



CITY COUNCIL MEETING

Notice is hereby given that the City Council will hold a City Council meeting at **7:00 pm, on Wednesday, November 5, 2025**, in the City Council Chambers at **38 West Center Street**.

AGENDA

1. Roll Call
2. Invocation/Inspirational Thought
3. Pledge of Allegiance
4. Public Forum (Individuals' public comments shall be limited to 3 minutes and must be pertinent to the scope of city authority and jurisdiction. Comments may be delivered in person at the meeting or submitted to the City Recorder prior to 5:00 pm on the meeting date for presentation to the Council)
5. Awards, Recognitions, and Bids
 - a. Award of the 2025 Storm Drain Infrastructure Project Pg 2
6. Public Hearing
 - a. CIB Application for \$6.9 Million for Tarr Canyon Well Project Pg 3
7. Discussion and Possible Action Items
 - a. UDOT Main Street Study Findings Pgs 4-5
 - b. 2026 CDBG Application Pg 6
 - c. New Public Works Shed Pg 7
 - d. Independence Day Celebration Entertainment Pg 8
 - e. Staffing Changes with Librarian Appointment Pg 9
 - f. City Recorder Employment Contract Changes Pgs 10-11
 - g. Tarr Canyon Well Project Update and Related Easements Pg 12
8. Resolutions and Ordinances
 - a. Resolution 2025-16, Records Management Policy Pgs 67-101
 - b. Ordinance 2025-08, Establishing a Hospital Zone, Amending the Zoning Map, and Related Amendments to the Gunnison Land Use Ordinances Pgs 13-53
9. Minutes
 - a. October 15, 2025 Regular Council Meeting Pgs 54-60
10. Bills for period ending October 30, 2025, totaling \$488,332.50 Pgs 60-66
11. Reports by Officers and Staff
12. EXECUTIVE SESSION (May be called to discuss the character, professional competence, or physical or mental health of an individual)
13. EXECUTIVE SESSION (May be called to discuss the pending or reasonably imminent litigation, and/or purchase, exchange, or lease of real property)
14. Adjournment

ADA NOTICE

If you are planning to attend this Public Meeting and due to a disability need assistance in understanding or participating in the meeting, please notify the City Office ten or more hours in advance and we will, within reason, provide what assistance may be required.



Memorandum

To: Mayor Nay and City Council
From: Dennis L. Marker, City Administrator
Date: November 3, 2025
Re: Award of 2025 Storm Drain Infrastructure Project

Bids for the 2025 Storm Drain Infrastructure Project were received on Tuesday, November 4 at 5:00pm. Kelly Chappell will provide more information about the bid responses and recommend award of this bid at the Council meeting.

Council Action Needed

Award the 2025 Storm Drain Infrastructure Project.



Memorandum

To: Mayor Nay and City Council
From: Dennis L. Marker, City Administrator
Date: October 31, 2025
Re: CIB Public Hearing

The City Council conducted a public hearing on this subject during its September 17, 2025, meeting. Based on the discussion during that hearing, the noticed application was modified to include additional power backup equipment for a total financing request of \$6.9 Million from CIB. This second hearing is to provide additional public comments about the additional project costs.

Council Action Needed

Conduct the noticed public hearing and accept any public comment. No further action is needed.



Memorandum

To: Mayor Nay and City Council
From: Dennis L. Marker, City Administrator
Date: October 10, 2025
Re: UDOT Main Street Survey Findings

UDOT completed multiple surveys of traffic along Main Street. A summary of their study and results is as follows:

Study Purpose	Findings
Speed Limits along US-89 and SR-28	1. A 55-mph transition is needed on SR-28 2. Speed management measures should be considered (e.g. restriping, bulbouts, etc.)
Traffic Signal Study at Center Street, 100 South, and 600 South	1. No traffic signal is warranted at Center St, but pedestrian crosswalk is appropriate. 2. No traffic signal is warranted at 100 South, but pedestrian crosswalk 3. low-level pedestrian treatments are warranted at Center OR 100 South 4. No traffic signal is warranted at 600 South
Pedestrian Improvements at 300 North	1. A field review is recommended to determine if a crosswalk is appropriate. More pedestrians crossed at 200 North.

A more detailed copy of the UDOT report is available in the City Recorder's office.

Council Action Needed

UDOT is requesting the City Council determine if the low-level pedestrian treatments are better placed at Center Street or 100 South.

MEMORANDUM

September 11, 2025

TO: Cody Marchant, P.E.
UDOT Region Four Traffic Operations Engineer

FROM: Adam Lough, P.E.
Traffic and Safety Design Engineer

Digitally signed by Joseph
Browning, PE, PTOE
Date: 2025.09.11
17:11:00-06'00'

SUBJECT: Corridor Study for SR-28 between MP 0.00 and MP 1.00 and US-89 between MP 240.55 and MP 243.00 in Gunnison
Study # 26-TS2572-04-SIG,SP,PED,CT 0089 (MP 240.55-243.00)

Study Summary

The Division of Traffic and Safety has performed a corridor study SR-28 between MP 0.00 and MP 1.00 and US-89 between MP 240.55 and MP 243.00 in Gunnison, Utah. The study location is shown in Figure 1. As shown in Figure 1 and outlined in the scope, this corridor study includes one speed study, three traffic signal studies, four pedestrian crosswalk studies, and two count studies.

Based on UDOT Policy 06C-25, **changes to the posted speed limit are recommended. Speed management measures should be considered to better align roadway context and vehicle speeds.** Details on speed management measures are provided in the report.

At the intersection of US-89 and Center Street, **a traffic signal is NOT warranted. The Region should consider a field review to determine whether a crosswalk is appropriate at Center Street.**

At the intersection of US-89 and 100 South, **a traffic signal is NOT warranted. The Region should consider a field review to determine whether a crosswalk is appropriate at 100 South.** Since a field review is also warranted at Center Street, **the Region could consider installing a crosswalk with low-level treatments at either Center Street or 100 South.**

At the intersection of US-89 and 600 South, **a traffic signal is NOT warranted.** There is an existing school crosswalk zone, RSSZ, and OSSLA at the study intersection. Based on the results of this analysis, **a PHB could be considered at 600 South. However, pedestrian crossing outside of the before- and after-school periods were minimal.** The Region could also consider additional low-level treatments at the study location as outlined in the body of the report.

At the intersection of US-89 and 300 North, **the Region should consider a field review to determine whether a crosswalk is appropriate across Main Street at 300 North.** However, if the Region connects the existing trails east and west of the study intersection to cross US-89 (Main Street), a crosswalk would be warranted at 300 North per the UDOT Marked Pedestrian Crosswalks Guidelines. Alternatively, a crosswalk at 200 North could be considered as more pedestrians were observed crossing near 200 North than at 300 North.



Memorandum

To: Mayor Nay and City Council
From: Dennis L. Marker, City Administrator
Date: November 3, 2025
Re: 2026 CDBG Application

Prior to this regular City Council meeting, the Council conducted a public hearing to discuss the federal Community Development Block Grant (CDBG) program and possible projects the city can seek funding for. The grant provides up to \$250,000 of matching funds to help address the needs of low-moderate income households in communities. This agenda item is an opportunity for the Council to discuss those projects raised during the public hearing and any others the Council would like to consider. Applications for CDBG funding are due December 15.

Council Action Needed:

1. Discuss potential CDBG projects
2. Provide directions to staff about which project the Council would like to pursue.



Memorandum

To: Mayor Nay and City Council
From: Dennis L. Marker, City Administrator
Date: November 3, 2025
Re: New Public Works Storage Shed

POTENTIAL CLOSED SESSION ITEM:

It is proposed that a 40'x60' storage shed be built to contain city related materials and equipment currently stored in the open. There are two possible locations to consider:

1. North of the cemetery – A shed at this location is on the city's capital improvement plan. The capital plan anticipates building up \$190,000 of reserves for this shed and construction taking place in 2029. This shed would act as a satellite base of operations for parks and recreation equipment and include a bathroom, limited heating, cleaning facilities, and electrical services.
2. 100 East 400 South – A shed at this location is not currently on the city's capital plan, but would serve primarily as a storage unit with no plumbing or heating. This shed would be a support to the future riverwalk park at 400 South as well as the storing of pipe and other PW equipment.

Expenses: The following is an estimate of project-related costs for both locations

Shed Items	Cemetery Location	400 South Location
Permits	\$100	\$100
Excavation and Materials	\$15,000	\$19,000
Concrete Slab	\$18,250	
Framed structure and roof	\$56,000	\$56,000
Plumbing / Sewer	\$15,000	
Electrical	\$20,000	\$15,000
Interior Finish	\$3,000	
Shelving	\$5,000	\$5,000
Door systems	\$10,000	\$10,000
Mobilization	\$5,000	\$5,000
TOTAL	\$147,350	\$110,100

Funding: The City would need to use some current budget funds and reserve funds from Water, Sewer, Irrigation, and B&C roads. Another potential funding source would include exchanging lands for construction services. This latter aspect should be discussed in closed session.



Memorandum

To: Mayor Nay and City Council
From: Valerie Andersen, City Recorder
Date: November 3, 2025
Re: 2026 Independence Day Celebration Entertainment

Staff are requesting City Council approval to contract Tigerlily Gold as the featured artist for the 2026 Gunnison City Independence Day Celebration Concert, scheduled for Friday, July 3, 2026. The total cost to bring in the artist is \$14,000, with a required \$1,200 deposit to accompany the initial offer to their agent.

Tigerlily Gold is a nationally recognized country music duo from North Dakota, composed of sisters Krista and Kendra Slaubaugh. Signed to Monument Records, they are celebrated for their rich harmonies, high-energy performances, and authentic storytelling that resonate with audiences across the country. Their debut single, *"Shoot Tequila,"* has garnered more than 40 million streams and charted on both Billboard's Country Airplay and Hot Country Songs charts. In 2024, the duo was nominated for two CMT Awards and two People's Choice Country Awards and won the Academy of Country Music (ACM) Award for New Duo of the Year. They were also featured as part of the CMT Next Women of Country showcase and continue to perform at major festivals and venues nationwide. Their growing popularity and engaging stage presence make them an ideal choice to headline Gunnison City's 2026 Independence Day celebration.

In 2024, Gunnison City introduced the Stage Sponsorship Program to help fund the annual Independence Day concert. This sponsorship program not only offsets concert expenses but also fosters community pride and engagement. The program has been highly successful with increasing community and business participation from \$8,550 in 2024 to \$20,300 in 2025.

With 2026 marking the 250th anniversary of America's independence, we anticipate even greater sponsor interest and attendance, making this celebration one of the most significant community events in recent years.

Recommendation

Staff recommend that the City Council approve the engagement of Tigerlily Gold as the headlining artist for the 2026 Independence Day Celebration Concert at a total cost of \$14,000 and authorize the City to remit a \$1,200 deposit with the offer to the artist's agent.



Memorandum

To: Mayor Nay and City Council
From: Dennis L. Marker, City Administrator
Date: October 10, 2025
Re: Staffing Changes with Librarian Appointment

POTENTIAL CLOSED SESSION ITEM:

Carolyn Childs retired as the Gunnison Civic Library Librarian on October 31. The Library Board appointed Angela Leatherwood as the new Librarian, which is in the Board's authority under state statute 9-7-407. The Library Board's actions result in potential organizational conflicts and budget impacts that should be addressed by the City Council.

Prior to her Librarian appointment, Ms. Leatherwood was already employed by the city as an assistant finance director with additional duties performing city hall maintenance and acting as an assistant librarian. Angela continually demonstrates her capabilities to perform each responsibility given to her, but this new responsibility necessitates reconsideration of the city's budgetary impacts and organizational needs around the functional areas in which Angela works.

Under the Child's Library administration, and Angela's three duty scenario, the city's personnel costs were nearly \$215,000. Discussing options with Angela, the City Administration believes Gunnison can save nearly \$27,000 annually by bringing in two new part-time staff members to help with library and city hall maintenance. This would provide opportunity for Angela to take on more financial duties and save the city on costs from financial advisor consulting fees.

Dept	Staff	Current		Proposed	
		Avg Wkly Hrs	Annual cost	Avg Wkly Hrs	Annual cost
Library	Carolyn Childs	26	\$ 36,600.00	0	\$ -
Library	Angela Leatherwood	9	\$ 22,000.00	10	\$ 25,600.00
Library	1 st Assistant	8	\$ 7,000.00	10	\$ 8,700.00
Library	2 nd Assistant	10	\$ 5,800.00	14	\$ 8,000.00
Library	3 rd Assistant			14	\$ 7,500.00
City Hall Maintenance	Angela Leatherwood	14	\$ 34,100.00	5	\$ 12,900.00
City Hall Asst.				15	\$ 13,800.00
Finance Asst.	Angela Leatherwood	19.5	\$ 53,400.00	25	\$ 63,500.00
Finance Advisor	Keddington		\$ 56,114.00		\$ 48,000.00
	Total	86.5	\$ 215,014.00	93	\$ 188,000.00



Memorandum

To: Mayor Nay and City Council
From: Dennis L. Marker, City Administrator
Date: October 10, 2025
Re: City Recorder Employment Contract

POTENTIAL CLOSED SESSION ITEM:

The City Recorder position is an appointed position by the Mayor with the advice and consent of the City Council. Valerie Andersen has been the appointed Gunnison City Recorder since March 11, 2022. She worked for a time as a salaried employee and was offered an employment contract as such. Valerie requested that she be taken off salary, to which the Council agreed and modified her employment contract in October 2024. Valerie's current employment contract states,

"The Initial term of this Agreement shall become effective upon its execution on behalf of both parties and **shall end on December 31, 2025. Unless terminated by either party upon expiration of the Initial Term, this Agreement shall automatically renew for additional two (2) year terms.** In the event of automatic renewal, all compensation, benefits and requirements of this Agreement shall remain in effect until a new City Recorder is appointed and takes the oath of office, unless Andersen voluntarily resigns, is unable to perform the essential duties of City Recorder, as described in paragraph 3 herein, or is terminated for cause as set for in Section 14."

Since Valerie's employment contract is set to expire, the Council needs to determine what actions it would like to take relative to the agreement. The attached termination agreement was prepared by the city's attorney, Eric Johnson for the Council to consider.

Note: A termination of the employment contract is not the same as terminating Valerie's appointment as the City Recorder. Valerie can still function in the position of City Recorder without an employment contract. Any change to Valerie's appointment as the City Recorder would need to be handled by the sitting Mayor with the advice and consent of the Council.

TERMINATION OF GUNNISON CITY RECORDER EMPLOYMENT
AGREEMENT

WHEREAS, Gunnison City and Valerie Andersen entered into an employment agreement dated January 3, 2024, pursuant to which Ms. Andersen serves as City Recorder; and

WHEREAS, both Gunnison City and Valerie Anderson desire for Ms. Andersen to continue to serve as City Recorder as an hourly employee: and

WHEREAS, both Gunnison City and Valerie Andersen desire to terminate the January 3, 2024 employment agreement, and to continue her employment as an hourly employee.

NOW, THEREFORE, in consideration of mutual covenants, agreements and other valuable consideration, the parties agree as follows:

1. The January 3, 2024 employment agreement between Gunnison City and Valerie Anderson is hereby terminated by mutual agreement and Valerie Anderson will continue to work for Gunnison City as an hourly employee and serve as the City Recorder subject to the City's personnel policies and procedures for hourly employees.
2. Entire Agreement. This Agreement sets forth the entire agreement between and among the parties regarding the specific subject matter of this Agreement, and this Agreement supersedes and terminates all prior agreements, representations and understandings, written or oral, pertaining thereto. All obligations shall commence upon the effective date of this Agreement. Any modifications, amendments, or changes to this Agreement will be binding upon the parties only if agreed upon in writing by the parties.
3. Effective Date. This agreement shall be effective December 31, 2025.
4. Governing Law. This Agreement shall be construed in accordance with the laws of the State of Utah.

GUNNISON CITY

Lori Nay
Mayor

ATTEST:

(SEAL)

Dennis Marker, City Administrator

Valerie Andersen



Memorandum

To: Mayor Nay and City Council
From: Dennis L. Marker, City Administrator
Date: November 3, 2025
Re: Tarr Canyon Project Update and Related Easements

POTENTIAL CLOSED SESSION ITEM:

The Council will receive an update on the Tarr Canyon Project with information provided at the meeting.

ORDINANCE 2025-08

AN ORDINANCE ESTABLISHING A HOSPITAL (H) ZONE, AMENDING THE ZONING MAP, AND RELATED AMENDMENTS TO THE GUNNISON LAND USE ORDINANCE, AND RELATED AMENDMENTS TO TERMS AND DEFINITIONS OF THE LAND USE CODE, CORRECTION OF SCRIVENER'S ERRORS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, Gunnison City is a fifth class city of the state of Utah; and

WHEREAS, Cities in the State of Utah are authorized to enact Land Use Regulations in order to promote and protect the health, safety and welfare of the community; and

WHEREAS, the Gunnison City Planning Commission reviewed the proposed code amendment and rezoning and after a properly noticed public hearing, which was conducted on October 22, 2024, has forwarded a positive recommendation for the text and zoning map changes to the City Council; and

WHEREAS, The City Council has determined that the proposed amendments will promote and protect the health, safety, and welfare of the community.

NOW THEREFORE, BE IT ORDAINED BY THE GUNNISON CITY COUNCIL THAT:

Section I. Amendments Adopted. The City Land Use Ordinance is amended as show in Exhibit A which attached hereto and by this reference made part hereof.

Section II. The zoning map shall be amended as indicated in the public notice attached hereto as Exhibit B.

Section III. Contrary Provisions Repealed. Any and all other provisions of the Gunnison City Municipal Code that are contrary to the provisions of this Ordinance are hereby repealed.

Section IV. Codification, Inclusion in the Code, and Scrivener's Errors. It is the intent of the City Council that the provisions of this ordinance be made part of the Municipal Code of Gunnison City, Utah as adopted, that sections of this ordinance may be re-numbered or re-lettered, that the word ordinance may be changed to section, chapter, or other such appropriate word or phrase in order to accomplish such intent regardless of whether such inclusion in a code is accomplished. Sections of the ordinance may be re-numbered or re-lettered. Typographical errors which do not affect the intent of this ordinance may be authorized by the City without need of public hearing by its filing a corrected or re-codified copy of the same with the City Recorder.

Section V. Severability. If any section, phrase, sentence, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section VI. Posting and Effective Date. Prior to 5:00 p.m. on November 6, 2025, the City Recorder shall:
(a) deposit a copy of this ordinance in the official records of the City; and (b) post a copy of this ordinance in three places within the City. This ordinance shall become effective at 5:00 p.m. on November 6, 2025.

ADOPTED AND PASSED by the City Council of the City of Gunnison, Utah this 5th of November, 2025.

Lori Nay, Mayor

ATTEST

Valerie Andersen, City Recorder

Councilmember Robert Andersen	_____
Councilmember Donald Childs	_____
Councilmember Shawn Crane	_____
Councilmember Stella Hill	_____
Councilmember Michael Wanner	_____

The following sections are modified by this ordinance (Underlined text is added, stricken text is deleted)

Section 1501 Zoning By Districts

In accordance with the requirement of the Act, that zoning within municipalities be by districts, Gunnison City, as shown on the Gunnison City Zoning Districts Map, is divided into Zoning Districts that govern the use, intensity and other requirements for the use or activities occurring on all lands located within the City. The map accompanying this Ordinance, the Gunnison City Zoning Districts Map, is incorporated herein by this reference as a part of this Ordinance. Overlay zones may be utilized to establish additional development requirements beyond those applicable in the underlying zone(s).

To achieve the purposes of this Ordinance and the Act, the following Zoning Districts are provided:

1. Agricultural District (A-1)
2. Residential Estates District (RR-~~1~~)
3. Single-Family Residential District (R-2)
4. Multi-Family Residential District (R-4)
5. Mobile Home District (MH)
6. Mixed Use Residential and Commercial District (RC)
7. Commercial District (CC-~~1~~)
- 7-8. Hospital District (H)
- 8-9. Light Industrial District (I-1)
- 9-10. Special Institutional (S-1)
- 10-11. Main Street Overlay Zone (MS-O)
- 11-12. Flood Hazard Mitigation Overlay Zone (FH-O)

Section 1502 Zoning Districts Purposes

The Gunnison City Zoning Districts are provided and achieve the following purposes:

1. The Agricultural District (A-1) is provided to allow for the raising of livestock and/or the growing of crops and to preserve the established uses associated with agricultural activities.
2. The Residential Estates District (RR-1) is provided to allow low-density residential neighborhoods with a quality of openness and to provide for certain rural amenities, including, but not limited to, care and keeping domestic livestock and providing agricultural opportunities and livestock related recreational activities on larger lots. The principal land use is single-family dwellings and incidental and accessory uses located in a rural environment.
3. The Single-Family Residential (R-2) District provides areas for single-family and two-family residential uses. This District is provided to maintain and protect areas for residential dwellings and appropriate activities located in residential neighborhoods including the care and keeping of domestic livestock.
4. The Multi-Family Residential (R-4) District is provided to allow the establishment of a variety of dwelling unit types from single-family to multiple-family units with their associated necessary public services and activities.
5. The Mobile Home (MH) District provides appropriate areas for a choice of residential units by providing areas suitable for the establishment of single-family mobile home parks.
6. The Mixed Use Residential and Commercial (RC) District is provided to accommodate opportunities for a mix of residential, retail, and service commercial uses within the same District. The RC District is established to achieve the following purposes:
 - a. Provide for a variety and diversity of land uses that may be mixed vertically or horizontally in a unified and complimentary manner.
 - b. Achieve convenience for residents and encourage efficiencies in land utilization.
 - c. Strengthen the City's economic base and provide amenities and features that enhance the City.
7. The purpose of the Central Commercial (CC-1) District is to provide areas for the location of various types of commercial activities needed to serve the residents and commerce of the city. The development standards provided for this District are intended to minimize any adverse effect of commercial uses on adjoining areas by achieving the compatible integration of land uses and preserving the aesthetic qualities of the area, while providing safe, convenient, and efficient commercial uses.
- 7-8. The Hospital District is intended to facilitate those services and uses which improve and promote the general health and well-being of the community and its members through physical, mental, and emotional means.
- 8-9. The Light Industrial (I-1) District provides the needs of the City for light manufacturing, warehousing, and associated accessory uses in appropriate areas to strengthen the employment base and economic diversity of the City.

9-10. The Special Institutional (S-1) District is provided as an independent and separate stand-alone Zoning District to meet specific needs and goals of the City.

10-11. The Main Street Overlay Zone (MS-O) is intended to promote development within the historic heart of the city's Main Street business district and which will create an attractive and inviting area for small retail and office uses to thrive.

11-12. The Flood Hazard Mitigation Overlay Zone (FH-O) includes flood plain areas identified by the Federal Emergency Management Agency (FEMA) and includes development standards intended to protect life and property from flood damage.

Section 1503 Residential Zoning Districts Identified

1. To achieve the purposes of this Ordinance the following Zoning Districts are identified as "Residential" Districts; Agricultural (A-1), Single-Family (RR~~1~~), Single-Family (R-2), Multi-Family (R-4), and Mobile Home (MH).
2. The other Districts provided by this Ordinance are identified as either "Mixed Use," such as the Residential and Commercial (RC) District and the Hospital (H) District, or "Nonresidential Districts;" Central Commercial (CC-1), Light Industrial (I-1), and Special Institutional (S-1) District.

	Agriculture	Rural Residential (1 acre Single family Inte)	Residential (Single Family & Two Family)	Residential (Single Family - Multi-family)	Mobile Home Park	Commercial/Residential	Commercial	Industrial	Prison	Hospital Area
APPENDIX A – LAND USE TABLE	ZONING DISTRICTS									
USES	A-1	RR	R-2	R-4	MH	RC	CC	L-1	S-1	H
Accessory Building/Structure (Attached). A building incidental and subordinate to an existing primary building and located ten (10) feet or less from the primary building and on the same lot as the primary building and meeting all requirements of the Land Use Ordinances and Building Codes, as adopted. Accessory Building/Structure (Attached) shall comply with the minimum setback requirements applicable to the primary building or structure. (See Section 1706 and Section 1707).	P-1	P-1	P-1	P-1	P-1	A	P-1	P-1	P-1	A
Accessory Building/Structure (Detached). A building incidental and clearly subordinate to an existing primary building and located more than ten (10) feet from the primary building and on the same lot as the primary building, and meeting all requirements of the Land Use Ordinances and Building Codes, as adopted. (See Section 1706 and Section 1707).	P-1	P-1	P-1	P-1	P-1	A	P-1	P-1	P-1	A
Accessory Dwelling Unit for a Relative or Employee. An attached, or detached, dwelling unit for occupancy by the owner, or a relative or an employee of the owner, and incidental and clearly subordinate to the existing primary building and located on the same lot as the primary building and connected to the same utilities and utility meters as the primary building. No mobile home, travel trailer, boat, or similar recreational vehicle shall be used as an Accessory Dwelling Unit for a Relative or Employee. (See Section 1709).	P-2	P-2	P-2	X	X	P-2	P-2	P-2	X	X
Accessory Use. A use clearly incidental and subordinate to the existing primary use and customarily found in connection with the primary use and located on the same lot as the primary use. (See Section 1706).	P-1	P-1	P-1	P-1	P-1	A	P-1	P-1	P-1	P-1

Agricultural Building. A structure used solely in conjunction with agriculture, not used for human occupancy, and complying with the requirements of §58-56-4, Utah Code Annotated, 1953, as amended. To qualify as an agricultural building the structure must be located outside of a residential area, as defined by §58-56-4(1), Utah Code Annotated, 1953, as amended.	P-1	P-1	P-1	P-1	P-1	P-1	P-1	P-1	P-1	X
USES	A-1	RR	R-2	R-4	MH	RC	CC	L-1	S-1	H
Agriculture. An area of five (5) contiguous acres, or larger, which is used for the commercial production, keeping, or maintenance for sale of plants and domestic animals typically found in central Utah, or lands devoted to a soil conservation or forestry management program, but excluding the keeping of exotic or prohibited animals; Agriculture excludes Commercial Plant Nursery, as defined herein, and Concentrated Animal Feeding Operation, as defined by the Utah Code Annotated, 1953, as amended, and similar activities.	P-1	P-1	P-1	P-1	P-1	P-1	P-1	P-1	P-1	X
Airport. An area, with associated buildings and structures for the operation of aircraft, including take-off and landing, and necessary storage, service and maintenance facilities.	X	X	X	X	X	X	X	X	C	X
Animal Control Facility. A public or publicly licensed private facility to temporarily detain and/or dispose of stray dogs, cats and other animals.	X	X	X	X	X	X	X	C	C	X
Animal Hospital (Veterinary Clinic), With Holding Facilities. A facility for the diagnosis, treatment, hospitalization, and boarding of animals that does not include outdoor holding facilities. But which may include indoor holding and boarding facilities.	X	X	X	X	X	X	C	C	X	X
Animal Hospital (Veterinary Clinic), Without Holding or Boarding Facilities. A facility for the diagnosis, treatment, hospitalization, and boarding of animals that does not include indoor or outdoor holding or boarding facilities.	X	X	X	X	X	X	C	P-2	X	X
Animal Unit (The Keeping of Domestic Livestock and Fowl). (See Section 1719).	P-1	P-1	P-1	P-1	P-1	P-1	P-1	P-1	P-1	X
Assisted Living. An Assisted Living Facility is a residential housing model for adults who need help with daily activities but do not require constant medical care.	X	P-2	P-2	P-1	X	P-1	X	X	X	P-1
Automotive and Equipment Repair. An establishment primarily engaged in the major repair or painting of motor vehicles or heavy equipment, including auto body repairs, installation of major accessories and transmission and engine rebuilding services. Typical uses include major automobile repair garages, farm equipment repair, paint, and body shops.	X	X	X	X	X	X	C	C	X	X

Automotive Care - Minor. An establishment providing motor vehicle repair or maintenance services within completely enclosed buildings. Typical uses include businesses engaged in the following activities: electronic tune-ups, brake repairs (including drum turning), air conditioning repairs, generator and starter repairs, tire repairs, front-end alignments, battery recharging, lubrication, and sales, repair and installation of minor parts and accessories such as tires, batteries, windshield wipers, hoses, windows, etc.	X	X	X	X	X	P-2	C	C	X	X
USES	A-1	RR	R-2	R-4	MH	RC	CC	L-1	S-1	H
Automotive Self-Service Station. A place where flammable or combustible liquids or gases used as fuel are stored and dispersed from fixed equipment into the fuel tanks of motor vehicles. Such an establishment may offer the retail sale of convenience items as an accessory use. Automotive Self-Service Station specifically excludes and does not allow any servicing, repair or maintenance of motor vehicles, trailers, and similar mechanical equipment, including engine, brake, muffler, tire repair and change, lubrication and tune-ups.	X	X	X	X	X	X	C	C	X	X
Bank, Credit Union or other Financial Institution. A financial company or corporation providing the extension of credit, and the custody, loan or exchange of money. A bank, credit union or other financial institution proposing to provide drive through service shall be required to secure a Conditional Use Permit approval for such drive through facility.	X	X	X	X	X	P-1	P-2	P-2	X	X
Barn, Corral, Stable, Coop, Pen or Animal Run. A structure or fenced area, and its associated buildings and structures, for the feeding, housing, or confinement of domestic animals, as defined herein. Stable includes a building, or a portion thereof, used to shelter and feed horses and ponies. (See Section 1719).	P-1	P-1	P-1	X	X	P-1	X	X	X	X
Bed and Breakfast Inn. A residential structure, located on a legal lot offering transient lodging accommodations in separate guest rooms and where meals may be provided. A Bed and Breakfast Inn shall provide no more than four (4) guest rooms and shall meet all applicable requirements of the Land Use Ordinances and Building Codes, as adopted. A guest room is one (1) room having no kitchen facilities. (See Section 1714).	C	C	X	X	X	P-2	C	X	X	X
Billboard. A freestanding sign designed or intended to direct attention to a business, product, or service that is not provided, sold, offered, or existing on the property where the sign is located.	X	X	X	X	X	X	X	X	X	X
Campground. An area of land upon which two (2) or more campsites are located, established or maintained for occupancy by a tent or recreational vehicle as a temporary dwelling unit, not to exceed forty five (45) days, for recreational or vacation purposes.	C	X	X	X	X	C	X	X	X	X

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Car Wash. A structure with machine or hand-operated facilities used principally for the cleaning, washing, polishing, or waxing of motor vehicles. A facility of this type may be able to accommodate more than one vehicle at the same time.	X	X	X	X	X	X	C	C	X	X
Day-Care Center/Assisted Care Center. A facility which provides less than 24-hour assisted care or supervision for five (5) or more persons, 14 years of age and older and who are not related by blood, marriage or adoption to the owner or operator, with or without compensation for such care, and with or without a Stated educational purpose.	X	X	X	X	X	C	C	X	X	P-2
Child Care Facility, Home-Based	P-1	P-1	P-1	P-1	P-1	P-1	P-1	P-1	X	X
Child Care - Commercial Day Care/Preschool	X	X	X	X	X	P-2	P-2	X	X	P-2
Church. A facility principally used as a location for people to gather for religious worship or other religious activities. One (1) accessory dwelling unit for the housing of the pastor or similar church leader of the church and their family shall be permitted. (See Section 1705).	P-1	P-1	P-1	P-1	P-1	P-1	P-1	P-1	P-1	P-1
USES	A-1	RR	R-2	R-4	MH	RC	CC	L-1	S-1	H
Clinic (See Medical or Dental Clinic)	See Medical or Dental Clinic									
Commercial Recreation (Indoor). Any use, either public or private, providing amusement, pleasure, or sport, which is operated entirely within an enclosed building, including but not limited to live theater, and movie houses, indoor tennis, bowling, and skating, baseball batting cages, paintball, horse riding or similar activities. This use may include associated eating and drinking areas, retail sales areas and staff offices.	X	X	X	X	X	P-2	C	C	X	X
Commercial Recreation (Outdoor). An area or facility that offers entertainment or recreation outside. This use is limited to a golf driving range, baseball batting cages, riding arena, tennis facility, miniature golf, and swimming pool, and may include, as accessory uses, associated eating and drinking areas, retail sales areas and staff offices. This use specifically excludes shooting range, go-cart, motor vehicle and/or motorbike tracks, or similar activities that may create noise, dust, or other nuisances to adjoining and surrounding uses.	C	C	X	X	X	X	X	C	X	X
Commercial Plant Nursery. A use wholly, or partially, contained within one or more greenhouses where trees, shrubs, flowers, or vegetable plants are grown and sold to retail customers. Commercial Plant Nursery does not include wholesale nurseries or greenhouses.	X	X	X	X	X	P-1	P-2	P-2	X	X
Conference Center. A facility used for service organizations, business, and professional conferences, and seminars limited to accommodations for conference attendees.	X	X	X	X	X	X	C	C	X	P-1

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Construction Sales and Service. An establishment engaged in the retail or wholesale sale of materials and services used in the construction of buildings or other structures, as well as the outdoor storage of construction equipment or materials on lot or parcel other than a construction site. Typical uses include lumberyards, home improvement centers, lawn and garden supply stores, construction equipment sales and rental, electrical, plumbing, air conditioning and heating supply stores, and swimming pool sales.	X	X	X	X	X	P-1	P-2	P-2	X	X
Contractor's Office/Contractor's Storage Yard. A facility providing building construction and maintenance, including carpentry, plumbing, roofing, electrical, air conditioning and heating, within a totally enclosed building, and which may include the open storage of any building materials, equipment, or vehicles.	X	X	X	X	X	X	C	C	X	X
Convenience Store. A retail establishment selling consumer products including prepackaged food and drink. A convenience store may also provide associated retail sale of gasoline and other petroleum products.	X	X	X	X	X	C	P-2	P-2	X	X
USES	A-1	RR	R-2	R-4	MH	RC	CC	L-1	S-1	H
Correctional Facility. A public or private facility providing confinement, housing, and care for individuals legally confined for violations of the law.	X	X	X	X	X	X	X	X	C	X
Crematorium. Building or facility which provides cremation services on site.	X	X	X	X	X	X	X	C	X	C
Drive through/Drive up Facility. A facility where goods and services are provided to customers within a vehicle.	X	X	X	X	X	P-1	C	C	X	P-2
Dwelling Unit, Condominium. An individually owned dwelling unit, meeting the definition of a condominium, as provided by Section 57-8-1, Utah Code Annotated, 1953, as amended, and complying with all requirements of the "Condominium Ownership Act," Section 57-8-1 Utah Code Annotated, 1953, as amended. Must meet allowed all density and development requirements and standards of the applicable Zone.	X	X	X	C	C	C	X	X	X	X
Dwelling Unit, Manufactured Home. A dwelling unit constructed in accordance with the Federal Home Construction and Safety Standards Act of 1974 (HUD Code) as identified by the manufacturer's data plate bearing the date the unit was manufactured and a HUD label attached to the exterior of the home certifying the home was manufactured to HUD standards. A Dwelling Unit, Manufactured Home shall meet all requirements of the City's Building Code, as applicable.	P-1	P-1	P-1	P-1	P-1	P-1	P-1	P-1	P-1	X
Dwelling Unit, Mobile Home. A transportable factory built dwelling unit built prior to June 15, 1976, in accordance with a State mobile home code that existed prior to the Federal Manufactured Housing and Safety Standards Act (HUD Code).	X	X	X	X	X	X	X	X	X	X
Dwelling, Multiple-Family	X	X	X	C	X	C	X	X	X	X

Dwelling, Single-Family	P-1	P-1	P-1	P-1	P-1	P-1/ X ⁴	P-1/ X ⁴	P-1/ X ⁴	P-1 X	X
Dwelling, Two-Family	X	X	P-1	P-1	P-1	P-1/ X ⁴	X	X	X	X
Educational Facility. Public schools, colleges or universities qualified by the State of Utah Board of Regents or State of Utah Board of Education to provide academic instruction. Privately owned buildings and uses for educational or research activities that has a curriculum for technical or vocational training, kindergarten, elementary, secondary or higher education.	X	C	C	C	C	P-1	X	P-1	X	P-1
Emergency Care Facility. A health care facility providing primarily outpatient emergency care for the diagnosis and treatment of individuals.	X	X	X	X	X	P-1	C	X	X	P-1
Gravel Pit, Quarry.	C	X	X	X	X	X	X	C	X	X
Helipad - Medical.	X	X	X	X	X	X	X	X	X	C
Home Occupation. Any use or activity conducted entirely within a dwelling, or legal accessory building or structure, which is clearly incidental and secondary to the use of the dwelling for dwelling purposes and does not change the character thereof and in connection with which there is no display, nor stock in trade. This use is required to comply with all business licensing requirements of Gunnison City. (See Section 1702).	P-2	P-2	P-2	P-2	P-2	P-2	P-2	P-2	X	X
Hospital.	X	X	X	X	X	P-1	C	X	X	P-1
Hotel. A building offering temporary lodging accommodations, or overnight accommodations for guests, with access provided through a common entrance, lobby or hallway to four (4) or more guestrooms, and which may include additional services, such as restaurants, meeting rooms, entertainment, and recreational facilities.	X	X	X	X	X	P-2	C	X	X	P-2
Household Pets. Domesticated animals and birds ordinarily permitted in a dwelling unit and kept for company or pleasure of the owner. (See Section 1718).	P-1	P-1	P-1	P-1	P-1	P-1	P-1	P-1	P-1	X
Commercial Kennel - Commercial. Any premises or establishment where four (4) or more dogs, older than four (4) months, are kept for the purpose of Boarding, breeding, raising or training dogs for a fee or on a nonprofit basis. (See Section 1721).	C	X	X	X	X	X	X	C	X	X
Laundry, Self-Serve or Dry Cleaning. An establishment providing home type washing, drying, and/or ironing machines, household laundry and dry cleaning services, classified as low hazard in applicable codes, with customer drop-off and pick-up.	X	X	X	X	X	P-2	C	C	X	X

Liquor Licenses - Off Premises Consumption. A retail license to sell beer on the licensed premises in the original containers for consumption off the premises only, in accordance with the Utah Alcoholic Beverage Control Act and the Ordinances of the City, and to deliver the same to the residence of the purchaser; provided, however, that it is unlawful for the licensee to sell or distribute beer in any container larger than two (2) liters. Activities under this license shall be conducted in compliance with all state and local requirements for the issuance of such license.	X	X	X	X	X	X	C	C	X	X
Liquor Licenses - On-Premises Consumption. A liquor license issued by the state of Utah to establishments such as restaurants, hotels, motels, and arenas which licensure generally includes requirements for sale and consumption of food on premises.	X	X	X	X	X	C	C	C	X	C
USES	A-1	RR	R-2	R-4	MH	RC	CC	L-1	S-1	H
Liquor Licenses – Private Club/Resort. A liquor license that shall entitles the licensee to serve, sell, and store liquor, in accordance with the Utah Alcoholic Beverage Control Act and the Ordinances of the City. All sales under a private club license shall be to bona fide members of the licensed club, guest members, or their visitors accompanied by members or guest members, and not to the public. Activities under such license shall be conducted in compliance with all state and local requirements for the issuance of such license.	X	X	X	X	X	X	C	C	X	X
Long-Term Care Facility.	X	X	C	C	C	C	X	X	X	P-1
Major Facility of a Public Utility. Any electric transmission lines (greater than 140,000 volts), power plants or substations of electric utilities; gas gathering facility, regulator stations, transmission and gathering pipelines, and storage areas of utilities providing natural gas or petroleum derivatives; and their appurtenant facilities, water treatment plant, sewage treatment plant.	C	X	X	X	X	X	C	C	C	C
Manufacturing, Major. Includes the processing and fabrication of finished products, predominantly from previously prepared materials, and includes the assembly, fabrication or processing of goods and materials using processes that do not create noise, smoke, fumes, odors, glare, or health or safety hazards outside of the building and where such assembly, fabrication or processing takes place entirely within a building. Excludes gravel pit, quarry, extractive industries.	X	X	X	X	X	X	X	C	X	X
Manufacturing, Minor. Includes the processing and fabrication of finished products that do not create noise, smoke, fumes, odors, glare, or health or safety hazards outside of the building and where such assembly, fabrication or processing takes place entirely within a building with a maximum building size of 15,000 square feet.	X	X	X	X	X	P-2/ X ⁷	X	P-2	X	X

Medical and Dental Clinic. An organization of doctors, dentists, or other health care professionals providing physical or mental health services and medical or surgical care of the sick or injured, but which does not include inpatient or overnight accommodations.	X	X	X	X	X	P-2	C	X	X	P-1
Medical or Dental Laboratory. An establishment that conducts basic medical or dental research and analysis. This term does not include a facility providing any type of in-house patient services typically provided by hospitals and clinics.	X	X	X	X	X	P-2	C	P-2	X	P-2
USES	A-1	RR	R-2	R-4	MH	RC	CC	L-1	S-1	H
Minor Facility of a Public Utility. A use operated exclusively by a public body or quasi-public body, such use having the purpose of serving the public health, safety or general welfare, and including streets, parks, recreational facilities, administrative and service facilities, and public utilities. Public Uses and Utilities do not include “Major Facility of a Public Utility,” as defined herein.	€	€	€	€	€	€	€	€	€	€
Mixed Use. The arrangement of a combination of compatible residential and nonresidential uses on the same lot or parcel of land or within the same building and complying within the requirements of this Ordinance. (See Section 1711).	X	X	X	X	X	C	C	X	X	X
Mobile Food Trailer. A trailer pulled behind a motorized vehicle where food and beverages are prepared and served to walk-up customers.	X	X	X	X	X	P-1	P-1	P-1	X	P-1
Mobile Food Truck. A self-propelled motorized vehicle where food and beverages are prepared and served to walk-up customers. Mobile Food Truck does not include lemonade stands, vending carts, or similar activities and that typically do not establish and operate in fixed location for a period shorter than 1 hour or operate infrequently on a daily or hourly basis.	X	X	X	X	X	P-1	P-1	P-1	X	P-1
Mortuary, Funeral Home. An establishment in which the dead are prepared for burial or cremation. The facility may include a chapel and other rooms to conduct funeral services. Does not include cremation services.	X	X	X	X	X	P-1	P-2	X	X	X
Motel. A building or group of buildings containing four (4) or more guest rooms, some or all of which may have a separate entrance leading directly from the outside of the building with a garage or parking space located on the lot and designed, used or intended wholly or	X	X	X	X	X	P-1	P-2	X	X	P-1

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in part for the accommodation of persons usually traveling by private automobile or motor coach and which may include additional services, such as restaurants, meeting rooms, entertainment and recreational facilities.										
Nursing Home, Convalescent Care Center. A facility that provides 24-hour residential care to persons who are not related by blood, marriage, or adoption to the owner, operator, or manager of the facility. A Nursing Home or Convalescent Care Center provides some level of skilled nursing or medical service to the residents. A Nursing Home or Convalescent Care Center is also considered a Long-Term Care Facility.	X	X	C	C	C	C	X	X	X	P-1
USES	A-1	RR	R-2	R-4	MH	RC	CC	L-1	S-1	H
Office. A building, room, or other space where executive, management, administrative or professional services are provided, except medical services, and excluding the sale of merchandise, except as incidental to a principal use. Typical uses include real estate brokers, insurance agencies, credit reporting agencies, property management firms, investment firms, employment agencies, travel agencies, advertising agencies, secretarial services, data processing, telephone answering, telephone marketing, paging and beeper services and facsimile transmission services; post offices and express mail offices, excluding major mail processing and distribution; offices for utility bill collection; professional or consulting services in the fields of law, architecture, design, engineering, accounting and similar professions; interior decorating consulting services; and business offices of private companies, utility companies, public agencies, trade associations, unions and nonprofit organizations.	X	X	X	X	X	P-2	P-1	P-1	P-1	P-1
Open/Outdoor Storage (Stand Alone). The storage of goods or product in an open, unenclosed area, including but not limited to, automotive, truck, recreational vehicle, trailer, and manufactured home sales lots, repair yards, open storage areas, and all similar outside display and storage areas of goods, materials, equipment, and vehicles, and not an Accessory Use to any established primary use.	X	X	X	X	X	X	X	X	X	X
Outdoor Youth Program. A program designed to provide behavioral, substance abuse, or mental health services to minors that: (1) serves adjudicated or non-adjudicated youth; (2) charges a fee for its services; (3) may or may not limit or censor access to parents or	C	X	X	X	X	X	X	X	X	X

guardians; (4) may prohibit or restrict a minor's ability to leave the program at any time of the minor's own free will; and (5) provides its services in an outdoor setting.										
Personal Care Service. An establishment primarily engaged in the provision of frequently or recurrently needed services of a personal nature. Typical uses include beauty and barbershops, custom tailoring and seamstress shops, electrolysis studios, portrait studios, shoe repair shops, tailors, tanning and nail salons, and weight loss centers.	X	X	X	X	X	P-1	P-2	C	X	P-2
Personal Instruction Service. An establishment primarily engaged in the provision of informational, instructional, personal improvement and similar services of a nonprofessional nature or by a nonprofit organization. Typical uses include art and music schools, driving and computer instruction, gymnastic and dance studios, handieraft or hobby instruction, health and fitness studios, massage therapist instruction, martial arts training, and swimming clubs.	X	X	X	X	X	P-2	P-2	P-2	X	P-2
Pharmacy (or Drug Store).	X	X	X	X	X	P-1	P-2	X	X	P-1
USES	A-1	RR	R-2	R-4	MH	RC	CC	L-1	S-1	H
Physical Therapy (includes fitness, rehabilitation)	X	X	X	X	X	P-1	P-2	X	X	P-1
Public Use. A use operated exclusively by a public body, or quasi-public body, such use having the purpose of serving the public health, safety, or general welfare, and including but not limited to, parks, recreational facilities, administrative and service offices and facilities, and public utilities, and found by the Commission to conform to the General Plan, or has been considered by the Commission and the Council has approved the proposed location and/or Public Use as an amendment to the General Plan. Public Uses do not include "Major Facility of a Public Utility" or an "Airport," "Correctional Facility," "Animal Control Facility," "Water Treatment Plant" or "Sewer Treatment Plant," as defined herein. (See Chapter 16).	C	C	C	C	C	C	C	C	C	C
Public Utility (Major Facility)	C	X	X	X	X	X	C	C	C	C
Public Utility (Minor Facility)	C	C	C	C	C	C	C	C	C	C
Reception Hall, Reception Center. A facility for the holding of events including but not limited to weddings, wedding receptions, community meetings, and group gatherings.	X	X	X	X	X	C	P-2	C	X	P-2

Recycling Collection Center. A center for the acceptance and temporary storage of recyclable materials to be transferred to a recycling processing facility. Recycling Collection Centers involve no more than 3 collection containers up to 40 cubic yards in total size. Collection centers located in parking lots may not occupy required parking spaces. A collection center must be arranged to not impede traffic flow. The operator of the collection center shall remove products stored at the site at least once a week. The operator of the collection center shall keep the collection center in proper repair and the exterior must have a neat and clean appearance. Automated can recycling machines are limited to two (2) per site.	X	X	X	X	X	X	X	P-2	X	X
Residential Facility for Elderly Persons. A single family or multiple family dwelling unit that does not operate as a business and is owned by one of the residents, or an immediate family member of one of the residents, or the title is placed in trust for a resident, and that meets the requirements of Sec. 10-9a-103; Sec. 10-9a-501; and Sec. 10-9a-502, Utah Code Annotated, as amended, meeting all applicable International Building Code, Zoning and Health Code requirements, and is occupied on a 24-hour per-day basis by eight (8) or fewer elderly persons in a family-type arrangement. Residential Facility for Elderly Persons does not include a health care facility as defined by §26-21-2, Utah Code Annotated, 1953, as amended. (See Section 1715).	P-2	P-2	P-2	P-2	P-2	P-2	X	X	X	X
USES	A-1	RR	R-2	R-4	MH	RC	CC	L-1	S-1	H
Residential Facility for Persons with a Disability. A residence in which more than one (1) person with a disability resides; and is licensed or certified by the Department of Human Services under Title 62A, Chapter 2, Licensure of Programs and Facilities; or is licensed or certified by the Department of Health under Title 26, Chapter 21, Health Care Facility Licensing and Inspection Act. Disability means a physical or mental impairment that substantially limits one or more of a person's major life activities, including a person having a record of such impairment or being regarded as having such impairment. (§57-21-2(9)(a) Utah Code Annotated, 1953, as amended). Disability does not include current illegal use of, or addiction to any Federally controlled substance, as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. 802. (§57-21-2(9)(b) Utah Code Annotated, 1953, as amended). Disability does not include placement in lieu of confinement, rehabilitation, or treatment in a correctional facility. (See Section 1716).	P-1 1,2	P-1 1,2	P-1 1,2	P-1 1,2	P-1 1,2	P-1 1,2	P-1 1,2	P-1 1,2	P-1 1,2	P-1 1,2

Residential Facility for Persons with a Disability (Substance Abuse Facility located within 500 feet of a School). A residence in which more than one (1) person with a disability resides; and is licensed or certified by the Department of Human Services under Title 62A, Chapter 2, Licensure of Programs and Facilities. Disability means a physical or mental impairment that substantially limits one or more of a person’s major life activities, including a person having a record of such impairment or being regarded as having such impairment. (§57-21-2(9)(a) Utah Code Annotated, 1953, as amended). Disability does not include current illegal use of, or addiction to any Federally controlled substance, as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. 802. (§57-21-2(9)(b) Utah Code Annotated, 1953, as amended). Disability does not include placement in lieu of confinement, rehabilitation, or treatment in a correctional facility. (See Section 1717).	P-1 1,2	P-1 1,2	P-1 1,2	P-1 1,2	P-1 1,2	P-1 1,2	P-1 1,2	P-1 1,2	P-1 1,2	P-1 1,2	P-1 1,2
Restaurant, Fast Food. A building or facility that sells food and beverages primarily over a counter, rather than by waitress or waiter; packages its food in wrappers, boxes or cartons regardless if the food is consumed on or off the restaurant premises; and typically provides a drive through/drive up facility.	X	X	X	X	X	P-1	C	C	X		X
Restaurant, Sit Down. A building or facility for the preparation, retail sale, and on-site consumption of food and beverages.	X	X	X	X	X	P-1	P-1	C	X		C
Retail Sales and Services. Establishments engaged in the sale of goods and services on a for-profit or not-for-profit basis.	X	X	X	X	X	P-1/ X ⁶	P-2	P-2	X		A
Riding Arena (Equestrian Arena). An area or structure used for horse riding and equestrian-related activities.	C	C	X	X	X	X	X	X	C		X
Self-Service Storage. An enclosed storage facility of a commercial nature containing independent, fully enclosed bays, which are leased to persons exclusively for storage of their household goods or personal property.	X	X	X	X	X	X/ A ⁵	X/ A ⁵	C	X		X
Sewer Treatment Facility. A state licensed facility that treats sanitary sewer effluent to a minimum level as established by State and/or Federal environmental protection agencies.	X	X	X	X	X	X	X	X	C		X
Sexually Oriented Business. An activity identified, and conducted in compliance with the requirements of this Ordinance. (See Section 1725).	X	X	X	X	X	X	X	C	X		X
Special Use. A use established to meet a particular need or activity for a specific period, but not to exceed three hundred sixty (360) days and conducted in compliance with all the requirements of this Ordinance, such use being discontinued and completely removed after the expiration of the specific period.	C	C	C	C	C	C	C	C	C		C

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Temporary Use. A special event or use proposed to be established for a maximum period of ninety (90) days, such event, or use being discontinued after the expiration of ninety (90) days and conducted in compliance with all the requirements of this Ordinance. Such uses may include, but are not limited to, seasonal commercial activities, including Christmas tree lots and snow cone shacks, nonprofit fund-raising activities, organized events, educational, historic, religious and patriotic displays or exhibits, including athletic or recreational events, festivals, arts and crafts fairs, and other organized events. All family gatherings shall be exempt from the requirements of a Temporary Use Application approval.	X	X	X	X	X	P-1	P-1	P-1	P-1	X
Theater, Indoor. A building or part of a building devoted to the showing of moving pictures, or the presentation of live performances.	X	X	X	X	X	C	C	X	X	X
Therapeutic School. A residential group living facility for four (4) or more individuals who are not related to: (i) the owner of the facility; or (ii) the primary service provider of the facility; and that serves students who have a history of failing to function: (i) at home; (ii) in a public school; or (iii) in a nonresidential private school; and that offers: (i) room and board; and (ii) an academic education integrated with: (A) specialized structure and supervision; or (B) services or treatment related to a disability, an emotional development, a behavioral development, a familial development, or a social development.	X	C ³	C ³	C ³	C ³	C ³	X	X	X	C ³
Vehicle and Equipment Rental or Sale, New or Used. An establishment engaged or licensed to engage in the business of buying, selling, or exchanging new or used vehicles, vessels, or outboard motors either outright or on conditional sale, bailment, lease, chattel mortgage, or otherwise or who has an established place of business for the sale, lease, trade, or display of vehicles, vessels, or outboard motors. Typical uses include new and used truck sales and rental, boat sales, recreational vehicles, construction equipment rental yards, moving truck and trailer rental, and farm equipment and machinery sales and rental.	X	X	X	X	X	P-2	C	C	X	X
USES	A-1	RR	R-2	R-4	MH	RC	C C	L-1	S-1	H
Vehicle and Equipment Repair. An establishment primarily engaged in the major repair or painting of motor vehicles or heavy equipment, including auto body repairs, installation of major accessories and transmission and engine rebuilding services. Typical uses include major automobile repair garages, farm equipment repair, paint, and body shops.	X	X	X	X	X	X	C	C	X	X
Water Treatment Facility. A licensed facility that treats raw water to a quality as established by State and/or Federal agencies to provide culinary water suitable for human consumption.	X	X	X	X	X	X	X	X	C	X

Wholesale Nursery or Greenhouse. a wholesale business whose principal activity is growing, selling, and shipping of plants.	C	X	X	X	X	X	X	P-1	X	X
Wind Energy System. A wind energy conversion system consisting of one (1) wind turbine and tower and associated control and/or conversion electronics which have a rated capacity of less than three kilowatts (3kW) and providing wind generated electrical power to be used for on-site consumption.	C	C	C	X	X	X	X	C	C	X
Wireless Telecommunications Site/Facility. A facility used for the transmission or reception of electromagnetic or electro-optic information, which is placed on a structure. This use is not required to be located on a building lot or to comply with the minimum lot size requirement for the district in which it is located, but is required to meet location requirements, as established for such uses, as provided by this Ordinance. Telecommunications Site/Facility does not include Amateur Radio equipment that complies with the ruling of the Federal Communications Commission in “Amateur Radio Preemption, 101 FCC 2nd 952 (1985)” or amateur radio service adopted under 47 C.F.R. Part 97. A facility may be located on any property owned by the City. (See Section 1722).	X	X	X	X	X	C	C	C	C	X

APPENDIX B TABLES OF DEVELOPMENT STANDARDS

REQUIREMENTS	ZONING DISTRICTS									
	A-1	RR	R-2	R-4	MH	RC	CC	I-1	S-1	H
1. Building Foundation Requirements	All habitable buildings and structures shall be constructed on and permanently attached to a permanent <u>foundation</u> .									

2. Minimum Dwelling Size. The minimum habitable living area of each dwelling

	A-1	RR	R-2	R-4	MH	RC	CC	I-1	S-1	H
Single Family	1000 s.f.	1000 s.f.	1000 s.f.	900 s.f.	700 s.f.	900 s.f.	900 s.f.	900 s.f.	NA	
Two Family	NA	NA	900 s.f.	850 s.f.	850 s.f.	850 s.f.	NA	NA	NA	
Multi-Family	NA	NA	NA	800 s.f.	800 s.f.	800 s.f.	NA	NA	NA	

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3. **Minimum Lot Sizes and Widths.** The following standards are for specified residential uses permitted within the city's zones. Permitted non-residential uses or multi-family developments with more units than those listed below must have sufficient acreage and site dimensions to comply with the development standards of this code based on the intended use. Large Lots may be subdivided in accordance with the Subdivision Ordinance and may have lot areas and widths less than those indicated below for the respective zones.

	A-1	RR	R-2	R-4	MH	RC	CC	I-1	S-1	H
Minimum Lot Size (Internal Lot/Corner Lot)										
Single Family	40 ac.	1 ac.	10000 s.f./ 12000 s.f.	7500 s.f. / 9000 s.f.			NA			
Two-Family	NA	NA	15000 s.f/ 18000 s.f.	10000 s.f. / 12000 s.f.						
Three-Family	NA	NA	NA	12500 s.f. / 15000 s.f.						
Four-Family	NA	NA	NA	15000 s.f. / 18000 s.f.						
<u>Non-Residential</u>	<u>40 ac.</u>	<u>5 ac.</u>	<u>2 ac.</u>	<u>As necessary to comply with city development standards.</u>						

Minimum Lot Width (Internal Lot / Corner Lot) - See also Section 1115 for cul-de-sac lot standards

Single Family	200 ft / 240 ft	130 ft / 160 ft	100 ft / 120 ft	75 ft / 90 ft			NA			
Two-Family	NA	NA	118 ft	90 ft / 110 ft			NA			
Three-Family	NA	NA	NA	110 ft / 120 ft			NA			
Four-Family	NA	NA	NA	110 ft / 135 ft			NA			

Non-Residential**As necessary to comply with city development standards.**

4. **Minimum Yard Requirements:** The following Yard Area Requirements (i.e., setbacks) shall be the minimum for all primary structures on a lot or property. However, unenclosed steps, unwallied stoops, and porches less than eighteen inches (18") above grade may project up to three feet (3') into the listed front and rear setbacks. Additionally, for primary buildings proposed to be located in the R-2, R-4, MHP and the R&C Districts, the front setback for a primary building located between two (2) existing primary buildings may be reduced to the average front yard setback of the existing primary buildings, provided the two (2) existing primary buildings are located on the same side of the ~~street~~ right-of-way, and are located within one hundred fifty feet (150') of each other, and provided further that no primary building has a front yard less than twenty feet (20').

A-1	RR	R-2	R-4	MH	RC	H	I-1	CC	S-1
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Front

Internal Lot	40 ft	25 ft	25 ft	25 ft	25 ft	25 ft	10 ft	25 ft	See site standards
Corner Lot						25 ft		See site standards	
Non-Residential						20 ft		25 ft	See site standards
Non-Res. Adjacent to Res. Zone.	Not Applicable						20 feet or one (1) foot for every one (1) foot of building height, whichever is greater.		

Side

Residential Internal Lot	30 ft	15 ft	8 ft min. 20 ft combined				10 ft	20 ft	See site standards
Non-Res. Internal			10 ft	20 ft	10 ft	8 ft.	10 ft	20 ft	See site standards
Non-Res. Adjacent to Res. Zone.	NA						20 feet or one (1) foot for every one (1) foot of building height, whichever is greater.		

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Corner Street Side	40 ft	25 ft	20 ft	20 ft	20 ft	20 ft	10 ft	25 ft	See site standards
Corner Internal Side	30 ft	15 ft	8 ft	8 ft	8 ft	8 ft.	10 ft	20 ft	See site standards

Rear

Residential Internal Lot	60 ft	30 ft	20 ft	20 ft	20 ft	20 ft	20 ft	See site standards
Non-Residential Internal lot	60 ft	30 ft	20 ft	20 ft	20 ft	8 ft	8 ft	See site standards
Adjacent to any Street	40 ft	30 ft	20 ft	20 ft	20 ft	20 ft	10 ft	See site standards
Corner (Res./Com.)	40 ft	30 ft	20 ft	20 ft	20 ft	20 ft / 8 ft	10 ft	See site standards
Non-Res. Adjacent to Res. Zone.	NA						20 feet or one (1) foot for every one (1) foot of building height, whichever is greater.	

5. Building Dimensions and Landscaping

	A-1	RR	R-2	R-4	MH	RC	H	I-1	CC	S-1
Minimum Building Height:	10 feet, or one (1) story entirely above grade measured from the lowest point of the natural or finished grade immediately adjacent to an exterior wall to the highest point of the roofline. <u>See Main Street Overlay for additional standards that may apply.</u>									
Maximum Building Height: (See GCLU Section 1625 for exceptions)	35 feet, or two (two) stories measured from the lowest point of the natural or finished grade immediately adjacent to an exterior wall to the highest point of the roofline. The maximum height measurement includes the height of all roof-mounted mechanical and ancillary equipment, and including, but not limited to, towers, stairways, tanks,						40 feet, or 35 feet when the lot is adjacent to a Residential Zoning District, measured from the lowest point of the natural or finished grade immediately adjacent to an exterior wall to the highest point of the roofline. The maximum			

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	ventilating fans, or similar equipment required to operate and maintain a building, and fire or parapet walls.	height measurement includes the height of all roof-mounted mechanical and ancillary equipment, and including, but not limited to, towers, stairways, tanks, ventilating fans, or similar equipment required to operate and maintain a building, and fire or parapet walls.
Minimum Dwelling Unit Dimension	All dwelling units shall be a minimum of twenty-four (24) feet wide at the narrowest point, excluding any attached accessory structure. The building width shall be considered the lesser of the two (2) primary dimensions of the building.	No Requirement
Minimum Landscaping Required	No Requirements <u>for single family detached or two unit dwellings. See Section 1710 for other developments</u>	See Section 1710

Appendix B-1 Standards for Detached Accessory Buildings and Structures

Requirements	Zoning District									
	A-1	RR	R-2	R-4	MH	RC	H	I-1	CC	S-1
Location	No Accessory Building/Structure shall be located in any required Front Yard area.									
	An Accessory Building/Structure located ten (10) feet or less, measured to the closest point, from the Primary Building shall be considered an attached structure and shall comply with all setback standards required for the Primary Structure, as provided by Appendix B. An Accessory Building/Structure located a distance greater than ten (10) feet from a primary building, at the closest point, shall be considered as detached and shall comply with the requirements of this Table.									
	All accessory buildings located ten (10) feet or more away from the primary building or structure, at the closest point, and twenty (20) feet or more from any property line that abuts a road or street, at the closest point, may be located not less than three (3) feet from the side or rear property line(s), provided no accessory buildings are located in the required front yard or within an area containing a recorded easement and provided that the accessory building meets a one (1) hour, or more, fire rated construction, and no drainage from the accessory building is permitted to drain onto any adjacent property.						All accessory buildings located ten (10) feet or more away from the primary building or structure, at the closest point, and twenty (20) feet or more from any property line that abuts a road or street, at the closest point, shall be located as required by the Land Use Authority for Site Plan approval.			
Smaller Detached Accessory Buildings	See Section 1708									
Max. Building Size	Accessory buildings shall not be larger than twenty-five percent (25%) of the required rear yard area.						As required by the Land Use Authority for Site Plan approval.			
Max. Building Height	No detached accessory building shall be higher than eighteen (18) feet, measured to the top of the wall plate or twenty-five (25) feet to the highest point of the roofline, whichever is greater.									
Min. Side Yard	Three (3) feet, provided no accessory buildings are located in the required front yard or within a recorded easement and provided that the accessory building meets a one (1) hour, or more, fire rated construction, and no drainage from the accessory building is permitted to drain onto any adjacent property.									

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	A-1	RR	R-2	R-4	MH	RC	H	I-1	CC	S-1
Min. Side Yard – Corner Lots (adjacent to a road or street)	40 ft	25 ft	20 ft	20 ft	20 ft	20 ft	As required by the Land Use Authority for Site Plan approval.			
Min. Side Yard — Accessory Buildings housing animals or fowl	40 ft providing the min. distance to a residence is met (see 1719	25 ft providing the min. distance to a residence is met (see 1719	20 ft providing the min. distance to a residence is met (see 1719	20 ft providing the min. distance to a residence is met (see 1719	20 ft providing the min. distance to a residence is met (see 1719	20 ft providing the min. distance to a residence is met (see 1719				
Min. Side Yard — Corner Lots — Accessory Buildings housing animals or fowl										
Minimum Rear Yard	Three (3) feet, provided no accessory buildings are located in the required front yard or within a recorded easement, and provided that the accessory building meets a one (1) hour or more, fire-rated construction, and no drainage from the accessory building is permitted to drain onto any adjacent property.									
Minimum Rear Yard — Accessory Buildings housing animals or fowl	60 feet provided the Minimum Distance to a Residence are met (Section 1719)	30 feet provided the Minimum Distance to a Residence are met (Section 1719)	20 feet provided the Minimum Distance to a Residence are met (Section 1719)	20 feet provided the Minimum Distance to a Residence are met (Section 1719)	20 feet provided the Minimum Distance to a Residence are met (Section 1719)	20 feet provided the Minimum Distance to a Residence are met (Section 1719)				
Min. Distance to a Residence for Accessory Buildings housing animals or fowl	No accessory building or structure used for the housing of animals or fowl shall be located less than forty (40) feet from a dwelling located on the same lot and not less than seventy-five (75) feet from a dwelling on any adjacent lot.						No accessory building or structure used for the housing of animals or fowl shall be located less than seventy-five (75) feet from a dwelling on any adjacent lot.			
Clear View	See Section 1625									

APPENDIX C DEFINITIONS is modified to include the following terms with their associated definitions. Additional changes to the text of Appendix C are noted with stricken text indicating language that is deleted, and underlined text showing language that is added, as follows:

APPENDIX C DEFINITIONS

Purpose and Conflicts. Appendix C provides definitions of general terms used throughout this Ordinance for which a definition is considered necessary. Certain chapters of this Ordinance may also include terms and definitions specific to the regulatory functions of those chapters. The words and terms defined in this ~~chapter~~ Ordinance shall have the meanings as indicated. Words used in the present tense include the future, words in the singular number include the plural, and words in the plural include the singular. The word "shall" is mandatory the word "may" is permissive. The word "herein" means "in these regulations"; the word "regulations" means "these regulations"; "used" or "occupied" as applied to any land or building shall be construed to include the words "intended, arranged, or designed to be used or occupied". Words not defined herein shall have a meaning consistent with Webster's New Collegiate Dictionary, latest edition. For the convenience of users of this Ordinance, certain terms may be illustrated. If a conflict arises between an illustration and a definition, the definition shall apply.

Accessory Building/Structure (Attached). A building incidental and subordinate to an existing primary building and located ten (10) feet or less from the primary building and on the same lot as the primary building and meeting all requirements of the Land Use Ordinances and Building Codes, as adopted. (See Sections 1706 and 1707).

Accessory Building/Structure (Detached). A building incidental and clearly subordinate to an existing primary building and located more than ten (10) feet from the primary building and on the same lot as the primary building, and meeting all requirements of the Land Use Ordinances and Building Codes, as adopted. (See Sections 1706 and 1707).

Accessory Dwelling Unit ~~for a Relative or Employee.~~ An attached, or detached, dwelling unit for occupancy by the owner, or a relative or an employee of the owner, and incidental and clearly subordinate to the existing primary building and located on the same lot as the primary building and connected to the same utilities and utility meters as the primary building (See Section 1709).

Accessory Use. A use clearly incidental and subordinate to the existing primary use and customarily found in connection with the primary use and located on the same lot as the primary use. (See Section 1706).

Agricultural Building. A structure used solely in conjunction with agriculture, not used for human occupancy, and complying with the requirements of §58-56-4, Utah Code Annotated, 1953, as amended. To qualify as an agricultural building the structure must be located outside of a residential area, as defined by §58-56-4(1), Utah Code Annotated, 1953, as amended.

Agriculture. An area of five (5) contiguous acres, or larger, which is used for the commercial production, keeping, or maintenance for sale of plants and domestic animals typically found in central Utah, or lands devoted to a soil conservation or forestry management program, but excluding the keeping of exotic or prohibited animals, Agriculture excludes Commercial Plant Nursery, as defined

herein, and Concentrated Animal Feeding Operation, as defined by the Utah Code Annotated, 1953, as amended, and similar activities.

Airport. An area, with associated buildings and structures for the operation of aircraft, including take-off and landing, and necessary storage, service, and maintenance facilities.

Animal Control Facility. A public or publicly licensed private facility to temporarily detain and/or dispose of stray dogs, cats, and other animals.

Animal Hospital (Veterinary Clinic), With Holding Facilities. A facility for the diagnosis, treatment, hospitalization, and boarding of animals that does not include outdoor holding facilities, but which may include indoor holding and boarding facilities.

Animal Hospital (Veterinary Clinic), Without Holding or Boarding Facilities. A facility for the diagnosis, treatment, hospitalization, and boarding of animals that does not include indoor or outdoor holding or boarding facilities.

Animal Unit (See Section 1719).

Assisted Living. An Assisted Living Facility is a residential housing model for adults who need help with daily activities but do not require constant medical care.

Automotive and Equipment Repair. An establishment primarily engaged in the major repair or painting of motor vehicles or heavy equipment, including auto body repairs, installation of major accessories and transmission and engine rebuilding services. Typical uses include major automobile repair garages, farm equipment repair, paint, and body shops.

Automotive Care - Minor. An establishment providing motor vehicle repair or maintenance services within completely enclosed buildings. Typical uses include businesses engaged in the following activities: electronic tune-ups, brake repairs (including drum turning), air conditioning repairs, generator and starter repairs, tire repairs, front-end alignments, battery recharging, lubrication, and sales, repair and installation of minor parts and accessories such as tires, batteries, windshield wipers, hoses, windows, etc.

Automotive Self-Service Station. A place where flammable or combustible liquids or gases used as fuel are stored and dispersed from fixed equipment into the fuel tanks of motor vehicles. Such an establishment may offer the retail sale of convenience items as an accessory use. Automotive Self-Service Station specifically excludes and does not allow any servicing, repair or maintenance of motor vehicles, trailers, and similar mechanical equipment, including engine, brake, muffler, tire repair and change, lubrication and tune-ups.

Bank, Credit Union or other Financial Institution. A financial company or corporation providing the extension of credit, and the custody, loan or exchange of money.

Barn, Corral, Stable, Coop, Pen or Animal Run. A structure or fenced area, and its associated buildings and structures, for the feeding, housing, or confinement of domestic animals, as defined herein. Stable includes a building, or a portion thereof, used to shelter and feed horses and ponies (See Section 1721).

Bed and Breakfast Inn. A residential structure, located on a legal lot offering transient lodging accommodations in separate guest rooms and where meals may be provided (See Section 1714).

Billboard. A freestanding ground sign located on industrial, commercial, or residential property if the sign is designed or intended to direct attention to a business, product, or service that is not ~~provided,~~ sold, offered, or existing on the property where the sign is located.

Campground. An area of land upon which two (2) or more campsites are located, established or maintained for occupancy by a tent or recreational vehicle as a temporary dwelling unit, not to exceed forty-five (45) days, for recreational or vacation purposes.

Car Wash. A structure with machine- or hand-operated facilities used principally for the cleaning, washing, polishing, or waxing of motor vehicles. A facility of this type may be able to accommodate more than one vehicle at the same time.

Church. A facility principally used as a location for people to gather for religious worship or other religious activities. One (1) accessory dwelling unit for the housing of the pastor or similar church leader of the church and their family shall be permitted. (See Section 1705).

Clinic (See Medical or Dental Clinic)

Commercial Recreation (Indoor). Any use, either public or private, providing amusement, pleasure, or sport, which is operated entirely within an enclosed building, including but not limited to live theater, and movie houses, indoor tennis, bowling, and skating, baseball batting cages, paintball, horse riding or similar activities. This use may include associated eating and drinking areas, retail sales areas and staff offices.

Commercial Recreation (Outdoor). An area or facility that offers entertainment or recreation outside. This use is limited to a golf driving range, baseball batting cages, riding arena, tennis facility, miniature golf, and swimming pool, and may include, as accessory uses, associated eating and drinking areas, retail sales areas and staff offices. This use specifically excludes shooting range, go-cart, motor vehicle and/or motorbike tracks, or similar activities that may create noise, dust, or other nuisances to adjoining and surrounding uses.

Commercial Plant Nursery. A use wholly, or partially, contained within one or more greenhouses where trees, shrubs, flowers, or vegetable plants are grown and sold to retail customers. Commercial Plant Nursery does not include wholesale nurseries or greenhouses.

Conference Center. A facility used for service organizations, business, and professional conferences, and seminars limited to accommodations for conference attendees.

Construction Sales and Service. An establishment engaged in the retail or wholesale sale of materials and services used in the construction of buildings or other structures, as well as the outdoor storage of construction equipment or materials on lot or parcel other than a construction site. Typical uses include lumberyards, home improvement centers, lawn and garden supply stores, construction equipment sales and rental, electrical, plumbing, air conditioning and heating supply stores, and swimming pool sales.

Contractor's Office/Contractor's Storage Yard. A facility providing building construction and maintenance, including carpentry, plumbing, roofing, electrical, air conditioning and heating, within a totally enclosed building, and which may include the open storage of any building materials, equipment, or vehicles.

Convenience Store. A retail establishment selling consumer products including prepackaged food and drink. A convenience store may also provide associated retail sale of gasoline and other petroleum products.

Correctional Facility. A public or private facility providing confinement, housing, and care for individuals legally confined for violations of the law.

Crematorium. Building or facility which provides cremation services on site.

~~Day~~ Care Center/Assisted Care Center. A facility which provides less than 24-hour assisted care or supervision for five (5) or more persons, 14 years of age and older and who are not related by blood, marriage or adoption to the owner or operator, with or without compensation for such care, and with or without a Stated educational purpose.

Drive through/Drive up Facility. A facility where goods and services are provided to customers who remain within a vehicle.

Educational Facility. Public schools, colleges, or universities qualified by the State of Utah Board of Regents or the State of Utah Board of Education to provide academic instruction. Privately owned buildings and uses for educational or research activities that has a curriculum for technical or vocational training, kindergarten, elementary, secondary or higher education.

Emergency Care Facility. A health care facility providing primarily outpatient emergency care for the diagnosis and treatment of individuals.

Gravel Pit, Quarry. A use, regulated by the State of Utah Division of Oil Gas and Mining, involving on-site extraction of surface or subsurface mineral products or natural resources. Typical uses are quarries, borrow pits, sand and gravel operation, mining, and soil mining. Specifically excluded from this use is grading and removal of dirt associated with an approved site plan or subdivision or excavations associated therewith, and for the improvement of, or a bona fide agricultural use.

Helipad - Medical. A private use heliport, helipad, or helistop which provides a helicopter landing area for the transport of persons in need of emergency medical care; the transport of patients needing specialized treatment; or the emergency transport of organs, blood, medicine, or medical equipment.

Home Occupation: A commercial or other non-residential use conducted within a dwelling unit that is incidental and secondary to the use of the dwelling unit for residential purposes (see Section 1702). This does not include Home-Based Child-Care facilities as regulated under Land Use Code Section 1703 and by the State of Utah.

Hospital. A facility licensed by the State of Utah Department of Health providing clinical, temporary or emergency service of a medical, obstetrical or surgical nature to persons, primarily in-patients, suffering from illness, disease, injury, deformity, and other abnormal physical or mental conditions, and including as an integral part of the institution, related facilities such as laboratories, outpatient facilities, central service facilities, and staff offices. Hospitals do not include Clinics, or Long-Term Care Facilities.

Hotel. A building offering temporary lodging accommodations, or overnight accommodations for guests, with access provided through a common entrance, lobby or hallway to four (4) or more guestrooms, and which may include additional services, such as restaurants, meeting rooms, entertainment, and recreational facilities.

Household Pets. Domesticated animals and birds ordinarily permitted in a dwelling unit and kept for company or pleasure of the owner. (See Section 1720).

Kennel - Commercial. Any premises or establishment where four (4) or more dogs, older than four (4) months, are kept for the purpose of Boarding, breeding, raising or training dogs for a fee or on a nonprofit basis. (See Section 1723).

Laundry, Self-Serve or Dry Cleaning. An establishment providing home-type washing, drying, and/or ironing machines, household laundry and dry cleaning services, classified as low hazard in applicable codes, with customer drop-off and pick-up.

Liquor Licenses - Off Premises Consumption. A retail license to sell beer on the licensed premises in the original containers for consumption off the premises only, in accordance with the Utah Alcoholic Beverage Control Act and the Ordinances of the City, and to deliver the same to the residence of the purchaser; provided, however, that it is unlawful for the licensee to sell or distribute beer in any container larger than two (2) liters.

Liquor Licenses - On-Premises Consumption. A liquor license issued by the state of Utah to establishments such as restaurants, hotels, motels, and arenas which licensure generally includes requirements for sale and consumption of food on premises.

Liquor Licenses – Private Club/Resort. A liquor license that entitles the licensee to serve, sell, and store liquor, in accordance with the Utah Alcoholic Beverage Control Act and the Ordinances of the City to bona fide members of the licensed club, guest members, or their visitors accompanied by members or guest members, and not to the public.

Long-Term Care Facility. A facility providing medical, nursing, and personal support services for an extended period to individuals who cannot live independently.

Manufacturing, Minor. Includes the processing and fabrication of finished products by means that do not create noise, smoke, fumes, odors, glare, or health or safety hazards outside of the building and where such assembly, fabrication or processing takes place entirely within a building with a maximum building size of 15,000 square feet.

Manufacturing, Major. Includes the processing and fabrication of finished products, predominantly from previously prepared materials, and includes the assembly, fabrication or processing of goods and materials using processes that may create noise, smoke, fumes, odors, glare, or health or safety hazards outside of the building and where such assembly, fabrication, or processing takes place entirely within a building. Excludes Gravel pit, Quarry, and other extractive industries.

Medical or Dental Clinic. An organization of doctors, dentists, or other health care professionals providing physical or mental health services and medical or surgical care of the sick or injured, but which does not include inpatient or overnight accommodations.

Medical or Dental Laboratory. An establishment that conducts basic medical or dental research and analysis. This term does not include a facility providing any type of in-house patient services typically provided by hospitals and clinics.

Mobile Food Trailer. A trailer pulled behind a motorized vehicle where food and beverages are prepared and served to walk-up customers.

Mobile Food Truck. A self-propelled motorized vehicle where food and beverages are prepared and served to walk-up customers. Mobile Food Truck does not include lemonade stands, vending carts, or similar activities that typically do not establish and operate in a fixed location for a period shorter than 1 hour or operate infrequently on a daily or hourly basis.

~~**Mobile Home:** A factory built, moveable living unit which does not meet the requirements of the Federal manufactured housing construction and safety standards act of 1974, which became effective on June 15, 1976; transportable in one or more sections; eight feet (8') or more in body width and thirty two feet (32') or more in body length; built on a permanent chassis with wheels; designed as a place for human habitation of not more than one family, with or without a permanent foundation, when connected to required utilities; and includes the plumbing, heating, air conditioning and electrical systems contained therein.~~

~~**Modular Home:** A factory built structure which is constructed in compliance with the city's or State's adopted building codes; transportable in one or more sections; built on permanent chassis; designed as a place for human habitation when placed upon a permanent foundation and connected to all utilities; and includes the plumbing, heating, air conditioning and electrical systems contained therein. A modular home meeting the requirements of chapter 9 of this title shall be classified as a dwelling.~~

Mortuary, Funeral Home. An establishment in which the dead are prepared for burial or cremation. The facility may include a chapel and other rooms to conduct funeral services. Does not include cremation services.

Motel. A building or group of buildings containing four (4) or more guest rooms, some or all of which may have a separate entrance leading directly from the outside of the building with a garage or parking space located on the lot and designed, used or intended wholly or in part for the accommodation of persons usually traveling by private automobile or motor coach and which may include additional services, such as restaurants, meeting rooms, entertainment and recreational facilities.

Nursing Home, Convalescent Care Center. A facility that provides 24-hour residential care to persons who are not related by blood, marriage, or adoption to the owner, operator, or manager of the facility. A Nursing Home or Convalescent Care Center provides some level of skilled nursing or medical service to the residents. A Nursing Home or Convalescent Care Center is also considered a Long-Term Care Facility.

Office. A building, room, or other space where executive, management, administrative or professional services are provided, except medical services, and excluding the sale of merchandise, except as incidental to a principal use. Typical uses include real estate brokers, insurance agencies, credit reporting agencies, property management firms, investment firms, employment agencies, travel agencies, advertising agencies, secretarial services, data processing, telephone answering, telephone marketing, paging and beeper services and facsimile transmission services; post offices and express mail offices, excluding major mail processing and distribution; offices for utility bill

collection; professional or consulting services in the fields of law, architecture, design, engineering, accounting and similar professions; interior decorating consulting services; and business offices of private companies, utility companies, public agencies, trade associations, unions and nonprofit organizations.

Open/Outdoor Storage (Stand Alone). The storage of goods or product in an open, unenclosed area, including but not limited to, automotive, truck, recreational vehicle, trailer, and manufactured home sales lots, repair yards, open storage areas, and all similar outside display and storage areas of goods, materials, equipment, and vehicles, and not an Accessory Use to any established primary use.

Outdoor Youth Program. A program designed to provide behavioral, substance abuse, or mental health services to minors that: (1) serves adjudicated or non-adjudicated youth; (2) charges a fee for its services; (3) may or may not limit or censor access to parents or guardians; (4) may prohibit or restrict a minor's ability to leave the program at any time of the minor's own free will; and (5) provides its services in an outdoor setting.

Personal Care Service. An establishment primarily engaged in the provision of frequently or recurrently needed services of a personal nature. Typical uses include beauty and barbershops, custom tailoring and seamstress shops, electrolysis studios, portrait studios, shoe repair shops, tailors, tanning and nail salons, and weight loss centers.

Personal Instruction Service. An establishment primarily engaged in the provision of informational, instructional, personal improvement and similar services of a nonprofessional nature or by a nonprofit organization. Typical uses include art and music schools, driving and computer instruction, gymnastic and dance studios, handicraft or hobby instruction, health and fitness studios, massage therapist instruction, martial arts training, and swimming clubs.

Pharmacy (or Drug Store). An establishment engaged in the retail sale of prescription drugs, nonprescription medicines, cosmetics, and related supplies.

Physical Therapy (includes fitness, rehabilitation). A place or building where passive or active exercises and related activities are performed for the purpose of physical fitness, rehabilitation from mobility-limiting conditions, improving circulation or flexibility, and/or weight control.

Public Use. A use operated exclusively by a public body, or quasi-public body, such use having the purpose of serving the public health, safety, or general welfare, and including but not limited to, parks, recreational facilities, administrative and service offices and facilities, and public utilities. Public Use does not include "Major Facility of a Public Utility" or an "Airport," "Correctional Facility," "Animal Control Facility," "Water Treatment Plant" or "Sewer Treatment Plant," as defined herein.

Public Utility (Major Facility). Any electric transmission lines (greater than 140,000 volts), power plants or substations of electric utilities; gas gathering facility, regulator stations, transmission and gathering pipelines, and storage areas of utilities providing natural gas or petroleum derivatives; and their appurtenant facilities, water treatment plant, sewage treatment plant.

Public Utility (Minor Facility). A use operated exclusively by a public body or quasi-public body, such use having the purpose of serving the public health, safety or general welfare, and including streets,

parks, recreational facilities, administrative and service facilities, and public utilities. Public Uses and Utilities do not include “Major Facility of a Public Utility,” as defined herein.

Reception Hall, Reception Center. A facility for the holding of events including but not limited to weddings, wedding receptions, community meetings, and group gatherings.

Recycling Collection Center. A ~~center~~ location for the acceptance and temporary storage of recyclable materials to be transferred to a recycling processing facility. This may include depositories for thrift items, newspapers, cardboard, aluminum, plastics, etc. (See Section 1731).

Residential Facility for Elderly Persons. A single-family or multiple-family dwelling unit that does not operate as a business and is owned by one of the residents, or an immediate family member of one of the residents, or the title is placed in trust for a resident, ~~and that meets the requirements of Sec. 10-9a-103; Sec. 10-9a-501; and Sec. 10-9a-502, Utah Code Annotated, as amended, meeting all applicable International Building Code, Zoning and Health Code requirements,~~ and is occupied on a 24-hour-per-day basis by eight (8) or fewer elderly persons in a family-type arrangement. Residential Facility for Elderly Persons does not include a health care facility as defined by §26-21-2, Utah Code Annotated, 1953, as amended. (See Section 1715).

Residential Facility for Persons with a Disability. A residence in which more than one (1) person with a disability resides; and is licensed or certified by the Utah Department of Health and Human Services under Title 26B, Chapter 2, Parts 1 or 2 ~~62A, Chapter 2, Licensure of Programs and Facilities; or is licensed or certified by the Department of Health under Title 26, Chapter 21, Health Care Facility Licensing and Inspection Act.~~ Disability shall mean the same as defined in Utah Code Annotated, 1953, s-a physical or mental impairment that substantially limits one or more of a person’s major life activities, including a person having a record of such impairment or being regarded as having such impairment. (§57-21-2(9)(a)) ~~10-9a-103. Utah Code Annotated, 1953, as amended).~~ Disability does not include current illegal use of, or addiction to any Federally controlled substance, as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. 802. ~~(§57-21-2(9)(b) Utah Code Annotated, 1953, as amended).~~ Disability does not include placement in lieu of confinement, rehabilitation, or treatment in a correctional facility. (See Section 1716).

Residential Facility for Persons with a Disability (Substance Abuse Facility located within 500 feet of a School). A residence in which more than one (1) person with a disability resides; and is licensed or certified by the Department of Human Services under Title 62A, Chapter 2, Licensure of Programs and Facilities. Disability shall means the same as defined in Utah Code Annotated, 1953, 1-9a-103 a physical or mental impairment that substantially limits one or more of a person’s major life activities, including a person having a record of such impairment or being regarded as having such impairment. (§57-21-2(9)(a) Utah Code Annotated, 1953, as amended). Disability does not include current illegal use of, or addiction to any Federally controlled substance, as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. 802. ~~(§57-21-2(9)(b) Utah Code Annotated, 1953, as amended).~~ Disability does not include placement in lieu of confinement, rehabilitation, or treatment in a correctional facility. (See Section 1717).

Restaurant, Fast Food. A building or facility that sells food and beverages primarily over a counter, rather than by waitress or waiter; packages its food in wrappers, boxes or cartons regardless if the

food is consumed on or off the restaurant premises; and typically provides a drive through/drive up facility.

Restaurant, Sit Down. A building or facility for the preparation, retail sale, and on-site consumption of food and beverages.

Retail Sales and Services. Establishments engaged in the sale of goods and services on a for-profit or not-for-profit basis.

Riding Arena (Equestrian Arena). An area or structure used for horse riding and equestrian-related activities.

Self-Service Storage. An enclosed storage facility of a commercial nature containing independent, fully enclosed bays, which are leased to persons exclusively for storage of their household goods or personal property.

Sewer Treatment Facility. A state-licensed facility that treats sanitary sewer effluent to a minimum level as established by State and/or Federal environmental protection agencies.

Sexually Oriented Business. An adult arcade, adult bookstore, adult novelty store, adult video store, adult cabaret, adult motel, or adult entertainment outcall service in the form of seminude dancing or exhibition, adult motion picture theater, adult theater, seminude model studio, or sexual encounter establishment (See Section 1725).

Special Use. A use established to meet a particular need or activity for a specific period, but not to exceed three hundred sixty (360) days and conducted in compliance with all the requirements of this Ordinance, such use being discontinued and completely removed after the expiration of the specific period.

Temporary Use. A special event or use proposed to be established for a maximum period of ninety (90) days, such event, or use being discontinued after the expiration of ninety (90) days and conducted in compliance with all the requirements of this Ordinance. Such uses may include, but are not limited to, seasonal commercial activities, including Christmas tree lots and snow cone shacks, nonprofit fund-raising activities, organized events, educational, historic, religious and patriotic displays or exhibits, including athletic or recreational events, festivals, arts and crafts fairs, and other organized events. All family gatherings shall be exempt from the requirements of a Temporary Use Application approval. A use allowed for a limited time with the intent to discontinue the use upon expiration of the period.

Theater, Indoor. A building or part of a building devoted to the showing of moving pictures, or the presentation of live performances.

Therapeutic School. A residential group living facility for four (4) or more individuals who are not related to: (i) the owner of the facility; or (ii) the primary service provider of the facility; and that serves students who have a history of failing to function: (i) at home; (ii) in a public school; or (iii) in a nonresidential private school; and that offers: (i) room and board; and (ii) an academic education integrated with: (A) specialized structure and supervision; or (B) services or treatment related to a disability, an emotional development, a behavioral development, a familial development, or a social development.

Vehicle and Equipment Rental or Sale, New or Used. An establishment engaged or licensed to engage in the business of buying, selling, or exchanging new or used vehicles, vessels, or outboard motors either outright or on conditional sale, bailment, lease, chattel mortgage, or otherwise or who has an established place of business for the sale, lease, trade, or display of vehicles, vessels, or outboard motors. Typical uses include new and used truck sales and rental, boat sales, recreational vehicles, construction equipment rental yards, moving truck and trailer rental, and farm equipment and machinery sales and rental.

Vehicle and Equipment Repair. An establishment primarily engaged in the major repair or painting of motor vehicles or heavy equipment, including auto body repairs, installation of major accessories and transmission and engine rebuilding services. Typical uses include major automobile repair garages, farm equipment repair, paint, and body shops.

Water Treatment Facility. A licensed facility that treats raw water to a quality as established by State and/or Federal agencies to provide culinary water suitable for human consumption.

Wholesale Nursery or Greenhouse. A wholesale business whose principal activity is growing, selling, and shipping of plants.

Wind Energy System. A wind energy conversion system consisting of one (1) wind turbine and tower and associated control and/or conversion electronics which have a rated capacity of less than three kilowatts (3kW) and providing wind generated electrical power to be used for on-site consumption.

Wireless Telecommunications Site/Facility. A facility used for the transmission or reception of electromagnetic or electro-optic information, which is placed on a structure. This use is not required to be located on a building lot or to comply with the minimum lot size requirement for the district in which it is located, but is required to meet location requirements, as established for such uses, as provided by this Ordinance. Telecommunications Site/Facility does not include Amateur Radio equipment that complies with the ruling of the Federal Communications Commission in "Amateur Radio Preemption, 101 FCC 2nd 952 (1985)" or amateur radio service adopted under 47 C.F.R. Part 97. A facility may be located on any property owned by the City. (See Section 1722).

Section 1709 Accessory Dwelling Unit For An Owner Or Employee is amended as follows: (stricken text is deleted and underlined text is added)

Section 1709 Accessory Dwelling Unit ~~For An Owner Or Employee~~

1. An Accessory Dwelling Unit (ADU) ~~for an Owner or Employee~~ shall not be rented, leased, or sold separately from the rental, lease, or sale of the primary building located on the same lot and any lease of the accessory dwelling unit shall be for a minimum of 30 consecutive days.
- 1.2. An ADU is only permitted if the property or dwelling in which the ADU is located is also the primary residence of the property owner.
- 2.3. The lot proposed for an Accessory Dwelling Unit ~~for an Owner or Employee~~ shall already have an existing primary structure provided, or approved, prior to the consideration of an application to allow an accessory dwelling unit.
- 3.4. An Accessory Dwelling Unit ~~for an Owner or Employee~~ shall meet the required setbacks for attached or detached accessory buildings and uses as required by the Zoning District in which they are located.
- 4.5. An Accessory Dwelling Unit ~~for an Owner or Employee~~ shall be connected to, and served by, the same water, sewer, electrical, and gas meters that serve the primary building. No separate utility lines, connections, or meters shall be allowed for an Accessory Dwelling Unit ~~for an Owner or Employee.~~
- 5.6. An Accessory Dwelling Unit ~~for an Owner or Employee~~ shall provide a minimum of ~~two one~~ (21) off-street parking spaces, located as determined necessary and appropriate for approval of the Accessory Dwelling Unit ~~for an Owner or Employee.~~
- 6.7. The construction of an Accessory Dwelling Unit ~~for an Owner or Employee~~ shall meet all requirements of the adopted Building Code, as applicable.
- 7.8. Mobile homes, travel trailers, boats, or similar recreational vehicles shall not be used as an Accessory Dwelling Unit ~~for an Owner or Employee.~~
- 8.9. As a condition of approval required to establish an Accessory Dwelling Unit for an Owner or Employee, the property owner shall record against the deed of the subject property, a deed restriction, in a form approved by the City, running in favor of the City, which shall prohibit the rental, lease or sale of the Accessory Dwelling Unit for an Owner or Employee separately from the rental, lease, or sale of the primary use or building. Proof that such deed restriction has been recorded shall be provided to the Zoning Administrator prior to the issuance of the Certificate of Occupancy for the Accessory Dwelling Unit ~~for an Owner or Employee.~~

Section 1714 is amended as follows: (stricken text is deleted and underlined text is added)

A Bed and Breakfast Inn shall be conducted only in a single-family dwelling and only by the owner of the dwelling that complies with the following requirements:

1. The single-family dwelling proposed as a Bed & Breakfast Inn shall meet all applicable requirements of this Ordinance, other Land Use Ordinances, adopted Building Code, and Health Code, as applicable.
2. The Fire Authority shall inspect the premises and be satisfied that the dwelling and premises comply with the applicable Fire Code, as adopted.
3. A hard-surfaced off street parking area of one (1) parking space for each guest room, in addition to the parking requirements for the single-family dwelling shall be provided.
4. No accessory structure, motor home, travel trailer, boat, or similar recreational vehicle or facility shall be used as guest rooms.
5. A Bed and Breakfast Inn shall provide no more than four (4) guest rooms and shall meet all applicable requirements of the Land Use Ordinances and Building Codes, as adopted.
6. Guest rooms shall have no kitchen facilities.

Section 1721 Keeping Of Domestic Livestock And Fowl is amended as follows: (stricken text is deleted and underlined text is added)

The raising, care and keeping of limited numbers of domestic animals and fowl by the owner may be allowed, subject to the following requirements:

1. Each lot or parcel upon which domestic livestock or fowl are to be kept shall contain a designated Livestock Management Area as defined by this Section.

2. Animal Unit Definition.

- b. For purposes of this section, an animal unit shall be limited to one (1) or a proportionate combination of the following:

1. One domesticated cow or one (1) domesticated horse
2. Four (4) domesticated sheep or four (4) domesticated goats
3. Twenty (20) domestic fowl
4. Thirty (30) pigeons, or similar small, domesticated birds
5. Thirty (30) rabbis, or similar small animals

- c. For animals not listed above, the LUHO shall determine the number of animals that would constitute an Animal Unit.

- d. For enforcement purposes, any nonweaned animal offspring that are less than six (6) months old shall not be included in the number of animals counted toward animal units on a property.

3. Domesticated pigs (Suidae), mink, peacocks, guinea fowl, emus, ostriches, and inherently or potentially dangerous animals, fowl, reptiles, or exotic animals shall not be permitted except in the A-1 and RR Zones and so long as there is a minimum of 300 feet between any animal holding facilities on a property and a neighboring residential dwelling.

- 3.4. The total number of domestic livestock or fowl kept on any lot shall not exceed one (1) Animal Unit ~~(see Appendix A, Table of Uses for definition)~~ for each four thousand five hundred (4,500) square feet of Livestock Management Area, provided that no bovine, equine or similar large animal shall be kept on any lot or parcel where the Livestock Management Area is less than nine thousand (9,000) square feet.

- 4.5. On any lot which contains a dwelling unit the Livestock Management Area shall not include the area required to meet the minimum lot size requirement for the primary use. (For example, the first 10,000 square feet for a single family dwelling unit located in the R-2 ~~10,000~~ District shall not be included in the area required to determine the Livestock Management Area.)

- 5.6. All barns, corrals, stables, coops, pens or runs used for the feeding, housing, or confinement of domestic livestock or fowl shall not be located closer than seventy-five (75) feet to an existing dwelling or other occupied structure located on an adjacent lot or forty (40) feet to a dwelling located on the same lot.

- 6.7. Where the Livestock Management Area includes a pasture the fence forming the boundary of the pasture shall be located not less than the required minimum side setback distance of the Zoning

District from any dwelling located on the same or any adjacent lot. If at any time the enclosed area no longer functions as a pasture the setback provisions of Subsection 4 above shall apply.

~~7.8.~~ The parcel or any portion thereof proposed to be used for the keeping of domestic livestock or fowl shall be approved by the Zoning Administrator as a qualified Livestock Management Area.

Section 1731 Recycling Center Standards is created to read as follows:

1. Recycling Collection Centers shall involve no more than 3 collection containers up to 40 cubic yards in total size on a property. Automated can recycling machines are limited to two (2) per site.
2. Collection centers located in parking lots may not occupy required parking spaces for the primary use on the property.
3. A collection center must be arranged so that patrons do not impede traffic flow of the property.
4. Materials deposited at the collection center shall be removed from the site at least once a week.
5. The operator of the collection center shall keep the collection center bins in proper repair and the exterior must have a neat and clean appearance.

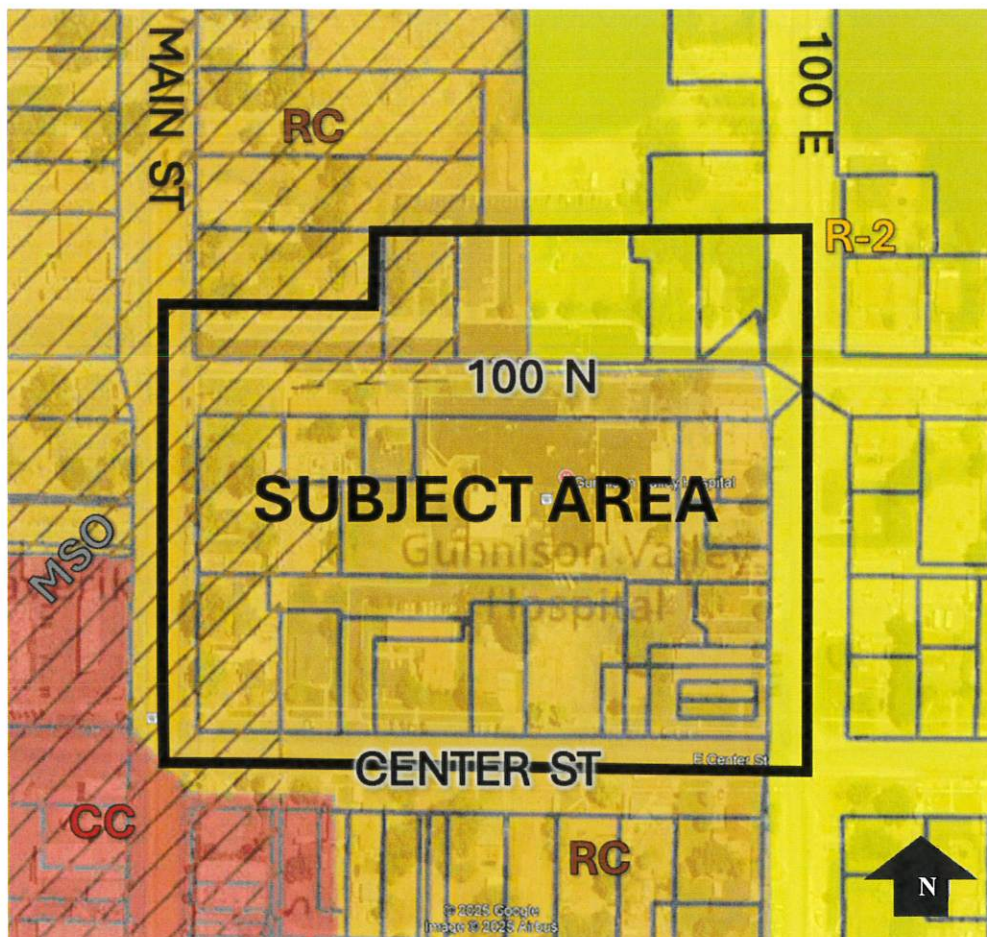
[END]

PUBLIC NOTICE

**PUBLIC HEARING TO BE HELD
WEDNESDAY October 22, 2025 @ 7:00PM
at GUNNISON CITY HALL (38 W Center)**

The Gunnison City Planning Commission will conduct a Public Hearing for the purpose of receiving comments on the proposed **Rezoning of approximately 15 acres from R-2 & RC to a new Hospital Zone (see map below)**

All interested persons are invited to attend and participate in the Public Hearing. Persons having any questions concerning this item(s) may contact the City Administrator, Dennis Marker at (435) 528-7969, during normal office hours. This rezoning request was initiated by the City Council in an effort to implement the city's General Plan.



*In compliance with ADA, persons needing auxiliary communicative aids & accommodations for City-sponsored public meetings, services, programs, etc. should call City Offices at (435)528-7969 giving at least 24 hours notice.



City Council Meeting

October 15th, 2025

City Council Chambers, 38 West Center

7 P.M. Mayor Nay opened the meeting.

Roll Call:

Donald Childs, Mike Wanner, Stella Hill, Robert Andersen, Lori Nay

Invocation/Inspirational Thought:

Given by Mayor Lori Nay

Pledge of Allegiance:

Led by Mayor Nay

Public Forum:

Maddie Bell with Rocky Mountain Power presented the council with a \$5,000.00 check for the pickleball court improvements.

Carlton Jensen addressed the Council. He requested that the City take corrective action to address the ongoing stormwater drainage problems affecting His property at 114 West 100 South, the Historic Swalberg Home. His home is one of Gunnison's oldest historic residences and sits at the lowest point on the block. During even moderate storms, water from the surrounding streets and properties collected on his lot, causing repeated flooding. He conducted an assessment and found that; The road elevation along Farmers Freeway (100 South) is approximately two feet higher than His yard and first floor, trapping stormwater on His property. The storm drains at the northeast of 100 South, and 100 West collects runoff from roughly 14.5 acres, yet it is served only by an undersized 15-inch culvert. His corner is the only intersection on Farmers Freeway without a storm drain or sump, resulting in chronic pooling and overflow. Recent development to the north and west of His home has eliminated natural drainage outlets, increasing the amount of runoff directed toward His property. This has been brought to the Councils attention before, but no physical improvements or mitigation measures have been implemented on the ground. In the meantime, He has continued to experience frequent flooding and has personally invested significant time and resources—over 36 hours of labor and approximately \$1,000—to construct berms, ditches, and other improvements to remedy the problems caused by surface runoff from the storm drain system. He asked that the City conduct an engineered drainage evaluation of 100 South and 100 West; and install appropriate

stormwater infrastructures such as a culvert, sump, or gutter system—to ensure runoff is properly directed away from my home.

Kelly Chappell with Ensign Engineering addressed the issue and went over the options to help with the drainage issue with Carlton's property. Grates to hooded inlets. A sump would help but not be enough on its own. He wondered about the Church helping with the cost. Councilor Mike Wanner has been speaking with the Stake Presidency and he feels like they are willing to help with the project. He said that City Administrator Dennis Marker will submit a formal request. Mayor Nay stated she feels like they need to try and find money in the budget and get this done immediately. Kelly stated that the plans are good to go so they could contract it out and get it done soon. Dennis stated that they will need to pull from B&C roads and storm drain.

Discussion and Possible

Yardley Request for Gunnison City to Take Ownership of Water Service Line:

Jay Yardley addressed the council. He stated that they are asking the city to provide culinary water services to a proposed subdivision in the County. Jay recently closed his dairy operation east of town and would like to now subdivide some of the farm property into building lots. The property is not within Gunnison City limits, and the County is requiring proof of culinary water access to subdivide the property. Mayor Nay asked if he would be willing to investigate being annexed into Gunnison City. He stated that he would not be opposed to that. The council discussed what the options would be to get water to where he would like to do the subdivision. The current culinary supply to the farm is a 1.7-mile-long culinary water lateral that runs through SITLA lands and other privately held property. An easement for the water line was recorded in 1980 in favor of Clair T. and Thomas R. Yardley across the then Gene Hyatt property. The 1983 floods damaged the line, and it was necessarily rerouted along the county access road that crosses the Sanpitch River and ultimately connects to 300 South in Gunnison.

City Administrator Dennis Marker and City Engineer Kelly Chappell went over a few different points with the Council. Ability of the current service lateral to be used for additional homes, status of service lateral right-of-way and possible conveyance, delivery of services outside of city boundaries vs. annexation options, potential infrastructure improvements and connector agreements, potential catalysts for development opportunities, timeframes, and water dedication and delivery requirements.

Dennis stated that due to the many complex issues He recommended that the Council begin discussions with the Yardley's but that no final decision be made until a further evaluation and collaboration on the issues be resolved, and a formal development agreement be prepared for future council approval. The council agreed that they would like to try and make this work with Jay. They will work on getting a work meeting together and start working together on this.

Employee Health Benefits Package:

Valerie Andersen addressed the council. PEHP provided an update of their benefits package for the council to consider. The increase is going to be 4.9% for health and 1.9% for dental. The budget included an 8% increase. They will need to decide and return to PEHP by November 21.

Councilor Wanner made the motion to approve the Employee Health Benefits Package, Councilor Andersen seconded the motion.

Roll Call:

Childs: Yes, Wanner: Yes, Hill: Yes, Andersen: Yes

Overnight Training Request – 4 Corners Wastewater Training:

Dennis Marker addressed the council he stated that JD Bunnell, Public Works Director, is requesting authorization to attend a multi-day conference in Moab in December. Councilor Robert Andersen stated that Phil Harrold with rural water thought this would be beneficial for both JD and Wyatt. The training is necessary for him to obtain culinary and wastewater CEUs to maintain his credentials as the city's water master.

JD is requesting to attend the 4 Corners Wastewater training rather than the budgeted Rural Water Users Conference in St. George in the spring of 2026. Due to reduced hotel rates in the winter and closer proximity to the training, there will be a budget savings of roughly \$300.

Councilor Wanner made the motion to approve Overnight Training Request-4 Corners Wastewater Training, Councilor Childs seconded the motion.

Roll Call:

Childs: Yes, Wanner: Yes, Hill: Yes, Andersen: Yes

Librarian Appointment by Gunnison Valley Library Board:

The library board met earlier this month and offered the librarian job to Angela Leatherwood. She accepted this position. Angela stated that she has been training under Carolyn for this position for the last 3 years. Dennis stated that Carolyn would like to hire a PT employee to start training now so that they will be prepared for when Carolyn retires at the end of the month. Angela stated that she will be able to spend more time in her finance position now with this position change.

Storm Drain System Improvement Needs:

City Administrator Dennis Marker, City Engineer Kelly Chappel, and Public Works Director addressed the council. Recent storms that have once again shown us where the city's weakest points are for flooding: 100 West near 100 South, 350 West near 350 North, and Farmer's Freeway near 450 West.

The council discussed these same areas. While some efforts have been made to address potential flooding, there is more work that can be done. Repair options that were discussed last year included installing additional sumps, curbing, trenches, and culverts.

Councilor Wanner made the motion to approve a maximum of \$50,000 for the storm drain improvements discussed, Councilor Andersen seconded the motion.

Roll Call:

Childs: Yes, Wanner: Yes, Hill: Yes, Andersen: Yes

SITLA Land Lease Expansion:

Dennis Marker addressed the Council. He stated that In 2020 Gunnison entered a 10-year lease agreement with SITLA to have limited control of the G Hill for the purpose of constructing trails and other recreation improvements to benefit the community. Over the past two years, Gunnison has made improvements beyond the lease boundaries with SITLA authorization of temporary use permits. Due to the permanent nature of the trail and access improvements that were made, SITLA is requesting that Gunnison incorporate those improvements into its lease area to better comply with statutory land use requirements. The cost to Gunnison City for expanding the lease area will be \$3,000 annually. Twenty-five percent of this cost will be covered using OHV funds of the state.

Councilor Andersen made the motion to approve the SITLA Land Lease Expansion, Councilor Hill seconded the motion.

Roll Call:

Childs: Yes, Wanner: Yes, Hill: Yes, Andersen: Yes

Application for GOEO Rural Community Opportunity Grant:

The Governor's Office of Economic Opportunity is accepting Rural Community Opportunity Grant applications. The grant awards can be as much as \$600,000. Gunnison would be required to provide a minimum 20% match. Gunnison has been coordinating with the Utah Trust Lands Administration (SITLA), the Utah Inland Port Authority (UIPA), and Sanpete County to extend roads and utilities within the Gunnison Innovation Park. The proposed infrastructure expansion project is estimated to cost \$649,695.05. The proposed match funding includes Gunnison providing \$101,000, SITLA \$90,000, and Sanpete County \$12,500 for a total match of 31%. UIPA is committed to using available TIF backing as needed. The requested grant amount is \$446,195.05. Gunnison's portion would come from the current fiscal year and next fiscal year. If the city moves forward with this application, the Council must be committed to budgeting the additional funds for the next fiscal year.

Councilor Wanner made the motion to approve submitting the discussed funding application to GOEO for the Rural Community Opportunity Grant, Councilor Childs seconded the motion.

Roll Call:

Childs: Yes, Wanner: Yes, Hill: Yes, Andersen: Yes

Resolutions and Ordinances

Resolution 2025-15, America 250 Celebration Community:

Valerie Andersen addressed the council. She let them know that Gunnison City is going to be a part of the America250/Utah250 for the upcoming Independence Day Celebration. It will be the 250th anniversary of America. She went over the committee and resolution with the Council. She let them know that they will receive a \$1,500 stipend.

Councilor Andersen made the motion to approve Resolution 2025-15 America 250 Celebration Community; Councilor Childs seconded the motion.

Minutes

September 30th, 2025, Special Council Meeting:

Councilor Wanner made the motion to approve the minutes for September 30th, 2025, special council meeting, Councilor Childs seconded the motion.

Roll Call:

Childs: Yes, Wanner: Yes, Hill: Yes

Bills for period ending October 10th, 2025, totaling \$539,592.16:

Councilor made the motion to approve the bills for the period ending October 10th, totaling \$539,592.16, Councilor seconded the motion.

Roll Call:

Childs: Yes, Wanner: Yes, Hill: Yes

Reports of Officers, Staff, Boards and Committees

Fall Cleanup Dates: October 17-24. Dumpsters will be located at 200 West between 100 North and Center and 200 East between 100 South and Center

Dennis Marker:

Went over September financials with the Council. It is the end of the first quarter. Revenues are close to 25% and expenses are under 25%. The City was denied the \$60,000 tax increase, so they will have to watch the budget. They will have an idea of where they are in January.

The audit is complete; there were some very minor items that they needed to watch. He said one of the issues that the upper accounts were calculating incorrectly. This was causing the City to lose about \$5,000 a month.

JD Bunnell:

Went to ... to go over the issues that they are having with the sewer. He will take the options to help with the issue with the sewer board next Wednesday.

Valerie Andersen:

Ballots have gone out in the mail. Election day is November 4th. Will have to take ballots to Sanpete County and work a few days there for the election.

Reports by Mayor and Council Members

Mike Wanner:

Wondering about getting Jed Hansen a state fuel card so that He can always get the tax taken off fuel purchases.

Stella Hill:

New librarian is taken care of.

Took the planter baskets down off

Fall Cleanup Dates: October 17-24. Dumpsters will be located at 200 West between 100 North and Center and 200 East between 100 South and Center. She would like to see this advertised in other ways besides social media.

Robert Andersen:

The lion's club is looking for a tree to put in the plaza for Christmas.

Mayor Nay:

The City received the outdoor recreation economic award

Tarr Canyon Well Project Update and Related Easements:

Councilor Wanner made the motion to go into closed session to discuss the pending or reasonably imminent litigation, and/or purchase, exchange, or lease of real property, Councilor Andersen seconded the motion.

Roll Call:

Childs: Yes, Wanner: Yes, Hill: Yes

9:53 P.M. out of close session

Councilor Wanner made the motion to go into closed session to discuss the character, professional competence, or physical or mental health of an individual, Councilor Andersen seconded the motion.

Roll Call:

Childs: Yes, Wanner: Yes, Hill: Yes

10:12 P.M. out of closed session

Adjournment:

Councilor Wanner made the motion to adjourn.

Roll Call:

Childs: Yes, Wanner: Yes, Hill: Yes, Andersen: Yes

Approval Date: November 5th, 2025

Lori Nay, Mayor

Attest:

Valerie Andersen, City Recorder

Report Criteria:

Detail report.
Invoices with totals above \$0.00 included.
Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10-2221							
4009	IRS	2025.10.19	10/06/2025-10/19/2025	10/23/2025	4,741.36	4,741.36	10/23/2025
Total 10-2221:					4,741.36	4,741.36	
10-2225							
3570	UTAH RETIREMENT SYSTEMS	2025.10.19	LIABILITIES-RETIREMENT PAYA	10/23/2025	3,939.00	3,939.00	10/23/2025
Total 10-2225:					3,939.00	3,939.00	
10-2229							
4067	SUN LIFE	2025.10.23	SEPTEMBER, OCTOBER, NOVE	10/23/2025	1,018.50	1,018.50	10/23/2025
Total 10-2229:					1,018.50	1,018.50	
10-2231							
4003	PEHP FLEX	2025.10.19	FLEX 10/06/2025-10-19/2025	10/23/2025	194.23	194.23	10/23/2025
2385	PUBLIC EMPLOYEES HEALTH	652458	LIABILITIES-NOVEMBER 2025	10/23/2025	13,012.11	13,012.11	10/23/2025
3545	UTAH LOCAL GOVERNMENTS T	M1622683	BENEFITS SEPTEMBER 2025 -	10/02/2025	45.00	45.00	10/15/2025
Total 10-2231:					13,251.34	13,251.34	
10-2232							
4033	PEHP LIFE	0124176296	LIFE INSURANCE - OCTOBER 2	10/23/2025	139.49	139.49	10/23/2025
2390	PEHP LTD PROGRAM	2025.10.19	LIABILITIES-10/06/2025-10/19/20	10/23/2025	85.21	85.21	10/23/2025
Total 10-2232:					224.70	224.70	
10-35-10							
4156	MITCHELL MCGILL	2025.10	COURT - BAIL/BOND REFUND	10/15/2025	750.00	750.00	10/15/2025
Total 10-35-10:					750.00	750.00	
10-41-22							
3918	DENNIS MARKER	2025.10	COUNCIL - ULCT CONFERENCE	10/10/2025	171.50	171.50	10/15/2025
4018	DONALD CHILDS	2025.10.2	COUNCIL - ULCT CONFERENCE	10/10/2025	50.00	50.00	10/15/2025
3535	UTAH LEAGUE OF CITIES & TO	2025.10	COUNCIL - TRAINING ULCT	10/29/2025	2,115.00	2,115.00	10/30/2025
Total 10-41-22:					2,336.50	2,336.50	
10-41-23							
2020	LORI NAY	2025.10	COUNCIL MILEAGE REIMBURS	10/10/2025	402.50	402.50	10/15/2025
2020	LORI NAY	2025.10.22	COUNCIL - MILEAGE REIMBUR	10/22/2025	121.38	121.38	10/23/2025
4032	MIKE WANNER	2025.10.22	COUNCIL- MILAGE REIMBURSE	10/23/2025	506.38	506.38	10/23/2025
4032	MIKE WANNER	2025.10.22.2	COUNCIL - PARKING REIMBUR	10/23/2025	50.00	50.00	10/23/2025
3110	SHAWN CRANE	2025.10	COUNCIL - MILEAGE REIMBUR	10/23/2025	435.00	435.00	10/23/2025
Total 10-41-23:					1,515.26	1,515.26	
10-41-31							
1070	ETJ LAW,INC.	3211	COUNCIL - PROFESSIONAL SE	10/16/2025	715.00	715.00	10/23/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 10-41-31:					715.00	715.00	
10-41-60							
31	AMAZON BUSINESS	1NQ7-GH39-Y	COUNCIL - CAROLYN'S RETIRE	10/27/2025	64.15	64.15	10/30/2025
1330	GUNNISON MARKET	2025.10	COUNCIL - VOLUNTEER APPRE	10/29/2025	191.96	191.96	10/30/2025
1330	GUNNISON MARKET	2025.10	COUNCIL - VOLUNTEER APPRE	10/29/2025	41.48	41.48	10/30/2025
3853	SWEET INGREDIENTS	000102925	COUNCIL - CAROLYNS RETIRE	10/29/2025	78.00	78.00	10/30/2025
Total 10-41-60:					375.59	375.59	
10-42-31							
870	DAVID J. ANGERHOFER, P.C.	2025.10	COURT- JUNE THROUGH SEPT	09/29/2025	420.00	420.00	10/30/2025
Total 10-42-31:					420.00	420.00	
10-42-40							
3615	UTAH STATE TREASURER	2025.10	COURT- 09/01/2025-09/30/2025	10/15/2025	1,969.03	1,969.03	10/15/2025
Total 10-42-40:					1,969.03	1,969.03	
10-49-24							
31	AMAZON BUSINESS	11JL-TVCJ-4Q	ADMIN - OFFICE SUPPLIES	10/14/2025	135.09	135.09	10/23/2025
31	AMAZON BUSINESS	13MF-HD3Q-F	ADMIN - DESK CALENDER	10/14/2025	8.89	8.89	10/23/2025
31	AMAZON BUSINESS	1FJD-T1VL-7X	ADMIN - CALENDER	10/27/2025	14.22	14.22	10/30/2025
31	AMAZON BUSINESS	1NQ7-GH39-Y	ADMIN - OFFICE SUPPLIES	10/27/2025	45.26	45.26	10/30/2025
Total 10-49-24:					203.46	203.46	
10-49-60							
4157	ORA GONZALEZ	2025.10	ADMIN - WELLNESS GYM MEM	10/14/2025	112.00	112.00	10/15/2025
Total 10-49-60:					112.00	112.00	
10-51-26							
1140	PYE-BARKER FIRE & SAFETY	7215615	CITY HALL- NOVEMBER 2025	11/01/2025	64.31	64.31	10/30/2025
Total 10-51-26:					64.31	64.31	
10-51-29							
2685	ROCKY MOUNTAIN POWER	2025.10.66589	CITY HALL - POWER SEPTEMB	10/03/2025	1,766.04	1,766.04	10/15/2025
Total 10-51-29:					1,766.04	1,766.04	
10-51-40							
150	ANGELA LEATHERWOOD	2025.10.29	CITY HALL- FALL WINDOW CLE	10/29/2025	300.00	300.00	10/30/2025
Total 10-51-40:					300.00	300.00	
10-52-29							
2685	ROCKY MOUNTAIN POWER	2025.10.66589	SHOP - SEPTEMBER 2025	10/10/2025	107.14	107.14	10/30/2025
2685	ROCKY MOUNTAIN POWER	2025.10.66589	SHOP - POWER SEPTEMBER 2	10/03/2025	40.47	40.47	10/15/2025
Total 10-52-29:					147.61	147.61	
10-56-42							
1410	HALES SAND & GRAVEL	6696421	ECONOMIC DEVELOPMENT - G	09/04/2025	4,611.34	4,611.34	10/30/2025
1410	HALES SAND & GRAVEL	6699751	ECONOMIC DEVELOPMENT - G	09/09/2025	935.45	935.45	10/30/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
1410	HALES SAND & GRAVEL	6720487	ECONOMIC DEVELOPMENT - G	10/06/2025	135.13	135.13	10/15/2025
Total 10-56-42:					5,681.92	5,681.92	
10-60-29							
2685	ROCKY MOUNTAIN POWER	2025.10.66589	STREETS - SEPTEMBER 2025	10/10/2025	629.18	629.18	10/30/2025
2685	ROCKY MOUNTAIN POWER	2025.10.66589	STREETS - POWER SEPTEMBE	10/03/2025	87.92	87.92	10/15/2025
Total 10-60-29:					717.10	717.10	
10-62-55							
2860	SANPETE SANITARY LANDFILL	2025.10	CO-OP LANDFILL FEES	09/30/2025	2,433.60	2,433.60	10/15/2025
Total 10-62-55:					2,433.60	2,433.60	
10-70-26							
3957	UTAH GOPHER CONTROL	5853	PARKS - GOPHER TREATMENT	10/20/2025	3,500.00	3,500.00	10/30/2025
Total 10-70-26:					3,500.00	3,500.00	
10-70-29							
2685	ROCKY MOUNTAIN POWER	2025.10.66589	PARKS AND CEMETERY - SEPT	10/10/2025	132.21	132.21	10/30/2025
Total 10-70-29:					132.21	132.21	
10-70-52							
4158	DAKTRONICS	7170138	PARKS - CAPITAL OUTLAY BALL	10/17/2025	13,307.11	13,307.11	10/23/2025
Total 10-70-52:					13,307.11	13,307.11	
10-75-21							
31	AMAZON BUSINESS	13FT-YGWC-F	LIBRARY - ASSORTED BOOKS	10/28/2025	34.28	34.28	10/30/2025
31	AMAZON BUSINESS	19QF-WKDX-D	LIBRARY - ASSORTED BOOKS	10/28/2025	84.72	84.72	10/30/2025
31	AMAZON BUSINESS	1C3Q-LYGF-7	LIBRARY - ASSORTED BOOKS	10/20/2025	66.14	66.14	10/23/2025
31	AMAZON BUSINESS	1DKC-L4J4-3D	LIBRARY - ASSORTED BOOKS	10/22/2025	30.22	30.22	10/30/2025
31	AMAZON BUSINESS	1F7G-R9W6-P	LIBRARY - ASSORTED BOOKS	10/28/2025	81.20	81.20	10/30/2025
31	AMAZON BUSINESS	1GC1-N1GR-4	LIBRARY - ASSORTED BOOKS	10/14/2025	49.45	49.45	10/23/2025
31	AMAZON BUSINESS	1HPT-4T6K-41	LIBRARY - ASSORTED BOOKS	10/19/2025	22.96	22.96	10/23/2025
31	AMAZON BUSINESS	1J6M-W6CD-1	LIBRARY - ASSORTED BOOKS	10/27/2025	76.01	76.01	10/30/2025
31	AMAZON BUSINESS	1PKD-WW4N-	LIBRARY - ASSORTED BOOKS	10/27/2025	70.92	70.92	10/30/2025
31	AMAZON BUSINESS	1QMD-LF9K-Y	LIBRARY - ASSORTED BOOKS	10/28/2025	62.12	62.12	10/30/2025
2170	MICRO MARKETING LLC	991568	LIBRARY-	10/07/2025	98.35	98.35	10/23/2025
2170	MICRO MARKETING LLC	991569	LIBRARY-	10/07/2025	223.28	223.28	10/23/2025
2170	MICRO MARKETING LLC	991757	LIBRARY-	10/09/2025	105.94	105.94	10/15/2025
2170	MICRO MARKETING LLC	992066	LIBRARY-	10/14/2025	16.39	16.39	10/23/2025
2170	MICRO MARKETING LLC	992464	LIBRARY-	10/21/2025	37.66	37.66	10/30/2025
Total 10-75-21:					1,059.64	1,059.64	
10-75-24							
1330	GUNNISON MARKET	2025.10	LIBRARY - SNACKS FOR STOR	10/29/2025	39.96	39.96	10/30/2025
Total 10-75-24:					39.96	39.96	
10-76-30							
2685	ROCKY MOUNTAIN POWER	2025.10.66589	RODEO - SEPTEMBER 2025	10/10/2025	10.89	10.89	10/30/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 10-76-30:					10.89	10.89	
10-78-29							
2685	ROCKY MOUNTAIN POWER	2025.10.66589	AIRPORT - SEPTEMBER 2025	10/10/2025	128.99	128.99	10/30/2025
Total 10-78-29:					128.99	128.99	
21-40-25							
2480	CULLIGAN QUENCH USA, INC	09705089	POOL-WATER DISPENSER 10/1	10/17/2025	39.95	39.95	10/30/2025
Total 21-40-25:					39.95	39.95	
21-40-26							
1330	GUNNISON MARKET	2025.10	POOL - CONCESSIONS	10/29/2025	58.94	58.94	10/30/2025
1330	GUNNISON MARKET	2025.10	POOL - CONCESSIONS	10/29/2025	21.98	21.98	10/30/2025
Total 21-40-26:					80.92	80.92	
21-40-29							
2685	ROCKY MOUNTAIN POWER	2025.10.66589	POOL - SEPTEMBER 2025	10/10/2025	1,633.24	1,633.24	10/30/2025
Total 21-40-29:					1,633.24	1,633.24	
21-40-32							
1330	GUNNISON MARKET	2025.10	POOL - TRAINING BREAKFAST	10/29/2025	27.01	27.01	10/30/2025
Total 21-40-32:					27.01	27.01	
21-40-40							
1330	GUNNISON MARKET	2025.10	POOL - BUILDING MAINTENANC	10/29/2025	19.95	19.95	10/30/2025
Total 21-40-40:					19.95	19.95	
21-40-41							
31	AMAZON BUSINESS	1LDD-36DSQ-	POOL - POOL CLEANER CABLE	10/09/2025	1,057.99	1,057.99	10/23/2025
Total 21-40-41:					1,057.99	1,057.99	
21-40-42							
3255	THATCHER CO	202510011015	POOL - CHEMICAL COSTS	08/18/2025	2,583.40	2,583.40	10/23/2025
Total 21-40-42:					2,583.40	2,583.40	
22-40-22							
1330	GUNNISON MARKET	2025.10	FIRE - STEAK NIGHT DINNER	10/29/2025	91.72	91.72	10/30/2025
1330	GUNNISON MARKET	2025.10	FIRE - STEAK NIGHT DINNER	10/29/2025	117.10	117.10	10/30/2025
Total 22-40-22:					208.82	208.82	
22-40-29							
2685	ROCKY MOUNTAIN POWER	2025.10.66589	FIRE - SEPTEMBER 2025	10/10/2025	247.39	247.39	10/30/2025
Total 22-40-29:					247.39	247.39	
22-40-60							
1140	PYE-BARKER FIRE & SAFETY	7215615	FIRE - NOVEMBER 2025	11/01/2025	58.32	58.32	10/30/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 22-40-60:					58.32	58.32	
22-40-61							
1330	GUNNISON MARKET	2025.10	FIRE - MISCELLANEOUS SUPPL	10/29/2025	38.96	38.96	10/30/2025
Total 22-40-61:					38.96	38.96	
22-40-67							
3625	UTAH VALLEY UNIVERSITY	AC1622	FIRE - CERTIFICATION EXAMS	10/10/2025	100.00	100.00	10/23/2025
Total 22-40-67:					100.00	100.00	
50-37-11							
3712	WILLIAM PARK	2025.10.29	REVENUE - CREDIT FOR ACCO	10/29/2025	4.41	4.41	10/30/2025
Total 50-37-11:					4.41	4.41	
50-40-26							
1325	GUNNISON IRRIGATION COMP	2025.10	PI - 1037 SHARES @ 12.50 PER	10/29/2025	13,052.00	13,052.00	10/30/2025
Total 50-40-26:					13,052.00	13,052.00	
50-40-75							
3976	BEH BROTHERS	2025.10.8074M	PI - IRRIGATION METER PROJE	09/16/2025	280,888.67	280,888.67	10/15/2025
3976	BEH BROTHERS	210.1	PI - IRRIGATION METER PROJE	06/05/2025	71,777.63	71,777.63	10/15/2025
1063	ENSIGN	122707	PI - IRRIGATIONS METER PROJ	10/07/2025	6,750.00	6,750.00	10/15/2025
4138	MOUNTAIN PEAK LAND MANAG	651	PI - IRRIGATION METER PROJE	09/25/2025	2,806.81	2,806.81	10/15/2025
Total 50-40-75:					362,223.11	362,223.11	
51-81-24							
2445	POSTMASTER	2025.10.30	WATER- NOVEMBER STATEME	10/30/2025	338.83	338.83	10/30/2025
Total 51-81-24:					338.83	338.83	
51-81-25							
1410	HALES SAND & GRAVEL	6728352	WATER - CRUSHED ROCK	10/14/2025	50.27	50.27	10/30/2025
2895	SCHOLZEN PRODUCTS CO., IN	6942956-00	WATER - MASTER METER SR	10/13/2025	1,400.00	1,400.00	10/30/2025
Total 51-81-25:					1,450.27	1,450.27	
51-81-29							
2685	ROCKY MOUNTAIN POWER	2025.10.66589	WATER - SEPTEMBER 2025	10/10/2025	6,683.63	6,683.63	10/30/2025
Total 51-81-29:					6,683.63	6,683.63	
51-82-32							
3400	TWIN "D" INC.	803490	SEWER-LINE CLEANING	09/30/2025	37,565.28	37,565.28	10/15/2025
Total 51-82-32:					37,565.28	37,565.28	
52-82-29							
2685	ROCKY MOUNTAIN POWER	2025.10.66589	SEWER - SEPTEMBER 2025	10/10/2025	57.90	57.90	10/30/2025
Total 52-82-29:					57.90	57.90	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Grand Totals:					488,332.50	488,332.50	

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

- Detail report.
- Invoices with totals above \$0.00 included.
- Paid and unpaid invoices included.

RESOLUTION 2025-16

RESOLUTION ADOPTING THE GUNNISON CITY RECORDS MANAGEMENT HANDBOOK

WHEREAS, the Utah Government Records Access and Management Act (GRAMA), Utah Code §63G-2-101 et seq., requires local government entities to manage public records responsibly; and

WHEREAS, the Utah State Archives & Records Service provides retention schedules to guide municipalities in managing records appropriately; and

WHEREAS, Gunnison City seeks to establish a clear, consistent, and legally compliant records retention policy for all departments, offices, and staff; and

WHEREAS, the Gunnison City Records Retention Handbook has been prepared to provide guidance on record classification, retention periods, storage, security, and authorized destruction or transfer of city records;

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

1. The **Gunnison City Records Retention Handbook**, dated November 5TH, 2025, is hereby **adopted** as the official records retention policy for Gunnison City.
2. All departments, offices, boards, and employees of Gunnison City shall **comply** with the provisions of this handbook.
3. The **City Recorder** is authorized to oversee the implementation, administration, and updates to this policy, in consultation with the City Council and in compliance with Utah State Archives retention schedules, **as provided under Utah Code §§ 63G-2-604 and 63G-2-701**.
4. This resolution supersedes any previous records retention policies or administrative guidelines adopted by Gunnison City.
5. The Gunnison City Records Retention Handbook may be **amended or updated** by future resolution of the City Council to reflect changes in state law, municipal operations, or retention requirements.

PASSED by the City Council of the City of Gunnison, Utah, this ____ day of _____, 2025.

Lori Nay, Mayor

ATTEST

Valerie Andersen, City Recorder

Councilmember Robert Andersen

Councilmember Donald Childs

Councilmember Shawn Crane

Councilmember Stella Hill

Councilmember Michael Wanner

Gunnison City Records Management Handbook

Prepared by Valerie Andersen, City Recorder

Adopted by Gunnison City Council [Date Placeholder]

Introduction

This Records Management Handbook establishes policies and procedures for the retention, storage, and disposal of Gunnison City records in accordance with the **Utah State Records Retention Schedule**. Following these policies ensures compliance with the **Utah Government Records Access and Management Act (GRAMA), Utah Code Title 63G, Chapter 2 (§§ 63G-2-101 through 63G-2-1201)**, and promotes transparency, efficiency, and accountability in City operations.

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1. Purpose

The purpose of this handbook is to provide Gunnison City staff with a clear, consistent process for managing City records and ensuring compliance with the **Government Records Access and Management Act (GRAMA)**, **Utah Code Title 63G, Chapter 2 (§§ 63G-2-101 through 63G-2-1201)**, and the **Utah State Archives Retention Schedules (§§ 63G-2-604 and 63G-2-701)**. This handbook is designed to promote transparency, accountability, and efficiency in the management of City records.

2. Scope

- This Handbook applies to all records regardless of format: paper, electronic, audio, or video and shall be followed by all departments, offices, boards, and staff of Gunnison City.

3. Definitions

- **Record:** Any recorded information **prepared, owned, received, or retained by the City**, in any format, including paper, electronic, or audiovisual media.
Authority: Utah Code § 63G-2-103(27)
- **Record Series:** A group of related records that are treated as a unit for retention and disposition purposes.
Authority: Utah Code § 63G-2-103(28).
- **Retention Schedule:** An approved timeline for retaining each record series, including instructions for destruction, transfer, or archival.
Authority: Utah Code §§ 63G-2-604 and 63G-2-701.
- **Public Records:** Records that are **open and available to the public** unless restricted or classified by law. Examples include City Council minutes, adopted ordinances, and budgets.
Authority: Utah Code § 63G-2-201 – Public records must be available for inspection unless classified as private, controlled, or restricted.
- **Private Records:** Private records are those restricted to authorized City personnel to protect the privacy of individuals or to maintain confidentiality as required by law. Examples include, but are not limited to:
 - Personal information about individuals, including personnel records, medical information, social security numbers, and other information protected by state or federal law.
 - Records restrict authorized City personnel to protect government operations, security, or ongoing investigations, including facility security plans, emergency response strategies, and pending contract bids.
 - **Confidential communications with legal counsel**, including attorney-client privileged correspondence, legal opinions, and documents prepared in anticipation of litigation.
 - **Authority:** Utah Code § 63G-2-302(1) – Private records are **not available for public inspection**, and access is restricted to authorized personnel only.

- **Controlled Records:** Controlled records are those that contain sensitive information where limited access is required to protect the City's operations, finances, or compliance obligations. Access is granted on a **need-to-know basis** and may include:
 - Certain financial records, internal audit reports, and proprietary information.
 - Internal administrative or operational policies are not intended for public disclosure.
 - Drafts of ordinances, resolutions, or policy documents prior to formal adoption.
 - **Note:** Controlled records are generally accessible to City personnel with proper authorization but may be withheld by the public unless release is specifically permitted under GRAMA.
- **Protected Records:** Private records are those restricted to authorized City personnel to protect the privacy of individuals or to maintain confidentiality as required by law. Examples include, but are not limited to:
 - Personal information about individuals, including personnel records, medical information, social security numbers, and other information protected by state or federal law.
 - Records restrict authorized City personnel to protect government operations, security, or ongoing investigations, including facility security plans, emergency response strategies, and pending contract bids.
 - **Confidential communications with legal counsel**, including attorney-client privileged correspondence, legal opinions, and documents prepared in anticipation of litigation.
 - **Authority:** Records classified as private are **not available for public inspection** under Utah Code § 63G-2-302(1), and access is restricted to authorized personnel only.
- **Restricted Records**
 - Restricted records are maintained to protect **government operations, security, or ongoing investigations**. These records are **strictly limited** to personnel with explicit authorization and include, but are not limited to:
 - Security plans for City facilities or critical infrastructure.
 - Emergency response strategies and contingency planning documents.
 - Pending contract bids, procurement evaluations, or legal investigations.
 - **Authority:** Access to restricted records is limited under Utah Code § 63G-2-305 and other applicable laws; unauthorized disclosure may result in civil or criminal penalties.

Quick Reference Table

Record Type	Access	Example
Public	Anyone	Council minutes, budgets, ordinances
Private	Individual concerned or authorized personnel	Employee files, customer records, SSN, medical info
Protected	Authorized city personnel only	Security plans, emergency response strategies, pending contract bids
Controlled	Specific staff or departments	Draft policies, internal reports, procurement planning files
Restricted	Limited to explicitly authorized personnel only	Ongoing legal investigations, sensitive litigation documents, high-risk security plans, certain law enforcement or emergency operations records

4. Responsibilities

- [City Recorder](#): Maintains retention schedules, oversees GRAMA requests, authorizes record destruction or archival transfer.
- [Department Heads](#): Ensure compliance within their department.
- [All Employees](#): Properly create, label, store, and dispose of records.

5. Records Classification

- Records are classified under GRAMA as Public, Private, Controlled, Protected, or Restricted. Record classification affects access, storage, and disposition.

6. Retention & Disposition Guidelines

- Follow **Utah State Archives approved retention schedules** in accordance with **Utah Code §§ 63G-2-604 and 63G-2-701**.
- Destroy or transfer records **only after the retention period expires** and with the approval of the **City Recorder**, as authorized under **Utah Code § 63G-2-604**.
- Maintain a **disposition log** documenting all destruction or transfer record, consistent with Utah State Archives requirements (**Utah Code § 63G-2-604**).
- All City records must be retained in accordance with the **Gunnison City Records Retention Schedule (Appendix A)**.
- **Department heads** are responsible for ensuring compliance with this policy and for overseeing proper implementation within their departments (**Utah Code §§ 63G-2-604, 63G-2-701**).

7. Records Filing & Labeling Policy

Purpose:

The purpose of this policy is to establish a uniform system for labeling, organizing, and maintaining Gunnison City records. This ensures consistency, easy retrieval, and compliance with the Utah State Records Retention Schedule.

a. Filing by Department

All records shall be organized and maintained by department. Each department is responsible for filing, labelling, and maintaining records according to this policy and the Gunnison City Records Retention Schedule (Appendix A).

Departments and Sub-Departments:

- Administration
 - City Recorder
 - Finance
 - Mayor/Council
 - Human Resources (HR)
- Cemetery
- Fire Department
- Library
- Planning and Zoning
- Public Works
 - Sewer
 - Irrigation
 - Storm Drain
 - Roads
 - Culinary Water Systems
- Recreation

Each department should maintain both **electronic and physical files** in accordance with the retention schedule.

b. File Naming & Labeling Format

To ensure **consistency and easy retrieval**, all electronic and paper records will follow the **same naming convention**:

[Sequential File Number][Department/Sub-Department][YYYY.MM.DD][Record Series/Type][Brief Description]

Components:

1. **Sequential File Number:** A unique number assigned to each record within the record series for tracking purposes.
2. **Department/Sub-Department:** Department name, with sub-department if applicable.
3. **Date:** Year.Month.Day format (YYYY.MM.DD).
4. **Record Series/Type:** The type of record as defined in the retention schedule.
5. **Brief Description:** A short, descriptive title of the record's content.

Digital Examples:

- 001_PublicWorks_Sewer_2025.10.24_SewerInspection_Report_MainSt.pdf
- 045_PlanningZoning_2025.05.15_Permit_JohnsonGarage.pdf
- 012_Library_2025.07.12_ProgramFlyer_SummerReading.docx
- 023_Cemetery_2024.11.03_PlotPurchase_AndersonFamily.pdf
- 005_Admin_CityRecorder_2025.01.10_CouncilMinutes_RegularMeeting.docx

Physical File Label Format:

All paper files shall mirror the digital naming structure:

Sequential File Number – Department/Sub-Department – Record Series – Year – Description

Examples:

- 001 – Public Works – Sewer Inspections – 2025 – Main St
- 012 – Library – Program Flyers – 2025 – Summer Reading
- 045 – Planning & Zoning – Building Permits – 2024–2025 – Johnson Garage

Physical folders shall include a **Records Destruction Log Sheet** at the back of each drawer or binder.

c. Folder Organization

Each department shall maintain a clear folder hierarchy for both digital and physical files, organized by **record type** and **year**.

Gunnison City Records – File Numbering & Folder Structure Diagram

Gunnison City Records/

- |— Administration/
- | |— City Recorder/
 - | | |— 001_CityRecorder_2025.01.10_CouncilMinutes_RegularMeeting.pdf
- | |— Finance/
 - | | |— 002_Finance_2025.02.12_Budget_QuarterlyReport.xlsx
- | |— Mayor_Council/
 - | | |— 003_MayorCouncil_2025.03.05_MeetingAgenda.pdf
- | |— HR/
 - | | |— 004_HR_2025.04.20_EmployeeFile_Smith.pdf
- |— Cemetery/
 - | |— 005_Cemetery_2024.11.03_PlotPurchase_AndersonFamily.pdf
- |— Fire Department/
 - | |— 006_Fire_2025.06.10_Inspection_Report_Station1.pdf
- |— Library/
 - | |— 012_Library_2025.07.12_ProgramFlyer_SummerReading.docx
- |— Planning and Zoning/
 - | |— 045_PlanningZoning_2025.05.15_Permit_JohnsonGarage.pdf
- |— Public Works/
 - | |— Sewer/
 - | | |— 001_PublicWorks_Sewer_2025.10.24_SewerInspection_Report_MainSt.pdf
 - | |— Irrigation/

- | └— Storm Drain/
- | └— Roads/
- | └— Culinary Water Systems/
- └— Recreation/
 - └ 020_Recreation_2025.08.15_Program_FallFest.pdf

Key Notes for Staff

1. **Sequential File Number:** Starts at 001 for each record series and continues sequentially.
2. **Department/Sub-Department:** Clearly indicate the department name. Sub-department included if applicable.
3. **Date Format:** Use YYYY.MM.DD for consistency.
4. **Record Series/Type & Brief Description:** Short descriptive labels for easy identification.
5. **Physical & Digital Alignment:** The file name of paper folders should match the digital file name exactly.
6. **Records Destruction Log:** Each physical drawer or binder must include a log sheet for auditing purposes.

e. Retention & Cross-Reference

Each record must be linked to its corresponding Record Series in the Gunnison City Retention Schedule (Appendix A). This ensures each file's retention period and disposition method (destroy or transfer) are properly applied.

f. Responsibility

1. The City Recorder maintains oversight of all departmental filing systems and ensures retention compliance.
2. Each department head is responsible for:
 - Ensuring staff follow the filing and labeling format.
 - Reviewing records per the approved retention schedule.
 - Coordinating with the City Recorder for the annual records destruction process or archival transfer.

8. Storage & Security

- **Electronic:** City servers or authorized cloud with access controls.
- **Physical:** Secure storage areas with limited access.

- [Confidential/Private/Controlled](#): Restricted access areas and protection.

9. Record Destruction

- Authorized by City Recorder.
- Document approval date, method, series, and staff responsible in the Gunnison Record Destruction Logbook.
- Use secure methods: shredding, pulping, secure deletion of electronic files.
- Electronic files should be securely deleted using methods that prevent recovery, as GRAMA applies to electronic as well as paper records.

10. GRAMA Requests

- All public records requests shall be handled by the City Recorder's Office.
- GRAMA (§63G-2-101 et seq.) timelines and procedures shall be met (responses shall be within 10 business days).

11. Policy Review & Updates

- These policies shall be reviewed every 3 years or with changes in statute, city structure, or state retention schedules.
- Updated policies shall be approved by Gunnison City Council and filed with Utah State Archives.

12. Departmental Records Retention Tables

A. Administration / City Recorder

Record Series	Description / Examples	Retention	Disposition
City Council Minutes (Approved)	Official, approved record of City Council meetings, including attachments and exhibits.	Permanent	Transfer to State Archives. Maintain both digital and hard copy per policy.
City Council Agendas	Meeting agendas, notices, and supporting summaries used to inform Council and the public.	5 years	Destroy. Retain longer if needed for reference or audit.
City Council Packets & Backup Material	Staff reports, correspondence, and reference materials prepared for Council meetings.	4 years	Destroy. Retain longer if needed for research or project documentation.
Ordinances & Resolutions	Official city legislation and policies adopted by Council.	Permanent	Transfer to State Archives. Maintain indexed copy in Recorder's office.
Official Correspondence – Executive / Policy	Correspondence from the Mayor, Council, or City Recorder documenting official decisions or policy direction.	Permanent	Transfer to State Archives.
Routine Correspondence – Administrative	Routine requests, transmittals, or communications that do not document policy decisions.	2 years	Destroy.
Email – Policy / Decision Related	Emails documenting major policy actions or official city decisions.	Permanent	Transfer to State Archives. Capture in electronic format.
Email – Routine / Informational	Scheduling, notifications, or non-policy communication.	2 years	Destroy.
Administrative Policies & Procedures	Internal policies, administrative directives, and procedural manuals.	7 years after superseded	Destroy or transfer significant versions to Archives if historically relevant.

Record Series	Description / Examples	Retention	Disposition
Contracts & Agreements (General)	Agreements between the city and external entities, including vendors, service providers, and interlocal agreements.	7 years after expiration or completion	Destroy. Retain longer if litigation, audit, or dispute is pending.
Annual Reports / Strategic Plans	Annual city performance reports, planning documents, or summaries of city activities.	Permanent	Transfer to State Archives.
Press Releases / Public Information	Statements, press packets, or media materials released to the public.	5 years	Destroy. Retain permanently if of historical significance.
City Recorder's Administrative Files	Records documenting recordkeeping operations, inventories, or retention authorizations.	7 years	Destroy.
Meeting Recordings (Audio/Video)	Audio or video recordings of City Council or public meetings.	Retain for 3 years after approval of written minutes and then destroy records.	Destroy unless designated for historical preservation.
Elections Records (Municipal)	Candidate filings, certifications, canvass reports, and election results.	22 months (federal) / 4 years (local, non-federal)	Destroy. Retain canvass results permanently.
Public Notices & Hearings	Published or posted notices of public meetings and hearings, including proof of posting/publication.	3 years	Destroy.
Public Comment / Surveys	Citizen feedback forms, surveys, or comments collected for city input.	3 years	Destroy unless historically significant.
Records Management Documentation	Records retention approvals, inventories, transfer logs, and disposal authorizations.	7 years	Destroy.

B. Cemetery Department Retention Schedule

Record Series	Description / Examples	Retention	Disposition
Burial Records / Interment Registers	Official record of all burials, including burial permits, lot numbers, dates, and names of deceased. May include digital index or burial database.	Permanent	Transfer to State Archives. Maintain working copy in Recorder's office or cemetery office.
Burial Permits / Certificates	Copies of burial or transit permits issued by the State Registrar or local authority authorizing interment.	Permanent	Transfer to State Archives.
Cemetery Plot Maps / Lot Records	Maps, plats, and databases showing lot ownership, burials, and available spaces.	Permanent	Transfer to State Archives. Maintain updated working map on site.
Lot Sales / Deed Records	Deeds, certificates of ownership, purchase agreements, and records of lot transfers.	Permanent	Transfer to State Archives. Maintain index by owner name and lot number.
Perpetual Care Fund Records	Records documenting deposits, interest, and expenditures for the cemetery perpetual care fund.	7 years after audit	Destroy. Retain summary ledgers permanently if historically significant.
Cemetery Revenue Records	Receipts, payments, and transaction documentation related to lot sales, burials, or services.	7 years after audit	Destroy.
Work Orders / Service Requests	Documentation of maintenance work, burials, marker placements, and other service requests.	5 years	Destroy.
Maintenance & Equipment Logs	Logs or reports of mowing, irrigation, equipment repair, or routine maintenance.	5 years	Destroy.
Cemetery Operations Correspondence	Correspondence regarding burials, plot sales, or cemetery operations that does not document policy.	3 years	Destroy.
Cemetery Policy / Procedures Manuals	Internal rules, regulations, and procedures governing cemetery operations.	7 years after superseded	Destroy. Transfer major historical versions to Archives if significant.

Record Series	Description / Examples	Retention	Disposition
Cemetery Board / Committee Records	Agendas, minutes, and reports of cemetery oversight or advisory committees.	Permanent (Minutes); 5 years (Agendas / Working Papers)	Transfer minutes to State Archives; destroy other records after retention period.
Correspondence / Public Requests	Routine requests for information, genealogical lookups, or plot inquiries.	3 years	Destroy.
Incident / Accident Reports (Cemetery Grounds)	Reports of accidents or injuries occurring within the cemetery.	7 years	Destroy. Retain longer if litigation pending.
Cemetery Project Files	Construction, landscaping, or expansion projects, including plans and approvals.	10 years after project completion	Destroy. Retain permanent record set for major projects if historically significant.

C. Finance Department Retention Schedule

Record Series	Description / Examples	Retention	Disposition
Financial Ledgers / Journals	General ledger, subsidiary ledgers, and journal entries documenting all city financial transactions.	7 years	Destroy. Transfer permanently if historically significant.
Annual Budgets	City annual budgets, supporting documents, and work papers.	7 years	Destroy. Transfer permanent copies of adopted budgets to Archives if desired for historical reference.
Audits / Audit Reports	External or internal audit reports, supporting documentation, and recommendations.	7 years	Destroy. Permanent transfer if historically significant or required for policy reference.
Invoices / Purchase Orders	Copies of invoices, purchase orders, and supporting documentation for goods or services.	7 years	Destroy. Retain electronically if part of financial system backups.
Accounts Payable	Detailed payment records, vouchers, and supporting documentation for city expenditures.	4 years	Destroy. Retain longer if subject to audit or litigation.
Accounts Receivable	Records of amounts owed to the city, including bills, statements, and collection actions.	4 years	Destroy.
Bank Statements / Deposit Slips / Reconciliations	Records documenting bank account activity, deposits, and reconciliations.	4 years	Destroy. Maintain reconciliations longer if required for audit reference.
Payroll Records	Employee payroll registers, deductions, time sheets, and salary history.	7 years	Destroy. Retain summary or permanent record for historical or pension purposes.
Employee Expense Reports / Reimbursements	Documentation of reimbursements for employee expenses.	7 years	Destroy.
Grant Files / Grant Accounting	Applications, award letters, financial reports, supporting documents, and compliance records for grants administered by the city.	7 years after grant closeout	Destroy. Retain permanent summary reports if historically significant or required by funder.

Record Series	Description / Examples	Retention	Disposition
Petty Cash / Cash Receipts	Daily cash transaction records, petty cash logs, and receipts.	4 years	Destroy.
Fixed Asset Records	Records of city-owned capital assets, including acquisition, depreciation, and disposal.	7 years after asset disposal	Destroy. Retain permanent inventory summary for historical reference.
Tax / Revenue Records	Local taxes collected, fees, utility payments, or other revenue-related documentation.	7 years	Destroy. Retain summary ledgers permanently.
Financial Policies & Procedures	Internal accounting and finance policies, procedural manuals, and internal controls.	7 years after superseded	Destroy. Transfer major historical versions to Archives if significant.
Budget Preparation Work Papers	Worksheets, projections, or notes prepared for budget creation.	5 years	Destroy.
Financial Correspondence	Routine correspondence related to accounting, budgeting, or financial inquiries.	3 years	Destroy.

D. Fire Department Retention Schedule

Record Series	Description / Examples	Retention	Disposition
Incident / Fire Reports	Official reports documenting fire calls, EMS responses, hazardous incidents, or other emergency responses. Includes scene reports, investigations, and follow-up documentation.	10 years	Destroy. Retain permanently if historically significant or part of major incident documentation.
Training Records	Records of firefighter certifications, continuing education, drills, and training exercises.	6 years	Destroy. Retain permanently for historical recognition or milestone achievement.
Roster Files / Personnel Assignments	Active and historical firefighter assignments, staffing rosters, and shift schedules.	6 years after separation	Destroy. Retain permanent summary for historical reference if desired.
Equipment / Vehicle Maintenance Logs	Maintenance, repair, and inspection records for fire trucks, rescue vehicles, and firefighting equipment.	7 years after disposal	Destroy. Retain permanently for major or historic equipment if significant.
Emergency Response Plans	Standard operating procedures, disaster response plans, and pre-incident planning documents.	10 years	Destroy or transfer to State Archives if considered of historical or operational significance.
Fire Inspection / Safety Reports	Fire code inspections, safety audits, and reports for public buildings, businesses, and facilities.	7 years	Destroy. Retain permanently if part of major historical compliance documentation.
Grant / Funding Records	Applications, award letters, reports, and financial documentation related to federal, state, or private grants.	6 years after grant closeout	Destroy. Retain permanently if historically significant or required by funding agency.
Insurance / Liability Claims	Claims against the department for injury, property damage, or other liability, including investigative documentation and settlements.	10 years after case closed	Destroy. Retain permanently if major litigation or precedent-setting case.
Meeting Minutes / Department Correspondence	Minutes of department meetings, internal memos, policy communications, and general correspondence.	7 years	Destroy. Transfer permanent records to Archives if historically significant.

Record Series	Description / Examples	Retention	Disposition
Fire Department Policies & Procedures	Manuals, SOPs, directives, and safety regulations governing operations.	7 years after superseded	Destroy. Retain permanent versions if historically significant.
Emergency Call Logs / Dispatch Records	Logs documenting dispatch of personnel and resources for emergencies.	7 years	Destroy. Retain permanently if part of major historical events.
Public Education & Outreach Records	Fire prevention programs, school presentations, and community outreach documentation.	5 years	Destroy. Retain permanently if significant for historical reference.

E. Human Resources Department Retention Schedule

Record Series	Description / Examples	Retention	Disposition
Employee Personnel Files	Active and former employee records, including applications, hire paperwork, performance evaluations, disciplinary actions, promotions, transfers, and termination documents.	7 years after separation	Destroy. Retain permanently if historically significant or for executive-level staff.
Recruitment / Job Applications	Applications, resumes, interview notes, and background checks for job candidates not hired.	3 years	Destroy. Retain for longer if involved in legal proceedings.
Hiring / Selection Records	Documentation related to job postings, interview schedules, hiring committee notes, and final selection.	7 years after position filled	Destroy.
Payroll Records	Employee salary history, time sheets, deductions, tax withholdings, and benefits contributions.	7 years	Destroy. Retain summary or permanent records for pensions or historical reference.
Benefits Records	Enrollment forms, retirement plans, health insurance, COBRA documentation, and related correspondence.	7 years after separation	Destroy. Retain permanent summary of benefits plans if historically significant.
Training / Certification Records	Documentation of mandatory and voluntary training, certifications, licenses, and continuing education.	6 years	Destroy. Retain permanently for critical certifications (e.g., safety, EMS, fire, law enforcement).
Employee Discipline Records	Warnings, corrective actions, investigations, and performance improvement plans.	5 years after resolution or separation	Destroy.
Employee Grievances / Complaints	Formal complaints, investigations, resolutions, and settlement documents.	7 years after resolution	Destroy. Retain permanently if litigation or precedent-setting cases.
Workplace Safety / OSHA Records	Injury reports, accident investigations, safety audits, OSHA logs, and related documentation.	7 years	Destroy. Retain permanently if significant for historical or regulatory purposes.

Record Series	Description / Examples	Retention	Disposition
Background Checks / Criminal History	Pre-employment or periodic background screenings, including fingerprint results and reports.	3 years	Destroy. Retain longer if required by law or legal action.
HR Policies & Procedures Manuals	Employee handbooks, HR policies, standard operating procedures, and regulatory compliance guidelines.	7 years after superseded	Destroy. Retain permanent versions if historically significant.
HR Correspondence	Routine communications regarding employee issues, benefits, or policies.	3 years	Destroy.
Leave / Attendance Records	Records of vacation, sick leave, FMLA, or other leave usage.	7 years	Destroy.
Recruitment Advertising / Posting Records	Job postings, advertisements, and recruitment campaign documentation.	3 years	Destroy.
Termination / Exit Documentation	Exit interviews, resignation letters, separation agreements, and clearance forms.	7 years after separation	Destroy.
Employee Recognition / Awards	Records of awards, commendations, or achievements.	5 years	Destroy. Retain permanently if historically significant.

F. Library Department Retention Schedule

Record Series	Description / Examples	Retention	Disposition
Library Card / Membership Records	Records of registered patrons, card applications, and account status.	2 years after expiration or inactivity	Destroy.
Circulation / Borrowing Records	Records of items borrowed by patrons, including due dates, fines, and returned materials.	2 years	Destroy. Retain statistics for reporting if needed.
Program / Event Attendance Records	Sign-in sheets or registration for library programs, workshops, and events.	3 years	Destroy.
Meeting Room Reservations	Documentation of room reservations by patrons or organizations.	2 years	Destroy.
Collection Development / Acquisitions	Records of materials purchased, donated, or deaccessioned; including invoices, selection justification, and approval.	7 years	Destroy or archive if historically significant.
Catalog / Database Records	Master catalog files, electronic databases, and bibliographic records for library materials.	Permanent	Retain permanently.
Donations / Gift Records	Documentation of gifts, donations, or endowments, including donor correspondence and acknowledgment letters.	7 years	Destroy or archive if historically significant.
Grants & Funding Records	Applications, award letters, progress reports, and financial documentation for grants or funding.	6 years after grant closeout	Destroy. Retain permanently if historically significant.
Staff Personnel Files	Employee records including applications, evaluations, certifications, and separation documentation.	6 years after separation	Destroy.
Policy / Procedure Manuals	Library operational policies, internal procedures, and handbooks.	Until superseded	Destroy or archive superseded editions.

Record Series	Description / Examples	Retention	Disposition
Library Board / Committee Minutes	Agendas, minutes, and reports of Library Board or advisory committees.	Permanent (Minutes); 5 years (Agendas/working papers)	Transfer minutes to Archives; destroy other records after retention period.
Library Statistical Reports	Monthly, quarterly, or annual usage statistics and reports.	5 years	Destroy. Retain summary statistics permanently if historically significant.
Incident / Safety Reports	Records of accidents, incidents, or safety concerns on library property.	7 years	Destroy. Retain longer if litigation or insurance claims occur.
Library Correspondence	Routine communication regarding library operations, patron inquiries, or internal memos.	3 years	Destroy.

G. Parks & Recreation Department Retention Schedule

Record Series	Description / Examples	Retention	Disposition
Parks Files / Administrative Records	General records related to park operations, planning, and correspondence.	2 years	Destroy. Retain longer if needed for reference or ongoing projects.
Recreational Equipment Records	Documentation of major equipment and assets, including purchase, inventory, maintenance, and disposal records.	Permanent	Transfer to State Archives if historically significant.
Maintenance & Inspection Logs	Records of routine maintenance, safety inspections, playground checks, and park facility upkeep.	10 years	Destroy or transfer if of archival value.
Contracts / Agreements	Contracts with vendors, service providers, or event organizers, including leases and interlocal agreements.	6 years after expiration	Destroy. Retain permanently if historically significant.
Insurance / Liability Claims	Claims against the department for injury, property damage, or other liability, including investigative reports and settlement documentation.	10 years after resolution	Destroy. Retain permanently if significant litigation or historical value.
Budget / Financial Records	Budgets, invoices, purchase orders, and other financial documentation for Parks & Recreation operations.	7 years	Destroy or transfer if historically significant.
Program / Event Records	Documentation of recreational programs, events, registrations, and attendance records.	5 years	Destroy. Retain permanently if historically significant.
Volunteer / Staff Records	Personnel records for seasonal or volunteer staff, including applications, assignments, and certifications.	6 years after separation	Destroy.
Facility Reservations / Rentals	Records of park facility reservations, rental agreements, and permits.	3 years	Destroy.
Parks Planning & Development Files	Records related to new parks, expansions, facility upgrades, and master plans.	10 years after project completion	Destroy or transfer if historically significant.

Record Series	Description / Examples	Retention	Disposition
Public Correspondence / Requests	Inquiries, complaints, or requests from the public regarding parks or recreation services.	3 years	Destroy.

H. Planning & Zoning Department Retention Schedule

Record Series	Description / Examples	Retention	Disposition
Building Permits & Certificates of Occupancy	Records of building permit applications, issued permits, inspections, and certificates of occupancy.	10 years after final action	Destroy or transfer if archival value.
Zoning / Subdivision Applications & Approvals	Applications and approvals for zoning changes, subdivisions, lot splits, and related plans.	15 years after closure	Destroy or transfer if archival value.
Site Plans / Development Plans	Architectural drawings, landscaping plans, and development proposals submitted for review.	15 years	Destroy or transfer if archival value.
Planning Commission Minutes	Official minutes documenting Planning Commission meetings and decisions.	Permanent	Transfer to State Archives.
Planning Commission Agendas	Agendas, backup material, and non-official notes for Planning Commission meetings.	5 years	Destroy.
Variance Requests	Requests for exceptions to zoning regulations, including applications, reviews, and approval/denial letters.	15 years after closure	Destroy.
Conditional Use Requests	Applications and approvals for conditional use permits, including conditions, inspections, and compliance records.	15 years after closure	Destroy.
Sign Permits	Applications, approvals, and inspections for commercial and residential signage.	10 years after final action	Destroy.
Telecommunication / Cell Tower Permits	Applications, approvals, site plans, and compliance documentation for telecommunications facilities.	15 years after closure	Destroy.
Code Enforcement / Violation Files	Complaints, inspections, violation notices, citations, and resolutions for code violations.	7 years after resolution	Destroy.
Land Use Maps & GIS Data	Official zoning maps, land use maps, GIS layers, and related geographic data.	Permanent	Transfer to State Archives.
Inspections / Compliance Reports	Documentation of inspections, compliance checks, and follow-up reports related to zoning, building, or conditional use.	10 years	Destroy or transfer if archival value.

Record Series	Description / Examples	Retention	Disposition
Staff Correspondence & Memos	Internal memos, emails, and correspondence related to planning and zoning operations, policy decisions, or applications.	7 years	Destroy or transfer if archival value.
Planning Policies & Procedures	Internal procedural manuals, policy directives, and planning guidelines.	7 years after superseded	Destroy. Retain permanent if historically significant.
Public Inquiries / Complaints	Correspondence, forms, or records of public inquiries regarding zoning, permits, or land use.	3 years	Destroy.

I. Public Works Department Retention Schedule

Record Series	Description / Examples	Retention	Disposition
Building / Facility Maintenance Logs & Inspection Reports	Records documenting routine maintenance, repairs, inspections, and safety checks of city buildings and facilities.	10 years	Destroy.
Equipment / Vehicle Maintenance Records	Maintenance, repair, and inspection logs for Public Works vehicles and equipment.	7 years after disposal	Destroy.
Infrastructure / Project Files	Documentation of public works projects, including planning, design, engineering, contracts, and project completion records.	15 years after completion	Destroy or transfer if archival value.
Sewer System Maintenance & Inspection Records	Logs, inspection reports, and maintenance documentation for sewer systems.	10 years after completion	Destroy or transfer if archival value.
Sewer Line Maps, Plans, and As-Builts	Official as-built drawings, maps, and schematics of sewer systems.	Permanent	Transfer to State Archives.
Culinary Water Quality Testing & Compliance Reports	Water testing results, compliance documentation, and reporting to state/federal agencies.	10 years after creation	Destroy or transfer if archival value.
Water Usage Reports & Meter Readings	Individual and aggregated water usage data collected from meters.	4 years after final action	Destroy.
Water & Sewer Connection Permits and Inspections	Permits, approvals, and inspection records for new or modified water and sewer connections.	10 years after final action	Destroy or transfer if archival value.
Sewer / Water Improvement Project Files	Project plans, documentation, and records related to water/sewer system upgrades or expansions.	15 years after completion	Destroy or transfer if archival value.
Utility System Maps (Water / Sewer Infrastructure)	Official maps and GIS layers for water and sewer systems, showing mains, lines, valves, and related infrastructure.	Permanent	Transfer to State Archives.
Water Source Protection Plans & Studies	Studies, plans, and reports related to protecting city water sources.	Permanent	Transfer to State Archives.

Record Series	Description / Examples	Retention	Disposition
Emergency Management / Disaster Response Plans & After-Action Reports	Emergency preparation plans, disaster response procedures, and post-incident reports.	10 years	Destroy or transfer if archival value.
Public Works Policies & Procedures	Internal operational procedures, safety guidelines, and departmental policies.	7 years after superseded	Destroy. Retain permanent if historically significant.
Public Correspondence / Inquiries	Routine communication with the public regarding water, sewer, streets, or facilities.	3 years	Destroy.

J. Risk Management / Insurance / Claims

Record Series	Description / Examples	Retention	Disposition
Liability Claims Files	Claims filed against the city for property damage, personal injury, or other liability issues. Includes claim forms, correspondence, investigations, and settlements.	7 years after case closed or settled	Destroy. Retain longer if litigation, appeal, or audit pending.
Property Damage Claims	Records of damage to city-owned property such as vehicles, buildings, or equipment.	7 years after case closed	Destroy.
Workers' Compensation Claims	Employee injury and compensation claim files.	7 years after case closed	Destroy. Retain permanently only if setting legal precedent.
Accident / Incident Reports	Reports of accidents or injuries involving employees, property, or the public that do not result in formal claims.	7 years	Destroy. Retain longer if litigation pending.
Insurance Policies (Active & Expired)	Insurance policies for city property, liability, or other coverage. Includes binders, endorsements, and renewals.	7 years after expiration or replacement	Destroy. Retain summary record permanently for reference.
Certificates of Insurance (Vendors / Contractors)	Proof of insurance provided by vendors, contractors, or event organizers.	3 years after contract completion or event end	Destroy.
Risk Management Reports / Audits	Risk assessments, safety inspections, and insurance audits.	7 years	Destroy. Retain longer if used for trend or policy development.
Litigation Case Files (Claims-Related)	Lawsuits, settlements, or other legal actions involving the city, managed with legal counsel.	7 years after case closed	Destroy. Coordinate with City Attorney prior to destruction.
Safety Training Records	Employee training documentation for safety, emergency response, and risk prevention.	7 years	Destroy.
Subrogation Files	Records documenting the city's efforts to recover damages from third parties or their insurers.	7 years after resolution	Destroy.

K. Swimming Pool Department Retention Schedule

Record Series	Description / Examples	Retention	Disposition
Membership / Registration Records	Records of pool memberships, registration forms, waivers, and account information for patrons.	2 years after expiration or inactivity	Destroy.
Daily Attendance Logs	Records tracking daily attendance, class participation, or usage statistics.	2 years	Destroy.
Swim Lesson Records	Documentation of enrollment, completion, and progression of swim lessons or programs.	3 years after program completion	Destroy.
Incident / Accident Reports	Reports documenting injuries, accidents, or safety incidents occurring at the pool. Includes follow-up actions and investigations.	7 years after incident	Destroy. Retain longer if litigation or insurance claims are ongoing.
Pool Policies & Procedures	Operational policies, safety guidelines, and emergency procedures for pool staff and patrons.	7 years after superseded	Destroy or archive superseded editions.
Staff Training / Certification Records	Lifeguard certifications, first aid/CPR training, and other staff training documentation.	6 years	Destroy. Retain permanent copies of certifications if legally required.
Public Correspondence / Inquiries	Patron complaints, questions, or general communication related to pool operations.	3 years	Destroy.
Maintenance & Inspection Records	Logs for routine maintenance, inspections, water quality tests, and equipment checks.	10 years	Destroy or transfer if historically significant.
Financial / Fee Records	Receipts, payment records, and invoices for pool programs or memberships.	7 years	Destroy or transfer if historically significant.

Appendix A – Gunnison City Records Retention Schedule

#	Record Series Description	Department	Retention Period	Disposition Instructions
1	Adopted Ordinances & Resolutions	Administration	Permanent	Transfer to State Archives
2	Annexation / Boundary Change Maps & Legal Descriptions	Administration	Permanent	Transfer to State Archives
3	Annexation / Incorporation Files	Administration	Permanent	Transfer to State Archives
4	Bank Statements / Deposit Slips	Finance	4 years	Destroy
5	Building / Facility Maintenance Logs & Inspection Reports	Public Works	10 years	Destroy
6	Building Permits & Certificates of Occupancy	Planning & Zoning	10 years after final action	Destroy or transfer if archival value
7	Budget Planning Documents & Forecasts / Annual Budgets	Finance	7 years	Destroy or transfer if archival value
8	Cemetery Burial Records / Certificates	Cemetery	Permanent	Transfer to State Archives
9	Cemetery Lot Sales / Deed Records	Cemetery	Permanent	Transfer to State Archives
10	Cemetery Plot Maps / Records	Cemetery	Permanent	Transfer to State Archives
11	Cemetery Maintenance / Equipment Logs	Cemetery	5 years	Destroy
12	Cemetery Correspondence / Requests	Cemetery	3 years	Destroy
13	Citizen Complaints / Service Requests / Work Orders	Administration	4 years	Destroy
14	City Council Minutes	Administration	Permanent	Transfer to State Archives
15	City Council Agendas	Administration	5 years	Destroy

#	Record Series Description	Department	Retention Period	Disposition Instructions
16	Codes Enforcement / Violation Files	Planning & Zoning	7 years after resolution	Destroy
17	Collection Development / Acquisitions	Library	7 years	Destroy or archive if historically significant
18	Conditional Use Requests	Planning & Zoning	15 years after closure	Destroy
19	Contracts & Agreements (department-specific)	All Departments	6 years after expiration	Destroy
20	Culinary Water Quality Testing & Compliance Reports	Public Works	10 years	Destroy or transfer if archival value
21	Donor / Gift Records	Library	7 years	Destroy or archive if historically significant
22	Employee Expense Reports / Reimbursements	Finance	7 years	Destroy
23	Employee Grievances / Complaints	HR	7 years after resolution	Destroy
24	Employee Personnel Files	HR / Library / Fire / Parks	6–7 years after separation	Destroy
25	Employee Training / Certification Records	HR / Fire / Swimming Pool	6 years	Destroy
26	Equipment / Vehicle Maintenance Records	Fire / Public Works	7 years after disposal	Destroy
27	Emergency Response / Disaster Plans & After-Action Reports	Public Works / Fire	10 years	Destroy or transfer if archival value
28	Financial Ledgers / Audits	Finance	7 years	Destroy or transfer if archival value
29	Fire Inspection / Safety Reports	Fire	7 years	Destroy
30	Grant / Funding Records	Finance / Fire / Library	7 years after closeout	Destroy

#	Record Series Description	Department	Retention Period	Disposition Instructions
31	Historic Photographs / Maps of City	Administration	Permanent	Transfer to State Archives
32	Inspections / Compliance Reports	Planning & Zoning / Public Works	10 years	Destroy or transfer if archival value
33	Land Use Maps & GIS Data	Planning & Zoning	Permanent	Transfer to State Archives
34	Library Card / Membership Records	Library	2 years	Destroy
35	Library Circulation / Borrowing Records	Library	2 years	Destroy
36	Library Meeting Room Reservations	Library	2 years	Destroy
37	Library Program / Event Attendance	Library	3 years	Destroy
38	Litigation / Claims Files (City as party)	Administration / Fire / Parks	10 years after final action	Destroy or transfer if archival value
39	Meeting Audio / Video Recordings	Administration	Permanent if official	Transfer to State Archives
40	Metadata / Electronic Systems Documentation	Administration / Finance	7 years after system retirement	Destroy or transfer if archival value
41	Payroll Records, Timecards, Employee Wage Histories	HR / Finance	7 years	Destroy
42	Planning Commission Minutes	Planning & Zoning	Permanent	Transfer to State Archives
43	Planning Commission Agendas	Planning & Zoning	5 years	Destroy
44	Planning Policies & Procedures	Planning & Zoning	7 years after superseded	Destroy or transfer if historically significant
45	Planning & Zoning Case Files	Planning & Zoning	15 years after closure	Destroy or transfer if archival value
46	Public Correspondence / Requests	Parks / Public Works / Swimming Pool	3 years	Destroy

#	Record Series Description	Department	Retention Period	Disposition Instructions
47	Recreation Program / Event Records	Parks	5 years	Destroy
48	Roster Files	Fire	6 years after separation	Destroy
49	Sewer / Water Connection Permits & Inspections	Public Works	10 years	Destroy or transfer if archival value
50	Sewer / Water Improvement Project Files	Public Works	15 years after completion	Destroy or transfer if archival value
51	Sewer Line Maps, Plans & As-Builts	Public Works	Permanent	Transfer to State Archives
52	Site Plans / Development Plans	Planning & Zoning	15 years	Destroy or transfer if archival value
53	Staff Correspondence & Memos	Planning & Zoning / Fire	7 years	Destroy or transfer if archival value
54	Staff Personnel Files (Library, Pool, Fire, Parks)	Library / Swimming Pool / Fire / Parks	6 years after separation	Destroy
55	Swim Lesson Records	Swimming Pool	3 years after program completion	Destroy
56	Telecommunication / Cell Tower Permits	Planning & Zoning	15 years after closure	Destroy
57	Utility Customer Records / Water Usage Reports & Meter Readings	Public Works	4 years	Destroy
58	Utility System Maps (Water / Sewer Infrastructure)	Public Works	Permanent	Transfer to State Archives
59	Variance Requests	Planning & Zoning	15 years after closure	Destroy
60	Vendor Lists / Procurement Files	Finance	4 years after last use	Destroy

#	Record Series Description	Department	Retention Period	Disposition Instructions
61	Water Source Protection Plans & Studies	Public Works	Permanent	Transfer to State Archives
62	Water / Sewer System Maintenance & Inspection Records	Public Works	10 years	Destroy or transfer if archival value
63	Emergency / Accident Reports (Swimming Pool)	Swimming Pool	7 years after incident	Destroy, retain if litigation ongoing
64	Membership / Registration (Swimming Pool)	Swimming Pool	2 years	Destroy
65	Daily Attendance Logs (Swimming Pool)	Swimming Pool	2 years	Destroy
66	Policies & Procedures Manuals (Library, Pool, Parks)	Library / Swimming Pool / Parks	Until superseded	Destroy or archive superseded editions
67	Recreational Equipment Records	Parks	Permanent	Transfer to State Archives
68	Maintenance & Inspection Logs (Parks / Pool)	Parks / Swimming Pool	10 years	Destroy or transfer if archival value