



PROVO MUNICIPAL COUNCIL

Work Meeting

12:00 PM, Thursday, October 23, 2025

Community Room

Hybrid meeting: 445 W. Center Street, Provo, UT 84601 or

<https://www.youtube.com/provocitycouncil>

The in-person meeting will be held in the **Council Chambers**. The meeting will be available to the public for live broadcast and on-demand viewing on YouTube and Facebook at: [youtube.com/provocitycouncil](https://www.youtube.com/provocitycouncil) and [facebook.com/provocouncil](https://www.facebook.com/provocouncil). If one platform is unavailable, please try the other. If you do not have access to the Internet, you can join via telephone following the instructions below.

To listen to the meeting by phone: October 23 Work Meeting: Dial 346-248-7799. Enter Meeting ID 864 1933 4736 and press #. When asked for a participant ID, press #.

Agenda

Roll Call

Business

- 1 A review of annexation proposals received by Provo City from May 1, 2025, through October 20, 2025. (25-099)
- 2 Provo City workforce housing and land trust project (PLRZ20250397)
- 3 A discussion regarding Safe Routes to School (25-099)
- 4 A discussion regarding crosswalk updates (25-099)
- 5 A discussion regarding county property tax valuation and the Truth in Taxation process. (25-099)

Adjournment

If you have a comment regarding items on the agenda, please contact Councilors at council@provo.gov or using their contact information listed at: provo.gov/434/City-Council

Materials and Agenda: agendas.provo.org

Council meetings are broadcast live and available later on demand at [youtube.com/ProvoCityCouncil](https://www.youtube.com/ProvoCityCouncil)

To send comments to the Council or weigh in on current issues, visit OpenCityHall.provo.org.

Notice of Compliance with the Americans with Disabilities Act (ADA)

In compliance with the ADA, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting are invited to notify the Provo Council Office at 445 W. Center, Provo, Utah 84601, phone: (801) 852-6120 or email kmartins@provo.gov at least three working days prior to the meeting. Council meetings are broadcast live and available for on demand viewing at youtube.com/ProvoCityCouncil.

Notice of Telephonic Communications

One or more Council members may participate by telephone or Internet communication in this meeting. Telephone or Internet communications will be amplified as needed so all Council members and others attending the meeting will be able to hear the person(s) participating electronically as well as those participating in person. The meeting will be conducted using the same procedures applicable to regular Municipal Council meetings.

Notice of Compliance with Public Noticing Regulations

This meeting was noticed in compliance with Utah Code 52-4-207(4), which supersedes some requirements listed in Utah Code 52-4-202 and Provo City Code 14.02.010. Agendas and minutes are accessible through the Provo City website at agendas.provo.org. Council meeting agendas are available through the Utah Public Meeting Notice website at utah.gov/pmn, which also offers email subscriptions to notices.

PROVO MUNICIPAL COUNCIL JOINT MEETING-OTHER STAFF REPORT



Submitter: JUHARRISON
Presenter: Gary Garrett, City Council Chair
Department: Council
Requested Meeting Date: 10-23-2025
Requested Presentation Duration: 10 Minutes
CityView or Issue File Number: 25-099

SUBJECT: 1 A review of annexation proposals received by Provo City from May 1, 2025, through October 20, 2025. (25-099)

RECOMMENDATION: Presentation only.

BACKGROUND: Since the last joint meeting of the Provo City Council and The Provo City School Board on May 1, 2025, Provo City has received four (4) annexation petitions from property owners wishing to annex into Provo City boundaries. These petitions include:

- 16.67 acres of property generally located at 4505 N Canyon Road.
 - o The Provo City Council heard the Notice of Annexation Petition on August 19, 2025, and will hear the petition for final action on Tuesday, October 21, 2025.
- 144.98 acres of property generally located at 5078 N Canyon Road.
 - o The Provo City Council heard the Notice of Annexation Petition on September 23, 2025, and will hear the petition for final action at a future date.
- 2.13 acres of property generally located at 5490 N Canyon Road.
 - o The Provo City Council heard the Notice of Annexation Petition on September 23, 2025, and will hear the petition for final action at a future date.
- 29.14 acres of property generally located at 620 N Lakeview Pkwy.
 - o The Provo City Council did not hear the Notice of Annexation Petition on as it is not required by law. The council will hear the petition for final action at a future date.

FISCAL IMPACT: TBD

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:

The proposed annexation areas is within the Provo City General Plan Annexation Policy Map, Appendix C.

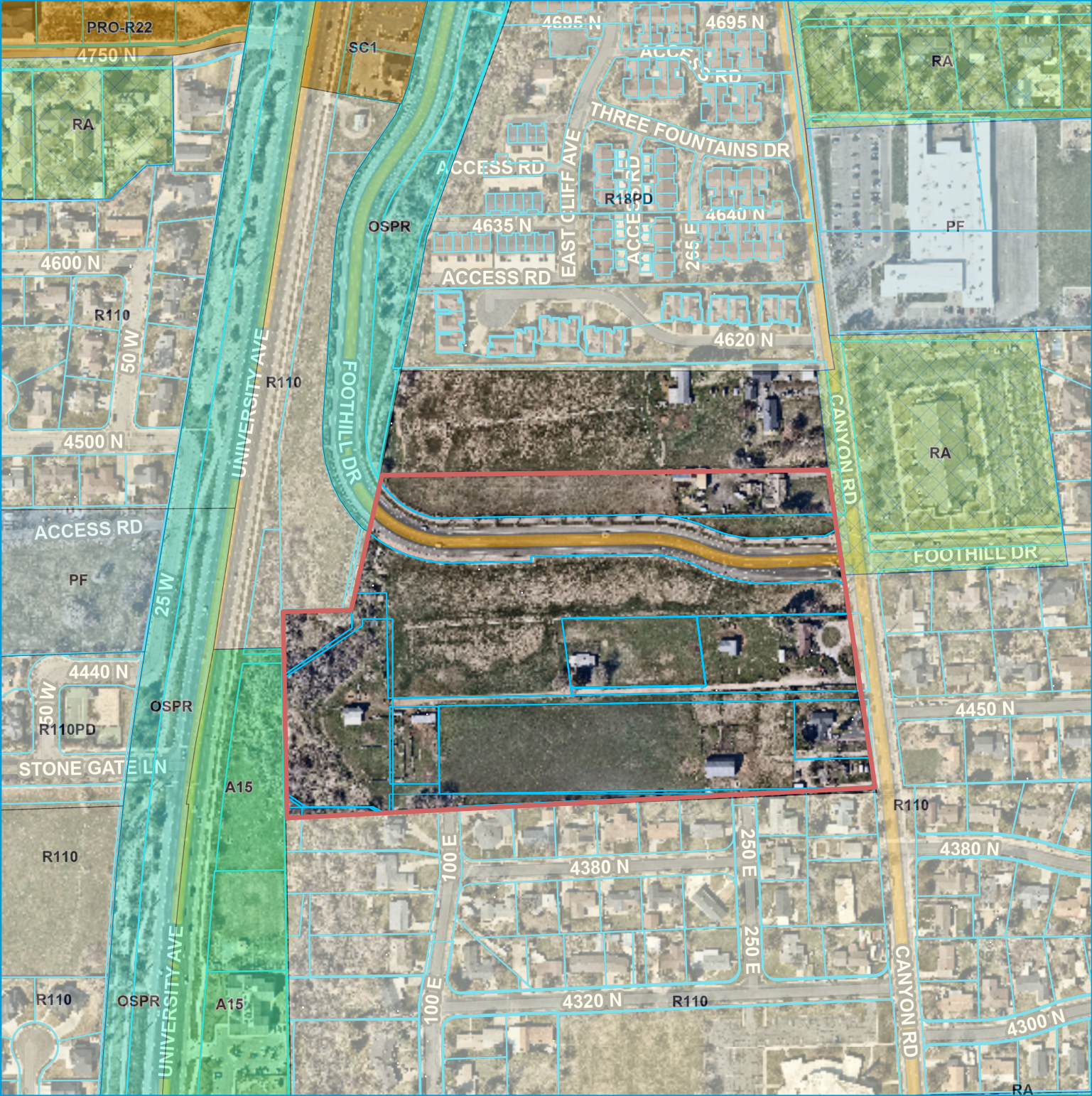
<https://www.provo.gov/DocumentCenter/View/4021/Appendix-C---Annexation-Map-and-Policies-PDF>

Steps from annexation to development



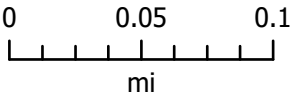
Items with an * will be noticed to surrounding property owners and presented at a public hearing.

4505 Canyon Rd Annexation Image

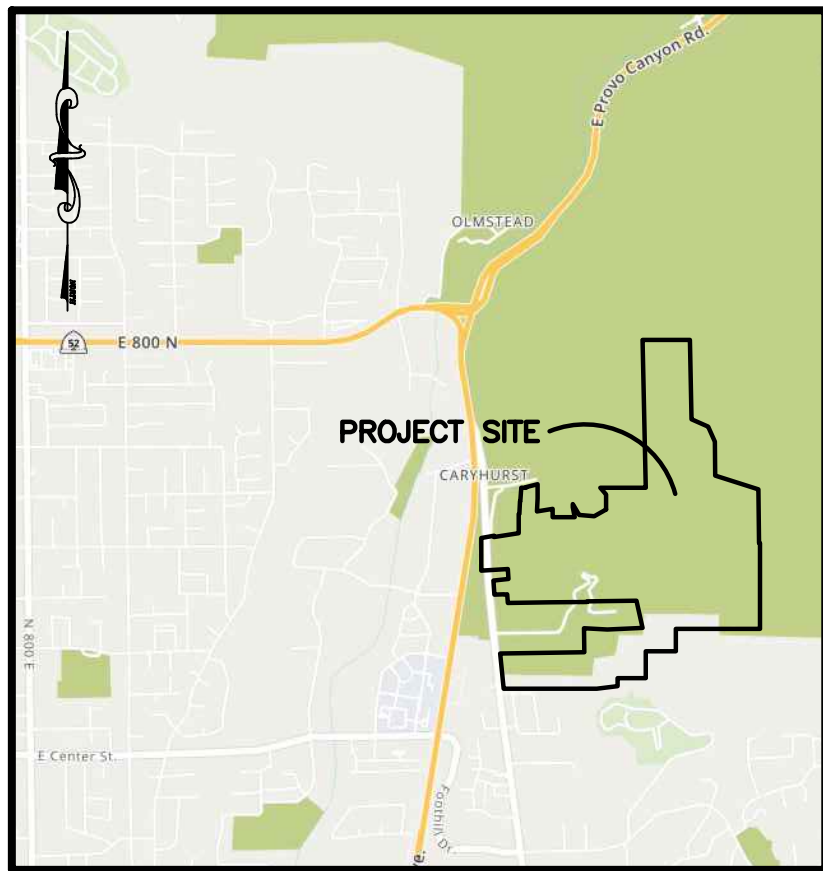


Date: 8/13/2025

This map is for graphical representation only and not for construction or defining feature locations.



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VICINITY MAP
(NOT TO SCALE)

I, JASON T. FELT, DO HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR IN THE STATE OF UTAH IN ACCORDANCE WITH TITLE 58, CHAPTER 22, PROFESSIONAL ENGINEERS AND LAND SURVEYORS ACT; AND THAT BY THE AUTHORITY OF THE OWNER, I HAVE MADE THIS ANNEXATION PLAT FOR PROVO CITY AND THAT IT IS IN ACCORDANCE WITH SECTION 17-23-20 OF THE UTAH STATE CODE.

SIGNED THIS _____ DAY OF _____, 20____

9239283

UTAH LICENSE NUMBER



PART OF THE SOUTH HALF OF SECTION 7 AND THE NORTH HALF OF SECTION 18, TOWNSHIP 6 SOUTH, RANGE 3 EAST, SALT LAKE BASE AND MERIDIAN, U.S. SURVEY. MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE EXISTING PROVO CITY BOUNDARY LINE DEFINED BY THE HINTZLE – EDGEWOOD ADDITION ANNEXATION PLAT, POINT BEING 660.29 FEET NORTH 01°07'42" WEST ALONG THE QUARTER SECTION 7, FROM THE SOUTH QUARTER CORNER OF SAID SECTION 7 (SAID SOUTH QUARTER CORNER BEING NORTH 89°49'06" EAST 2676.39 FEET FROM THE SOUTHWEST CORNER OF SAID SECTION 7); THENCE NORTH 01°07'42" WEST 1721.51 FEET ALONG SAID BOUNDARY LINE; THENCE SOUTH 89°44'36" EAST 549.30 FEET; THENCE SOUTH 01°07'42" EAST 923.07 FEET; THENCE SOUTH 66°51'19" EAST 218.89 FEET; THENCE SOUTH 23°13'42" EAST 192.02 FEET; THENCE SOUTH 00°51'11" EAST 393.51 FEET; THENCE SOUTH 72°11'29" EAST 525.60 FEET; THENCE SOUTH 00°50'54" EAST 625.51 FEET; THENCE NORTH 89°21'13" EAST 11.20 FEET; THENCE SOUTH 99°8.96 FEET TO THE EXISTING PROVO CITY BOUNDARY LINE DEFINED BY THE ELLIOTT ADDITION AND THE TOWN OF BROWN ADDITION ANNEXATION PLATS; THENCE ALONG SAID BOUNDARY LINE THE FOLLOWING EIGHT (8) COURSES: (1) WEST 97°8.88 FEET (2) SOUTH 259.38 FEET; (3) WEST 349.80 FEET; (4) SOUTH 313.50 FEET; (5) WEST 328.40 FEET; (6) SOUTH 00°43'11" WEST 15.16 FEET; (7) SOUTH 82°3'42" WEST 242.03 FEET; (8) SOUTH 89°59'28" WEST 1083.68 FEET TO THE EXISTING PROVO CITY BOUNDARY LINE DEFINED BY PROVO CANYON ROAD, BROWN AND THE BUDGET ADDITION ANNEXATION PLATS THE FOLLOWING TEN (10) COURSES: (1) NORTH 05°49'37" WEST 413.74 FEET; (2) NORTH 89°11'07" EAST 980.99 FEET; (3) NORTH 01°13'09" WEST 277.20 FEET; (4) SOUTH 87°25'09" EAST 273.70 FEET; (5) NORTH 87°42'51" EAST 408.30 FEET; (6) NORTH 12°12'09" WEST 325.09 FEET; (7) SOUTH 89°18'26" WEST 574.62 FEET; (8) SOUTH 22°28'26" WEST 6.67 FEET; (9) SOUTH 89°37'17" WEST 432.07 FEET; (10) NORTH 89°06'25" WEST 487.59 FEET; THENCE ALONG SAID PROVO CITY BOUNDARY LINE THE FOLLOWING SEVENTEEN (17) COURSES: (1) NORTH 03°46'01" WEST 98.01 FEET; (2) SOUTH 87°19'55" WEST 30.58 FEET; (3) NORTH 69°59'18" WEST 10.13 FEET; (4) SOUTH 87°30'13" WEST 109.63 FEET; (5) NORTH 04°03'11" WEST 162.59 FEET; (6) NORTH 83°52'25" EAST 149.13 FEET; (7) NORTH 133.35 FEET; (8) NORTH 86°29'02" EAST 6.45 FEET; (9) NORTH 00°00'40" WEST 379.94 FEET; (10) NORTH 80°52'00" EAST 151.19 FEET; (11) SOUTH 02°34'00" WEST 15.16 FEET; (12) NORTH 80°55'23" EAST 289.85 FEET; (13) NORTH 00°01'22" EAST 222.77 FEET; (14) NORTH 81°28'47" EAST 6.93 FEET; (15) NORTH 03°30'47" EAST 149.97 FEET; (16) NORTH 81°28'47" EAST 4.98 FEET; (17) NORTH 03°30'47" EAST 154.58 FEET; THENCE ALONG THE EXISTING PROVO CITY BOUNDARY LINE DEFINED BY THE SMITH EAST ADDITION AND THE HINTZLE – EDGEWOOD ADDITION ANNEXATION PLATS THE FOLLOWING SEVENTEEN (17) COURSES: (1) SOUTH 89°59'46" EAST 55.36 FEET; (2) NORTH 7.82 FEET; (3) NORTH 75°49'55" EAST 139.82 FEET; (4) SOUTH 166.56 FEET; (5) NORTH 81°28'59" EAST 0.52 FEET; (6) SOUTH 03°30'59" WEST 149.81 FEET; (7) NORTH 81°28'58" EAST 185.46 FEET; (8) SOUTH 94.54 FEET; (9) NORTH 89°59'59" EAST 254.42 FEET; (10) NORTH 10°04'16" WEST 117.94 FEET; (11) NORTH 34.79 FEET; (12) SOUTH 30°47'53" EAST 144.96 FEET; (13) SOUTH 84°32'02" EAST 175.58 FEET; (14) NORTH 60°11'12" EAST 159.96 FEET; (15) NORTH 00°00'38" WEST 174.50 FEET; (16) NORTH 40°43'25" WEST 102.15 FEET; (17) NORTH 89°59'22" EAST 525.63 FEET TO THE POINT OF BEGINNING.

CONTAINING 144.986 ACRES.

PROJECT INFORMATION		SURVEYOR'S SEAL	CITY ENGINEER SEAL	CLERK-RECORDER SEAL
Surveyor: <u>J. FELT</u> Designer: <u>E. ROCHE</u> Begin Date: <u>5-28-25</u>	Name: <u>PROVO CITY</u> <u>ANNEXATION</u> Number: <u>8442-01</u> Revision: <u>6-16-25</u> Scale: <u>1" = 200'</u>			

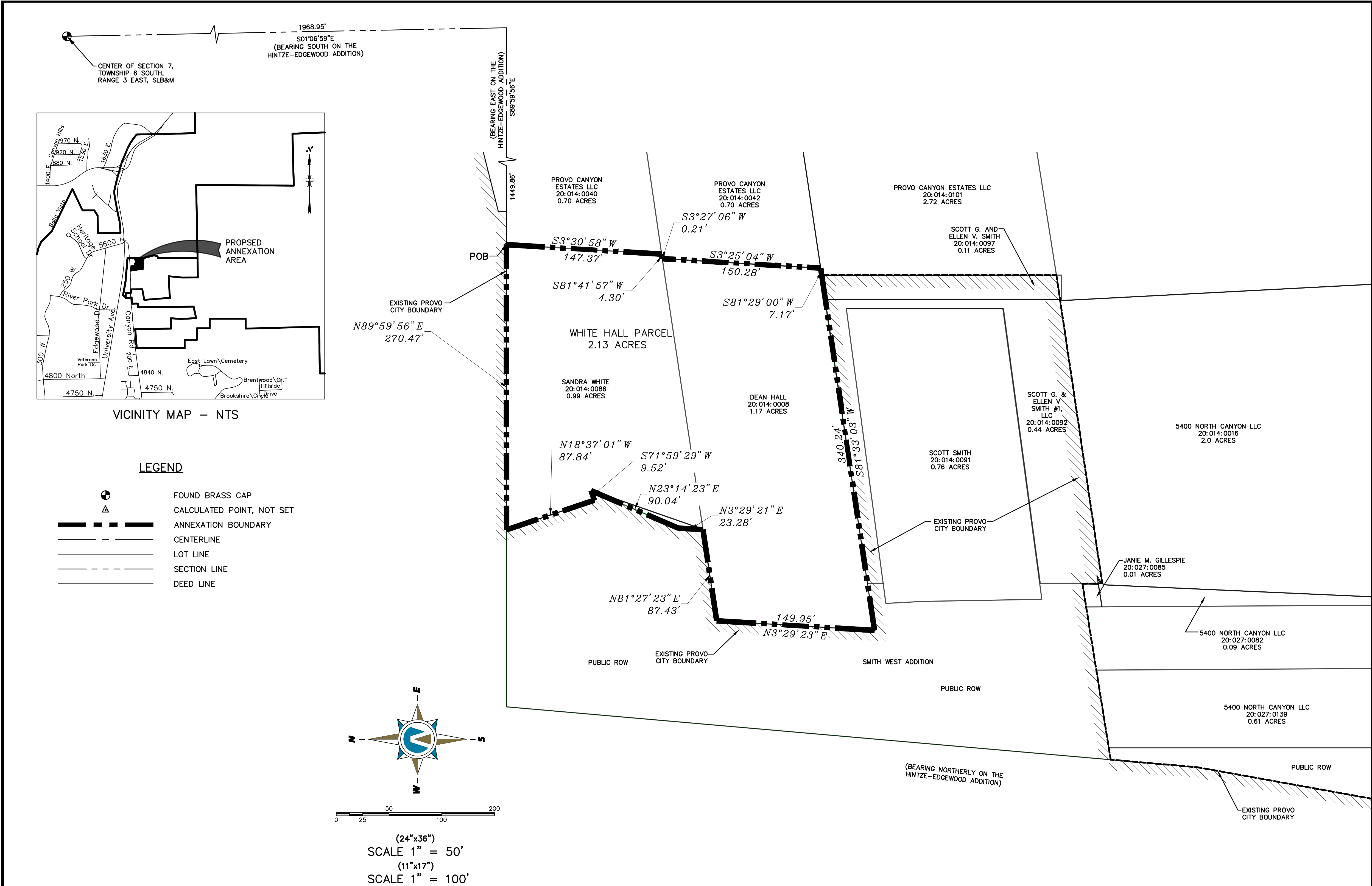
UTAH COUNTY RECORDER'S OFFICE



THE BASIS OF BEARINGS FOR THIS PLAT IS THE LINE BETWEEN THE
SOUTHWEST CORNER AND THE SOUTH QUARTER CORNER OF SECTION 7,
TOWNSHIP 6 SOUTH, RANGE 3 EAST, SALT LAKE BASE AND MERIDIAN, SHOWN
HEREON AS NORTH 89°49'06" EAST.

BOUNDARIES OF THE PARCELS WERE ESTABLISHED BY INFORMATION OF RECORD
AND FOUND EVIDENCE OF OCCUPATION ON THE GROUND.

NARRATIVE



ENGINEER'S CERTIFICATE

I, KENNETH E. BARNEY DO HEREBY CERTIFY THAT I AM A PROFESSIONAL SURVEYOR AND THAT I HOLD CERTIFICATE NO. 172762 AS PRESCRIBED UNDER THE LAWS OF THE STATE OF UTAH. I FURTHER CERTIFY, BY AUTHORITY OF THE OWNERS, THAT I HAVE PREPARED THIS ANNEXATION PLAT USING EXISTING ANNEXATIONS PLATS OF RECORD AND THE EXISTING PARCEL AND ANNEXATION BOUNDARY DATA AS OBTAINED FROM THE UTAH COUNTY RECORDERS OFFICE. NO SURVEY OF THE PROPERTIES HAS BEEN DONE NOR DOES THIS MAP PURPORT TO DELINEATE ACTUAL PROPERTY BOUNDARIES ON THE GROUND.

DATE

KENNETH E. BARNEY, PLS
PROFESSIONAL LAND
SURVEYOR
(SEE SEAL BELOW)

BOUNDARY DESCRIPTION

A GROUP OF PARCELS LYING IN THE SOUTH HALF OF SECTION 7, TOWNSHIP 6 SOUTH, RANGE 3 EAST, SALT LAKE BASE AND MERIDIAN, UTAH COUNTY, UTAH, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE CENTER OF SAID SECTION 7, THENCE S.01°06'59"E. A DISTANCE OF 1968.95 FEET; THENCE S.89°59'56"W. A DISTANCE OF 1449.86 FEET TO THE POINT OF BEGINNING.

THENCE S.03°30'58"W. A DISTANCE OF 147.37 FEET; THENCE S.81°41'57"W. A DISTANCE OF 4.30 FEET; THENCE S.03°27'06"W. A DISTANCE OF 0.21 FEET; THENCE S.03°25'04"W. A DISTANCE OF 150.28 FEET; THENCE S.81°29'00"W. A DISTANCE OF 7.17 FEET; THENCE S.81°33'03"W. A DISTANCE OF 340.24 FEET; THENCE N.03°29'23"E. A DISTANCE OF 149.95 FEET; THENCE N.81°27'23"E. A DISTANCE OF 87.43 FEET; THENCE N.03°29'21"E. A DISTANCE OF 23.28 FEET; THENCE N.23°14'23"E. A DISTANCE OF 90.04 FEET; THENCE S.71°59'29"W. A DISTANCE OF 9.52 FEET; THENCE N.18°37'01"W. A DISTANCE OF 87.84 FEET; THENCE N.89°59'56"E. A DISTANCE OF 270.47 FEET TO THE POINT OF BEGINNING.

SAID AREA CONTAINING 2.13 ACRES OF LAND MORE OR LESS.

ACCEPTANCE BY COUNTY SURVEYOR

THIS PLAT HAS BEEN REVIEWED BY THE UTAH COUNTY SURVEYOR AND IS HEREBY CERTIFIED AS A FINAL LOCAL ENTITY PLAT, PURSUANT TO UTAH CODE ANNOTATED 17-23-20 AMENDED.

THIS _____ DAY OF _____, A.D. _____.

COUNTY SURVEYOR (SEE SEAL BELOW)

ACCEPTANCE BY MAYOR

THIS IS TO CERTIFY THAT MICHELLE KAUFUSI HAS RECEIVED A PETITION SIGNED BY A MAJORITY OF THE OWNERS OF THE TRACT SHOWN HEREON REQUESTING THAT SAID TRACT BE ANNEXED TO THE CITY OF PROVO AND THAT A COPY OF THE ORDINANCE HAS BEEN PREPARED FOR FILING HERewith ALL IN ACCORDANCE WITH THE UTAH CODE ANNOTATED (1979) 10-1-04 AS REVISED AND THAT I HAVE EXAMINED AND DO HEREBY APPROVE AND ACCEPT THE ANNEXATION OF THE TRACT AS SHOWN AS A PART OF SAID CITY AND THAT SAID TRACT OF LAND IS TO BE KNOWN HEREAFTER AS THE SMITH WEST PARCEL - PROVO ANNEXATION.

THIS _____ DAY OF _____, A.D. _____.

MAYOR

ATTEST
CLERK-RECORDER (SEE SEAL BELOW)

CITY ENGINEER

DEVELOPMENT SERVICES DEPARTMENT DIRECTOR
BILL PEPPERONE

UTAH COUNTY RECORDER

ANNEXATION PLAT

WHITE HALL-PROVO
ANNEXATION

LOCATED IN THE SOUTH HALF OF SECTION 7,
TOWNSHIP 6 SOUTH, RANGE 3 EAST, SLB&M

PROVO CITY

UTAH COUNTY, UTAH

SCALE: 1" = 50 FEET

SURVEYOR'S SEAL

NOTARY PUBLIC SEAL

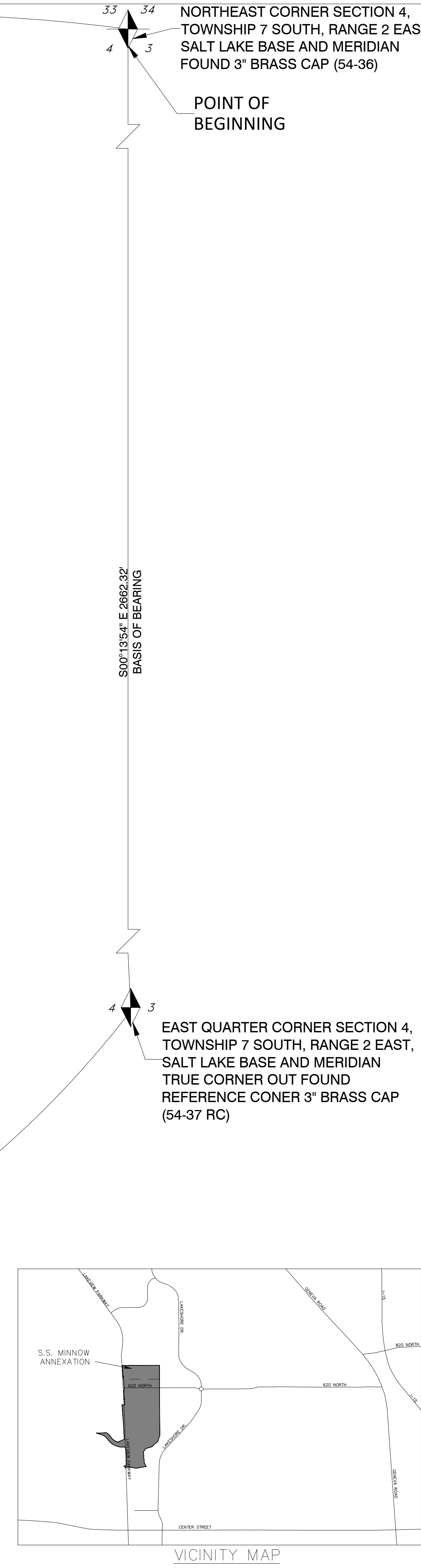
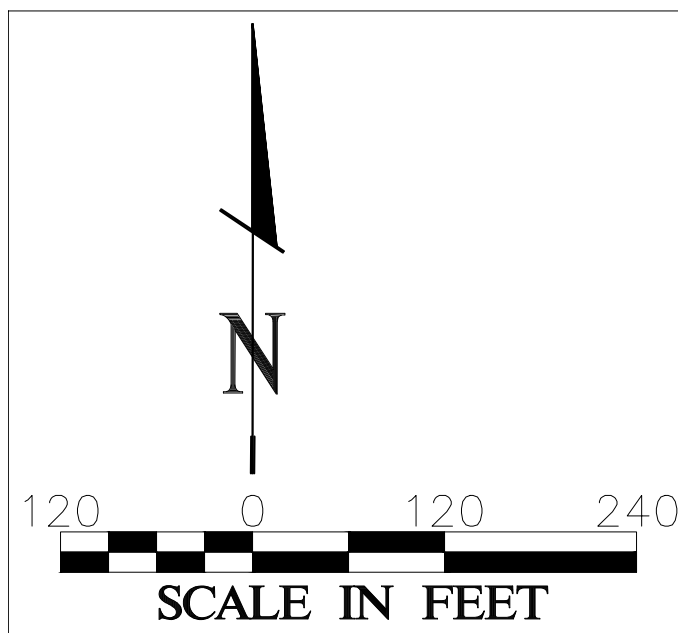
COUNTY SURVEYOR SEAL

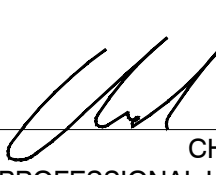
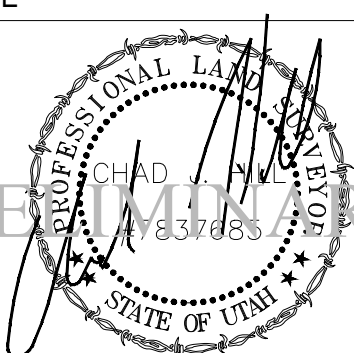
CLERK-RECORDER SEAL



**Northern
ENGINEERING INC**
ENGINEERING-LAND PLANNING
CONSTRUCTION MANAGEMENT

1040 E. 800 N.
OREM, UTAH 84097
(801) 802-8992



SURVEYOR'S CERTIFICATE I, CHAD J. HILL, DO HEREBY CERTIFY THAT THIS IS A TRUE AND ACCURATE MAP OF THE TRACT OF LAND TO BE ANNEXED TO PROVO CITY, UTAH COUNTY, UTAH BOUNDARY DESCRIPTION A PARCEL OF LAND LOCATED IN THE NORTHEAST CORNER OF SECTION 4, TOWNSHIP 7 SOUTH, RANGE 2 EAST, SALT LAKE BASE AND MERIDIAN; DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHEAST CORNER OF SECTION 4, TOWNSHIP 7 SOUTH, RANGE 2 EAST, SALT LAKE BASE AND MERIDIAN; THENCE S00°13'54"E 720.09 FEET; THENCE S00°13'54"E 1565.64 FEET; THENCE S17°37'15"W 132.44 FEET; THENCE S48°11'15"W 186.84 FEET; THENCE S74°28'03"W 137.01 FEET; THENCE S34°57'26"W 89.45 FEET; THENCE S03°34'06"E 234.96 FEET; THENCE S24°46'47"E 104.98 FEET; THENCE S80°32'32"W 222.92 FEET; THENCE N81°15'33"W 192.87 FEET; THENCE S65°31'57"W 56.37 FEET; THENCE N37°00'00"W 54.73 FEET; THENCE N76°38'51"E 60.34 FEET; THENCE N00°45'07"W 298.96 FEET; THENCE N13°12'53"W 109.84 FEET; THENCE S89°49'11"W 50.86 FEET; THENCE NORTHWESTERLY ALONG THE ARC OF A 403.09 FOOT RADIUS NON-TANGENT CURVE TO THE RIGHT 382.08 FEET, THROUGH THE CENTRAL ANGLE OF 54°18'23" (CHORD BEARS: N64°17'49"W 367.92 FEET); THENCE N89°20'02"W 89.17 FEET; THENCE WESTERLY ALONG THE ARC OF A 419.24 FOOT RADIUS NON-TANGENT CURVE TO THE LEFT 213.50 FEET, THROUGH THE CENTRAL ANGLE OF 29°10'43" (CHORD BEARS: N68°20'01"W 211.20 FEET); THENCE N01°30'00"W 8.37 FEET; THENCE N88°30'00"E 220.82 FEET; THENCE SOUTHEASTERLY ALONG THE ARC OF A 370.00 FOOT RADIUS NON-TANGENT CURVE TO THE RIGHT 129.56 FEET, THROUGH THE CENTRAL ANGLE OF 20°03'47" (CHORD BEARS: S44°26'22"E 128.90 FEET); THENCE SOUTHEASTERLY ALONG THE ARC OF A 300.00 FOOT RADIUS REVERSE CURVE TO THE LEFT 214.16 FEET (CHORD BEARS: S54°51'32"E 209.64 FEET); THENCE NORTHASTERLY ALONG THE ARC OF A 25.00 FOOT RADIUS NON-TANGENT CURVE TO THE RIGHT 22.65 FEET, THROUGH THE CENTRAL ANGLE OF 51°54'14" (CHORD BEARS: N40°28'58"E 21.88 FEET); THENCE N66°26'05"E 128.42 FEET; THENCE N03°50'00"W 168.93 FEET; THENCE N89°23'46"E 1.42 FEET; THENCE N03°46'53"W 600.21 FEET; THENCE N86°15'34"E 57.00 FEET; THENCE N03°44'26"W 118.26 FEET; THENCE S86°14'12"W 11.00 FEET; THENCE N03°44'26"W 21.53 FEET; THENCE N86°15'56"E 11.00 FEET; THENCE N03°44'26"W 178.33 FEET; THENCE N86°15'34"E 10.00 FEET; THENCE N03°44'32"W 305.35 FEET; THENCE N86°15'34"W 16.00 FEET; THENCE N03°44'26"W 23.00 FEET; THENCE N86°15'34"E 10.00 FEET; THENCE N03°44'26"W 231.34 FEET; THENCE N86°57'58"W 4.03 FEET; THENCE N03°44'26"W 149.68 FEET; THENCE NORTHERLY ALONG THE ARC OF A 791.00 FOOT RADIUS NON-TANGENT CURVE TO THE RIGHT 149.76 FEET, THROUGH THE CENTRAL ANGLE OF 10°50'58" (CHORD BEARS: N01°14'11"E 149.56 FEET); THENCE N07°04'17"E 216.96 FEET; THENCE N89°18'30"W 10.04 FEET; THENCE N04°45'01"E 23.33 FEET; THENCE S86°19'34"E 14.00 FEET; THENCE NORTHERLY ALONG THE ARC OF A 635.00 FOOT RADIUS NON-TANGENT CURVE TO THE LEFT 162.92 FEET, THROUGH THE CENTRAL ANGLE OF 14°42'02" (CHORD BEARS: N03°40'35"W 162.48 FEET); THENCE S78°58'24"W 13.00 FEET; THENCE N12°08'51"W 24.33 FEET; THENCE N82°55'45"E 8.81 FEET; THENCE S89°55'28"E 823.09 FEET TO THE POINT OF BEGINNING. BASIS OF BEARING: N00°13'54"E 2662.32', ALONG THE SECTION LINE  CHAD J. HILL PROFESSIONAL LAND SURVEYOR LICENSE NO. 7837685-2201  DATE _____		DEVELOPMENT SERVICES DIRECTOR APPROVAL APPROVED THIS _____ DAY OF _____, A.D. 2025, BY THE PROVO CITY DEVELOPMENT SERVICES DIRECTOR. BILL PEPPERONE - DEVELOPMENT SERVICES DIRECTOR	
PROVO CITY ENGINEER APPROVAL APPROVED THIS _____ DAY OF _____, A.D. 2025, BY THE PROVO CITY ENGINEER. GORDON HAIGHT - PROVO CITY ENGINEER			
ACCEPTANCE BY MAYOR THIS IS TO CERTIFY THAT I, MICHELLE KAUFUSI MAYOR OF PROVO CITY, HAVE RECEIVED A REQUEST THAT SAID TRACT OF LAND SHOWN HEREON, BE ANNEXED TO THE CITY OF PROVO AND THAT A COPY OF THE ORDINANCE HAS BEEN PREPARED FOR FILING HERewith ALL IN ACCORDANCE WITH THE UTAH CODE ANNOTATED (1979) 10-1-04 AND 10-02-401 THROUGH 423, (AS REVISED) AND THAT WE HAVE EXAMINED AND DO HEREBY APPROVE AND ACCEPT THE ANNEXATION OF THE TRACT AS SHOWN AS A PART OF SAID CITY AND THAT SAID TRACT OF LAND IS TO BE KNOWN HEREAFTER AS THE S.S. MINNOW ANNEXATION. DATED THIS _____ DAY OF _____, 2025. MICHELLE KAUFUSI - MAYOR ATTEST: _____ RECORDER			
ACCEPTANCE BY COUNTY SURVEYOR THIS PLAT HAS BEEN REVIEWED BY THE COUNTY SURVEYOR AND IS HEREBY CERTIFIED AS A FINAL LOCAL ENTITY PLAT, PURSUANT TO UTAH CODE ANNOTATED 17-23-20 AMENDED. ANTHONY CANTO UTAH COUNTY SURVEYOR DATE _____			
ANNEXATION PLAT S.S. MINNOW ANNEXATION PROVO CITY, _____ UTAH COUNTY, UTAH SCALE: 1" = 120 FEET			

General Plan

Appendix C: Annexation Map and Policies

Additional Tools for Urban Growth and Land Use Annexation Policy Plan

Provo City's Annexation Policy Plan is based on the Annexation Policy Plan in the 2004 General Plan (Section 1.2.10). For a full history of the plan, refer to the 2004 General Plan.

Need for an Annexation Policy Plan

It is necessary that the City maintain an annexation policy plan to assure orderly growth and development of the community. An annexation policy will also protect the general interests of the taxpaying public as well as those individual property owners who wish to annex to the City. There must be specific policy guidelines by which a proposed annexation is evaluated. The following constitutes the guidelines established for the Provo City annexation policy plan:

Annexation Policy Plan Guidelines

Each annexation under consideration should be expanded to include the greatest amount of property possible to assure that:

1. Public reaction in and around the annexation area is appropriately balanced with the needs of the community;
2. Duplication of services is eliminated;
3. City standards related to improvements are maintained consistently on a contiguous block face and on adjoining properties to the greatest extent possible;
4. There is no piecemeal annexation of individual small properties which would diminish the potential for later annexation of small pockets or "islands" of opposing unincorporated area;
5. Expansion of city boundaries will include some unimproved land which will provide an inventory for future development;
6. The circulation system of streets and highways is enhanced by placing a system in one jurisdiction to eliminate maintenance confusion;
7. There is an increased ability to plan for orderly community and area wide development;
8. Fire, police, and other safety-oriented service systems are more controlled with logical political boundaries;
9. Utilities and other public services have more systematic city boundaries;
10. The city's self-determination and local home rule is enhanced through the resulting city boundaries; and
11. The city is able to exercise greater regulation over improper and undesirable land uses and development in the fringe areas.

The Character of the Community

Annexation proposals should be evaluated based upon the compatibility of the proposed land uses with the character of the overall surrounding neighborhood and city.

The Need for Municipal Services in Developed and Undeveloped Unincorporated Areas

Provo City utility services shall not be provided to unincorporated areas but shall only be made available to those areas which are annexed to Provo City. The only exception shall be those extensions made to other units of government under the Interlocal Government Cooperation Act, as deemed appropriate by the Municipal Council.

The Municipality's Plans for Extension of Municipal Services

City services should be extended to annexed areas as soon as practicable after annexation. The requirements for the extension of such utilities are set forth on an area-by-area basis described in "Areas Proposed for Future Annexation" below.

The city is responsible for ensuring the development of the backbone of the various utility distribution and collection systems in newly developing areas, including new water wells, reservoirs, and utility trunk lines. However, specific commitments and the construction period for such utilities will be dependent upon development demand and sufficient capital budgets. Such commitments and time frames will be determined when annexation occurs and will be a part of the impact report required by the Provo City Code.

How Services Will Be Funded

The city finances services and infrastructure through the general fund, gas tax, road funds, and connection and user fees. Developers are responsible for costs and impacts associated with their development activities. Further, their activities must meet city standards. The city's capital facility plans discuss funding options available to them.

An Estimate of the Tax Consequences to Residents Both Currently within the Municipal Boundaries and in the Expansion Area

Tax consequences and interests of affected entities, relative to a proposed annexation, should be considered. Present mill levies in Provo City are comparable to adjacent County areas, including Utah County residents in the Nebo and Alpine School Districts. Utility costs, particularly for electricity, are less expensive in the city than in the county. Thus, many times it is economically beneficial for property owners to annex to Provo City.

The Interests of All Affected Entities

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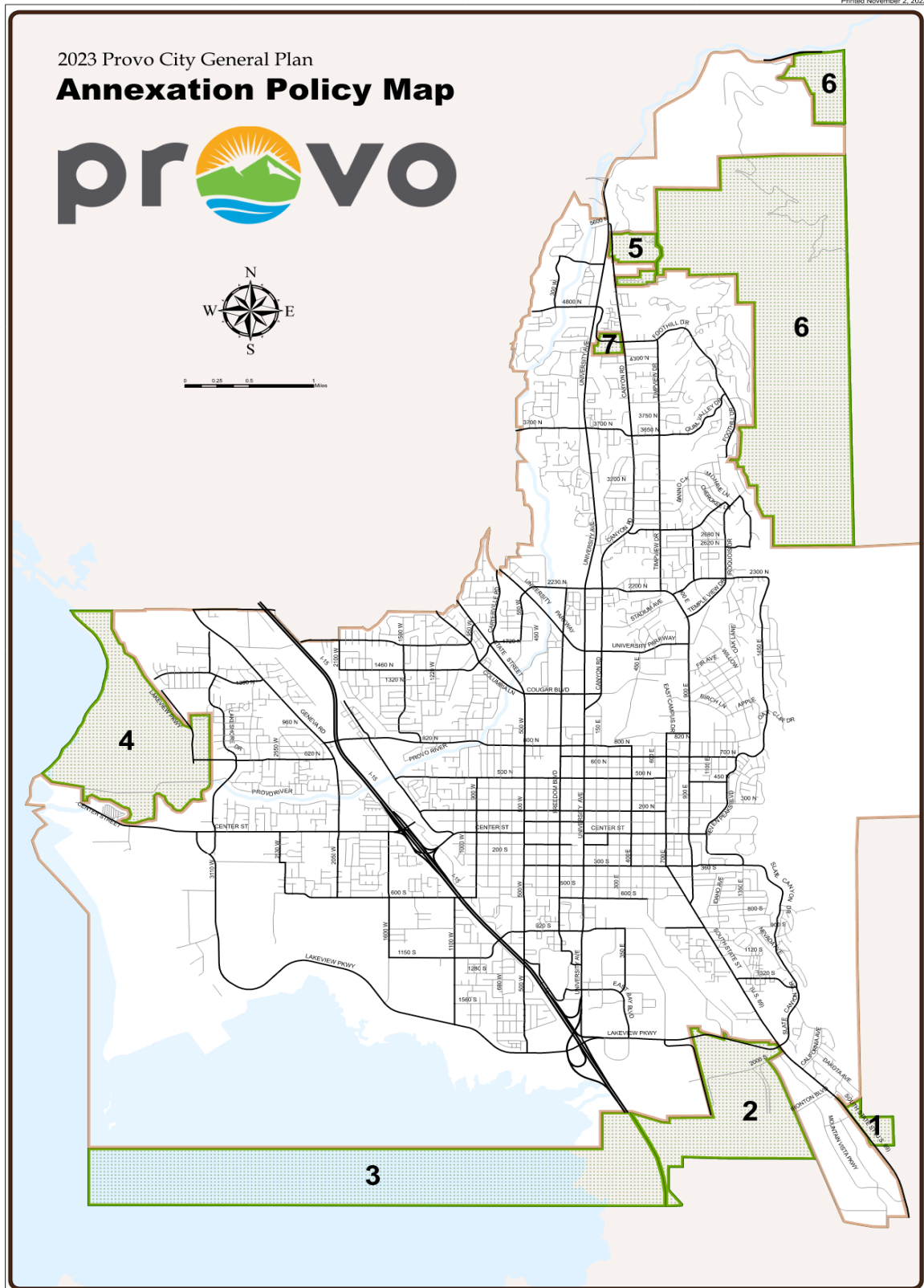
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2023 Provo City General Plan

Annexation Policy Map



0 0.25 0.5 1 Miles



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Area Three is bounded by I-15 to the east and extends into Utah Lake as shown on the map. The portions of this area not lying in Utah Lake have a Parks, Recreation, and Open Space Designation. If this area is annexed, it should be included in the Open Space, Preservation, and Recreation (OSPR) zone.

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Area Five is bounded on the west and south by existing Provo City limits, and on the east by the Uinta National Forest boundary. Existing water pressure zones can serve this area to an elevation of approximately 4,876 feet. Area Five can be served by gravity wastewater systems, but main lines would have to be extended into the area from existing lines several thousand feet away. Development in a sizeable portions of this area would be subject to the city's Hillside Development Standards, as well as the Critical Hillside Overlay (CH) Zone. The General Plan Map calls for residential development in a portion of this area; however, any property identified as Agriculture on the map should be included in the OSPR zone upon being annexed. Any future development project requiring a rezone from the OSPR

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Additionally, Area Five should be expanded to include any properties in Area Six that are privately held.

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Area Six is bounded on the west, south, and north by Provo City limits and on the east by Utah County. The area encompasses the Forest Service land east and north of Sherwood Hills and north of Little Rock Canyon. Even though this area contains steep slopes that would limit development, it would be annexed into Provo to preserve the hillsides from future mining uses. Upon annexation, properties in this area should be included in the OSPR zone. Any future development project requiring a rezone from the OSPR zone would be required to demonstrate a substantial benefit to the city and would be subject to the requirements of the Critical Hillside Overlay Zone. Area Six should consist of property that is owned by government entities.

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Areas Proposed for Municipal Boundary Adjustment

Map 2: Municipal Boundary Adjustment Map

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2023 Provo City General Plan

Municipal Boundary Adjustment Map



Area 4: Adjustment to Provo

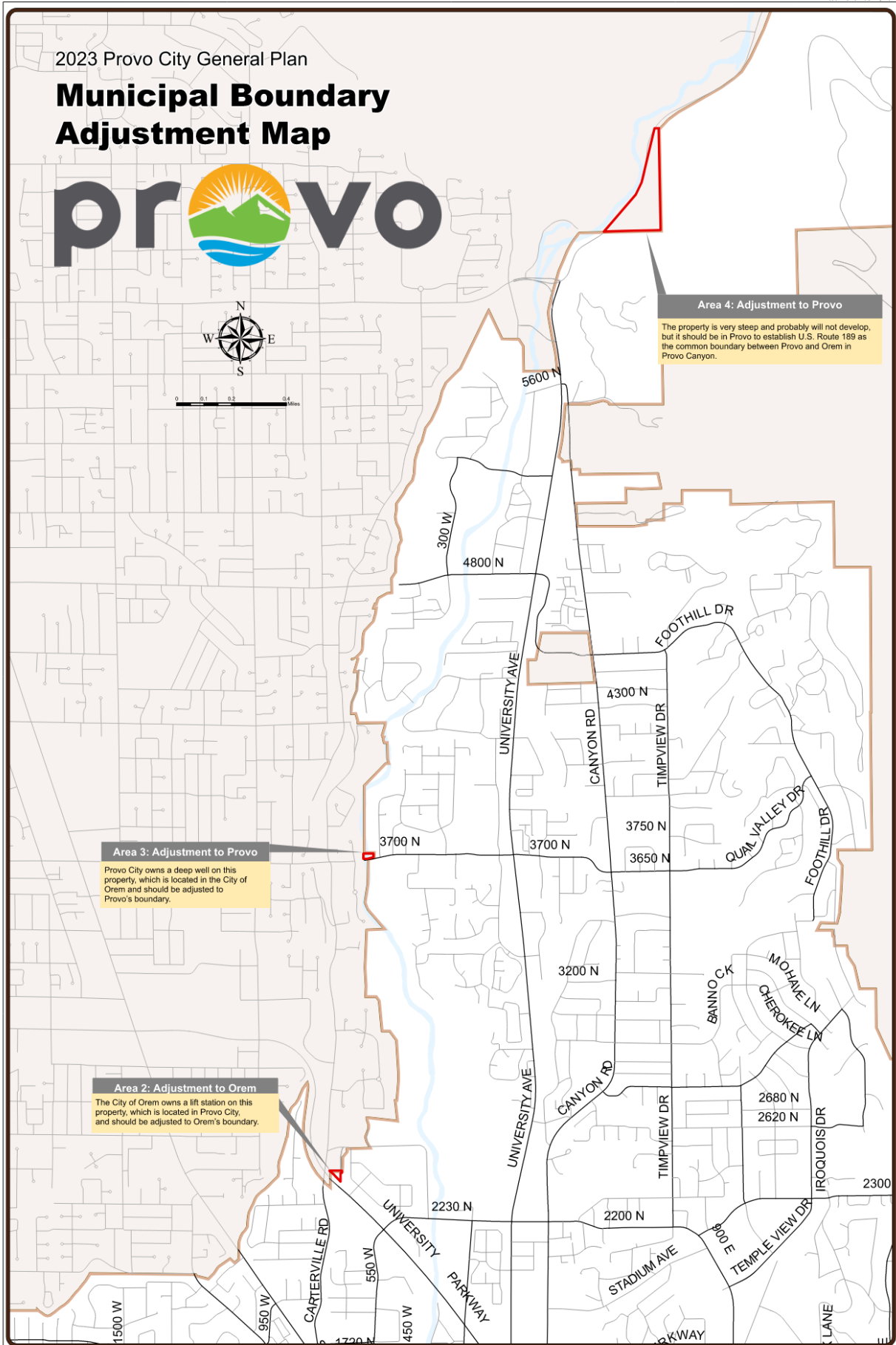
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Provo City owns a deep well on this property, which is located in the City of Orem and should be adjusted to Provo's boundary.

Area 2: Adjustment to Orem

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Area Two is located in Provo just before the Carterville Road bridge northeast of University Parkway. The City of Orem owns a lift station on this property which is located in Provo City and should be adjusted to Orem's boundary.

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Area One is the Heritage Mountain Ski Area Annexation and was annexed into Provo City in 1978 to construct a world-class ski resort. After review of the Environmental Impact Statement, the U.S. Forest Service denied the permit, and the facility was never built. Therefore, Provo is proposing a disconnection of 7,035 acres, which is most of the 7,515 acres of the Heritage Mountain Ski Area Annexation.

Map 3: Municipal Disconnection Adjustment Map *(see next page for map)*

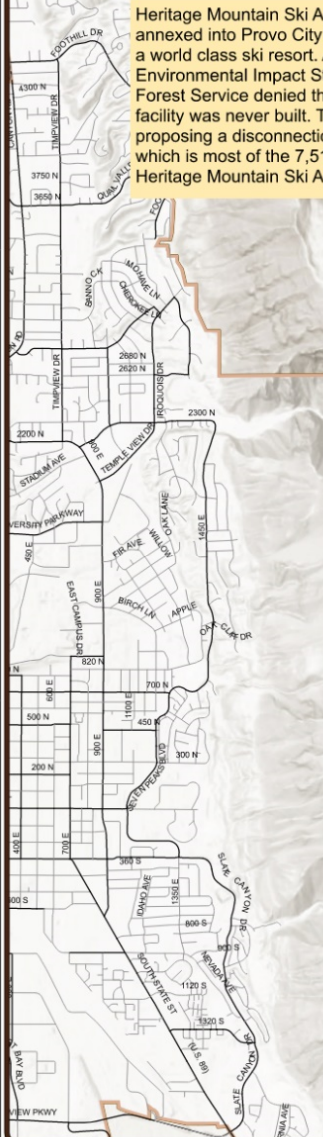
Municipal Disconnection Map



0 0.23 0.45 0.9 Miles

Area Proposed for Disconnection (in red)

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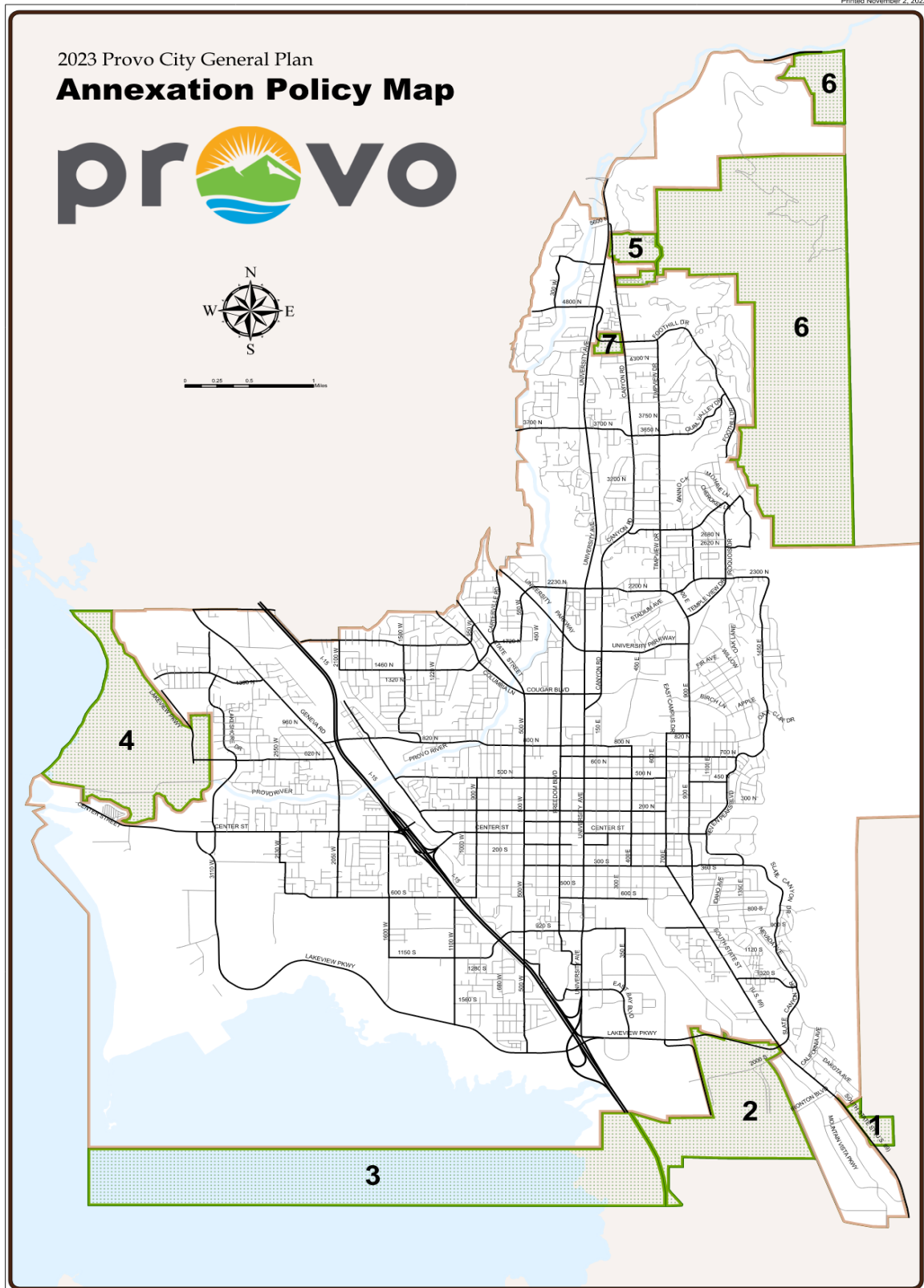
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2023 Provo City General Plan

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0 0.25 0.5 1 Miles



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Area 4: Adjustment to Provo

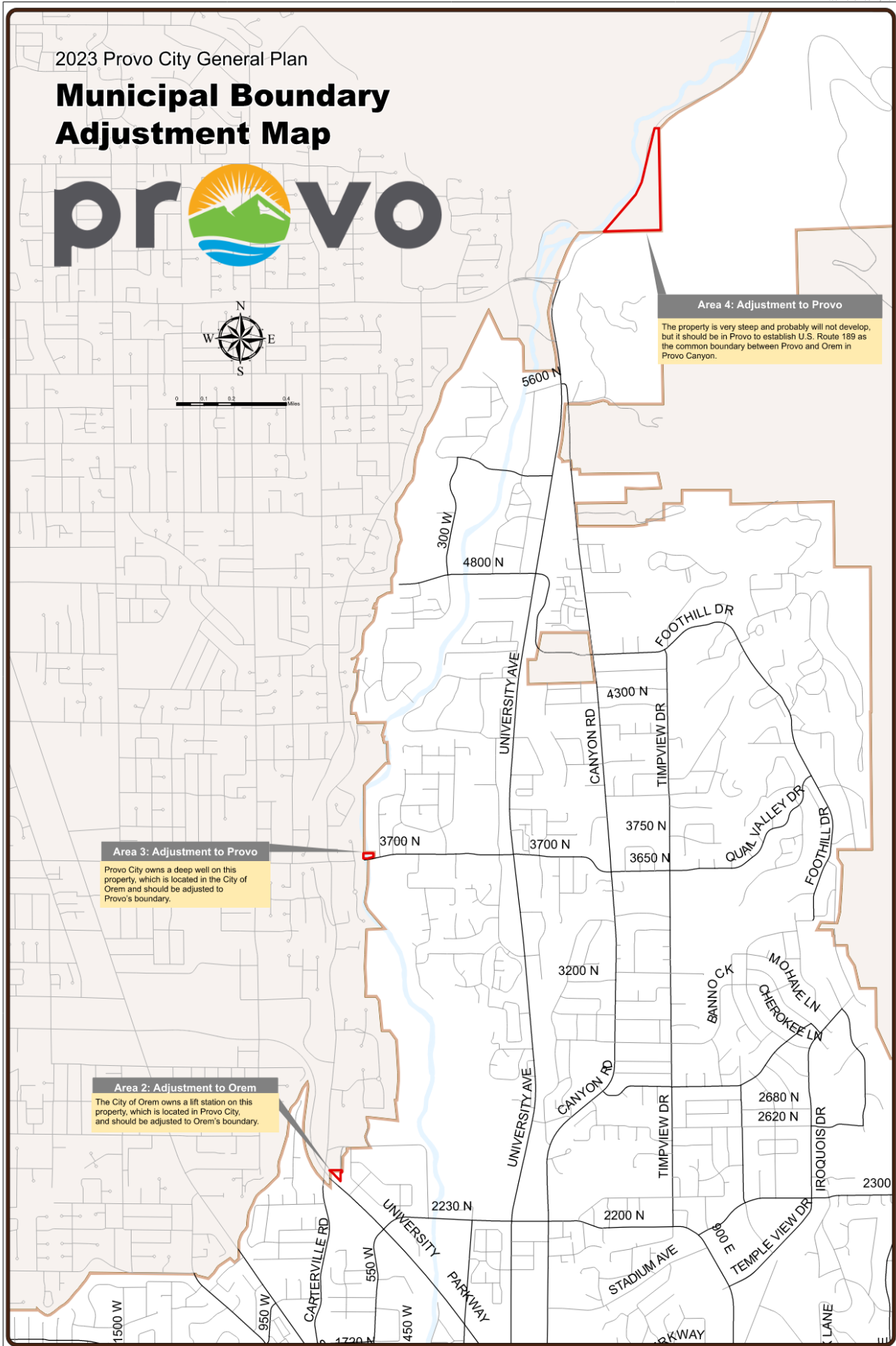
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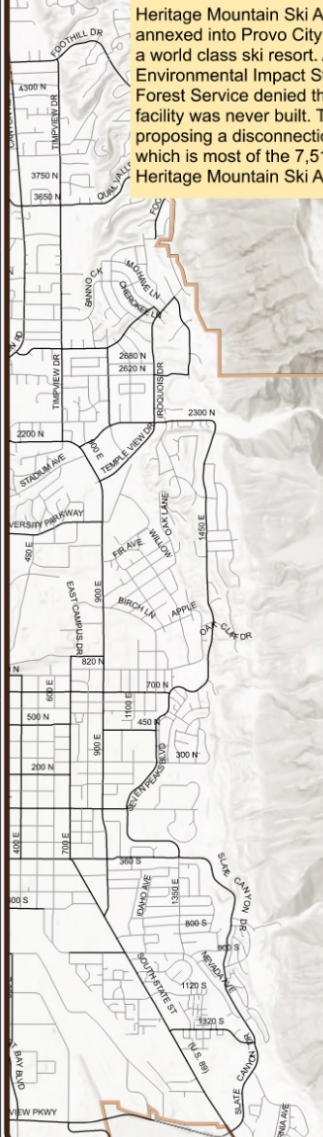
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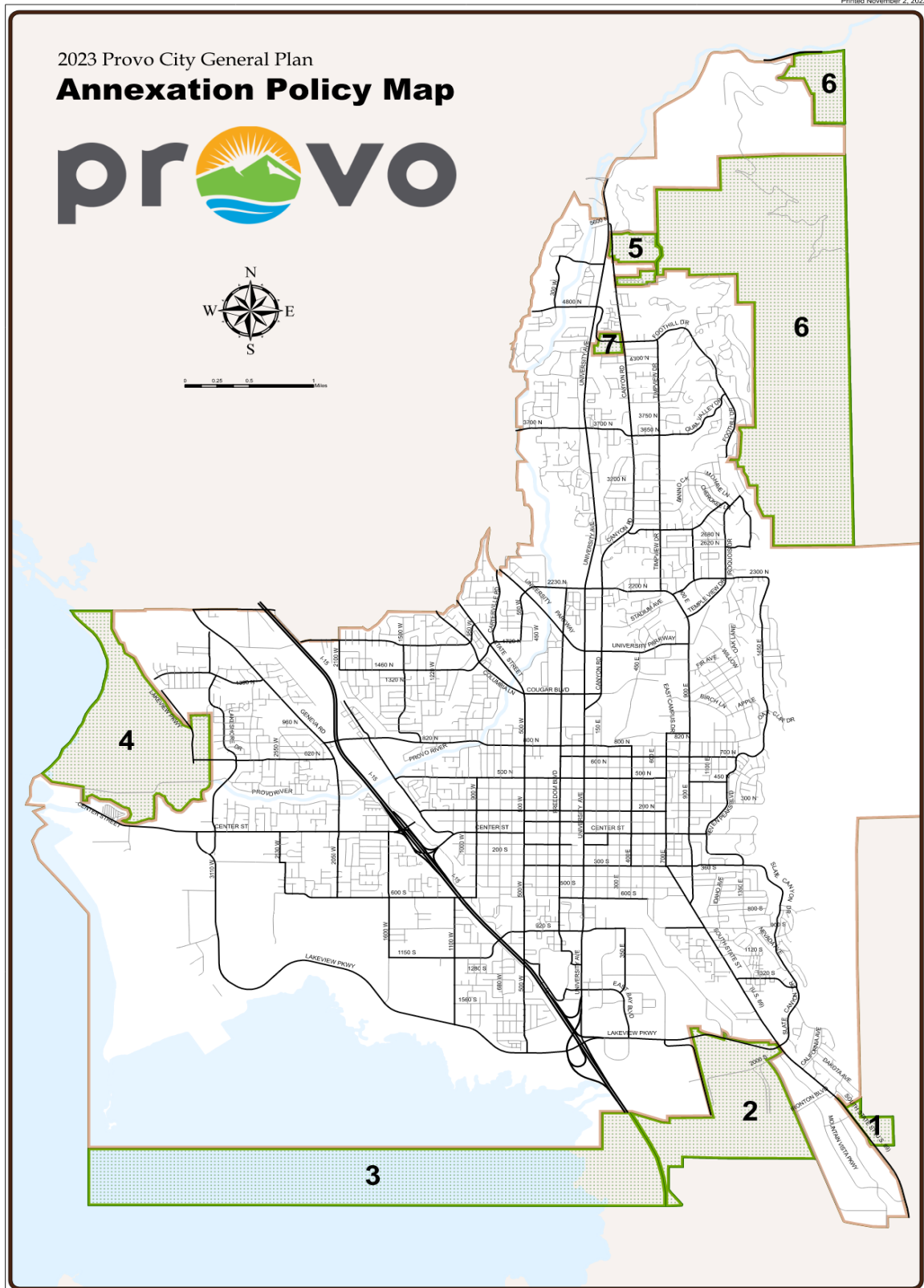
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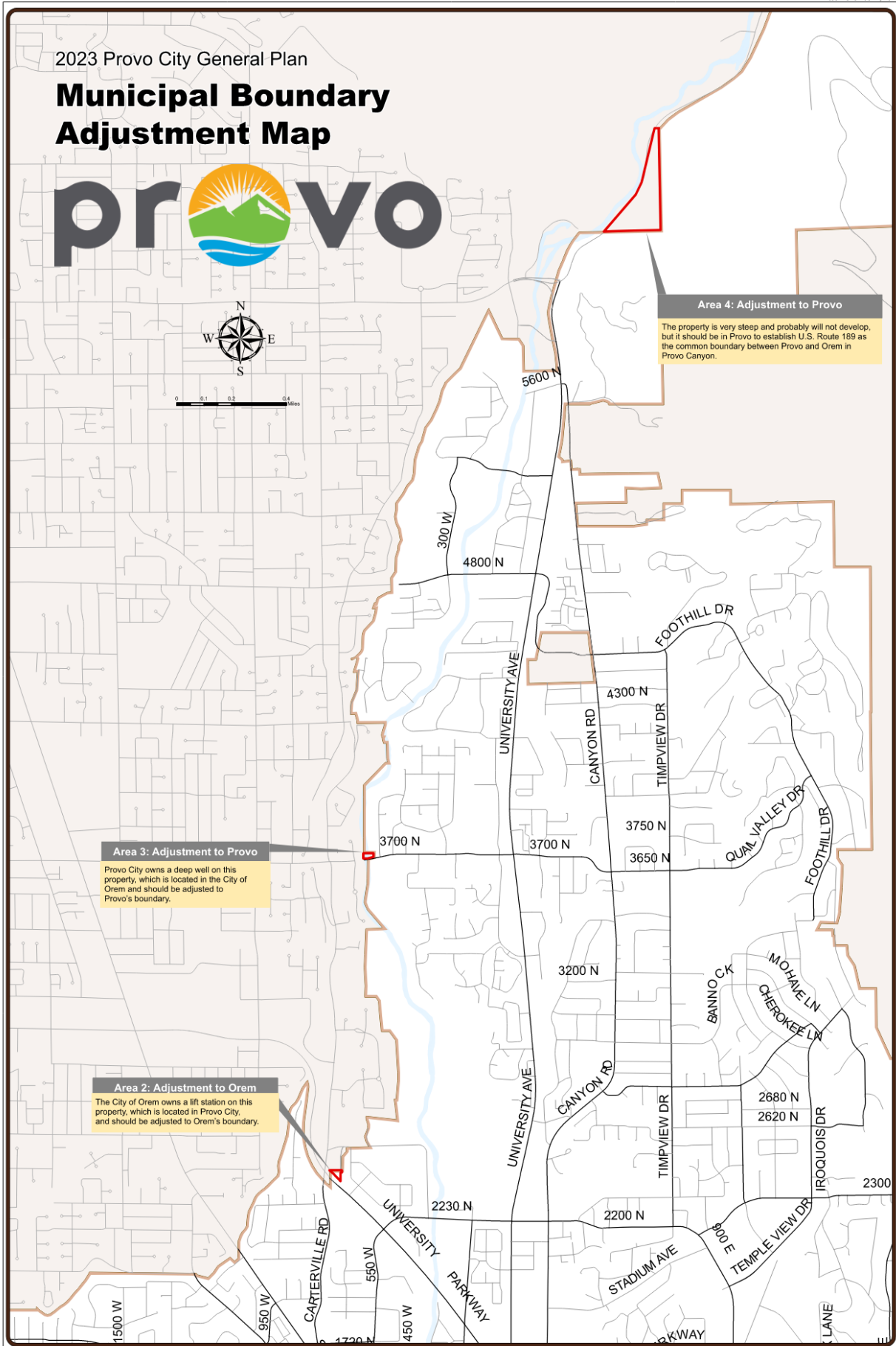
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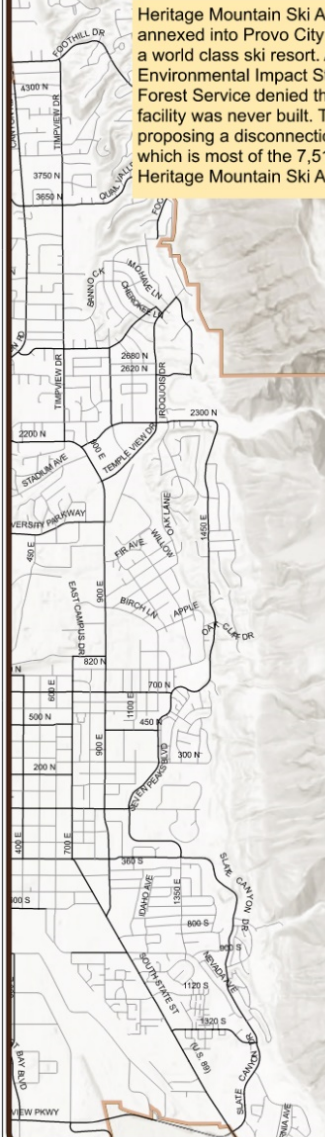
Municipal Disconnection Map



0 0.23 0.45 0.9 Miles

Area Proposed for Disconnection (in red)

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1. Public reaction in and around the annexation area is appropriately balanced with the needs of the community;
2. Duplication of services is eliminated;
3. City standards related to improvements are maintained consistently on a contiguous block face and on adjoining properties to the greatest extent possible;
4. There is no piecemeal annexation of individual small properties which would diminish the potential for later annexation of small pockets or "islands" of opposing unincorporated area;
5. Expansion of city boundaries will include some unimproved land which will provide an inventory for future development;
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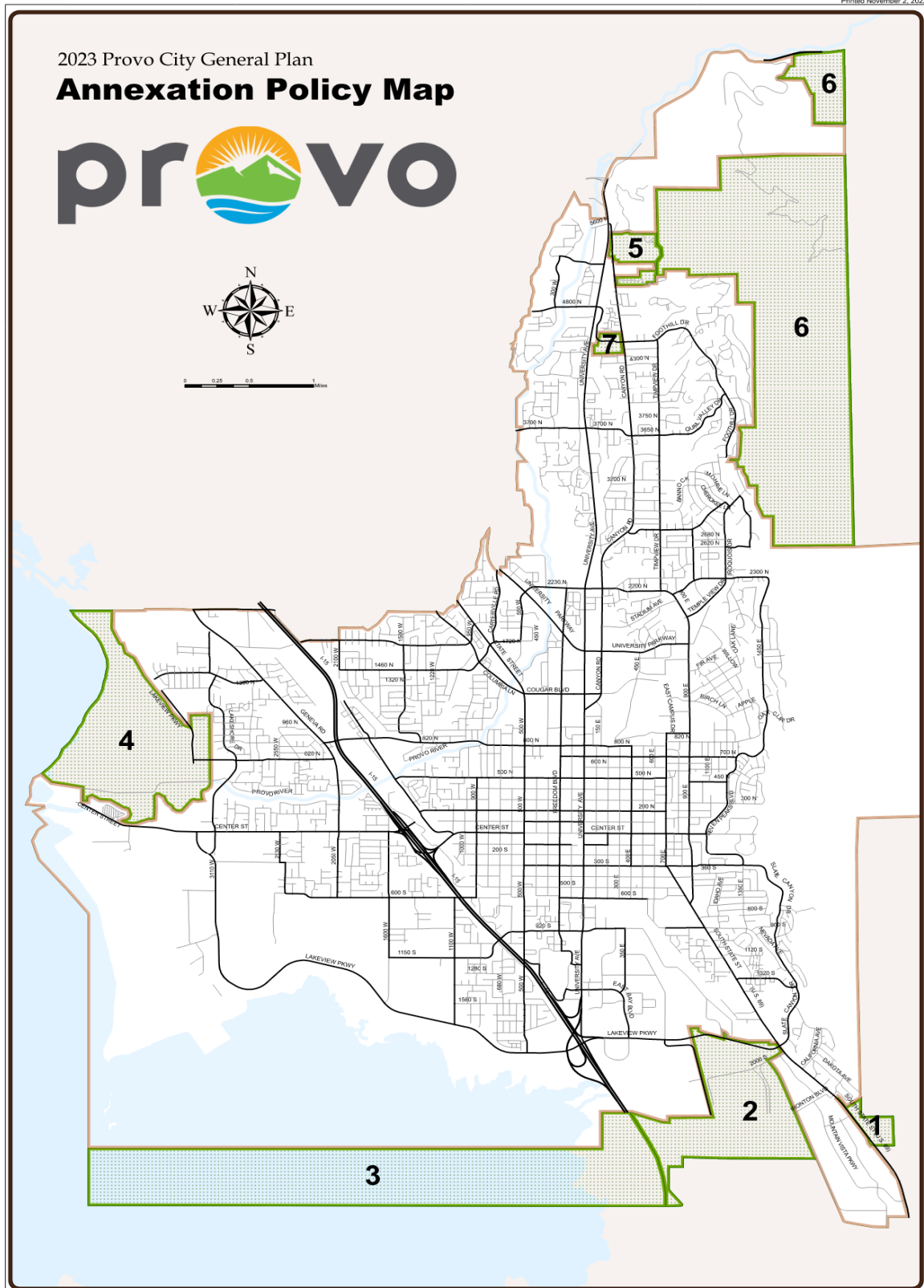
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2023 Provo City General Plan

Annexation Policy Map



0 0.25 0.5 1 Miles



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Area Two

Area Two is bounded by I-15 on the west, existing Provo City limits on the north and east, and the Provo/Springville City Boundary Agreement Line on the south. The General Plan Map calls for an Industrial designation for land between 950 East on the west and Tracy Hall Parkway on the east, and between the Provo/Springville City Boundary Agreement Line on the south and to approximately Lakeview Parkway on the north. A Parks, Recreation, and Open Space designation is prescribed for the area lying between I-15 on the west and 950 East on east, and the Provo/Springville City Boundary Agreement Line on the south and to the southern boundary of the Provo Bay Addition to the north. Provo City has electrical lines in this area and has extended sewer lines as far south as the Timpanogos Golf Course. Water and sewer line extensions would be required to continue annexation south of the Timpanogos Golf Course and east of the railroad tracks.

Area Three

Area Three is bounded by I-15 to the east and extends into Utah Lake as shown on the map. The portions of this area not lying in Utah Lake have a Parks, Recreation, and Open Space Designation. If this area is annexed, it should be included in the Open Space, Preservation, and Recreation (OSPR) zone.

Area Four

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Area Five

Area Five is bounded on the west and south by existing Provo City limits, and on the east by the Uinta National Forest boundary. Existing water pressure zones can serve this area to an elevation of approximately 4,876 feet. Area Five can be served by gravity wastewater systems, but main lines would have to be extended into the area from existing lines several thousand feet away. Development in a sizeable portions of this area would be subject to the city's Hillside Development Standards, as well as the Critical Hillside Overlay (CH) Zone. The General Plan Map calls for residential development in a portion of this area; however, any property identified as Agriculture on the map should be included in the OSPR zone upon being annexed. Any future development project requiring a rezone from the OSPR

zone would be required to demonstrate a substantial benefit to the city and would be subject to the requirements of the Critical Hillside Overlay Zone.

Additionally, Area Five should be expanded to include any properties in Area Six that are privately held.

Area Six

Area Six is bounded on the west, south, and north by Provo City limits and on the east by Utah County. The area encompasses the Forest Service land east and north of Sherwood Hills and north of Little Rock Canyon. Even though this area contains steep slopes that would limit development, it would be annexed into Provo to preserve the hillsides from future mining uses. Upon annexation, properties in this area should be included in the OSPR zone. Any future development project requiring a rezone from the OSPR zone would be required to demonstrate a substantial benefit to the city and would be subject to the requirements of the Critical Hillside Overlay Zone. Area Six should consist of property that is owned by government entities.

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Area Seven is located between 4400 North and 4600 North from University Avenue to Canyon Road. The General Plan Map calls for agricultural uses in this area. Most of these properties receive Provo City municipal services.

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Areas Proposed for Municipal Boundary Adjustment

Map 2: Municipal Boundary Adjustment Map

(see next page for map)

2023 Provo City General Plan

Municipal Boundary Adjustment Map



Area 4: Adjustment to Provo

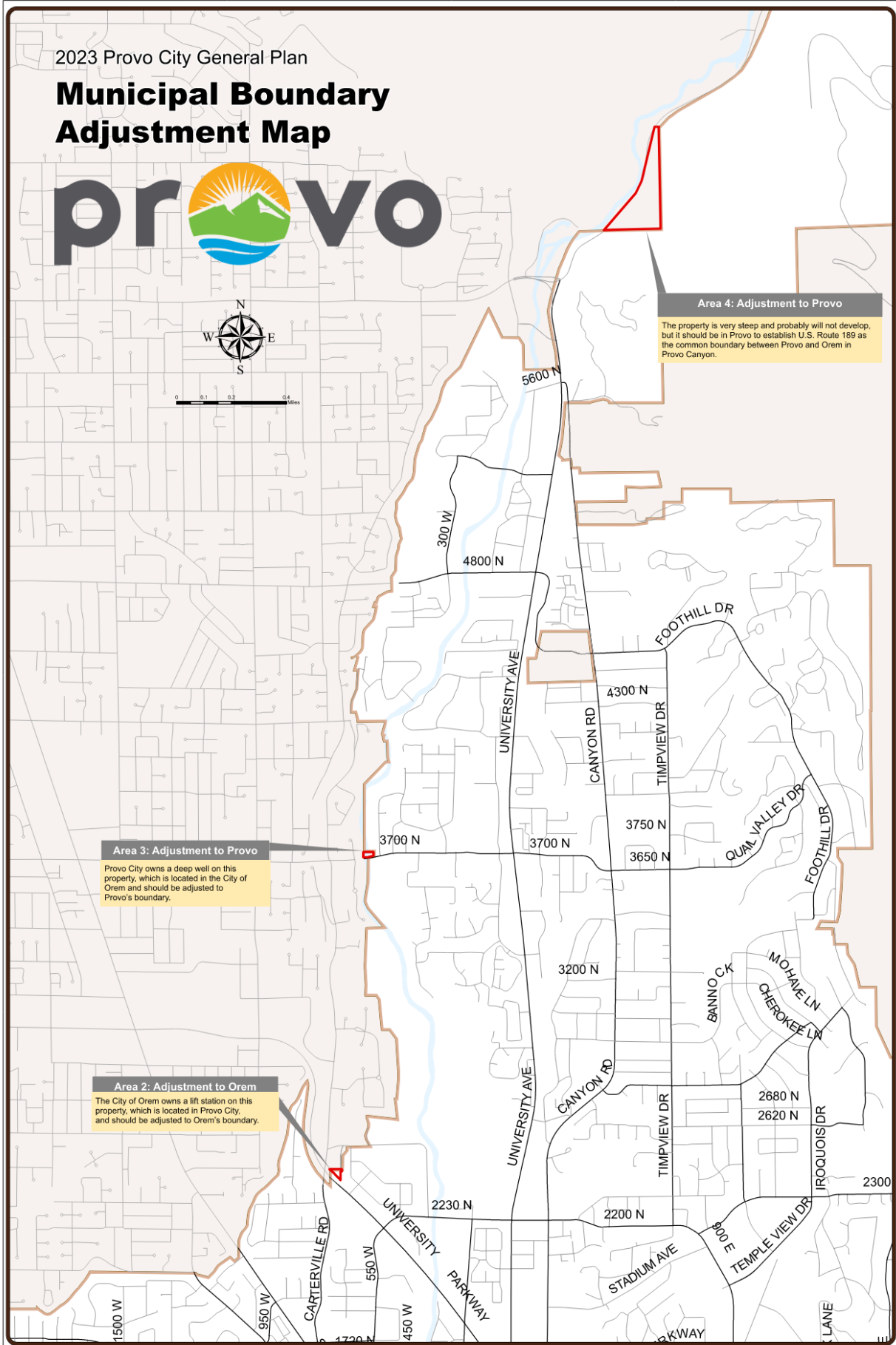
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Provo City owns a deep well on this property, which is located in the City of Orem and should be adjusted to Provo's boundary.

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The City of Orem owns a lift station on this property, which is located in Provo City, and should be adjusted to Orem's boundary.



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Area Three

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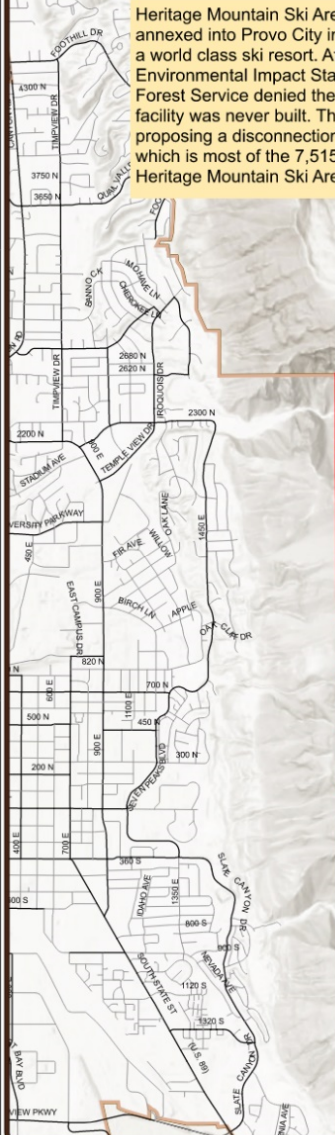
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0 0.23 0.45 0.9 Miles

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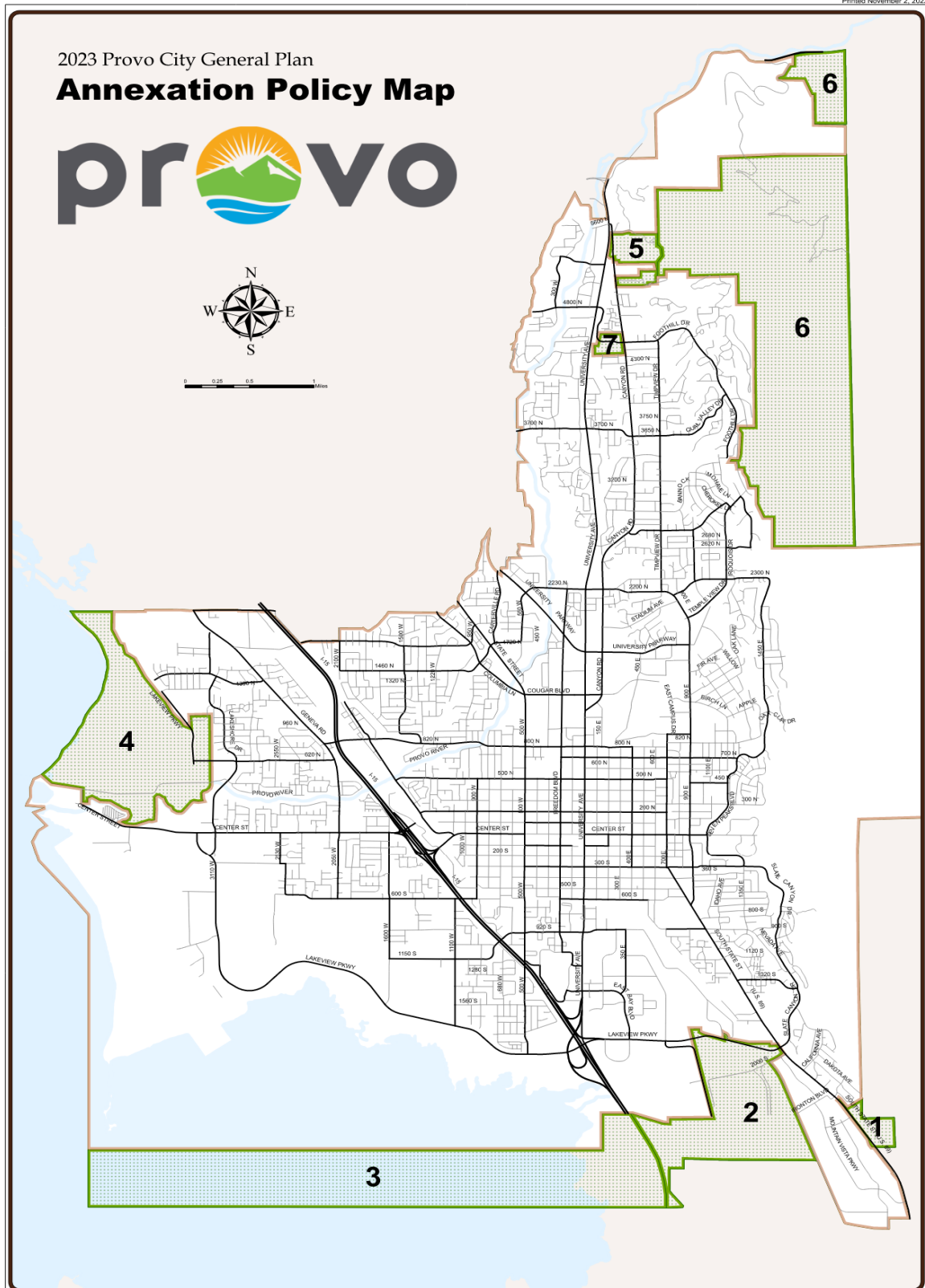
Map 1: Annexation Policy Map
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2023 Provo City General Plan

Annexation Policy Map



0 0.25 0.5 1 Miles



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Area 4: Adjustment to Provo

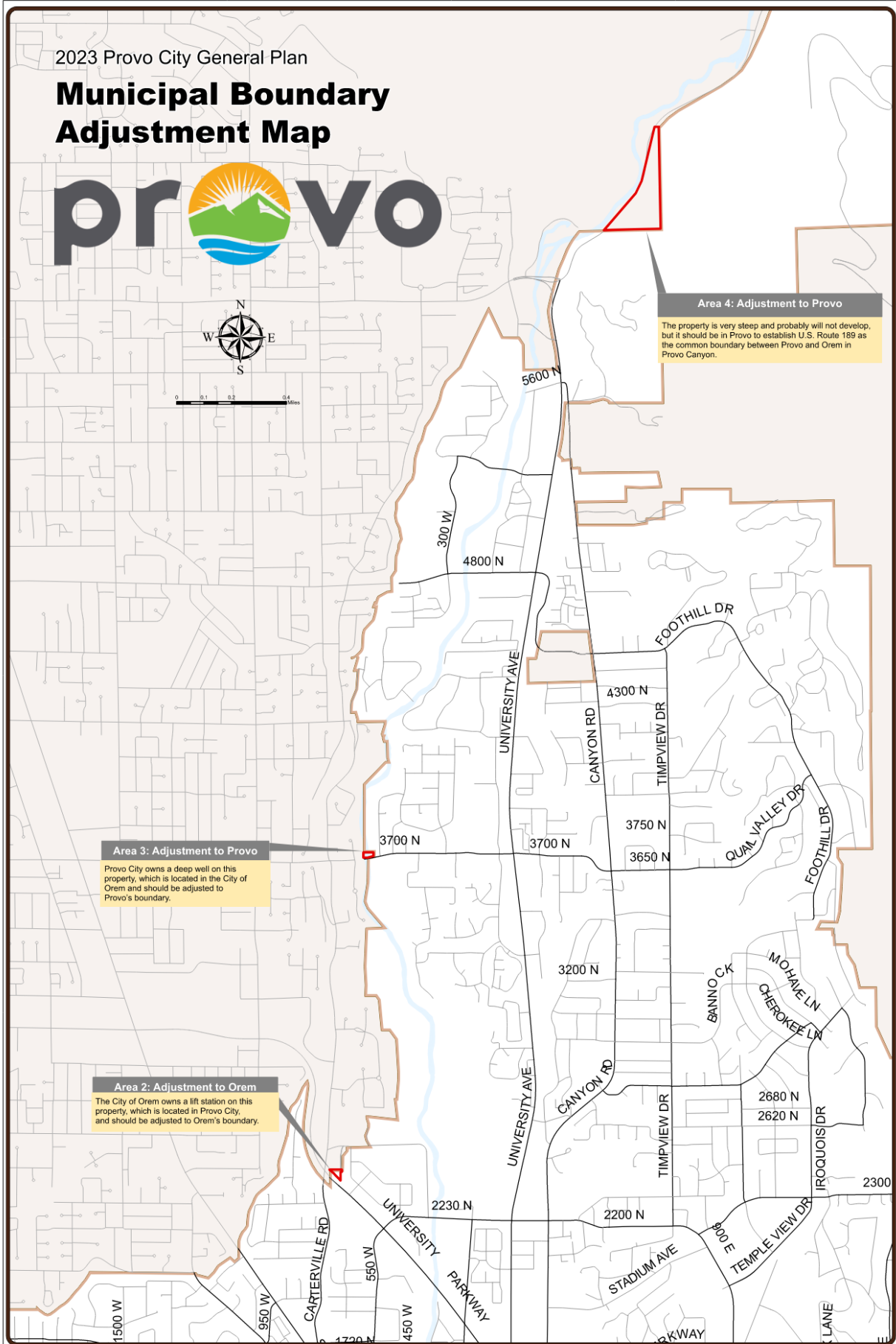
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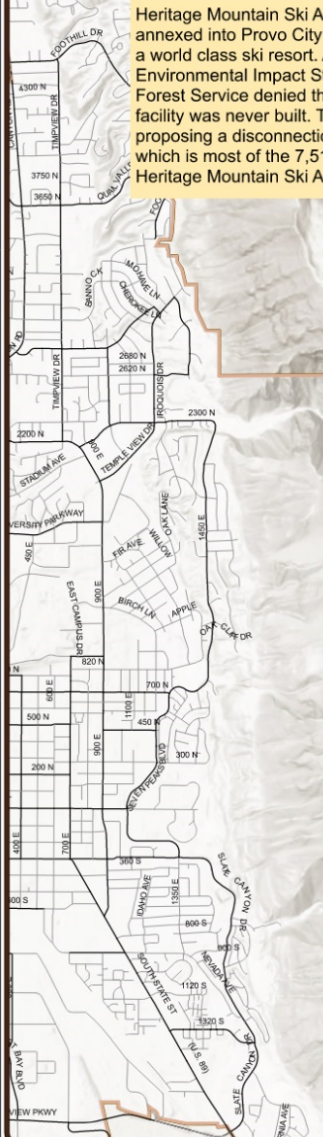
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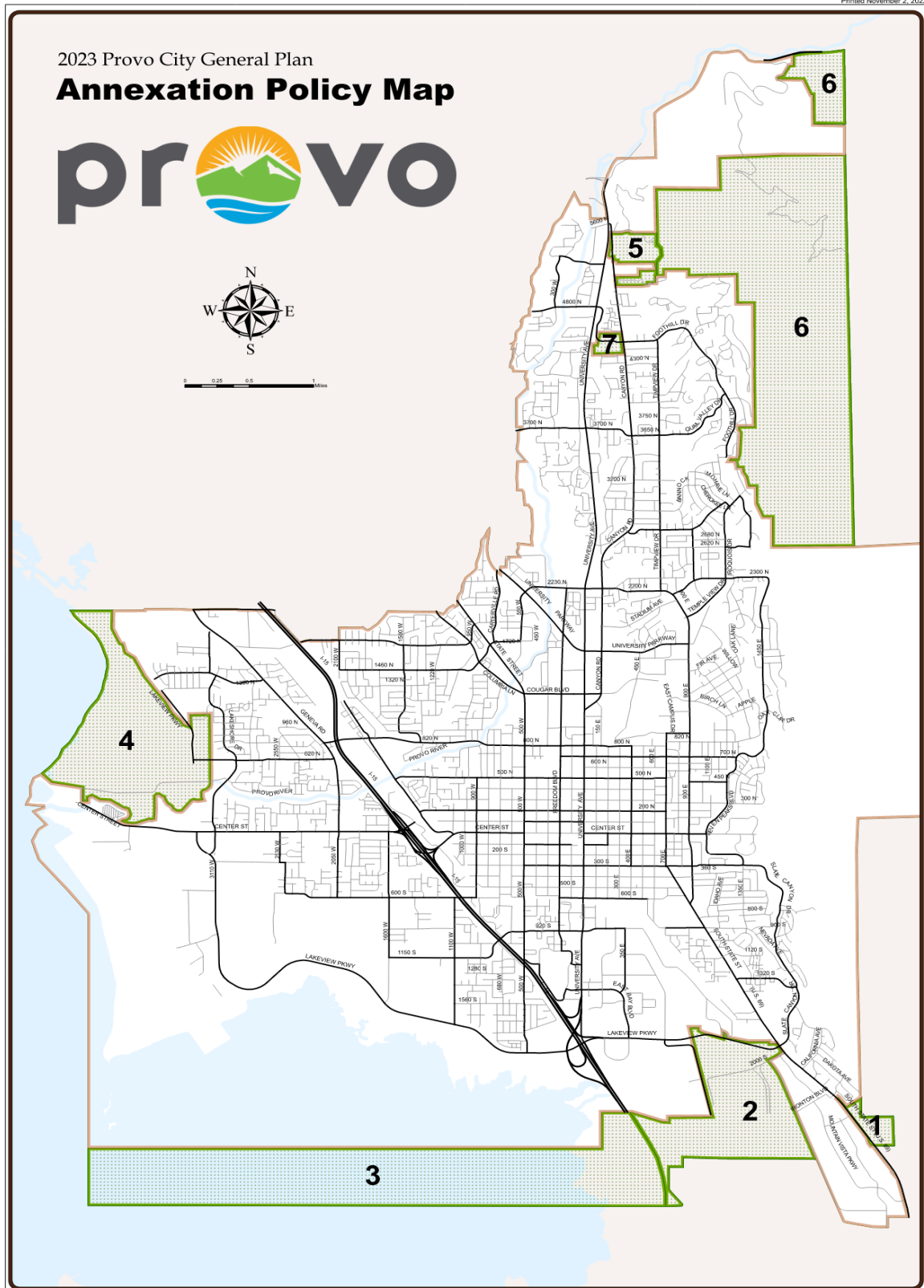
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Area Five is bounded on the west and south by existing Provo City limits, and on the east by the Uinta National Forest boundary. Existing water pressure zones can serve this area to an elevation of approximately 4,876 feet. Area Five can be served by gravity wastewater systems, but main lines would have to be extended into the area from existing lines several thousand feet away. Development in a sizeable portions of this area would be subject to the city's Hillside Development Standards, as well as the Critical Hillside Overlay (CH) Zone. The General Plan Map calls for residential development in a portion of this area; however, any property identified as Agriculture on the map should be included in the OSPR zone upon being annexed. Any future development project requiring a rezone from the OSPR

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Additionally, Area Five should be expanded to include any properties in Area Six that are privately held.

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Area Six is bounded on the west, south, and north by Provo City limits and on the east by Utah County. The area encompasses the Forest Service land east and north of Sherwood Hills and north of Little Rock Canyon. Even though this area contains steep slopes that would limit development, it would be annexed into Provo to preserve the hillsides from future mining uses. Upon annexation, properties in this area should be included in the OSPR zone. Any future development project requiring a rezone from the OSPR zone would be required to demonstrate a substantial benefit to the city and would be subject to the requirements of the Critical Hillside Overlay Zone. Area Six should consist of property that is owned by government entities.

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Areas Proposed for Municipal Boundary Adjustment

Map 2: Municipal Boundary Adjustment Map

(see next page for map)

2023 Provo City General Plan

Municipal Boundary Adjustment Map



Area 4: Adjustment to Provo

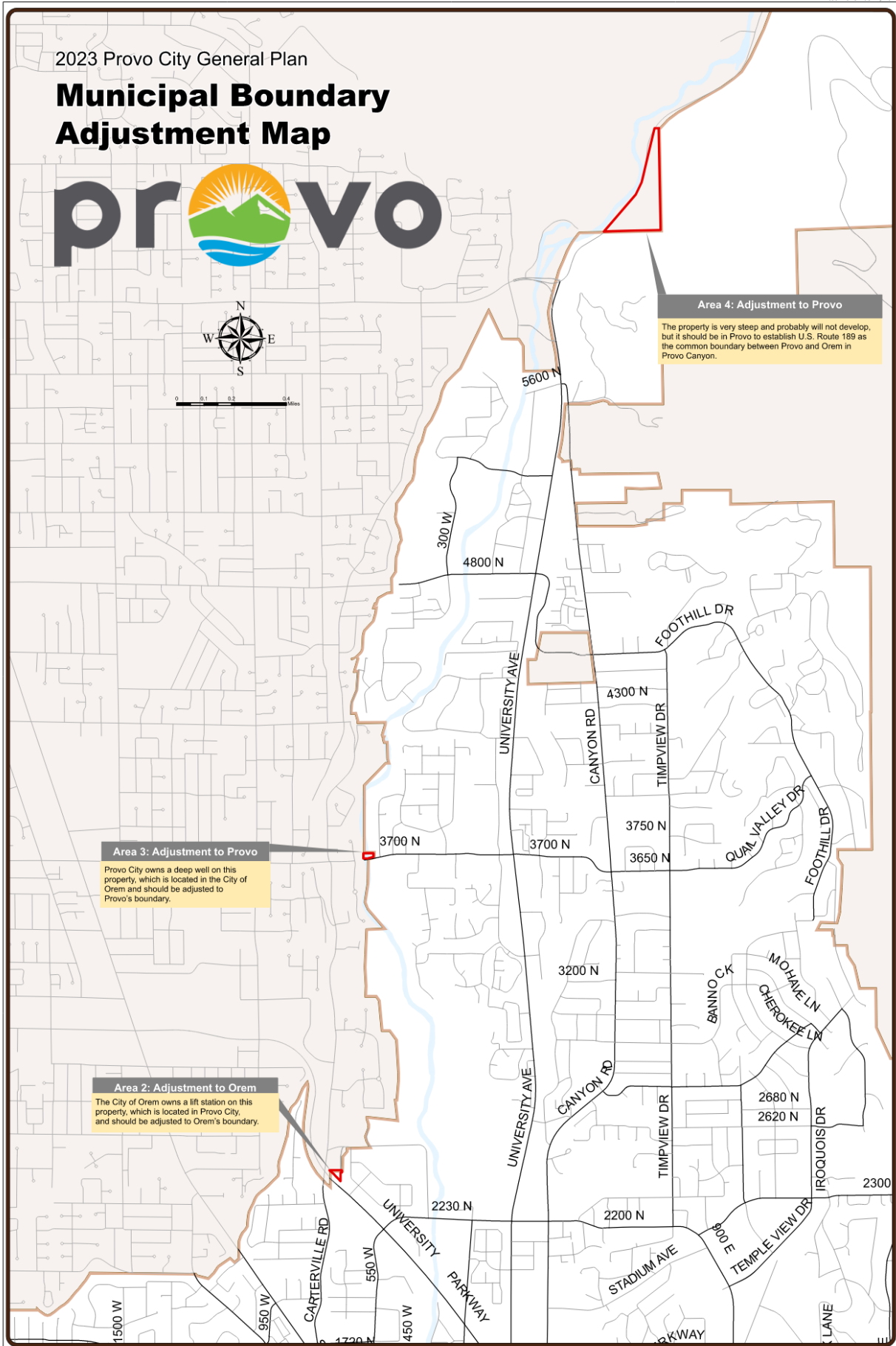
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Provo City owns a deep well on this property, which is located in the City of Orem and should be adjusted to Provo's boundary.

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The City of Orem owns a lift station on this property, which is located in Provo City, and should be adjusted to Orem's boundary.



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Area Two is located in Provo just before the Carterville Road bridge northeast of University Parkway. The City of Orem owns a lift station on this property which is located in Provo City and should be adjusted to Orem's boundary.

Area Three

Area Three is located in Orem just north of 3700 North and just east of the Provo River. Provo City owns a deep well on this property which is located in the City of Orem and should be adjusted to Provo's boundary.

Area Four

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Area One is the Heritage Mountain Ski Area Annexation and was annexed into Provo City in 1978 to construct a world-class ski resort. After review of the Environmental Impact Statement, the U.S. Forest Service denied the permit, and the facility was never built. Therefore, Provo is proposing a disconnection of 7,035 acres, which is most of the 7,515 acres of the Heritage Mountain Ski Area Annexation.

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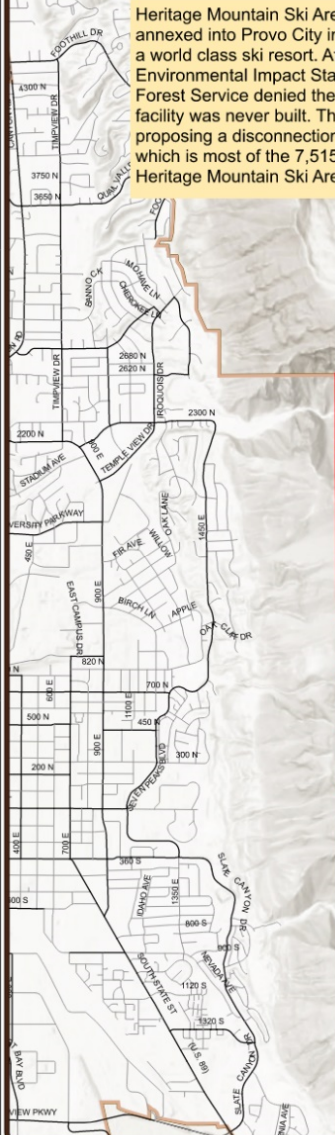
Municipal Disconnection Map



0 0.23 0.45 0.9 Miles

Area Proposed for Disconnection (in red)

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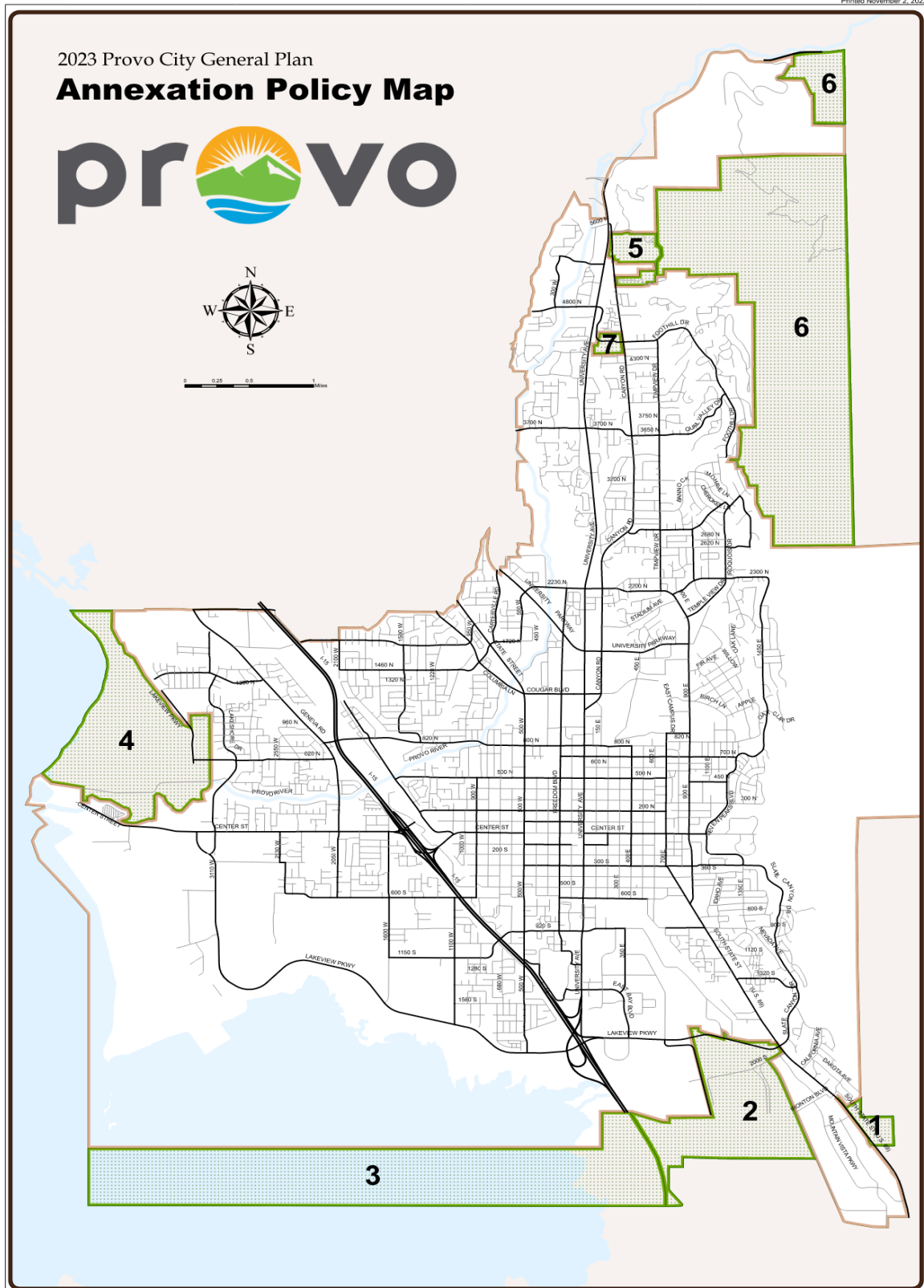
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2023 Provo City General Plan

Annexation Policy Map



0 0.25 0.5 1 Miles



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Area 4: Adjustment to Provo

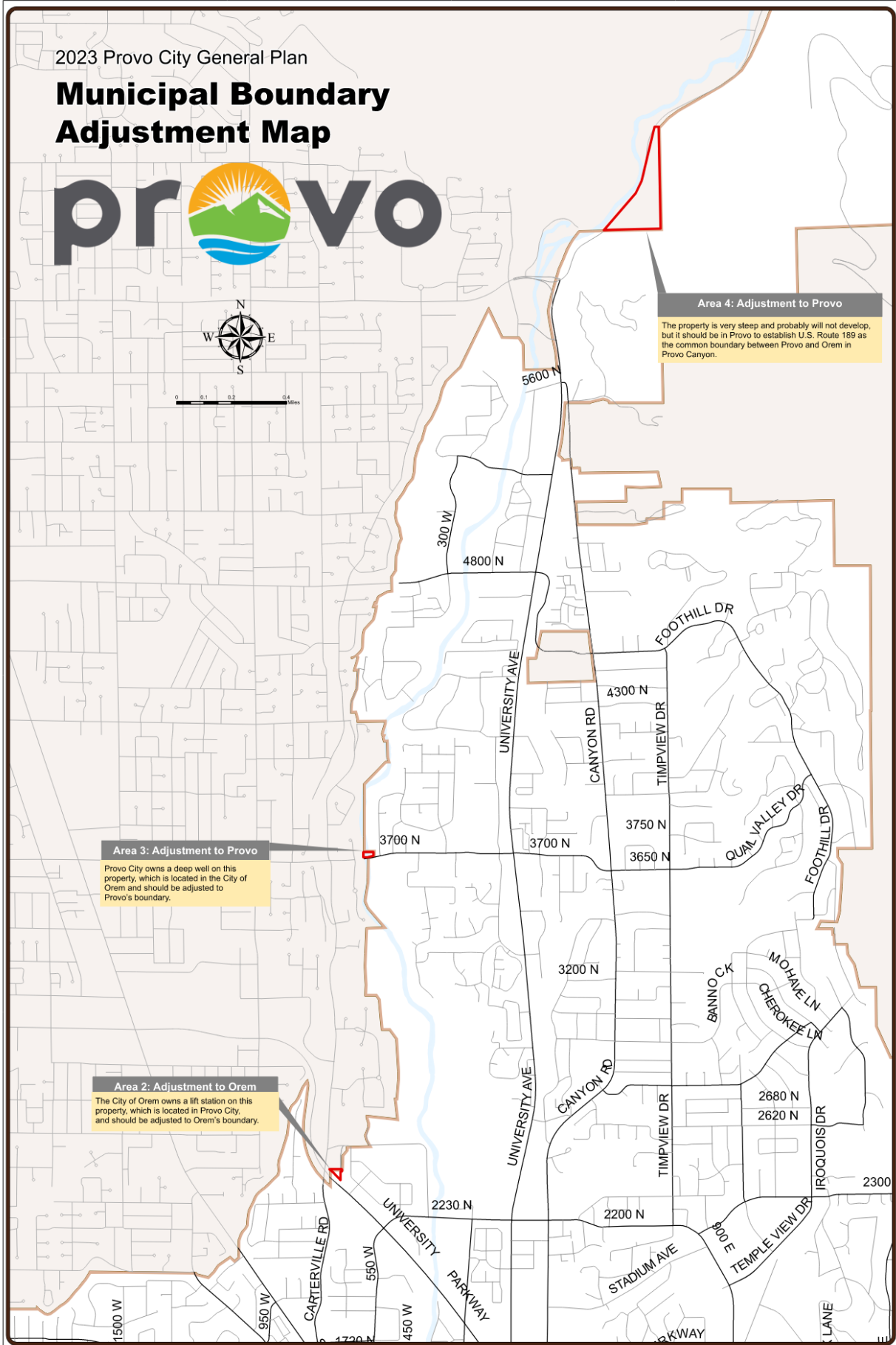
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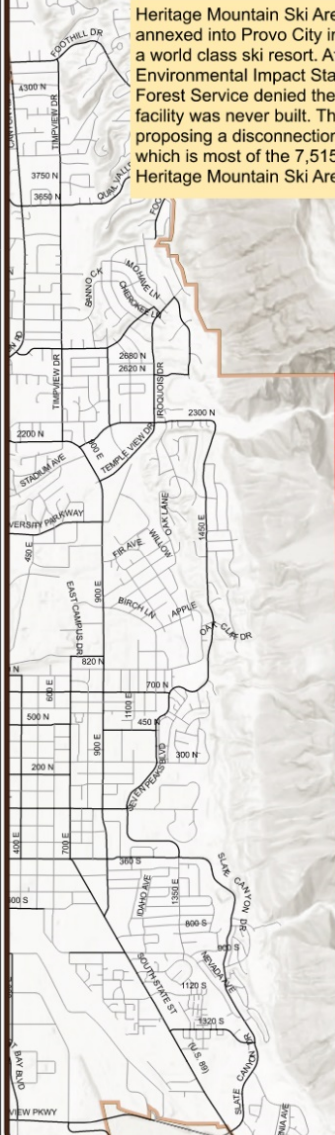
Municipal Disconnection Map



0 0.23 0.45 0.9 Miles

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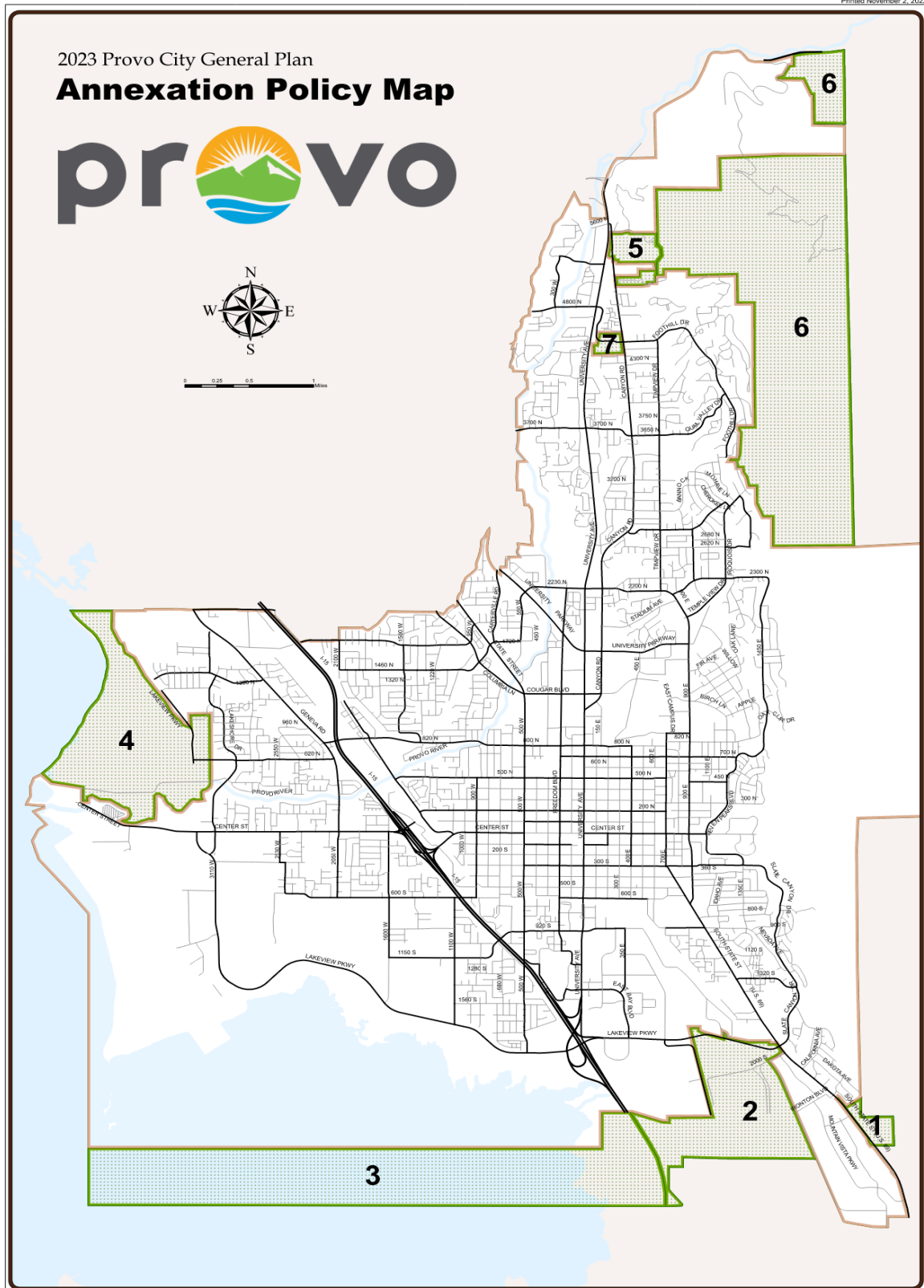
Map 1: Annexation Policy Map
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0 0.25 0.5 1 Miles



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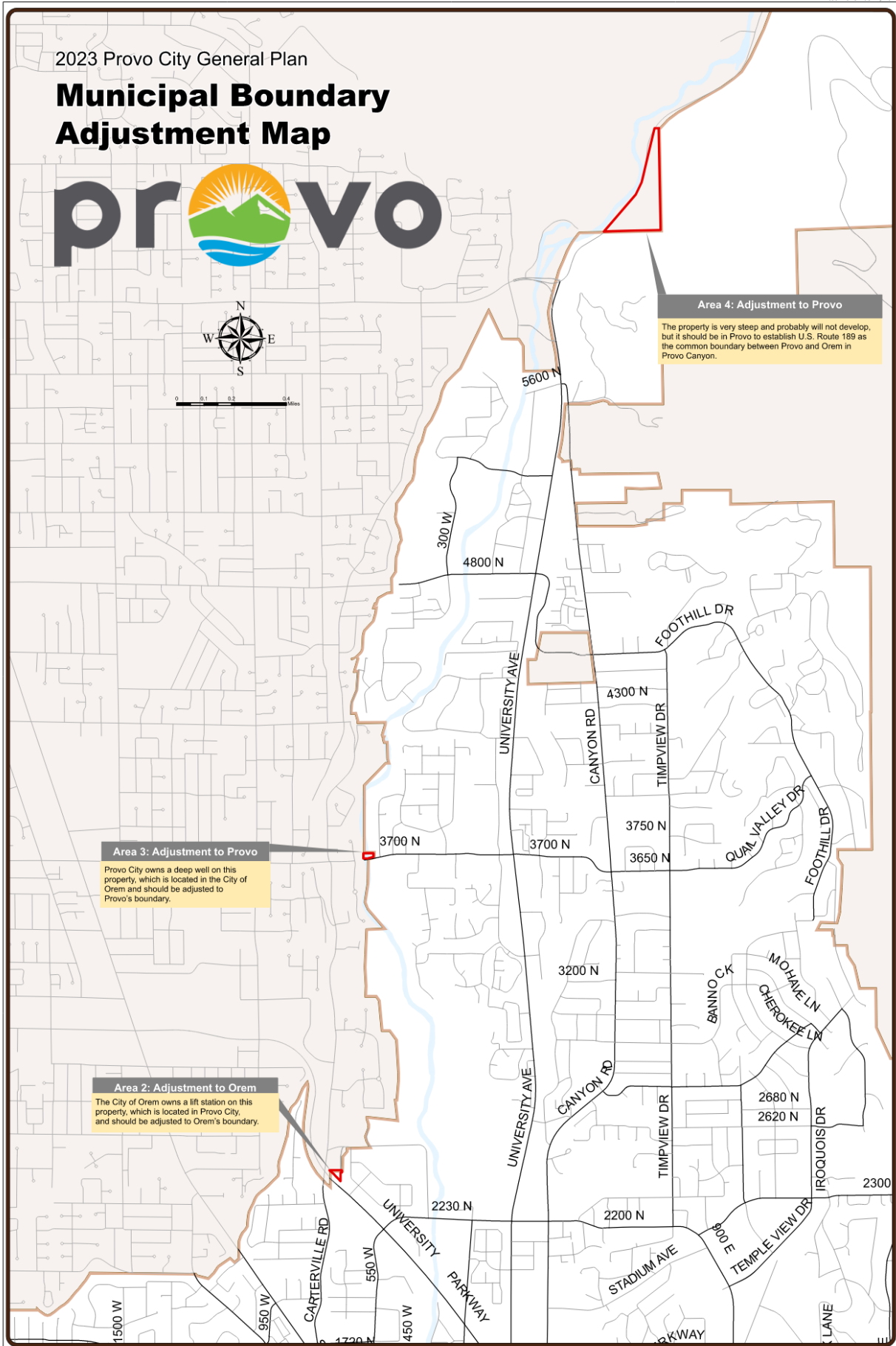
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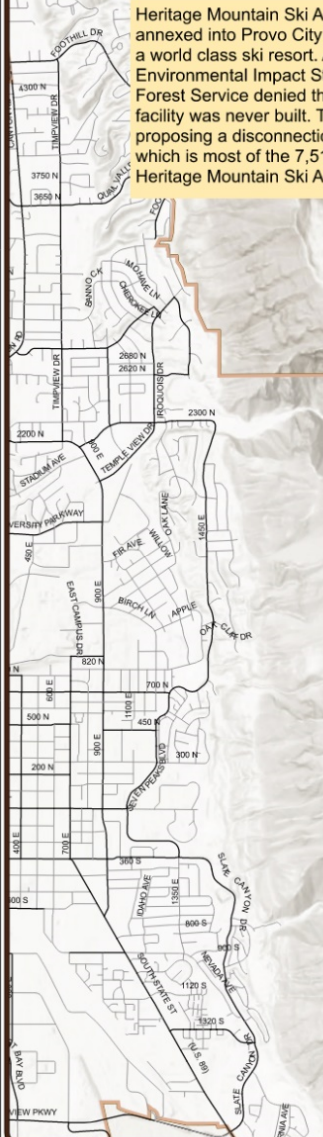
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Areas Proposed for Annexation

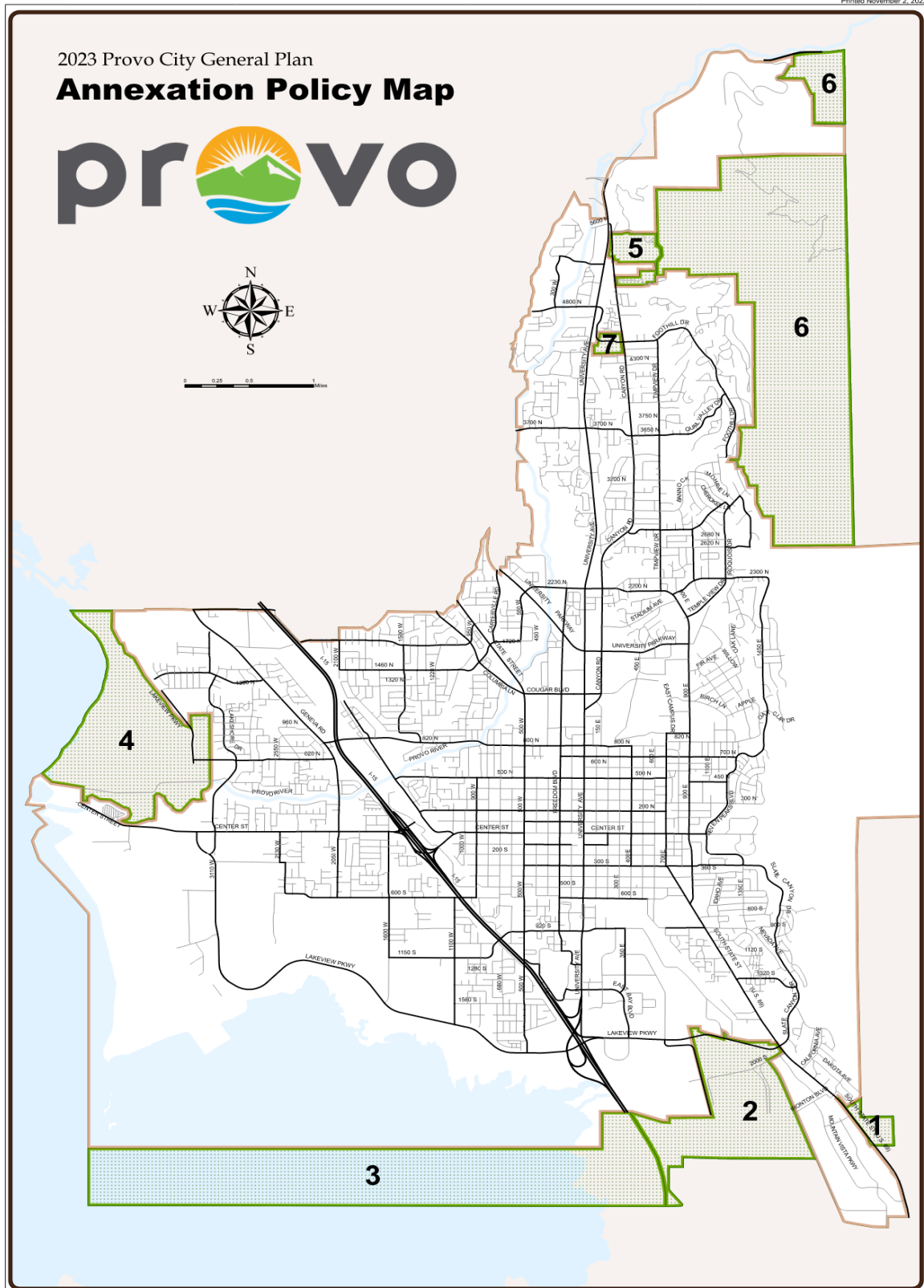
Map 1: Annexation Policy Map
(see next page for map)

2023 Provo City General Plan

Annexation Policy Map



0 0.25 0.5 1 Miles



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Area Two

Area Two is bounded by I-15 on the west, existing Provo City limits on the north and east, and the Provo/Springville City Boundary Agreement Line on the south. The General Plan Map calls for an Industrial designation for land between 950 East on the west and Tracy Hall Parkway on the east, and between the Provo/Springville City Boundary Agreement Line on the south and to approximately Lakeview Parkway on the north. A Parks, Recreation, and Open Space designation is prescribed for the area lying between I-15 on the west and 950 East on east, and the Provo/Springville City Boundary Agreement Line on the south and to the southern boundary of the Provo Bay Addition to the north. Provo City has electrical lines in this area and has extended sewer lines as far south as the Timpanogos Golf Course. Water and sewer line extensions would be required to continue annexation south of the Timpanogos Golf Course and east of the railroad tracks.

Area Three

Area Three is bounded by I-15 to the east and extends into Utah Lake as shown on the map. The portions of this area not lying in Utah Lake have a Parks, Recreation, and Open Space Designation. If this area is annexed, it should be included in the Open Space, Preservation, and Recreation (OSPR) zone.

Area Four

Area Four is bounded by existing Provo City limits on the south and east, Utah Lake on the west, and 2000 North on the north. The development of this area will require additional water system distribution capacity as well as the construction of wastewater lift stations. Present land uses in this area are agricultural and residential types. A large conservation easement, wetlands, and other environmental factors in this area will need substantial consideration in the annexation and development process. If this area is annexed, it should be included in the OSPR zone.

Area Five

Area Five is bounded on the west and south by existing Provo City limits, and on the east by the Uinta National Forest boundary. Existing water pressure zones can serve this area to an elevation of approximately 4,876 feet. Area Five can be served by gravity wastewater systems, but main lines would have to be extended into the area from existing lines several thousand feet away. Development in a sizeable portions of this area would be subject to the city's Hillside Development Standards, as well as the Critical Hillside Overlay (CH) Zone. The General Plan Map calls for residential development in a portion of this area; however, any property identified as Agriculture on the map should be included in the OSPR zone upon being annexed. Any future development project requiring a rezone from the OSPR

zone would be required to demonstrate a substantial benefit to the city and would be subject to the requirements of the Critical Hillside Overlay Zone.

Additionally, Area Five should be expanded to include any properties in Area Six that are privately held.

Area Six

Area Six is bounded on the west, south, and north by Provo City limits and on the east by Utah County. The area encompasses the Forest Service land east and north of Sherwood Hills and north of Little Rock Canyon. Even though this area contains steep slopes that would limit development, it would be annexed into Provo to preserve the hillsides from future mining uses. Upon annexation, properties in this area should be included in the OSPR zone. Any future development project requiring a rezone from the OSPR zone would be required to demonstrate a substantial benefit to the city and would be subject to the requirements of the Critical Hillside Overlay Zone. Area Six should consist of property that is owned by government entities.

Area Seven

Area Seven is located between 4400 North and 4600 North from University Avenue to Canyon Road. The General Plan Map calls for agricultural uses in this area. Most of these properties receive Provo City municipal services.

A City-initiated petition in 2003 to annex 26 acres within Area Seven for the purpose of street improvements did not meet the requirements of annexation due to protest by more than 50 percent of the property owners living in the area. The petition to annex was withdrawn(03-0001[A]). Based on the intended use stated by the property owners, the land has been designated on the General Plan Map as Agricultural rather than its previous designation of Residential.

Areas Proposed for Municipal Boundary Adjustment

Map 2: Municipal Boundary Adjustment Map

(see next page for map)

2023 Provo City General Plan

Municipal Boundary Adjustment Map



Area 4: Adjustment to Provo

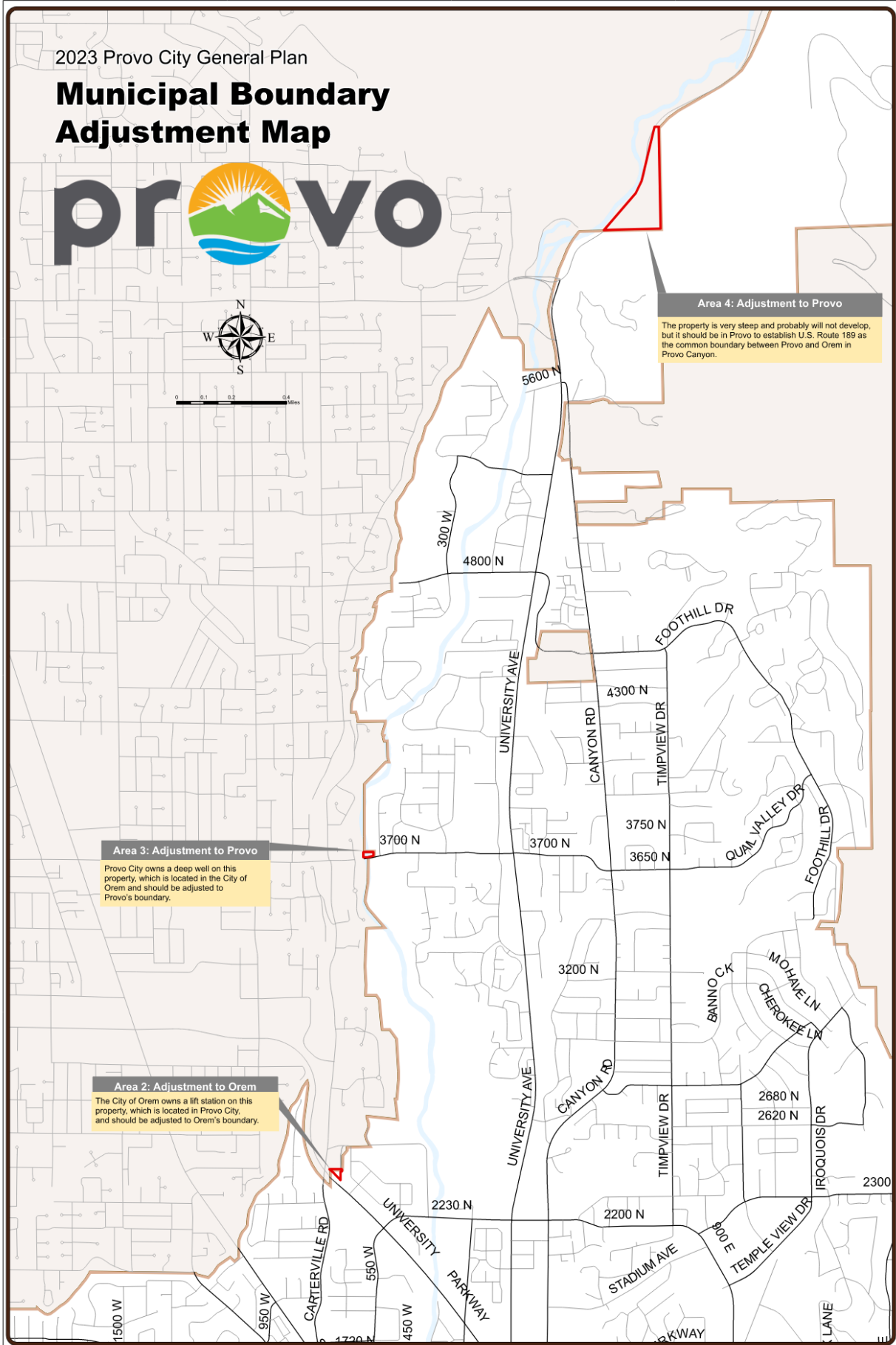
The property is very steep and probably will not develop, but it should be in Provo to establish U.S. Route 189 as the common boundary between Provo and Orem in Provo Canyon.

Area 3: Adjustment to Provo

Provo City owns a deep well on this property, which is located in the City of Orem and should be adjusted to Provo's boundary.

Area 2: Adjustment to Orem

The City of Orem owns a lift station on this property, which is located in Provo City, and should be adjusted to Orem's boundary.



Area Two

Area Two is located in Provo just before the Carterville Road bridge northeast of University Parkway. The City of Orem owns a lift station on this property which is located in Provo City and should be adjusted to Orem's boundary.

Area Three

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Areas Proposed for Municipal Disconnection

Area One

Area One is the Heritage Mountain Ski Area Annexation and was annexed into Provo City in 1978 to construct a world-class ski resort. After review of the Environmental Impact Statement, the U.S. Forest Service denied the permit, and the facility was never built. Therefore, Provo is proposing a disconnection of 7,035 acres, which is most of the 7,515 acres of the Heritage Mountain Ski Area Annexation.

Map 3: Municipal Disconnection Adjustment Map *(see next page for map)*

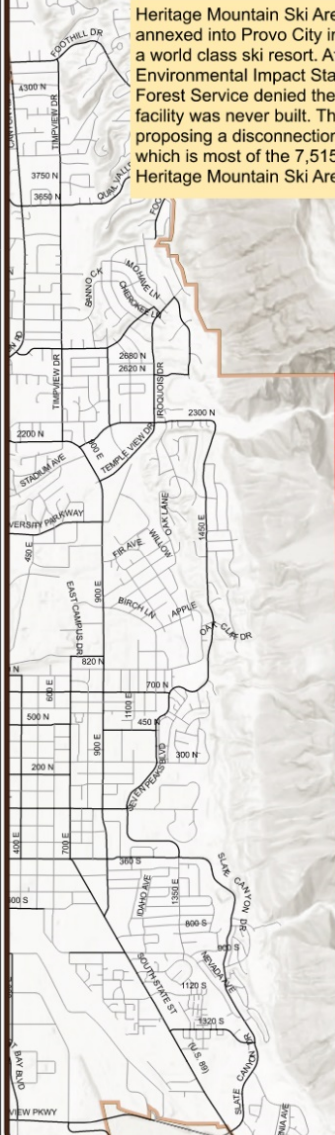
Municipal Disconnection Map



0 0.23 0.45 0.9 Miles

Area Proposed for Disconnection (in red)

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General Plan

Appendix C: Annexation Map and Policies

Additional Tools for Urban Growth and Land Use Annexation Policy Plan

Provo City's Annexation Policy Plan is based on the Annexation Policy Plan in the 2004 General Plan (Section 1.2.10). For a full history of the plan, refer to the 2004 General Plan.

Need for an Annexation Policy Plan

It is necessary that the City maintain an annexation policy plan to assure orderly growth and development of the community. An annexation policy will also protect the general interests of the taxpaying public as well as those individual property owners who wish to annex to the City. There must be specific policy guidelines by which a proposed annexation is evaluated. The following constitutes the guidelines established for the Provo City annexation policy plan:

Annexation Policy Plan Guidelines

Each annexation under consideration should be expanded to include the greatest amount of property possible to assure that:

1. Public reaction in and around the annexation area is appropriately balanced with the needs of the community;
2. Duplication of services is eliminated;
3. City standards related to improvements are maintained consistently on a contiguous block face and on adjoining properties to the greatest extent possible;
4. There is no piecemeal annexation of individual small properties which would diminish the potential for later annexation of small pockets or "islands" of opposing unincorporated area;
5. Expansion of city boundaries will include some unimproved land which will provide an inventory for future development;
6. The circulation system of streets and highways is enhanced by placing a system in one jurisdiction to eliminate maintenance confusion;
7. There is an increased ability to plan for orderly community and area wide development;
8. Fire, police, and other safety-oriented service systems are more controlled with logical political boundaries;
9. Utilities and other public services have more systematic city boundaries;
10. The city's self-determination and local home rule is enhanced through the resulting city boundaries; and
11. The city is able to exercise greater regulation over improper and undesirable land uses and development in the fringe areas.

The Character of the Community

Annexation proposals should be evaluated based upon the compatibility of the proposed land uses with the character of the overall surrounding neighborhood and city.

The Need for Municipal Services in Developed and Undeveloped Unincorporated Areas

Provo City utility services shall not be provided to unincorporated areas but shall only be made available to those areas which are annexed to Provo City. The only exception shall be those extensions made to other units of government under the Interlocal Government Cooperation Act, as deemed appropriate by the Municipal Council.

The Municipality's Plans for Extension of Municipal Services

City services should be extended to annexed areas as soon as practicable after annexation. The requirements for the extension of such utilities are set forth on an area-by-area basis described in "Areas Proposed for Future Annexation" below.

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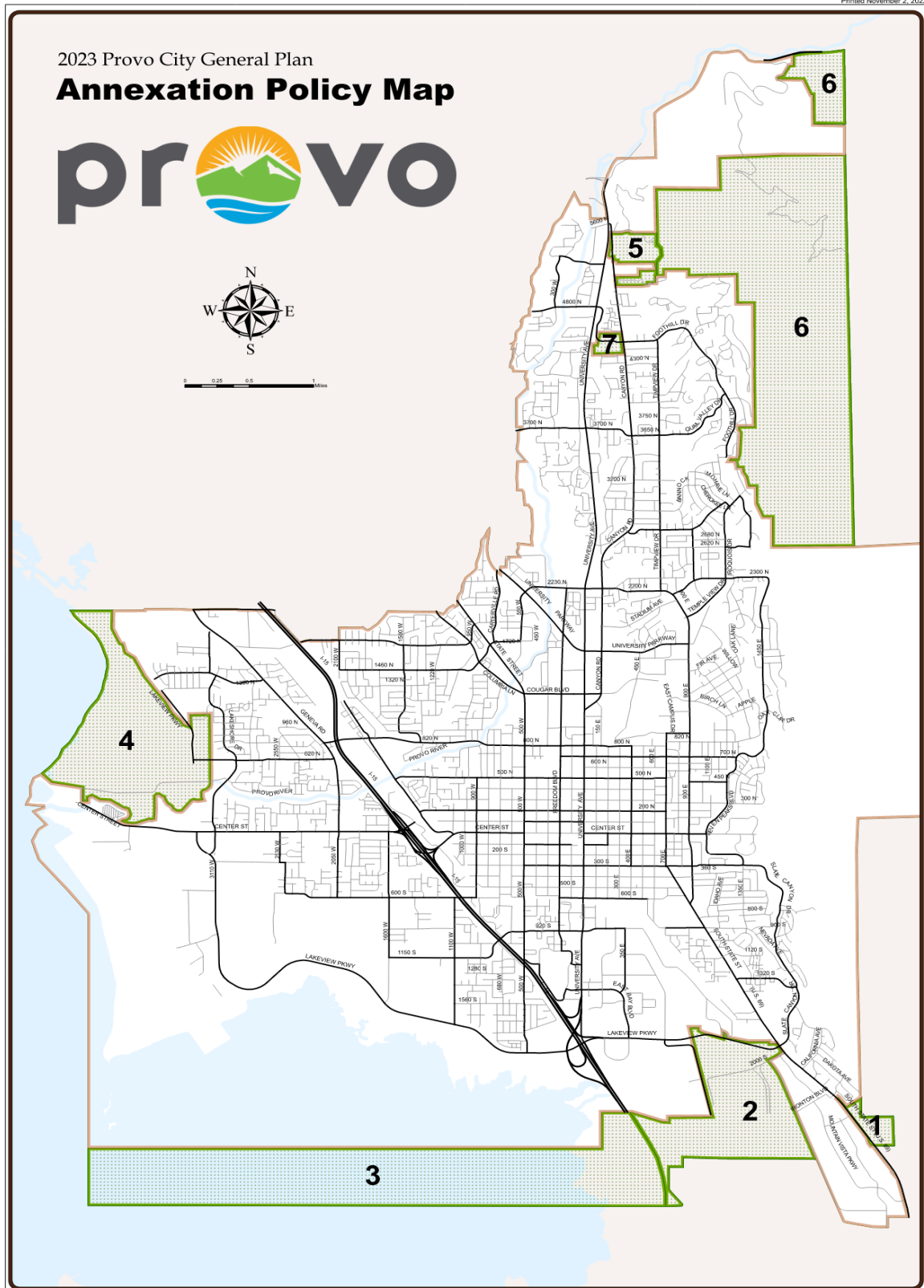
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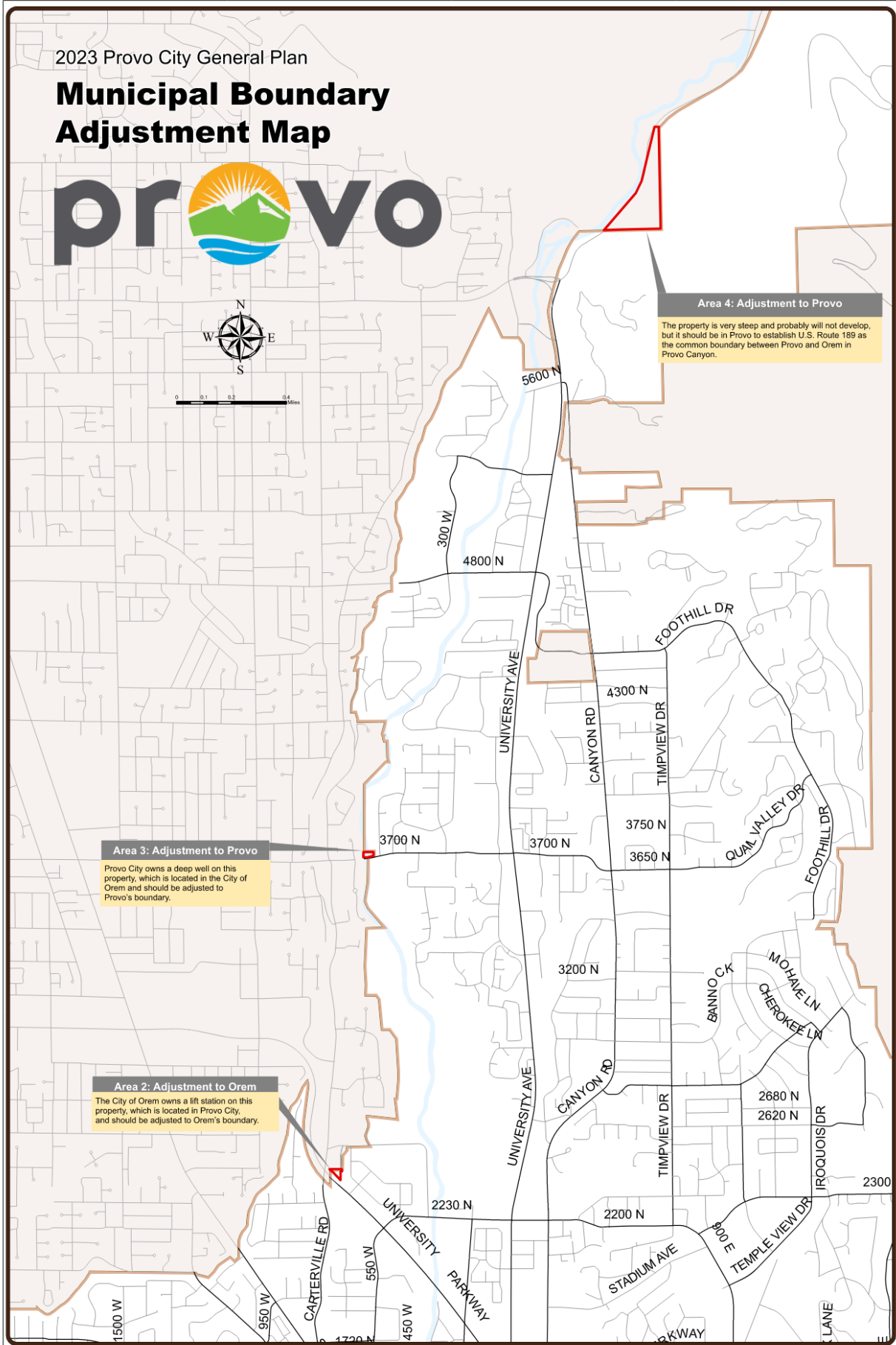
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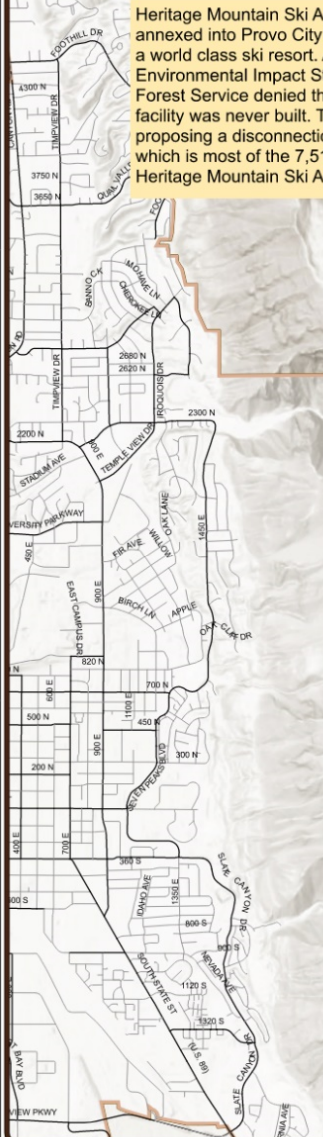
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PROVO MUNICIPAL COUNCIL JOINT MEETING-OTHER STAFF REPORT



Submitter: AARDMORE
Presenter: Gary Garrett, City Council Chair
Department: Development Services
Requested Meeting Date: 09-23-2025
Requested Presentation Duration: 15 minutes
CityView or Issue File Number: PLRZ20250397

SUBJECT: 2 Provo City workforce housing and land trust project (PLRZ20250397)

RECOMMENDATION: Presentation and discussion.

BACKGROUND: Development Services is requesting a zone change to the R1.6(PD) Zone to provide opportunities south of Provo High School for a new housing development that would include workforce housing that would first be made available to first responders and other city employees. Half of the housing would be workforce units and half would be market-rate.

The property has been owned by Provo City for several years and was recently annexed into city boundaries in anticipation of this proposed development. An RFP was posted seeking developer/builder partners. Three companies responded and Nilson Homes was selected. The development would provide a variety of housing styles, all single-family detached homes. There would be a large, 2.4-acre open space with trails on the south side of the development along with good access to local parks.

The property is bordered by a R1.8 neighborhood to the east with single-family homes on lots ranging from 6,000-8,000 square feet; vacant unincorporated land to the south; the Provo Delta to the west, and Provo High School to the north.

FISCAL IMPACT: None.

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:

(a) Public purpose for the amendment in question.

Staff Response: The public purpose for the amendment is to provide additional housing with a variety of price points; while providing some owner-occupied, workforce housing.

(b) Confirmation that the public purpose is best served by the amendment in question.

Staff Response: This amendment would enable the city to move forward with a quality development that meets the above stated purpose.

(c) Compatibility of the proposed amendment with General Plan policies, goals, and objectives.

Staff Response: Chapter Three of the General Plan lists goals to “encourage healthy and balanced neighborhoods” and “encourage the development of various types of housing inventory” within the city. Staff believe the proposed amendment and concept will help the city to meet these goals. Additionally, this plan is an example of how to

“identify key locations where attainable housing is needed and consider utilizing best practices such as deed restrictions and HUD programs to provide below market-rate housing” as stated in goal 2d of Chapter Four.

(d) Consistency of the proposed amendment with the General Plan’s “timing and sequencing” provisions on changes of use, insofar as they are articulated.

Staff Response: There is not a timing and sequencing provision related to this request.

(e) Potential of the proposed amendment to hinder or obstruct attainment of the General Plan’s articulated policies.

Staff Response: Staff have not found any part of the General Plan policies that this zone request would hinder or obstruct from being obtained.

(f) Adverse impacts on adjacent landowners.

Staff Response: The addition of new homes in an established neighborhood with great access to Bulldog Lane with connection to Lakeview Parkway should not create an adverse impact on any adjacent landowner. Driveway access will be limited for most of the homes along Bulldog Lane, easing any potential traffic conflicts with High School traffic.

(g) Verification of correctness in the original zoning or General Plan for the area in question.

Staff Response: Staff have verified the zoning and General Plan are correct.

(h) In cases where a conflict arises between the General Plan Map and General Plan Policies, precedence shall be given to the Plan Policies.

Staff Response: No such conflict exists.

Ordinance 2025-50

SHORT TITLE:

AN ORDINANCE AMENDING THE ZONE MAP CLASSIFICATION OF REAL PROPERTY, GENERALLY LOCATED AT 3200 W BULLDOG LANE, FROM THE OPEN SPACE, PRESERVATION AND RECREATION (OSPR) AND ONE-FAMILY RESIDENTIAL (R1.20) ZONES TO THE ONE-FAMILY RESIDENTIAL WITH PERFORMANCE DEVELOPMENT OVERLAY (R1.6(PD)) ZONE. LAKEVIEW NORTH NEIGHBORHOOD. (PLRZ20250397)

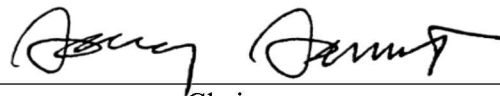
I

PASSAGE BY MUNICIPAL COUNCIL

ROLL CALL

DISTRICT	NAME	FOR	AGAINST	OTHER
CW 1	KATRICE MACKAY	✓		
CW 2	GARY GARRETT	✓		
CD 1	CRAIG CHRISTENSEN	✓		
CD 2	GEORGE HANDLEY	✓		
CD 3	BECKY BOGDIN	✓		
CD 4	TRAVIS HOBAN	✓		
CD 5	RACHEL WHIPPLE	✓		
TOTALS		7	0	

This ordinance was passed by the Municipal Council of Provo City, on the 23rd day of September, 2025, on a roll call vote as described above. Signed this 23rd day of September, 2025.

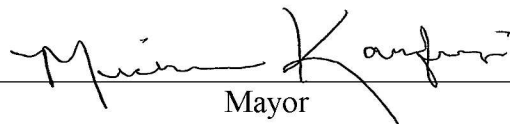


Chair

II

APPROVAL BY MAYOR

This ordinance is approved by me this 13th day of October, 2025.



Mayor

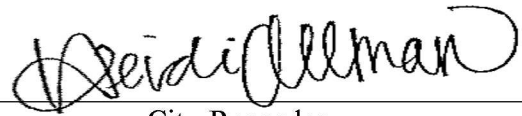
Ordinance 2025-50

III

CITY RECORDER'S CERTIFICATE AND ATTEST

This ordinance was signed and recorded in the office of the Provo City Recorder on the 14th day of October, 2025 and was published on the Utah Public Notice Website on the 24th day of September, 2025. I hereby certify and attest that the foregoing constitutes a true and accurate record of proceedings with respect to Ordinance Number 2025-50.





City Recorder

ORDINANCE 2025-50

AN ORDINANCE AMENDING THE ZONE MAP CLASSIFICATION OF REAL PROPERTY, GENERALLY LOCATED AT 3200 W BULLDOG LANE, FROM THE OPEN SPACE, PRESERVATION AND RECREATION (OSPR) AND ONE-FAMILY RESIDENTIAL (R1.20) ZONES TO THE ONE-FAMILY RESIDENTIAL WITH PERFORMANCE DEVELOPMENT OVERLAY (R1.6(PD)) ZONE. LAKEVIEW NORTH NEIGHBORHOOD. (PLRZ20250397)

RECITALS:

It is proposed that the classification on the Provo Zoning Map for approximately 11.13 acres of real property, generally located at 3200 W Bulldog Lane (an approximation of which is shown or described in Exhibit A and a more precise description of which is attached as Exhibit B), be amended from the Open Space, Preservation and Recreation (OSPR) and One-Family Residential (R1.20) Zones to the One-Family Residential with Performance Development Overlay (R1.6(PD)) Zone;

On August 27, 2025, the Planning Commission held a public hearing to consider the proposal, and after the hearing the Planning Commission recommended **approval** of the proposal to the Municipal Council by a 7:0 vote;

The Planning Commission's recommendation was based on the project design presented to the Commission;

On September 23, 2025, the Municipal Council met to determine the facts regarding this matter and receive public comment, which facts and comments are found in the public record of the Council's consideration; and

After considering the Planning Commission's recommendation and the facts presented to the Municipal Council, the Council finds that (i) the proposed action should be approved, and (ii) such action furthers the health, safety, and general welfare of the citizens of Provo City.

THEREFORE, the Provo Municipal Council ordains as follows:

PART I:

The classification on the Provo Zoning Map is amended from the Open Space, Preservation and Recreation (OSPR) and One-Family Residential (R1.20) Zones to the One-Family Residential

with Performance Development Overlay (R1.6(PD)) Zone for the real property described in this ordinance.

PART II:

- A. If a provision of this ordinance conflicts with a provision of a previously adopted ordinance, this ordinance controls.
- B. This ordinance and its various sections, clauses, and paragraphs are severable. If any part, sentence, clause, or phrase is judicially determined to be unconstitutional or invalid, the remainder of the ordinance is not affected by that determination.
- C. This ordinance takes effect immediately after it has been posted or published in accordance with Utah Code Section 10-3-711, presented to the Mayor in accordance with Utah Code Section 10-3b-204, and recorded in accordance with Utah Code Section 10-3-713.
- D. The Municipal Council directs that the Provo Zoning Map be updated and codified to reflect the provisions enacted by this ordinance.

EXHIBIT A

EXHIBIT B

Serial Number: 19:044:0054

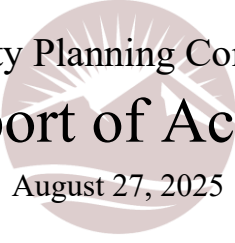
COM N 674.59 FT & W 223.68 FT FR SE COR. SEC. 33, T6S, R2E, SLB&M.; S 0 DEG 50' 3" E 584.39 FT; N 89 DEG 55' 24" W 612.93 FT; N 3 DEG 2' 37" W 281.09 FT; N 3 DEG 28' 50" W 211.46 FT; ALONG A CURVE TO R (CHORD BEARS: N 76 DEG 48' 5" E 153.31 FT, RADIUS = 333 FT); S 89 DEG 53' 26" E 356.59 FT; ALONG A CURVE TO L (CHORD BEARS: N 65 DEG 33' 33" E 138.77 FT, RADIUS = 167 FT) TO BEG. AREA 7.549 AC.

Serial Number: 19:044:0055

COM AT SE COR. SEC. 33, T6S, R2E, SLB&M.; N 0 DEG 50' 3" W 819.91 FT; S 88 DEG 38' 11" W 171.26 FT; S 0 DEG 50' 39" E 29.12 FT; ALONG A CURVE TO R (CHORD BEARS: S 20 DEG 4' 57" W 119.3 FT, RADIUS = 167 FT); S 0 DEG 50' 3" E 584.39 FT; N 89 DEG 55' 24" W 612.93 FT; S 3 DEG 2' 37" E 90.12 FT; S 89 DEG 55' 24" E 823.32 FT TO BEG. AREA 5.168 AC.

Serial Number: 19:044:0051

COM N 0 DEG 50' 28" W 820.14 FT & W .05 FT FR SE COR. SEC. 33, T6S, R2E, SLB&M.; S 88 DEG 38' 11" W 171.11 FT; N 0 DEG 50' 42" W 223.67 FT; ALONG A CURVE TO R (CHORD BEARS: N 30 DEG 59' 20" E 245.8 FT, RADIUS = 233 FT); N 62 DEG 49' 23" E 27.91 FT; N 0 DEG 43' 33" W 8.16 FT; ALONG A CURVE TO L (CHORD BEARS: S 35 DEG 20' 32" E 74.37 FT, RADIUS = 400.77 FT); S 69 DEG 32' 26" W 27.27 FT; S 0 DEG 50' 40" E 381.03 FT TO BEG. AREA 1.537 AC.



Provo City Planning Commission

Report of Action

August 27, 2025

-
- *ITEM 3** Development Services requests a Zone Map Amendment from the OSPR (Open Space, Preservation and Recreation) and R1.20 (One Family Residential) Zones to the R1.6(PD) Zone in order to create a residential subdivision, located approximately at 3200 W Bulldog Lane. Lakeview North Neighborhood. Aaron Ardmore (801) 852-6404 aardmore@provo.gov PLRZ20250397
-

The following action was taken by the Planning Commission on the above described item at its regular meeting of August 27, 2025:

RECOMMENDED APPROVAL

On a vote of 7:0, the Planning Commission recommended that the Municipal Council approve the above noted application.

Motion By: Melissa Kendall

Second By: Joel Temple

Votes in Favor of Motion: Daniel Gonzales, Anne Allen, Melissa Kendall, Jonathon Hill, Lisa Jensen, Barbara DeSoto, Joel Temple

Jonathon Hill was present as Chair.

- Includes facts of the case, analysis, conclusions and recommendations outlined in the Staff Report, with any changes noted; Planning Commission determination is generally consistent with the Staff analysis and determination.

LEGAL DESCRIPTION FOR PROPERTY TO BE REZONED

The property to be rezoned to the R1.6(PD) Zone is described in the attached Exhibit A.

APPROVED/RECOMMENDED OCCUPANCY

- 68 Total Units
- Type of occupancy approved: Family
- Standard Land Use Code: 1111

DEVELOPMENT AGREEMENT

- Does not apply at this stage of review or approval.
- May apply with future approvals.

STAFF PRESENTATION

The Staff Report to the Planning Commission provides details of the facts of the case and the Staff's analysis, conclusions, and recommendations. Bill Peperone (Development Services Director), Matt Meyer (Nilson Homes), and Lacy Richards (Nilson Homes) addressed concerns received by the public regarding wetlands, density, traffic, and impacts of construction. They also answered questions from the Planning Commission regarding tools/details on setting up the subdivision for city employees and first responders with income restrictions and a land trust, density allowances, wetlands, home sizes, and

CITY DEPARTMENTAL ISSUES

- The Coordinator Review Committee (CRC) has reviewed the application and given their approval.

NEIGHBORHOOD MEETING DATE

- A neighborhood meeting was held on 08/20/2025.

NEIGHBORHOOD AND PUBLIC COMMENT

- The Neighborhood District Chair was not present or did not address the Planning Commission during the hearing.

- Neighbors or other interested parties were present or addressed the Planning Commission.
- Letters submitted to the Planning Commission were acknowledged by the Commission and are attached to this report of action.

CONCERNS RAISED BY PUBLIC

Any comments received prior to completion of the Staff Report are addressed in the Staff Report to the Planning Commission. Key issues raised in written comments received subsequent to the Staff Report or public comment during the public hearing included the following:

- Chantelle Atkins noted her concerns about the construction of the site and its impact on her home with a wood foundation and asked for the zone change not to be approved.
- Jon Lyons shared his support for the proposal, noting the need for affordable housing.
- Melanie Davies echoed concerns from Ms. Atkins and added concerns regarding traffic around the high school and the population growth impacts on the schools.
- Janice Knuckles stated that this proposal is moving too fast and taking away wetlands and animal habitats, and she would like more detail on the wetland designation.
- Jonathan Stringham, a Provo PD officer, indicated his support for this housing project and others like it and stated that there are a lot of officers that would line up to qualify for these homes.
- Donna Smith shared her opinion that the plan is too dense and doesn't provide a nice place for first responders to live.
- Scott Williams, a Provo PD officer, stated his wages are fair but they can't find housing they can afford in the city. He also noted that the value of buying a home outweighs the loss of any animal habitat, and that having PD in the neighborhood would make the area safer and slow down traffic.
- Pam Peterson shared her concerns about continuing to lose wetlands in the area.
- Eric Johnson, a Provo PD officer, shared that his fellow officers would like the opportunity to have this program become available to them.
- Steven Zuckerman stated his concerns with the project not respecting the Utah Lake study and wants the city to look at other locations for this type of housing proposal.
- David Davies stated his appreciation for the idea of affordable housing for the PD but is concerned about the storm water drainage for the subject site and would like more information.
- Fire Chief Headman indicated that only about 12% of his firefighters live in the city and would like if this moved forward so they could try to get into one of the homes.
- Gage Eckles, a Provo Firefighter, illustrated the demand for a plan like what was presented and believes that the community would be safer if the project is approved and more firefighters could afford to live in Provo.

APPLICANT RESPONSE

Key points addressed in the applicant's presentation to the Planning Commission included the following:

- Bill Peperone gave a brief history of the attempts to attract commercial users to the west side of Provo and provided context by showing areas nearby for future commercial use.
- Matt Meyers noted that they will use specific non-vibrating compaction in areas that could impact the neighbors to the east.
- Lacy Richards addressed specific questions on how the system works to qualify homebuyers with the deed restricted homes and the land trust, noting that the system works perpetually for future buyers on the income-restricted homes.

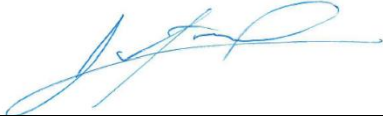
PLANNING COMMISSION DISCUSSION

Key points discussed by the Planning Commission included the following:

- Planning Commission inquired on details and elements of the concept plan associated with the rezone request and were satisfied with the answers and guarantees provided by the Nilson Homes and Development Services.
- Planning Commissioners resolved concerns by confirming the regulations around the proposal with representatives from Provo and Nilson Homes.
- Lisa Jensen indicated that the properties that Provo owns being contributed are the only way to get this type of affordable housing built, with staff confirming that and noting that there aren't other viable city-owned properties that can achieve this plan.
- Planning Commissioners discussed the concerns brought up by the public regarding school crowding and safety,

encouraging the public to follow up with the school district and Provo City Engineering.

- Commissioner Gonzales noted that these decisions are difficult to weigh the benefits against the concerns but indicated that he supports this plan and its ability to achieve its stated goals related to the General Plan.
- The Planning Commission discussed specific details of the financial workings of the affordable housing with Nilson Homes and Provo staff.
- The Commission and city staff verified that the geotechnical and traffic studies and what improvements this plan would warrant are reviewed in applications that come after the zone change decision.
- Commissioner Hill discussed the housing costs, availability to grocers nearby, and opportunities in the city; and stated that the proposed use will be a help to the community.
- The Commission found that the plan meets many of the General Plan goals and the plan has been created thoughtfully by a good developer.



Planning Commission Chair



Director of Development Services

See Key Land Use Policies of the Provo City General Plan, applicable Titles of the Provo City Code, and the Staff Report to the Planning Commission for further detailed information. The Staff Report is a part of the record of the decision of this item. Where findings of the Planning Commission differ from findings of Staff, those will be noted in this Report of Action.

Legislative items are noted with an asterisk (*) and require legislative action by the Municipal Council following a public hearing; the Planning Commission provides an advisory recommendation to the Municipal Council following a public hearing.

Administrative decisions of the Planning Commission (items not marked with an asterisk) **may be appealed** by submitting an application/notice of appeal, with the required application and noticing fees to the Development Services Department, 445 W Center Street, Provo, Utah, **within fourteen (14) calendar days of the Planning Commission's decision** (Provo City office hours are Monday through Thursday, 7:00 a.m. to 6:00 p.m.).

BUILDING PERMITS MUST BE OBTAINED BEFORE CONSTRUCTION BEGINS

EXHIBIT A

Serial Number: 19:044:0054

COM N 674.59 FT & W 223.68 FT FR SE COR. SEC. 33, T6S, R2E, SLB&M.; S 0 DEG 50' 3" E 584.39 FT; N 89 DEG 55' 24" W 612.93 FT; N 3 DEG 2' 37" W 281.09 FT; N 3 DEG 28' 50" W 211.46 FT; ALONG A CURVE TO R (CHORD BEARS: N 76 DEG 48' 5" E 153.31 FT, RADIUS = 333 FT); S 89 DEG 53' 26" E 356.59 FT; ALONG A CURVE TO L (CHORD BEARS: N 65 DEG 33' 33" E 138.77 FT, RADIUS = 167 FT) TO BEG. AREA 7.549 AC.

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- *ITEM 3** Development Services requests a Zone Map Amendment from the OSPR (Open Space, Preservation and Recreation) and R1.20 (One Family Residential) Zones to the R1.6(PD) Zone in order to create a residential subdivision, located approximately at 3200 W Bulldog Lane. Lakeview North Neighborhood. Aaron Ardmore (801) 852-6404
aardmore@provo.gov PLRZ20250397

Applicant: Development Services Staff Coordinator: Aaron Ardmore Property Owner: PROVO CITY CORPORATION Parcel ID#: 19:044:0051; 19:044:0055; 19:044:0054 Acreage: 11.13 Number of Properties: 3 Number of Proposed Lots: 68 <u>ALTERNATIVE ACTIONS</u> Continue to a future date to obtain additional information or to further consider information presented. <i>The next available meeting date is September 10th, 2025, 6:00 P.M.</i> <u>Recommend Denial</u> of the requested zone map amendment. <i>This action <u>would not be consistent with the recommendations of the Staff Report. The Planning Commission should <u>state new findings.</u></u></i>	Current Legal Use: Vacant land. Relevant History: This city-owned property was recently annexed into Provo City boundaries in January 2025. The city has been working with Nilson Homes to create a plan for a residential development that mixes market-rate and workforce housing in a cohesive community. Neighborhood Issues: This item is scheduled for the August 20th District 3 Neighborhood meeting, after this report is published. Citizen input has included concern regarding workforce housing and that commercial zoning at this location would be convenient for the high school. Summary of Key Issues: - Property is owned by Provo City. - Development Services is hoping to provide workforce housing for city employees and first responders. - The proposed zone follows the General Plan land use designation and policies. - The proposed concept helps to meet many of the General Plan goals. Staff Recommendation: That the Planning Commission recommend approval to the Municipal Council of the proposed zone map amendment from OSPR and R1.20 to R1.6(PD) at 3200 W Bulldog Lane.
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OVERVIEW

Development Services is requesting a zone change to the R1.6(PD) Zone to provide opportunities south of Provo High School for a new housing development that would include workforce housing that would first be made available to first responders and other city employees. Half of the housing would be workforce units and half would be market-rate.

The property has been owned by Provo City for several years and was recently annexed into city boundaries in anticipation of this proposed development. An RFP was posted seeking developer/builder partners. Three companies responded and Nilson Homes was selected. The development would provide a variety of housing styles, all single-family detached homes. There would be a large, 2.4-acre open space with trails on the south side of the development along with good access to local parks.

The property is bordered by a R1.8 neighborhood to the east with single-family homes on lots ranging from 6,000-8,000 square feet; vacant unincorporated land to the south; the Provo Delta to the west, and Provo High School to the north.

STAFF ANALYSIS

Due to the significant housing shortage we are experiencing in the state currently, the mayor and council asked staff to consider city-owned parcels for housing. This property is an ideal spot for this type of development. A community that provides homes for our firefighters and police officers along side of market-rate, for-sale lots should benefit the larger Lakeview South neighborhood. Additionally, this proposal will help meet the housing goals and policies of the General Plan, as evidenced below from the criteria in Provo City Code 14.02.020.

Before recommending an amendment to this Title, the Planning Commission shall determine whether such amendment is in the interest of the public, and is consistent with the goals and policies of the Provo City General Plan. The following guidelines shall be used to determine consistency with the General Plan: **(staff responses in bold)**

(a) Public purpose for the amendment in question.

Staff Response: The public purpose for the amendment is to provide additional housing with a variety of price points; while providing some owner-occupied, workforce housing.

(b) Confirmation that the public purpose is best served by the amendment in question.

Staff Response: This amendment would enable the city to move forward with a quality development that meets the above stated purpose.

(c) Compatibility of the proposed amendment with General Plan policies, goals, and objectives.

Staff Response: Chapter Three of the General Plan lists goals to “encourage healthy and balanced neighborhoods” and “encourage the development of various types of housing inventory” within the city. Staff believe the proposed amendment and concept will help the city to meet these goals. Additionally, this plan is an example of how to “identify key locations where attainable housing is needed and consider utilizing best practices such

as deed restrictions and HUD programs to provide below market-rate housing” as stated in goal 2d of Chapter Four.

(d) Consistency of the proposed amendment with the General Plan’s “timing and sequencing” provisions on changes of use, insofar as they are articulated.

Staff Response: There is not a timing and sequencing provision related to this request.

(e) Potential of the proposed amendment to hinder or obstruct attainment of the General Plan’s articulated policies.

Staff Response: Staff have not found any part of the General Plan policies that this zone request would hinder or obstruct from being obtained.

(f) Adverse impacts on adjacent landowners.

Staff Response: The addition of new homes in an established neighborhood with great access to Bulldog Lane with connection to Lakeview Parkway should not create an adverse impact on any adjacent landowner. Driveway access will be limited for most of the homes along Bulldog Lane, easing any potential traffic conflicts with High School traffic.

(g) Verification of correctness in the original zoning or General Plan for the area in question.

Staff Response: Staff have verified the zoning and General Plan are correct.

(h) In cases where a conflict arises between the General Plan Map and General Plan Policies, precedence shall be given to the Plan Policies.

Staff Response: No such conflict exists.

In addition to the Provo City Code criteria above, the General Plan identifies specific criteria related to residential rezone requests, as follows: **(staff response in bold)**

- Would the rezone promote one of the top 3 housing strategies?
 - Promote a mix of home types, sizes, and price points? **Yes, the variety of home plans will provide a mix of housing types, sizes, and price points.**
 - Support zoning to promote ADUs and infill development? **Yes, this rezone would permit ADUs.**
 - Recognize the value of single-family neighborhoods? **Yes, the concept should fit in well with the other single-family homes in the area.**
- Are utilities and streets currently within 300 feet of the property proposed for rezone? **Currently, sewer is farther than 300 feet away, but it will be extended to the site in 2026 as a capital improvement project. Other utilities are available.**
- Would the rezone exclude land that is currently being used for agricultural use? **The land associated with this request is not being used for agricultural purposes and**

is zoned OSPR and R1.20.

- Does the rezone facilitate housing that has reasonable proximity (1/2 mile) to public transport stops or stations? **No, the closest UTA route (833) has a stop at 2915 West Center Street; which is approximately 1.5 miles away.**
- Would the rezone encourage development of environmentally or geologically sensitive, or fire or flood prone, lands? If so, has the applicant demonstrated these issues can reasonably be mitigated? **No, the development plan for the site respects designated wetlands as open space.**
- Would the proposed rezone facilitate the increase of on-street parking within 500 feet of the subject property? If so, is the applicant willing to guarantee use of a TDM in relation to the property to reduce the need for on-street parking? **No, the plan meets city requirements for off-street parking, which takes into account visitor parking.**
- Would the rezone facilitate a housing development where a majority of the housing units are owner-occupied? **All housing units will be for sale. The workforce units must be owner-occupied in perpetuity.**
- Would the proposed rezone facilitate a housing development where at least 10% of the housing units are attainable to those making between 50-79% AMI? **No. Fifty percent of the homes will be sold in the 80-120% AMI range, which is workforce housing. The remaining fifty percent will be sold at market rates which are anticipated to start at approximately \$600,000.**

FINDINGS OF FACT

1. Property is in the OSPR and R1.20 Zones (chapters 14.33 and 14.10).
2. Property is designated as Residential in the General Plan.
3. Proposed Zone is R1.6(PD) (chapters 14.10 and 14.31)
4. Base density for R1.6 Zone is 78 lots (section 14.31.070).
5. Proposed density is 68 lots.

CONCLUSIONS

Provo City administration and City Council have been trying to find ways to get more attainable, for-sale housing in the city. This rezone request provides that opportunity. The PD overlay will allow this project to provide different price points and lot sizes to enable the city to meet these goals. Because this is city-owned land staff are very comfortable moving this forward, understanding that there is minimal risk of the plan not being followed.

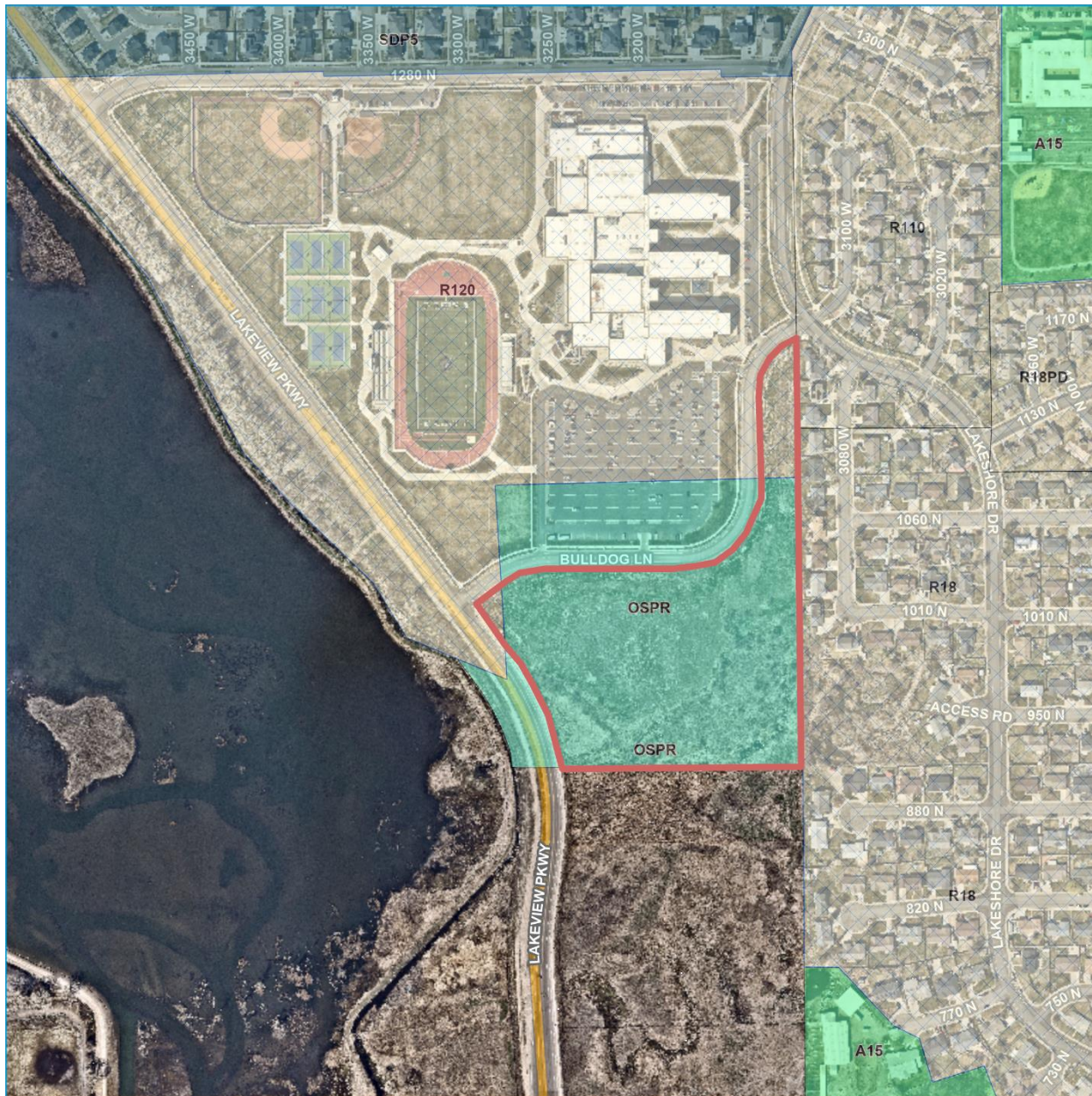
ATTACHMENTS

1. Aerial Map
2. Zone Map
3. General Plan Map
4. Concept Site Plan
5. Concept Elevations

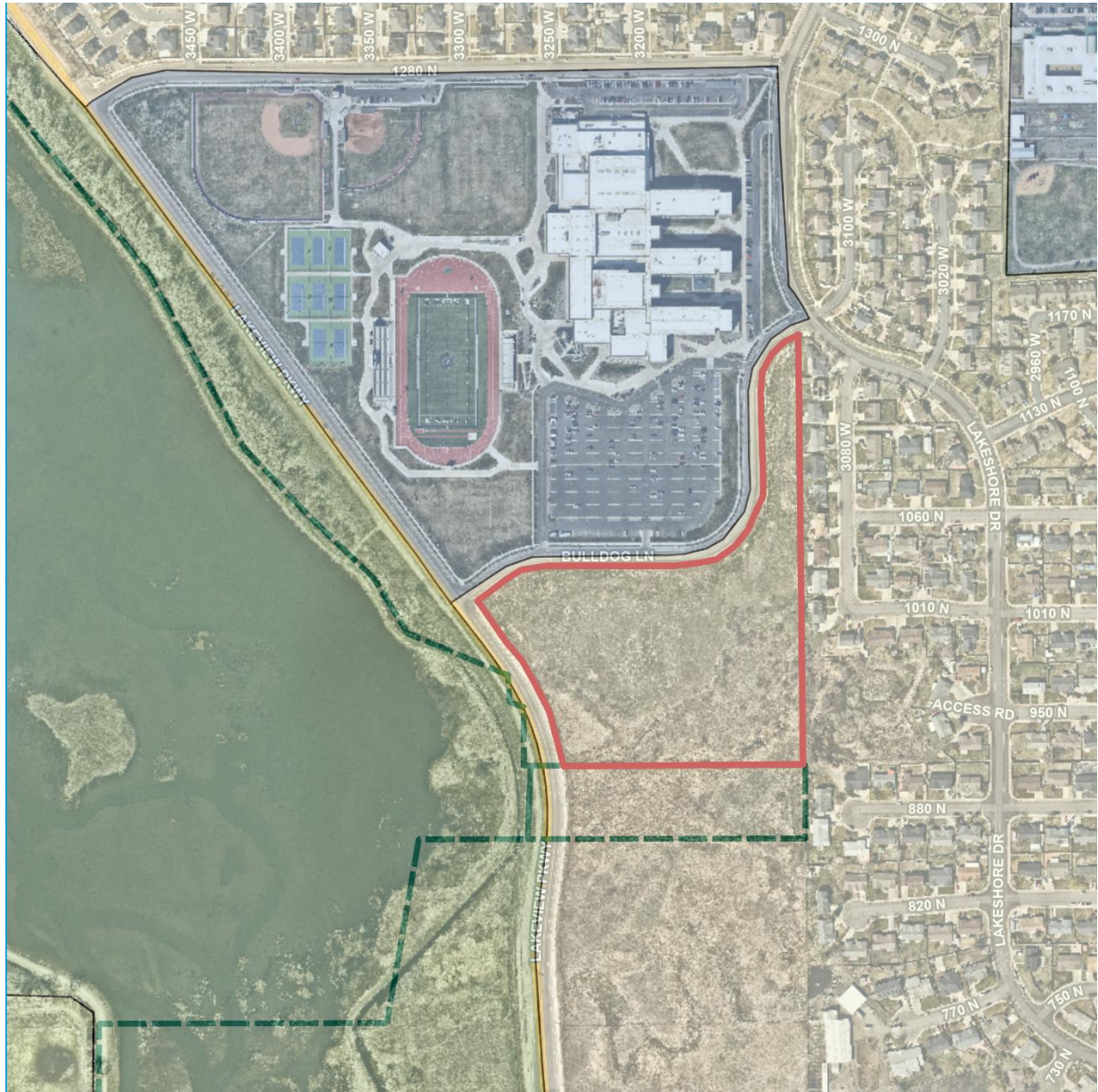
ATTACHMENT 1 – AERIAL MAP



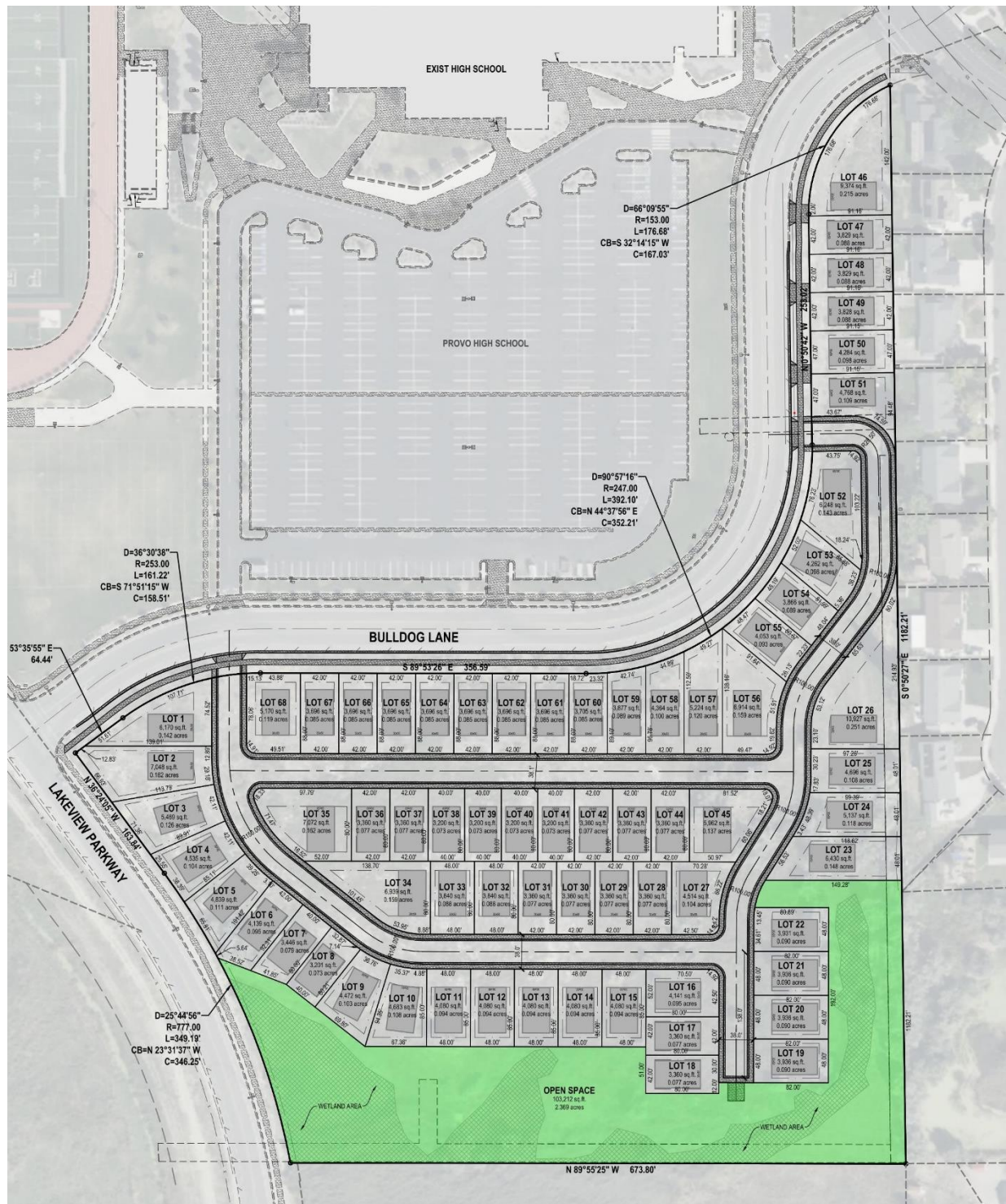
ATTACHMENT 2 – ZONE MAP



ATTACHMENT 3 – GENERAL PLAN MAP



ATTACHMENT 4 – CONCEPT SITE PLAN



ATTACHMENT 5 – CONCEPT ELEVATIONS

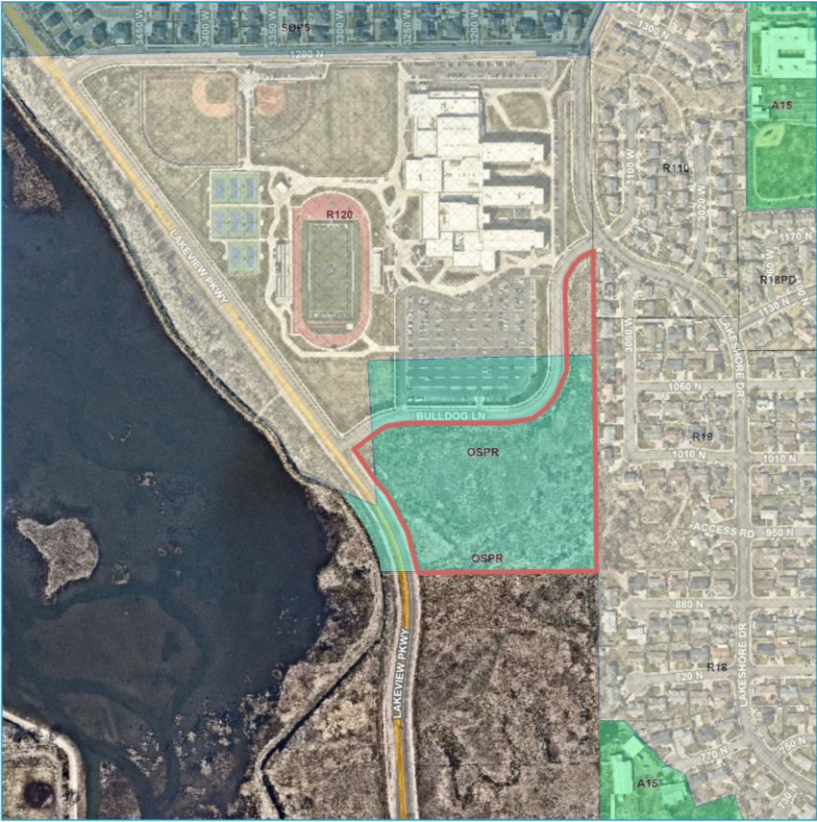


3200 W Bulldog Ln

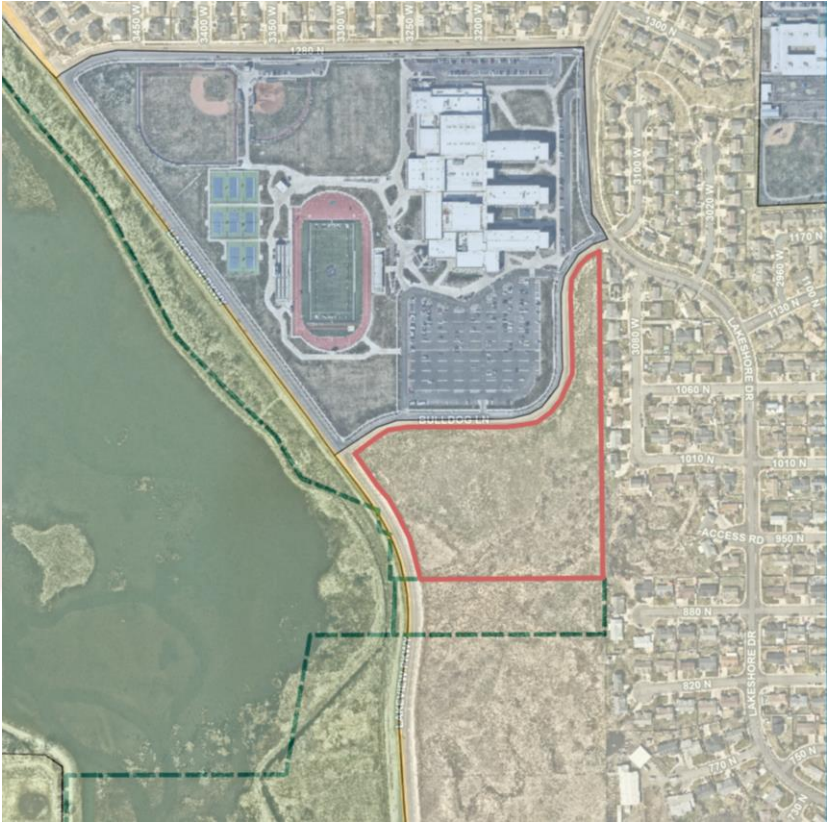
Rezone from OSPR/R1.20 to
R1.6(PD)



Aerial
Map



Current Zone
Map

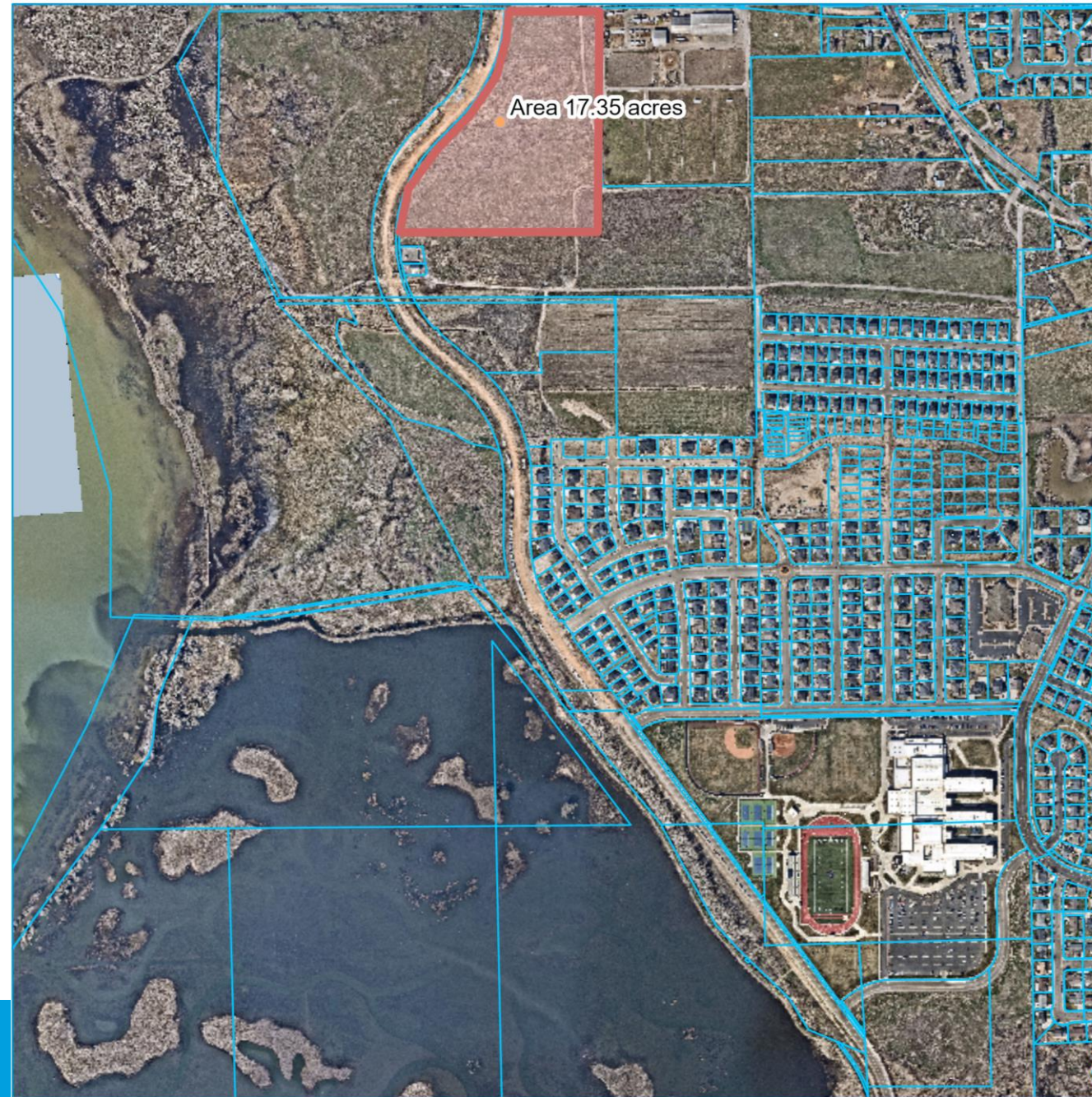


General Plan
Map

3200 W Bulldog Ln

Rezone from OSPR/R1.20 to
R1.6(PD)

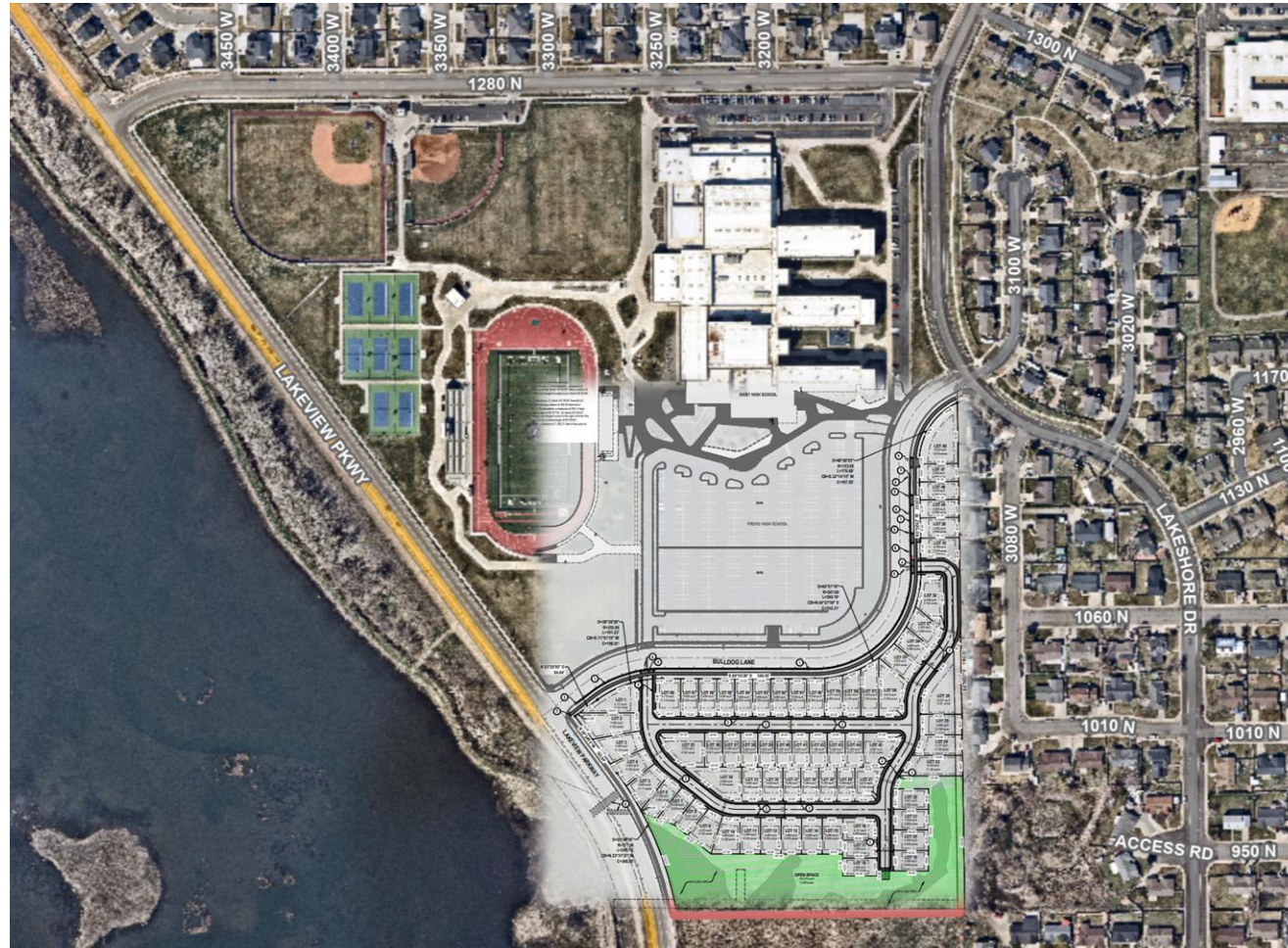
- Plans for Broadview Shores includes approximately 17 acres of future commercial land.
- Lakeview Parkway is projected to carry more traffic than Geneva Rd.
- Commercial node was shifted from Geneva and 2000 N to Lakeview Parkway and 2000 N.



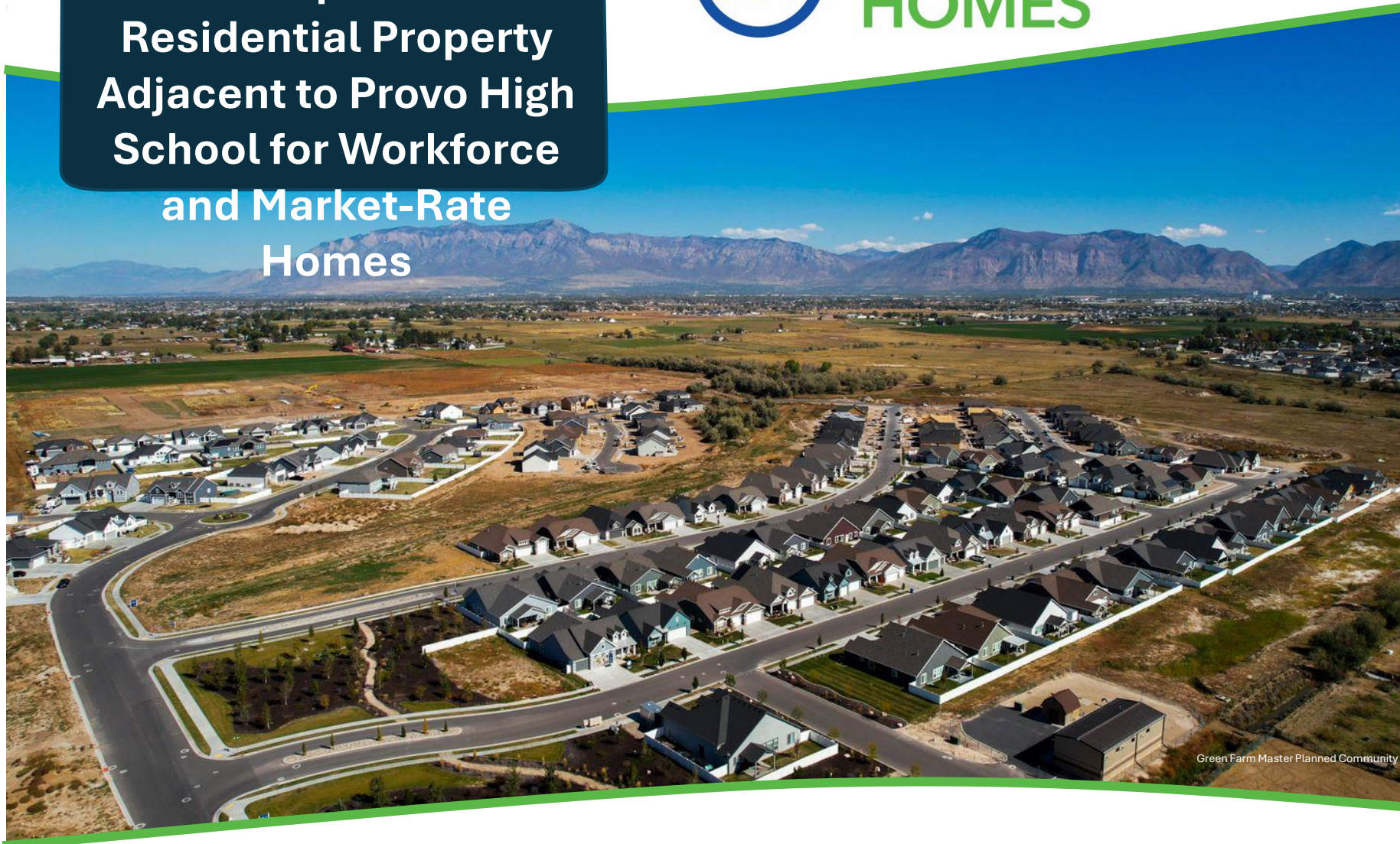
3200 W Bulldog Ln

Rezone from OSPR/R1.20 to
R1.6(PD)

- Proposed 68-lot subdivision
- 34 market-rate homes for sale, 34 workforce homes with land trust
- PD Overlay to allow lot size/setback adjustments, provides 2.4-acre open space amenity



**Proposal for
Development of
Residential Property
Adjacent to Provo High
School for Workforce
and Market-Rate
Homes**



Green Farm Master Planned Community

DEFINING MISSION

Nilson Homes' mission is to develop vibrant neighborhoods with affordable, durable, and efficient housing. This mission aligns with Provo City's goals for this exciting project.

An aerial photograph of a large-scale residential development. The image shows numerous new houses with grey roofs and light-colored siding, arranged in rows. Some houses are still under construction, with visible foundations and framing. In the foreground, there's a yellow excavator and some construction equipment. The background features a green field and snow-capped mountains under a cloudy sky.

A First Home... at Last!

Thank You



PROVO MUNICIPAL COUNCIL JOINT MEETING-OTHER STAFF REPORT



Submitter: JUHARRISON
Presenter: Jennifer Partridge, School Board President
Department: Council
Requested Meeting Date:
Requested Presentation Duration: 15 Minutes
CityView or Issue File Number: 25-099

SUBJECT: 3 A discussion regarding Safe Routes to School (25-099)

RECOMMENDATION: Discussion

BACKGROUND: Safe Routes to School is a Utah-run program through the Department of Transportation. Their goal is to improve the safety of students walking to and from school. Safe Routes to School projects improve sidewalks, create crosswalks, educate children in pedestrian safety, and provide signage that helps to keep kids and drivers safe.

To assist in addressing this public safety and health issue, the Utah Department of Transportation (UDOT) assists schools with their legal responsibility to create a Safe Routes Plan, which includes a safe routing map and accompanying text description. Under Utah law, every elementary, middle and junior high school is responsible for developing and implementing a Safe Routes Plan, and high schools are encouraged to do the same.

A Safe Routes Plan consists of a safe routes map and text description outlining the safest routes for students to walk and bike to school. The goal of a Safe Routes Plan is to increase the number of students walking and biking safely to school. UDOT is confident that any school that properly identifies and then educates students and parents about the safest route(s) with a Safe Routes Plan will help reduce and work to eliminate vehicular incidents involving child pedestrians and cyclists near and on school property. A Safe Routes Plan can also encourage students and parents to walk and bike to school as a healthy alternative to driving. Additionally, without a Safe Routes Plan in place, schools and local jurisdictions are not eligible for federal funding to make infrastructure changes that could make traveling to school safer for students.

Safe Routes Plan Process

1. Identify a Safe Routes Team.
2. Take an inventory of the school's walking area (typically a one- to two-mile radius of the school).

3. Create a safe routing map (see Software Tutorial Videos).
4. Create your Safe Routes Report, found on the mapping site below your School Resources dashboard showing your map.
5. Seek input/feedback from outside resources.
6. Submit the Safe Routes map to the district.
 - The school district submits the Safe Routes Plan to relevant jurisdictions.
7. Distribute the Safe Routes Report to students, parents and school employees (preferably at the beginning of each school year)

Under Utah law, every school is required to have a community council composed of school employees and parents/guardians. Community councils may and should include:

- School faculty, such as the principal
- Local law enforcement
- City or county engineering employees
- City or county public works department employees
- Representation from the school's PTA or PTO
- Interested parents/guardians
- Interested school employees
- Student leaders

Cities, working with the schools in their boundaries, identify areas that have proven to be unsafe for children. Working with schools they submit an application for project funds and send it to the state Department of Transportation. A committee reviews applications with traffic studies and makes a determination of those applications that are most meritorious.

https://saferoutes.utah.gov/wp-content/uploads/2019/04/9544_3_Safe_Routes_PlanningGuide_V1.pdf

FISCAL IMPACT:

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:



SAFE ROUTES PLAN

Planning Guide



saferoutes
UTAH

Introduction

There is growing concern in Utah and nationally about the safety of children who walk or bike to school. With increased traffic congestion around schools, students who choose to walk or bike have limited safe routes, which often discourages this healthy activity.

To assist in addressing this public safety and health issue, the Utah Department of Transportation (UDOT) assists schools with their legal responsibility of creating a **Safe Routes Plan**, which includes a safe routing map and accompanying text description. Under Utah law, every elementary, middle and junior high school is responsible for developing and implementing a Safe Routes Plan, and high schools are encouraged to do the same.

This Safe Routes Plan Planning Guide focuses specifically on the steps for schools and communities to build and implement a Safe Routes Plan.

An accompanying software user guide is available for specific instructions about how to create a safe routing map and text description using the **Safe Routes for Schools Mapping Software**.

Under Utah law, every elementary, middle and junior high school is required to create a Safe Routes Plan.



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1. Safe Routes Plan Overview

A Safe Routes Plan consists of a safe routing map and text description outlining the safest routes for students to walk and bike to school. **The goal of a Safe Routes Plan is to increase the number of students walking and biking safely to school.**

UDOT is confident that any school that properly identifies and then educates students and parents about the safest route(s) with a Safe Routes Plan will help reduce and work to eliminate vehicular incidents involving child pedestrians and cyclists near and on school property. A Safe Routes Plan can also encourage students and parents to walk and bike to school as a healthy alternative to driving.

Additionally, without a Safe Routes Plan in place, schools and local jurisdictions are not eligible for federal funding to make infrastructure changes that could make traveling to school safer for students.

To assist schools in creating and implementing Safe Routes Plans, UDOT has developed this Planning Guide, free Safe Routes for Schools mapping software and a Software User Guide. Together these resources provide school principals and community councils with instructions to create and distribute a Safe Routes Plan that is easy to use and understand.

By following the steps outlined in this Planning Guide, schools will have the information needed to create a safe routing map and text description in the Safe Routes for Schools mapping software and will then be able to implement and distribute their Safe Routes Plan in their school and community.

There are several essential steps in creating a Safe Routes Plan. Creating a Safe Routes Plan generally requires a few weeks, but the process may be completed more quickly according to the organization and ability of the individuals involved.

The following table outlines the important steps to creating a Safe Routes Plan. Each step is described in detail within this Planning Guide. This manual focuses on steps 1, 2, 5, 6, 7 and 8. The Software User Guide explains in detail how to use the Safe Routes for Schools mapping software to accomplish steps 3 and 4.

Safe Routes Plan Process

1. Identify a Safe Routes Team.
2. Take an inventory of the school's walking area (typically a one- to two-mile radius of the school).
3. Create a safe routing map (see Software User Guide).
4. Create a text description of the safe routing map (see Software User Guide).
5. Seek input/feedback from outside resources.
6. Submit the Safe Routes Plan (safe routing map and text description) to the school district's traffic safety committee (district committee). District committee submits the Safe Routes Plan to relevant jurisdictions (city, county and state) for review.
7. Revise Safe Routes Plan based on review and input from these different jurisdictions. Once approved, the district committee submits the finalized Safe Routes Plan to UDOT for state records.
8. Distribute the Safe Routes Plan to students, parents and school employees (preferably at the beginning of each school year).

School community councils and school administrators should not limit themselves exclusively to the safety guidelines included in this Planning Guide. Consideration of other elements that are specific to the individual school and community is encouraged.

While a Safe Routes Plan may be created any time during the year, it must be submitted to the school district's traffic safety committee (district committee) no later than **April 1** to be implemented at the beginning of the following school year. Deadlines for each district vary, and in some cases are before April 1. Schools should check with their district committee for specific deadlines and details.

It is important to note this is **NOT** a one-time process. Schools and community councils are required to review and update the Safe Routes Plan at least once per year using the method outlined in this Planning Guide.

2. Creating the Safe Routes Plan

A Safe Routes Plan is comprised of a **safe routing map** and a **text description** detailing the safest route(s) students should follow when walking and biking to school.

Each school should create a Safe Routes Plan focused solely on its walking area. If a school's walking area borders or overlaps with another school's walking area, it is unnecessary for the school to map out the other school's safe routes or hazards unless they impact its own safe walking and biking routes.



2a. Identifying a School Community Council Safe Routes Team

Under Utah law, every school is required to have a community council composed of school employees and parents/guardians. Community councils for elementary schools should be composed of four parents/guardians and three school employees, including the principal, who is required to serve. The code does allow for community councils to be larger or smaller as long as the number of parents/guardians exceeds the number of school employees and there are at least two school employees on the council (Utah Code 53G-7-1204).

One of the responsibilities of the school community is to develop a Safe Routes Plan outlining the safest walking and biking routes to school. It is recommended that a Safe Routes Team be formed to accomplish this important requirement. There are many ways to accomplish this task. One community council may divide responsibilities among its members. Another may assign a parent or school employee who is especially motivated to do the majority of the work, with minor input from other members. One community council may meet weekly from start to finish; another may only meet two or three times. Whatever the community council's preferred style or strategy, the important thing is that a Safe Routes Plan be created, approved and distributed to parents and students.

Because of the significance of this project, the Safe Routes Team should consider consulting outside resources to assist in preparing a Safe Routes Plan, such as:

- Local law enforcement
- City or county engineering employees
- City or county public works department employees
- Representation from the school's PTA or PTO
- Interested parents/guardians
- Interested school employees
- Student leaders

2b. Conducting an Inventory

To create an effective Safe Routes Plan, the Safe Routes Team must be familiar with the school's walking area. This familiarity comes through performing an inventory of the roadways within this walking area. The inventory identifies key traffic elements in the area such as signals, stop signs, crosswalks, potential obstacles, railroad crossings and missing or damaged sidewalks. Safe Routes Team members conducting the inventory should also observe traffic patterns.

The inventory is used to create a safe routing map to identify the safest routes to and from the school. It also gives Safe Routes Team members and/or school community councils a firsthand look at the current walking environment and traffic patterns.

It is recommended that the inventory process be completed more than once, and possibly by more than one person, to ensure that all the critical elements are included.

When identifying the safest walking and biking route(s) for students, it is important to take into account different traffic patterns in the school's walking area. For example, vehicle traffic may be heavier in the morning than in the afternoon. The Safe Routes Team should consider both vehicle and pedestrian traffic patterns during times children are traveling to and from school, rather than when students are in class or at home. It is also important to consider the number of students who are traveling in each area.

The principal should be familiar with which streets and neighborhoods are within walking distance of the school and inform Safe Routes Team members what areas need to be included in the inventory (typically those within a one- to two-mile radius of the school). Locations such as hazardous areas, bus loading zones or routes for students who live outside of walking distance do not need to be inventoried for the safe routing map, but could be identified and noted in the administrator notes section of the mapping software for reference.

As schools review the inventory and determine which route is safest for students to travel, there are two additional items that should be considered: (1) on-site issues and (2) students with special needs.

ON-SITE ISSUES

In addition to charting the path students should travel along roads and through neighborhoods, Safe Routes Teams should recognize that student pick-up and drop-off areas at the school could be among the greatest hazards for students. As schools develop a Safe Routes Plan, it is critical to identify the preferred access points and circulation patterns for students who walk, bike, ride the bus or are dropped off by vehicles.

Taking Inventory

- 1. Use a map of the area within a one- to two-mile radius of the school.*
- 2. Use the inventory checklist included in this Planning Guide.*
- 3. Walk the school's walking area with the map and checklist.*
- 4. Mark required and suggested elements from the checklist on the map.*
- 5. Chart traffic patterns by observing roads and crossings at peak times.*

In addition to detailing the safest route(s) for walking and biking to school, a Safe Routes Plan can also designate the preferred location for drop-off zones, bus loading/unloading zones and parking lots, as well as the walking route from each of those locations to the school entry points. Each school should customize its map with these optional areas based on the needs of its student body.

Recommendations for On-site Issues

- All basic modes of transportation (walking, biking, school buses and cars) should be physically separated as much as possible from each other.
- Students who are being dropped off by vehicles should be loaded and unloaded on the right side of the vehicle, next to a curb, sidewalk or shoulder.
- Parents dropping children off should not be permitted to back up their vehicles.
- Students should access personal vehicles in designated loading zones only; schools should discourage loading on adjacent streets or off school property.
- Bus loading zones should be located in areas that do not require buses to travel in reverse at any time.
- Traffic cones can be used to minimize pedestrian/vehicle conflicts in vehicle drop-off zones.
- If bus and/or vehicle loading zones are insufficient to safely load and unload students, the arrival and departure times of students could be staggered.
- School staff and student safety patrols should be used to help direct students and vehicles to appropriate areas; these persons can help enforce restricted actions, maintain safe traffic flow, encourage safety and educate students and parents.

STUDENTS WITH SPECIAL NEEDS

Safe routes to school for special needs students should be considered. Permanent and even temporary disabilities can make getting to school on foot or on a bike much more difficult. Solutions for individuals with disabilities and special needs will vary for each school. The Safe Routes Team should consider currently enrolled, future and potential students with special needs when developing and updating the school's Safe Routes Plan.

INVENTORY CHECKLIST

The Safe Routes Team can use the following checklist to take inventory of its school's walking area. The checklist outlines which key elements to record when taking an inventory, and includes brief explanations for each term.

The Safe Routes Team should mark all of the items from the checklist on a map showing the school's walking area (typically the area within a one- to two-mile radius of the school) in a way that is easy to understand. This map can be printed online using the Safe Routes for Schools mapping software. Safe Routes Teams planning to create the final safe routing map using the Safe Routes for Schools mapping software may want to use symbols similar to those in the online mapping program to mark these elements on the hard copy (to see these symbols, see the Software User Guide). Colored pencils or markers may make this task easier.

The Safe Routes Team should be as accurate as possible when marking the placement of each element on the map. A stop sign for east-west traffic will be in a different location on the map than a stop sign for north-south traffic. As an inventory is conducted, the Safe Routes Team should mark only those areas that are within the school's walking area. A Software User Guide is available to help create these maps once an inventory is complete.

While taking an inventory, the Safe Routes Team should use their best judgment. There may be areas where improvements are needed. Although not included on the safe routing map, Safe Routes Teams can note these areas in planning and seek the appropriate agency, funding sources and processes to improve the safety of the walking and biking route.

REQUIRED ELEMENTS

- **School**
Mark school position on the map.
- **Crossing guards**
Mark where adult crossing guards are currently assigned.
- **Crosswalks**
Mark where marked crosswalks are located.
- **Stop/Yield signs (single, three-way, four-way)**
Mark where stop and yield signs are located and which intersections they affect.
- **Traffic signals**
Mark where traffic signals are located and which intersections they affect.

Safe Routes Software Icons



School



School Bus Loading



Student Drop-off/Pick-up



Hazard/Footnote



Crossing Guard



Traffic Signal



Yield



Stop



Crosswalk Vertical



Crosswalk Horizontal

SUGGESTED ELEMENTS

- **Missing/Damaged sidewalks**

Note the condition of the sidewalks where most students will be walking or biking. Take note of roads without sidewalks, damaged or broken sidewalks, missing sidewalk curb ramps, parking stripes and curbs. Their location and physical condition can be considered in determining the safest route(s). You may choose to note some of these critical areas in the notes section of the Safe Routes for Schools mapping software.

- **Narrow school routes**

Note areas where there is no continuous sidewalk and students may be forced to walk along road shoulders that are less than three feet wide. The Safe Routes for Schools mapping software includes a hazard icon to mark where these roads exist and the location of warning signs. Detail the narrow routes in the text description.

- **Railroad crossings**

Mark where rail lines pass through a school's walking area. The Safe Routes for Schools mapping software automatically identifies these areas through Google Maps™ mapping service.

- **School bus loading zones**

Mark the location of bus loading zones on school property.

- **Student drop-off/pick-up zones**

Mark the location of drop-off zones. The Safe Routes for Schools mapping software includes an icon to identify this zone. Flow of on-site traffic and drop-off/pick-up zones can be described in detail in the text description.

- **Traffic volume**

It is not necessary to identify the traffic volume of every street in the school's walking area; however, keep in mind the volume of traffic where students are walking or biking. Observe traffic patterns on more than one day. When choosing between two roads, direct students to travel along the road with lower traffic volume and speed, where possible.

- **Other hazards**

Take note of additional hazards that may affect walking or biking to school, such as canals or steep hills. Use your best judgment in identifying hazards that are not included on the checklist but that are significant to your area. In the Safe Routes for Schools mapping software, use the hazard symbol to identify these areas and detail the hazard in the text description.

Inventory Checklist	Completed
---------------------	-----------

Required Elements	
School	☐
Crossing guards	☐
Crosswalks	☐
Traffic signals	☐
Stop/Yield Signs	☐
Suggested Elements	
Student drop-off/Pick-up zones	☐
School bus loading zones	☐
Missing/Damaged sidewalks	☐
Reduced speed school zones	☐
Narrow school routes	☐
Railroad crossings	☐
Traffic volume	☐
Other hazards (steep hills, canals, narrow shoulders, etc.)	☐

Notes: _____

2c. Drawing the Administrator Map

The **Administrator Map** identifies where all key elements are located. It also gives the Safe Routes Team a firsthand look at the current walking environment and traffic patterns. The Administrator Map shows all factors of the school's walking area, obtained from the Safe Routes Team's inventory, that are used to determine the safest route.



Placing symbols on the Administrator Map

Do not draw the safest route(s) before conducting an inventory and placing all required symbols on the Administrator Map. Until the Safe Routes Team has identified all hazard, traffic and pedestrian elements, they cannot reliably determine which route will be the safest.

The Safe Routes Team, with the input and approval from the school community council, determines the safest route. It is highly recommended that the Safe Routes Team present the Administrator Map to the school community council before the safest routes are identified on the map.

Improvement recommendations should be carefully considered as they may or may not be approved according to an evaluation of the area conducted by city, county and/or state traffic engineers, as they will require a funding mechanism. Because of the time necessary for approval, funding and construction, it is absolutely critical the Administrator Map show the safest routes based on existing conditions. This is especially important for schools near major road construction projects that will impact the safest walking and biking routes during a substantial portion of the school year.

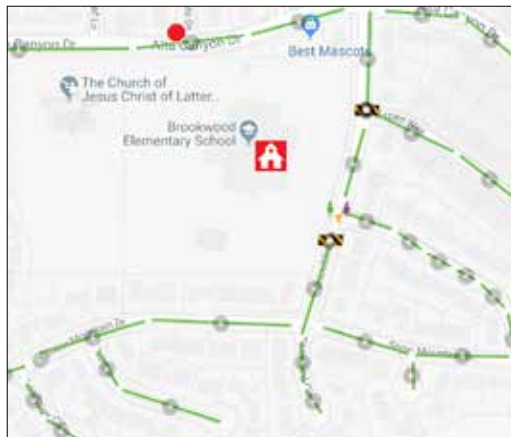
The Safe Routes Team should walk the proposed route(s) during student travel times before submitting it for approval in order to ensure the routes' accuracy and safety.

2d. Identifying the Safest Routes

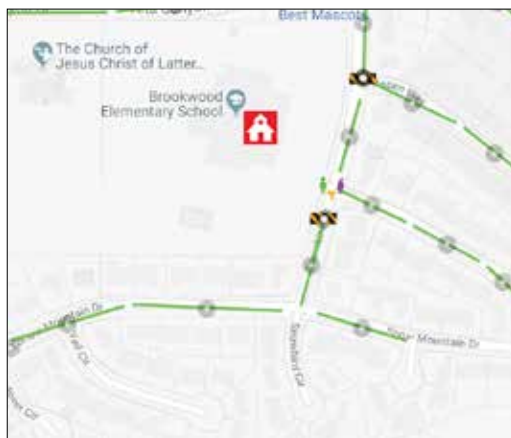
Once the required and suggested elements from the inventory are mapped, the Safe Routes Team is ready to determine the safest walking and biking routes based on these elements. It is only necessary to identify a safe biking route when it differs from the safe walking route.

A Safe Routes Plan should identify the **safest** walking and biking route(s) to school. In some cases, avoiding hazards will result in walking/biking routes that are longer than a direct route. At the same time, students are likely to ignore a route that takes too much time. The Safe Routes Team should use discretion to create a Safe Routes Plan that is both safe and manageable, to encourage student compliance.

The following are recommendations for identifying the safest route(s):



Example of a cluttered map



Example of an easy-to-follow map

1. Only draw main walking and biking routes to avoid confusion over which route is safest.

2. Don't create a safe route on every street. Students should be funneled to the safest routes as determined by their parents' best judgment. By funneling students who walk and bike from the same geographic area onto one main route, you naturally create a safer route because no one is walking alone. This also reduces clutter on the map and makes the map easier to read and follow.

3. Draw toward the school. Start at the main streets and neighborhoods and work toward the school, identifying the best walking route from each neighborhood within the school walking area.

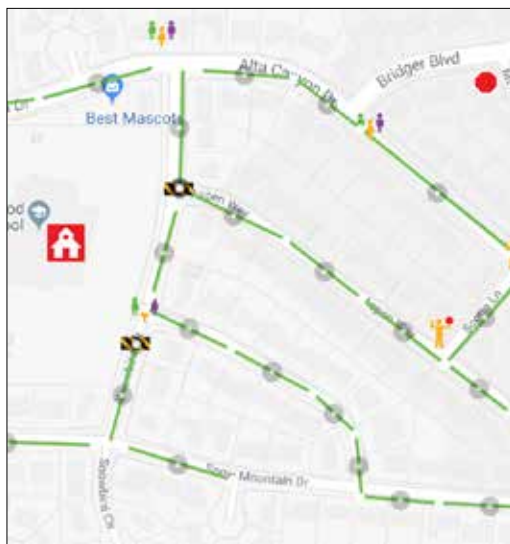
4. **Avoid using shoulders for routes.** Many communities have streets without sidewalks. In these cases, roadway shoulders must accommodate pedestrians. When alternative routes are not available, encourage students to walk on the outside edge of the roadway shoulder, facing traffic. A School Advance Warning sign stating that there will be a shoulder should identify the route.
5. **Select the safest crossing locations.** When children are required to cross streets on their way to school, safe routes should use established crossings to minimize hazards to students. When possible, choose crossings with good visibility, low traffic volume and low traffic speed. Crossings at intersections are preferred over mid-block crossings. The best crosswalks are those with crossing guards, and these should be labeled on the Administrator Map as part of the inventory.
6. **Minimize the number of crossings.** The risk of pedestrian/vehicular incidents increases when students are crossing streets. Fewer crossings mean less exposure to vehicles and a safer route to school.
7. **Use low-speed and low-volume roads.** When choosing between roads, and where possible and practical, avoid directing students along high-speed roads or roads with high traffic volume.
8. **Travel in groups.** Students should be encouraged to travel in groups for improved visibility, security and safety. Merge walking routes whenever possible. Select routes with sufficient sidewalk areas for students to travel together in groups.
9. **Hazardous busing.** A neighborhood receives hazardous busing because it has been determined that it is not safe for students to walk safely to school from and/or through that area. It is not necessary to create walking or biking routes for these areas.
10. **Identify safest biking routes.** If the safest route for cyclists is different from the safest route for pedestrians, a separate biking route should be identified on the map. If the routes are the same, identifying just the safest walking route is sufficient (explain in the text description that the biking route is the same or different).

*To help students easily find and follow the safest route(s), the safe routing map should **not** include every element from the Administrator Map and inventory.*

2e. Drawing the Safe Routing Map

The safe routing map should only include the most relevant elements, such as the required safest walking/biking route(s). The safe routing map does not need to include every element drawn on the Administrator Map. It should be easy to read and should clearly identify the safest walking/biking route(s).

Once the safe routing map is created in the Safe Routes for Schools mapping software, it can be shared online with students and parents through a read-only link. Parents and students do not have access to editing functions, but they can adjust the map's zoom, size, language (English or Spanish) and print area.



Drawing safe routes in the mapping software

For help and instructions creating the safe routing map, see the Software User Guide.

2f. Writing the Text Description

The Safe Routes Plan is incomplete without a text description of the safe routing map to further clarify the safest route(s) and fully explain the school's Safe Routes Plan.

The text description is typically a few succinct paragraphs. You can draft and distribute your text description using the Safe Routes for Schools mapping software. For specific instructions on creating this text description in the Safe Routes for Schools mapping software, see the Software User Guide.

When developing the text description:

- Assume it is being written for someone who is unfamiliar with the various neighborhoods, landmarks, streets and roads in the area.
- Write exactly which side of every street the students should travel on, whether they travel on a sidewalk or a road shoulder, at what intersections they should cross, whether the bike path differs from the walking path and why and all other important details about the safest route(s).
- The text description should be translated into all languages commonly spoken in the school's area to ensure understanding and cooperation. The text description can be shared online with students and parents through a read-only link (the same link that allows them to access the safe routing map). This view will not grant individuals editing capabilities, but they will be able to print the text description with the safe routing map for easy reference. After schools have created the safe routing map and the text description, it is recommended that the Safe Routes Team use a small group of parents and/or students who were not involved with the development process to test the Safe Routes Plan by walking to and from school using the proposed safe routing map and text description. This essential step will reveal any holes or significant problems with the Safe Routes Plan.

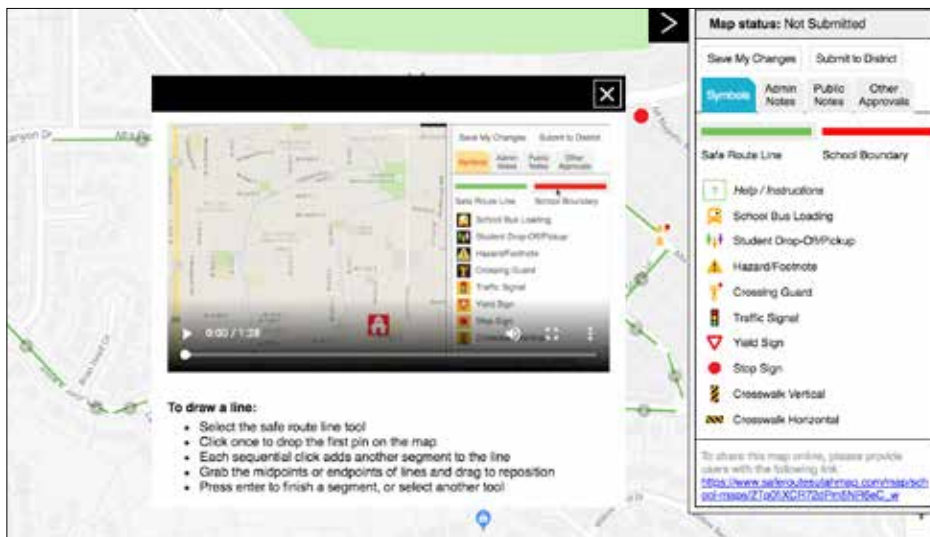
3. Using the Safe Routes Mapping Software

(For step-by-step instructions on using the Safe Routes for Schools mapping software, please see the Software User Guide. This guide provides a brief overview of the software.)

UDOT developed the Safe Routes for Schools mapping software to assist each school in creating a concise and easy-to-read safe routing map and text description. Because the software was developed specifically to assist schools in developing and updating their Safe Routes Plan, the use of the software makes the process easier and is strongly encouraged. If a Safe Routes Team cannot use the Safe Routes for Schools mapping software for whatever reason, they should contact the Utah Safe Routes to School Coordinator, Kristen Hoschouer, khoschouer@utah.gov, to discuss alternatives.

The software does not suggest the safest route for its users. The Safe Routes Team, with the approval and input from the school community council, determines the safest walking/biking route(s) to the school.

The Safe Routes for Schools mapping software does not suggest the safest route for its users.



A help video is one reason the software is easy to use.

Using the Safe Routes for Schools mapping software will simplify the process of creating a useable map for students and parents. The software also saves the safe routing map and text description for year-round access, enabling school administrators to easily update the Safe Routes Plan annually. Parents and students will appreciate having a map that is easy to read, well designed and accessible online.

The Safe Routes for Schools mapping software is a free, web-based program. Users must have access to the internet in order to use the software, which runs on all operating systems (PC and Mac) and can be viewed using Internet Explorer, Firefox, Chrome or Safari browsers.

4. Implementing the Safe Routes Plan

4a. Reviews

Following creation of the Safe Routes Plan, comprised of a safe routing map and a text description, schools are responsible for having it reviewed by the school district's traffic safety committee (district committee). The district committee in turn submits the plan to local jurisdictions.

The safe routing map and text description should be submitted to the district committee by **April 1** of every year. It is important to note that some districts may have earlier deadlines. Each school should contact their district office for the specific instructions and requirements for submitting their Safe Routes Plan. It is the responsibility of each school's community council and/or principal to contact the district and adhere to its unique deadlines.

The district committee will review the proposed Safe Routes Plan. It is the district committee's responsibility to review and submit the Safe Routes Plan to the appropriate city, county and state jurisdictions for review. The district committee is responsible for submitting the Safe Routes Plan to these departments before **June 1** annually.

The district committee, local municipalities and UDOT may have questions or concerns about the proposed plan; therefore, a member of the Safe Routes Team should be easily accessible to confer with the district committee. Additionally, the district committee, local municipalities and UDOT may request changes before approving the Safe Routes Plan. In this case, the Safe Routes Team will need

to revise the safe routing map and text description and resubmit to the district committee for review. This is a process that will require some work and discussion as the Safe Routes Plan is reviewed, revised and accepted by appropriate jurisdictions.

Remember: The goal of everyone involved is the safety of the students.

Schools should check with districts for specific Safe Routes Plan submission guidelines and due dates.



Providing feedback while rejecting a map

4b. Maintenance and Assistance

Each school's Safe Routes Plan needs to be re-evaluated on a regular basis. At a minimum, the Safe Routes Plan should be revisited and updated every year.

The Utah Department of Transportation (UDOT) has an assigned Safe Routes Utah Coordinator, Kristen Hoschouer, who is available to assist schools with creating their Safe Routes Plan and to answer questions on using the Safe Routes for Schools mapping software. Kristen can be reached at khoschouer@utah.gov.

If you receive an error message or experience technical issues with the software, contact the software support team at contact@saferoutesutah.com.

The Safe Routes Plan should be updated every year.



Updating school boundaries

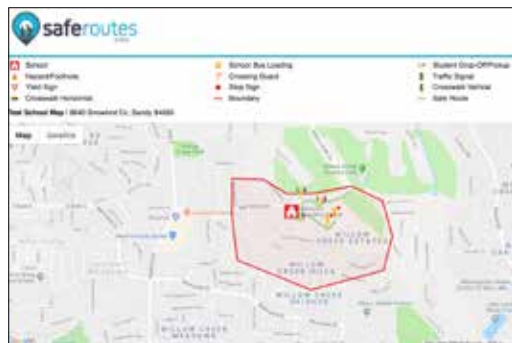
As school boundaries and/or the neighborhoods change, schools may need new sidewalks, crosswalks and other important improvements to keep students safe. More information on requesting and securing funding for infrastructure and non-infrastructure improvements is available at udot.utah.gov/main/f?p=100:pg:0:::1:T,V:1388, or by contacting Utah's SRTS coordinator.

4c. Distribution to Parents and Students

After the Safe Routes Plan has been reviewed and accepted by all involved parties—including the school, district, city, county and UDOT—it is the principal’s responsibility to distribute the approved Safe Routes Plan, comprised of a safe routing map and a text description, to every student enrolled in the school. Principals should identify which communication channels are most appropriate for distributing the Safe Routes Plan (e.g., hard copy, online, email). This should occur at the beginning of each school year and at other appropriate times (e.g., springtime) to remind students of the safest walking/biking routes.

Distributing the safe routing map and text description is one of the most critical steps in the Safe Routes Plan. Even the best-designed plan will not meet its objective if parents and students are not educated about which route they should travel to school.

Parents can view their school’s map at SafeRoutesUtahMap.com. You can share the Safe Routes Plan in hard copy form or online using the link provided at the bottom



[Print view](#)

link as-is or hyperlink it to simpler and/or descriptive text (e.g., “Click here to view our school’s Safe Routes Map”). This can be posted on your school’s website or included in an email to parents. For more information on sharing or posting the safe routing map and text description, see the Software User Guide.

The following instruction for parents is an example of what principals could include on the school website or in the body of an email to invite students and parents to learn and follow the safest walking/biking route(s).

Some gentle enforcement may be required at the beginning of the school year to help students become familiar with the safe route(s) identified in the Safe Routes Plan. Principals should consider using parent volunteers and members of the school’s parent organization to stand at key points along the suggested route and remind students of the designated safe route(s).

Dear Parent:

As the principal of *[name of school]*, I consider the safety of students who walk and bike to school to be one my highest priorities. I am pleased to share with you our school's updated Safe Routes Plan, which identifies the safest routes your child should follow when walking or biking to school.

View our school's Safe Routes Plan by clicking here *[copy and paste link here]*. The safe walking and biking routes were determined after careful consideration by members of our School Community Council and were then reviewed and approved by district, city and state officials. The map is Google-based, so you can:

- Adjust the view to see your specific neighborhood
- Zoom in/out
- Determine the print size and area
- Select to print the map with English or Spanish text
- Review a text description of the Safe Routes Map that describes how your child can access the safest walking and biking routes.

I urge you to use this information as you encourage your children to participate in this healthy activity that reduces traffic congestion and improves safety around our school by limiting the number of cars dropping off and picking up students.

If you have any questions about our Safe Routes Plan or need assistance, please contact *[insert parent/student contact information here]*. Let's all work to have a safe and enjoyable school year.

Sincerely,
[Name]

Principal
[Name of school]

4d. Education and Encouragement Resources

Schools, community councils and parent organizations are encouraged to creatively incorporate the Safe Routes Plan into conversations and classroom activities to teach students how to walk and bike safely to school. Safe Routes offers a variety of free resources (available at [SafeRoutes.Utah.gov](https://www.SafeRoutes.Utah.gov)) to help school administrators educate and encourage students to walk and bike to school safely, including:

- 35-minute assembly
- Lesson plan ideas
- Student activity booklets
- Safety fair ideas
- Seasonal walking and biking safety tips
- School and parent organization newsletter articles
- Encouragement programs



Resources include an assembly.

Those interested in having any of these free services at their school should contact Safe Routes Utah at contact@saferoutesutah.com.

5. Glossary

Administrator Map — Identifies where all key elements relevant to student walking and biking safety are located within a school's walking area (typically within a one- to two-mile radius from the school). Shows the current traffic elements obtained from the Safe Routes Team's inventory of the school's walking area to determine the safest walking and biking routes.

Google Maps™ mapping service — Online source for area maps that interfaces with the Safe Routes for Schools mapping software.

Inventory — Outlines the current traffic elements in each school's immediate area, such as traffic signals, stop signs, crosswalks and missing sidewalks, to determine the safest walking and biking route(s). This also involves observing traffic patterns and volumes. An inventory is typically conducted by the Safe Routes Team, which is formed from the school community council.

Narrow school route — Areas where there is no continuous sidewalk and students may be forced to walk along road shoulders that are less than three feet wide. A School Advance Warning sign stating that there will be a shoulder should identify the route.

Railroad crossing — Where trains cross over or under a roadway. Traffic safety committees are required to notify the UDOT chief railroad and utilities engineer, in writing, of all locations where safe walking/biking routes cross rail lines.

Safe Routes to School (SRTS) — A federally funded program that seeks to encourage children to walk and bike safely to school; foster healthy and active lifestyles by increasing the safety and appeal of walking and biking to school; and facilitate the planning, development and implementation of projects and activities that improve the safety and environment around schools. For more information, visit:

- **National Center for Safe Routes to School**
www.saferoutesinfo.org
- **Safe Routes to School National Partnership**
www.saferoutespartnership.org
- **You can also contact the Safe Routes Utah Coordinator, Kristen Hoschouer**
at khoschouer@utah.gov.

School community council — Under Utah law, every elementary, middle and junior high school is required to have a school community council composed of school employees and parents/guardians. One of this council's responsibilities is to develop a

Safe Routes Plan, referred to by law as a Child Access Routing Plan. School community councils for elementary schools should be composed of four parents/guardians and three school employees, including the principal, who is required to serve. The code does allow for councils to be larger or smaller as long as the number of parents/guardians exceeds the number of school employees and there are at least two school employees on the council (Utah Code 53A-1a-108).

Traffic safety committee — A required committee within every school district that focuses on traffic engineering issues within the district’s jurisdiction. The committee is the first to review and approve a school’s proposed Safe Routes Plan. This committee is responsible for reviewing and submitting each school’s Safe Routes Plan to the appropriate cities and/or municipalities for acceptance.

School zones/reduced speed school zone — Location where flashing lights establish a 20 mph speed zone for areas where students cross the street.

School bus loading zone — Area designated for the loading and unloading of students from school buses on school property.

School crosswalk zone — Pedestrian crossing designed specifically to protect children as they cross the road. Pedestrian crossings should be identified by school crosswalk zone signage.

Student drop-off/pick-up zone — Area designated for the loading and unloading of students from private vehicles on school property.

Sidewalks

- **Roads without sidewalks** — Identified in the inventory process because they are especially dangerous for children. Precautions should be taken to prevent the Safe Routes Plan from having children travel along these roads when possible. If these roads must be used, narrow shoulders less than three feet wide can qualify as narrow school routes and receive additional pedestrian markings.
- **Damaged or broken sidewalks** — The location of damaged sidewalks should be identified in the inventory process and precautions taken to prevent the Safe Routes Plan from having children travel on broken sidewalks where possible.
- **Sidewalk curb ramps** — Ramps that allow individuals in wheelchairs or with other mobility needs to access sidewalks. Identify these ramps to assist students with disabilities as they travel to school.

Safe Routes for Schools mapping software — A web-based software program specifically designed by UDOT to assist schools in developing and distributing their Safe Routes Plan. For more information about how to use the software, please refer to the Software User Guide.

Safe Routes Map/safe routing map — Distributed to parents and students, this map outlines the safest walking/biking route(s) to school. The map is accompanied by a text description detailing the safest route(s).

Safe Routes Plan — Consists of a safe routing map and a text description outlining the safest routes for students to travel to school. The goal of a Safe Routes Plan is to increase the number of students walking and biking safely to school.

Safe Routes Team — Group of parents and school employees who may or may not serve on the school community council and who volunteer to create the Safe Routes Plan for their school.

Safe Routes Utah — A fun and comprehensive program for walking and biking safely to school that engages and educates students, parents, school administrators, crossing guards and communities. As part of the federal Safe Routes to Schools program administered by UDOT, Safe Routes Utah focuses on student safety as its first priority. Safe Routes Utah provides free resources, including mapping software, a 35-minute assembly, student activity booklets, and more. More information about Safe Routes Utah is available at SafeRoutes.Utah.gov.

Traffic Volume — Indicates the intensity and amount of traffic on a specific street at a given time of day. It is sufficient to characterize traffic volume in general terms such as low, medium and high. Traffic volume of streets where students travel or have to cross to reach their school should be taken into consideration as the Safe Routes Plan is developed.



SafeRoutes.Utah.gov



Mapping Planning Guide



INTRODUCTION

There is growing concern in Utah and nationally about the safety of children who walk or bike to school. With increased traffic congestion around schools, students who choose to walk or bike have limited safe routes, which often discourages this healthy activity.

To assist in addressing this public safety and health issue, the Utah Department of Transportation (UDOT) assists schools with their legal responsibility to create a [Safe Routes Plan](#), which includes a safe routing map and accompanying text description. Under Utah law, every elementary, middle and junior high school is responsible for developing and implementing a Safe Routes Plan, and high schools are encouraged to do the same.

This Safe Routes Plan Planning Guide focuses specifically on the steps for schools and communities to build and implement a Safe Routes Plan.

Accompanying software tutorial videos are available for specific instructions about how to create a safe routing map and using the [Safe Routes for Schools Mapping Software](#).



Under Utah law, every elementary, middle and junior high school is required to create a Safe Routes Plan.

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SAFE ROUTES PLAN OVERVIEW

A Safe Routes Plan consists of a safe routes map and text description outlining the safest routes for students to walk and bike to school. **The goal of a Safe Routes Plan is to increase the number of students walking and biking safely to school.**

UDOT is confident that any school that properly identifies and then educates students and parents about the safest route(s) with a Safe Routes Plan will help reduce and work to eliminate vehicular incidents involving child pedestrians and cyclists near and on school property. A Safe Routes Plan can also encourage students and parents to walk and bike to school as a healthy alternative to driving.

Additionally, without a Safe Routes Plan in place, schools and local jurisdictions are not eligible for federal funding to make infrastructure changes that could make traveling to school safer for students.

To assist schools in creating and implementing Safe Routes Plans, UDOT has developed this Planning Guide and free Safe Routes for Schools mapping software. Together these resources provide school principals and community councils with instructions to create and distribute a Safe Routes Plan that is easy to use and understand.

There are several essential steps in creating a Safe Routes Plan. Creating a Safe Routes Plan generally requires a few weeks, but the process may be completed more quickly according to the organization and ability of the individuals involved.

The following table outlines the important steps to creating a Safe Routes Plan, each step is described in detail within this Planning Guide.



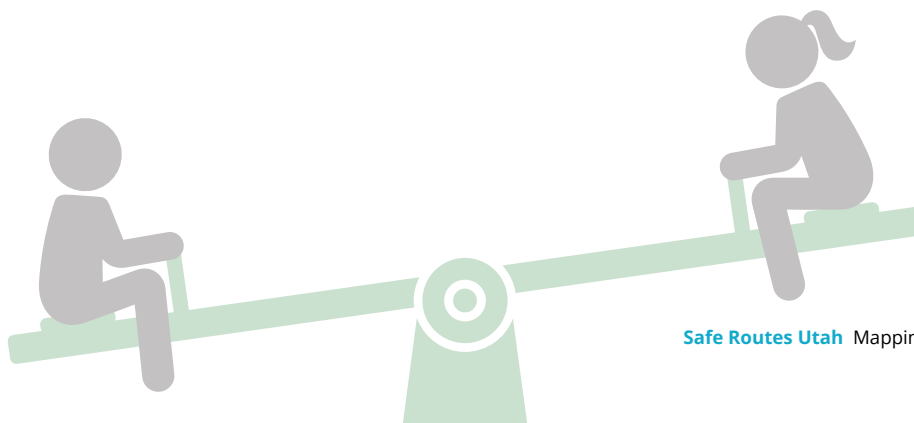
1a. Safe Routes Plan Process

1. Identify a Safe Routes Team.
2. Take an inventory of the school's walking area (typically a one- to two-mile radius of the school).
3. Create a safe routing map (see Software Tutorial Videos).
4. Create your Safe Routes Report, found on the mapping site below your School Resources dashboard showing your map.
 - Once completing the Safe Routes Report on the mapping site, a PDF will be emailed to the email address specified on the report within 24 hours.
 - Once the first report has been created, a new report is not necessary each time moving forward. You can find previously created reports by version date.
5. Seek input/feedback from outside resources.
6. Submit the Safe Routes map to the district.
 - The school district submits the Safe Routes Plan to relevant jurisdictions.
7. Distribute the Safe Routes Report to students, parents and school employees (preferably at the beginning of each school year).

School community councils and school administrators should not limit themselves exclusively to the safety guidelines included in this Planning Guide. Consideration of other elements that are specific to the individual school and community is encouraged.

While a Safe Routes Plan may be created any time during the year, it must be submitted to the school district annually. Schools should check with their district or specific deadlines and details, as deadlines for each school district may vary. However, UDOT does not have a required date, the only requirement is that the safe route plan for each school should be submitted and approved annually.

It is important to note this is **NOT** a one-time process. Schools and community councils are required to review and update the Safe Routes Plan at least once per year using the method outlined in this Planning Guide.



2. Safe Routes Committee

2a. Identifying a School Community Council Safe Routes Team

Under Utah law, every school is required to have a community council composed of school employees and parents/guardians. Community councils may and should include:

- School faculty, such as the principal
- Local law enforcement
- City or county engineering employees
- City or county public works department employees
- Representation from the school's PTA or PTO
- Interested parents/guardians
- Interested school employees
- Student leaders

One of the responsibilities of the school community is to develop a Safe Routes Plan outlining the safest walking and biking routes to school. It is recommended that a Safe Routes team be formed to accomplish this important requirement.

There are many ways to accomplish this task. One community council may divide responsibilities among its members. Another may assign a parent or school employee who is especially motivated to do the majority of the work, with minor input from other members. One community council may meet weekly from start to finish; another may only meet two or three times. Whatever the community council's preferred style or strategy, the important thing is that a Safe Routes Plan be created, approved and distributed to parents and students, and re-visited and revised annually.



3. Creating the Safe Routes Plan

3a. Conducting an Inventory

To create an effective Safe Routes Plan, the Safe Routes team must be familiar with the school's walking area. This familiarity comes through performing an inventory of the roadways within this walking area. The inventory identifies key traffic elements in the area such as signals, stop signs, crosswalks, potential obstacles, railroad crossings and missing or damaged sidewalks. Safe Routes team members conducting the inventory should also observe traffic patterns.

The inventory is used to create a safe routing map to identify the safest routes to and from the school. It also gives Safe Routes team members and/or school community councils a firsthand look at the current walking environment and traffic patterns.

It is recommended that the inventory process be completed more than once and by more than one person, to ensure that all the critical elements are included.

When identifying the safest walking and biking route(s) for students, it is important to take into account different traffic patterns in the school's walking area. For example, vehicle traffic may be heavier in the morning than in the afternoon. The Safe Routes team should consider both vehicle and pedestrian traffic patterns during times children are traveling to and from school, rather than when students are in class or at home. It is also important to consider the number of students who are traveling in each area.

The principal should be familiar with which streets and neighborhoods are within walking distance of the school and inform Safe Routes team members what areas need to be included in the inventory (typically those within a one- to two-mile radius of the school). Locations such as hazardous areas, bus loading zones or routes for students who live outside of walking distance do not need to be inventoried for the safe routing map, but could be identified and noted in the administrator notes section of the mapping software for reference.

As schools review the inventory and determine which route is safest for students to travel, there are two additional items that should be considered:

- (1) on-site issues and
- (2) students with special needs.



On-Site Issues

In addition to charting the path students should travel along roads and through neighborhoods, Safe Routes teams should recognize that student pick-up and drop-off areas at the school could be among the greatest hazards for students. As schools develop a Safe Routes Plan, it is critical to identify the preferred access points and circulation patterns for students who walk, bike, ride the bus or are dropped off by vehicles.

In addition to detailing the safest route(s) for walking and biking to school, a Safe Routes Plan can also designate the preferred location for drop-off zones, bus loading/unloading zones and parking lots, as well as the walking route from each of those locations to the school entry points. Each school should customize its map with these optional areas based on the needs of its student body.

Recommendations for On-site Issues

- All basic modes of transportation (walking, biking, school buses and cars) should be physically separated as much as possible from each other.
- Students who are being dropped off by vehicles should be loaded and unloaded on the right side of the vehicle, next to a curb, sidewalk or shoulder.
- Parents dropping children off should not be permitted to back up their vehicles.
- Students should access personal vehicles in designated loading zones only; schools should discourage loading on adjacent streets or off school property.
- Bus-loading zones should be located in areas that do not require buses to travel in reverse at any time.
- Traffic cones can be used to minimize pedestrian/vehicle conflicts in vehicle drop-off zones.
- If bus and/or vehicle loading zones are insufficient to safely load and unload students, the arrival and departure times of students could be staggered.
- School staff and student safety patrols should be used to help direct students and vehicles to appropriate areas; these persons can help enforce restricted actions, maintain safe traffic flow, encourage safety and educate students and parents.

Students With Special Needs

Safe routes to school for special needs students should be considered. Permanent and even temporary disabilities can make getting to school on foot or on a bike much more difficult. Solutions for individuals with disabilities and special needs will vary for each school. The Safe Routes team should consider currently enrolled, future and potential students with special needs when developing and updating the school's Safe Routes Plan.



Inventory Checklist

The Safe Routes team can use the following checklist to take inventory of its school's walking area. The checklist outlines which key elements to record when taking an inventory, and includes brief explanations for each term.

The Safe Routes team should mark all of the items from the checklist on a map showing the school's walking area (typically the area within a one- to two-mile radius of the school) in a way that is easy to understand. This map can be printed online using the Safe Routes for Schools mapping software. Safe Routes teams planning to create the final safe routing map using the Safe Routes for Schools mapping software may want to use symbols similar to those in the online mapping program to mark these elements on the hard copy (to see these symbols, see the Software User Guide). Colored pencils or markers may make this task easier.

The Safe Routes team should be as accurate as possible when marking the placement of each element on the map. A stop sign for east-west traffic will be in a different location on the map than a stop sign for north-south traffic. As an inventory is conducted, the Safe Routes team should mark only those areas that are within the school's walking area. A Software User Guide is available to help create these maps once an inventory is complete.

While taking an inventory, the Safe Routes team should use their best judgment. There may be areas where improvements are needed. Although not included on the safe routing map, Safe Routes teams can note these areas in planning and seek the appropriate agency, funding sources and processes to improve the safety of the walking and biking route.

Required Map Elements



School

Mark school position on the map.



Crossing guards

Mark where adult crossing guards are currently assigned.



Traffic signals

Mark where traffic signals are located and which intersections they affect.



Stop/Yield signs

(single, three-way, four-way)

Mark where stop and yield signs are located and which intersections they affect.



Crosswalks

Mark where marked crosswalks are located.



Suggested Map Elements



School bus loading zones

Mark the location of bus loading zones on school property.



Student drop-off/pick-up zones

Mark the location of drop-off zones. The Safe Routes for Schools mapping software includes an icon to identify this zone. Flow of on-site traffic and drop-off/pick-up zones can be described in detail in the text description.



Other hazards

Take note of additional hazards that may affect walking or biking to school, such as canals or steep hills. Use your best judgment in identifying hazards that are not included on the checklist but that are significant to your area. In the Safe Routes for Schools mapping software, use the hazard symbol to identify these areas and detail the hazard in the text description.

Additional Suggested Plan Elements

Missing/Damaged sidewalks

Note the condition of the sidewalks where most students will be walking or biking. Take note of roads without sidewalks, damaged or broken sidewalks, missing sidewalk curb ramps, parking stripes and curbs. Their location and physical condition can be considered in determining the safest route(s).

Railroad crossings

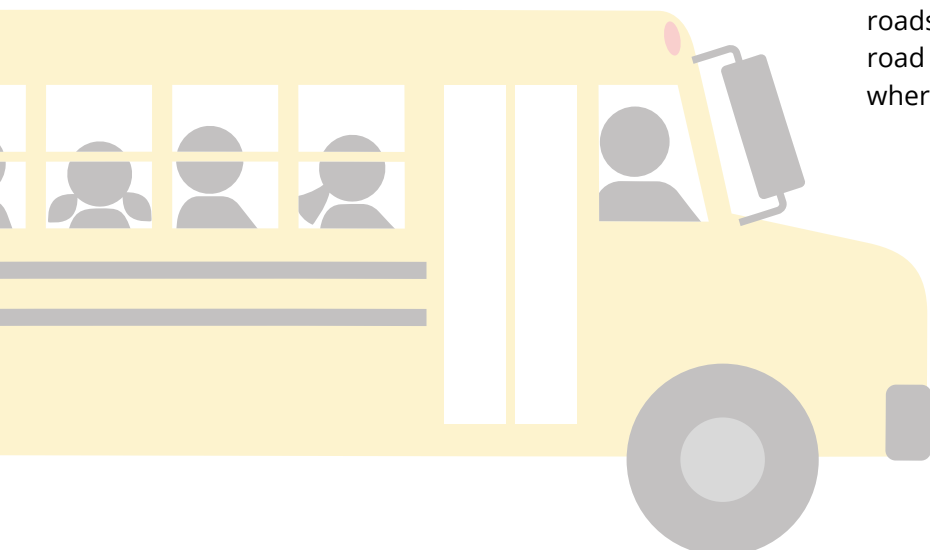
Mark where rail lines pass through a school's walking area.

Narrow school routes

Note areas where there is no continuous sidewalk and students may be forced to walk along road shoulders that are less than three feet wide. The Safe Routes for Schools mapping software includes a hazard icon to mark where these roads exist and the location of warning signs. Detail the narrow routes in the text description.

Traffic volume

It is not necessary to identify the traffic volume of every street in the school's walking area; however, keep in mind the volume of traffic where students are walking or biking. Observe traffic patterns on more than one day. When choosing between two roads, direct students to travel along the road with lower traffic volume and speed, where possible.



Example Inventory Checklist

Required Elements

School	☐
Crossing guards	☐
Crosswalks	☐
Traffic signals	☐
Stop/Yield signs	☐

Suggested Elements

Student drop-off/Pick-up zones	☐
School bus loading zones	☐
Missing/Damaged sidewalks	☐
Reduced speed school zones	☐
Narrow school routes	☐
Railroad crossings	☐
Traffic volume	☐
Other hazards (steep hills, canals, narrow shoulders, etc.)	☐

Notes

3b. Identifying the Safest Routes

Once the required and suggested elements from the inventory are mapped, the Safe Routes team is ready to determine the safest walking and biking routes based on these elements. It is only necessary to identify a safe biking route when it differs from the safe walking route.

A Safe Routes Plan should identify the safest walking and biking route(s) to school. In some cases, avoiding hazards will result in walking/biking routes that are longer than a direct route. At the same time, students are likely to ignore a route that takes too much time. The Safe Routes team should use discretion to create a Safe Routes Plan that is both safe and manageable, to encourage student compliance.

The following are recommendations for identifying the safest route(s):

- **Only draw main walking and biking routes to avoid confusion over which route is safest.**
- **Don't create a safe route on every street.**
Students should be funneled to the safest routes as determined by their parents' best judgment. By funneling students who walk and bike from the geographic area onto one main route, you naturally create a safer route because no one is walking alone. This also reduces clutter on the map and makes the map easier to read and follow.
- **Draw toward the school.**
Start at the main streets and neighborhoods and work toward the school, identifying the best walking route from each neighborhood within the school walking area.
- **Avoid using shoulders for routes.**
Many communities have streets without sidewalks. In these cases, roadway shoulders must accommodate pedestrians. When alternative routes are not available, encourage students to walk on the outside edge of the roadway shoulder, facing traffic. A School Advance Warning sign stating that there will be a shoulder should identify the route.
- **Select the safest crossing locations.**
When children are required to cross streets on their way to school, safe routes should use established crossings to minimize hazards to students. When possible, choose crossings with good visibility, low traffic volume and low traffic speed. Crossings at intersections are preferred over mid-block crossings. The best crosswalks are those with crossing guards, and these should be labeled on the Administrator Map as part of the inventory.
- **Minimize the number of crossings.**
The risk of pedestrian/vehicular incidents increases when students are crossing streets. Fewer crossings mean less exposure to vehicles and a safer route to school.
- **Use low-speed and low-volume roads.**
When choosing between roads, and where possible and practical, avoid directing students along high-speed roads or roads with high traffic volume.
- **Travel in groups.**
Students should be encouraged to travel in groups for improved visibility, security and safety. Merge walking routes whenever possible. Select routes with sufficient sidewalk areas for students to travel together in groups.
- **Hazardous busing.**
A neighborhood receives hazardous busing because it has been determined that it is not safe for students to walk safely to school from and/or through that area. It is not necessary to create walking or biking routes for these areas.
- **Identify safest biking routes.**
If the safest route for cyclists is different from the safest route for pedestrians, a separate biking route should be identified on the map. If the routes are the same, identifying just the safest walking route is sufficient (explain in the text description that the biking route is the same or different).

4. Distribution & Educational Resources

4a. Distribution to Parents and Students

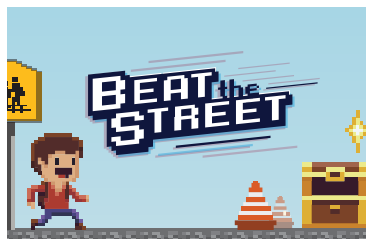
After the Safe Routes Plan has been reviewed and accepted by all involved parties—including the school, district, city, county and UDOT—it is the principal's responsibility to distribute the approved Safe Routes Plan, comprised of a safe routing map and a text description, to every parent/guardian of the students enrolled in the school. Principals should identify which communication channels are most appropriate for distributing the Safe Routes Plan (e.g., hard copy, online, email). This should occur at the beginning of each school year and at other appropriate times (e.g., springtime) to remind students of the safest walking/biking routes.

Distributing the safe routing map and text description is one of the most critical steps in the Safe Routes Plan. Even the best-designed plan will not meet its objective if parents and students are not educated about which route they should travel to school.

Parents can view their school's map at Safe-Routes-uplan.hub.arcgis.com. The map can also be posted on your school's website or included in an email to parents.

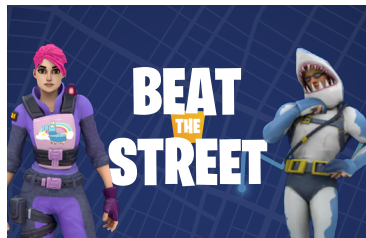
4b. Educational Resources

Schools, community councils and parent organizations are encouraged to creatively incorporate the Safe Routes Plan into conversations and classroom activities to teach students how to walk and bike safely to school. Safe Routes offers a variety of free resources (available at SafeRoutes.Utah.gov) to help school administrators educate and encourage students to walk and bike to school safely, including:



[Beat the Street Assemblies](#)

The Safe Routes Utah Beat the Street assembly is a free, 30-minute program about walking and biking to school safely. It is available statewide with an assembly for grades 1st-3rd and one for grades 4th-6th. This dynamic, educational presentation teaches students about the importance of traffic signs, signal lights, crossing the road, and helmet use. We even bring swag for the kids that includes an activity book to reinforce the messages.





Think Safety Assemblies

When it comes to construction areas, the old adage “better safe than sorry” could not be more true. If your elementary school is in or near a construction zone, we would love to come and give our “Think Safety” assembly to your students. In this fun and interactive assembly, we teach the kids how to be safe around construction with a rousing relay race.



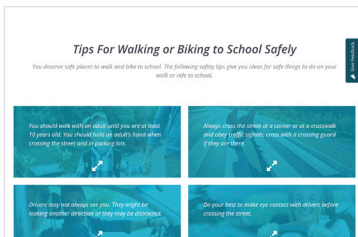
Walk & Roll Challenge

The Walk & Roll Challenge runs from September to May and rewards students K-8 monthly prizes for walking and biking to school. Students track the days that they walked or biked to school (walking or biking to the bus counts) and then submit them online by the end of each month. Prize winners are chosen the first week of the following month. The more frequently a student walks or bikes to school, the greater their chance of winning sweet prizes like scooters and bikes.



Middle School Pedestrian Safety Lesson

This lesson plan offers your students the opportunity to discuss and learn about pedestrian safety and enjoy hands-on activities emphasizing staying safe on the roads. This site is designed to be a resource that is flexible and can be modified to your class time or the needs of your students, we also send free swag!



Safety Tips and Blog

You can also find other safety tips and resources on our website, along with our blog posts that cover a variety of safety topics.

Those interested in scheduling an assembly to come to their school or for any other questions, contact Safe Routes Utah at contact@saferoutesutah.com.

PROVO MUNICIPAL COUNCIL JOINT MEETING-OTHER STAFF REPORT



Submitter: JMCKNIGHT
Presenter: Jennifer Partridge, School Board President
Department: Public Works
Requested Meeting Date: 08-06-2024
Requested Presentation Duration: 15 minutes
CityView or Issue File Number: 25-099

SUBJECT: 4 A discussion regarding crosswalk updates (25-099)

RECOMMENDATION: Informational only

BACKGROUND: Public Works presented to the City Council on April 16th about the 820 North bridge history and replacement design. Since that time 18 other public presentations have been given at neighborhood meetings, a Provo City School District board meeting, and to other interest groups. The purpose of this presentation on August 6, 2024) is to update the Council on the process we took, the feedback we received, and our final design decision.

FISCAL IMPACT: None

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:

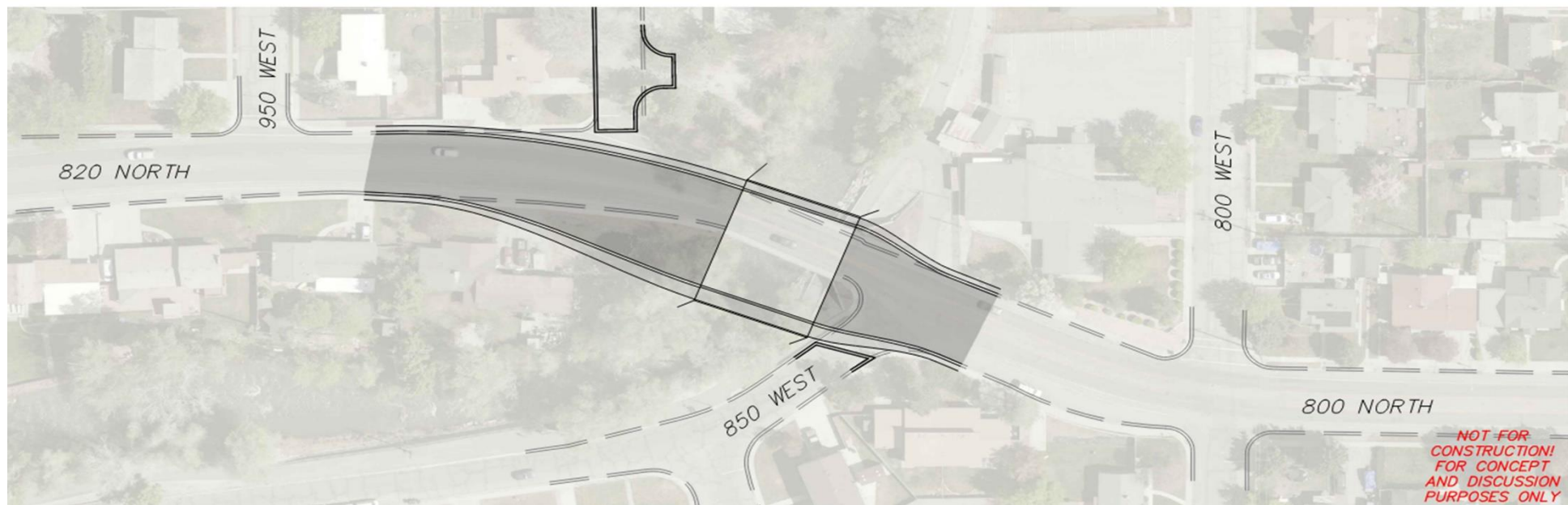
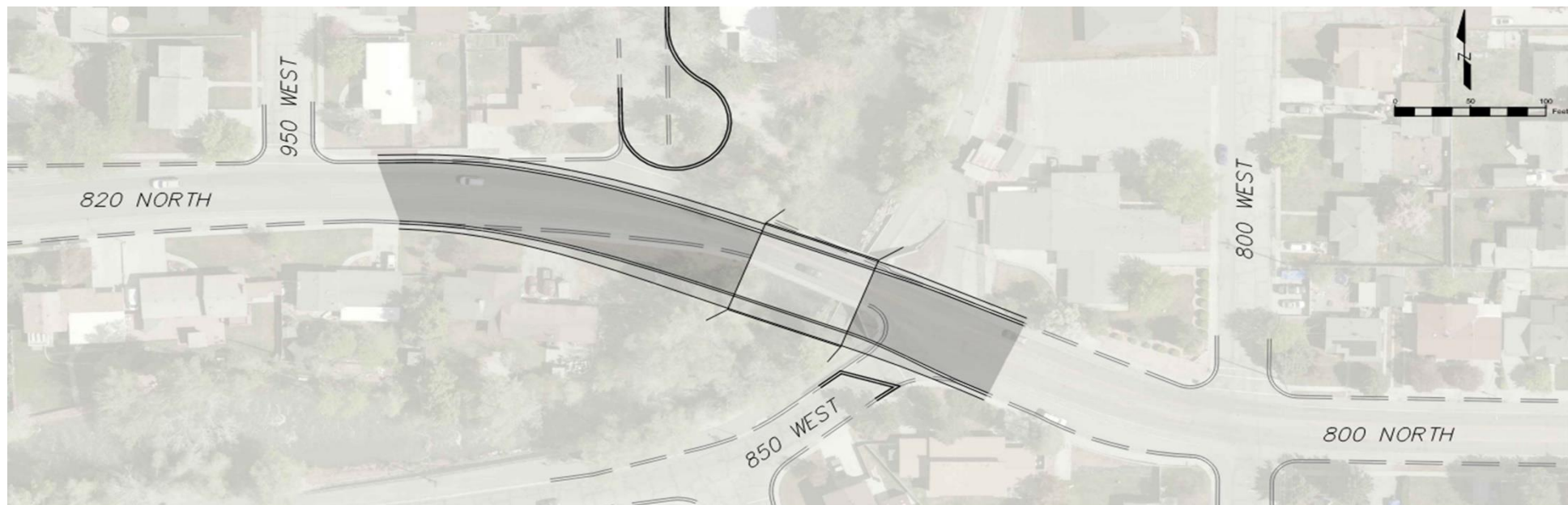
Informational Meetings

- Utah Department of Transportation – April 2, 2024
- Mayor and City Administration – April 4, 2024
- City Council – April 16, 2024
- Transportation and Mobility Advisory Committee – April 18, 2024
- Planning Commission – April 24, 2024
- Neighborhood Districts 2 – May 1, 2024
- BikeWalk Provo – May 2, 2024
- Mountainland Association of Governments – May 6, 2024
- Downtown Provo, Inc. Board of Directors – May 15, 2024
- Downtown Provo, Inc. Members – May 15, 2024
- Neighborhood District 3 – May 15, 2024
- Rivergrove Neighborhood Meeting – May 21, 2024
- Provo School District – May 23, 2024
- Neighborhood District 4 – May 29, 2024
- Freedom Prep Academy – May 30, 2024
- North Park Neighborhood Meeting – May 30, 2024
- Intermountain Health – June 4, 2024
- Neighborhood District 5 – June 5, 2024
- General Public Meeting – June 6, 2024
- Brigham Young University – June 11, 2024
- Neighborhood District 1 – July 17, 2024

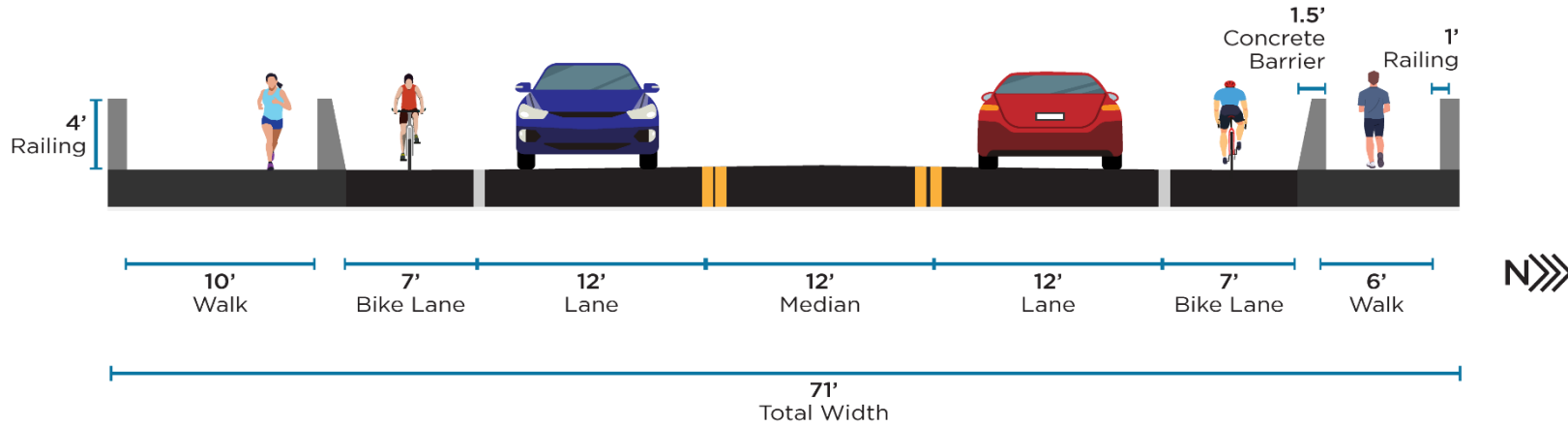
PROVO RIVER
BRIDGE & TRAIL



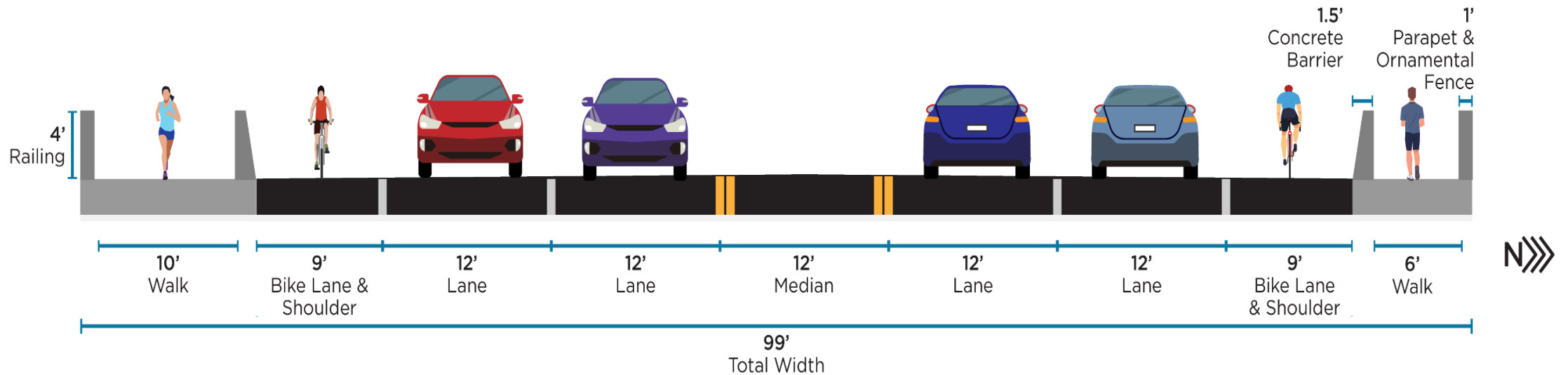
at 820 North



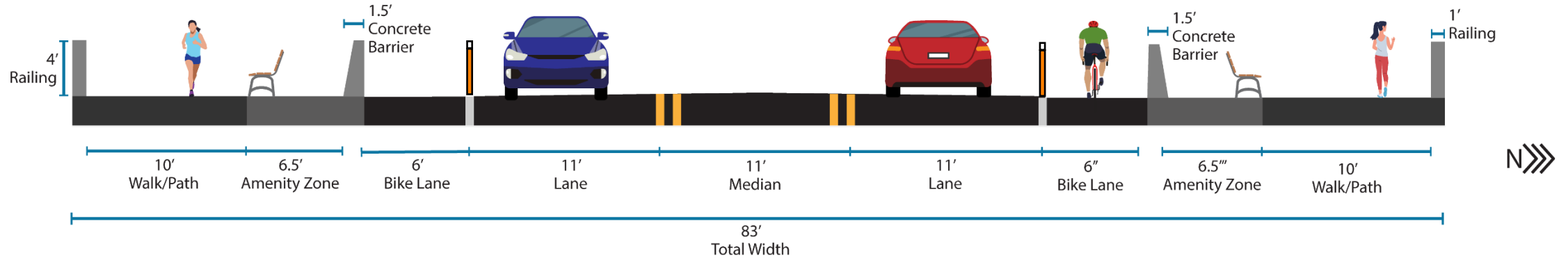
71' - MINOR ARTERIAL CROSS SECTION



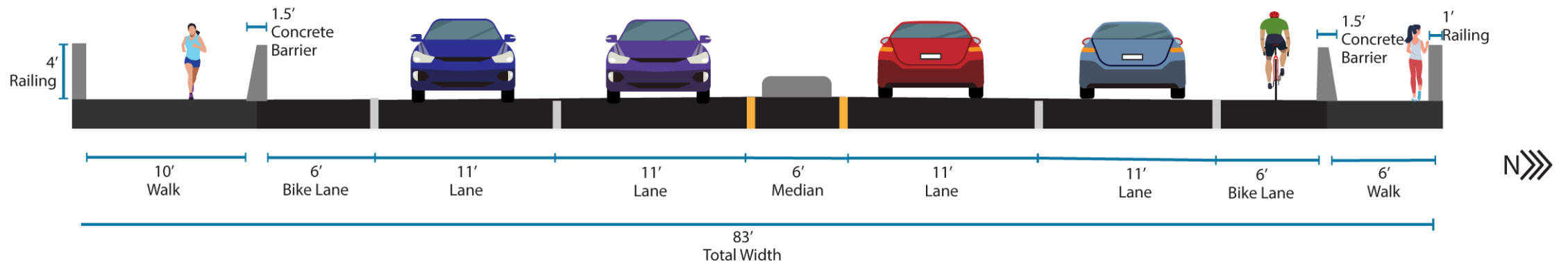
99' – ARTERIAL CROSS SECTION



83' - INTERIM BRIDGE CROSS SECTION



83' - FULL BUILD OUT CROSS SECTION





Engineering Sidewalk Projects

Project

Engineering has 3 funding sources that are being used to install new sidewalks, pedestrian and school improvements.



CDBG & Engineering

Oak Cliff/Oakmont

- Install 6-foot sidewalk along 1450 E to Oakmont Ln. Connect to school sidewalk on east side.
- Funded - Construction 2024
- \$360,000



600 South 200 East

- Pedestrian improvements along 600 South to connect to intermodal station.
- Funded - Construction 2025
- \$825,000



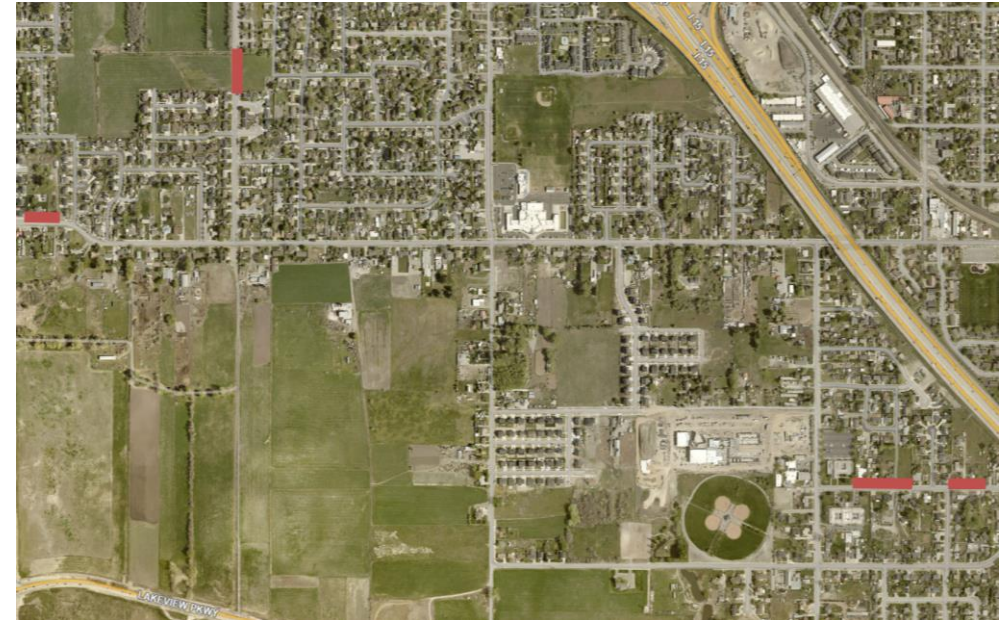
Joaquin Neighborhood

- 400 East Intersection and Pedestrian Improvements
- Funded - Construction 2025
- \$500,000



Safe Routes to School

- Install Sidewalk in four missing areas in southwest side of Provo.
- Funded - Construction 2026
- \$350,000



Oakmont Barrier

- Install traffic barrier and sidewalk improvements.
- Funded - Construction 2024
- \$200,000



1100 West – 600 S to 890 S

- Install concrete improvements including sidewalk, curb/gutter, and storm drain.
- Funded - Construction 2024
- \$260,000



880 W 1020 N

- Install missing sidewalk in front of two properties.
- Funded - Construction 2024
- \$40,000



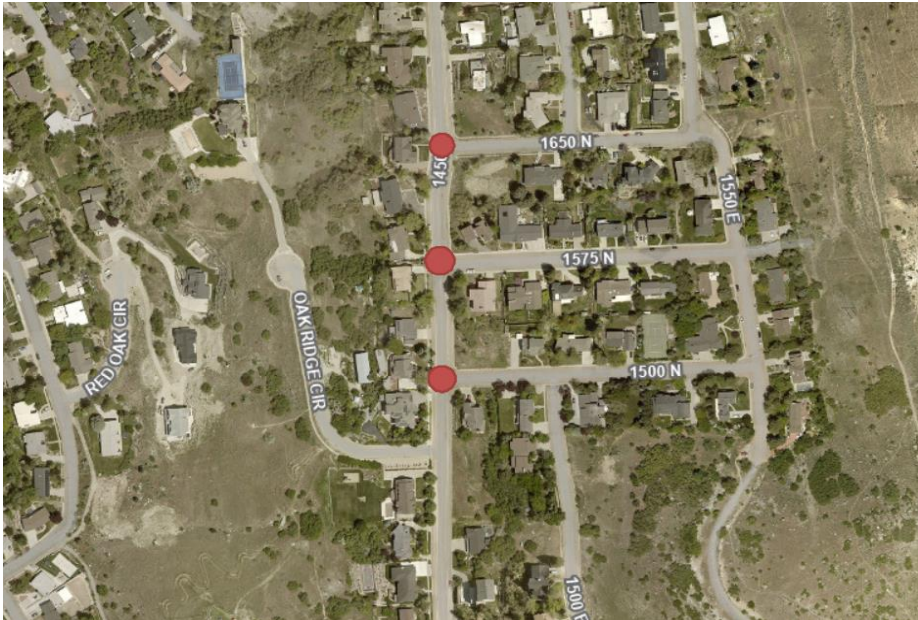
600 South - 1100 W to 1400 W

- Install concrete improvements including sidewalk, curb/gutter, and storm drain.
- Funded - Construction 2025
- \$250,000



1450 E Intersections

- Install pedestrian ramps at 3 intersections.
- Funded - Construction 2024
- \$50,000





Fifth of the Fifth

900 E 560 N Refuge Island

- Install crosswalk and refuge island at 560 N 900 E with raised median.
- Funded - Construction 2025
- \$115,000



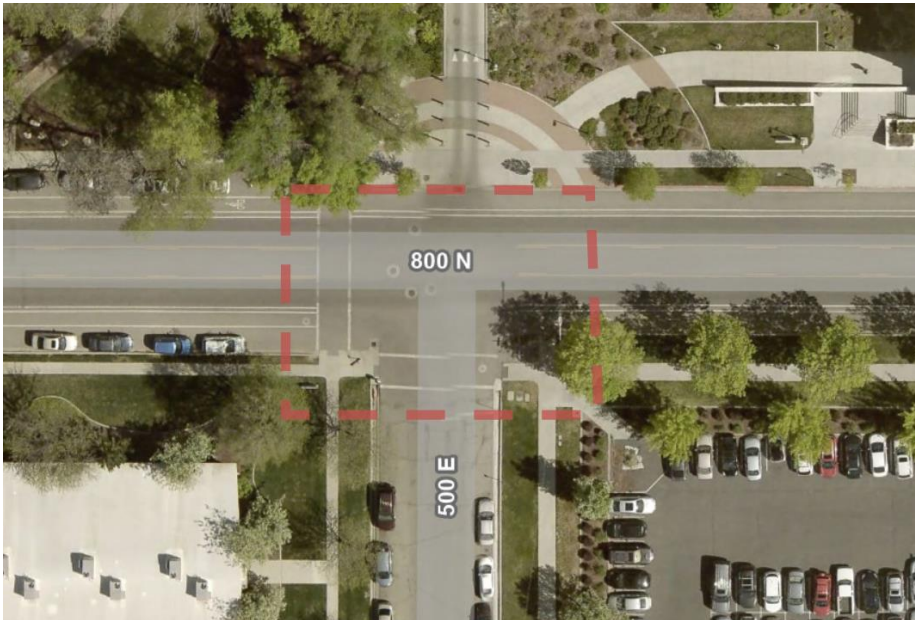
Apple Ave Locust Ln

- Crosswalks, pedestrian ramps, lighting and other intersection improvements.
- Funded - Construction 2025
- \$250,000



500 E 800 N

- Install flashing beacons and pedestrian improvements.
- Funded - Construction 2025
- \$250,000



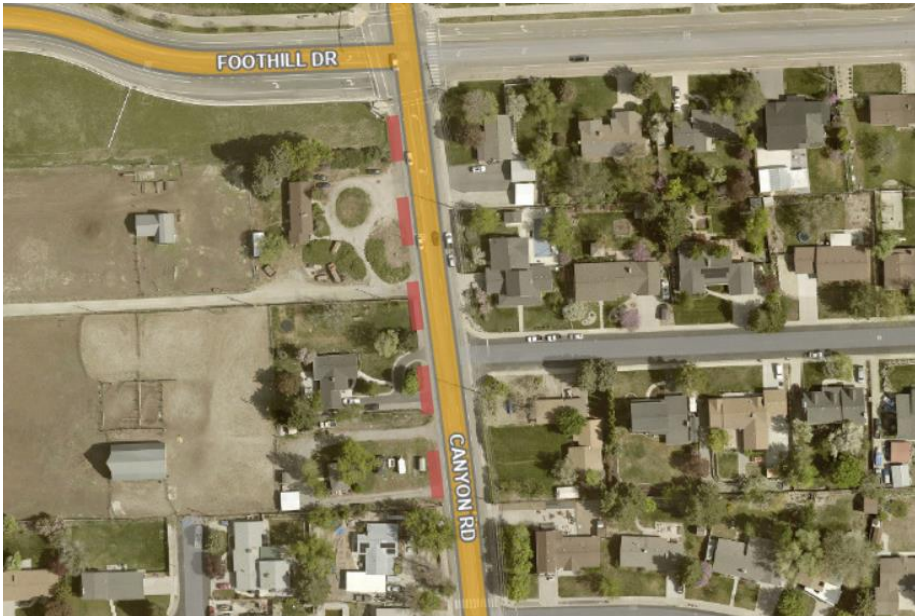
3460 N Canyon Rd

- Sidewalk along safe routes to school for Edgemont Elementary.
- Funded - Construction 2025
- \$275,000



4380 N Canyon Rd

- Sidewalk along safe routes to school for Canyon Crest Elementary. Will also remove midblock crossing at 4380 N.
- Funded - Construction 2025
- \$250,000



Honorable Mentions

- 1600 West – 600 S to 890 S - \$850,000
- Carterville Walmart Path - \$400,000
- 900 South Railroad Crossing - \$900,000
- Walmart Traffic Signal - \$300,000

Highlights

- The Next 3 Years of Sidewalk Projects
 - 7125 Linear Feet of Sidewalk
 - 40 Pedestrian Ramps
- Connect existing infrastructure along safe routes to schools throughout the city.
- Installation of pedestrian and vehicle safety improvements.

Thank you

PROVO MUNICIPAL COUNCIL JOINT MEETING-OTHER STAFF REPORT



Submitter: JUHARRISON
Presenter: Jennifer Partridge, School Board President
Department: Council
Requested Meeting Date: 10-23-2025
Requested Presentation Duration: 20 minutes
CityView or Issue File Number: 25-099

SUBJECT: 5 A discussion regarding county property tax valuation and the Truth in Taxation process. (25-099)

RECOMMENDATION: Presentation and discussion.

BACKGROUND: Dear Provo City Residents,

We want to provide you with an update of what has occurred regarding the certification of the Provo City School District's tax rate for next year.

Background

Earlier this year, the District proposed a tax increase to generate \$4 million in additional revenue to increase teacher salaries. This decision was made carefully, as we understand the impact this has on our property owners across Provo.

We held a Truth in Taxation hearing in August to present this proposal and listen to community input. We are grateful for the tremendous public support we received, and the Board approved the tax increase.

Current Situation

After the hearing, the county informed us that the property valuations that they originally provided were incorrect. The School Board worked with the county and adjusted accordingly. This was communicated by the district at the end of August and beginning of September.

Unfortunately, the Utah State Tax Commission denied certification because the school board held a business meeting immediately following the Truth in Taxation hearing. We were notified of the denial after the deadline to hold another hearing. Consequently, there is no property tax increase from the school district this year, and the district will not receive the \$4 million that we hoped would be generated from the tax increase. To meet our commitment for employee salaries this year, we will use our fund balance (i.e. rainy day fund).

Moving Forward

We will continue to evaluate our budget and the feasibility of our programs to ensure that our students receive the highest quality education while being responsible with

taxpayer dollars. We plan to go through the Truth in Taxation process next year to sustain competitive salaries for our dedicated employees.

Additionally, as we were not the only district to have our certification denied, we are collaborating with the Utah School Superintendents Association and the Utah School Boards Association to develop specific training to help prevent this issue from occurring in the future.

Please feel free to reach out if you have additional questions or concerns. We appreciate your continued support and understanding as we work to provide the best possible education for the students of Provo City.

Sincerely,

Jennifer Partridge, Board President
Gina Hales, Board Vice President
Wendy Dau, Superintendent
Devyn Dayley, Business Administrator

On Thursday, August 28, 2025, Utah County informed Provo City that an error was made in the calculation of property tax rates. The clerical error resulted in about \$530,000,000 of taxable property value being added to Provo (about 5% over the actual value). This impacted Provo City by artificially lowering the city's Certified Tax Rates and consequently reducing the projected revenue the city would receive from property tax (approximately \$840,000).

23,143 residential properties and 2,087 improved parcels were impacted due to the error. If rates are corrected, the average primary residential property tax bill in Provo will owe approximately \$22 more than was reported in the valuation notice. Businesses valued at \$1,000,000 will owe approximately \$83 more than was reported in the valuation notice.

Corrected tax rates need to be adopted by the governing body by September 15th to allow the County to provide notice to impacted parcels. Correction notices would then be sent by the county to affected property owners.

FISCAL IMPACT: TBD

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:
N/A

Provo Property Value Error: Impact & Solutions

Utah County Auditor's Office
3-Sept 2025

Problem

A clerical error resulted in about 530,000,000 of taxable property value being added to Provo (about 5% over the actual value). This impacted Provo City and Provo School district by artificially lowering their Certified Tax Rates and consequently reducing the projected revenue they would receive from property tax (\$840K and \$3.72M respectively).

Impact

1. The certified tax rates given to Provo City and Provo School District were about 5% less than they should have been. Impacted were 23,143 primary residential properties and 2,087 improved parcels
2. **Homeowners:** If the rate is corrected, the average Provo primary residential property's tax bill will be about \$103 more than was reported in the valuation notice (School District: \$81, City: \$22).
3. **Businesses:** If the rate is corrected then a \$1M Provo business's tax bill will be about \$385 more than was reported in the valuation notice (School District: \$302, City: \$83).

Details

Entity Name	Value	Rate	Budget		Value	Rate	Budget	\$\$	%		Value	Rate	Budget	\$\$
Provo	11,126,827,168	0.001599	\$ 17,791,865		10,598,723,794	0.001599	\$ 16,951,990	\$ (839,875)	-4.72%		10,598,723,794	0.001678	\$ 17,789,290	\$ (2,575)
Provo SD	11,082,901,734	0.007017	\$ 77,768,002		10,551,951,036	0.007017	\$ 74,047,875	\$ (3,720,127)	-4.78%		10,551,951,036	0.007305	\$ 77,086,838	\$ (681,164)

Provo City		
Example Values	Home	Business
Market Value	511,990	1,050,765
Taxable Value	281,595	1,050,765
Original Final Taxes	2,826	10,544
Corrected Taxes - PC Only	2,848	10,627
Difference - Corrected to Orig	22.25	83.01

Provo School District		
Example Values	Home	Business
Market Value	511,990.00	1,050,765
Taxable Value	281,595	1,050,765
Original Final Taxes	2,826	10,544
Corrected Taxes - SD Only	2,907	10,847
<i>Difference - Corrected to Orig</i>	<i>81.10</i>	<i>385.63</i>

Solution

► Correct rates this year:

1. Corrected tax rate needs to be adopted by September 15th
2. Send correction notices to potentially affected property owners

► Tax Commission corrects rates next year

1. Validate impact of error in April of 2026
2. County notifies Tax Commission of the impact of the error
3. Tax commission adjusts certified rate to mitigate the impact - See [59.2.924.1](#)

The adjustment under Subsection (2) is an amount equal to the lesser of:
(i) the difference between the taxing entity's budgeted collections for the year and the taxing entity's actual collections for the year; or
(ii) the amount of the clerical error.

Tax Rate Increase Checklist - Fiscal Year Entities

Entities: Before a tax increase is allowed, please provide evidence/proof to the County Auditor for each enumerated item below. Proof can take several forms (photo, agenda, scanned image, etc.) The proof medium is less important than the content.

Counties: Before providing the documentation to the USTC, please ensure it has all been collected and that you have provided a recommendation for each entity.

Advertisement Requirements

- For at least 14 days before hearing date:
 - ☐ Screenshot of electronic advertisement on Utahlegals.com
 - ☐ Advertisement was posted on the [Public Notice Website](#)
 - ☐ Advertisement posted on entity's website
 - ☐ Class A physical notice requirements (§[63G-30-102\(c\)](#))

Public Hearing Requirements

- ☐ Email/proof showing that County Auditor and Utah State Tax Commission were made known of date, time, and place of the public hearing on or before **June 1st**.
- ☐ Agenda/proof demonstrating that the only items on the agenda discussed were raising the certified tax rate (TNT hearing), a budget hearing, and/or a special district/special service district fee implementation/increase
- ☐ Agenda/proof must demonstrate that the meeting was **not scheduled earlier than 6 PM**
- ☐ If applicable, future hearing time and date were specified and stated during the hearing. (The future meeting date must take place before **Sept. 1st**.)
- ☐ A signed resolution or [PT-800 Form](#)

County Requirements

- ☐ Valuation notices include date, time, location, and additional ad valorem revenue for each entity
- ☐ Entity's public hearing is not at the same time and date as another overlapping taxing entity in the same county

If 2+ entities are going through truth in Taxation in the county:

- ☐ Published a county combined ad that includes the **name, date, time, location, additional ad valorem revenue generated** by the proposed tax increase, and **average dollar increase on a residence & business** the increase would generate for each taxing entity **for at least 14 days** before the first entity's hearing in the following locations:
 - Screenshot of electronic advertisement on Utahlegals.com
 - Advertisement was posted on the [Public Notice Website](#)
 - Advertisement posted on county's website
 - Class A physical notice requirements (§[63G-30-102\(c\)](#))
- ☐ Provided combined advertisement to each entity going through truth in taxation

For all entities

- ☐ County has reviewed entity's truth in taxation documents to verify compliance with advertising and public hearing requirements
- ☐ County provides recommendation of approval or denial of an entity's tax increase to the USTC based on the entity's adherence to all advertisement & public hearing requirements

Fiscal Year Entity Property Tax Increase Requirements (TNT)

This page is designed to act as a *support* and guide only. State statute is always the best place to find definitive and reliable answers to your questions. Links to appropriate statutes will be provided below.

Relevant Truth in Taxation Statutes

(Sections [59-2-919](#), [59-2-919.1](#), [59-2-919.2](#), [63G-30-102](#))

Preliminary Requirements

Date	Requirement
On or Before June 1st	Notify the county auditor and the Tax Commission of the date, time, and place of the Tax Increase public hearing.
-	To get estimated tax rate please fill out the Truth in Taxation Ad. Estimated Tax Rate will calculate based on the amount in the Additional Budget box. Filling out other information will help in generating the TNT Newspaper Ad.

****Important Note:** Estimated Tax Rate includes all budgets within Entity. Please contact us for an estimated rate for just one of the entities' budgets.**

Fiscal Year Tax Increase

- ☒ Truth in Taxation
☐ Judgment Levy
☐ Both Truth in Taxation & Judgment Levy

Save

View TNT Advertisement

Newspaper Advertisement 2025			
Average Residential Value:	Avg Residential Value (Please Obtain From the Assessor's Office)		
Advertisement Information			
Taxing Entity Name:	Name on Ad		
Contact Phone:	Contact Phone on Ad		
Entity Website:	Website		
Virtual Meeting Link:	Internet Address for Remote Participation and Live Streaming Options		
Notice Information (2 are Required)			
1st Notice Date:	1st Published Date	2nd Notice Date:	2nd Publish Date
1st Notice Location:	1st Posted Location(s)	2nd Notice Location:	2nd Posted Location(s)
Public Hearing Information			
Room #:	Room Number/Name	Date:	Hearing Date (At Least 10 Days After Notice Mailing)
Location:	Building Name	Time:	Start Time (At or After 6:00 P.M.)
Address:	Street Address		
City:	City		
Whom should the Tax Commission contact with questions?			
Name:	Division Contact	Note: Does NOT Appear on Advertisement	
Phone:	Contact Phone	Note: Does NOT Appear on Advertisement	

Advertisement Requirements

Advertisement is a big part of the TNT process. There are 2 primary advertisement categories defined in the statute.

1. Electronic Advertisements
2. Class A Notice (Physical Advertisements)

Electronic Advertisements

Date	Requirement
-	TNT advertisement must be filled out on the Certified Tax Rate System . On the “Tax Rate Summary (693)” screen (under data entry), click on the button that says, “Truth in Taxation” and fill out the required information.
At least 14 days before public hearing	Post TNT advertisement on Utah Public Notice website www.utah.gov/pmn/index.html for at least 14 days prior to public hearing. (§63G-30-102(1)(a))
At least 14 days before public hearing	Post TNT advertisement on www.utahlegals.com for at least 14 days prior to public hearing. You will need to reach out to the newspaper to do this. (§45-1-101(5)-(7))
At least 14 days before	TNT advertisement posted on entity’s website. (§63G-30-102(1)(b))

Class A Notice Requirements (§63G-30-102(1)(c))

Date	Requirement
14 Days Before	If the affected area is a <u>municipality or proposed municipality</u> with a population of <u>less than 2,000</u> , in a public location in or near the affected area that is reasonably likely to be seen by residents of the affected area;
14 Days Before	If the affected area is a <u>county</u> , in a public location within the county that is reasonably likely to be seen by residents of the county;
14 Days Before	If the affected area is a <u>municipality or a proposed municipality</u> with a population of <u>2,000 or more</u> , in a public location within the municipality or proposed municipality that is reasonably likely to be seen by residents of the municipality or proposed municipality;
14 Days Before	If the affected area is an <u>interlocal entity</u> , within, or as applicable near, each jurisdiction that is part of the interlocal entity, in accordance with the provisions that apply to that jurisdiction.

County Requirements

Date	Requirement
On or Before July 22nd	The Auditor must include the date, time, and location of public hearings on the “Notice of Property Valuation and Tax Changes.” Additionally, the auditor must include the additional ad valorem revenue for the entity generated by the proposed tax increase. (§59-2-919.1)
10+ days before date of public hearing	Valuation notice is mailed.
14+ days before the date of the first public hearing	If more than 2 entities are going through truth in taxation, the county is required to publish a county combined ad on its website, on the utahlegals.com website, and its public notice website with hearing dates, times, and the proposed ad valorem property tax revenue increases for each entity on one combined ad. (§59-2-919.2(2))
-	County is required to provide this list to taxing entities that are going through truth in taxation to each taxing entity (§59-2-919.2(2)(c))

Public Hearing Requirements

Date	Requirement
-	Open to the public
-	No items on meeting agenda other than discussion and action on the taxing entity’s intent to levy a tax rate that exceeds the taxing entity’s certified tax rate, the taxing entity’s budget, a special district or special service districts fee implementation or increase, or a combination of these items.
-	The entity must state the purpose of the proposed tax increase.
	If 2 or more entities are going through TNT, each entity must provide the county’s combined list to a person who attends the public hearing or who requests a copy of the list.
-	Opportunity given to present oral testimony within reasonable time limits and without unreasonable restriction on the number of individuals allowed to make public comment.
-	Meeting must take place at 6 PM or later. May be in conjunction with the public hearing required by Section 17-36-13 or 17B-1-610. The only other hearings allowed on the same day are budget, fee, and enterprise fund hearings. Any meetings on the same day must end before the TNT hearing.
-	Public hearings must be virtually broadcast and allow for comment/participation from those participants.
-	If another meeting is needed to finalize tax increase, the details (Place, date, time) are announced at the end of the public hearing. Meeting must take place before Sept. 1 st .

Finalizing the Truth in Taxation Increase

After all of these requirements have been met, an entity that has gone through TNT must provide a formal resolution ([PT-800](#) or entity resolution with final tax rate & revenue stated) to the county auditor with evidence that these requirements have been followed for their review. After the county has verified the documents, the tax rate will be provided to the USTC to be finalized on the [Certified Tax Rates Website](#).