's General Manager may do the same up to \$5,000. These adjustments must be documented and reported on if requested. Adjustments over \$5,000 require approval of the governing body of the jurisdiction to which the application pertains.

## Address Fees

Fee Type	Description	Amount
Assignment of Address	Provide address information on recorded subdivision plat and/or individual parcel/building addresses. Ensure assignments meet addressing standards and are suitable for mail delivery, public safety, utility services and general delivery of services.	\$100.00 base fee plus \$40.00 per lot <sup>a</sup> ; for multi-family units, \$40.00 for the first 8 units in addition to base fee and \$5 per unit for each unit over 8 units
Street Name Change	Confirm that petition includes the required signatures. Document street name change and address change for each property along street by filing an affidavit with the Salt Lake County Recorder's Office. Notify the property owner, Public Safety dispatch and the Salt Lake County Treasurer of the address/street name change.	\$250.00 base fee plus \$50.00 per lot

<sup>a</sup> The per lot fee does not apply to Accessory Dwelling Units (ADU).

## Business License Fees

### General Business Licenses

Fee Type	Description	Amount
General Business License - Commercial Business	For commercial business locations. Includes inspections and verification of zoning compliance.	\$150.00
General Business License - Home-Based Business (simple)	For home-based businesses <u>without</u> on-site visitors and customers.	No Fee
General Business License - Home-Based Business	For home-based businesses with on-site visitors and customers. Includes inspections and verification of zoning compliance.	\$150.00
Per-employee Fee	Includes verification of EIN documentation.	\$6.00
Seasonal Business License	For business operations of up to 90 days per year.. Includes inspections and verification of zoning compliance.	\$120.00
Solicitor ID	Includes photograph of applicant and issuance of ID card.	\$65.00
Accessory Dwelling Unit (ADU) License		\$50.00
Administrative Citation	Issued for operating a business without a license or with an expired license.	\$300.00

Notes regarding business license fees:

- Withdrawn applications are subject to a charge of 25% of the fee amount.
- Licenses must be renewed prior to the expiration date.
  - Licenses renewed within 30 days of expiring will not be charged a penalty.
  - Licenses renewed 31-60 days of expiring will be charged a penalty of 25% of the general license fee.
  - Licenses renewed more than 60 days of expiring will be charged a penalty of 100% of the general license fee

### Short-term Rental Licenses

To the extent allowed under Municipal Code the following applies for the City of Kearns:

Fee Type	Description	Amount
Umbrella Short-term Rental License Fee - main license	Primary license for short-term rental management companies with multiple rental units/locations.	\$500.00
Umbrella Short-term Rental License Fee - per unit	Includes inspections and verification of zoning compliance.	\$50.00
Short-term Rental License Fee - homeowner	Short-term rental license for homeowners renting their primary residence. Includes verification of zoning compliance.	\$500.00

### Alcohol-Related Licenses

Fee Type	Description	Amount
Off-Premise Beer Retailer		\$250.00
Recreational On-Premise Beer Retailer		\$350.00
Restaurant Liquor		\$500.00
Limited Restaurant Liquor		\$500.00
Beer-Only Restaurant		\$350.00
On-Premise Beer Tavern		\$350.00
Resort		\$500.00
Club Liquor		\$600.00
Banquet & Catering		\$500.00
Single Event		\$150.00
Wholesale Beer		\$300.00
Manufacturing		\$350.00

Alcohol-related business license applications are referred to local communities for consent and approval.

### Sexually-oriented Business Licenses

Fee Type	Description	Amount
Sexually Oriented Business - Outcall Services	Includes inspections and verification of zoning compliance.	\$500.00
Sexually Oriented Business - excluding Outcall Services	Includes inspections and verification of zoning compliance.	\$300.00

### Building Permit Fees

Building permits include necessary inspections. If additional inspections are required, applicants will be charged the reinspection fee for each additional visit. Most building permits will require a plan check fee in addition to the building permit fee. Plan check fees are listed separately.

Building permits and mechanical, plumbing & electrical permits will be charged a state surcharge equal to 1% of the permit fee.



Fee Type	Description	Amount
Building Permit - Minimum Fee		\$70.00
Building Permit - new construction	See below for valuation schedules	Varies <sup>a</sup>
Building Permit - addition or remodel	See below for valuation schedules	Varies <sup>a</sup>
Mobile Home Setup Permit		\$200.00
Mechanical, Plumbing & Electrical Permit	Includes on-site inspection of one system. Additional appliances and fixtures after the first will be charged the per-unit fee listed below.	\$70.00
Fee per additional appliance or fixture	Applies to each additional appliance, fixture, etc. inspected by inspector already on site.	\$20.00
Grading Permit		Varies <sup>b</sup>
Retaining Wall Permit		Varies <sup>c</sup>
Demolition Permit		Varies <sup>d</sup>
Window & Door Replacement - residential	Applies when no other work is being done.	\$70.00
Window & Door Replacement - commercial	Applies when no other work is being done.	Varies <sup>d</sup>
<b>Reroofing Permit Fees</b>		
Reroofing - residential roof with sheathing	Includes inspection of sheathing or decking.	\$125.00
Reroofing - residential roof without sheathing	Shingles only; no decking or sheathing.	\$75.00
Reroofing - small commercial	Commercial roof project under \$10,000 valuation.	\$150.00
Reroofing - medium commercial	Commercial roof project between \$10,000 and \$49,999 valuation.	\$175.00
Reroofing - large commercial	Commercial roof project \$50,000 valuation or higher.	\$250.00
<b>Solar Power System Permit Fees</b>		
Residential/Small Commercial Solar Permit - base fee	Applies to residential and commercial installations up to 20 kW. Does not include fees for required plan check.	\$100.00
Residential/Small Commercial Solar Permit - fee per kW	Additional fee based on size of installation. Does not include fees for required plan check.	\$30.00 per kW
Commercial Solar over 20 kW	Applies to larger commercial installations over 20 kW	Varies
Battery Storage System	Assumes that inspector is already on site for inspection of installation.	\$2.00 per battery
<b>! Additional Inspection Fees</b>		
Reinspection		\$50.00
Pre-inspection	Inspections after a fire or disaster to determine extent of damage and permits needed for repairs.	\$70.00
Multi-unit Inspection		\$100.00

Administrative Fees		Amount
Cancellation of building permit	Applies when permit is cancelled before work commences	25% of permit fee (\$200 maximum)
Reinstatement Fee - general	Applies when permit has been expired for more than 30 business days:	50% of permit fee
Reinstatement Fee - final inspection	Applies when only final inspection is required, and permit has been expired for more than 30 business days.	50% of permit fee (\$200 maximum)
Building or grading without a permit	Base fee equal to 200% of building permit fee, plus daily fees commencing 10 business days after notice of violation. Example, if the permit fee would have been \$100, then building or grading without a permit would result in a \$200 permit fee.	200% of permit fee, plus 1% of permit fee per day (\$50 max per day)

<sup>a</sup> Permit fees for new construction, additions and remodels are based on calculated square footage and the current ICC valuation tables (see below). When square footage determinations not practical or possible, permit fees will be based on applicant's declared valuation as reasonably determined by Director or Designee.

<sup>b</sup> Permit fees for grading are based on the number of cubic yards of earth cut or filled.

<sup>c</sup> Permit fees for retaining walls are based on the size of the project in lineal feet.

<sup>d</sup> Permit fees for demolition and window/door replacement are based on declared valuation.

<sup>e</sup> Permit fees for large solar installations are based on applicant's declared valuation as reasonably determined by Director or designee.

## Construction Valuation Tables

The valuations below are used to determine construction valuations for building permit fee calculations. The valuations will be updated automatically as new standards are published by ICC, which is usually twice per year.

### Square Foot Construction Costs

#### Square Foot Construction Costs <sup>a, b, c</sup>

Group (2024 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	337.41	325.40	315.80	303.35	283.46	275.24	292.98	264.14	254.04
A-1 Assembly, theaters, without stage	309.77	297.76	288.16	275.71	256.07	247.85	265.35	236.75	226.65
A-2 Assembly, nightclubs	269.42	261.52	253.31	243.65	228.21	222.01	235.29	207.53	199.66
A-2 Assembly, restaurants, bars, banquet halls	268.42	260.52	251.31	242.65	226.21	221.01	234.29	205.53	198.66
A-3 Assembly, churches	314.40	302.40	292.80	280.35	260.82	252.61	269.98	241.51	231.40
A-3 Assembly, general, community halls, libraries, museums	264.03	252.03	241.42	229.98	209.33	202.12	219.61	190.01	180.91
A-4 Assembly, arenas	308.77	296.76	286.16	274.71	254.07	246.85	264.35	234.75	225.65
B Business	298.43	287.83	277.50	265.76	242.70	234.06	255.55	216.90	206.96
E Educational	282.06	272.26	263.65	252.74	235.87	223.82	244.04	206.65	200.02
F-1 Factory and industrial, moderate hazard	164.17	156.25	146.41	140.89	125.45	119.36	134.33	104.02	96.87
F-2 Factory and industrial, low hazard	163.17	155.25	146.41	139.89	125.45	118.36	133.33	104.02	95.87
H-1 High Hazard, explosives	153.17	145.25	136.41	129.89	115.76	108.67	123.33	94.33	N.P.
H234 High Hazard	153.17	145.25	136.41	129.89	115.76	108.67	123.33	94.33	86.17
H-5 HPM	298.43	287.83	277.50	265.76	242.70	234.06	255.55	216.90	206.96
I-1 Institutional, supervised environment	274.98	265.13	255.66	246.00	225.17	219.12	245.49	202.80	195.56
I-2 Institutional, hospitals	469.18	458.58	448.25	436.51	411.45	N.P.	426.30	385.65	N.P.
I-2 Institutional, nursing homes	323.68	313.08	302.75	291.01	269.45	N.P.	280.80	243.65	N.P.
I-3 Institutional, restrained	314.93	304.33	294.00	282.26	261.70	252.06	272.05	255.55	223.96
I-4 Institutional, day care facilities	274.98	265.13	255.66	246.00	225.17	219.12	245.49	202.80	195.56
M Mercantile	201.08	193.18	183.97	175.31	159.52	154.32	166.95	138.84	131.97
R-1 Residential, hotels	278.14	268.29	258.82	249.16	227.83	221.78	248.64	205.46	198.22
R-2 Residential, multiple family	232.26	222.41	212.94	203.28	183.19	177.15	202.77	160.82	153.58
R-3 Residential, one- and two-family <sup>d</sup>	215.90	210.16	205.11	200.73	194.02	187.11	204.78	180.41	169.09
R-4 Residential, care/assisted living facilities	274.98	265.13	255.66	246.00	225.17	219.12	245.49	202.80	195.56
S-1 Storage, moderate hazard	152.17	144.25	134.41	128.89	113.76	107.67	122.33	92.33	85.17
S-2 Storage, low hazard	151.17	143.25	134.41	127.89	113.76	106.67	121.33	92.33	84.17
U Utility, miscellaneous	117.65	110.72	103.00	98.58	87.79	82.02	93.83	69.49	66.20

- a. Private Garages use Utility, miscellaneous
- b. For shell only buildings deduct 20 percent
- c. N.P. = not permitted
- d. Unfinished basements (Group R-3) = \$31.50 per sq. ft.

## Supplemental Construction Valuation Tables

The supplemental valuations below may be updated annually as part of the annual fee approval process.

Construction Type	Unit	Valuation
Basements - Unfinished	Square Foot	As provided in the ICC valuation table footnote above
Basements - Finished	Square Foot	\$41.00
Decks (any type)	Square Foot	\$22.00
Carport/Covered Patio	Square Foot	\$22.00
Roof Conversions	Square Foot	\$22.00
Fence (any type)	Lineal Foot	\$20.00
Retaining Wall (any type)	Lineal Foot	\$59.00
Exterior Finish	Square Foot	\$5.00
Fire Sprinklers	Square Foot	\$6.00
Remodel/Alteration	Square Foot	\$39.00
Basement TI	Square Foot	\$28.00
Grading	Cubic Yard Cut and Fill	Equation
Tenant Improvements	Calculated	35% of the valuation for new construction
Shell Only	Calculated	80% of the valuation for new construction

### Building and Inspection Fee Calculation

Building permit fees based on valuation are calculated based on the calculations below.

Construction Valuation	Fee
Less than and including \$2,000	\$70.00
\$2,001 to \$25,000	\$76.50 for the first \$2,000 plus \$16.50 for each additional \$1,000 or fraction thereof, to and including \$25,000. Example: Valuation of \$3,400 would be \$76.50 plus \$33.00 (\$16.50 x 2), or \$109.50
\$25,001 to \$50,000	\$456.00 for the first \$25,000 plus \$12.00 for each additional \$1,000 or fraction thereof, to and including \$50,000.
\$50,001 to \$100,000	\$765.00 for the first \$50,000 plus \$8.50 for each additional \$1,000 or fraction thereof, to and including \$100,000.
\$100,001 to \$500,000	\$1,181.00 for the first \$100,000 plus \$6.50 for each additional \$1,000 or fraction thereof, to and including \$500,000.
\$500,001 to \$1,000,000	\$3,781.00 for the first \$500,000 plus \$5.50 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.
Over \$1,000,001	\$6,531.00 for the first \$1,000,000 plus \$4.50 for each additional \$1,000 or fraction thereof..

## Plan Check Fees

Plan checks for building permits include up to 4 reviews. Additional reviews will be charged the hourly fee listed below.

Fee Type	Description	Amount
Plan Check Fee - residential construction		40% of building permit fee
Plan Check Fee - commercial construction		65% of building permit fee
Plan Check Fee - smaller projects		\$100.00
Land Use Review Fee		\$110.00
Card File Plan Check Fee - single-family or duplex	Includes accessory structures.	\$175.00
Card File Plan Check Fee - multi-family residential		\$350.00
Plan Check Fee - hourly		\$80.00 per hour

## Stormwater Review & Stormwater Pollution Prevention Plans (SWPPP)

### Stormwater Review & Inspection Fees

Fee Type	Description	Amount
Stormwater Review – base fee	Base fee per project.	\$200.00
Stormwater Review – per-acre fee	Additional fee per acre after the first acre; applies when SWPPP required.	\$30.00
Floodplain Development Permit	Permit is required for any development within a mapped floodplain as required by FEMA.	\$75.00
<a href="#">SWPPP Oversight Inspection – per month</a>	<a href="#">Sites with an NOI are inspected on a monthly basis until project is complete and applicant applies for an NOI</a>	<a href="#">\$60.00</a>

### SWPPP Control Measures

All penalties and fines may be doubled for a second or third offense. Violations may be referred to the jurisdiction's legal counsel for further action.

Penalty Type	Description	Amount
<a href="#">Primary Boundary Control Violation</a> <a href="#">Working without an approved stormwater permit</a>	<del>Per day per violation occurrence and then for each business day beginning the day after the day on which fine was issued</del>	<del>\$1,000.00</del> <a href="#">\$500.00</a>
<a href="#">Secondary Boundary Control Violation</a> <a href="#">Tracking mud on road</a>	<del>Per day per violation.</del> <a href="#">Per occurrence and then for each business day beginning the day after the day on which fine was issued</a>	<del>\$530.00</del> <a href="#">\$300.00</a>
<a href="#">Exit Control Violation</a> <a href="#">Failure to clean up or report spills</a>	<del>Per day per violation.</del> <a href="#">Per occurrence and then for each business day beginning the day after the day on which fine was issued</a>	<del>\$255.00</del> <a href="#">\$250.00</a>

<del>Waste Control Violation</del> failure to conduct stormwater inspections	<del>Per day per violation.</del> Per occurrence and then for each business day beginning the day after the day on which fine was issued	\$ <del>15</del> 00.00
<del>Material Storage Control Violation</del> failure to use general best management practices as determined by the authority	<del>Per day per violation.</del> Per site, per occurrence and then for each business day beginning the day after the day on which fine was issued	\$250.00
<del>Primary Boundary Control Violation</del> Working without an approved stormwater permit	<del>Per day per violation.</del> occurrence and then for each business day beginning the day after the day on which fine was issued	\$ <del>1,000.00</del> 500.00
<del>Secondary Boundary Control Violation</del> Tracking mud on road	<del>Per day per violation.</del> Per occurrence and then for each business day beginning the day after the day on which fine was issued	\$ <del>5300</del> 00.00

### SWPPP Illicit Discharge Fines

The table below lists illicit discharges common to construction and maintenance activities. It is a violation to discharge pollutants. The presence of BMPs does not excuse an illicit discharge.

Penalty Type	Description	Amount
Sediment	Per day per violation.	\$1,000.00
Cementitious Material	Per day per violation.	\$500.00
Paints and Solvents	Per day per violation.	\$500.00
Solid Waste	Per day per violation.	\$500.00
Sanitary Waste	Per day per violation.	\$2,000.00
Fuels	Per day per violation.	\$1,000.00
Fertilizers	Per day per violation.	\$500.00
Organics	Per day per violation.	\$250.00
Cleansers	Per day per violation.	\$500.00
Hazardous materials	Any illicit discharge may be assigned to this category depending on the impact. Per day per violation.	\$5,000.00



## Land Use Fees

### Permitted and Conditional Uses

Simple Conditional Use Permit	Home daycare/pre-school, mobile store, condominium conversion, similar uses requiring limited staff review.	\$175.00
Other Conditional Use Permits	Commercial uses, residential uses, or signs needing conditional use approval. Includes agency review, technical review and Planning Commission meeting.	\$1,640.00

## Subdivision and Land Development Permits

Fee Type	Description	Amount
Minor Subdivision (<5 lots)	Includes agency review meeting and technical review.	\$990.00
Major Subdivision (Single Phase)	Includes agency review meeting, technical review and Planning Commission meeting.	\$1,640.00
Major Subdivision with Multiple Phases (Includes Preliminary Plat and First Phase Final Plat)	Includes agency review meeting, technical review and Planning Commission Meeting	\$1,640.00
Final Plat Approval for Phases Two and Beyond	Includes Technical Review	\$535.00
Planned Unit Development (Preliminary approval and First Phase Final Approval/Plat)	Includes agency review meeting, technical review and Planning Commission meeting.	\$1,640.00
Final Planned Unit Development Approval for Phases Two and Beyond	Includes Technical Review	\$535.00
Subdivision amendments	Includes agency review meeting and technical review. In some cases, a Planning Commission and/or Mayors meeting is required. These fees will be added as needed based on the applicable fees in this fee schedule.	\$990.00
Simple Boundary Adjustment	Includes limited staff review.	\$110.00
Full Boundary Adjustments	Includes limited staff review. Applicable when amended plat not necessary.	\$175.00
Extension of Time	Includes review by Director.	\$275.00

## Ordinance Adjustments

Fee Type	Description	Amount
Text Change	Includes Planning Commission meeting and Council meeting.	\$765.00
Zoning Map Change - minor	Changes less than 3 acres. Includes limited staff review, Planning Commission meeting and Council meeting.	\$940.00
Zoning Map Change - small	Changes 3 up to 10 acres. Includes agency review meeting, staff review, Planning Commission meeting and Council meeting.	\$1,755.00
Zoning Map Change - medium	Changes over 10 up to 50 acres. Includes agency review meeting, staff review, Planning Commission meeting, Council meeting, and General Plan fees.	\$1,755.00 plus \$200 per acre
Zoning Map Change - large	Changes over 50 up to 100 acres. Includes agency review meeting, staff review, Planning Commission meeting, Council meeting, and General Plan fees.	\$1,755.00 plus \$300 per acre
Zoning Map Change - Major	Changes over 100 acres.	To be determined by agreement between agency and applicant prior to acceptance of the application.

### Other Land Use Applications

Fee Type	Description	Amount
Land Use Hearing Officer	Needed for appeal of decisions, variances, nonconforming use expansions, takings relief petition, etc.	\$1,000.00 <sup>a</sup>
Land Use Hearing Officer	Double fee if construction has started.	\$2,000.00
Administrative Determination	Requires Director review.	\$275.00
Special Exception to have Use violation declared legal	Planning Commission meeting.	\$650.00
Zoning Verification Letter	Base fee plus costs for research time.	\$25.00 base fee plus \$25.00 per hour
General Plan Amendment	Includes limited staff review, Planning Commission meeting, Council meeting, and General Plan fees.	\$2,440.00
Agency Review Meeting at applicants' request	Agency Review meeting that includes outside agencies.	\$455.00
Other applications requiring preliminary and/or technical review.	Up to 4 total review sessions. Additional charge if 4 total sessions exceeded for any application type.	\$535.00
Other applications requiring Planning Commission meeting	Planning Commission meeting.	\$650.00
Other applications requiring Council or Mayor's meeting	Council or Mayor's meeting.	\$115.00

<sup>a</sup> For appeals, if the Land Use Hearing Officer finds in favor of the appellant then the fee shall be refunded less a \$100.00 administration fee.

### Code Enforcement Fees

Fee Type	Description	Amount
Administrative Citation	All minor violations unless specified otherwise.	\$100.00 per violation
Appeal Fee	As provided for in 12.04.530 of Kearns code.	\$375.00 per appeal request
Civil Penalties	All violations of the code other than zoning violations and as otherwise prescribed in the code.	
	Violation per day for first 30 days.	\$100.00 per violation per day
	Violation per day for days 31-60.	\$150.00 per violation per day
	Violation per day over 60 days.	\$200.00 per violation per day
Clean-up Fees	Administrative fee plus costs billed from Public Works or other contracted firm.	\$100.00 plus actual costs
Parking Violation – minor	Violations under section 11.20.070, 11.20.080, 11.20.090 or 11.20.140	\$75.00 per violation

Short-Term Rental Violations		Amount
Operating short-term rental without a business license		\$650.00 per infraction per day
Operating short-term rental for less than two nights for each stay		\$650.00 per infraction per day
Holding special event at short term rental - first violation		\$650.00 per infraction per day
Holding special event at short term rental - subsequent violations		\$1,300.00 per infraction per day
Other short-term rental violations	Violations not covered in the above categories.	\$100.00 per infraction per day

### Civil Penalties for Violation of Zoning Regulations

Violation of the provisions of Title 19 of the City of Kearns Municipal Code shall result in civil penalties pursuant to the following schedule:

#### CIVIL PENALTIES FOR VIOLATION OF ZONING REGULATIONS

Type of Zone	Classification of Violation	Fine Per Day (after warning period)
Residential Zones <b>R-1's</b> <b>R-2's</b> <b>R-4-8.5</b> <b>RMH</b>	Conditional use without a permit Other violations	\$75
	Non-permitted use Violation of permit for approval	\$150
Mixed Zones <b>R-M</b>  <b>NMU</b> <b>TC</b> <b>CMU</b>	Conditional use without a permit Other violations	\$100
	Non-permitted use Violation of permit or approval	\$200
Commercial/Manufacturing Zones <b>C's</b> <b>M's</b>	Conditional use without a permit Other violations	\$150
	Non-permitted use Violation of permit or approval	\$300
Agricultural Zones <b>A's</b>	Conditional use without a permit Other violations	\$75
	Non-permitted use Violation of permit or approval	\$150
Other Zones <b>PR</b> <b>PF</b>	Conditional use without a permit  Other violations	\$100

PI	Non-permitted use Violation of permit or approval	\$200
Overlay Zones <b>AOZ</b>	Violation of provisions	\$200

Each day a violation is continued or maintained after receipt of notice shall give rise to a separate civil penalty for each day of violation.

### Bond Administration Fees

Fee Type	Description	Amount
Bond Processing Fee	Must be paid prior to acceptance of bond.	\$100.00
Bond Forfeiture	Will be called if improvements are not complete by expiration date.	Varies <sup>a</sup>
Deferred Curb and Gutter		Varies <sup>b</sup>
Bond Reinspection	Inspections required for partial bond release or if applicant fails bond inspections twice.	\$100.00
Overtime/After-hours Inspection		\$120.00 (Per hour)

<sup>a</sup> Based on bond amount

<sup>b</sup> Based on project size

### Miscellaneous Service Fees

Fee Type	Description	Amount
Development Agreements		Varies <sup>a</sup>
Hourly Rate	Per hour fees for staff time not covered under specific fee types.	\$80.00 per hour
<b>GRAMA</b>	Time spent on research and compiling.	Actual cost <sup>b</sup>
Material Costs	Copies, maps, CDs, USB drives, etc.	Actual cost <sup>b</sup>
Research	Research related to administrative decisions, zoning compliance letters, or determination of legal status of a lot or parcel.	\$25.00 base fee plus \$25.00 per hour
Health Department Review	Activities performed by the Salt Lake County Health Department.	County fee <sup>c</sup>
Postage	For noticing mailings, postage is charged per meeting.	Actual cost <sup>b</sup>
Newspaper Notices	Notices of meetings before Councils.	Actual cost <sup>b</sup>
Candidate Filing Fee	Fee for Declaration of Candidacy in a Municipal Election	\$50.00

<sup>a</sup> Development agreements will be determined between local government agency and Applicant prior to acceptance of the application.

<sup>b</sup> Customer will be charged actual costs of materials per MSD Records and Access and Management Policy.

<sup>c</sup> Health Department fees will be charged as provided in the Salt Lake County Fee Schedule.

## Engineering Fees

The fees below are collected by the MSD on behalf of the Engineering Division.

Right-of-way Improvement Review & Inspection Fees		Amount
Replacement of existing improvements	Replacement of existing curb & gutter, sidewalk, and drive approach improvements in the same configuration.	No charge
Changes to improvements (existing curb & gutter)	Changes to sidewalks and drive approaches where curb & gutter are already present. Includes review and inspection by County. Design and staking by applicant.	\$20.00 base fee plus \$1.00 per linear foot
Changes to improvements (no existing curb & gutter or sidewalk)	Addition of curb & gutter, sidewalks, and/or drive approaches where no curb & gutter or sidewalk are present. Includes review and inspection by County. Design and staking by applicant.	\$150.00 base fee plus \$1.00 per linear foot
Changes to sidewalk (no existing curb & gutter or sidewalk)	Addition of sidewalk only. Includes review and inspection by County. Design and staking by applicant.	\$100.00 base fee plus \$1.00 per linear foot
Changes to drive approach (no existing curb & gutter or sidewalk)	Addition of drive approaches only. Includes review and inspection by County. Design and staking by applicant.	\$100.00 base fee plus \$0.50 per linear foot
Engineering Plan Check Fees		Amount
For Subdivision Development	Engineering check fee, final subdivision fee and plat filing for subdivisions	Calculated <sup>a</sup>
Amended Subdivision Plat		\$400.00
Non-Subdivision Development		\$150 upon submittal then Calculated <sup>b</sup>
Other Fees		Amount
Road Dedication (non subdivision development)	Where required for street widening and improvements.	\$150.00
Street Sign	Includes sign and installation by MSD or contracted service provider	\$200.00
Geology/Natural Hazard Review Fees		Amount
Initial Site Assessment	Determination of whether project falls within boundaries of any mapped hazards.	\$200.00
Review of Technical Report	Coordination and review of third-party technical report.	Actual cost of third party review plus \$300.00 agency review
Traffic Impact Review Fees		Amount
Initial Site Assessment	Determination of whether project meets TIS threshold.	\$200.00
Review of Technical Report	Coordination and review of third-party technical report.	Actual cost of third-party review plus \$100 agency review

<sup>a</sup> Prior to review, 35% of 6% of improvement estimate, default of \$90 per lot, minimum of \$10 or the appropriate calculation. Prior to recording or construction, 100% of 6% of improvement estimate minus fee already paid.

<sup>b</sup> Prior to approval or construction, 4.5% of total improvement estimate for off-site, and on-site storm drainage minus \$150 fee already paid.



### Public Works - Engineering Special Events

Special Events within Kearns require the submittal of an application.

Insurance certificates, maps, and fees will need to be submitted to the Permit Specialist before your request can be fully processed. See fee schedule below.

Special Event Permit Fees (for municipalities within the District)	
# of Participants	Fee per day
0 to 100	\$50.00
100 to 200	\$100.00
200 to 400	\$200.00
400 to 600	\$500.00
Over600	\$1,000.00
Filming Fees	\$200.00

- Special events or Filming held on any state roadway(s) may also require an additional permit from Utah Department of Transportation.
- Special events or Filming held in any canyon may also require an additional permit from United States Department of Agriculture, Forest Service Division.
- Sponsors of block parties will also be required to submit paperwork with the signatures of affected neighbors' concurrence of the road closure. This paperwork should reflect the addresses of each resident, as well as their signature indicating agreement for the road closure. Barricades and security are the responsibility of the applicant.

## **Glossary of Terms**

**Condominium Plat:** The procedure to review and record a condominium plat is subject to the Condominium Ownership Act (57.8- Utah Code). Staff review includes addressing all units, a review to verify compliance with the zoning ordinance and conditions of approval previously imposed and an engineering review to verify compliance with platting requirements.

**Director:** The Director of Planning and Development or designee.

**General Plan Amendment:** Planning Commissions make a recommendation to the Council who must authorize Amendments to a General Plan. A study that includes public involvement is conducted after Council gives the direction to proceed to the Development Services Director.

**Home Daycare | Pre-school Application Fees:** Although a home daycare or pre-school may be operated out of a private residence, it is not considered or reviewed in the same manner as a home business. Therefore, they are listed separately in the fee schedule and in the ordinance.

**Modification to a Recorded Subdivision Plat:** Utah Code requires a specific process be followed to amend, vacate or alter a recorded subdivision plat. This involves application, notice, a public hearing before the planning commission and executive (commonly referred to as a 608 hearing/ Mayor's Meeting). Additionally, an engineering review of the preliminary and final plat prior to approval and recording is required. Fees may include Planning Commission Review, Additional Public Body Review, Technical Review.

**MSD:** Means the Greater Salt Lake Municipal Services District, which the City of Kearns has contracted with to provide planning and zoning, building permit, business license, and code enforcement services

**PUD (Planned Unit Development):** In those zones which allow development of a PUD they are listed as a Conditional Use, which requires review by the Planning Commission. For developers who intend to sell individual lots within the PUD both the Planning Commission Review, Conditional Use and a Subdivision Preliminary Plat review would be required, and a Technical Review prior to final approval is also required. Per the fee schedule each of these reviews requires separate fee.

Additionally, because more than one review process is required the application would also involve an Agency Review Meeting. Fees may include: Agency Coordination Meeting, Planning Commission Review (Conditional Use), Planning Commission Review (Preliminary Plat), Technical Review.

The conditional use approval (Planning Commission approval) is required prior to preparation of the subdivision preliminary plat to ensure that the recommendations of the Planning Commission are properly incorporated into the preliminary plat.

**Re-Zone (Zoning Map Amendment):** A request to change the existing zoning (re-zone) requires: review and recommendation from the planning commission (Public Body Review) and final decision by the council (Additional Public Body Review) and technical work (Technical Review) for map and index work).

**Signs:** Signs vary in the type and complexity of review process required therefore they are listed under several review types. It is intended that the fees are assessed per review process and not per sign. For example, a business that had 2 signs requiring Planning Commission review would be charged for 1 Planning Commission review. However, a business which had 1 sign which required Planning Commission review and another sign which did not would be charged for 1 Planning Commission review and 1 staff review.

**Subdivision:** A request to subdivide property requires review and approval of a preliminary plat, and a Technical Review of the Final Plat. Additionally, an Agency Review Meeting is required. Note that in the case of a "one-lot" subdivision there might also be an Administrative Review for the proposed Single-Family Dwelling. Fees may include: Agency Coordination Meeting, Planning Commission Meeting, Technical Review, Staff Review of a Site Plan.

**Valuation:** The estimated construction cost for a project.