



PROVO MUNICIPAL COUNCIL Redevelopment Agency Governing Board

Work Meeting

12:00 PM, Tuesday, December 02, 2025

Provo Peaks Conference Room (Room 110)

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

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

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

To listen to the meeting by phone: December 02 Work Meeting: Dial 346-248-7799. Enter Meeting ID 864 2032 3199 and press #. When asked for a participant ID, press #.

Agenda

Roll Call

Prayer

Approval of Minutes

November 11, 2025 Work Meeting Minutes

November 11, 2025 Council Meeting

November 18, 2025 Board of Canvassers Meeting

Business

- 1 A presentation regarding a North Park Neighborhood Plan student project from Brigham Young University Students about their (25-108)
- 2 An ordinance approving the petition to annex approximately 38.79 acres of property generally located at 620 North Lakeview Parkway. Lakeview South and Fort Utah neighborhoods. (PLANEX20250603)
- 3 An ordinance amending the zone map classification of real property, generally located at 113 and 191 N Geneva Road, from the general commercial (CG) zone to the medium density residential (MDR) zone. Fort Utah neighborhood. (PLRZ20250200)
- 4 An ordinance amending Provo City Code § 4.04.100 to allow pension-eligible employees to receive matching 401(k) contributions from the city (25-109)
- 5 An ordinance amending the consolidated fee schedule to update fees related to business

licenses and rental dwelling licenses. (25-072)

- 6 A resolution approving the appropriation of \$10,000 to pay for a public safety impact fee study for the fiscal year ending June 30, 2026. (25-105)
- 7 A presentation regarding disaster recovery funding related to the Buckley Draw water mitigation efforts (25-106)
- 8 A resolution authorizing the issuance of transportation sales tax revenue bonds for construction of the Airport Terminal expansion (25-020)
- 9 A presentation explaining FEMA floodplain map changes in Provo (25-107)
- 10 An ordinance amending the Provo City Code Chapter 9.51.010 regarding WUI maps (25-101)
- 11 A ordinance amending Provo City Code 3.10.050 regarding the authority to settle claims (25-111)

Redevelopment Agency Governing Board

- 12 A presentation regarding the survey area for Lakeview Parkway CRA (25-103)

Closed Meeting

The Municipal Council or the Governing Board of the Redevelopment Agency will consider a motion to close the meeting for the purposes of holding a strategy session to discuss pending or reasonably imminent litigation, and/or to discuss the purchase, sale, exchange, or lease of real property, and/or the character, professional competence, or physical or mental health of an individual in conformance with 52-4-204 and 52-4-205 et. seq., Utah Code.

Adjournment

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

Materials and Agenda: agendas.provo.org

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

The next Work Meeting will be held on Tuesday, December 16, 2025. The meeting will be held in the Council Chambers, 445 W. Center Street, Provo, UT 84601 with an online broadcast. Work Meetings generally begin between 12 and 4 PM. Council Meetings begin at 5:30 PM. The start time for additional meetings may vary. All meeting start times are noticed at least 24 hours prior to the meeting.

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

In compliance with the ADA, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting are invited to notify the Provo Council Office at 445 W. Center, Provo, Utah

84601, phone: (801) 852-6120 or email kmartins@provo.gov at least three working days prior to the meeting. Council meetings are broadcast live and available for on demand viewing at youtube.com/ProvoCityCouncil.

Notice of Telephonic Communications

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

Notice of Compliance with Public Noticing Regulations

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

Please note: These minutes have been prepared with a timestamp linking the agenda items to the video discussion.



PROVO MUNICIPAL COUNCIL

Work Meeting Minutes

2:00 PM | November 11, 2025

Provo Peak Room

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

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

Agenda

Roll Call

Council Chair Gary Garrett, conducting
Council Vice-Chair Rachel Whipple
Councilor Katrice MacKay
Councilor Craig Christensen (Remote)
Councilor George Handley
Councilor Becky Bogdin
Councilor Travis Hoban
Mayor Michelle Kaufusi

Approval of Minutes

October 7, 2025 (1) Council Meeting Minutes
October 21, 2025 Work Meeting
October 21, 2025 Council Meeting
October 23, 2025 Joint Meeting with the Provo City School District Board

Council members. Requested some edits be made before approval. The Council approved these minutes as edited by unanimous consent

Business

Item 1: A presentation regarding the Provo City Housing Authority RAD conversion (25-102) [00:02:22](#)

Councilor Gary Garrett introduced the item and invited Sarah Van Cleve, Executive Director, Provo City Housing Authority, to present.

Ms. Van Cleve explained that the Provo City Housing Authority is pursuing a Rental Assistance Demonstration (RAD) conversion to transition its public housing portfolio to project-based vouchers. She noted that the Housing Authority currently owns and operates 248 public housing units, 108 of which are designated for elderly and disabled residents. As part of the conversion plan, the Authority intends to sell 20 scattered-site single-family homes across the city to

improve operational efficiency and to generate seed funding for required rehabilitation, leaving 228 units to convert. She emphasized that tenants in the single-family homes will continue to receive assistance through tenant protection vouchers, and many residents will benefit from the portability of the Housing Choice Voucher program—an option not previously available in public housing. Some residents may be temporarily relocated during remodeling and then returned to their units.

Regarding finances, Ms. Van Cleve stated that HUD currently provides approximately \$395 per unit per month in operating support; combined with tenant rent (typically about 30% of income), the Authority effectively receives roughly \$500 per unit per month to operate and maintain properties. Under RAD with project-based vouchers, she projected receipts of about \$1,200 per unit per month, estimating an annual increase in rental income of approximately \$1,389,000 over current collections. She added that the conversion would reduce federal monitoring burdens and associated costs, relying instead on standard auditing.

Ms. Van Cleve described planned capital and livability upgrades to position the properties for long-term functionality (20 years) prior to HUD transferring ownership. Interior improvements include hard-surface finishes, hard flooring, kitchen reconfiguration with islands to increase seating and counter space, and an expansion of accessible units to meet modern standards. She noted that Valley Villa (an elderly building) is planned to receive roll-in showers. Less visible but critical work includes replacing piping from streets to buildings, roof replacements, HVAC upgrades, and adding an additional elevator at Mountain View, along with other system updates. After conversion, ownership is anticipated to be held by Utah Regional Housing, the nonprofit arm of the Provo City Housing Authority, which can unlock additional grant opportunities. The Authority plans to apply for tax credits, especially for elevator-building rehabilitation.

On process and timing, Ms. Van Cleve reported working with a consultant/developer, Good Housing Neighbors (Montana), to navigate HUD requirements. She said the application was submitted during the federal closure period and that anticipated approval had shifted from early in the year to March or April. She referenced a December 2024 Public and Indian Housing (PIH) notice permitting up to 90% of the portfolio to convert to project-based vouchers, and noted that the RAD program is currently set to expire in 2029.

Council discussion followed. Councilor Rachel Whipple asked whether the planned sale of single-family homes could be structured to prioritize families over investors and whether constraints could be placed on purchasers. Ms. Van Cleve responded that, without a duly elected resident council, HUD does not require sales to tenants, and the Authority lacks jurisdiction to sell homes below market price. She described outreach to Utah Preservation Housing and the possibility of selling clusters (e.g., duplexes) to mission-aligned purchasers so units could remain affordable, with families able to lease back with tenant protection vouchers. She noted limited success with Habitat for Humanity locally but indicated continued exploration of options once the application is approved.

Councilor Katrice MacKay expressed support for the conversion, referencing prior board discussions and legal review. Ms. Van Cleve outlined additional strategies under consideration, including utilizing the Authority's land trust (part of its workforce housing efforts) to acquire

homes and reduce purchase prices by separating land from improvements, enabling eventual sales to clients at lower cost. She also mentioned the potential use of Section 8 homeownership vouchers and ongoing work with Fannie Mae to qualify the land trust so mortgages could be purchased on the secondary market.

Item 2: A discussion regarding possible code changes to the Neighborhood District Program (25-093) [00:22:29](#)

Councilor Gary Garrett introduced the item and invited Rachel Breen to present.

Ms. Breen summarized a proposal to split the Carterville Neighborhood along the Provo River due to a clear physical divide and differing neighborhood characteristics. She noted that Carterville's population is two to three times larger than other neighborhoods in District 4. Upper Carterville consists primarily of single-family homes, while Lower Carterville is largely student apartments with a small strip of single-family homes. Neighborhood leaders in District 4 were generally supportive of the split (most in favor, one unsure), citing improved representation and responsiveness. Ms. Breen stated that, if split, populations would be more comparable to other neighborhoods. She suggested retaining the name "Carterville" for the upper area and renaming the lower area "Brickyard," in recognition of the historic Provo Brickyard near the present-day Shirley's Bakery. She acknowledged concerns about recruiting representatives for both areas but said current leaders provided names of interested residents from each side.

Council discussion followed. Councilor Katrice MacKay expressed support for the split. Councilor Becky Bogdin opposed moving forward without a policy to guide when neighborhoods may split, noting possible precedent and the evolution from door-to-door outreach to a district-based, more electronic neighborhood program. Councilor Rachel Whipple supported the split because it was favored by residents and representatives and would empower the neighborhood program to address local needs. City Attorney Brian Jones explained that the neighborhood map is adopted by ordinance; amending it would change only the neighborhood program boundaries and requires a Council vote. Councilor Travis Hoban asked about participation and the ability to identify representatives on both sides; Ms. Breen reported increased engagement from Lower Carterville and multiple prospective representatives in each area. Planner Dustin Wright confirmed there was support from both sides of the neighborhood; Councilor Hoban did not see an issue.

Ms. Breen also described election-season confusion between Council districts (numbered 1–5, determined by precincts and redistricted every ten years) and neighborhood districts (historically based). To reduce confusion, she suggested renaming Neighborhood Districts using letters (A–E) or directional names. Councilors discussed pros and cons; Councilors Bogdin and Whipple favored lettering over directional names to avoid misunderstandings.

Motions and actions:

1. Motion by Councilor Hoban directing staff to return to a council meeting with an ordinance to amend the Neighborhood District Map in Provo city code § 1.08.040 to split

the Carterville neighborhood into two neighborhoods. Second by Councilor MacKay.
Passed: 6-1 (Councilor Bogdin opposed)

2. Motion by Councilor Whipple directing staff to return to a night meeting with an ordinance to amend the Neighborhood District Map in Provo city code § 1.08.040 changing the neighborhood district names from numbers to letters. Second by Councilor Bogdin. Passed: 7-0

Item 3: An update regarding reimagining code enforcement & civil fines (25-053) [00:43:52](#)

Councilor Gary Garrett introduced the item and invited Zoning Administrator Scott Johnson to present.

Mr. Johnson reported on operational changes in Code Enforcement aimed at improving efficiency and outcomes. He stated that body cameras were received in September and assigned to each staff member. Officers now conduct field work individually rather than in pairs, which has increased scheduling flexibility and responsiveness. He emphasized that staff safety remains a priority and that officers disengage and request COP officer backup when situations feel unsafe. He noted that body cameras have proven useful for documentation and post-incident review. Development Services Director Bill Peperone added that parking enforcement interactions tend to be more confrontational than zoning enforcement and that cameras have improved interactions.

Mr. Johnson explained that rental license inspections are being scheduled and completed more efficiently since an inspector can coordinate and conduct inspections independently with a body camera, without needing to align multiple staff schedules.

Regarding identification of unlicensed rentals, Mr. Johnson described a data-matching initiative that began in June using county and city records to flag possible rentals. As of the end of October, 680 letters had been sent to potentially affected properties. By that time, 609 rental dwelling license applications had been received, including 88 applications in October. He added that the team continues to send approximately 150 letters per month and that 34 applications had been received so far in November.

Mr. Johnson summarized a Pleasant View Neighborhood enforcement “blitz.” Staff mapped all single-family residential properties in the neighborhood, divided the area into six sections, and knocked on 350 doors. Outcomes included:

- 187 properties in compliance;
- 112 no-answers (with re-knocks planned);
- 30 properties with Accessory Dwelling Unit (ADU) ordinance violations (e.g., unlicensed ADUs or duplex use);
- 16 properties rented without a rental license; and
- 5 properties with landscaping or parking violations.

He noted that no short-term rentals were identified during the door-knocking effort, though other methods continue to be used for short-term rental enforcement. Councilors discussed resident interactions, the use of the SFR (single-family residence) designation, and public education benefits from the outreach.

Mr. Johnson reviewed the civil fines process. After investigation, a notice of violation is issued with a 14-day compliance period and notice that daily fines of \$100 per day per violation will accrue after the deadline. Property owners must contact the City to schedule an inspection to verify compliance. Notices of noncompliance are recorded on properties, which has proved effective when ownership changes are contemplated, as title clearance requires resolution. Invoices are issued for each 30-day period of accrued fines; current citywide standards allow 60 days to pay. He is working with administration to shorten the collections timeline from 120 days to 45 days (with a 30-day reminder) to improve effectiveness.

He provided outcomes since implementing civil fines through the end of October:

- 156 cases received notices threatening civil fines;
- 86 cases were resolved, including 80 resolved before any fines accrued.
- 70 cases remain in process (working toward compliance or accruing fines).

In total, 213 notices of violation were issued during this period—57 threatening criminal action and 156 threatening civil fines. 17 invoices have been issued, totaling just over \$57,000 (average approximately \$3,400; largest \$14,000; smallest \$540). Only one invoice has been paid (\$950). If no additional payments are made by year's end, just over \$39,000 will be sent to collections. Mr. Johnson added that case management metrics improved: average case closure time decreased from approximately 150 days (November–April) to approximately 102 days (May–October), and average monthly case closures increased from around 70 to around 128. For cases where a civil fines notice was issued, the average closure time was approximately 30 days.

Mr. Johnson reported that a Request for Proposals (RFP) for citywide rental data gathering and analysis closed on November 9, with nine submissions received. Information Systems is assisting with review for data security and legal considerations. He observed that many vendors have historically focused on short-term rental data and that the City is evaluating broader rental-market capabilities.

Council discussion included: concerns from Councilor Becky Bogdin regarding officer safety and the preference for paired patrols; Mr. Johnson's explanation of safety protocols and coordination with COP officers; comments from Councilor Craig Christensen commending the team's results; questions from Councilor George Handley and Councilor Rachel Whipple regarding tracking the number and impacts of unpermitted ADUs and illegal duplex use to understand effects on housing availability; and general support for targeted neighborhood "blitzes" coordinated with neighborhood chairs. No formal action was requested or taken on this item.

Item 4: An ordinance amending Provo City Code to reformat a map related to some ADUs and to repeal the section related to special applications for ADUs (PLOT20250562)

01:12:30

Councilor Gary Garrett introduced the item and invited Policy Analyst Melia Dayley to present.

Ms. Dayley provided context regarding a new Accessory Dwelling Unit (ADU) map prepared by Information Systems. She noted that, by definition in Provo City Code 14.30 (ADUs), 48.23% of land zoned primarily residential in the city currently allows ADUs. When measured against all acreage citywide (excluding a small extension), 18.4% allows ADUs. She clarified that agricultural land or future rezones are not included in these calculations.

Presentation of proposed amendments:

- Map reformatting: The ADU map within code would be reformatted with no title and without labels on grayed areas because the text preceding the map in code already defines the legend. The map does not depict all ADU-eligible areas citywide because Provo City Code 14.30.020 states that, notwithstanding the map, all residential zones west of I-15 allow ADUs.
- Repeal of 14.30.040 (special applications): The proposal would repeal Section 14.30.040 to remove the signature-based fee waiver path. Residents may still pursue ADUs through the standard processes (e.g., ordinance text amendment, land use application, or rezone); the signature-gathering fee waiver would no longer be available.

Ms. Dayley referenced prior Planning Commission review and indicated a Development Services planner, Nancy Robison, was available for questions.

Council discussion focused on clarity of the map's purpose given the west-of-I-15 provision and on the effect of repealing the special-application fee waiver while retaining other legal pathways for applicants.

Separate Council intent statement (work meeting action):

Following discussion, the Council considered a non-binding intent statement regarding applications to rezone or amend code for ADUs. Debate included potential clarity around discouraging "spot zoning," possible thresholds for group applications, and a suggestion to consider a future overlay mechanism. Some Councilors expressed concern that an intent statement could conflict with housing goals in the General Plan or limit appropriate case-by-case approvals; others favored notifying applicants of likely outcomes before they incur fees.

Motion by Councilor Bogdin to approve the intent statement regarding ADUs. Second by Councilor Christensen. Passed: 4-3 (Councilors Handley, Hoban, and Whipple opposed).

Item 5: An ordinance adjusting design standards in the Provo City Code for certain development in the Campus Residential Zone. (PLOT20250535) 01:39:44

Councilor Gary Garrett introduced the item and invited Dustin Wright, City Planner, to present.

Mr. Wright explained that an applicant who recently rezoned to the Campus Residential (CR) Zone received approval for a five-unit concept after modifying an original eight-unit proposal to meet current design standards. The applicant has returned seeking a text amendment that would enable an eight-unit design by adjusting two CR design standards for small projects (under 10 units).

Proposed amendments described by Mr. Wright:

- Ground-level residential frontage: Current standards require at least 30 feet of habitable residential floor area at the ground level facing the street to promote an active, pedestrian-oriented frontage. The applicant proposes removing this requirement for CR projects under 10 units.
- Driveway placement/yard usability: Current standards discourage a central driveway and require driveways to be shifted to increase usable front yard space and improve street appeal. The applicant proposes modifying this standard for CR projects under 10 units to allow a central access serving parking beneath the structure.

Mr. Wright noted that the Planning Commission recommended approval on a 4–3 vote. Staff characterized its recommendation as neutral, acknowledging the tradeoff between increased infill potential and relaxing certain street-activation and frontage objectives. Development Services Director Bill Peperone stated that limiting the amendment to the CR Zone and to buildings of 10 units or fewer “opens the door very narrowly,” adding that stacked products under 10 units are uncommon and other citywide design standards (e.g., building materials) would continue to apply.

Council discussion: Councilor Bogdin expressed concern about creating a precedent and observed that a Pro Zone pathway exists, though it has been discouraged as code updates are underway. Councilor MacKay supported the narrow CR-only, under-10-unit approach as appropriate infill near campus areas. Councilor Handley asked about staff neutrality and whether the narrowed scope alleviated concerns; Mr. Wright reiterated staff’s neutral stance given competing objectives. Councilor Whipple asked about aesthetics, and Mr. Peperone confirmed that other design standards would prevent poor-quality facades; Mr. Wright indicated the applicant would show an updated (brick) concept at the evening meeting. Mr. Wright described an open driveway to parking underneath the building in the eight-unit concept.

Item 6: An ordinance amending an existing development agreement for a 58-unit single family subdivision in the R1.8(PD) Zone, located approximately at 2480 W 960 N. Lakeview North Neighborhood. (PLFSUB20240046) [01:48:54](#)

Councilor Gary Garrett introduced the item and invited Aaron Ardmore, Planning Supervisor, to present.

Mr. Ardmore explained that this was an introductory Work Meeting discussion to gauge whether the Council wished to forward an amendment to a future hearing. He stated that the existing rezone and development agreement remain largely intact, with two proposed changes:

- first, Exhibit B (the lot layout) would be revised to replace previously approved twin homes with detached single-family lots while maintaining the same overall density;
- second, Section 4's condition regarding confirmation of wetland status would be removed because that verification has been completed. Mr. Ardmore noted that staff support remains consistent with the previously approved agreement.

During discussion, Councilor Katrice MacKay asked about the rationale for shifting from twin homes to detached units. Garrett Seely, representing the owner, stated the change is market-driven; builders and consumers favored detached homes with small yards, and no increase in the approved density is requested. Mr. Seely described typical floor plans as primarily three bedrooms, with an option to configure a fourth bedroom in place of a loft, and said any price difference would be modest and tied to buyer preference for detached product.

Councilors also discussed Accessory Dwelling Unit (ADU) considerations. Based on the anticipated small lot sizes and required off-street parking, participants observed that ADUs would likely be infeasible, and no ADU entitlements are sought as part of this amendment. Mr. Seely reported positive outreach with adjacent residents, including coordination about fencing along shared boundaries and questions about the nearby wetland. Councilor MacKay remarked that preserving the wetland area would serve as long-term "generational green space." In response to a question about timing, Mr. Seely indicated the project would move forward promptly following final plat approval tied to this amendment, with site work anticipated to begin in late January or early February.

Item 7: A resolution of the Redevelopment Agency of Provo City designating a survey area and authorizing related actions for a potential community reinvestment project area. (25-103) [01:56:05](#)

Board Member Rachel Whipple opened the Redevelopment Agency (RDA) item and invited Melissa McNalley, RDA Director, to present.

Director McNalley described a proposed survey area on the west side of Provo and explained that adoption of the survey resolution would authorize staff to prepare a Community Reinvestment Area (CRA) project area plan and budget. She noted that a rough draft plan was included in the Board packet and would be refined before any request for formal Board action. McNalley clarified the distinction between a broad survey area—used to study conditions and options—and any future project area, which would identify specific parcels for inclusion in a CRA.

Board discussion focused on the initial survey map, especially land south of Lakeview Parkway, wetlands, how the area is labeled and communicated to residents, inclusion of residential neighborhoods within the study boundary, and perceived equity between north and south areas of west Provo. Board Member Becky Bogdin raised concerns regarding historic farmer negotiations south of the Parkway, the sensitivity of wetlands, and the signal sent by including large residential areas; she favored removing most parcels south of Lakeview Parkway from the survey area. Development Services Director Bill Peperone suggested that if the Board wished to remove the south-of-Parkway parcels, they consider retaining only the small commercial area

near the I-15/Lakeview Parkway interchange. McNalley reiterated that staff's intent was study-only, not wholesale neighborhood redevelopment, and confirmed that the refined project area would identify only specific parcels. Cody Hill, Division Director of Economic Development, noted that state law anticipates broad survey areas that can later be pared down to a project area; a project area cannot later add territory without a new survey resolution. He also clarified that the survey resolution is a prerequisite step and does not obligate funding; any future budget would be based on tax increment.

Motion by Board Member Bogdin directing staff to change the survey area map to exclude south of Lakeview Parkway (except for properties already zoned as commercial). Second by Board Member Hoban. Passed: 5-2 (Board Members Garrett and Handley opposed)

Motion by Board Member Bogdin directing staff to look at potential community reinvestment project areas in other parts of the west side, namely the center street corridor and in the northwest. Second by Board Member Handley. Passed: 7-0

Closed Meeting

Motion by Councilor Handley to close the meeting
Second by Councilor Whipple
Passed: 7-0

DRAFT MINUTES

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PROVO MUNICIPAL COUNCIL

Regular Meeting Agenda

5:30 PM, Tuesday, November 11, 2025

Council Chambers (Room 100)

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

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

Roll Call

THE FOLLOWING MEMBERS OF THE COUNCIL AND ADMINISTRATION WERE PRESENT:

Councilor Becky Bogdin

Councilor Gary Garrett

Councilor George Handley

Councilor Rachel Whipple

Chief Administrative Officer Scott Henderson

City Attorney Brian Jones

Councilor Craig Christensen

Councilor Travis Hoban

Councilor Katrice MacKay

Mayor Michelle Kaufusi

Council Executive Director Justin Harrison

City Recorder Heidi Allman

Conducting: Chair Gary Garrett

Prayer – Richard Bowler

Pledge of Allegiance – Sgt. Samuel Ray Oman

Presentations, Proclamations, and Awards

1 A ceremony recognizing the Fall 2025 Provology Graduates (25-007) [00:03:29](#)

Scott Henderson, Chief Administrative Officer, presented. He stated that the Fall 2025 Provology class now represents some of the most well-informed residents in the community. He recognized the following graduates: Mary Adams, Robert Adams, Alora Casper, Mary Anee Ciccotelli, Tom Ciccotelli, Jeremy Friedbaum, Beth Gaillard, Elisa Guarjardo, Darrel Hammon, Joanne Hammon, Jonathan Handy, Garrett Lyman, Laurie Preece, Dori Whitehead, and Taylor Whitehead.

Mayor Kaufusi invited the graduates to join across the hall in the community room for some refreshments.

2 A ceremony recognizing the Provo City employee of the month - November 2025 (25-007) [00:09:01](#)

Mayor Kaufusi noted that the Employee of the Month program has been a meaningful opportunity to highlight the outstanding work of City staff. She expressed appreciation for the chance to spotlight individuals from each department. Mayor Kaufusi introduced that the recognition for this meeting would feature the Parks and Recreation Department and invited Director Doug Robbins to present the Employee of the Month.

DRAFT MINUTES

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Mr. Robins thanked the Mayor and Municipal Council for the opportunity to present and shared that it is a privilege to work with the exceptional employees in Provo City. He announced that the Parks and Recreation Department was recognizing John Bunderson as the Employee of the Month for November 2025. Mr. Robbins noted that John joined the department five and a half years ago, bringing strong technical experience from managing civil infrastructure projects across the country. John oversees capital improvement projects and has consistently delivered high-quality results, including securing more than \$4 million in grant funding over the past two years. Robbins highlighted John's ability to combine funding sources effectively, his strong relationships with state and federal partners, and his dedication to using resources responsibly. He described John as thorough, detail-oriented, and outcome-driven, with a steady leadership style that keeps projects on track and improves public spaces. Robbins also praised John's positive character and collaborative approach, and thanked John's wife, Amanda, and their children, for their support. Director Robbins congratulated John Bunderson and recognized him for his professionalism, hard work, and commitment to the community.

Public Comment

Chair Garrett read the public comment preamble and opened the public comment period. With none, he closed public comment.

Action Agenda

3 An ordinance amending Provo City Code to reformat a map related to some ADUs and to repeal the section related to special applications for ADUs (PLOT20250562) [00:16:41](#)

Motion: An implied motion to approve Ordinance 2025-60, as currently constituted, has been made by council rule.

Nancy Robison, City Planner, introduced the item. She reported that the Planning Commission reviewed the proposed amendments on October 22. The item involved updates to the Accessory Dwelling Unit ordinance, specifically Sections 14.30.020 and 14.30.040, related to signature requirements for fee waivers and revisions to the map identifying where ADUs are permitted. She stated that staff recommended approval, and after discussion, the Planning Commission forwarded a recommendation of approval to the Council.

Melia Dayley explained that Nancy Robison was the planner who worked with staff in Development Services on this item. She noted that the amendments were brought to the Planning Commission following initial Council discussion. The first amendment modifies the map referenced in Section 14.30.020 of the Accessory Dwelling Unit chapter, which outlines where ADUs are allowed in the city. After consultation with Legal and Development Services, a revised map is being proposed that removes the title and specific labels from the grayed-out areas. Those shaded areas represent parcels where applicants previously requested ordinance text amendments to allow ADUs by right. Melia stated that the second amendment repeals Section 14.30.040, the special use permit section for ADUs. When originally adopted in 2022, this section included two pathways: an administrative process, which the Council repealed earlier this year, and a second pathway that allowed applicants to gather neighbor signatures to receive a fee waiver through an ordinance text amendment. Repealing this section

DRAFT MINUTES

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removes only the fee-waiver component. Applicants may still apply for an ordinance text amendment to be added to the ADU map or submit a rezone request to a zone that permits ADUs.

Chair Garrett opened public comment on the item. With none, he closed public comment and invited a council discussion.

Councilor Whipple stated that the original permit program was created in response to a recognized need, and the Council approached it as an experiment to test an administrative process that required neighborhood approval. She noted that the Council observed both strengths and challenges in how the program functioned. After reviewing the feedback received, the Council determined that the experiment was not successful and that it was appropriate to discontinue the process. She emphasized that this experience illustrates how the Council listens to residents, works to balance competing interests, and strives to reduce conflict while addressing community concerns. Councilor Whipple added that the short duration of the ordinance demonstrates the Council's responsiveness and its commitment to finding solutions that best serve the public.

Chair Garrett called for a vote.

Vote: The motion passed 7:0 with Councilors Bogdin, Christensen, Garrett, Handley, Hoban, MacKay, and Whipple in favor.

4 An ordinance adjusting design standards in the Provo City Code for certain development in the Campus Residential Zone. (PLOTA20250535) [00:23:13](#)

Motion: An implied motion to approve Ordinance 2025-61, as currently constituted, has been made by council rule.

Dustin Wright, City Planner, presented. He explained that the request before the Council is a text amendment. He noted that the applicant recently applied for a rezone to Campus Residential for a property he owns and is seeking to increase the allowed development from five units to eight. To support this, the applicant is proposing amendments to two design standards: the requirement for 30 feet of habitable floor area and the requirement that driveways be located on the side of the property. Dustin stated that the applicant is requesting that these standards not apply to projects with fewer than ten units located in the Campus Residential zone. He reported that the Planning Commission held a hearing on the proposal and forwarded a recommendation for approval to the Council.

Chair Garrett asked how much of the city is currently zoned Campus Residential.

Mr. Wright said that the Campus Residential zone currently exists in only a few areas near campus, so the amendment would primarily apply to properties that may be rezoned in the future. He noted that while this zone could be an option for redevelopment in the area, there are currently very few properties formally designated as Campus Residential.

Chair Garret invited the applicant to ask questions.

DRAFT MINUTES

Please Note – These minutes have been prepared with a timestamp linking the agenda items to the video discussion. Electronic version of minutes will allow citizens to view discussion held during council meeting.

Terry Cirac explained that his original proposal included developing eight units on the property and rezoning the site from Residential to Campus Mixed Use. He noted that the property is located about one block from BYU and the new medical school, and is surrounded by multi-story apartment complexes, many of which are three stories over parking. In contrast, his request is for a two-story structure. He stated that the Council previously approved a one-story design due to the 30-foot habitable floor area requirement, which prevented the use of ground-level parking with units above. His original intent was to have parking on the ground level and build the residential units above it. Mr. Cirac shared that he submitted a rezone application on August 7 but was advised by the Planning Department to instead pursue a text amendment. He described paying the fees for both applications and later submitting a new design on September 19. He mentioned that he had provided drawings for review and believed they would be included in the presentation. Mr. Cirac described the proposed plan, noting that the building would be 63 feet across the front and would meet all height requirements, remaining lower than many surrounding structures. He stated that the design complies with most of the new design standards and was prepared by architect Ken Harris. The project incorporates significant brickwork, similar to another complex he owns nearby, to ensure the building is attractive and fits the character of the area. He explained that the proposal includes six one-bedroom units and two two-bedroom units, with the intent to market the housing to students and staff associated with the BYU medical school.

Chair Garrett opened public comment. With none, he closed public comment and invited a council discussion.

Councilor MacKay stated that she is supportive of the project and is pleased to see additional density approved in an area well suited for it. She noted that the parcel was the last single-family home on a large lot surrounded by apartment buildings, making the proposed redevelopment appropriate for the neighborhood. She also expressed appreciation for landlords who maintain their properties well, both inside and out, and who take good care of their residents, noting that it makes a meaningful difference.

Chair Garrett added that he was pleased to limit the adjustments to the design standards to the Campus Residential zone.

Councilor Whipple expressed appreciation for the applicant's efforts in working with staff and the Planning Commission to reach a design that allows for the full eight units. She thanked him for his ongoing contributions to the city and for continuing to support improvements in the community.

Chair Garrett called for a vote.

Vote: The motion passed 7:0 with Councilors Bogdin, Christensen, Garrett, Handley, Hoban, MacKay, and Whipple in favor.

5 **CONTINUED An ordinance amending the General Plan map classification of real property, generally located at 1870 South 500 West, from the Commercial (C) designation to the Residential (R) designation. Lakewood Neighborhood. (PLGPA20250141)**

6 **CONTINUED An ordinance amending the zone map classification of real property, generally located at 1870 South 500 West, from the Freeway Commercial Three (FC3) Zone to the Low Density Residential (LDR) Zone. Lakewood Neighborhood. (PLR220250142)**

DRAFT MINUTES

Please Note – These minutes have been prepared with a timestamp linking the agenda items to the video discussion. Electronic version of minutes will allow citizens to view discussion held during council meeting.

139

Adjournment

140

141

The meeting was adjourned by unanimous consent at approximately 6:04 PM.

DRAFT

PENDING APPROVAL - DRAFT MINUTES

Please Note – These minutes have been prepared with a timestamp linking the agenda items to the video discussion. Electronic version of minutes will allow citizens to view discussion held during council meeting.



PROVO BOARD OF CANVASSERS

5:30 PM, Tuesday, November 18, 2025

Council Chambers (Room 100)

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

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

Roll Call

THE FOLLOWING BOARD MEMBERS AND MEMBERS OF THE ADMINISTRATION WERE PRESENT:

Board Member Becky Bogdin

Board Member Craig Christensen (Remote)

Board Member Gary Garrett

Board Member George Handley

Board Member Travis Hoban

Board Member Katrice MacKay

Board Member Rachel Whipple

Mayor Michelle Kaufusi

City Attorney Brian Jones

Council Executive Director Justin Harrison

City Recorder Heidi Allman

Conducting: Chair Gary Garrett

Prayer – Steve Kaufusi

Pledge of Allegiance – Board Member MacKay

Action Agenda

- A resolution of the Provo Municipal Council and Provo Mayor, sitting as the Board of Canvassers, accepting the election returns and declaring and certifying the results of the Municipal General Election held in Provo, UT on November 4, 2025 (25-085) (10:18)**

Heidi Allman, Provo City Recorder, presented the General Election canvass report and resolution. The report indicated the following election results and statistics:

On November 4, 2025, Provo City held a General Election for Proposition 5 and the offices of Mayor, Council District 2, Council District 5, and Council City-Wide I. Provo City contracted with Utah County to conduct a vote-by-mail election.

Provo City had a total of 44,104 active registered voters. Of this number, 24,039 voters are classified as private registrations, while 5,972 are withheld pursuant to state voter registration confidentiality provisions. During the election, a total of 17,078 ballots were counted, resulting in a voter turnout of 38.72%.

There were 424 ballots that were not accepted. Of the ballots that were not accepted, 18 ballots were returned unsigned, 143 signatures did not match the voter's record and could not be verified, 2 envelopes were returned empty, 258 ballots were returned after the deadline, and 3 ballots were rejected for other non-curable reasons.

PENDING APPROVAL - DRAFT MINUTES

Please Note – These minutes have been prepared with a timestamp linking the agenda items to the video discussion. Electronic version of minutes will allow citizens to view discussion held during council meeting.

Ms. Allman recited the number of votes received by each candidate. Candidates elected for office to serve terms of four years, beginning on January 5, 2026 are as follows:

Mayor: Marsha Judkins

Council District 2: Jeff Whitlock

Council District 5: Rachel Whipple

Council City-Wide I: Katrice MacKay

Chair Garrett asked whether voters with unmatched signatures were contacted to resolve the issue.

Ms. Allman explained that the county does reach out to voters to help cure their ballots, meaning they work with the voter to confirm their identity. She noted that while several ballots were successfully cured, unfortunately 143 could not be resolved.

With no other questions, Chair Garrett opened public comment.

Jana Garrett, a Provo resident, expressed her appreciation to those who have served and are now concluding their service, thanking them for all they have done for Provo City.

Chair Garrett closed public comment.

Brian Jones, City Attorney, reminded the Board that the RAP Tax votes also needed to be included in the resolution. He indicated that Ms. Allman would read the results of those votes, and a motion to amend the resolution would be needed from the Board.

Ms. Allman stated there were 16,420 ballots cast for the RAP Tax, 14,068 were in favor of continuing the RAP Tax and 2,352 votes were against it.

Chair Garrett shared that it is wonderful to see the citizens recognize the value of the tax and how it as performed over the last decade.

Motion: Board Member Whipple made a motion to amend the resolution to include the RAP Tax ballot statistics. Board Member Bogdin seconded.

Vote: The motion was approved 8:0 with Board Members Kaufusi, Bogdin, Christensen, Garrett, Handley, Hoban, MacKay, and Whipple in favor.

Chair Garrett called for a vote on the amended resolution.

Vote: The motion was approved 8:0 with Board Members Kaufusi, Bogdin, Christensen, Garrett, Handley, Hoban, MacKay, and Whipple in favor.

Adjournment

The meeting was adjourned by unanimous consent at approximately 5:50 PM.

PROVO MUNICIPAL COUNCIL WORK SESSION STAFF REPORT



Submitter: HSALZL
Presenter: DeAnne Morgan, City Planner & Students of Brigham Young University
Department: Development Services
Requested Meeting Date: 12-02-2025
Requested Presentation Duration: 25 minutes
CityView or Issue File Number: 25-108

SUBJECT: 1 A presentation regarding a North Park Neighborhood Plan student project from Brigham Young University Students about their (25-108)

RECOMMENDATION: Presentation only. Feedback and insights for the students would be helpful.

BACKGROUND: Every fall, an interdisciplinary team of students lead by Professor Jamin Rowan create a student version of a neighborhood plan. Planning staff facilitates the project to help students learn more about how their communities are made and evolve, and student projects provide useful input should the City ever take on a plan in one of the same areas.

At this time, Planning staff do not expect to do an official North Park Neighborhood Plan for some time. This is strictly a student project.

Notable themes to be addressed in this plan include green space along the Provo River Trail, the future BYU medical school at the former Provo High site, potential redevelopment along Freedom Boulevard, and transportation within and through the neighborhood.

NOTE: SLIDES WILL BE SUBMITTED TO THE COUNCIL OFFICE BY MONDAY, NOVEMBER 24 BUT ARE UNAVAILABLE NOW.

FISCAL IMPACT: N/A

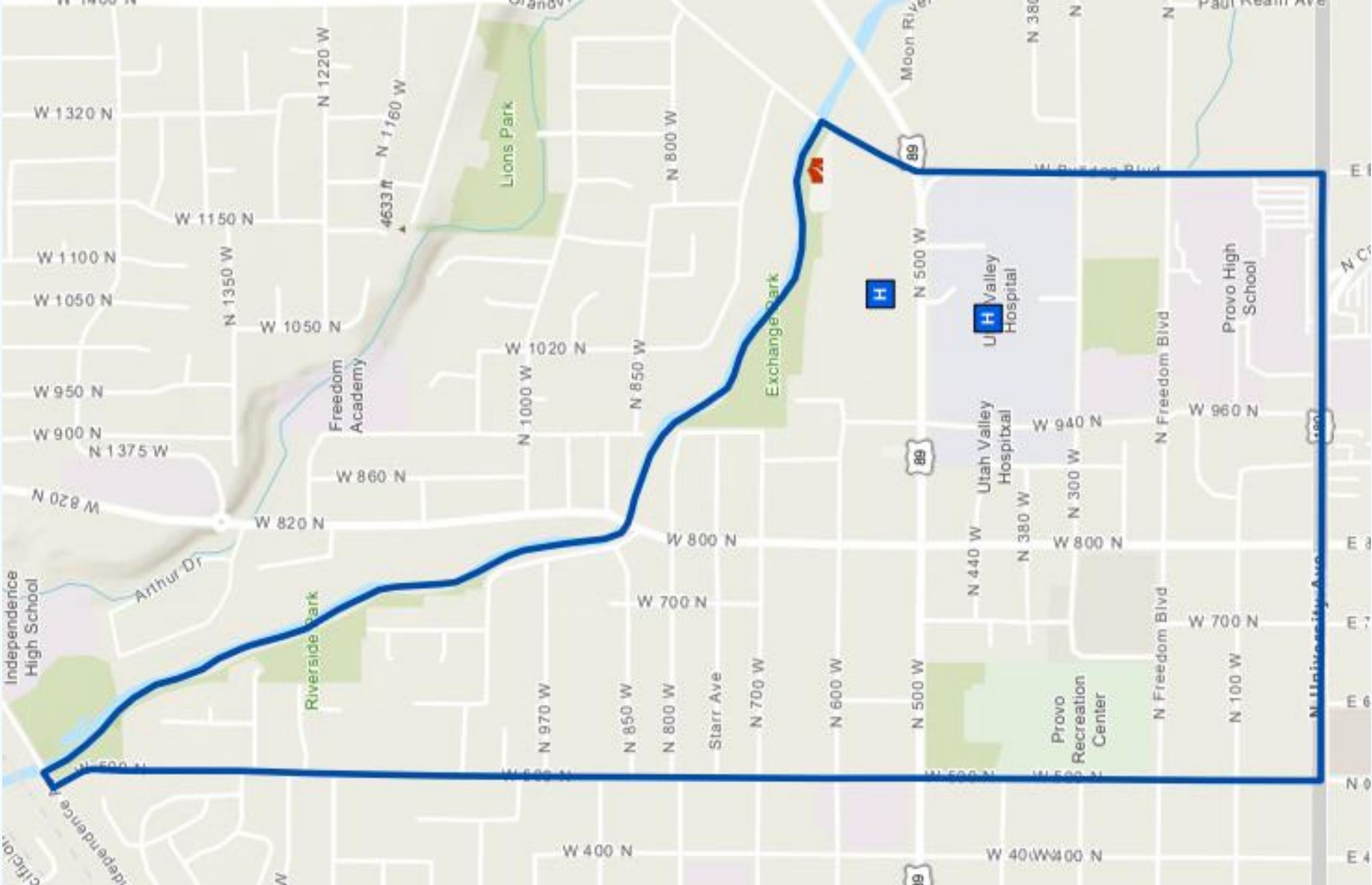
COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:
N/A

North Park

Neighborhood

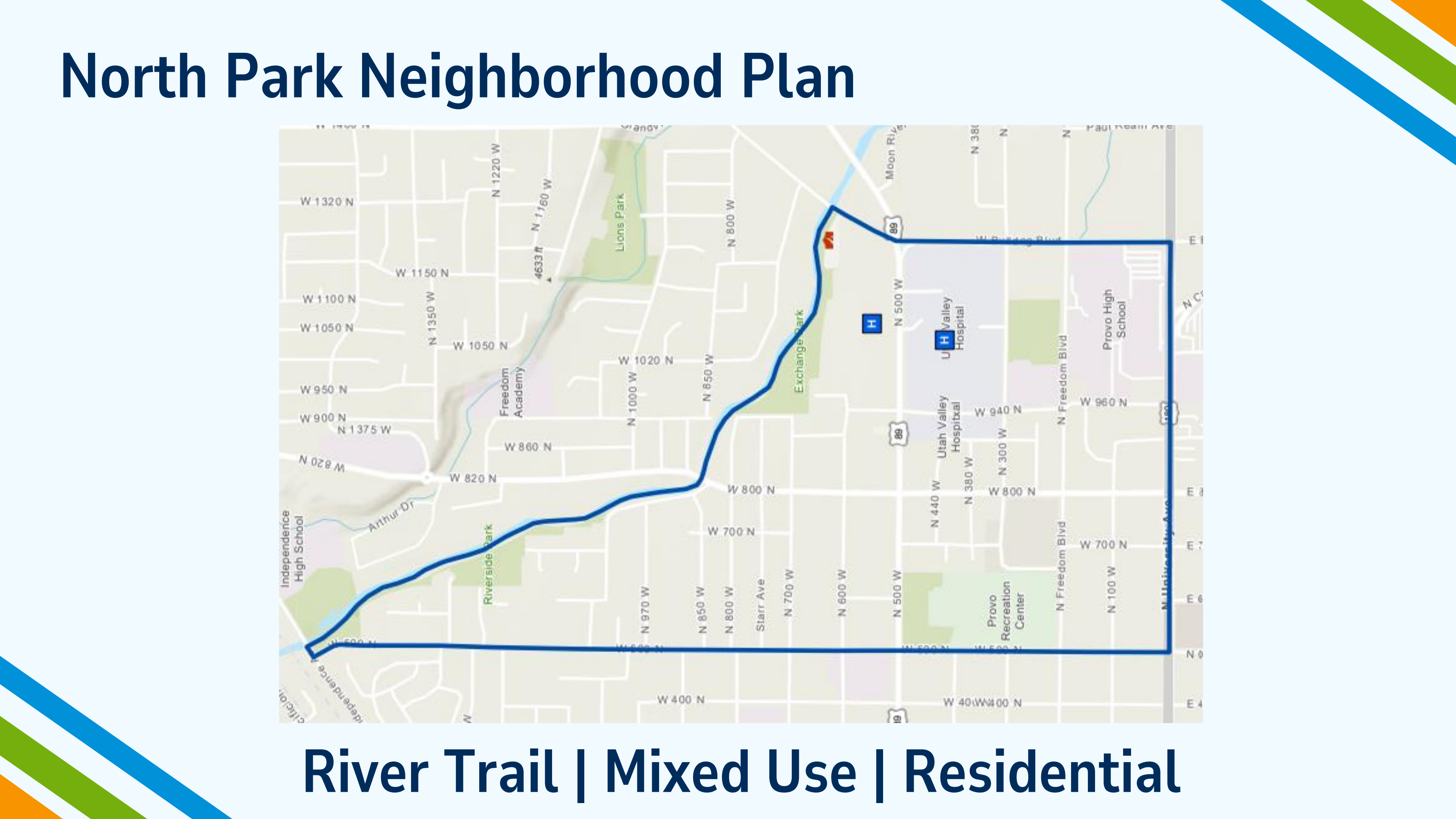
Plan

North Park Neighborhood Plan

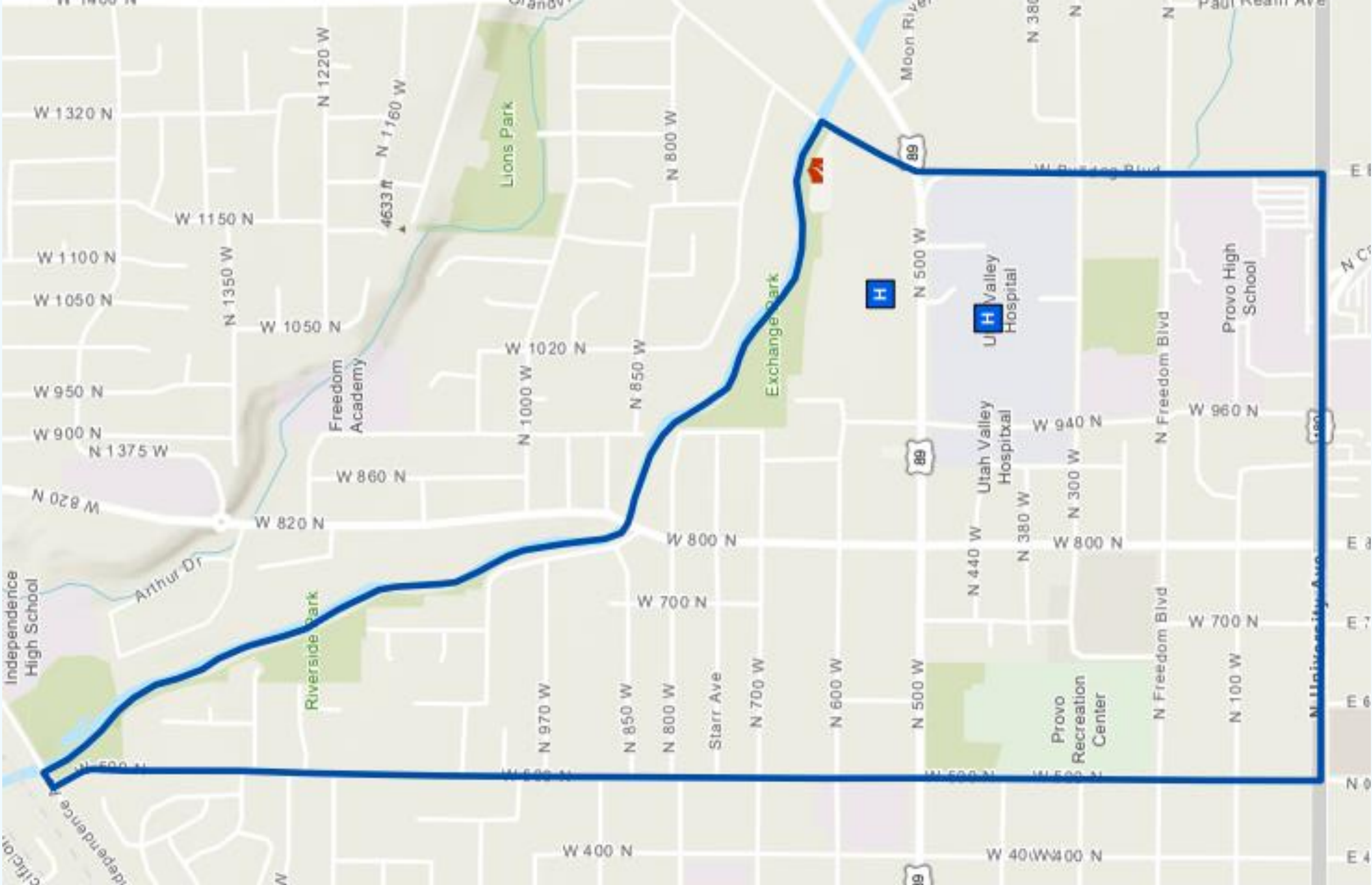


A detailed map of the North Park Neighborhood Plan area. The map shows a grid of streets with north-south and east-west orientations. Key landmarks include Lions Park, Exchange Park, Riverside Park, and Provo High School. The River Trail is highlighted in blue, running along the southern and eastern boundaries of the plan area. The map also shows the location of the Provo Recreation Center and the Utah Valley Hospital. The plan area is bounded by Independence Ave to the west, N 1220 W to the north, N 100 W to the east, and W 400 N to the south.

River Trail | Mixed Use | Residential

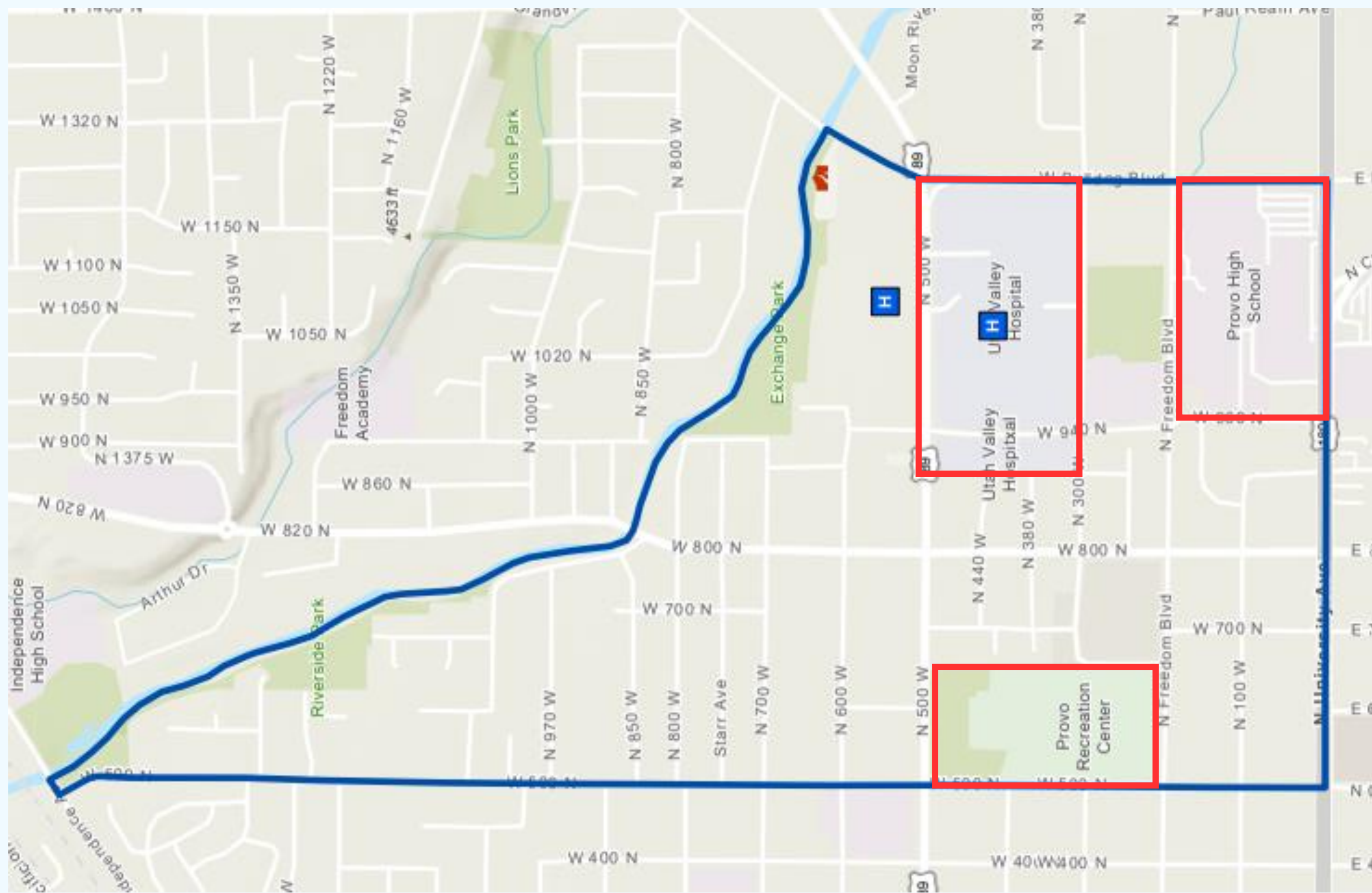


North Park Neighborhood Plan



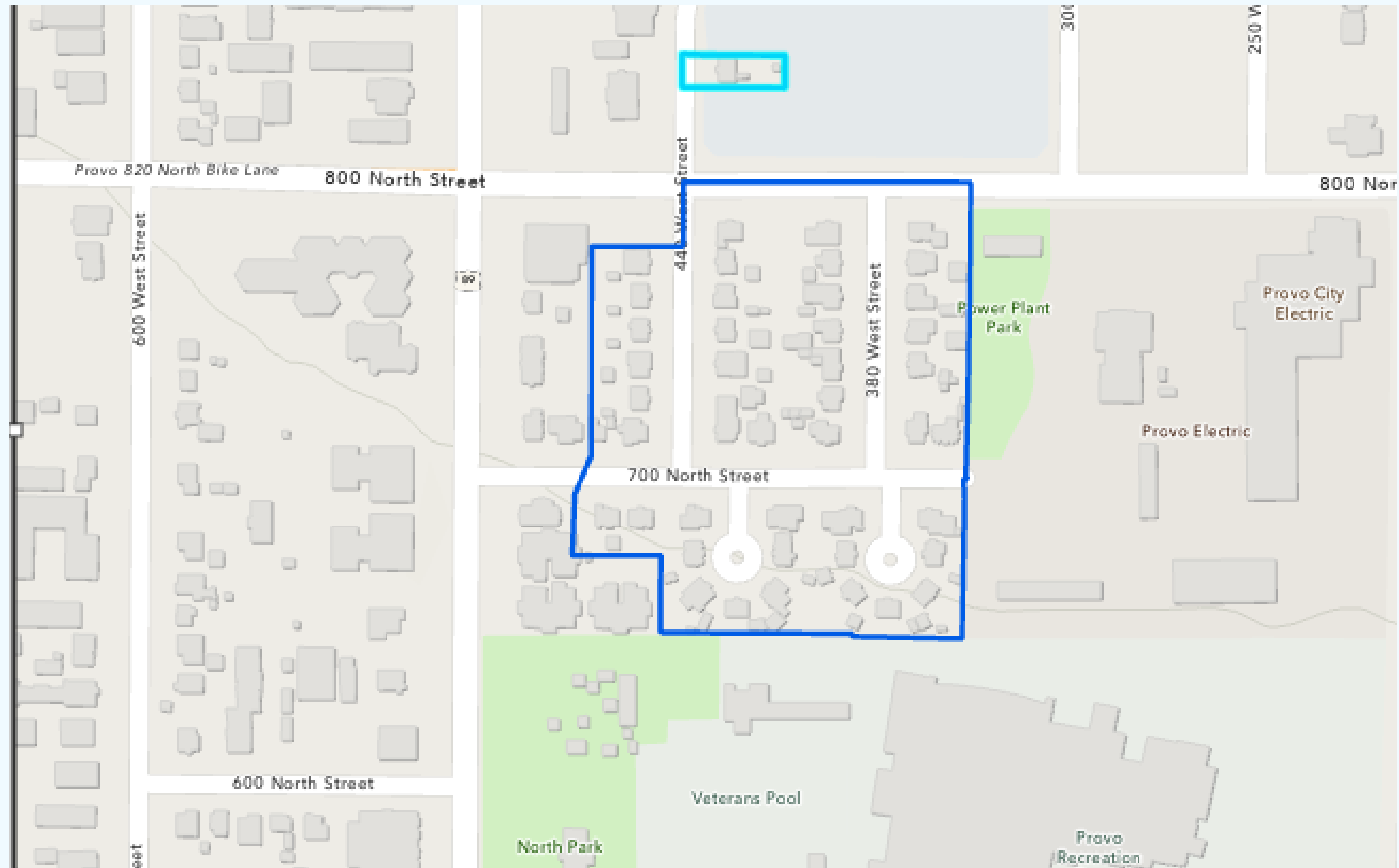
A detailed map of the North Park Neighborhood Plan area. The map shows a grid of streets with north-south and east-west orientations. Key landmarks include Lions Park, Exchange Park, Riverside Park, and Provo High School. The River Trail is highlighted in blue, running along the southern and eastern boundaries of the plan area. The map also shows the location of the Provo Recreation Center and the Utah Valley Hospital. The plan area is bounded by Independence Ave to the west, N 1220 W to the north, N 100 W to the east, and W 400 N to the south.

River Trail | Mixed Use | Residential



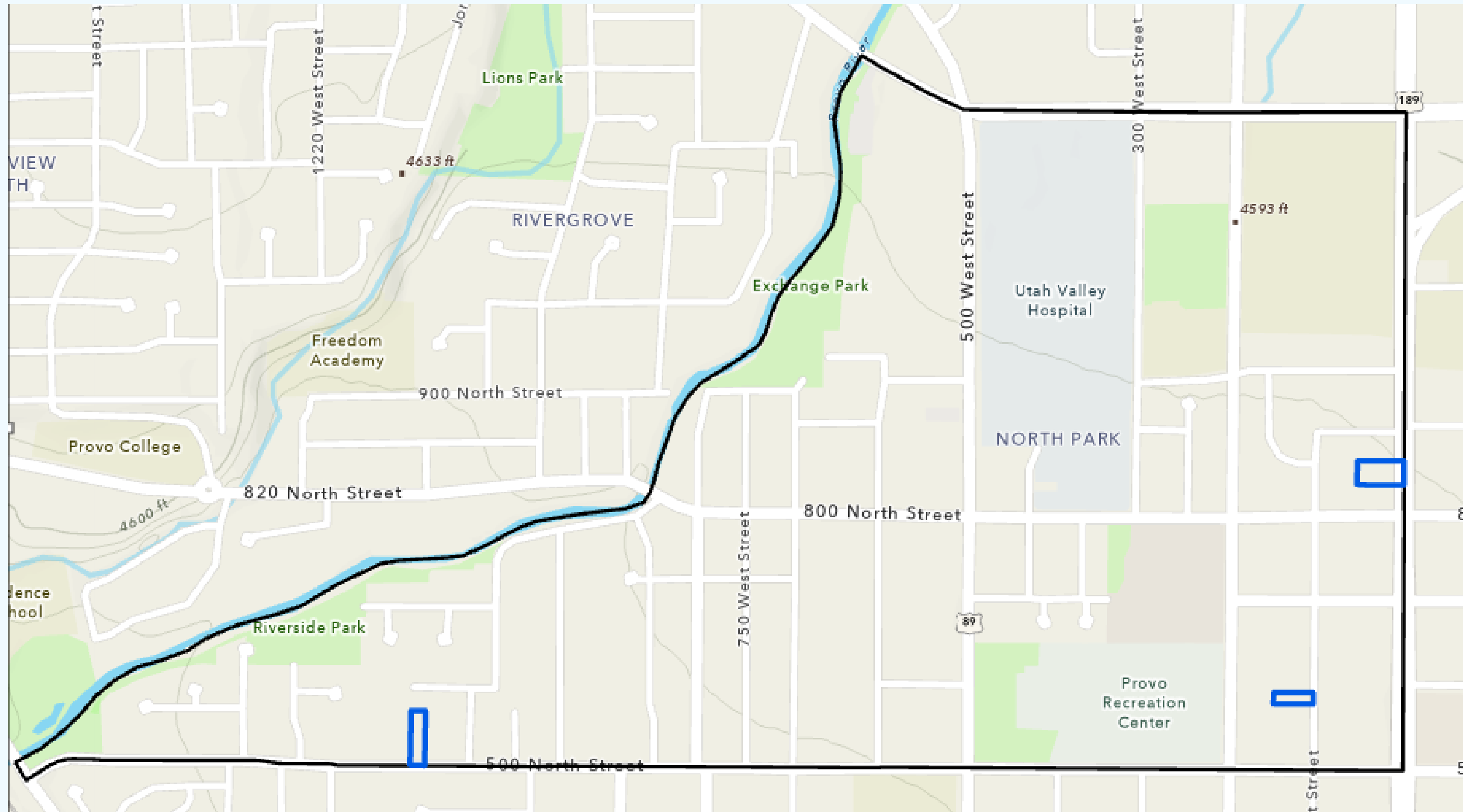
Minimum Lot Sizes

To make small lot houses viable, parking min would likely need to decrease.



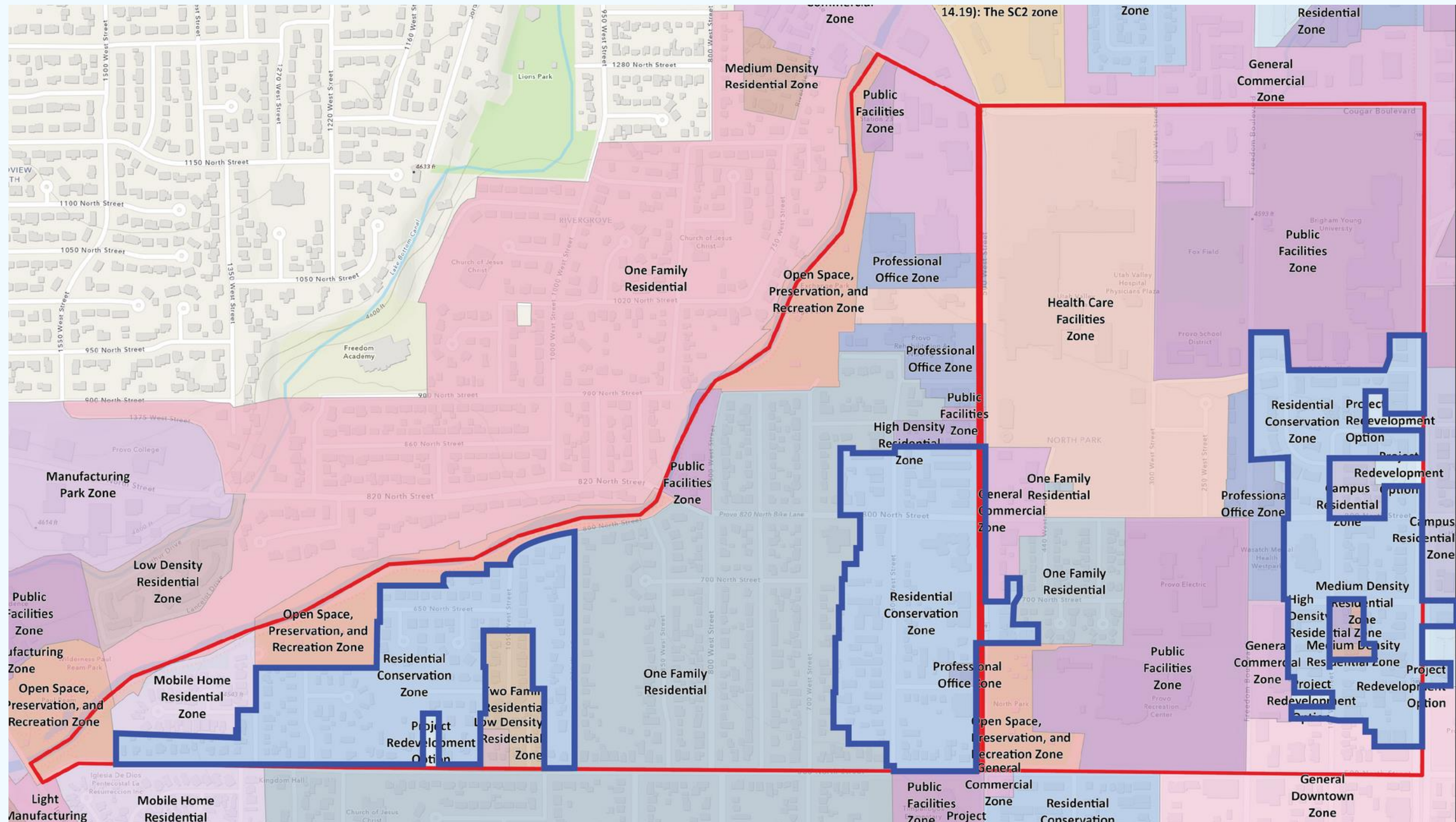
Density Bonuses

Density bonuses for family sized (3+ bedroom) apartments.



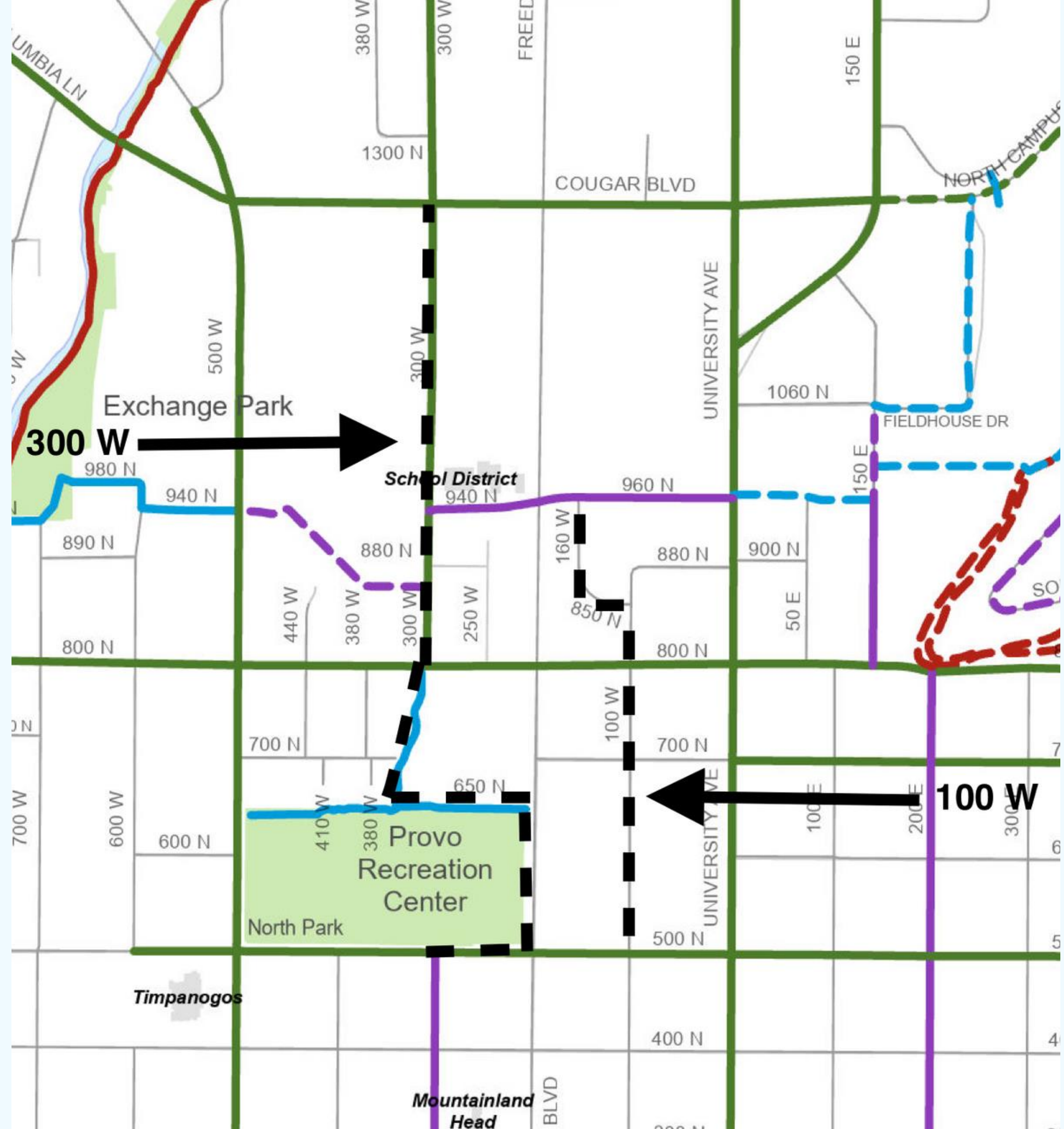
RC Zone

Rezone RC zones to match their current land use.

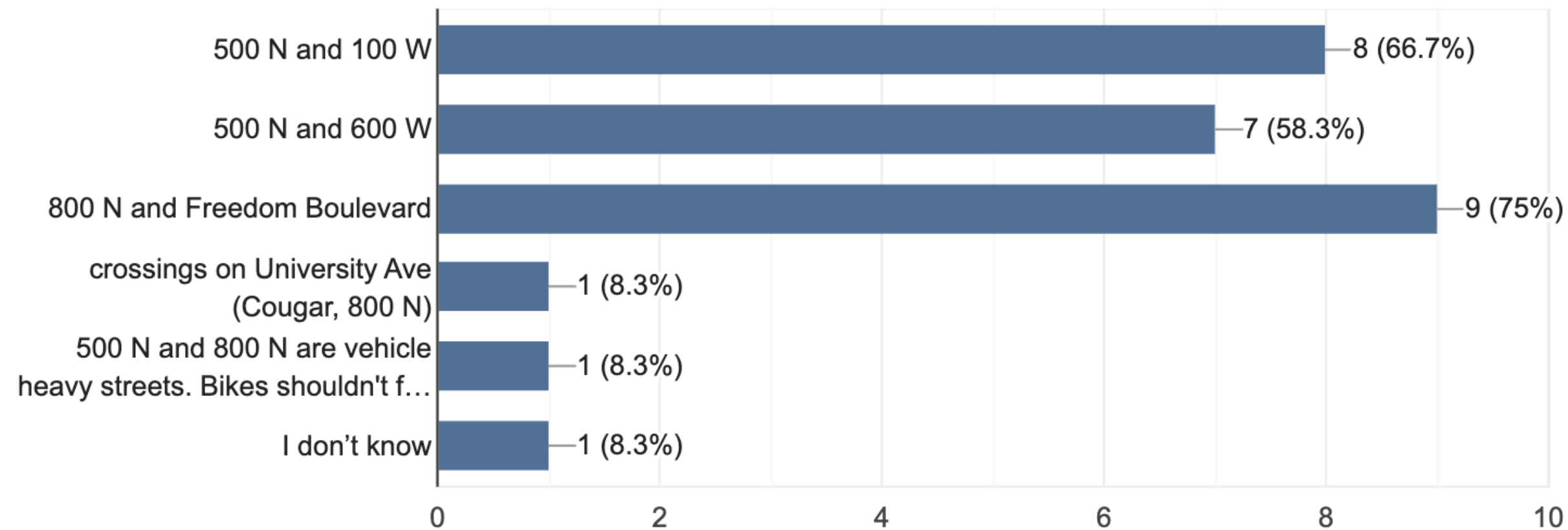


Bike Boulevards

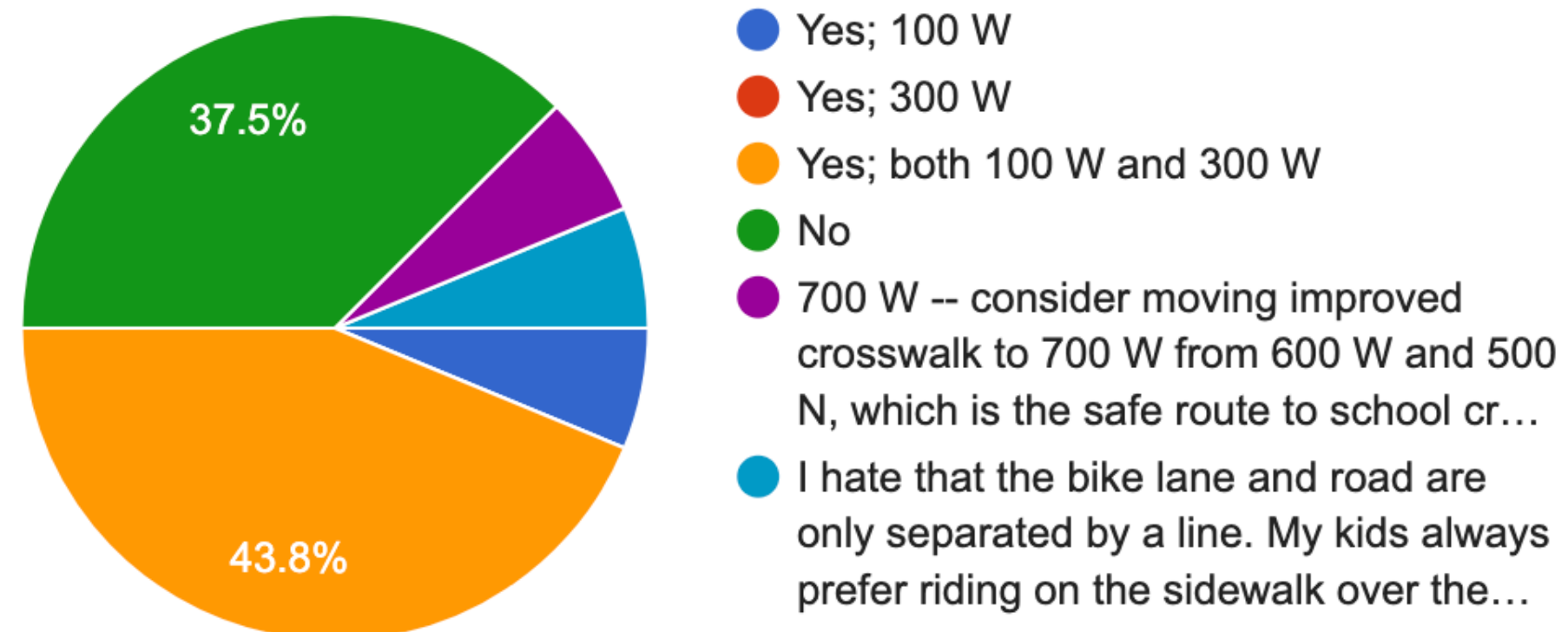
- Proposed Bike Boulevard
- Bike Lane
- Sharrow



Are there any intersections that feel unsafe in the North Park neighborhood for pedestrians or bikers?



Do you think we should implement bike sharrows? If so, on what roads?



Event Space

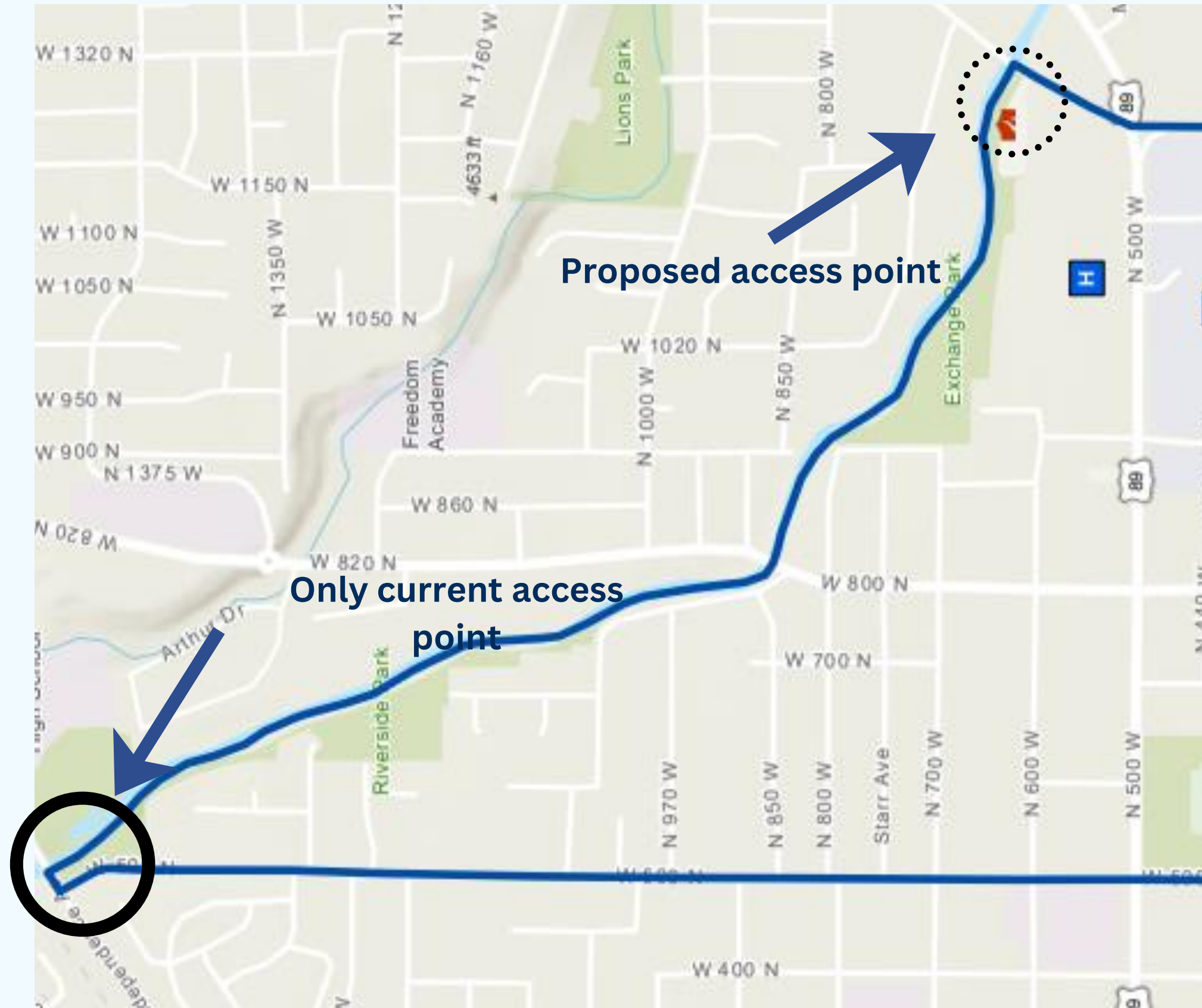
- Social infrastructure
 - Inviting community events
- Economic potential
 - Local vendor opportunities



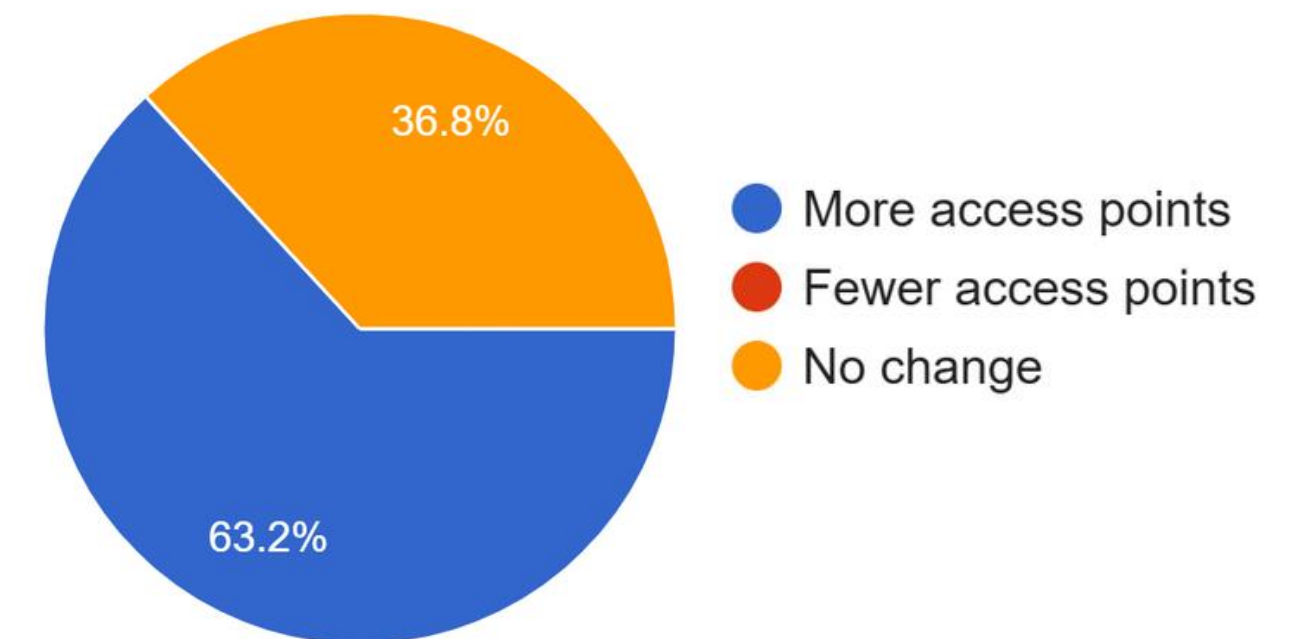
Current Exchange
Park



River Trail Access



Does the Provo River Trail have enough access points from the North Park Neighborhood?



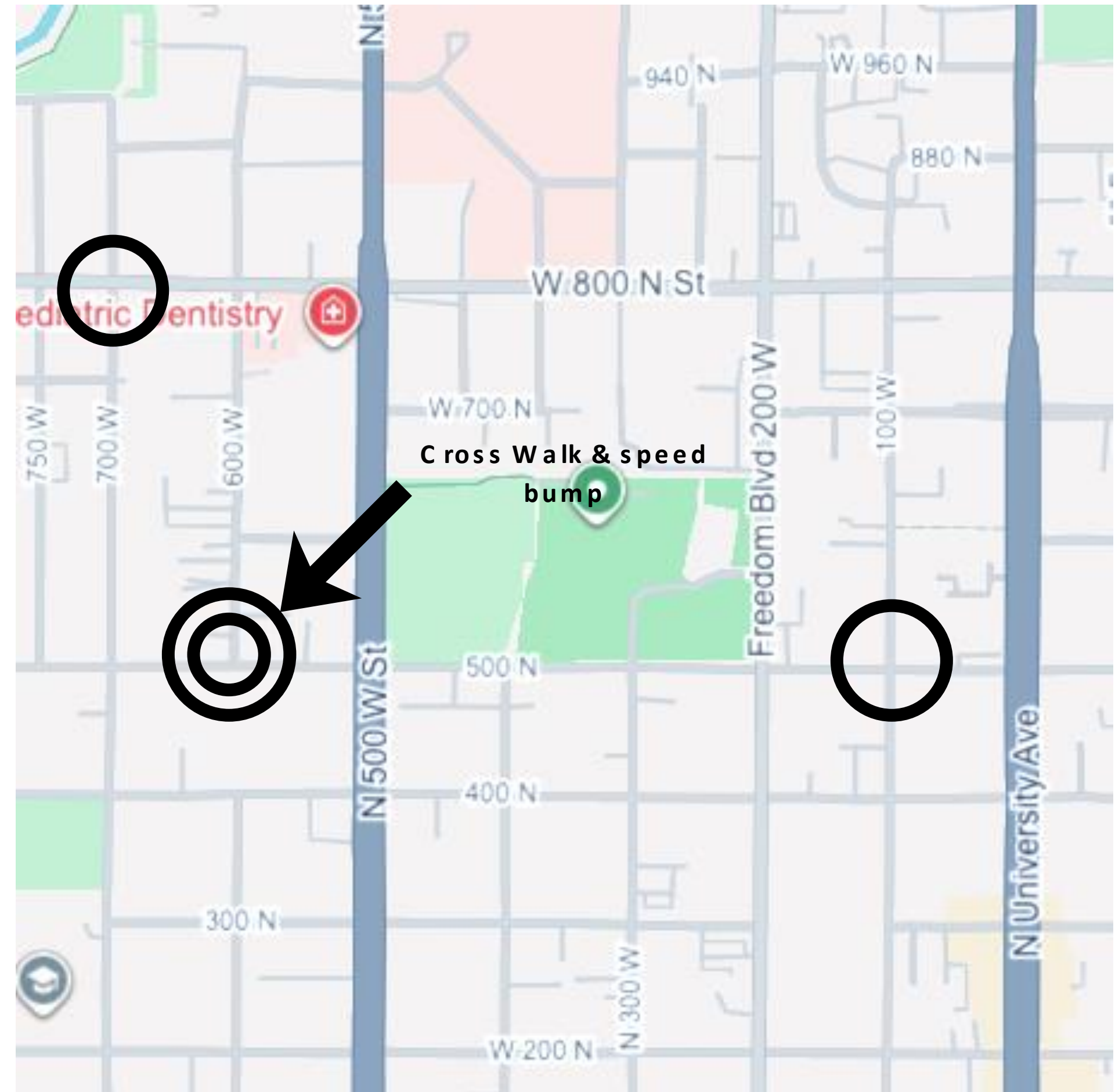
River Trail Access

- Protected bike line on Columbia Lane



Cross Walks

- 500 N and 100 W
- 500 N and 600 W (+speed Bump)
- 700 W 800 N

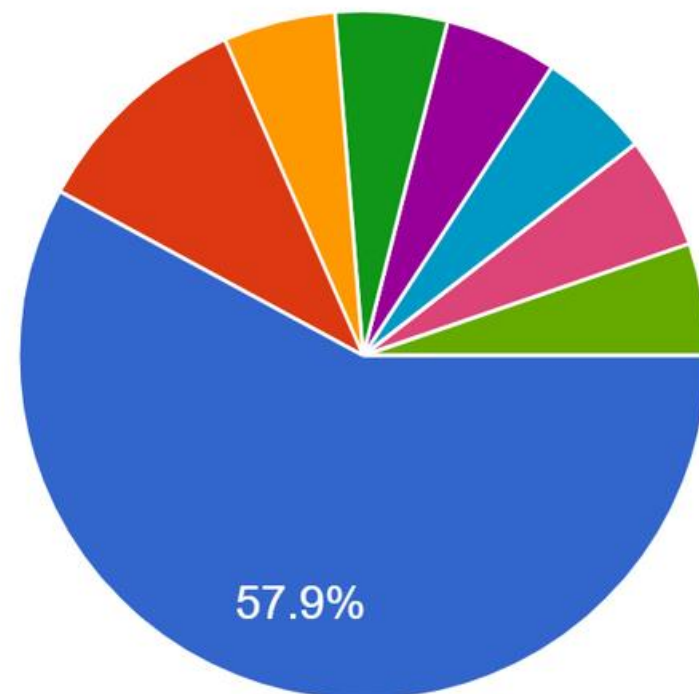


Cougar Focus

Celebrate the neighborhood's connection to the university



Would you prefer a Cosmo Cougar (BYU Mascot) in place of human figures on city signage?



- Yes
- No
- Sounds but probably not all, just in some places
- USU Bull preferred.
- If it's no additional cost, it could be fun, but I wouldn't sink extra \$ into it.
- It would be cute but whatever
- Absolutely not. BYU is not Provo.
- I'm not a BYU fan but being as BYU is...



Thank You!

Email: Jamin_Rowan@byu.edu

PROVO MUNICIPAL COUNCIL WORK SESSION STAFF REPORT



Submitter: HSALZL
Presenter: Hannah Salzl, City Planner
Department: Development Services
Requested Meeting Date: 01-01-2018
Requested Presentation Duration: 10 minutes
CityView or Issue File Number: PLANEX20250603

SUBJECT: An ordinance approving the petition to annex approximately 38.79 acres of property generally located at 620 North Lakeview Parkway. Lakeview South and Fort Utah neighborhoods. (PLANEX20250603)

RECOMMENDATION: The Planning Commission recommended approval 8:0.

BACKGROUND: The proposed annexation includes approximately 38.79 acres of property located between 300 North and 900 North along the east side of Lakeview Parkway as well as a portion of Boat Harbor Drive (see Staff Report Attachment 1).

George Bills is the sponsor of the application to annex, and he has gathered signatures in support from the other landowners in the proposed area. The properties are currently undeveloped, and the area has a high water table.

The Annexation Policy Map includes these properties in Area 4 and advises that if annexed, they should be in the Open Space, Parks and Recreation (OSPR) Zone (see Staff Report Attachment 2).

The General Plan Map shows the southern half of the proposed area to be annexed as Residential and the northern half as Mixed Use (see Staff Report Attachment 3), though development would be difficult and expensive with the high water table.

Staff support the proposed annexation, which is consistent with the Annexation Map and Policies (General Plan Appendix C).

FISCAL IMPACT: N/A

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES: Annexation Map and Policies (General Plan Appendix C) includes this land in Area 4 and recommends it come in under the OSPR Zone.

ORDINANCE 2025-____.

AN ORDINANCE APPROVING THE PETITION TO ANNEX
APPROXIMATELY 38.79 ACRES OF PROPERTY GENERALLY LOCATED
AT 620 NORTH LAKEVIEW PARKWAY. LAKEVIEW SOUTH AND FORT
UTAH NEIGHBORHOODS. (PLANEX20250603)

RECITALS:

It is proposed that approximately 38.79 acres of property located between 300 North and 900 North along Lakeview Parkway, as shown in the attached Exhibits A and B, be annexed into Provo City;

Pursuant to Utah Code 10-2-407(6), if no timely protests against the proposed annexation have been filed, the Municipal Council may approve the annexation, and no timely protests have been filed;

On November 12, 2025 the Planning Commission held a duly noticed public hearing to consider the proposal, and after the hearing, the Planning Commission recommended approval to the Municipal Council by a vote of 8:0; and

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

THEREFORE, the Provo Municipal Council ordains as follows:

PART I:

The annexation of approximately 38.79 acres of property located between 300 North and 900 North along Lakeview Parkway, as shown in the attached Exhibits A and B, is approved.

PART II:

The classification on the Provo Zoning Map for the property approved for annexation by this ordinance is the Open Space, Preservation and Recreation (OSPR) Zone.

PART III:

- A. If a provision of this ordinance conflicts with a provision of a previously adopted ordinance, this ordinance prevails.

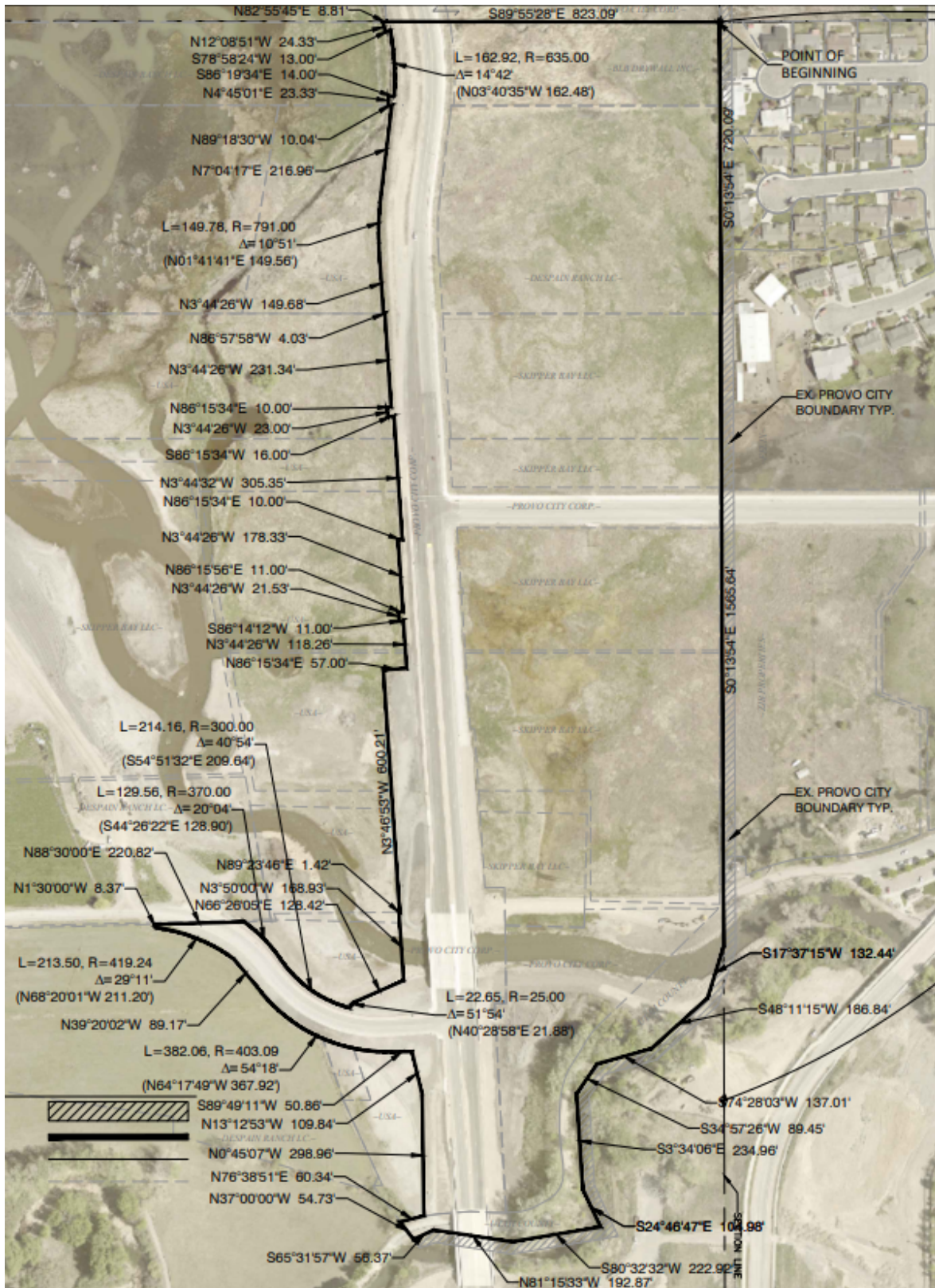
- 42
- 43 B. This ordinance and its various sections, clauses, and paragraphs are severable. If any part,
- 44 sentence, clause, or phrase is determined to be unconstitutional or invalid, the remainder
- 45 of the ordinance is not affected by that determination.
- 46
- 47 C. This ordinance takes effect immediately after it has been posted or published in accordance
- 48 with Utah Code Section 10-3-711, presented to the Mayor in accordance with Utah Code
- 49 Section 10-3b-204, and recorded in accordance with Utah Code Section 10-3-713.
- 50
- 51 D. The Municipal Council directs that this ordinance remain uncodedified.

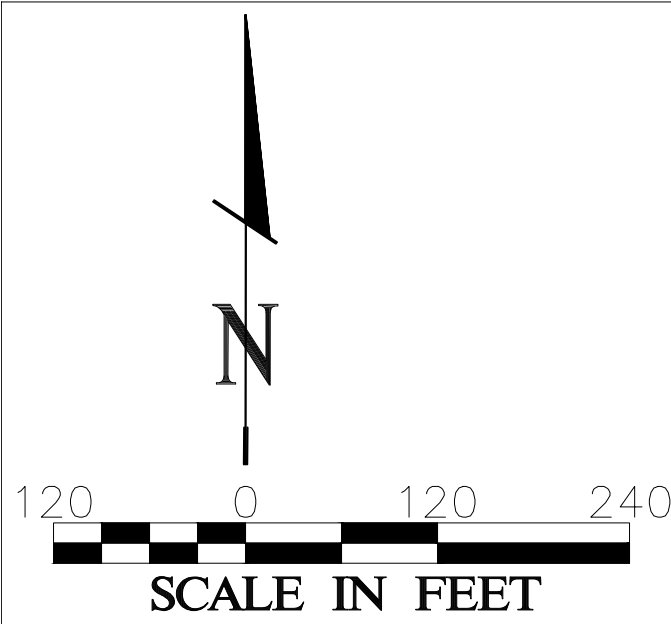
52
53

Exhibit A

VICINITY MAP

Exhibit B





- LEGEND**
- PROVO CITY CURRENT BOUNDARY
 - PROVO CITY PROPOSED BOUNDARY
 - PROVO CITY PARCELS INCLUDED
 - ADJACENT PARCELS

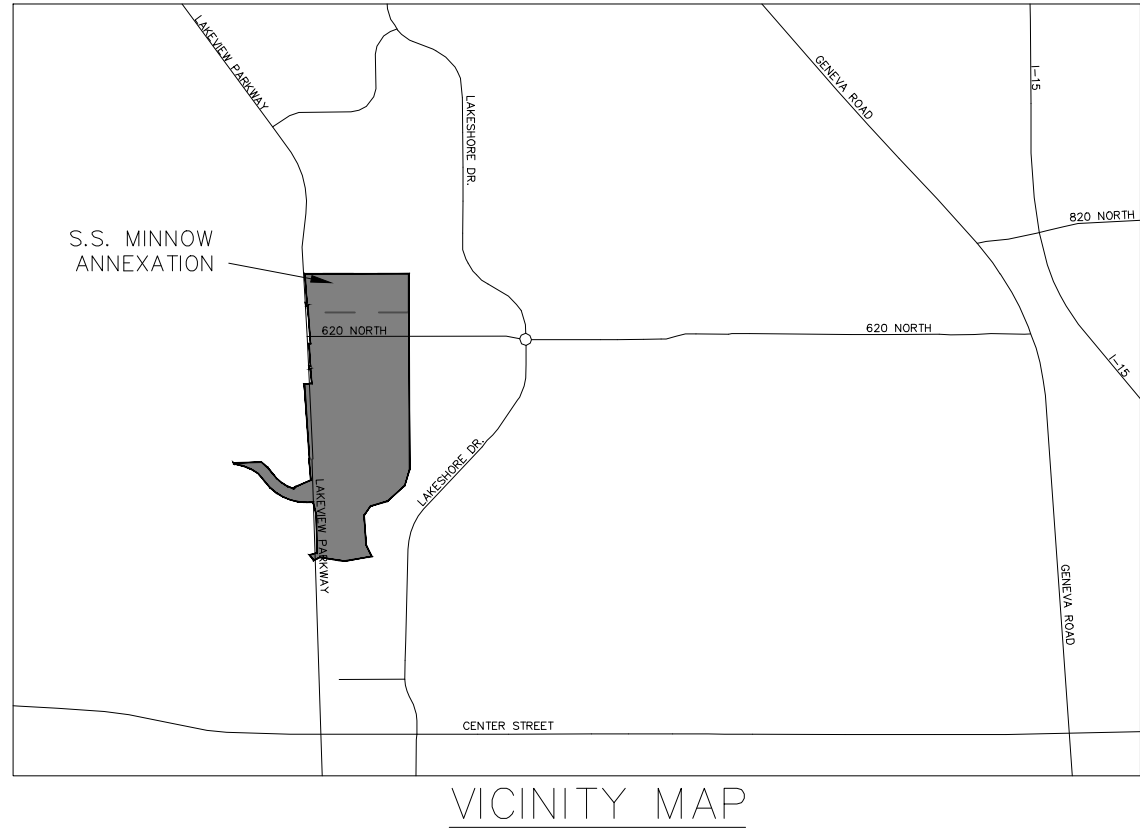
PREPARED BY:
CHAD HILL, PLS
PROVO CITY
1377 S 350 E
PROVO, UTAH 84606
(801) 852-6746

NORTHEAST CORNER SECTION 4,
TOWNSHIP 7 SOUTH, RANGE 2 EAST,
SALT LAKE BASE AND MERIDIAN
FOUND 3" BRASS CAP (54-36)

POINT OF
BEGINNING

S00°13'54" E 2662.32'
BASIS OF BEARING

EAST QUARTER CORNER SECTION 4,
TOWNSHIP 7 SOUTH, RANGE 2 EAST,
SALT LAKE BASE AND MERIDIAN
TRUE CORNER OUT FOUND
REFERENCE CONER 3" BRASS CAP
(54-37 RC)



SURVEYOR'S CERTIFICATE

I, CHAD J. HILL, DO HEREBY CERTIFY THAT THIS IS A TRUE AND ACCURATE MAP OF THE TRACT OF LAND TO BE ANNEXED TO PROVO CITY, UTAH COUNTY, UTAH.

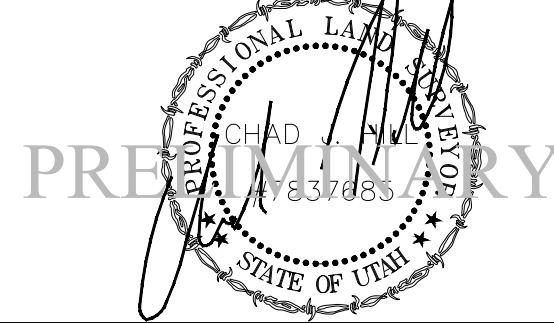
BOUNDARY DESCRIPTION

A PARCEL OF LAND LOCATED IN THE NORTHEAST CORNER OF SECTION 4, TOWNSHIP 7 SOUTH, RANGE 2 EAST, SALT LAKE BASE AND MERIDIAN; DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF SECTION 4, TOWNSHIP 7 SOUTH, RANGE 2 EAST, SALT LAKE BASE AND MERIDIAN; THENCE S00°13'54"E 720.09 FEET; THENCE S00°13'54"E 1565.64 FEET; THENCE S17°37'15"W 132.44 FEET; THENCE S48°11'15"W 186.84 FEET; THENCE S74°28'03"W 137.01 FEET; THENCE S34°57'26"W 89.45 FEET; THENCE S03°34'06"E 234.96 FEET; THENCE S24°46'47"E 104.98 FEET; THENCE S80°32'32"W 222.92 FEET; THENCE N81°15'33"W 192.87 FEET; THENCE S65°31'57"W 56.37 FEET; THENCE N37°00'00"W 54.73 FEET; THENCE N76°38'51"E 60.34 FEET; THENCE N00°45'07"W 298.96 FEET; THENCE N13°12'53"W 109.84 FEET; THENCE S89°49'11"W 50.86 FEET; THENCE NORTHWESTERLY ALONG THE ARC OF A 403.09 FOOT RADIUS NON-TANGENT CURVE TO THE RIGHT 382.06 FEET, THROUGH THE CENTRAL ANGLE OF 54°18'23" (CHORD BEARS: N64°17'49"W 367.92 FEET); THENCE N39°20'02"W 89.17 FEET; THENCE WESTERLY ALONG THE ARC OF A 419.24 FOOT RADIUS NON-TANGENT CURVE TO THE LEFT 213.50 FEET, THROUGH THE CENTRAL ANGLE OF 29°11' (CHORD BEARS: S54°51'32"E 209.64 FEET); THENCE N01°41'41"E 149.56 FEET; THENCE N03°44'26"W 118.26 FEET; THENCE N86°15'34"E 10.00 FEET; THENCE N86°15'34"E 10.00 FEET; THENCE N03°44'26"W 23.00 FEET; THENCE N03°44'26"W 149.68 FEET; THENCE NORTHERLY ALONG THE ARC OF A 791.00 FOOT RADIUS NON-TANGENT CURVE TO THE RIGHT 149.78 FEET, THROUGH THE CENTRAL ANGLE OF 10°50'58" (CHORD BEARS: N01°41'41"E 149.56 FEET); THENCE N07°04'17"E 216.96 FEET; THENCE N89°18'30"W 10.04 FEET; THENCE N04°45'01"E 23.33 FEET; THENCE S86°19'34"E 14.00 FEET; THENCE NORTHERLY ALONG THE ARC OF A 635.00 FOOT RADIUS NON-TANGENT CURVE TO THE LEFT 162.48 FEET, THROUGH THE CENTRAL ANGLE OF 14°42'02" (CHORD BEARS: N03°40'35"W 162.48 FEET); THENCE S78°58'24"W 13.00 FEET; THENCE N12°08'51"W 24.33 FEET; THENCE N82°55'45"E 8.81 FEET; THENCE S89°55'28"E 823.09 FEET TO THE POINT OF BEGINNING.

BASIS OF BEARING: N00°13'54"E 2662.32', ALONG THE SECTION LINE

CHAD J. HILL
PROFESSIONAL LAND SURVEYOR LICENSE
NO. 7837685-2201



DATE

DEVELOPMENT SERVICES DIRECTOR APPROVAL

APPROVED THIS _____ DAY OF _____, A.D. 2025, BY THE PROVO CITY DEVELOPMENT SERVICES DIRECTOR.

BILL PEPERONE - DEVELOPMENT SERVICES DIRECTOR

PROVO CITY ENGINEER APPROVAL

APPROVED THIS _____ DAY OF _____, A.D. 2025, BY THE PROVO CITY ENGINEER.

GORDON HAIGHT - PROVO CITY ENGINEER

ACCEPTANCE BY MAYOR

THIS IS TO CERTIFY THAT I, MICHELLE KAUFUSI MAYOR OF PROVO CITY, HAVE RECEIVED A REQUEST THAT SAID TRACT OF LAND SHOWN HEREON, BE ANNEXED TO THE CITY OF PROVO AND THAT A COPY OF THE ORDINANCE HAS BEEN PREPARED FOR FILING HEREWITH ALL IN ACCORDANCE WITH THE UTAH CODE ANNOTATED (1979) 10-1-04 AND 10-02-401 THROUGH 423. (AS REVISED) AND THAT WE HAVE EXAMINED AND DO HEREBY APPROVE AND ACCEPT THE ANNEXATION OF THE TRACT AS SHOWN AS A PART OF SAID CITY AND THAT SAID TRACT OF LAND IS TO BE KNOWN HEREAFTER AS THE

S.S. MINNOW ANNEXATION.

DATED THIS _____ DAY OF _____, 2025.

MICHELLE KAUFUSI - MAYOR

ATTEST:
RECORDER

ACCEPTANCE BY COUNTY SURVEYOR

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

ANTHONY CANTO
UTAH COUNTY SURVEYOR

DATE

ANNEXATION PLAT

**S.S. MINNOW
ANNEXATION**

PROVO CITY,

UTAH COUNTY, UTAH

SCALE: 1" = 120 FEET

***ITEM 4** Gardner & Associates request annexation of 38.79 acres of land located along Lakeview Parkway, from approximately 300 North to 880 North. Lakeview South Neighborhood. Hannah Salzl (801) 852-6423 hsalzl@provo.gov PLANEX20250603

Applicants: Gardner & Associates
(George Bills)

Staff Coordinator: Hannah Salzl

Relevant History: No protests have been filed against this annexation.

Neighborhood Issues: This item is not scheduled to go to a Neighborhood meeting, and no concerns have been raised. If annexed, it would become part of District 3.

Summary of Key Issues:

- The parcels that would be annexed are within Area 4 on the Annexation Policy Map.

Staff Recommendation: That the Planning Commission **recommend approval** of the proposed annexation to the Provo City Council.

ALTERNATIVE ACTIONS

1. **Continue** to a future date to obtain additional information or to further consider information presented. *The next available meeting date is December 10, 2025 at 6:00 P.M.*
2. **Deny** the requested variance. *This action would not be consistent with the recommendations of the Staff Report. The Board of Adjustment should state new findings.*

OVERVIEW

The proposed annexation includes approximately 38.79 acres of property located between 300 North and 900 North along the east side of Lakeview Parkway as well as a portion of Boat Harbor Drive (see Attachment 1).

George Bills is the sponsor of the application to annex, and he has gathered signatures in support from the other landowners in the proposed area. The properties are currently undeveloped. They are zone Residential Agricultural (RA-5) in the County.

The Annexation Policy Map includes these properties in Area 4 and advises that if annexed, they should be in the Open Space, Parks and Recreation (OSPR) Zone (see Attachment 2).

The General Plan Map shows the southern half of the proposed area to be annexed as Residential and the northern half as Mixed Use (see Attachment 3).

STAFF ANALYSIS

Staff support the proposed annexation, which is consistent with the long-standing Annexation Map and Policies (General Plan Appendix C).

FINDINGS OF FACT

1. The proposed area to be annexed is in Area 4 of the Annexation Policy Map.
2. The parcels are currently undeveloped.

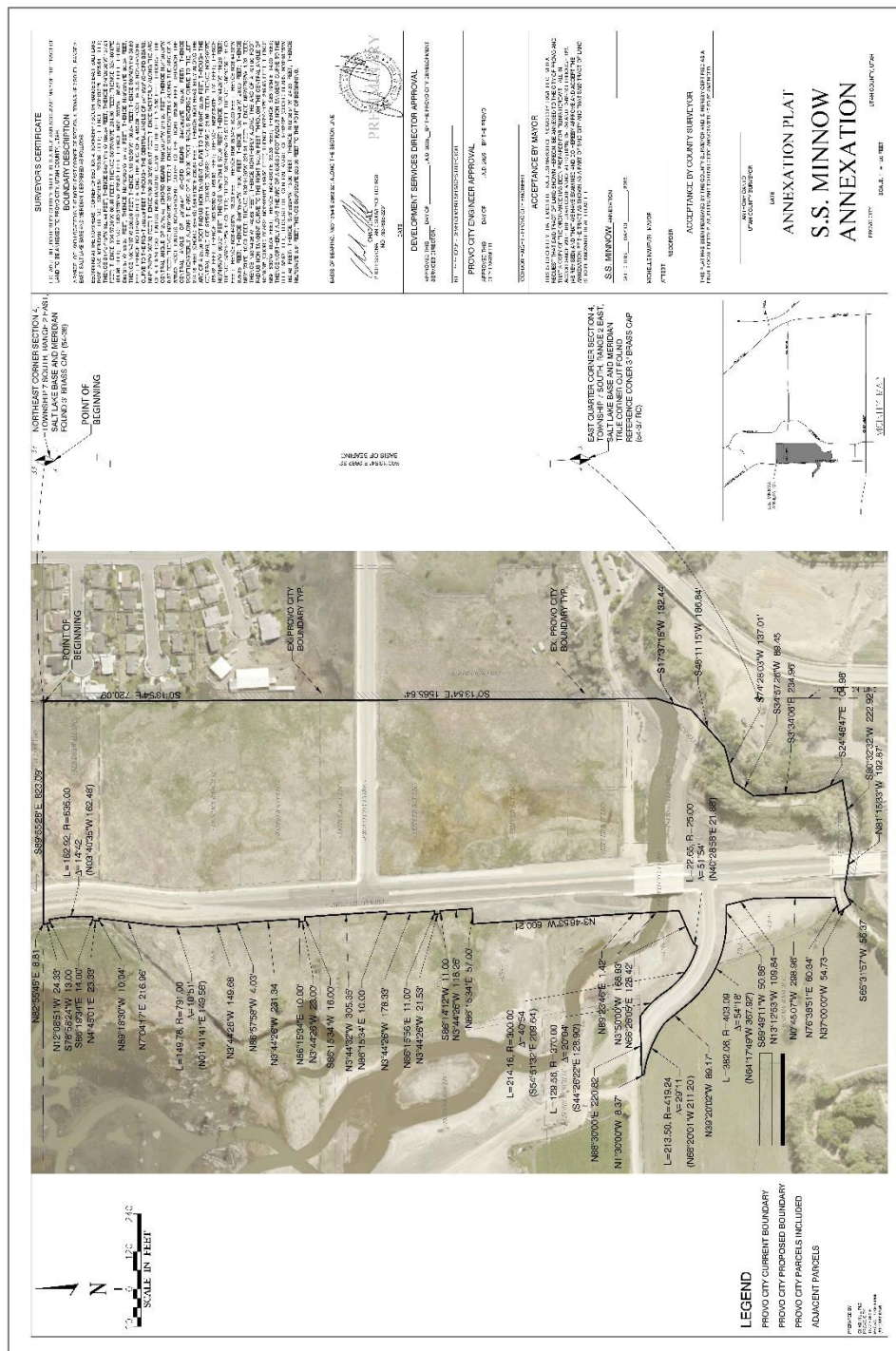
CONCLUSIONS

This proposed annexation is consistent with the Annexation Map and Policies.

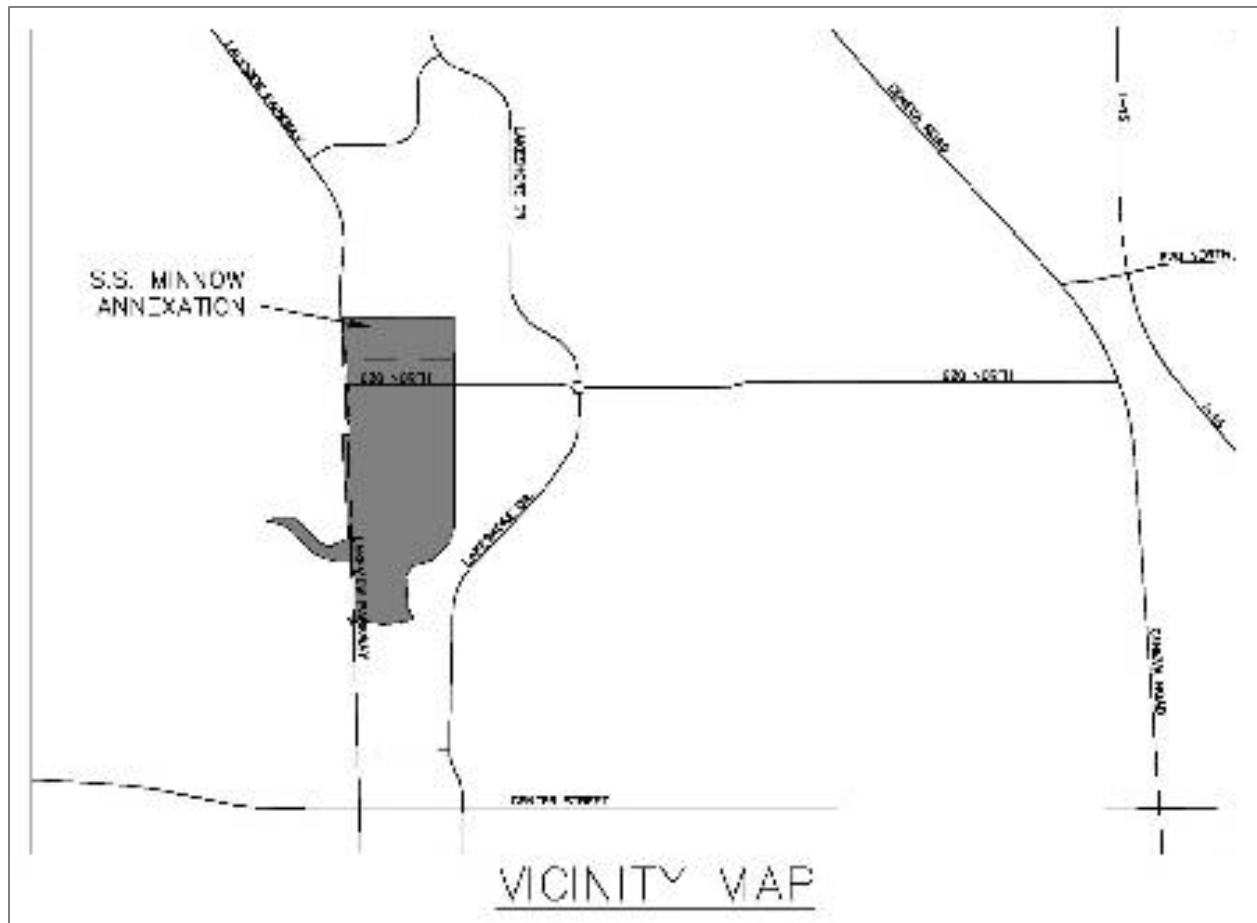
ATTACHMENTS

1. Annexation Plat Map
2. General Plan Annexation Policy Map
3. General Plan Map (Excerpt)

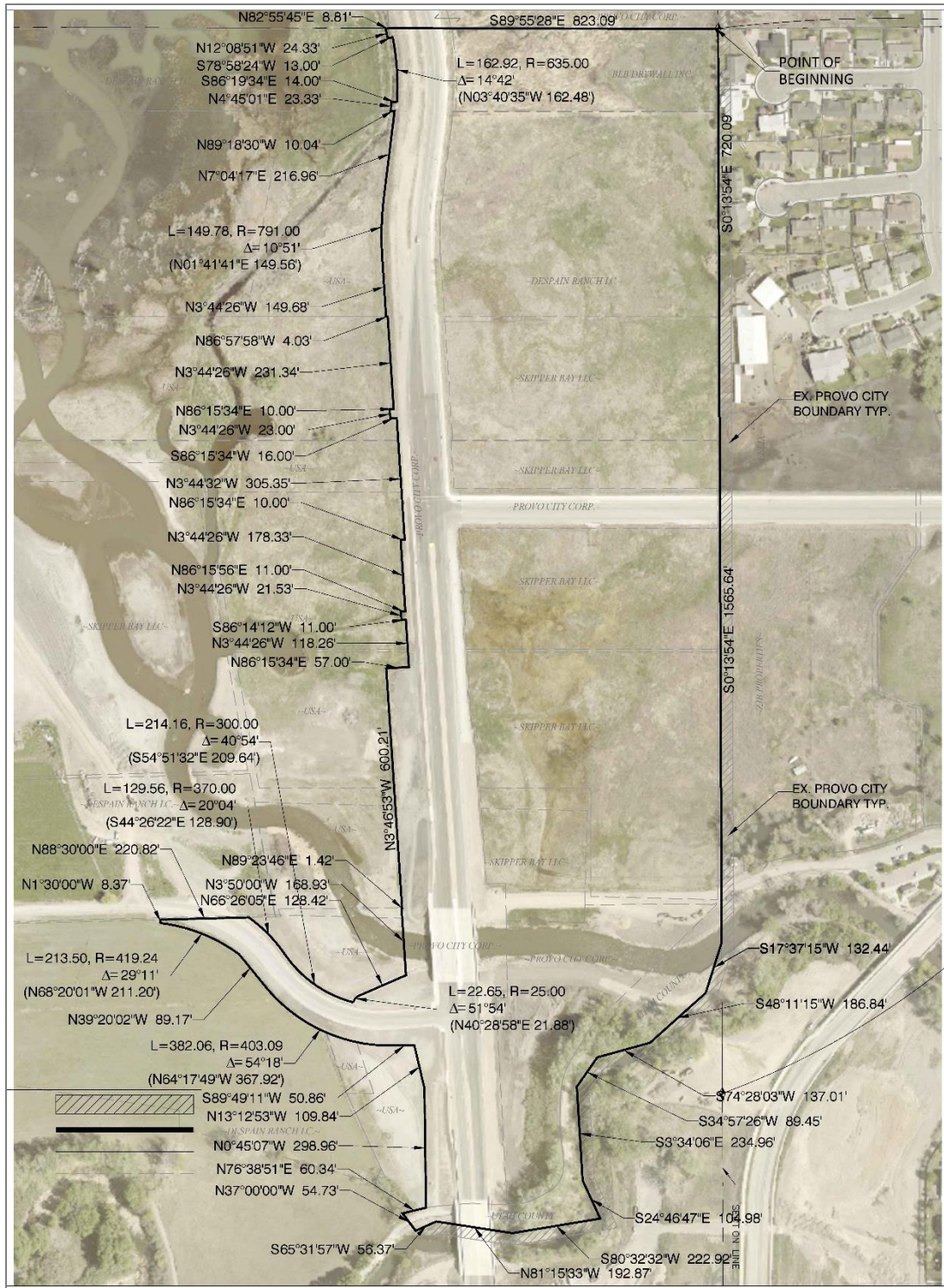
Full Annexation Plat Map



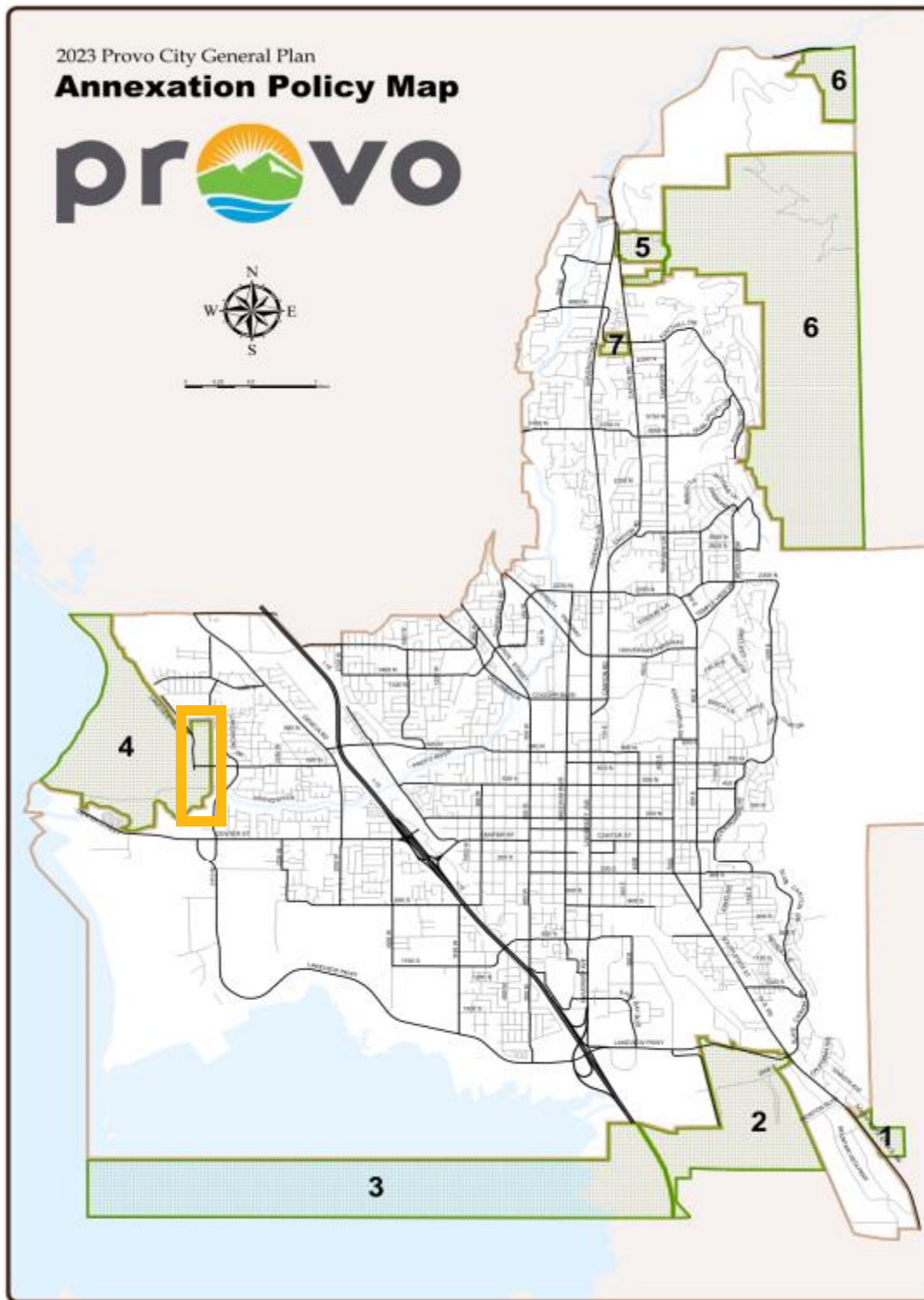
Expanded Vicinity Map View



Expanded Plat View

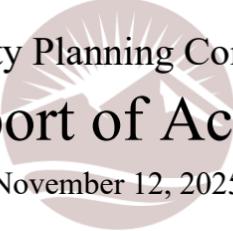


ATTACHMENT 2 – GENERAL PLAN ANNEXATION POLICY MAP



ATTACHMENT 3 – GENERAL PLAN MAP (EXCERPT)





Provo City Planning Commission

Report of Action

November 12, 2025

***ITEM 4** Gardner & Associates request annexation of 38.79 acres of land located along Lakeview Parkway, from approximately 300 North to 880 North. Lakeview South Neighborhood. Hannah Salzl (801) 852-6423 hsalzl@provo.gov PLANEX20250603

The following action was taken by the Planning Commission on the above described item at its regular meeting of November 12, 2025:

RECOMMENDED APPROVAL

On a vote of 8:0, the Planning Commission recommended that the Municipal Council approve the above noted application.

Motion By: Jon Lyons

Second By: Matt Wheelwright

Votes in Favor of Motion: Jonathon Hill, Melissa Kendall, Lisa Jensen, Joel Temple, Matt Wheelwright, Jon Lyons, Daniel Gonzales, Anne Allen

Jonathon Hill was present as Chair.

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

LEGAL DESCRIPTION FOR PROPERTY TO BE ANNEXED

The property to be annexed is shown in the attached Exhibit A.

STAFF PRESENTATION

The Staff Report to the Planning Commission provides details of the facts of the case and the Staff's analysis, conclusions, and recommendations.

CITY DEPARTMENTAL ISSUES

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

NEIGHBORHOOD MEETING DATE

- No information was received from the Neighborhood District Chair.

NEIGHBORHOOD AND PUBLIC COMMENT

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

CONCERNS RAISED BY PUBLIC

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

- Five residents (Elizabeth Meltzer, Mary White, Mindy Gonzales, Natalie King, and Neil Thornock) emailed to say that they wanted the area to be protected wetlands, and they were concerned about the possibility of an annexation leading to development of the parcels.

APPLICANT RESPONSE

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

- George Bills with Gardner and Associates agreed with the staff presentation and said that he does not know of any current plans to develop. When asked why he and the other property owners wanted to annex, Mr. Bills explained

that property owners in the northern portion were interested in potentially developing residential units, but that there were no current plans.

PLANNING COMMISSION DISCUSSION

Key points discussed by the Planning Commission included the following:

- Commissioner Temple asked what restrictions the City would be able to put on future development in this area. Given that the area has a high water table and is in a designated wetlands area, there would be high mitigation criteria and development standards.
- Commissioner Jensen asked what development would be permitted under the OSPR zone. The zone permits only parks, open spaces, and trails.
- Commission Wheelwright sought clarification that the current County RA-5 zone permits housing that would not have to go through Provo's approval. Staff confirmed that this is correct.
- Commissioner Jensen stated that she had no problem with annexing the parcel so that Provo could screen potential future development and conservation options.
- Commissioner Lyons agreed with Commissioner Jensen. He shared the concerns expressed by the public but thought that annexing the land would give Provo more control over their future.
- Commissioner Hill expressed that annexing the parcels would actually resolve the concerns raised by the public about development in sensitive wetlands.
- Commissioner Wheelwright asked whether an Annexation Agreement would help. Staff replied that the current wetlands delineation already sets any standards that would be recorded in an Annexation Agreement.



Planning Commission Chair



Director of Development Services

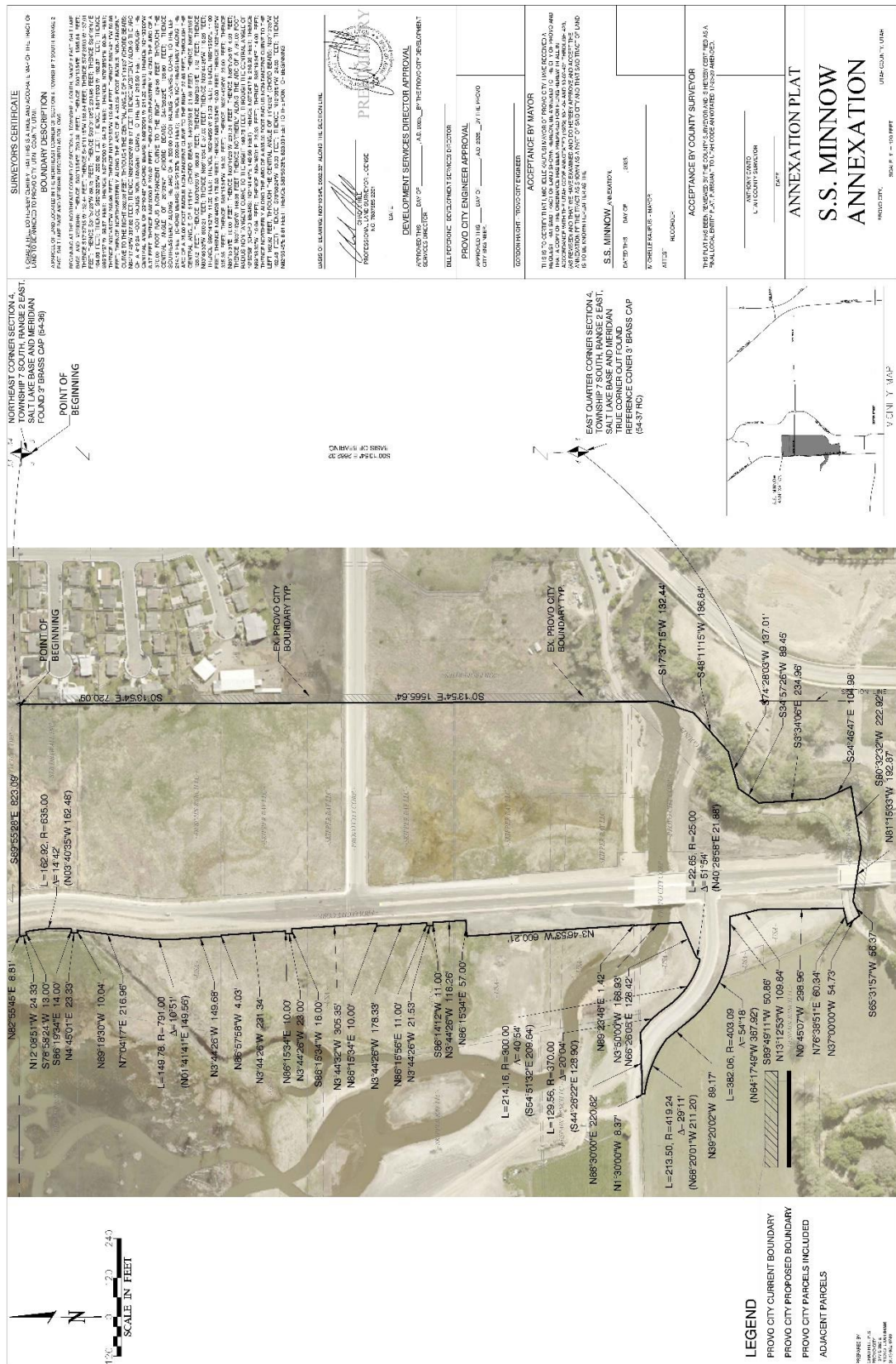
See Key Land Use Policies of the Provo City General Plan, applicable Titles of the Provo City Code, and the Staff Report to the Planning Commission for further detailed information. The Staff Report is a part of the record of the decision of this item. Where findings of the Planning Commission differ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

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

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

BUILDING PERMITS MUST BE OBTAINED BEFORE CONSTRUCTION BEGINS

Page 3 of 3



*ITEM 4

Gardner & Associates request annexation of 38.79 acres of land located along Lakeview Parkway, from approximately 300 North to 880 North.

Lakeview South Neighborhood

PLANEX20250603

ANNEXATION DECISION POINT

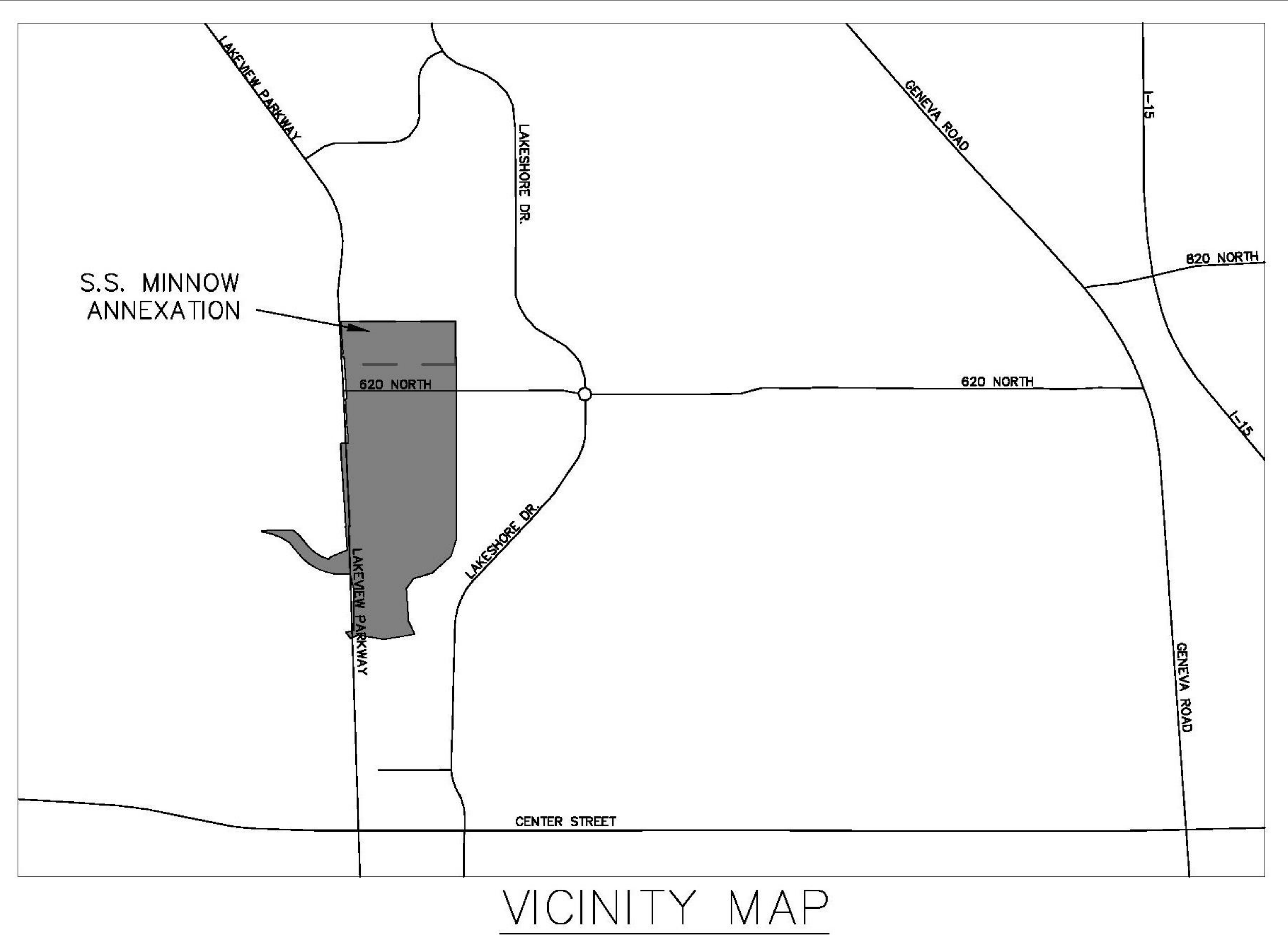


* Public Hearing

Provo City also has robust relationships and is developing policies for formal conservation efforts.

ANNEXATION POLICY AREA

38.79 acres in General Plan Annexation Policy Map Area 4



DETAILS IF ANNEXED

ZONING

Current County Zone

Residential Agricultural 5
(RA-5)

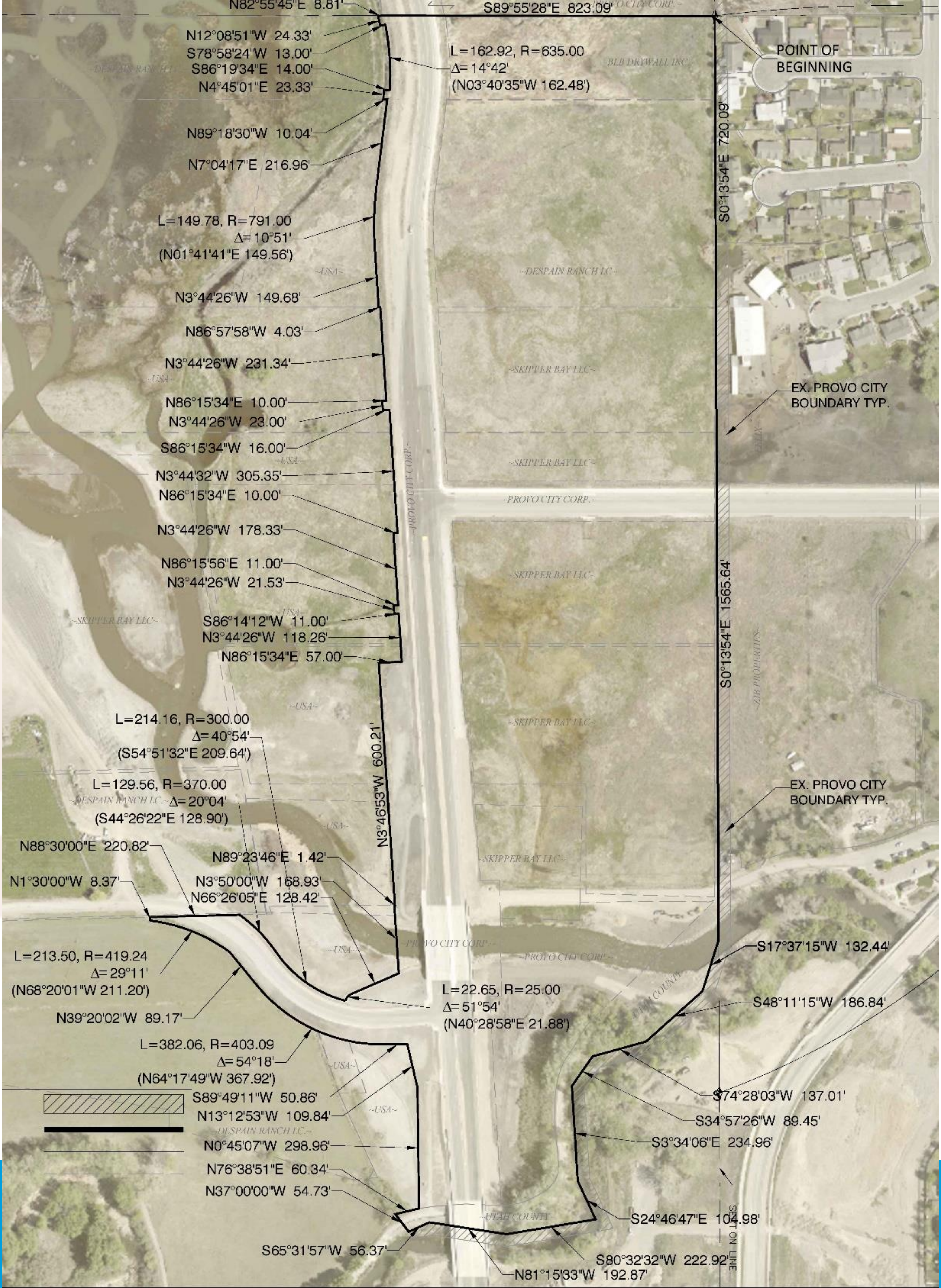


Proposed Provo Zone

Open Space and Preservation
(OSPR)

NEIGHBORHOODS

- Lakeview South
- Fort Utah



*ITEM 4

Gardner & Associates request annexation of 38.79 acres of land located along Lakeview Parkway, from approximately 300 North to 880 North.

Lakeview South Neighborhood

PLANEX20250603

PROVO MUNICIPAL COUNCIL WORK SESSION STAFF REPORT



Submitter: DWRIGHT
Presenter: Dustin Wright, City Planner
Department: Development Services
Requested Meeting Date: 12-02-2025
Requested Presentation Duration: 5 minutes
CityView or Issue File Number: PLRZ20250200

SUBJECT: An ordinance amending the zone map classification of real property, generally located at 113 and 191 N Geneva Road, from the general commercial (CG) zone to the medium density residential (MDR) zone. Fort Utah neighborhood. (PLRZ20250200)

RECOMMENDATION: Denial

BACKGROUND: This is a rezone request for property located at 113 and 191 N Geneva Rd. (Attachments 1) to be rezoned from General Commercial (CG) to Medium Density Residential (MDR).

The designation for this area in the General Plan is for Mixed-use development. This would include commercial, residential, and office.

The adjacent property to the west is currently zoned single-family residential (R1.8) and the property to the east, across Geneva Rd., is zoned Open Space, Preservation, and recreation (OSPR), and the property to the north is in the Residential Conservation (RC) zone, and the property to the south is in the General Commercial (CG) zone.

Rezoing to residential does not align with the General Plan. Residents have expressed concerns about losing the existing commercial property for more residential and staff share this concern. Preserving the remaining commercial potential in this area of town is key to helping ensure that needs of surrounding residents are best served. Having commercial opportunities within close travel distance promotes walkability and sustainability.

FISCAL IMPACT: N/A

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:

The General Plan shows this area as mixed-use. Changing to just residential is not in alignment with the plan's designation.

While housing units are needed, there is also a need for more commercial on the west side of the city. This location is already zoned commercial, and it would best serve the public to either keep it commercial or change it to a mixed-use zone to ensure that there is a strong commercial presence to help with walkability and nearby opportunities for residents.

Staff does not recommend this amendment because it does not follow the General Plan mixed-use designation. It is hard to add new commercial zones into areas that need it, so keeping it in this location where it already exists is a better option.

ORDINANCE <<Document Number>>

AN ORDINANCE AMENDING THE ZONE MAP CLASSIFICATION OF
REAL PROPERTY, GENERALLY LOCATED AT 113 AND 191 N GENEVA
ROAD, FROM THE GENERAL COMMERCIAL (CG) ZONE TO THE
MEDIUM DENSITY RESIDENTIAL (MDR) ZONE. FORT UTAH
NEIGHBORHOOD. (PLRZ20250200)

RECITALS:

It is proposed that the classification on the Provo Zoning Map for approximately 1.32 acres of real property, generally located at 113 and 191 N Geneva Road (an approximation of which is shown or described in Exhibit A and a more precise description of which will be attached as Exhibit B after the Zone Map has been updated), be amended from the General Commercial (CG) Zone to the Medium Density Residential (MDR) Zone;

On November 12, 2025, the Planning Commission held a public hearing to consider the proposal, and after the hearing, the Planning Commission recommended **denial** of the proposal to the Municipal Council by a 8:0 vote;

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

On December 2, 2025, the Municipal Council met to determine the facts regarding this matter and receive public comment, which facts and comments are found in the public record of the Council's consideration; and

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

THEREFORE, the Provo Municipal Council ordains as follows:

PART I:

The classification on the Provo Zoning Map is amended from the General Commercial (CG) Zone to the Medium Density Residential (MDR) Zone for the real property described in this ordinance.

PART II:

- 41 A. If a provision of this ordinance conflicts with a provision of a previously adopted
42 ordinance, this ordinance controls.
43
- 44 B. This ordinance and its various sections, clauses, and paragraphs are severable. If any part,
45 sentence, clause, or phrase is judicially determined to be unconstitutional or invalid, the
46 remainder of the ordinance is not affected by that determination.
47
- 48 C. This ordinance takes effect immediately after it has been posted or published in accordance
49 with Utah Code Section 10-3-711, presented to the Mayor in accordance with Utah Code
50 Section 10-3b-204, and recorded in accordance with Utah Code Section 10-3-713.
51
- 52 D. The Municipal Council directs that the Provo Zoning Map be updated and codified to
53 reflect the provisions enacted by this ordinance.


EXHIBIT A

AREA TO BE REZONED



EXHIBIT B

LEGAL DESCRIPTION



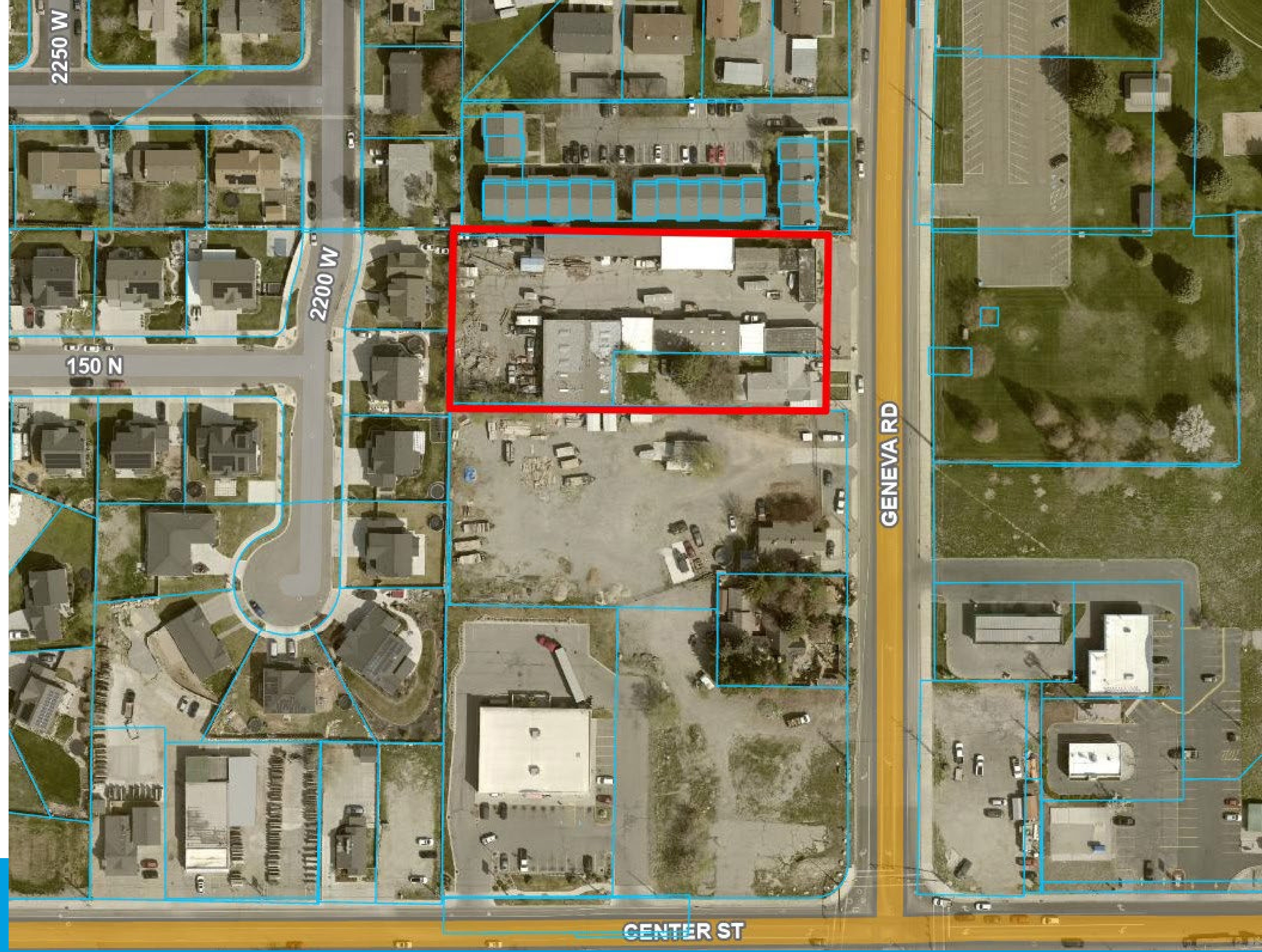
**A Zone Map Amendment for 1.32 acres of land from the
CG (General Commercial) Zone to the MDR (Medium
Density Residential) Zone, located at 113 and 191 N
Geneva Road**

Fort Utah Neighborhood

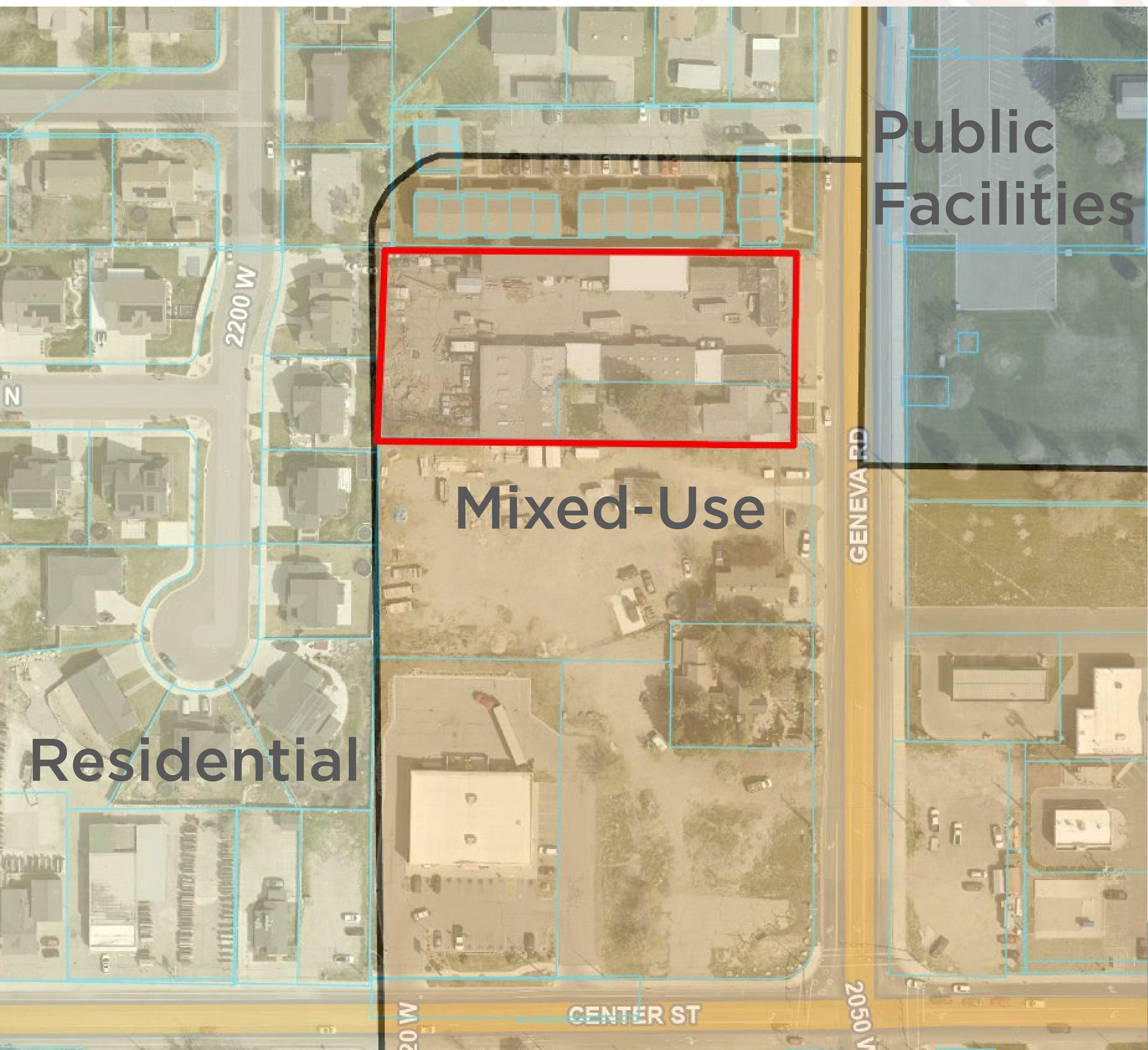
PLRZ20250200



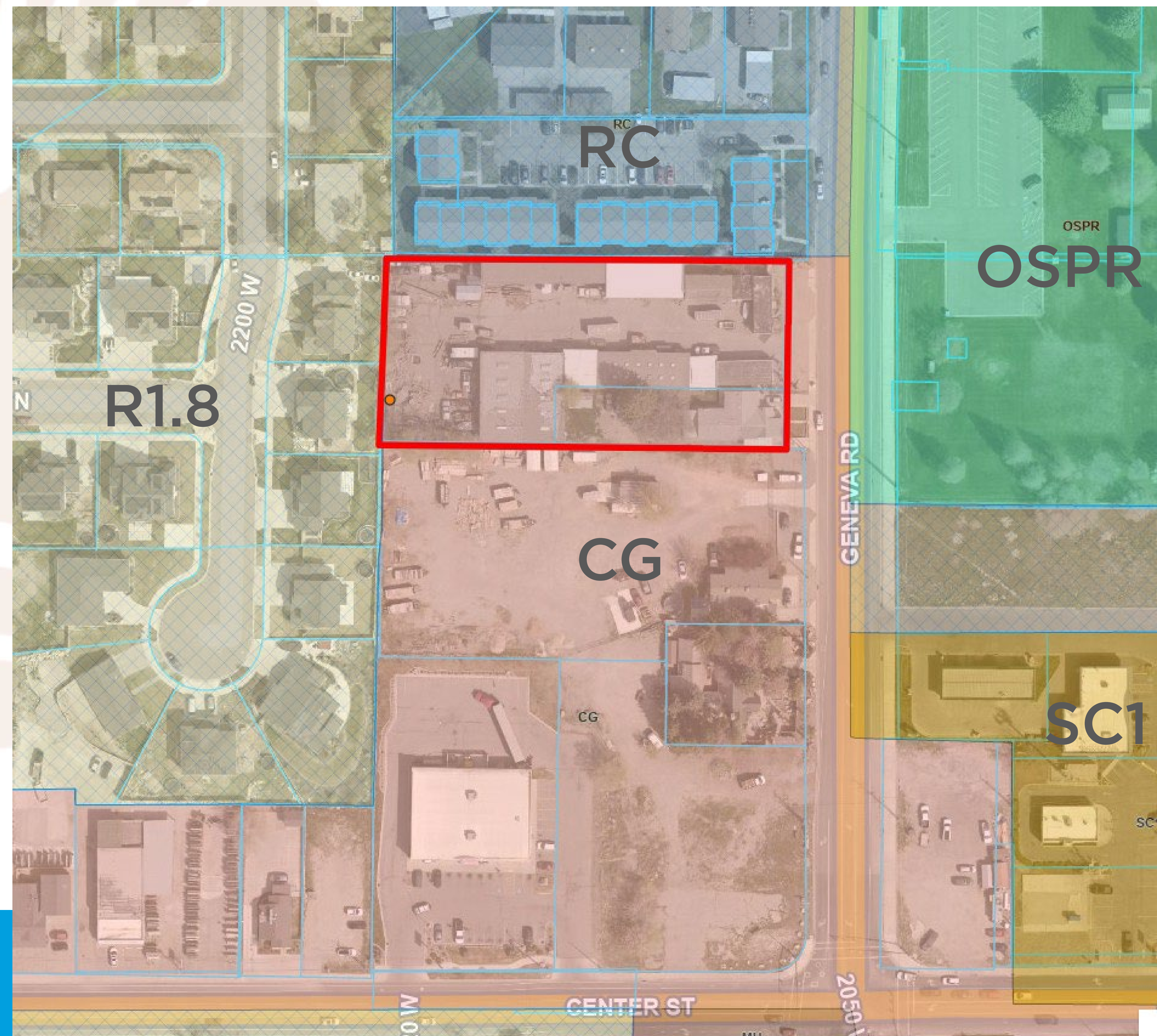
191 N Geneva



General Plan Map



Zoning Map





Provo City Planning Commission

Report of Action

November 12, 2025

***ITEM 6** Jared Morgan requests a Zone Map Amendment for 1.32 acres of land from the CG (General Commercial) Zone to the MDR (Medium Density Residential) Zone in order to develop a 26-unit townhome development, located at 113 and 191 N Geneva Road. Fort Utah Neighborhood. Dustin Wright (801) 852-6414 dwright@provo.gov PLRZ20250200

The following action was taken by the Planning Commission on the above described item at its regular meeting of November 12, 2025:

RECOMMENDED DENIAL

On a vote of 8:0, the Planning Commission recommended that the Municipal Council deny the above noted application.

Motion By: Lisa Jensen

Second By: Anne Allen

Votes in Favor of Motion: Lisa Jensen, Anne Allen, Jonathon Hill, Melissa Kendall, Joel Temple, Matt Wheelwright, Jon Lyons, Daniel Gonzales.

Jonathon Hill was present as Chair.

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

LEGAL DESCRIPTION FOR PROPERTY TO BE REZONED

The property to be rezoned to the Medium Density Residential (MDR) Zone is:

Parcel 1

COM. 17 CHS S & 2.15 CHS W OF NE COR OF SE1/4 OF SEC 3, T 7 S, R 2 E, SLM; S 1 W 114 FT; W 200 FT; S 1 W 50 FT; N 89 W 150.46 FT; N 1 E 2.48 CHS; S 89 E 5.31 CHS TO BEG. AREA 1.09 ACRES.

And

Parcel 2

COM. 17 CHS S & 2.15 CHS W & S 1 W 114 FT OF NW COR OF SE1/4 OF SEC 3, T 7 S, R 2 E, SLM; S 1 W 50 FT; N 89 W 200 FT; N 1 E 50 FT; S 89 E 200 FT; TO BEG. AREA .23 OF AN ACRE.

RELATED ACTIONS

Planning Commission - November 12, 2025 - Item 5 - Concept Plan - PLCP20250293 - This item was denied.

STAFF PRESENTATION

The Staff Report to the Planning Commission provides details of the facts of the case and the Staff's analysis, conclusions, and recommendations.

CITY DEPARTMENTAL ISSUES

- The Coordinator Review Committee (CRC) has reviewed the application.

NEIGHBORHOOD MEETING DATE

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

NEIGHBORHOOD AND PUBLIC COMMENT

- The Neighborhood District Chair was not present or did not address the Planning Commission during the hearing.
- Neighbors or other interested parties were present or addressed the Planning Commission.

CONCERNS RAISED BY PUBLIC

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

- The traffic along Geneva Rd. is too fast.
- The commercial property to the south didn't want to sell.
- With a three-story residential building development, there would be less privacy for the surrounding residents.
- There is already a lot of MDR across the street being built now.
- The part of the city west of I-15 needs more commercial development.
- The applicant needs to investigate affordable housing options.

APPLICANT RESPONSE

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

- Infill development is challenging, and they have been working to find a way to make this work.
- The thing that makes mixed-use challenging is the requirement to have ten thousand square foot sites.
- The live-work units would allow for things like small office use, salons, or insurance office.
- The owner would like to control how the property is used and not leave it up to adjacent property owners to join in development. The adjacent property owners did not want to sell the property to this property owner.
- The market for commercial development is not there and that is a reason that residential is the best use for them.

PLANNING COMMISSION DISCUSSION

Key points discussed by the Planning Commission included the following:

- There is vacant commercial space in this area already. There is growth coming in just across the street, and there will be more in the future. If the commercial is lost now, it would be very difficult to bring it back later once the residential uses are in place.
- Adding rooftops can help encourage commercial, but multi-family doesn't always meet the discretionary income thresholds retailers are looking for.
- There has been a focus on developing centers to better serve communities. The General Plan identified this area as a type of center. Thought has gone into the General Plan, and it identifies how areas should develop in the future.
- Looking at the whole corner that is currently zoned commercial, it would be wise to look at either finding a way to have it developed together or if that is not a possibility, to have this site develop in a way that would be able to tie into the other property in the future. The access to all of that area would be better the further away it is from the busy intersection.
- The 200' lot depth is ideal for commercial development.
- Home ownership is an important goal, but there needs to be more commitment here towards that goal.
- More parking that is not tandem would be nice to see.
- If it is a change from the General Plan, it would need to be something better.



Planning Commission Chair



Director of Development Services

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

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

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

BUILDING PERMITS MUST BE OBTAINED BEFORE CONSTRUCTION BEGINS

- *ITEM 6** Jared Morgan requests a Zone Map Amendment for 1.32 acres of land from the CG (General Commercial) Zone to the MDR (Medium Density Residential) Zone in order to develop a 26-unit townhome development, located at 113 and 191 N Geneva Road. Fort Utah Neighborhood. Dustin Wright (801) 852-6414 dwright@provo.gov PLRZ20250200

Applicant: Jared Morgan

Staff Coordinator: Dustin Wright

Property Owner: J & L PEARSON SHOP LLC

Parcel ID: 21:025:0045 and 21:025:0046

Acreage: 1.32

Current Zone: General Commercial (CG)

Proposed Zone: Medium Density Residential (MDR)

Council Action Required: Yes

Development Agreement: None

ALTERNATIVE ACTIONS

1. **Continue** to a future date to obtain additional information or to further consider the information presented. *The next available meeting date is December 10, 2025, at 6:00 p.m.*
2. **Recommend approval** of the requested Rezone Application to the Municipal Council. This action would not be consistent with the recommendations of the Staff Report. The Planning Commission should state new findings.

Current Legal Use:

One property has a single-family home, and the other parcel has commercial.

Relevant History:

There is a concept plan application (PLCP20250293) to have the zone changed to MDR.

Neighborhood Issues:

A neighborhood district meeting was held on August 20, 2025. (See Attachment 4 for meeting notes for this item).

- Staff have received emails and calls from residents about desires to keep this property commercial because there is a low supply in west Provo.

Summary of Key Issues:

- Staff have reviewed the concept plans and there will need to be more information provided at the project plan phase to ensure compliance with proposed MDR zone.
- MDR zone allows 30 units per acre, and this concept shows 20 units per acre. If the property is rezoned to MDR, plans could change increasing the project to 30 units per acre.
- The applicant has stated that they would plan to sell some of the units and rent some of the units. This ratio has not been determined nor is there anything in place to ensure that they will be.

Staff Recommendation:

That the Planning Commission **recommend denial** of the requested rezone from CG to MDR at 191 N Geneva Road to the Municipal Council.

BACKGROUND

The applicant has submitted a rezone request for property located at 113 and 191 N Geneva Rd. (Attachments 1) to be rezoned from General Commercial (CG) to Medium Density Residential (MDR).

At the district meeting the applicant indicated that some of the units would be for sale and some would be for rent. The percentages have not been determined for how many units would be for sale and for rent by the applicant and they would be subject to change after approval of the rezone.

The designation for this area in the General Plan is for Mixed-use development. This would include commercial, residential, and office.

The adjacent property to the west is currently zoned single-family residential (R1.8) and the property to the east, across Geneva Rd., is zoned Open Space, Preservation, and recreation (OSPR), and the property to the north is in the Residential Conservation (RC) zone, and the property to the south is in the General Commercial (CG) zone.

FINDINGS OF FACT

Sec. 14.020.020(2) establishes criteria for the amendments to the zoning title as follows: **(Staff response in bold type)**

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

(a) Public purpose for the amendment in question.

Staff response: The amendment would provide additional housing units which are needed.

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

Staff response: While housing units are needed, there is also a need for more commercial on the west side of the city. This location is already zoned commercial, and it would best serve the public to either keep it commercial or change it to a mixed-use zone to ensure that there is a strong commercial presence to help with walkability and nearby opportunities for residents.

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

Staff response: The General Plan shows this area as mixed-use. Changing to just residential is not in alignment with the plan's designation.

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

Staff response: There are not any issues with timing and sequencing.

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

Staff response: Staff does not recommend this amendment because it does not follow the General Plan mixed-use designation. It is hard to add new commercial zones into areas that need it, so keeping it in this location where it already exists is a better option.

(f) Adverse impacts on adjacent landowners.

Staff response: The impacts of MDR compared to the existing zoning would not be different for adjacent landowners.

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

Staff response: The land use map from the General Plan has been reviewed and found to be correct for this area.

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

Staff response: There are no conflicts noted by staff.

STAFF ANALYSIS

The proposed plan to develop the site with residential does not align with the General Plan. Residents have expressed concerns about losing the existing commercial property for more residential and staff share this concern. Preserving the remaining commercial potential in this area of town is key to helping ensure that needs of surrounding residents are best served. Having commercial opportunities within close travel distance promotes walkability and sustainability. Mixed-use developments promote these opportunities. Having residential here is not a bad thing, but maintaining the opportunity for commercial use will play an important role as the surrounding area continues to grow.

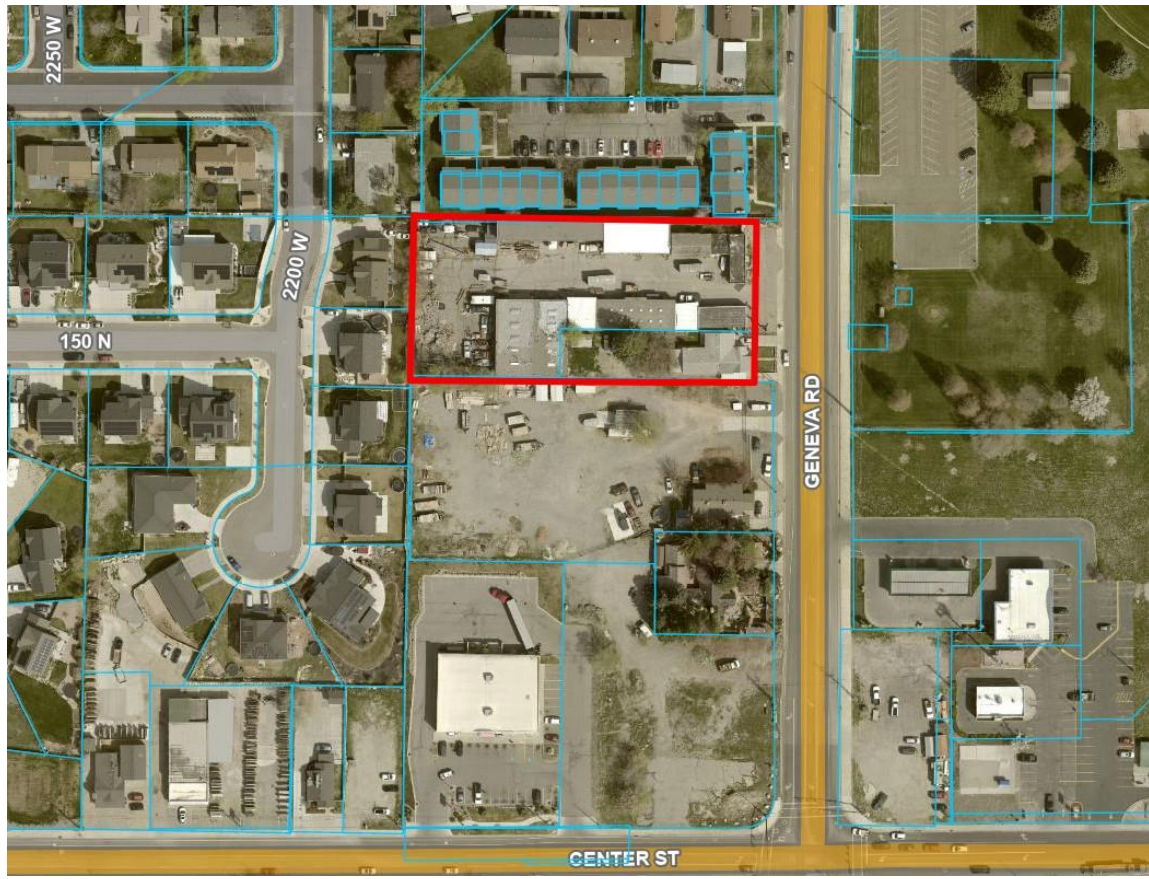
CONCLUSION

Staff are not supportive of the property being rezoned to MDR and losing the commercial opportunities that will help support the growing community. The General Plan designation for mixed-use development will better serve the area now and in the future. Therefore, staff suggest that the Planning Commission recommend denial of the proposed zone change from General Commercial to Medium Density Residential for land located at 191 N Geneva Road.

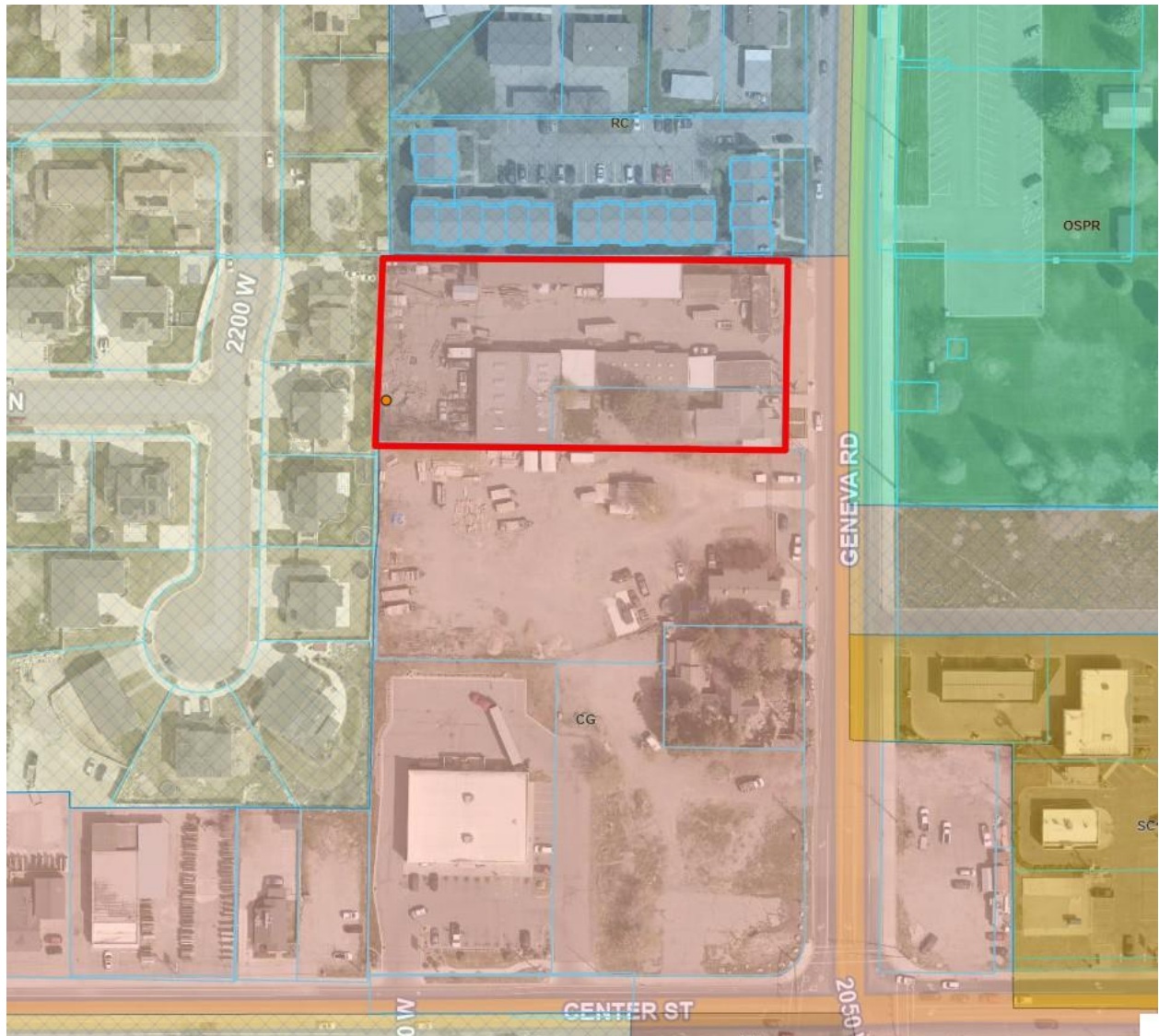
ATTACHMENTS

1. Area to be Rezoned
2. Current Zone Map
3. General Plan Map
4. Neighborhood District 3 Meeting Minutes 8/20/25

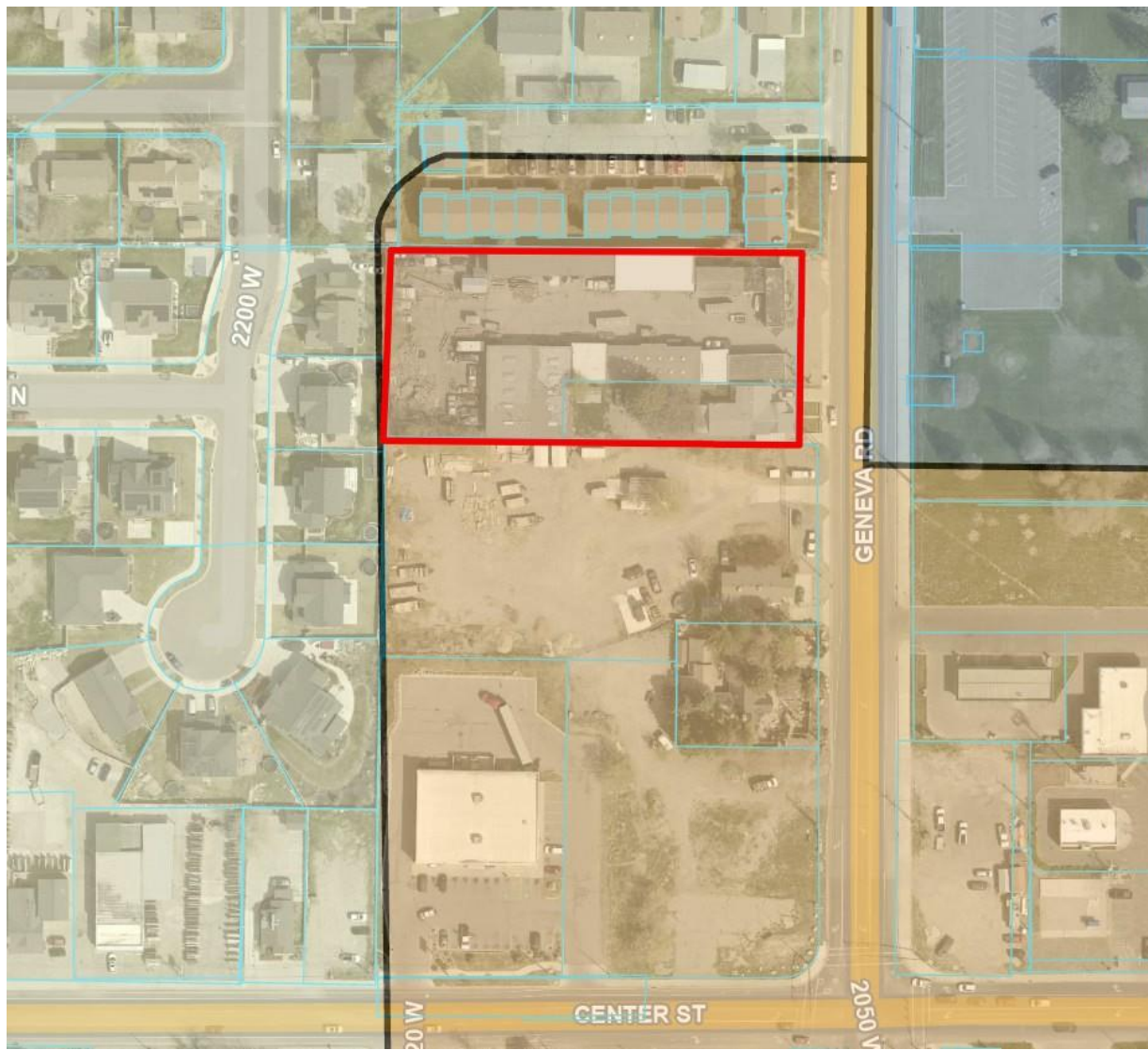
ATTACHMENT 1 –AREA TO BE REZONED



ATTACHMENT 2 – CURRENT ZONE MAP



ATTACHMENT 3 – GENERAL PLAN MAP



ATTACHMENT 4 – NEIGHBORHOOD DISTRICT 3 MEETING MINUTES

8/20/25

Jared Morgan explained that the property has been in the family since 1963, operating primarily as a cabinet shop. The family approached him to reinvent land use for the property. The proposal consists of two properties totaling approximately an acre and a quarter, located just southwest of Fort Utah Park on Geneva Road. It's a very deep parcel with not a lot of frontage on Geneva Road. They felt that middle housing would be a good use. The development would include both for-sale and for-rent products, with the family intending to hold on to some of the units and have a revenue stream for the family while selling others. Morgan noted that the general plan positions this area for mixed-use. He mentioned he had spoken with neighbors about the plans.

When asked about the number of units, Morgan confirmed it was currently 26, but this may change based on meetings with Planning and Public Works.

An online participant asked if this can stay commercial and that we need to reserve what commercial we can because we don't have the infrastructure to support all the growth. Morgan responded that they need to be wise about the product types and that the family asked him to pursue residential for this property.

When asked about the housing type, Morgan clarified it would be more like a Duplex product.

Regarding existing structures, he noted there was mostly vacant land, but the buildings that are there are commercial use.

A resident expressed concerns about parking, noting similar townhome developments along Geneva Road with 3 or more cars per unit. The resident worried about the impact on Fort Utah Park's parking lot directly across the street and that residents are going to park across the street or along Geneva Road, which is already packed with cars during sporting events. Morgan responded that they can definitely address parking appropriately with Planning.

When asked about the ratio of rental versus for-sale units, Morgan noted they hadn't determined the exact ratio, adding it's difficult to make things pencil right now.

An online question addressed green space requirements and Morgan said that they addressed this last week with Planning and Public Works department and the plan will be modified to meet the green space requirements.

Neighborhood District 3 Chair Andrew Terry asked that the for sale units have CC&Rs requiring owner-occupancy. Morgan acknowledged that comment.

A resident raised concerns about dust during construction. Morgan responded that they're sensitive to dust mitigation and controlling that.

When asked about parking plans for residents, Morgan said that all the units have 2-car garages and driveways, so could park 4 vehicles. He felt that there is ample parking on the site.

PROVO MUNICIPAL COUNCIL STAFF REPORT



Submitter: DANIELS
Presenter: Daniel Softley, HR Director
Department: HR
Requested Meeting Date: 12-02-2025
Requested Presentation Duration: 5 minutes
CityView or Issue File Number: 25-109

SUBJECT: An ordinance amending Provo City Code § 4.04.100 to allow pension-eligible employees to receive matching 401(k) contributions from the city (25-109)

RECOMMENDATION: It is proposed to amend Section 4.04.100 of Provo City Code to allow an employee drawing a pension from the Utah Retirement System to be eligible for a matching 401k contribution from the City, unless otherwise prohibited by the Utah Retirement System.

BACKGROUND: Utah Retirement System currently prohibits an employee who draws a pension from the Utah Retirement System and participates in the federal Social Security (OASDI) program from receiving an additional retirement contribution from the City, but allows an additional retirement contribution from the City when the employee that draws a pension from the Utah Retirement System does not participate in the federal Social Security (OASDI) program; and

The City has employee groups that participate in the federal Social Security (OASDI) program and employee groups that do not; and

It is advantageous for the City's recruitment efforts to allow employees who draw a pension from the Utah Retirement System to participate in the City's matching contribution program if allowed by the Utah Retirement System, similar to what is offered to City employees who are not currently drawing a pension from the Utah Retirement System.

FISCAL IMPACT: \$18,500 annually if fully utilized by the 5 employees who would qualify.

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES: Recommendation is consistent with objective to remain competitive for quality staff.

ORDINANCE <<Document Number>>

AN ORDINANCE AMENDING PROVO CITY CODE § 4.04.100 TO ALLOW
PENSION-ELIGIBLE EMPLOYEES TO RECEIVE MATCHING 401(K)
CONTRIBUTIONS FROM THE CITY (25-109)

RECITALS:

It is proposed to amend Section 4.04.100 of Provo City Code to allow an employee drawing a pension from the Utah Retirement System to be eligible for a matching 401k contribution from the City, unless otherwise prohibited by the Utah Retirement System.

Utah Retirement System currently prohibits an employee who draws a pension from the Utah Retirement System and who participates in the federal Social Security (OASDI) program from receiving an additional retirement contribution from the City, but allows an additional retirement contribution from the City when the employee that draws a pension from the Utah Retirement System does not participate in the federal Social Security (OASDI) program; and

The City has employee groups that participate in the federal Social Security (OASDI) program and employee groups that do not; and

It is advantageous for the City's recruitment efforts to allow employees who draw a pension from the Utah Retirement System to participate in the City's matching contribution program if allowed by the Utah Retirement System, similar to what is offered to City employees who are not currently drawing a pension from the Utah Retirement System.

On December 16, 2025, the Municipal Council met to ascertain the facts regarding this matter and receive public comment, which facts and comments are found in the public record of the Council's consideration; and

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

THEREFORE, the Provo Municipal Council ordains as follows:

PART I: Provo City Code Section 4.04.100 is amended as shown in Exhibit A.

PART II:

- 41 A. If a provision of this ordinance conflicts with a provision of a previously adopted
42 ordinance, this ordinance prevails.
43
- 44 B. This ordinance and its various sections, clauses, and paragraphs are severable. If any part,
45 sentence, clause, or phrase is judicially determined to be unconstitutional or invalid, the
46 remainder of the ordinance is not affected by that determination.
47
- 48 C. This ordinance takes effect immediately after it has been posted or published in accordance
49 with Utah Code Section 10-3-711, presented to the Mayor in accordance with Utah Code
50 Section 10-3b-204, and recorded in accordance with Utah Code Section 10-3-713.
51
- 52 D. The Municipal Council directs that the official copy of Provo City Code be updated to
53 reflect the provisions enacted by this ordinance.

4.04.100**Employer Contributions for Provo City Employee Retirement Programs.**

The following shall apply only to Provo City employees eligible to participate in the Utah Retirement System as defined in Title [49](#) of the Utah Code and elected officials:

- (1) Provo City shall contribute to the Utah Retirement System the required employer and employee defined benefit contributions for all employees defined as Tier I by the retirement system.
- (2) Provo City shall contribute to the Utah Retirement System the required employer amount for all employees defined as Tier II by the retirement system.
- (3) Provo City shall provide a matching contribution to employee's 401(k) defined contribution plan with the Utah Retirement System as follows:
 - (a) For employee classifications that participate in the federal Social Security (OASDI) program, the matching contribution by Provo City for a given pay period shall be equal to two percent (2%) of the employee's earnings in that pay period or the amount of the eligible contribution made by the employee for that pay period, whichever is less. For employee classifications that do not participate in the federal Social Security (OASDI) program, the matching contribution by Provo City for a given pay period shall be equal to four percent (4%) of the employee's earnings in that pay period or the amount of the eligible contribution made by the employee for that pay period, whichever is less.
 - (b) All matching contributions shall be based on an employee's earned base wages as set out in the Pay Range Table or as established in Section [4.04.110\(1\)](#), Provo City Code, plus any eligible longevity and/or specialist pay, but shall not include any other earnings, payments, or reimbursements.
 - (c) Matching contributions shall commence with the pay period beginning June 26, 2011, for employees and elected officials hired or elected before July 1, 2011. For elected officials, the Chief Administrative Officer and appointed department directors as designated in Section [4.02.010\(3\)](#), Provo City Code, who take office or are appointed on or after July 1, 2011, matching contributions shall commence with the pay period in which they take office or are appointed to the position. Except as otherwise provided herein, for employees who are appointed, hired, or rehired on or after July 1, 2011, matching contributions shall commence with the first pay period after the employee has completed any required probationary period or one (1) year of service from the time of their appointment, hire, or rehire, whichever is longer.
 - (d) An employee drawing a pension from the Utah Retirement System is eligible for a City contribution unless otherwise prohibited by the Utah Retirement System.

(e) All other defined contribution plan provisions are governed by the applicable Utah Retirement System defined contribution plan and Title [49](#) of the Utah Code.

(4) Employees that qualify for, and exempt out of, the Tier I retirement system may receive a contribution equivalent to the Tier I required employer and employee defined benefit contributions. Any such contribution shall be made to a defined contribution plan approved by Provo City.

(5) Provo City may also make other retirement related contributions as permitted and/or required by State or Federal law.

(6) For purposes of participation eligibility in the Utah Retirement System, the Mayor shall be certified as a full-time elected official, and the members of the Municipal Council shall be certified as part-time elected officials, and contributions to that system shall be made in accordance with the Utah State Retirement and Insurance Benefit Act.

(Rep&ReEn 2019-47, Am 2025-37)

PROVO MUNICIPAL COUNCIL WORK SESSION STAFF REPORT



Submitter: AERCANBRACK
Presenter: Laramie Gonzales, Customer Op Business Analyst &
Aaron Sanborn, Vice President of Zion's Public Finance
Department: Customer Service
Requested Meeting Date: 12-02-2025
Requested Presentation Duration: 30 minutes
CityView or Issue File Number: 25-072

SUBJECT: 2 An ordinance amending the consolidated fee schedule to update fees related to business licenses and rental dwelling licenses. (25-072)

RECOMMENDATION: Presentation Only

BACKGROUND: Provo City contracted with Zions Public Finance to conduct an analysis of business license and rental dwelling fees. This effort follows two previous fee studies completed in 2010 and 2011, both of which recommended significant increases to better align fees with the actual cost of service. However, at that time, the City Council chose not to implement those recommended rate increases. The current study by Zions aims to provide updated data and recommendations to ensure that fees are fair, equitable, and reflective of the City's cost to provide these services.

FISCAL IMPACT: The City currently subsidizes these programs; adopting the proposed fees would make them self-sustaining.

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:
Adopting these fees would ensure cost recovery for administering the business and rental licensing programs.

ORDINANCE <<Document Number>>

AN ORDINANCE AMENDING THE CONSOLIDATED FEE SCHEDULE TO
UPDATE FEES RELATED TO BUSINESS LICENSES AND RENTAL
DWELLING LICENSES. (25-072)

RECITALS:

It is proposed that Provo City's Consolidated Fee Schedule be amended to update the business and rental dwelling license fees to more accurately reflect the City's costs associated with providing these services to the community.

Zions Public Finance, Inc. (ZPFI) was retained by the City to perform an evaluation and analysis of the City's current license fee structure, and to assess the actual costs to the City related to administering these licensing programs, as well as disproportionate costs to provide City services to certain businesses.

Based on ZPFI's analysis, it was determined that the current fee schedule does not fully reflect the actual cost to the City to provide necessary services for businesses and rental properties.

The proposed amendments to the Consolidated Fee Schedule are intended to ensure that the business licensing and rental dwelling licensing programs are financially self-sustaining and not subsidized by other City revenues.

The proposed amendments do not directly amend the Provo City Code; rather, the Consolidated Fee Schedule is adopted throughout Provo City Code by reference and the amendments will be reflected solely in the Consolidated Fee Schedule.

On Tuesday, June 17, 2025, and Tuesday, July 8, 2025, the Municipal Council met to learn the results of ZPFI's analysis and associated report, and to receive public comment about the current fee schedule and proposed amendments, which facts and comments are found in the public record of the Council's consideration; and

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

THEREFORE, the Provo Municipal Council ordains as follows:

41 PART I:

42
43 The Provo City Consolidated Fee Schedule is amended as shown in Exhibit A.
44
45

46 PART II:

- 47
- 48 A. If a provision of this ordinance conflicts with a provision of a previously adopted
49 ordinance, this ordinance prevails.
50
 - 51 B. This ordinance and its various sections, clauses, and paragraphs are severable. If any part,
52 sentence, clause, or phrase is adjudged to be unconstitutional or invalid, the remainder of
53 the ordinance is not affected by that determination.
54
 - 55 C. This ordinance shall take effect on January 1, 2026, following its posting or publication in
56 accordance with Utah Code Section 10-3-711, its presentation to the Mayor in accordance
57 with Utah Code Section 10-3b-204, and its recording in accordance with Utah Code
58 Section 10-3-713.
59
 - 60 D. The Municipal Council directs that the official copy of Provo City Code be updated to
61 reflect the provisions enacted by this ordinance.

Provo City Consolidated Fee Schedule

Administrative

Airport

Business Licensing

Cemetery

City Hall Community Room Rental

Development Fees

Engineering

Fire Department

Fire Inspection Fees

Inspection Fees

Impact Fees

Justice Court

Library at Academy Square

Parks and Recreation

Covey Center for the Arts

Golf Course

Park Pavilion Reservations

Parks, Parkways, Trails, and Other Park Properties

Provo City Recreation Center

Provo Shooting Sports Park

Sports, Adult

Sports, Youth

Sports Fields Rental Fees

Peaks Ice Arena

Permit Areas

Police Department

Utilities

Transportation Utility Fund Fee

Culinary Water

Energy

Sanitation

Storm Water

Wastewater

ADMINISTRATIVE

Blueprints

8 1/2" x 11"	\$0.75
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12" x 18"	\$2.00
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15" x 30"	\$3.00
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30" x 30"	\$5.00
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400 Scale Aerial	\$5.00
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Notary Service	\$2.00
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Records and GRAMA Requests

Employee time to respond to a records request	The full fee allowed by statute
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Computer media	\$20.00
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Bicycle License	No charge
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Dispatch recordings	\$20.00
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Fire report	\$15.00
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Photocopy, standard	\$0.10 per page
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Photocopy, special	Cost
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Photos (per CD of photos)	\$20.00
Photos (per printed photo)	\$5.00
Police Clearances	\$10.00
Insurance Letters	\$10.00
Subpoenas	Costs as per statute
Traffic accident reports	\$10.00
Videos (cost per video)	\$25.00 minimum due at time of request (credited against final fee)
Fire and Police records	\$15.00 minimum due at time of request (credited against final fee)
Returned Check Fee	\$20.00
Passport Application	\$35.00
Passport Photo	\$15.00
Fingerprinting	\$15.00
Late Fee on Utility Bills	1.5%

Late Fee on	1.5%
Miscellaneous	
Accounts Receivable	
(Customer Service)	

AIRPORT

Ground Lease	\$0.65 per square foot per year
Hangar Rental	
Hangars 1A to 27A	\$310.00 per month
City-owned Box Hangars	\$340.00 per month
All other City-owned T- hangars	\$405.00 per month
Shade Hangar	\$185.00 per month
Tie Downs	
Monthly Fee	\$75.00
Annual Fee	\$750.00
Fuel Flowage Fee	\$0.08 per gallon for non-air carriers. \$0.05 for air carriers.

Annual Fee for Commercial Services	\$250.00
White Badge Fee	\$25.00 per year
SIDA Badge Fee	\$50.00 per year
Badge Endorsement Fee	\$25.00 per endorsement
Airport Parking Fee	\$12.00 per vehicle per day
Rental Car Concessions Fee	10% of gross revenue plus \$20.00 per month per parking space
Landing Fee	\$1.10 per 1,000 pounds landed weight for all aircraft over 12,500 pounds
Terminal Use Fee	\$2.08 per enplaned passenger
Office Space Lease	\$24.00 per square foot per year
Employee Parking Pass	\$25.00 per month
Remain Over Night Fee	\$50.00 per plane per night

Customer Facility Charge	\$3.50 per rental day
Electric Vehicle Charging Rate	\$0.25 per kWh
Passenger Facility Charge	\$4.50 per passenger
Document Review Fee	\$200.00 per application
Security Violation 1st Offense Badge Reinstatement Fee	\$50.00
Security Violation 2nd Offense Badge Reinstatement Fee	\$100.00
Badging Office Report Generation Fee	\$50.00 per report
Video Display Advertising Non-Sterile Area	\$150.00 per month
Video Display Advertising Sterile Area	\$500.00 per month
Conference Room Rental	\$150.00 1 – 4 hour reservation
Conference Room Cleaning Fee	\$150.00

Filming Activity Location Charge	Based on time and scope plus Escort Hourly Charge of \$100.00 per hour per escort
Hangar Wait List	\$1,000.00 deposit applied to first month's lease
Lease Execution Fee	\$750.00
Lease Assignment Fee	\$500.00
Ground Transportation Fee	\$1.50 per drop-off and pick-up
Flight School Operations Fee	\$1.50 per landing
Security Escort Fee	\$100.00 per hour per escort

BUSINESS LICENSING

~~General Business License~~

Number of Employees	Fee
0—5	\$125

6—10	\$175
11—25	\$300
26—50	\$425
51—75	\$550
76—100	\$675
101+	\$800
Late Fee	\$25.00
Name Change	\$10.00
Location Change	\$25.00
Home Occupation	
New Application	\$37.00
Renewal	\$17.00
Major Businesses Fee	\$100.00
Home Occupation/Day Care/Pre-School	
Business License	\$175.00
Annual Renewal	\$155.00

Auction	Lesser of \$10.00 per day or \$100.00 per month
Beer License	
Class "A"	\$350.00
Class "B"	\$450.00
Class "C"	\$550.00
Class "D"	\$300.00
Class "E"	\$550.00
Class "F"	\$450.00
Nonrefundable Portion- (included in application- fee)	\$50.00
Bond	\$1,000.00
Billboards	\$21.00 per billboard
Cell/Radio Tower	\$21.00 per tower
Christmas Tree Stand	
Business License	\$209.00
Permit Fee	\$100.00

Clean-Up Bond	\$300.00
Closing Out Sales	\$25.00 + \$2.00 per \$1,000.00 of inventory
Contracted Services	
Business License	\$218.00
Annual Renewal	\$159.00
Extra Living Space- Registration	\$50.00 per year
Fireworks Stand	
Business License	\$134.00
Permit Fee	\$200.00
Inspection Fee	\$75.00
Franchise	
One-Time Application- Fee	\$1,500.00
Annual Fee	6% of gross revenue
Keeping Chickens	\$20.00
Locksmithing	

Business License	See Contracted Services
Individual License	\$25.00 per person
Newsstands	\$21.00 per newsstand
Nonprofit — Nonretail	
Business License	\$218.00
Annual Renewal	\$159.00
Nonprofit — Retail	
Business License	\$287.00
Annual Renewal	\$228.00
Nuisance Abatement- Administrative Fee	\$100.00
Parade Vending and- Selling Permit	\$25.00
Public Assembly	
Permit Fee	\$100.00
Business License	\$100.00 per day
Rendering Facility	\$644.00

~~Rental Dwelling, Including Mobile Homes~~

One Rental Dwelling- with One Unit	\$20.00
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More Than One Rental- Dwelling Unit	\$60.00
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Residential Accessory- Dwelling Unit Setup- Fee	\$50.00
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Salon Chair	\$28.00
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~~Sexually Oriented-
Businesses~~

Business License	\$218.00
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Annual Renewal	\$159.00
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Employee License	\$50.00 each
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Employee Annual- Renewal	\$25.00 each
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Solicitors	\$66.00 per employee
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Solicitor's Identification- Badge	\$10.00 per employee
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~~Solid Waste Hauler—Commercial~~

Business License	No fee
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Annual Franchise Tax	6% of all gross revenues
Solid Waste Hauler — Private	
Business License	\$218.00
Annual Renewal	\$159.00
Special Events	
Application Fee	\$50.00
Taxicab Business License Sticker	\$10.00
Temporary Business License	
Business License	\$218.00
Permit Fee	\$100.00
Clean Up Bond for Circuses and Carnivals	\$1,000.00
Clean Up Bond for All Others	\$300.00
Towing and Parking Enforcement	
Business License	See Table for all Office Staff

~~Annual Fee per Truck~~ ~~\$38.00~~

~~Vending~~ ~~\$21.00~~

~~Towing Bond~~ ~~\$1,000.00~~

License Type	Fee
Home Business	\$141.31 ¹
Home Occupation / Major	\$169.10
Home Occupation / Day Care	\$205.98
Class A	\$76.16
Class B	\$76.16
Class C	\$76.16
Class D	\$76.16
Class E	\$76.16
Class F	\$76.16
Non-profit non-retail	\$222.35
Non-profit retail	\$222.35
Christmas Tree Stand + permit fee	\$206.40
Firework Stand + permit fee	\$206.40
Chicken License	\$20.25
Solicitor	\$72.32
Temporary + permit fee	\$275.63

License Type	Fee
Towing	\$182.98
Salon Chair	\$73.93
Special Event	\$307.99
Food truck	\$201.00
General Business + Food Est.	\$92.04
Late Fee (all licenses)	\$12.02
Name Change	\$16.14
Location Change	\$222.35

1 Although no license fee will be charged for Home Businesses that do not have an impact, the City could charge this amount, if able.

License Subcategory	Total Base Fee	Total Disproportionate Cost	Total Cost
Accommodation and Food Services	\$252.43	\$532.07	\$784.50
Administrative and Support and Waste Management and Remediation Services	\$252.43	\$0.00	\$252.43
Agriculture, Forestry, Fishing and Hunting	\$252.43	\$0.00	\$252.43
Air Transportation	\$252.43	\$105.61	\$358.04
Apparel Manufacturing	\$252.43	\$224.20	\$476.63
Arts, Entertainment, and Recreation	\$252.43	\$225.20	\$477.63
Beverage and Tobacco Product Manufacturing	\$252.43	\$0.00	\$252.43
Building Material and Garden Equipment and Supplies Dealers	\$252.43	\$341.69	\$594.12
Chemical Manufacturing	\$252.43	\$0.00	\$252.43
Clothing and Clothing Accessories Stores	\$252.43	\$6.09	\$258.52

License Subcategory	Total Base Fee	Total Disproportionate Cost	Total Cost
Computer and Electronic Product Manufacturing	\$252.43	\$0.00	\$252.43
Construction	\$252.43	\$0.00	\$252.43
Couriers and Messengers	\$252.43	\$0.00	\$252.43
Educational Services	\$252.43	\$79.29	\$331.72
Electronics and Appliance Stores	\$252.43	\$0.00	\$252.43
Fabricated Metal Product Manufacturing	\$252.43	\$53.35	\$305.78
Finance and Insurance	\$252.43	\$61.92	\$314.35
Food and Beverage Stores	\$252.43	\$1,131.26	\$1,383.69
Food Manufacturing	\$252.43	\$0.00	\$252.43
Furniture and Home Furnishings Stores	\$252.43	\$0.00	\$252.43
Furniture and Related Product Manufacturing	\$252.43	\$0.00	\$252.43
Gasoline Stations with Alcohol License	\$252.43	\$2,368.04	\$2,620.47
Gasoline Stations without Alcohol License	\$252.43	\$1,023.47	\$1,275.90
General Merchandise Stores	\$252.43	\$301.95	\$554.38
Health and Personal Care Stores	\$252.43	\$79.87	\$332.30
Health Care and Social Assistance	\$252.43	\$51.24	\$303.67
Impound	\$252.43	\$0.00	\$252.43
Information	\$252.43	\$0.00	\$252.43
Insurance	\$252.43	\$0.00	\$252.43
Machinery Manufacturing	\$252.43	\$0.00	\$252.43
Management of Companies and Enterprises	\$252.43	\$0.00	\$252.43
Mining, Quarrying, and Oil and Gas Extraction	\$252.43	\$0.00	\$252.43

License Subcategory	Total Base Fee	Total Disproportionate Cost	Total Cost
Miscellaneous	\$252.43	\$356.71	\$609.14
Miscellaneous Manufacturing	\$252.43	\$128.00	\$380.43
Miscellaneous Store Retailers	\$252.43	\$0.00	\$252.43
Motor Vehicle and Parts Dealers	\$252.43	\$112.33	\$364.76
Nonmetallic Mineral Product Manufacturing	\$252.43	\$194.27	\$446.70
Nonstore Retailers	\$252.43	\$6.73	\$259.16
Other Services	\$252.43	\$0.00	\$252.43
Printing and Related Support Activities	\$252.43	\$4.55	\$256.98
Professional, Scientific, and Technical Services	\$252.43	\$0.00	\$252.43
Real Estate and Rental and Leasing	\$252.43	\$45.26	\$297.69
Rentals	\$252.43	\$0.00	\$252.43
Solid Waste Hauler – Commercial	\$252.43 + Annual Franchise Tax 6% of all gross revenues		
Sporting Goods, Hobby, Musical Instrument, and Book Stores	\$252.43	\$0.00	\$252.43
Support Activities for Transportation	\$252.43	\$30.97	\$283.40
Temporary	\$252.43	\$0.00	\$252.43
Transit and Ground Passenger Transportation	\$252.43	\$18.53	\$270.96
Transportation Equipment Manufacturing	\$252.43	\$0.00	\$252.43

License Subcategory	Total Base Fee	Total Disproportionate Cost	Total Cost
Truck Transportation	\$252.43	\$0.00	\$252.43
Warehousing and Storage	\$252.43	\$0.00	\$252.43
Wholesale Trade	\$252.43	\$67.59	\$320.02
Wood Product Manufacturing	\$252.43	\$18.53	\$270.96

License Subcategory	Total Base Fee
Single Family	\$86.42
Accessory Apartment (Attached)	\$86.42
Accessory Apartment (Detached)	\$86.42
Elderly Persons Extra Living Space	\$38.15
Condo	\$86.42
Townhome	\$86.42
Duplex	\$86.42
Mobile Home Park	\$86.42
Multi Family (units 2-4)	\$53.27 + \$67.96/unit
Multi Family (5 units and above)	\$53.27 + \$67.96/unit

License Type	Calculated Fee
Extra Living Space (elderly)	\$38.15

License Type	Calculated Fee
Rental Dwelling License	\$86.42
Rental Dwelling license MU	\$53.27 + \$67.96/unit

CEMETERY

Burial Rights for Spaces

Purchase limited to 2 up or 4 flush per family

Lawn Sites

Monument Estates \$2,300.00

Upright \$1,900.00

Flush \$1,400.00

Cremation \$575.00

Indigent \$575.00

2 Ashes 1 Stone \$575.00

4 Ashes 2 Stones Full grave

Permanent 1/2 value of burial
Maintenance space

Infant \$375.00

Mausoleum	
Top/Bottom	\$3,600.00
Mid-Level	\$4,600.00
Cremation Garden	
Ossuary/Cenotaph	\$350.00
Tablet	\$460.00
Post Single	\$575.00
Post Companion	\$800.00
Cored Single	\$1,350.00
Cored Companion	\$1,600.00
Shield Cored Individual	\$2,550.00
Shield Cored Companion	\$5,000.00
Peak Cored Individual	\$2,550.00
Peak Cored Companion	\$5,000.00
Small Family Columbarium	\$6,500.00

Large Family Columbarium	\$9,725.00
Cremation Estate	\$5,000.00
Tree Estate	\$2,500.00
Arbor Niche 24 Niche 48 Urn	\$900.00
Community Column 64 Niche	\$650.00
Pavilion Shutter	\$1,300.00
Rustic Monolith 60 Cores	\$800.00
Niche Boulder	\$1,500.00
Cremation Bench	\$5,000.00
Cremation Pedestal Bird Bath	\$3,000.00
Mausoleum Niche Level 1	\$850.00
Mausoleum Niche Level 2	\$950.00
Mausoleum Niche Level 3	\$750.00

8" Crypt Vase	\$27.00
Mounting Hardware	
8" Crypt Plastic Vase	\$11.00
4" Niche Vase	\$22.00
Mounting Hardware	
4" Niche Vase	\$10.00
Cylinder Urn	\$175.00
Opening/Closing	
Adult	\$750.00
Infant	\$350.00
Cremation Burial	\$350.00
Niche	\$160.00
Mausoleum	\$850.00
Disinterment	
Infants	\$925.00
Adults	\$1,550.00
Cremation	\$500.00
Overtime Labor (After 4:00 p.m.)	

Per Half Hour (Monday – Friday)	\$200.00
Saturdays and Holidays	\$450.00
Upright Monuments Inspection and Maintenance	\$200.00
Flush Marker Inspection and Maintenance	\$100.00
Recording Fee	\$50.00
Probe	\$10.00/\$25.00/\$50.00
Deed Transfer (new owner maintenance) nontransferable	\$200.00 per space
Veteran's Cross	\$30.00

CITY HALL COMMUNITY ROOM RENTAL

City Hall Community Room Rental

Deposit	\$150.00
AV Rental Deposit	\$100.00

Food Deposit	\$50.00
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Overtime Deposit	\$50.00
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Nonprofit
Organizations

Regular Work Hours	No charge
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After Hours, Saturday, Holidays	\$35.00 first two hours + \$10.00 each additional hour
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Late Night (after 9:00 p.m.)	\$50.00 per hour
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Citizens, Businesses, Special Interest
Groups

Regular Work Hours	\$50.00 first two hours + \$10.00 each additional hour
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After Hours, Saturday, Holidays	\$90.00 first two hours + \$15.00 each additional hour
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Late Night (after 9:00 p.m.)	\$50.00 per hour
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Wedding Receptions

Regular Work Hours	Not allowed
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After Hours, Saturday, Holidays	\$500.00 first two hours + \$100.00 each additional hour
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Late Night (after 9:00 p.m.)	\$150.00 per hour
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DEVELOPMENT FEES

Map and Text
Amendments*

General Plan (Map, Text, and Master Plan)	\$560.00^
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Local Street Plan	\$150.00
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Ordinance Text Amendments (Titles <u>14</u> and <u>15</u>)	\$1,100.00^
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Ordinance Text Amendments (Chapter <u>9.80</u> Permit Parking Area)	\$1,100.00
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Rezoning	\$1,050.00^
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Agricultural Protection Area Proposal	\$500.00
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Annexation (includes municipal disconnection)	\$1,050.00
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*A concept plan is required for all rezoning applications.

Street and Alley Vacation	\$1,050.00
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Development Review

Condominiums	\$260.00 + \$25.00 per unit, or lot
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Preliminary Subdivisions	\$1,100.00
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Final Subdivisions	\$300.00
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Boundary Line Adjustment	\$150.00
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Concept Plan Approval	\$260.00 + \$25.00 per unit, or lot
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Specific Development Plans	\$260.00 + \$25.00 per unit, or lot
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Conditional Use Permits	\$900.00
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Accessory Dwelling Unit (Single)	\$100.00
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Accessory Dwelling Unit (Multiple)	\$500.00
Project Plan Review – Minor	\$150.00
Project Plan Review – Major	\$1,350.00
Project Plan	
Project Plan Unauthorized Change	\$500.00 plus any staff costs above \$500.00
Expedited Meeting Agenda	\$500.00
(Subject to advertising requirements and preapproval of a board or commission having a quorum)	
Street Tree Fees	\$255.00 per required tree
GIS Mapping Information and Misc. Services	Actual costs
Temporary Use Permit	\$100.00
Zoning Disclosure	\$10.00
Zoning Verification	\$25.00

Board of Adjustment

Appeals	\$600.00
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Variances	\$600.00
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Application	\$50.00
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Renewal	\$20.00
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Public Hearing Notice Fee	\$60.00
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All Other Requests	\$60.00
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**Other Development
Fees**

Bond Release Processing Fee	\$100.00
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Time Extension	\$100.00
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Demolition Permit	\$100.00
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Relocation of a Building	\$100.00
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Unauthorized Changes to an Approved Plan	\$500.00
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Multiple Reviews Fee (more than 3 CRC reviews)	50% of original application fees
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ENGINEERING**Asphalt Overlay Fee**

Asphalt pavement	\$1.80 per square foot
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Manhole to be raised with a concrete ring	\$1,110 each
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Water valve to be raised with a concrete ring	\$850.00 each
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Miscellaneous Fees

After hours inspection	\$105.00 per hour, 2 hour min.
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Development inspection	\$300.00 minimum
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Hourly inspection fee for permits requiring multiple inspections	\$75.00 per hour
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Permit extension	\$250.00
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Reinspection	\$110.00 per inspection
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Traffic control plan review fee (for permits requiring multiple traffic control plans)	\$90.00 per inspection
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Working without permit (stop work)	5 times permit fee
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Construction Permit Fee	\$250.00
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Permit Type

Asphalt paving under 1,000 sq. ft.	\$100.00 plus \$0.15 per sq. ft.
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Asphalt paving over 1,000 sq. ft.	plus \$0.15 per sq. ft.
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Curb and gutter	\$0.75 per ln. ft.
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Sidewalk	\$0.50 per sq. ft.
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Fire hydrant	\$75.00 each
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Grading	\$75.00 per inspection
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Sewer lateral	\$75.00 per lateral
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Sewer main	\$0.75 per ln. ft.
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Water service	\$75.00 per service
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Water main	\$0.75 per ln. ft.
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Storm water main inspection fee	\$0.75 per ln. ft.
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Storm drain service	\$75.00 per service
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Other utilities	\$0.75 per ln. ft.
Directional boring	\$0.50 per ln. ft.
Pothole	plus \$75.00 per pothole
Street closure (per lane/per block)*	plus \$300.00 per day
Sidewalk, parking, bicycle lane closures (per block face)*	plus \$100.00 per day

*These permit fees would be required on projects where closures exceed 24 hours or require multiple daily closures.

Street closure fees may be waived by the Mayor's Office for events held or sponsored by Provo City.

Street Sign Fee	\$600.00 per sign
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Street Cut Fee

Summer base rate (Apr. – Oct.)	\$100.00
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Winter base rate (Nov. – March)	\$300.00
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Additional Fee per Square Footage	Minimum \$100.00 or \$1.80-per sq. ft.
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Pothole	\$100.00-each
Reimbursement for Street Improvements	
Curb and gutter	\$45.00 per ln. ft.
Sidewalk	\$70.00 per ln. ft.
Asphalt paving	\$4.75 per sq. ft.
Concrete paving	\$11.75-per sq. ft.
Administrative fee	\$600.00
Floodplain Permit	\$400.00+ \$50.00 per lot or parcel

FIRE DEPARTMENT

False Alarms (in a 12-month period)

The first three false alarms	No fee
Fourth response	\$253.00
Fifth response	\$378.00
Sixth or more responses	\$503.00 each

Ambulance transport fees, mileage rates, and surcharges for ambulance service provided by Provo Fire and Rescue shall be set at the maximum rates set forth in the Utah Administrative Rule R426-8-2 as authorized by Utah Code Section 26-8a-403.

A copy of the current authorized rate schedule shall be kept on file and available for public inspection at the Provo Fire and Rescue administrative offices located at 80 South 300 West.

FIRE INSPECTION FEES

Automatic Fire Sprinkler Systems

Plan Review (100 heads or fewer)	\$145.00 per hour
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Plan Review (101 – 199 heads)	\$145.00 per hour
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Plan Review (200 – 299 heads)	\$145.00 per hour
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Plan Review (over 300 heads)	\$145.00 per hour
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Acceptance Testing

Underground Flush	\$93.00
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Hydrostatic Testing for First 2 Tests	\$93.00
Acceptance Testing for First 2 Tests	\$93.00
Further Hydrostatic or Acceptance Tests	\$93.00 each
Other Fire Protection Systems Additional Riser	\$93.00
Standpipe	\$93.00
Automatic Fire Sprinkler Systems – Remodel or Tenant Finish	
Plan Review (fewer than 5 heads)	\$93.00
Plan Review (5 – 50 heads)	\$140.00
Plan Review (over 50 heads)	\$140.00per hour
Fire Alarm Systems	
Plan Review New System	\$145.00 per hour
Plan Review Remodel	\$145.00 per hour

Plan Review Additional Floors	\$145.00 per hour
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Acceptance Testing for First Two Tests	\$93.00
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Further Acceptance Tests	\$93.00-each
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Commercial Hood Systems

Plan Review Fee (per hood)	\$145.00
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Acceptance Testing for First Two Tests	\$93.00
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Further Acceptance Tests	\$93.00 each
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Fire Hydrant Installation and Testing

Underground Flush	\$93.00
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Acceptance Testing for First 2 Tests	\$93.00
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Fire Hydrant Flow Test	\$93.00for first hour
	\$93.00each additional hour

LPG Storage Tanks and Gas Systems

Plan Review (under 2,000 gallons)	\$126.00
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Plan Review (over 2,000 gallons)	\$187.00
Under 500 Gallon Tank Inspection	\$93.00
501 – 1,999 Gallons Private Use Inspection	\$187.00
501 – 1,999 Gallons Retail Inspection	\$187.00
2,000 – 3,999 Gallons Inspection	\$235.00
Over 4,000 Gallons Inspection	\$282.00
Hazardous Materials Storage Annual Permit Fees	
Minimal Storage	\$93.00
Hazardous Materials Storage	\$145.00
Hazardous Materials Dispensing	\$188.00
Hazardous Materials Manufacturing	\$376.00
Hazardous Materials Production	\$376.00

Hazardous Waste Production	\$376.00
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Multiple Use Site	\$376.00
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Liquid Storage Tank Installation and Closure Fees	
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Plan Review	\$126.00
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Tank Fee under 500 Gallons	\$141.00
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Tank Fee 501 – 1,000 Gallons	\$188.00
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Tank Fee over 1,000 Gallons	\$282.00
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Explosives and Blasting	
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Per Project	\$93.00
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Annual Fee	\$365.00
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Compressed Gas Systems	
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Inspection Fee	\$141.00
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Combustible/Flammable Liquid Systems	
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Plan Review	\$93.00
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Annual Operational Permit Fees Spray Booth	\$188.00
Powder Coating	\$188.00
Electrostatic Apparatus	\$188.00
Dipping Tank	\$188.00 per tank
Amusement Building	\$188.00
Combustible Fiber Storage	\$93.00
Cutting and Welding	\$93.00
Dry Cleaning Plant	\$93.00
High Piled Storage	\$93.00
Hot Work Operations	\$93.00
Industrial Ovens	\$93.00-per oven
LPG Dispensing	\$93.00
Spray Booths for Auto Painting	\$93.00
Lumber Yard	\$93.00
Woodworking Plants	\$93.00

Fireworks Sales	\$275.00 per location
Single Use Permits	
Fireworks Display – Ground	\$141.00
Aerial Fireworks Display under 250 Devices	\$141.00
Aerial Fireworks Display 250 Devices or More	\$188.00
Pyrotechnics, Other	\$141.00
Carnivals Less Than 10 Attractions	\$141.00
Carnivals 10 or More Attractions	\$188.00
Tent Between 200 and 2,000 Sq. Ft.	\$93.00
Tent More Than 2,000 Sq. Ft.	\$93.00
Canopy Between 400 and 2,000 Sq. Ft.	\$93.00
Canopy More Than 2,000 Sq. Ft.	\$93.00

Air Supported Structure	\$141.00
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Aviation Facilities	\$93.00
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Inspection and Enforcement Fees

Exempt Child Care Facility	\$93.00
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Daycare or Preschool	\$93.00
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Nursing Home	\$141.00
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Assisted Living Facility	\$141.00
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Boarding School	\$141.00
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Outpatient Provider	\$93.00
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Hospital	\$376.00
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Final Inspection for Occupancy	\$93.00
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Each Additional Hour	\$93.00
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Copy of Fire Report	\$15.00
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Plan Review for Alarm Expedited	\$180.00 per hour
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Plan Review for Sprinkler System Expedited	\$309.00 per hour
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Stop Work Removal	\$188.00
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Installation without a Permit	Double fee plus \$141.00
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After Hours Inspection	\$93.00 per hour \$150.00 minimum
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Standby Costs

Paramedic Ambulance (includes 2 Medics)	\$234.00 per hour
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Paramedic Team (2 Medics)	\$136.00 per hour
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Engine Type I (includes 2 FF)	\$442.00 per hour
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Additional Firefighter	\$79.00 per hour
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Brush Truck Type 6 (includes 2 FF)	\$337.00 per hour
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Heavy Rescue/Haz Mat (includes 4 FF)	\$510.00 per hour
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Disposable Supplies	Market Price
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Command Vehicle (includes Battalion Chief)	\$160.00 per hour
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INSPECTION FEES

General Building Inspection

For residential structures with not more than 4 units the building permit fee includes the plumbing, electrical, and mechanical permit fees.

Building permit	Based on the 1997 UBC Fee Chart
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Building Valuation	Based upon International Code Council Building Valuation Data
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Plan review	65% of the Building Permit Fee
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Nonprofit organizations	100%
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Reinspection fee	\$100.00 per system
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Building Inspection Board of Appeals fee	\$600.00
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Electrical Inspection	\$75.00
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Commercial Electrical	\$175.00
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Service charge	\$75.00
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Inspection fee	\$0.02 per sq. ft., \$75.00 minimum
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Mechanical Inspection

Minimum fee	\$75.00
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Commercial Mechanical	\$175.00
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Plumbing Inspection

Minimum fee, including issuance of permit	\$75.00
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First fixture	\$20.00
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Each additional fixture	\$6.00
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Each water heater	\$6.00
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Fast track fee each permit	\$500.00
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Temporary Certificate of Occupancy

Residential (180 days or less)	\$250.00
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Commercial (180 days or less)	\$500.00
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After-hours emergency inspection/2 hours minimum (see hourly)	\$240.00 minimum, \$120.00 per hour after second hour
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180-day issued permit extension	\$200.00
180-day permit application extension	\$150.00
Permit reinstatement fee (final inspection only)	\$200.00
Extension of temporary occupancy	\$250.00
STOP WORK notice (RED TAG – penalty)	\$150.00
Re-review of plans after 2 revisions (\$ hourly rate, minimum 1 hour)	*See hourly rate
Hourly rate (per hour fee for overtime, after hours, re-review, etc.)	\$120.00
Building without permit	**2x building permit fee
Canceled building permit fee	25% of building permit fee

IMPACT FEES*(Effective July 1, 2019)*

Power Impact Fees		
Energy 1 Phase Impact Fees		See Table
Amperage Less Than or Equal To:	120/240	240/480
10	\$88.00	\$175.00
20	\$175.00	\$350.00
30	\$263.00	\$525.00
40	\$350.00	\$700.00
50	\$438.00	\$875.00
60	\$525.00	\$1,050.00
70	\$613.00	\$1,225.00
80	\$700.00	\$1,400.00
90	\$788.00	\$1,575.00
100	\$875.00	\$1,750.00
125	\$1,094.00	\$2,188.00
150	\$1,313.00	\$2,626.00

175	\$1,532.00	\$3,063.00		
200	\$1,750.00	\$3,501.00		
300	\$2,626.00	\$5,251.00		
400	\$3,501.00	\$7,002.00		
500	\$4,376.00	\$8,752.00		
600	\$5,251.00	\$10,503.00		
700	\$6,127.00	\$12,253.00		
800	\$7,002.00	\$14,004.00		
900	\$7,877.00	\$15,754.00		
1000	\$8,752.00	\$17,505.00		
Energy 3 Phase Impact Fees		See Table		
Amperage Less Than or Equal To:	120/208	120/240	277/480	240/480
10	\$131.00	\$152.00	\$303.00	\$303.00
20	\$263.00	\$303.00	\$606.00	\$606.00
30	\$394.00	\$455.00	\$910.00	\$910.00
40	\$526.00	\$606.00	\$1,213.00	\$1,213.00

50	\$657.00	\$758.00	\$1,516.00	\$1,516.00
60	\$788.00	\$910.00	\$1,819.00	\$1,819.00
70	\$920.00	\$1,061.00	\$2,122.00	\$2,122.00
80	\$1,051.00	\$1,213.00	\$2,426.00	\$2,426.00
90	\$1,182.00	\$1,364.00	\$2,729.00	\$2,729.00
100	\$1,314.00	\$1,516.00	\$3,032.00	\$3,032.00
125	\$1,642.00	\$1,895.00	\$3,790.00	\$3,790.00
150	\$1,971.00	\$2,274.00	\$4,548.00	\$4,548.00
175	\$2,299.00	\$2,653.00	\$5,306.00	\$5,306.00
200	\$2,628.00	\$3,032.00	\$6,064.00	\$6,064.00
300	\$3,942.00	\$4,548.00	\$9,096.00	\$9,096.00
400	\$5,255.00	\$6,064.00	\$12,128.00	\$12,128.00
500	\$6,569.00	\$7,580.00	\$15,160.00	\$15,160.00
600	\$7,883.00	\$9,096.00	\$18,192.00	\$18,192.00
700	\$9,197.00	\$10,612.00	\$21,224.00	\$21,224.00
800	\$10,511.00	\$12,128.00	\$24,256.00	\$24,256.00
900	\$11,825.00	\$13,644.00	\$27,287.00	\$27,287.00

1000	\$13,138.00	\$15,160.00	\$30,319.00	\$30,319.00
1100	\$14,452.00	\$16,676.00	\$33,351.00	\$33,351.00
1200	\$15,766.00	\$18,192.00	\$36,383.00	\$36,383.00
1300	\$17,080.00	\$19,708.00	\$39,415.00	\$39,415.00
1400	\$18,394.00	\$21,224.00	\$42,447.00	\$42,447.00
1500	\$19,708.00	\$22,740.00	\$45,479.00	\$45,479.00
1600	\$21,021.00	\$24,256.00	\$48,511.00	\$48,511.00
1700	\$22,335.00	\$25,771.00	\$51,543.00	\$51,543.00
1800	\$23,649.00	\$27,287.00	\$54,575.00	\$54,575.00
1900	\$24,963.00	\$28,803.00	\$57,607.00	\$57,607.00
2000	\$26,277.00	\$30,319.00	\$60,639.00	\$60,639.00
2100	\$27,591.00	\$31,835.00	\$63,671.00	\$63,671.00
2200	\$28,905.00	\$33,351.00	\$66,703.00	\$66,703.00
2300	\$30,218.00	\$34,867.00	\$69,735.00	\$69,735.00
2400	\$31,532.00	\$36,383.00	\$72,767.00	\$72,767.00
2500	\$32,846.00	\$37,899.00	\$75,799.00	\$75,799.00
2600	\$34,160.00	\$39,415.00	\$78,830.00	\$78,830.00

2700	\$35,474.00	\$40,931.00	\$81,862.00	\$81,862.00
2800	\$36,788.00	\$42,447.00	\$84,894.00	\$84,894.00
2900	\$38,101.00	\$43,963.00	\$87,926.00	\$87,926.00
3000	\$39,415.00	\$45,479.00	\$90,958.00	\$90,958.00

Park Impact Fees

One-Family Dwelling	\$3,105.10
Multifamily Dwelling	\$2,884.62 per unit

Road Impact Fees

ITE Land Use	Unit	Impact Fee
One-Family Dwelling	Dwelling Unit	\$1,293.06
Multifamily Dwelling (2 stories or less - typically townhomes)	Dwelling Unit	\$1,293.06
Multifamily Dwelling (3-9 stories)	Dwelling Unit	\$960.96
Mobile Home Park	Occupied Dwelling Unit	\$736.14
Industrial Park 130	1,000 Sq. Feet Gross Floor Area	\$382.25
General Manufacturing	1,000 Sq. Feet Gross Floor Area	\$445.77
Warehousing	1,000 Sq. Feet Gross Floor Area	\$197.36

Mini-Warehouse	1,000 Sq. Feet Gross Floor Area	\$171.27
Assisted Living Center	Bed	\$294.91
Hotel	Room	\$948.24
Movie Theater	1,000 Sq. Feet Gross Floor Area	\$8,857.46
Elementary School	Student	\$214.38
Middle School/Junior High School	Student	\$214.60
High School	Student	\$230.26
Private School (K-8)	Student	\$466.18
Church*	1,000 Sq. Feet Gross Floor Area	\$3,133.97
Day Care Center	1,000 Sq. Feet Gross Floor Area	\$5,401.36
Library	1,000 Sq. Feet Gross Floor Area	\$8,172.37
Hospital	1,000 Sq. Feet Gross Floor Area	\$1,215.93
General Office Building	1,000 Sq. Feet Gross Floor Area	\$1,104.77
Medical-Dental Office Building	1,000 Sq. Feet Gross Floor Area	\$3,947.24
Business Park	1,000 Sq. Feet Gross Floor Area	\$1,411.02
Building Material and Lumber Store	1,000 Sq. Feet Gross Floor Area	\$2,047.34
Nursery (Garden Center)	1,000 Sq. Feet Gross Floor Area	\$7,724.33

Shopping Center/Strip Mall	1,000 Sq. Feet Gross Leasable Area	\$2,826.02
Automobile Sales (New)	1,000 Sq. Feet Gross Floor Area	\$3,157.79
Automobile Sales (Used)	1,000 Sq. Feet Gross Floor Area	\$3,069.32
Tire Store	1,000 Sq. Feet Gross Floor Area	\$2,329.14
Supermarket	1,000 Sq. Feet Gross Floor Area	\$7,751.46
Convenience Market	1,000 Sq. Feet Gross Floor Area	\$42,366.68
Drive-In Bank	1,000 Sq. Feet Gross Floor Area	\$7,374.92
Restaurant, Sit-Down (High Turnover)	1,000 Sq. Feet Gross Floor Area	\$7,252.77
Fast Food without Drive-Through Window	1,000 Sq. Feet Gross Floor Area	\$22,384.81
Restaurant with Drive-Through Window	1,000 Sq. Feet Gross Floor Area	\$26,709.06
Auto Care Center**	1,000 Sq. Feet Gross Leasable Area	\$2,690.47
Gasoline/Service Station	Fueling Position	\$11,316.07
Gasoline/Service Station with Convenience Store	1,000 Sq. Feet Gross Leasable Area	\$71,867.91
Self Service Car Wash	Wash Stall	\$12,250.04

* Sunday rate was used

** Weekday daily rates were not available, so Saturday daily rates were used

As of July 1, 2022, the following fees will be as follows:

Sewer Impact Fees

Residential Sewer Impact Fee	ERU Demand	Fee
Sewer Impact Fee per ERU	1.00	\$4,450.26
Fixture Type	Drainage Fixture Unit Value as Load Factors	Impact Fee per Fixture Type
Automatic Clothes Washers, Commercial	3	\$513.49
Automatic Clothes Washers, Residential	2	\$342.33
Bathtub	2	\$342.33
Bidet	1	\$171.16
Combination Sink and Tray	2	\$342.33
Dental Lavatory	1	\$171.16
Dental Unit or Cuspidor	1	\$171.16
Dishwashing Machine, Domestic	2	\$342.33
Drinking Fountain	0.5	\$85.58
Floor Drains	2	\$342.33

Kitchen Sink, Domestic	2	\$342.33
Laundry Tray	2	\$342.33
Lavatory	1	\$171.16
Shower	2	\$342.33
Sink	2	\$342.33
Urinal	4	\$684.66
Urinal 1 Gal. or Less per Flush	2	\$684.66
Wash Sink, Circular or Multiple, Each Set Faucets	2	\$342.33
Water Closet, Flushometer Tank, Public or Private	4	\$684.66
Water Closet, Private (1.6 gpf)	3	\$513.49
Water Closet, Private (flushing greater than 1.6 gpf)	4	\$684.66
Water Closet, Public (1.6 gpf)	4	\$684.66
Water Closet, Public (flushing greater than 1.6 gpf)	6	\$1,026.98
Swimming Pool	10	\$1,711.64
Hot Tub	2	\$342.33

Car Wash (per bay)	2	\$342.33
Sewer Non-Standard Impact Fee Formula		
Multiply Number of Fixture Units by Impact Fee per Fixture Unit	\$171.16	
Commercial	Computed on the basis of residential equivalent fixture units 26 fixture units shall be considered a residential equivalent	
Stormwater Impact Fees		
Year	Fee Per Acre	
FY 2019-2020	\$7,021.76	
FY 2020-2021	\$7,123.00	
FY 2021-2022	\$7,264.58	
FY 2022-2023	\$7,398.21	
FY 2023-2024	\$7,592.40	
FY 2024-2025	\$7,854.71	
FY 2025-2026	\$8,262.93	
FY 2026-2027	\$8,542.64	
FY 2027-2028	\$8,775.90	

FY 2028-2029		\$9,081.93		
Water Impact Fees				
Maximum Single Family Impact Fee per Unit by Year (Water)				
Effective July 1,	Small Lot (Per Unit)	Standard Lot (Per Unit)		
2025	\$4,930.43	\$7,600.34		
2026	\$4,944.53	\$7,622.10		
2027	\$4,959.12	\$7,644.59		
2028	\$4,974.31	\$7,668.00		
2029	\$4,990.04	\$7,692.25		
2030	\$5,006.42	\$7,717.49		
2031	\$5,023.44	\$7,743.73		
2032	\$5,041.17	\$7,771.06		
2033	\$5,059.63	\$7,799.52		
Maximum Single Family Impact Fee per Unit by Year (Water)				
Effective July 1,	Multifamily Indoor - Small Unit (Per Unit)	Multifamily Indoor - Standard Unit (Per Unit)		Multifamily Outdoor (Per Irrigated Acre)
2025	\$1,280.95	\$2,260.50		\$29,168.15
2026	\$1,284.62	\$2,266.97		\$29,251.63
2027	\$1,288.40	\$2,273.66		\$29,337.95
2028	\$1,292.35	\$2,280.62		\$29,427.78
2029	\$1,296.44	\$2,287.84		\$29,520.87
2030	\$1,300.69	\$2,295.34		\$29,617.71
2031	\$1,305.11	\$2,303.15		\$29,718.44
2032	\$1,309.72	\$2,311.28		\$29,823.32
2033	\$1,314.52	\$2,319.74		\$29,932.55

Maximum Nonresidential Impact Fees (Water)						
	Effective July 1,					
Meter Size (inches)	2025	2026	2027	2028	2029	2030
1	\$19,001	\$19,055	\$19,111	\$19,170	\$19,231	\$19,294
1.5	\$38,002	\$38,110	\$38,223	\$38,340	\$38,461	\$38,587
2	\$60,803	\$60,977	\$61,157	\$61,344	\$61,538	\$61,740
3	\$114,005	\$114,331	\$114,669	\$115,020	\$115,384	\$115,762
4	\$190,009	\$190,552	\$191,115	\$191,700	\$192,306	\$192,937
6	\$380,017	\$381,105	\$382,230	\$383,400	\$384,613	\$385,874
8	\$608,028	\$609,768	\$611,567	\$613,440	\$615,380	\$617,399

Public Safety Impact Fees

Effective July 1,	Single-Family	Multi-Family	Commercial per 1000 sf	Institutional per 1000 sf	APPARATUS	
					Commercial w/ Apparatus	Institutional / Apparatus
2025	\$636.30	\$284.91	\$627.91	\$340.78	\$697.53	\$410.40
2026	\$647.97	\$290.00	\$639.33	\$347.05	\$708.95	\$416.67
2027	\$659.85	\$295.18	\$650.96	\$353.44	\$720.58	\$423.06
2028	\$671.97	\$300.47	\$662.81	\$359.95	\$732.43	\$429.57
2029	\$684.34	\$305.87	\$674.91	\$366.60	\$744.53	\$436.22
2030	\$696.96	\$311.37	\$687.26	\$373.38	\$756.88	\$443.00
2031	\$709.85	\$317.00	\$699.87	\$380.31	\$769.49	\$449.93
2032	\$723.03	\$322.75	\$712.77	\$387.39	\$782.39	\$457.01
2033	\$736.53	\$328.64	\$725.98	\$394.65	\$795.60	\$464.27
2034	\$750.36	\$334.67	\$739.51	\$402.08	\$809.13	\$471.70
2035	\$764.54	\$340.86	\$753.38	\$409.70	\$823.00	\$479.32
2036	\$779.08	\$347.20	\$767.61	\$417.52	\$837.23	\$487.14
2037	\$794.01	\$353.71	\$782.21	\$425.54	\$851.83	\$495.16
2038	\$809.33	\$360.40	\$797.20	\$433.78	\$866.82	\$503.40
2039	\$825.07	\$367.27	\$812.61	\$442.24	\$882.23	\$511.86
2040	\$841.26	\$374.33	\$828.45	\$450.94	\$898.07	\$520.56

JUSTICE COURT

Justice Court fees shall be set at the rates set forth in the State of Utah Uniform Fine Schedule as authorized by Utah Code Section 77.

LIBRARY AT ACADEMY SQUARE

Room Rental Fees

Large Meeting Room Rental, seats 50 – 90

9:00 a.m. to 9:00 p.m.	\$45.00 per
Mon. – Fri.	hour, three hour minimum

9:00 a.m. to 6:00 p.m.	\$45.00 per
Saturday	hour, three hour minimum

Small Meeting/Conference Room Rental,
seats 10 – 35

9:00 a.m. to 9:00 p.m.	\$30.00 per
Mon. – Fri.	hour, three hour minimum

9:00 a.m. to 6:00 p.m.	\$30.00 per
Saturday	hour, three hour minimum

Ballroom Rental

9 hour block of time between 9:00 a.m. to 6:00 p.m., Mon. – Thurs.	\$840.00 with \$200.00 deposit
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14 hour block of time between 9:00 a.m. – 11:00 p.m., Mon. – Thurs.	\$1,350.00 with \$300.00 deposit
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14 hour block of time between 9:00 a.m. – 11:00 p.m., Fri. – Sat.	\$2,000 with \$300.00 deposit
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15 hour block of time between 9:00 a.m. – 12:00 a.m., Mon. – Sat.	\$2,300.00 with \$500.00 deposit
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Attic Rental

Hourly 9:00 am – 9:00 pm Mon. – Thurs.	\$70.00 per hour, three hour minimum
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Full Day Discount 9:00 am – 9:00 pm Mon. – Thurs.	\$800.00 with \$100.00 deposit
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Hourly 9:00 am – 9:00 pm Fri.	\$100 per hour, three-hour minimum
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Hourly 9:00 am – 6:00 pm Sat.	\$100 per hour, three-hour minimum
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Full Day Discount 9:00 am – 11:00 pm Fri. - Sat. \$1,250.00 with \$100.00 deposit

Overdue Fines

Adult & Teen Materials (exceptions below)* \$0.10 per day per item, up to \$5.00

* Chromebooks and Telescopes \$5.00 per day per item, up to \$25.00

* Basement Creative Lab Equipment \$25.00 per day per kit, up to \$125.00

Children's Materials are fine free (exception below) *

* Discovery Kits \$1.00 per day per kit, up to \$10.00

There is no grace period for overdue items. Fines begin accruing the day after an item is due. Full library privileges are revoked for patrons with fines greater than \$10.00 or items that are more than one month overdue. If unpaid fines and fees exceed \$25.00, a billing notice is mailed. Accounts unpaid after ten days from the date on the billing notice will be sent to a collection agency and an

additional \$10.00 debt collection fee will be charged.

Damaged and Lost Fees

Materials damaged beyond use	Full replacement cost
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Missing audiobook CD	\$15.00
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Missing case/packaging	\$5.00
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Missing cover/artwork	\$5.00
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Missing Discovery Kit items	Full replacement cost of item(s)
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Patron Card Replacement	\$1.00
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The full replacement cost is the retail price of the item when purchased initially by the library.

Nonresident Cards

Six-month nonresident library card	\$62.50
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One-year nonresident library card	\$125.00
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Three-month temporary resident card	\$15.00
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Other Fees

Photocopies/prints – black	\$0.10/page
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Photocopies/prints – color	\$0.40/page
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Microfiche copies	\$0.10/page
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Test Proctoring Services	\$15.00/exam
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PARKS AND RECREATION**COVEY CENTER FOR THE ARTS**

Rate A – applies to commercial users

Rate B – applies to nonprofit organizations and events. A 501(c)(3) certificate or IRS letter of tax determination is required for this rate. The W9 form and letter of determination or 501(c)(3) must match.

Main Hall Rental

Full Day Rentals Monday – Saturday (7:00 a.m. to 11:00 p.m.)

Rate A \$2,000

Rate B \$1,500

Full Week Rentals (up to 6 consecutive working days)
Unlimited access to the hall between 7:00 a.m. and 11:00 p.m.

Rate A \$10,000

Rate B \$7,500

Performance \$200
Receptions

School Performances \$300

• Deposit

Deposits are due at contract signing and are nonrefundable.

Returning clients: \$500 per day for each scheduled day. Nonticketed events must pay full estimated costs seven days in advance of the first day in the building.

New clients: 50% of total estimated costs. Deposits will be applied to the total fee.

• Insurance

All clients are required to carry liability insurance for no less than \$1,000,000. A copy of the client's

standard certificate of insurance, adding Provo City as an additional insured, must be provided to the CCA Events Coordinator no later than 7 days prior to the first use of the building.

If your organization does not have insurance, a TULIP (Tenant User Liability Insurance Program) policy is available for purchase through GatherGuard.

- Staffing

House Manager (required for all performances)	\$25 per hour
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Technicians (minimum of two technicians required for all rehearsals and performances)	\$25 per hour
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Security (required for all rehearsals and performances)	\$25 per hour
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Event Manager (required for all performances and rehearsals)	\$35 per hour
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Usher (minimum of four required for all performances)	\$20 per hour
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- Custodial

\$150 per scheduled day.

- Stage Setup and Supplies

\$75 per scheduled day. Stage setup includes but is not limited to the normal use of gaff tape, spike tape,

lightning gel, copies, etc. Above average use of supplies will be charged based on use.

• Additional Services

Wireless Microphone Package	\$250/day
	or
For the use of 3 – 12 wireless microphones	\$700/week

Batteries (per battery charge)	\$1.00
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Marley Dance Floor (includes gaff tape)	\$200
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Snow Machine (snow included)	\$200
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Orchestra Pit (does not include labor)	\$750
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Piano Tuning (scheduled)	\$175
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Hazer	\$75/day
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(fire watch is required)	\$25 per hour
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Stage Décor (White Drape, Mesh, etc.)	\$100
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Specialty Lights (Black, Strobe, etc.)	\$50
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Window Banners	\$75 – \$200
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Photography/Film Session

Main Stage (includes one technician, two-hour minimum)	\$200 per hour
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Lobbies	\$50 per hour
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Board Room/Studio Rental

Board Room	\$50 per hour
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Combined Studios	\$50 per hour (minimum of 3 hours)
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Black Box Rental

The Black Box is only rented on a case-by-case basis, upon approval from the General Manager.

Ticket Office Use

- Ticket Sales Up to 12% commission of gross sales
- Facility Fee \$2 per ticket for all sales
- Ticket Exchanges \$3 per ticket
- Comp Tickets First 20 tickets at no charge, 21 plus at \$1.00 per ticket
- Merchandise Sales 15% commission on all monies collected on Covey Center property
- Covey Center Merchandise/Concessions \$1 – \$50 based on item

- Gallery Exhibit Sales 25% commission on all monies collected on Covey Center property
- Student Art Exhibit 10% commission on all monies collected on Covey Center property
- Christmas Art Sale 10% commission on all monies collected on Covey Center property
- Art Exhibit Entries (2 max) \$15 each

Classes

Class tuition is set by agreement with instructors and ranges between \$35 and \$300 depending on the length of class and number of classes offered.

Workshops taught in the Covey Center range in price from \$10 to \$250 based on the topic and length of the workshop.

GOLF COURSE

18 HOLE COURSE

9-Holes

Monday – Thursday \$19

Monday – Thursday (Seniors 62 & older)	\$15
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Friday – Sunday & Holidays (All players)	\$20
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18-Holes

Monday – Thursday	\$38
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Monday – Thursday (Seniors 62 & older)	\$30
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Friday – Sunday & Holidays (All players)	\$40
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Carts

9 Holes (per rider)	\$10
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18 Holes (per rider)	\$20
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Pull Cart	\$4
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Rental Clubs

Titleist Set (9-Holes)	\$50
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Titleist Set (18-Holes)	\$75
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Standard Set (Per 9-Holes)	\$16
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The Pasture

All Players (Day Time)	\$12
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Prime-time (Lights on)	\$14
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Triple Play (Rec Center Members)	\$7
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Par 3 Club Rentals (4 Clubs & Putter)	\$6
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Complimentary Carry Bag for Players Club	Free
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Push Cart	\$4
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The Horseshoe

Green Fee	\$5
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Triple Play (Rec Center Members)	\$2
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Season Membership (March 1 – November 30)

7-Day Championship	\$989.99 + sales tax
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7-Day All-Access	\$1,099.99 + sales tax
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Punch Cards (Expire one year from purchase)
Not valid on all major holidays

Punch Card (twenty 9-hole rounds)	\$350
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Association Member	\$275
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Cart punch card (twenty 9-hole rounds)	\$180
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Driving Range

Large Bucket	\$12
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Medium Bucket	\$10
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Small Bucket	\$6
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Promotions

The Manager of the golf course may, from time to time for promotional purposes, reduce the foregoing golf course fees by not more than 35% subject to approval by the Mayor or the Mayor's designee.

PARK PAVILION RESERVATIONS

Parks may be reserved for one of two time blocks:

8:30 a.m. – 2:00 p.m.

4:00 p.m. – 9:30 p.m.

*Pavilion has power and lights

Bicentennial Rotary Park, 1400 S 1600 E	\$55*
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Big Springs Park, Provo Canyon

Large \$115*

Medium (2) \$80*

Canyon Glen Park, in Provo Canyon

Large \$115*

Small \$80*

Amphitheater \$75

Carterville Park, 2400 N Carterville Road

Large \$120*

Small \$55*

Exchange Park, 900 N 700 W

Large \$120*

Medium \$85*

Small (2) \$45

Footprinter's Park, 1150 S 1350 W \$30*

Fort Utah Park, 200 N Geneva Road

Large \$100*

Small	\$30*
Grandview Park, 1460 N 1000 W	\$35*
Harbor Park, 800 N 2450 W	\$30*
Joaquin Park, 400 N 400 E	\$30*
Kiwanis Park, 820 N 1100 E	
Brick (Large)	\$120*
Medium	\$55*
Small	\$30*
Lakeview Park, 2825 W 1390 N	
Large	\$85*
Small	\$30*
Lions Park, 1280 N 950 W	
North	\$160*
South	\$70*
Maeser Park, 451 E 600 S	\$85*
Provost Park, 629 S 1000 E	\$30*

Quail Orchard Park, 522 E 3900 N	\$150*
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Riverside Park, 1260 W 600 N

Large	\$85*
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Small	\$30*
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Riverview Park, 4620 N 300 W

East	\$145*
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West	\$130*
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The Park at Rock Canyon, 2620 N 1200 E
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#1	\$195*
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#3	\$55*
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#2 and #4	\$150*
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Rock Canyon Trailhead Park, 2300 N 1450 E	\$65*
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Provo Rotary Park, 1460 N 1550 W

North	\$70*
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West	\$85*
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Sherwood Hillside Park, 1100 E 4450 N

Pavilion #1	\$30*
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Pavilion #2	\$30*
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Spring Creek Park, 1400 S State St

Pavilion #1	\$85
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South Fork Park, Provo Canyon above Vivian

Large	\$110*
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Small	\$80*
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Wilderness Paul Ream Park, 1600 W
500 N

Large	\$110*
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Southwest	\$30*
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Center West	\$55*
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Northwest	\$55*
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PARKS, PARKWAYS, TRAILS, AND OTHER PARK PROPERTIES

Special Parks Use Fee for events where attendees exceed reserved pavilion capacity or where multiple areas of a park are being used for an event. This fee is	\$350
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in addition to all necessary
pavilion rental fees.

Trail Use Fee, Base Fee \$350
for course events held on a
trail

For Events with More Than \$1.50 per
200 Participants/Spectators person
(up to a maximum of 500)

Participant/Spectator Impact \$1 per
Fee for Events with More person
Than 500
Participants/Spectators
(for each person in excess of
500)

PROVO CITY RECREATION CENTER

Category	Daily	3 Month	6 Month	Annual	Monthly
		Res D/ Base*	Res D/ Base*	Res D/ Base*	Res D/ Base*
Adults (18 – 59)	\$6.50	\$95/\$120	\$165/\$205	\$285/\$355	\$27/\$33
Youth (3 – 17)	\$5.50	\$55/\$65	\$90/\$112	\$157/\$195	\$16/\$19
Adult Couple	N/A	\$132/\$167	\$229/\$289	\$398/\$503	\$36/\$45

Senior (60+)**	\$5.50	\$55/\$65	\$90/\$112	\$157/\$195	\$16/\$19
Senior Couple**	N/A	\$95/\$120	\$165/\$205	\$285/\$355	\$27/\$33
Family***	N/A	\$167/\$207	\$284/\$359	\$493/\$618	\$44/\$55

Note: Toddlers under the age of 3 are free.

*Res D – is the resident discount rate

*Base – is the nonresident rate

**Senior Recreation Center Membership includes Senior Center Annual Pass

***Up to six members, each additional 3-month member is \$9.00, 6-month \$18.00, and each additional annual pass holder is \$36.00. Family consists of a maximum of 2 married adults and children 21 years old and under claimed as dependents for tax purposes.

****Sales tax will be added to the price of memberships, concessions, and other applicable sales. All taxes will be indicated on sales receipts.

Childwatch \$3.50 per hour, each additional child \$2.50 per hour
 Or \$25/month for first child, \$15/month for each
 additional child

Corporate Business

Tier 3 – 10% discount 5 or more 6 Month/Annuals

Tier 2 – 15% discount 10 or more 6 Month/Annuals

Tier 1 – 20% discount 15 or more 6 Month/Annuals

Senior Center Annual Pass

\$10 Resident

\$100 Nonresident

\$3 Nonresident Senior Daily Fee

Rentals

Standard Exercise Room \$100/hr

Large Exercise Room \$100/hr

Classroom \$50/hr

Party Room \$60/2 hrs

Multi-Purpose (per section, non-prime time,
weekdays) \$75/hr

Multi-Purpose (all 3 sections, 4 hr. min., prime
time, weekends) \$125/hr

One-Court Gym \$100/hr

Pool

Outdoor Pool, after hours per 1 1/2 hours \$500

Outdoor Corporate Pavilion (3 1/2 hours) \$350

Competitive Pool, exclusive use	\$100/hr
Competitive Pool, nonexclusive use	\$15/hr per lane
Deep or Program Pool, exclusive use	\$75/hr
Swim Lessons – non-residents charged an additional \$10	
Provo Resident	\$45
Swim Lessons - Private	\$85
Piranhas Year-Round Swim Team	\$50
Piranhas Summer Swim Team	\$110-\$140
Jr. Lifeguard Camp	\$140
Lifeguard Class	\$175
Classes 60+:	
Computer Classes, 8 Classes	\$40
Computer Classes, 6 Classes	\$30
Computer Classes, 4 Classes	\$20
Computer Help, Walk-In	\$3
Tours	As approved by Director
Tuesday Night Dance	\$5/per person, \$8/couple

Ukulele, 6 Classes	\$25
Elder Quest	\$10 annual pass required
Community Classes:	(Nonresident Fee Additional \$10)
World Culture Tour	Cooking Class, \$20/person
Youth Bouldering, 8 Classes	\$45
ESL, 10 Classes	\$50
Skateboarding, 10 Classes	\$55
Cooking Class, 5 – 9 Classes	\$45 – \$120
Language Class, 10 – 12 Classes	\$75
Tumbling Tots, 8 Classes	\$60
Photography, 6 Classes	\$60
Adult Art Classes, 4 – 6 Classes	\$45 – \$125
Youth Art Classes, 4 – 8 Classes	\$45 – \$75
Lego League	\$150
Specialty Camps	\$150
Tri Training	\$100

Fly Fishing	\$60
ASL, 16 Classes	\$75
Parent/Child Cooking	\$40
Adult Cooking Class	\$20 – \$100
Art in Nature, 9 Classes	\$100
Cake Decorating, 6 Classes	\$80
Outdoor Yoga	\$45
Ski Program (4 days)	\$375-\$685
Seasonal Cooking, 6 Classes	\$80 – \$100
Furniture Refurbishing, 6 Classes	\$90
Summer Adventure Kids Camp, 4 Days	\$175
Adaptive Adventure Day Camp, 4 Days	\$175
Internet Safety	\$5
Self-Defense	\$40
Pre-K Field Day	\$45
Grief Recovery Workshop	\$75
Special Events:	

Facility Events	Cost of daily admission to Provo Recreation Center
Countdown	\$10
Halloween Carnival	\$8/person, \$4/Rec Center Members
Rec Center After-Hours Party	\$7
Summer Luau	\$15
Christmas Gala	\$20
Skate Park Competition	Free early admission, \$5 day of

PROVO SHOOTING SPORTS PARK

Admission per Individual

All Individuals	\$8.00
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Punch Passes for Open Public Hours

5 Punches	\$32.00
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Group Reservations

Rifle Range – 2 Hours	\$40.00	+	\$5.00
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		per person
Hand Gun Range Exclusive – 2 Hours	\$40.00	+ \$5.00 per person

SPORTS, ADULT

Basketball	\$655.00
Flag Football	\$530.00
Soccer	\$310.00
Softball	
Adult Softball Tournaments	\$300.00
Softball Single Headers	\$400.00
Softball Doubleheaders	\$675.00
Tennis Lessons – Private	
Single player lessons	\$45.00/person
Group lessons (2 – 4 players)	\$30.00/person
Tennis Lessons	\$70.00
Volleyball – 6 on 6 Team	\$298.00

SPORTS, YOUTH

Late Registration Fee All Youth Sports	\$15.00
Nonresident Fee All Youth Sports	\$10.00
Start Smart Jersey	\$8.00
Baseball	
Start Smart Baseball	\$40.00
T-Ball	\$50.00
Coach Pitch/Machine Pitch	\$55.00
Jr. Baseball, 3-9 Grade	\$98.00
Girls Fastpitch Softball, 3 – 9 Grade	\$98.00
Basketball	
Start Smart Basketball	\$40.00
Jr. Jazz, 1 – 2 Grade	\$55.00
Jr. Jazz, 3 – 4 Grade	\$65.00
Jr. Jazz, 5 – 6 Grade	\$70.00
Jr. Jazz, 7 – 8 Grade	\$75.00

High School Basketball Team	\$680.00
Jr. Jazz Jersey	\$15.00
Flag Football, 1 – 2 Grade	\$65.00
Flag Football, 3 – 9 Grade	\$78.00
Soccer	
Start Smart Soccer	\$40.00
Youth Soccer (Spring, Fall)	
Preschool/Kindergarten/1 – 2 Grade	\$55.00
3 – 6 Grade	\$60.00
7 – 9 Grade	\$65.00
Soccer Jersey Combo	\$23.00
Summer Camps (4 days)	\$65.00
Tennis	
Lessons 2 Weeks	\$60.00
Lessons 4 Weeks	\$65.00
League	\$95.00
Track and Field	

Team Provo Track and Field	\$60.00
Cross Country Team	\$55.00
Volleyball – Co-Ed Youth Volleyball	\$60.00
Wrestling, 4 – 8 Grade	\$60.00

SPORTS FIELDS RENTAL FEES

Baseball/Softball Fields

Softball Field Lights \$30 per hour per field

Additional Field Prep

Weekdays/Saturday \$70/85 per diamond

	Hourly (per field)	Half-Day (4 hours)	Daily
4 Field Complex	\$85	\$600	\$1,200
2 Field Complex	\$85	\$350	\$700
1 Field Complex	\$85	\$175	\$350

Rectangle Grass Fields (Non-Epic)

Field Rental, per Field \$50/hour
(Practice)

Field Rental, per Field (Game)	\$60/ hour, paint included
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Tennis	
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Single Court	\$20 per hour
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2 Courts	\$100 per ½ day (4hr block); \$200 per full day (4hrs+)
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The Epic Sports Park

Practice/Trainings per field	\$70/hour
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Weekdays (Mon. – Thurs.) (Games) per field	\$80/hour
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Weekdays (Mon.-Thurs.) (Games) per field per day	\$800/Day
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Weekends (Fri. – Sun.) (Games) per field	\$90/hour
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Weekends (Fri.-Sun.) (Games) per field per day	\$900/day
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PEAKS ICE ARENA

Service & Rentals

Ice – 1 hour	\$200.00
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Olympic Room – 1 hour	\$50.00
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Mezzanine – 1 hour	\$75.00
Large Turf – Fall/winter 1 hour	\$120.00
Large Turf – Summer 1 hour	\$70.00
Half Turf – Fall/winter 1 hour	\$75.00
Half Turf – Summer 1 hour	\$50.00
Broomball – flat fee	\$50.00
Skate Sharpening – Same Day	\$10.00
Skate Sharpening – Next Day	\$8.00

Catering

Hot Chocolate	\$75.00/5 gallons
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Admission

Skate Rental	\$4.00
Walker Rental	\$7.00
Admission (3 – 65)	\$6.00
Senior Admission (62+)	\$5.00
Season Pass per person	\$150.00 + sales tax

Programs

Learn to Skate

Snowplow	\$80.00/session
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Basic 1 – 6	\$80.00/session
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Hockey 1 – 4	\$80.00/session
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Specialty Classes	\$80.00/session
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Youth Hockey

Start Smart Hockey	\$80.00/session
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6U Youth Hockey	\$275.00/season
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8U Youth Hockey	\$275.00/season
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10U, 12U, 14U Youth Hockey	\$500.00/season
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Adult Hockey

Adult Skills Clinic	\$200.00/session
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Peaks Adult Hockey League – Season – per team	\$3,200.00
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PARKING PERMIT AREAS

Foothill Park Permit	\$100.00
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University	\$100.00
Garden/North Foothills	
Permit	

Carterville Permit	\$100.00
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POLICE DEPARTMENT

Special Event	\$100.00
Coverage	

False Alarms

The first three false alarms per calendar year	No fee
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Fourth response	\$50.00
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Fifth response	\$75.00
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Sixth or more responses	\$100.00 each
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Public school	\$50.00
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*See Administrative: Records and GRAMA
Requests for Police Department records-
related fees.*

Pet Licensing	As per the South Utah Valley Animal Shelter
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UTILITIES

TRANSPORTATION UTILITY FUND FEE

Rates through August 31, 2025.

Category	Fee per Month
Residential A – Single-Family	\$3.68
Residential B – Multifamily	\$2.21
Commercial A (< 100 Trip-Ends)	\$9.98
Commercial B (100 – 199 Trip-Ends)	\$26.36
Commercial C (200 – 599 Trip-Ends)	\$79.28
Commercial D (600+ Trip-Ends)	\$236.78
Public Use A (< 300 Trip-Ends)	\$21.53
Public Use B (≥ 300 Trip-Ends)	\$96.08

Rates through September 1, 2025

Category	Fee per Month
Residential A – Single-Family	\$4.20
Residential B – Multifamily	\$2.52
Commercial A (< 100 Trip-Ends)	\$11.38
Commercial B (100 – 199 Trip-Ends)	\$30.05
Commercial C (200 – 599 Trip-Ends)	\$90.38
Commercial D (600+ Trip-Ends)	\$269.93
Public Use A (< 300 Trip-Ends)	\$24.54
Public Use B (≥ 300 Trip-Ends)	\$109.53

Rates through September 1, 2026

Category	Fee per Month
Residential A – Single-Family	\$4.78
Residential B – Multifamily	\$2.87
Commercial A (< 100 Trip-Ends)	\$12.97
Commercial B (100 – 199 Trip-Ends)	\$34.26
Commercial C (200 – 599 Trip-Ends)	\$103.03

Commercial D (600+ Trip-Ends)	\$307.71
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Public Use A (< 300 Trip-Ends)	\$27.98
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Public Use B (≥ 300 Trip-Ends)	\$124.86
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Rates through September 1, 2027

Category	Fee per Month
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Residential A – Single-Family	\$5.45
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Residential B – Multifamily	\$3.27
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Commercial A (< 100 Trip-Ends)	\$14.79
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Commercial B (100 – 199 Trip-Ends)	\$39.05
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Commercial C (200 – 599 Trip-Ends)	\$117.45
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Commercial D (600+ Trip-Ends)	\$350.79
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Public Use A (< 300 Trip-Ends)	\$31.90
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Public Use B (≥ 300 Trip-Ends)	\$142.34
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CULINARY WATER

Customer Service Fees

Residential Water Deposit	\$100.00
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Nonresidential Deposit	Use of greater of 2-month avg. or \$100.00
Connect/Processing Fee	\$20.00
Field Credit Fee	\$40.00
After-Hours Connect Fee	\$150.00
Reimbursement for Water Main Line Extensions	\$150.00Per In. ft.
Water Connection Fees – Meter Only	
Includes furnishing and setting the meter only.	
3/4"	\$515.00
1"	\$545.00
1 1/2"	\$971.00
2"	\$1,115.00
3"	\$3,973.00
4"	\$4,213.00
6"	\$6,510.00
8"	\$9,582.00
10"	\$11,717.00
12"	\$13,486.00

Fire Hydrant Meter Rental \$10.00per working day

Fire Hydrant Meter Deposit* \$2,000.00

*Damage to hydrant or hydrant meter by contractor will be deducted from the deposit.

Fire Hydrant No Read Penalty \$50.00 per missed read

Water User Fees

Note: Water services provided to non-Provo residents will be double the rates listed here.

Rates to become effective September 1, 2025.

Water Resources Director can make exemptions for customers who participate in urban farming.

RESIDENTIAL

Monthly Base Rates

METER SIZE	AMOUNT
3/4" OR SMALLER	\$21.43
1"	\$27.04
1.5"	\$58.13
2"	\$86.95
3"	\$168.60
4"	\$280.95
6"	\$333.62
8"	\$502.96

Residential Tier Volume Breaks (in thousand gallons)

	3/4"	1"	1.5"	2"	3"	4"	6"	8"
TIER 1	0 - 10	0 - 15	0 - 50	0 - 120	0 - 175	0 - 250	0 - 700	0 – 1,000
TIER 2	10 - 55	15 - 100	50 - 250	120 - 525	175 – 1,200	250 – 2,000	700 – 4,000	1,000 – 6,400
TIER 3	>55	>100	>250	>525	>1,200	>2,000	>4,000	>6,400

NON-RESIDENTIAL**Monthly Base Rates**

METER SIZE	AMOUNT
1" OR SMALLER	\$27.04
1.5"	\$58.13
2"	\$86.95
3"	\$168.60
4"	\$280.95
6"	\$333.62
8"	\$502.96
10"	\$668.99
12"	\$1,086.26

**Non-Residential Tier Volume Breaks
(in thousand gallons)**

	1"	1.5"	2"	3"	4"	6"	8"	10"	12"
TIER 1	0 - 25	0 - 75	0 - 150	0 - 175	0 - 250	0 - 700	0 - 1,000	0 - 1,150	0 - 2,150
TIER 2	25 - 250	75 - 500	150 – 2,000	175 – 2,500	250 – 3,000	700 – 4,000	1,000 – 7,500	1,150 – 11,500	2,150 – 21,500
TIER 3	>250	>500	>2,000	>2,500	>3,000	>4,000	>7,500	>11,500	>21,500

ALL CUSTOMERS**Tier Volume Costs
(\$/thousand gallons)**

TIER 1	\$1.37
TIER 2	\$2.09
TIER 3	\$2.81

Equipment Rates

Vac Truck and Operators \$400.00 per hour

Backflow Noncompliance Fee \$100.00 per assembly

Fire Hydrant With Backflow Meter Rental	\$20.00 per day
Meter or Hydrant Tampering Fee 1st Offense	\$300.00
Meter or Hydrant Tampering Fee 2 nd + Offense	\$500.00
Cross-Connection Control Inspection Fee	\$150.00 per inspection

ENERGY

ALL ENERGY RATES SCHEDULES CAN BE FOUND AT:
<https://www.provo.gov/841/Utility-Rates-and-Fees>

Customer Service Fees

Residential Electric Deposit	\$100.00
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Nonresidential Deposit	use greater of 2-month avg. or \$100.00
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Meter Reading Fee for AMI Opt-Out (If Eligible)	\$10.00/month
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Credit Reconnect	\$40.00
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Returned Check	as set by State Law
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Connect/Processing Fee	\$20.00
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After-Hours Connect Fee	\$75.00
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Same Day Connect Fee	\$75.00
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Connect/Processing Fee (3-Phase Service)	\$60.00
Credit Reconnect (3-Phase Service)	\$150.00
Engineering Division Fees	
Temporary Hook-Up Fee	\$300.00
Upgrade Overhead Connection Fee	\$435.00
Upgrade Underground Connection Fee	\$600.00
Demolition Service Removal	\$200.00
Additional Hook-Up Inspections (beyond 2)	\$50.00
Net Metering/Solar 100-200 Amp Residential	\$375.00
Net Metering/Solar 200-400 Amp Commercial/Residential	\$825.00
Meter Tampering Fee	
1st Offense	\$100.00
2nd Offense	\$250.00
Electric Facility Relocation Fee	Actual Costs
Master Metering Penalty Fee	\$250.00

Aid to Construction Fees	Actual Costs
Banner Installation and Removal	\$150.00
Each Additional Week	\$50.00
Pole Attachment Fee	\$15.00
Electric Vehicle Charging Rate	\$0.13/kWh
Service Connection Fees	

Single-Phase Meters		
Amperage	1 Meter Service	Multi-Metering 120/240 V cost
0 – 400	\$1,240	+ \$400/additional meter
401 – 1,000	\$2,685	+ \$400/additional meter
Three-Phase Meters		
Amperage	1 Meter Service	Multi-Metering 120/208 V cost
0 – 400	\$1,678	+ \$750/additional meter
401+	\$3,723	+ \$750/additional meter

SANITATION**Curbside Residential Fees (per month for weekly service)**

Garbage – No Recycling (No Yard Waste or Household Recycling)	\$20.60
Garbage – With Recycling (Yard Waste and/or Household Recycling)	\$18.60
Household Recycling	\$8.25
Yard Waste Recycling (Billed March – November only)	\$6.40
Return Service Fee	\$10.00

Suspension of Residential Service

Standby charge of \$1.00 per month to be paid during suspension

Roll-Off Disposal

Tipping Fee (in addition to hauling fee)	\$44.00per ton
Delivery and First Hauling	\$200.00
Each Additional Hauling	\$100.00

Commercial Frontload Fees (per month for weekly service)

3 Yard Container	\$37.00
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4 Yard Container	\$37.00
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6 Yard Container	\$74.80
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8 Yard Container	\$99.00
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Other Charges

Truck and Crew	\$200.00per hour
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Disposal Charge of Waste	\$50.00 per ton
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Replacement of Damaged Can	\$65.00
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Fine for Trash in Yard Waste Can	\$25.00
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Sanitation Ordinance Violation	\$25.00 per violation
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Can Return Fee (Less Than One Year of Service)	\$65.00
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Compost

Drop-Off Fee (only noncommercial, Provo residents allowed)	\$5.00 per load
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Compost Purchase (residents)	\$10.00per cubic yard
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Compost Purchase (nonresidents)	\$15.00per cubic yard
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STORM WATER

See Stormwater Service District Fee
Schedule.

WASTEWATER

Equipment Rates

Jetter Truck and operators	\$400.00/hour
Closed Circuit TV Truck and operators	\$400.00/hour
Permitted Pretreatment noncompliance fine	\$500.00 per occurrence
Food Service Establishment and non- permitted industrial users Pretreatment noncompliance fine	\$100.00 first violation \$300.00 additional violations (per occurrence)

Wastewater Contribution Permit

Annual Fee	\$200.00	per year
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Other fees are based on time and materials

Hauled in Waste

Septage Waste	\$60.00	per 1,000 gallons
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Nonconnection to Available Sewer

Within 300 ft. of City Sewer	\$21.20	per month
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Wastewater Surcharge Fees

Biochemical Oxygen Demand	\$0.27	per pound
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Suspended Solids	\$0.23	per pound
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Oil or Grease	\$0.28	per pound
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Standard Monitoring Fee	\$50.00	per occurrence	To cover inspections cost.
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Reimbursement for Sewer Main Line Extensions	\$150.00	Per In. ft.
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Note: Wastewater service provided to non-Provo residents will be double the rates listed here.

Monthly Residential Base Charge

Base Rate Single Unit – \$21.20 per connection

Base Rate Multiple Units – \$19.09 per unit

Monthly Nonresidential Base Charge

Meter Size	Base Charge
3/4"	\$21.20
1"	\$52.99
1.5"	\$106.00
2"	\$169.57
3"	\$317.96
4"	\$529.92
6"	\$1,059.84
8"	\$1,695.74

All Uses Commodity Charge – \$5.81 per 1,000 gallons

(Am Res. 2008-26, Am Res. 2011-09, Am 2012-14, Am 2012-15, Am 2012-26, Am 2012-38, Am 2012-46, Am 2013-10, Am 2013-21, Am 2013-23, Am 2013-24, Am 2013-42, Am 2014-17, Am 2015-08, Am 2015-28, Am 2016-05, Am 2016-12, Am 2016-19, Am 2016-22, Am 2016-28, Am 2017-03, Am 2017-11, Am 2017-28, Am 2018-08, Am 2018-19, Am 2018-35, Am 2019-03, Am 2019-23, Am 2019-30, Am 2019-36, Am 2019-44, Am 2020-19, Am 2021-11, Am 2021-17, Am 2021-25, Am 2021-43, Am 2022-07, Am 2022-10, Am 2022-23, Am 2022-54, Am 2023-07, Am 2023-25, Am 2023-54, Am 2024-32)

The Provo City Code is current through Ordinance 2024-51, passed October 1, 2024.

Disclaimer: The city recorder has the official version of the Provo City Code. Users should contact the city recorder for ordinances passed subsequent to the ordinance cited above.

City Website: www.provo.org

City Telephone: (801) 852-6000

Hosted by General Code.



LARAMIE GONZALES

AARON SANBORN
ZIONS PUBLIC FINANCE

Business & Rental License Fee

Cost of Service Analysis



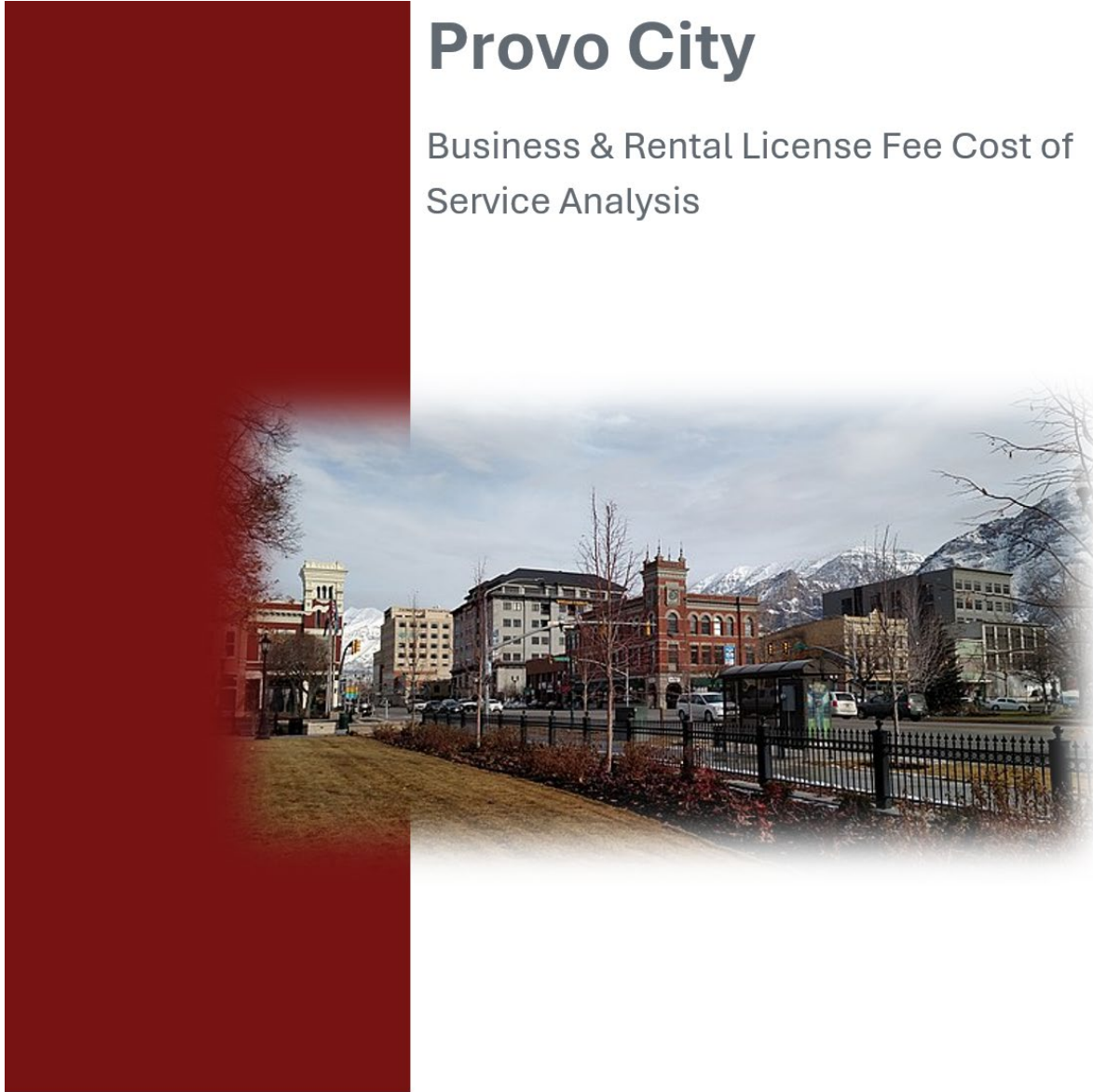
HISTORY

- Questions about current fees
 - Do they cover city costs
 - When were they last updated
- Request for a study / analysis
 - May 2024
 - Contracted with Zions Public Finance
- Previous studies
 - Council identified need for a fee analysis 2010
 - Fee study completed in 2011
 - No increase in fees at that time

THE STUDY

Provo City

Business & Rental License Fee Cost of
Service Analysis



ZIONS PUBLIC FINANCE, INC.

June 2025



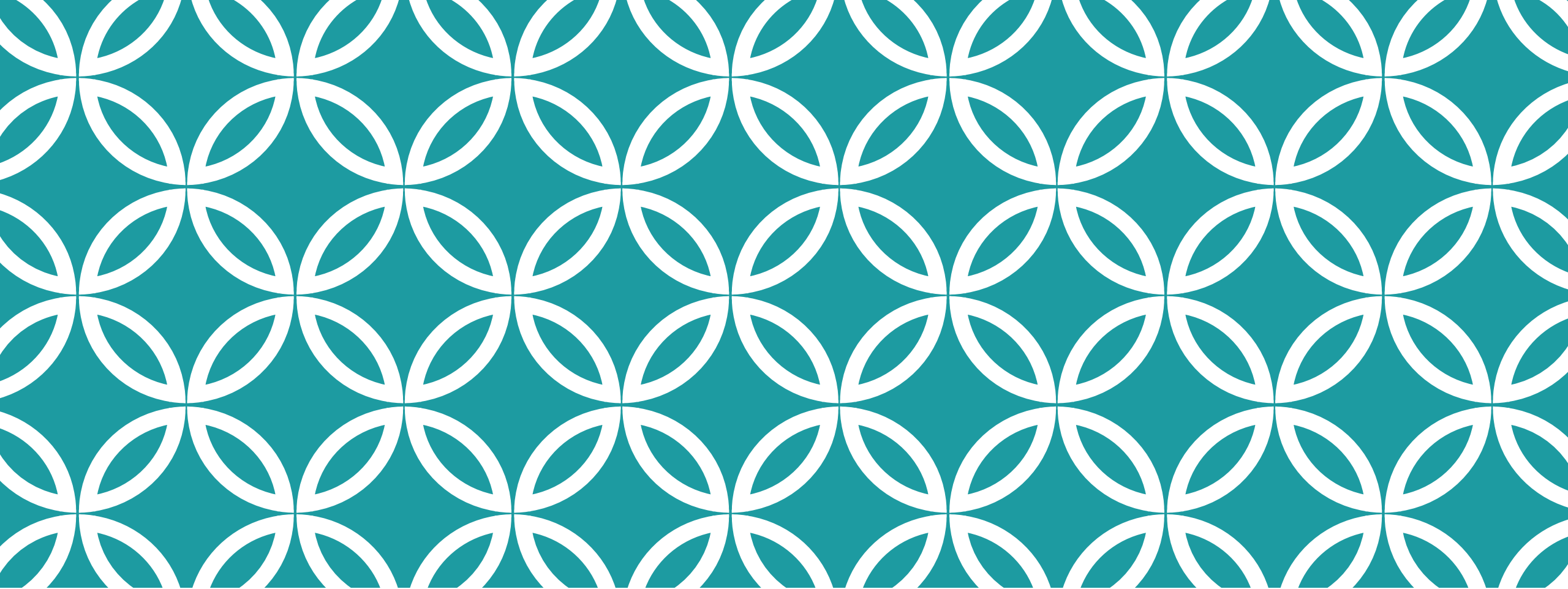
Provo City Business License & Rental Dwelling License Study

December 2025

Agenda

- Revenue Sufficiency Model Background
- Study Methodology
- Study Results
 - Business License Fees
 - Rental Dwelling License Fees





REVENUE SUFFICIENCY MODEL



Models and Tools for Long-Term Planning and Forecasting

Ideal models and tools are:

Accurate

Must be able to
trust the model

Intuitive

Ease of use, navigation,
and interpretation

Adaptive

Dynamic outputs, allows
for further analysis

Insightful

Relevant outputs,
actionable insights

Revenue Sufficiency Model



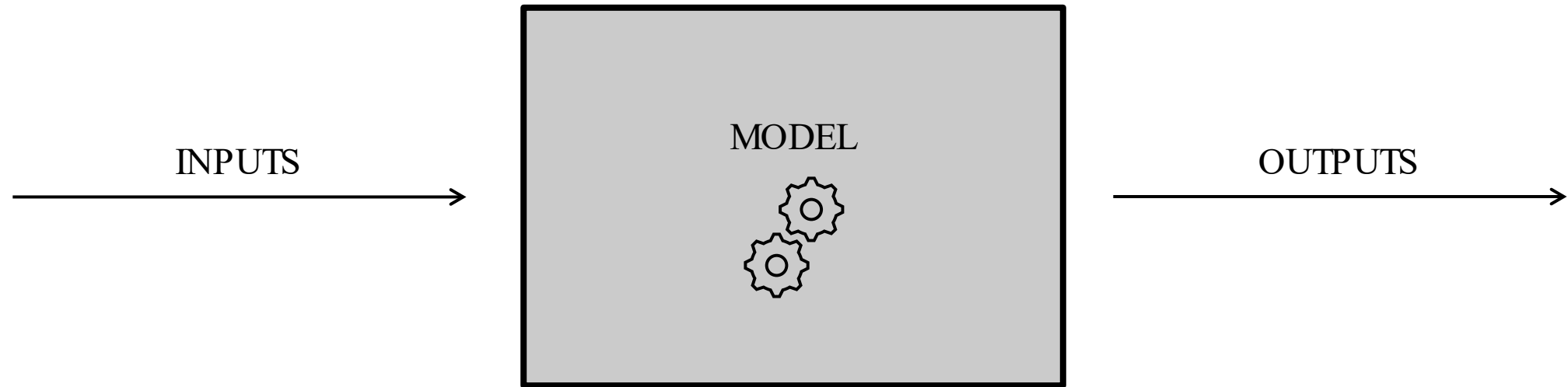
ZIONS PUBLIC FINANCE, INC.

Ensure that the costs of providing a service are met by the revenue collected from that service

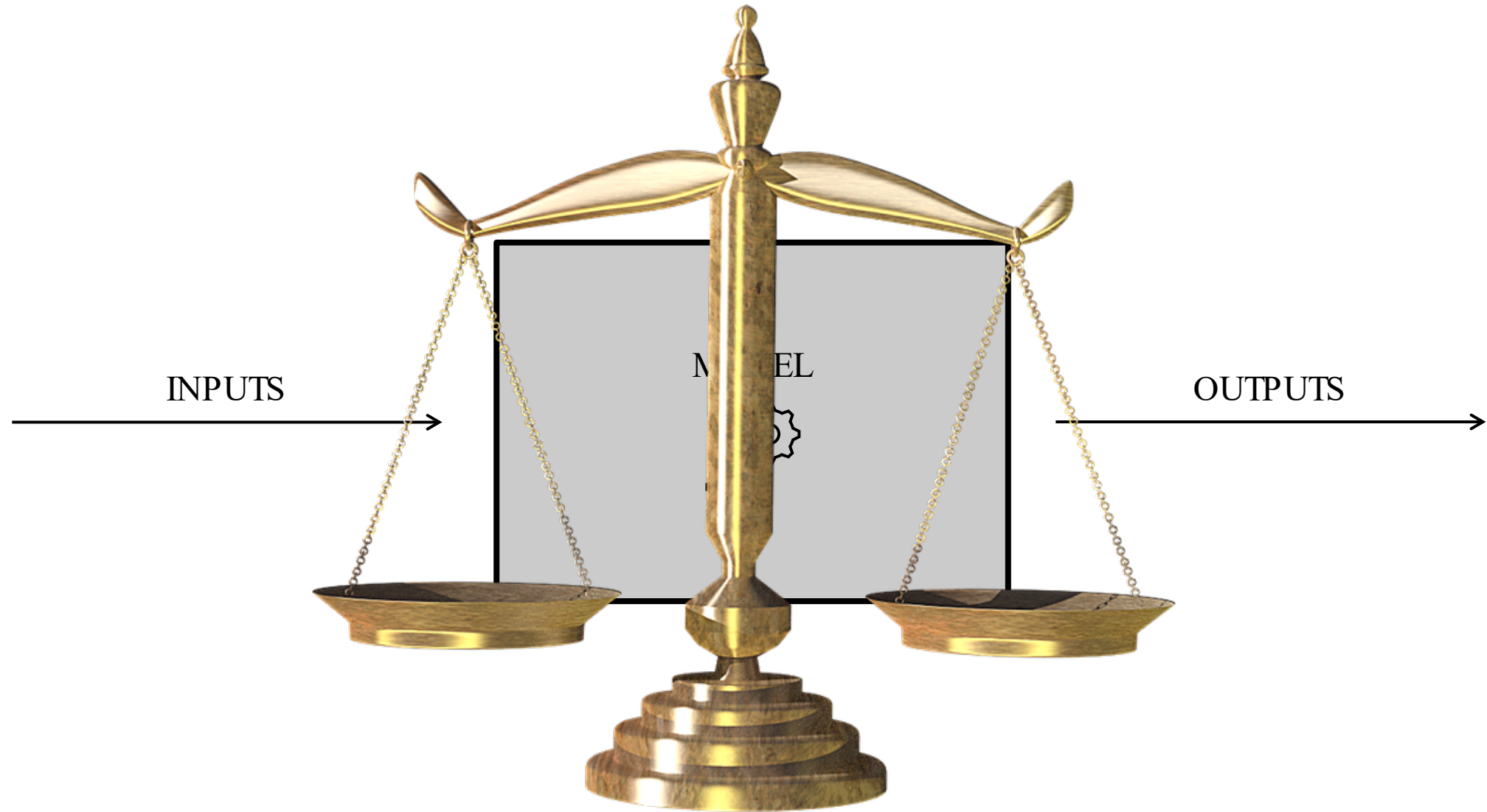
Provide a “rational nexus” for costs



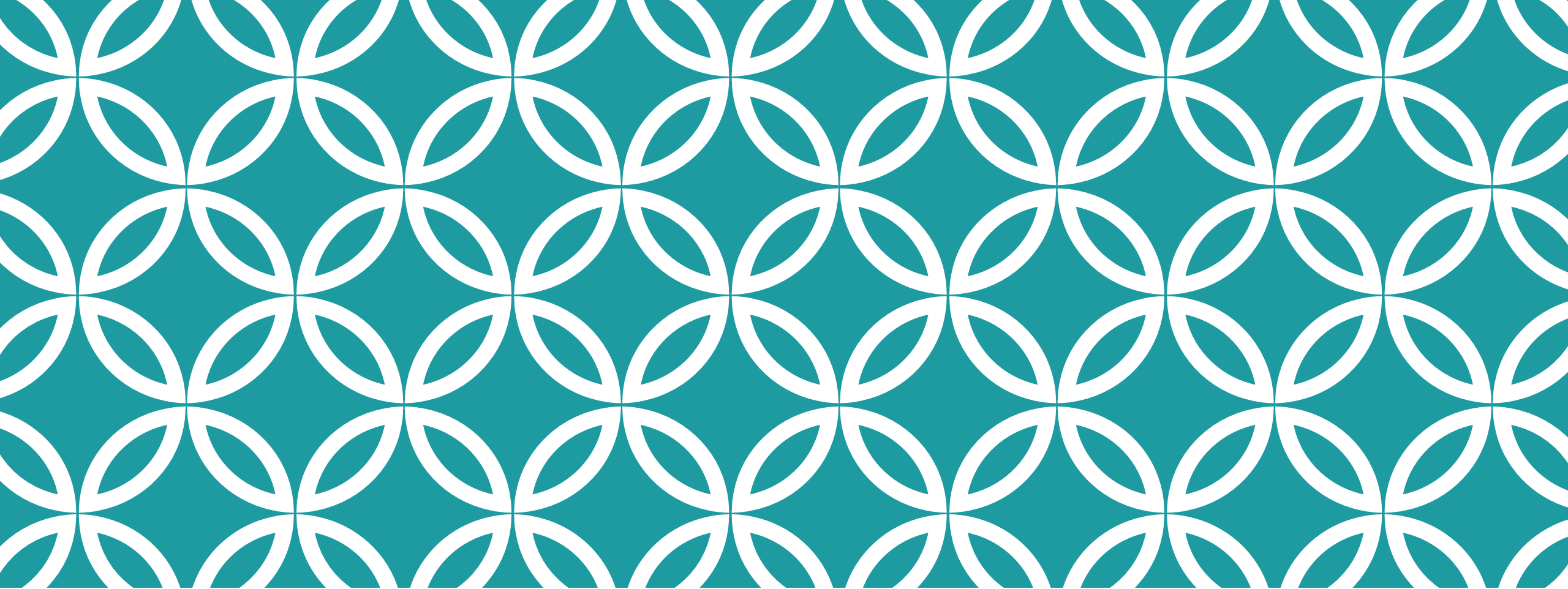
Revenue Sufficiency Model



Revenue Sufficiency Model



ZIONS PUBLIC FINANCE, INC.



STUDY METHODOLOGY



Base Administrative Costs

+

Special Regulatory Costs

+

Enhanced Service Costs

+

Disproportionate Costs

=

Total License Fee



Study Methodology

Base Administrative Costs

- Include the costs common to all types of businesses incurred to register, oversee, maintain records, and regulate licensed businesses within the City
- Direct Costs
 - Wage & Benefit Costs for every employee who is involved in approving license
 - Specialized equipment or supplies
- Indirect Costs
 - Overhead costs of services provided by the City that all employees benefit from

Special Regulatory Costs

- Businesses or rental units that require extra inspections by the City

Enhanced Services Costs

- Charged to businesses or rental units that received a higher level of service
 - Snow removal
 - Beautification efforts
 - Garbage pickup



Disproportionate Costs

- Costs incurred by the City to provide higher service level to businesses or rentals based on a higher demand created by those entities
- Can include:
 - public utilities;
 - police;
 - fire;
 - code enforcement;
 - storm water runoff;
 - traffic control;
 - parking;
 - transportation;
 - beautification; or
 - snow removal.

Process to Analyze

- Calculate the cost per call
- Calculate baseline level of service
- Gather data of service provided (calls for police & fire service)
- Perform GIS analysis to geo-code calls for service by location of origination of call, excluding traffic and unrelated calls
- Group similar businesses or rental unit types together
- Analyze data to determine level of service above baseline and multiply by cost per call to determine disproportionate fee

Business License Fee

Base Administrative Costs

+

Disproportionate Costs

=

Total License Fee

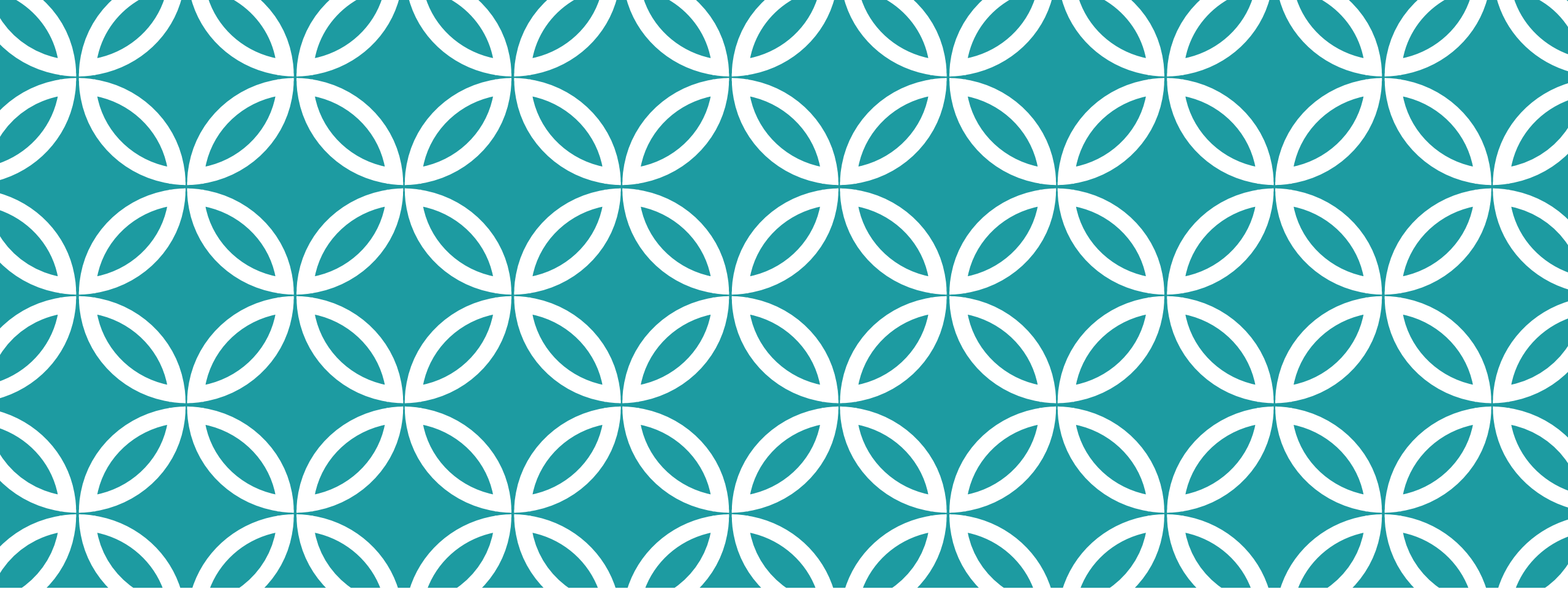
Rental Dwelling License Fee

Base Administrative Costs

=

Total License Fee





STUDY RESULTS

Business License Fees

Business License Fees – Base Administrative Cost

EMPLOYEE/DEPARTMENT	WAGES + BENEFITS PER HOUR	INDIRECT COSTS PER HOUR - ADMIN	INDIRECT COSTS PER HOUR – TRAINING	SUPPLIES COST PER HOUR	TOTAL COST PER HOUR	TOTAL COST PER MINUTE
Customer Service*	\$70.32	\$0.14	\$1.35	\$1.00	\$72.81	\$1.21
Customer Service	\$47.31	\$0.14	\$0.91	\$1.00	\$49.35	\$0.82
Police	\$47.34	\$0.14	\$0.02	\$0.00	\$47.50	\$0.79
Police	\$47.37	\$0.14	\$0.02	\$0.00	\$47.53	\$0.79
Fire	\$76.64	\$0.14	\$0.04	\$0.00	\$76.82	\$1.28
Fire	\$73.58	\$0.14	\$0.04	\$0.00	\$73.75	\$1.23
Development Services	\$79.22	\$0.14	\$0.04	\$0.00	\$79.40	\$1.32
Development Services	\$48.10	\$0.14	\$0.02	\$0.00	\$48.26	\$0.80
Development Services	\$41.21	\$0.14	\$0.02	\$0.00	\$41.37	\$0.69
Parks	\$39.51	\$0.14	\$0.02	\$0.00	\$39.67	\$0.66
Parks*	\$74.61	\$0.14	\$0.04	\$0.00	\$74.79	\$1.25
Sanitation	\$77.73	\$0.14	\$0.04	\$0.00	\$77.91	\$1.30
Engineering	\$80.88	\$0.14	\$0.04	\$0.00	\$81.06	\$1.35
Engineering	\$64.88	\$0.14	\$0.03	\$0.00	\$65.05	\$1.08
Waste Water	\$60.00	\$0.14	\$0.03	\$0.00	\$60.17	\$1.00

*Backup reviewer and is not included in the total cost calculation



ZIONS PUBLIC FINANCE, INC.

Business License Fees – Base Administrative Cost

Per License Costs

EMPLOYEE/DEPARTMENT	WAGES + BENEFITS PER HOUR
StudyCost	\$0.60
Customer Service Cost	\$7.32
Total	\$7.91

Business License Fees – Base Administrative Cost

LICENSE TYPE	CURRENT FEES	CALCULATED FEE
General Business		
0 to 5	\$125	\$222.35
6 to 10	\$175	\$232.38
11 to 25	\$300	\$242.41
26 to 50	\$425	\$252.43
51 to 75	\$550	\$262.46
76 to 100	\$675	\$272.49
101+	\$800	\$282.52
General Business License Fee		- \$252.43
Home Based Business		
Home Business*	\$37	\$141.31
Home Occupation / Major	\$100	\$169.10
Home Occupation / Day Care	\$175	\$205.98
*No license fee can be charged for Home Businesses that do not have an impact on City services greater than its primary use		

Business License Fees – Base Administrative Cost

LICENSE TYPE	CURRENT FEES	CALCULATED FEE
Beer License		
Class A	\$350	\$76.16
Class B	\$450	\$76.16
Class C	\$550	\$76.16
Class D	\$300	\$76.16
Class E	\$550	\$76.16
Class F	\$450	\$76.16
Nonprofit Businesses		
Non-profit non-retail	\$218	\$222.35
Non-profit retail	\$287	\$222.35

Business License Fees – Base Administrative Cost

LICENSE TYPE	CURRENT FEES	CALCULATED FEE
Misc Businesses / Licenses		
Christmas Tree Stand + permit fee	\$309	\$206.40
Firework Stand + permit fee	\$384	\$206.40
Chicken License	\$20	\$20.25
Solicitor	\$76	\$72.32
Temporary + permit fee	\$318	\$275.63
Towing	General business fee + \$38 per truck	\$182.98
Salon Chair	\$28	\$73.93
Special Event	\$50	\$307.99
Food truck	Same as general business license	\$201.00
General Business + Food Est.		\$92.04
General Service Fees		
Late Fee (all licenses)	\$25	\$12.02
Name Change	\$10	\$16.14
Location Change	\$25	\$222.35



Business License Fees – Disproportionate Cost

Calls for Service

CATEGORY	CALLS FOR SERVICE
Police	
Single Family Residential	4,090
Business	2,642
Rental	1,277
BYU	3
Fire	
Single Family Residential	2,195
Business	1,655
Rental	1,283
BYU	399

Cost per Call

DEPARTMENT	% OF TIME RESPONDING TO CALLS	COST PER CALL
Police Department	20%	\$410.51
Fire Department	20%	\$379.44



Business License Fees – Disproportionate Cost

License Subcategory	Total Business	Police Calls per Business	Fire Calls per Business	Police Final Call Ratio	Fire Final Call Ratio
Accommodation and Food Services	298	1.18	0.59	0.89	0.44
Administrative and Support and Waste Management and Remediation Services	103	0.13	0.04	(0.16)	(0.12)
Agriculture, Forestry, Fishing and Hunting	12	0.08	0.08	(0.20)	(0.07)
Air Transportation	11	0.55	0.00	0.26	0.00
Apparel Manufacturing	10	0.70	0.30	0.41	0.15
Arts, Entertainment, and Recreation	63	0.67	0.34	0.38	0.18
Beverage and Tobacco Product Manufacturing	1	0.00	0.00	(0.29)	(0.15)
Building Material and Garden Equipment and Supplies Dealers	9	0.75	0.56	0.46	0.40
Chemical Manufacturing	2	0.00	0.00	(0.29)	(0.15)
Clothing and Clothing Accessories Stores	67	0.30	0.09	0.01	(0.07)
Computer and Electronic Product Manufacturing	1	0.00	0.00	(0.29)	(0.15)
Construction	142	0.09	0.08	(0.20)	(0.08)
Couriers and Messengers	2	0.00	0.00	(0.29)	(0.15)
Educational Services	44	0.25	0.36	(0.04)	0.21
Electronics and Appliance Stores	8	0.25	0.00	(0.04)	(0.15)
Fabricated Metal Product Manufacturing	31	0.32	0.26	0.03	0.10
Finance and Insurance	84	0.44	0.12	0.15	(0.04)
Food and Beverage Stores	32	1.89	1.40	1.60	1.25
Food Manufacturing	38	0.13	0.05	(0.16)	(0.10)
Furniture and Home Furnishings Stores	3	0.00	0.00	(0.29)	(0.15)
Furniture and Related Product Manufacturing	5	0.00	0.00	(0.29)	(0.15)



Business License Fees – Disproportionate Cost

License Subcategory	Total Business	Police Calls per Business	Fire Calls per Business	Police Final Call Ratio	Fire Final Call Ratio
Gasoline Stations with Alcohol License	14	3.89	2.50	3.60	2.35
Gasoline Stations without Alcohol License	1	2.00	1.00	1.71	0.85
General Merchandise Stores	20	0.63	0.58	0.34	0.42
Health and Personal Care Stores	29	0.48	0.03	0.19	(0.12)
Health Care and Social Assistance	332	0.30	0.28	0.01	0.12
Impound	11	0.00	0.09	(0.29)	(0.06)
Information	46	0.20	0.04	(0.09)	(0.11)
Insurance	3	0.00	0.00	(0.29)	(0.15)
Machinery Manufacturing	9	0.00	0.00	(0.29)	(0.15)
Management of Companies and Enterprises	2	0.00	0.00	(0.29)	(0.15)
Mining, Quarrying, and Oil and Gas Extraction	1	0.00	0.00	(0.29)	(0.15)
Miscellaneous	58	0.82	0.52	0.53	0.36
Miscellaneous Manufacturing	15	0.60	0.13	0.31	(0.02)
Miscellaneous Store Retailers	98	0.25	0.05	(0.04)	(0.10)
Motor Vehicle and Parts Dealers	76	0.55	0.17	0.26	0.02
Nonmetallic Mineral Product Manufacturing	3	0.00	0.67	(0.29)	0.51
Nonstore Retailers	29	0.14	0.17	(0.15)	0.02
Other Services	309	0.24	0.12	(0.05)	(0.04)
Printing and Related Support Activities	6	0.00	0.17	(0.29)	0.01
Professional, Scientific, and Technical Services	202	0.24	0.10	(0.04)	(0.05)
Real Estate and Rental and Leasing	129	0.40	0.13	0.11	(0.03)
Rentals	4	0.00	0.00	(0.29)	(0.15)
Sporting Goods, Hobby, Musical Instrument, and Book Stores	28	0.11	0.04	(0.18)	(0.12)
Support Activities for Transportation	44	0.36	0.09	0.08	(0.06)
Temporary	11	0.09	0.00	(0.20)	(0.15)
Transit and Ground Passenger Transportation	3	0.33	0.00	0.05	(0.15)
Transportation Equipment Manufacturing	3	0.00	0.00	(0.29)	(0.15)
Truck Transportation	1	0.00	0.00	(0.29)	(0.15)
Warehousing and Storage	11	0.10	0.09	(0.19)	(0.06)
Wholesale Trade	53	0.45	0.06	0.16	(0.10)
Wood Product Manufacturing	3	0.33	0.00	0.05	(0.15)



Business License Fees – Disproportionate Cost

License Subcategory	Police Cost	Fire Cost	Total Cost
Accommodation and Food Services	\$365.71	\$166.36	\$532.07
Air Transportation	\$105.61	\$0.00	\$105.61
Apparel Manufacturing	\$169.05	\$55.15	\$224.20
Arts, Entertainment, and Recreation	\$155.37	\$69.83	\$225.20
Building Material and Garden Equipment and Supplies Dealers	\$189.58	\$152.11	\$341.69
Clothing and Clothing Accessories Stores	\$6.09	\$0.00	\$6.09
Educational Services	\$0.00	\$79.29	\$79.29
Fabricated Metal Product Manufacturing	\$14.12	\$39.23	\$53.35
Finance and Insurance	\$61.92	\$0.00	\$61.92
Food and Beverage Stores	\$658.73	\$472.53	\$1,131.26
Gasoline Stations with Alcohol License	\$1,478.13	\$889.91	\$2,368.04
Gasoline Stations without Alcohol License	\$702.72	\$320.75	\$1,023.47
General Merchandise Stores	\$140.96	\$160.99	\$301.95
Health and Personal Care Stores	\$79.87	\$0.00	\$79.87
Health Care and Social Assistance	\$4.72	\$46.52	\$51.24
Miscellaneous	\$218.90	\$137.81	\$356.71
Miscellaneous Manufacturing	\$128.00	\$0.00	\$128.00
Motor Vehicle and Parts Dealers	\$106.11	\$6.22	\$112.33
Nonmetallic Mineral Product Manufacturing	\$0.00	\$194.27	\$194.27
Nonstore Retailers	\$0.00	\$6.73	\$6.73
Printing and Related Support Activities	\$0.00	\$4.55	\$4.55
Real Estate and Rental and Leasing	\$45.26	\$0.00	\$45.26
Support Activities for Transportation	\$30.97	\$0.00	\$30.97
Transit and Ground Passenger Transportation	\$18.53	\$0.00	\$18.53
Wholesale Trade	\$67.59	\$0.00	\$67.59
Wood Product Manufacturing	\$18.53	\$0.00	\$18.53



Business License Fee – Revenue Projection

Current Business License Revenue

No changes to the fee structure - \$505,202.

Estimated Fee Revenue

Base Fee Only - \$640,693.20

Base fee + Disproportionate Fee - \$968,872.95.

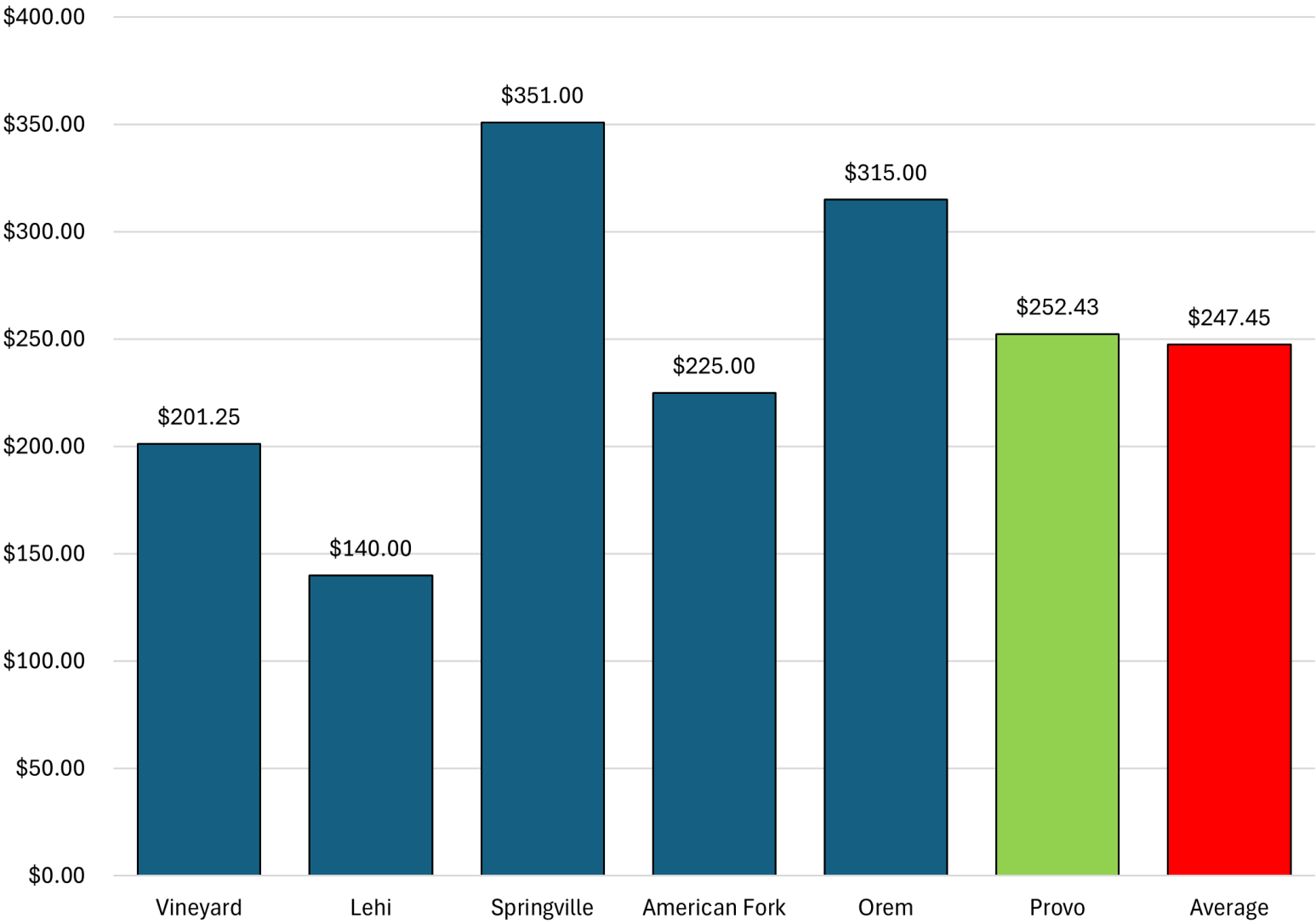


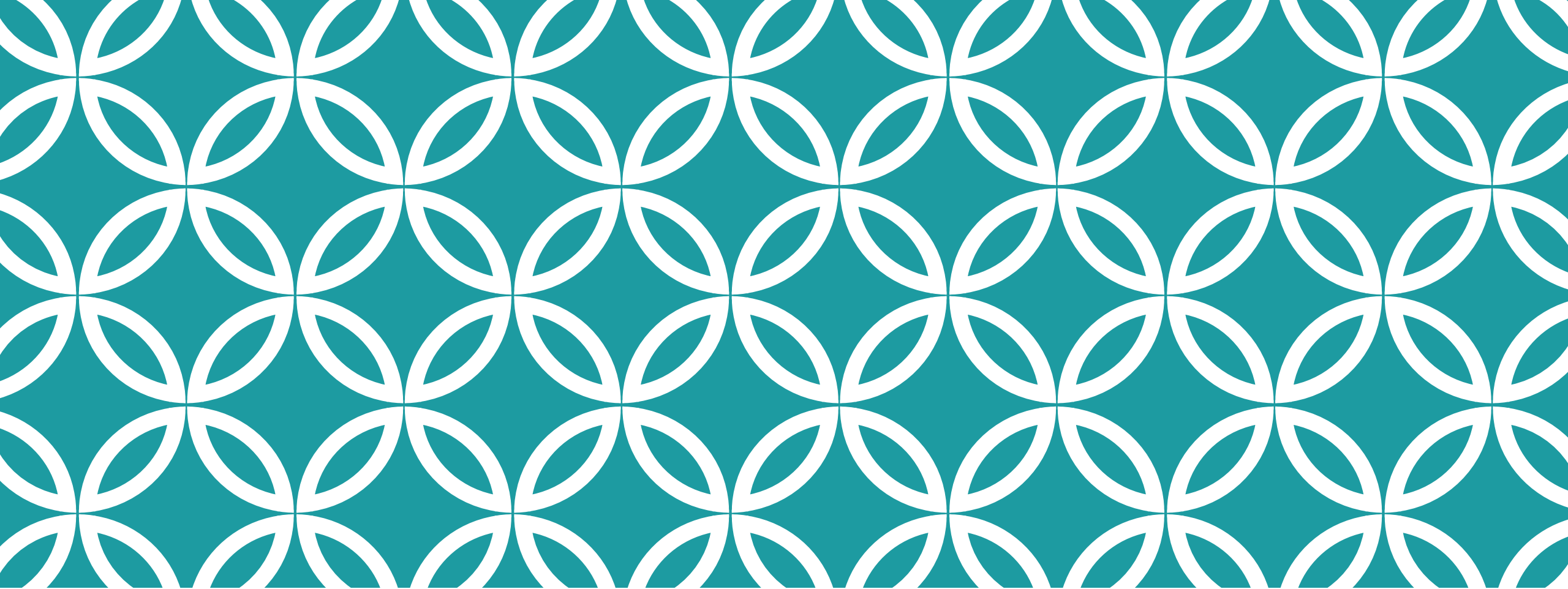
Business License Fee – Comparative Fees

BUSINESS TYPE	TOTAL OREM FEE	TOTAL PROVO FEE	DIFFERENCE
Gas Station	\$1,315.00	\$1,695.76	\$380.76
Professional Services	\$351.00	\$252.43	(\$98.57)
Industrial	\$344.00	\$290.25	(\$53.75)
Mid-Box General Retail	\$645.00	\$554.38	(\$90.62)
Restaurant	\$740.00	\$784.50	\$44.50



Business License Fee – Comparative Fees





STUDY RESULTS

Rental Dwelling License Fees

Rental Dwelling License Fees – Base Administrative Cost

LICENSE TYPE		CURRENT FEES	CALCULATED FEE
Extra Living Space (Elderly)		\$50	\$38.15
Rental Dwelling License		\$20	\$86.42
Rental Dwelling License MU		\$60	\$53.27 + \$67.96 per unit



Rental Dwelling License Fees – Disproportionate Cost

License Subcategory	Police Calls per Rental	Fire Calls per Rental	Police Final Call Ratio	Fire Final Call Ratio
Single Family	0.16	0.14	(0.13)	(0.02)
Accessory Apartment (Attached)	0.13	0.20	(0.15)	0.05
Accessory Apartment (Detached)	0.00	0.00	(0.29)	(0.15)
Elderly Persons Extra Living Space	0.50	0.19	0.21	0.04
Condo	0.30	0.45	0.01	0.30
Townhome	0.13	0.13	(0.16)	(0.02)
Duplex	0.20	0.14	(0.09)	(0.01)
Mobile Home Park	1.08	0.76	0.79	0.61
Multi Family (units 2-4)	0.46	0.69	0.18	0.53
Multi Family (5 units and above)	0.95	1.35	0.66	1.20



Rental Dwelling License Fees – Disproportionate Cost

License Subcategory	Police Cost	Fire Cost	Total Cost
Single Family	\$0.00	\$0.00	\$0.00
Accessory Apartment (Attached)	\$0.00	\$17.93	\$17.93
Accessory Apartment (Detached)	\$0.00	\$0.00	\$0.00
Elderly Persons Extra Living Space	\$86.95	\$15.09	\$102.04
Condo	\$5.70	\$113.25	\$118.95
Townhome	\$0.00	\$0.00	\$0.00
Duplex	\$0.00	\$0.00	\$0.00
Mobile Home Park	\$325.05	\$229.69	\$554.73
Multi Family (units 2-4)	\$72.57	\$202.33	\$274.90
Multi Family (5 units and above)	\$271.68	\$453.56	\$725.24



Rental Dwelling License Fee – Revenue Projection

Current Business License Revenue

No changes to the fee structure - \$121,030

Estimated Fee Revenue

Base Fee Only - \$545,142

Base fee + Disproportionate Fee - \$822,716



Rental Dwelling License Fee – Good Landlord Program

A municipality may not adopt a new disproportionate rental fee unless the municipality provides a disproportionate rental fee reduction and utilizes a Good Landlord Program



BL HIGHLIGHTS & RECOMMENDATIONS

- Business Licensing

- Current fee structure – Based on employee count (typical business license)
- Current fees – Starts at \$125 (0-5 emp) up to \$800 (101+ emp)
- Current revenue generated annually: \$505,202
- Proposed Revenues
 - Base fee only: \$640,693
 - Base fee + disproportionate fee: \$968,872
- Provo City business licensing fees would be right at the average of surrounding cities.

- Customer Service Staff Recommendations

- Adopt the new proposed fee structure – based on business classification
- Adopt the new proposed base fee + disproportionate fee.



RDL HIGHLIGHTS & RECOMMENDATIONS

- Rental Dwelling Licensing

- Current fee structure – Change slightly to consider dwelling type (matters only for disproportionate fee)
- Current fees - \$20 single unit / \$60 multi unit
- Current Revenue: \$121,030
- Proposed Revenues
 - Base fee only: \$540,142
 - Base fee + disproportionate fee: \$822,716
- Disproportionate fee requires a Good Landlord Program

- Customer Service Staff Recommendations

- Adopt the new proposed base fee
- Further discuss disproportionate fee.
- Not recommending a disproportionate fee at this time until further discussion on the Good Landlord Program.

GOOD LANDLORD PROGRAM

-Good Landlord Program

- Pros
 - May encourage landlords to raise rental standards
 - Allows for city to charge a disproportionate fee
- Cons
 - Tracking of the program will require extra resources
 - Not enforceable
 - Offering a discount for participation will be a loss of revenue below actual costs to the city.
 - Research and survey data has shown that no increase of rental standards were realized.

-Customer Service Staff Recommendations

- Not recommending a disproportionate fee at this time until further discussion on the Good Landlord Program.

QUESTIONS?

Provo City

Business & Rental License Fee Cost of Service Analysis



ZIONS PUBLIC FINANCE, INC.

October 2025

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Introduction

Zions Public Finance, Inc. (ZPFI) was asked to evaluate the current business & rental license fees for Provo City ("City") and recommend a revised fee structure that reflects the City's costs associated with providing these services to the community. Utah law allows municipalities to license businesses for the purpose of regulation and revenue. License fees may be considered based on the cost to the City for provisioning the license, disproportionate costs to provide municipal services, and for the provision of an enhanced level of municipal services to certain businesses or a selected area.

This analysis examines the base license fee and includes a disproportionate cost analysis to determine if any business or rental types have a greater impact on City services.

Methodology

ZPFI's approach to calculating costs was based on the following tasks and steps:

- Step 1: Review Department Budgets; Gather Initial Data Regarding Employees per Department and Labor Costs
- Step 2: Prepare Spreadsheet Template
- Step 3: Coordinate with City Staff on Direct Costs
- Step 4: Allocate Indirect and Overhead Costs
- Step 5: Calculate Total Cost Per Hour
- Step 6: Calculate Costs per Service
- Step 7: Geocode Police & Fire Calls for Service to Businesses/Rentals
- Step 8: Calculate Ratio of Business/Rental Calls for Service to Residential Calls for Service
- Step 9: Calculate Disproportionate Fee
- Step 10: Calculate total business/rental license fee

Step 1: Review Department Budgets; Gather Initial Data Regarding Employees per Department and Labor Costs

ZPFI first reviewed the budgets for business and rental licensing fees. This step identified overall labor costs, as well as the number of employees and employee positions in each department.

Step 2: Preparation of Spreadsheet Template

ZPFI created a financial model that allowed for City staff to enter the amount of time spent on each fee-related service, by employee position.

Step 3: Coordination with Departments on Direct Costs

From the information gathered from the various departments, ZPFI prepared a detailed spreadsheet that allowed for input regarding the actual time spent by various positions in providing each service. ZPFI then followed up to clarify data and resolve any potentially conflicting information.

Step 4: Allocation of Indirect and Overhead Costs

1. Indirect - Business License employee time not directly spent on fee-related services, but on activities such as meetings, training, etc.
2. Overhead - Certain City departments have overhead costs that need to be apportioned among all departments and fees.

Business/Rental License Indirect Cost Allocation. Costs are allocated for employee time spent on activities that are not directly license fee-related, such as training, meetings, etc. For example, an employee who provides fee-related services may also attend department meetings or training workshops. A portion of these indirect costs can be allocated to the unit costs associated with providing services for which fees are charged.

City Overhead Cost Allocation. There are also overhead costs associated with other City departments such as human resources, IT, attorney etc. The work done by these departments benefits every City employee and represents costs that those departments do not need to include in their direct budgets. These costs have also been allocated and added to the direct unit costs. The overhead costs that are allocated to all City departments are shown in the following Table 1.

TABLE 1: TOTAL OVERHEAD COSTS

Overhead Category	Cost
Municipal Council	\$1,254,854
Legal	\$2,113,064
General Services	\$1,357,578
Mayor's Office	\$2,237,865
Recorder Division	\$220,677
Human Resource Division	\$1,049,567
Finance Division	\$1,272,548
Information Security Division	\$5,568,126
Cybersecurity Division	\$539,209
Total	\$15,613,488

Source: Provo City FY2024 Budget

Total overhead costs for the City were divided between each full-time equivalent (FTE) employee to calculate an overhead cost per minute. As shown in the following Table 2, the overhead cost per FTE is \$17,420 per FTE or \$0.14 per minute.

TABLE 2: OVERHEAD COSTS PER HOUR

Description	Amount
Total Overhead Costs to Allocate	\$15,613,488
Total City Employees (FTE)	969.8
Employees in Overhead Departments (FTE)	73.5
Employees for Cost Spread (FTE)	896.30
Cost per Employee per Year	\$17,419.94
Cost per Employee per Hour	\$8.37
Cost per Employee per Minute	\$0.14

In addition to these overhead costs, the Customer Service department allocates a portion of the total department budget to responding to licensing related inquiries, outside of the license review process. A calculation is provided for the Customer Service department licensing allocation.

TABLE 3: CUSTOMER SERVICE DEPARTMENT - LICENSING ALLOCATION

Customer Service Call Center Budget	Percent of Licensing Related Calls	Allocable Amount	Cost per License
\$1,226,975	4%	\$49,079	\$7.32

Step 5: Calculation of Total Cost per Hour

The indirect and overhead costs per hour are added to the direct cost per hour to identify the total costs per hour. These calculations will be detailed in the Cost-of-Service Analysis.

Step 6: Calculate Costs per Service

This step calculates the total cost per service by multiplying the time spent by the fully loaded cost per hour. These calculations will be detailed in the Cost-of-Service Analysis.

Step 7: Geocode Police & Fire Calls for Service to Businesses

ZPFI collected police and fire calls for service from the City for a period of one year and analyzed both the calls to residential units and business/rental locations. Calls for businesses and rentals were geocoded to business addresses to determine the calls for service to each business during one year.

Step 8: Calculate Ratio of Business/Rental Calls for Service to Residential Calls for Service

During this step, ZPFI calculated the base ratio of calls for service to residential locations and calculated the call ratios for each business or rental type. These were compared to the residential base ratio to determine any disproportionate impacts by a certain business or rental type.

Step 9: Calculate Disproportionate Fee

This step calculates any disproportionate fees by multiplying disproportionate business and rental ratios by the base police and fire cost per call.

Step 10: Calculate Total Business/Rental License Fee

This step calculates the total cost per service to the City, combining the base total cost with any disproportionate costs by business or rental type.

Business License Fees

Current Fee Structure

Current fees are pulled directly from the City's Fee Schedule. Based on discussions with the City, the existing fee structure (i.e., fee categories shown in Table 4 below) will be maintained in this analysis, except for the General Business license. Actual fees (costs), along with any disproportionate fees, will be updated as part of this study.

TABLE 4: CURRENT BUSINESS LICENSE FEE STRUCTURE

License Type	Current Fees	Renewal Fee
<i>General Business (based on employee count)</i>		
0 to 5	\$125	
6 to 10	\$175	
11 to 25	\$300	
26 to 50	\$425	
51 to 75	\$550	
76 to 100	\$675	
101+	\$800	

License Type	Current Fees	Renewal Fee
<i>Home Based Business</i>		
Home Business	\$37	\$17
Home Occupation / Major	\$100	
Home Occupation / Day Care	\$175	\$155
<i>Beer License</i>		
Class A	\$350	
Class B	\$450	
Class C	\$550	
Class D	\$300	
Class E	\$550	
Class F	\$450	
<i>Nonprofit Business</i>		
Non-profit non-retail	\$218	\$159
Non-profit retail	\$287	\$228
<i>Misc Businesses/Licenses</i>		
Christmas Tree Stand + permit fee	\$309	
Firework Stand + permit fee	\$384	
Chicken License	\$20	
Solicitor	\$76	
Temporary + permit fee	\$318	
Towing	General business fee + \$38 per truck	
Salon Chair	\$28	
Special Event	\$50	
Food truck	Same as general business license	
General Business + Food Est.		
<i>General Service Fees</i>		
Late Fee (all licenses)	\$25	
Name Change	\$10	
Location Change	\$25	

Source: Provo City

Cost-of-Service Analysis

Direct costs are incurred by those individuals who directly manage fee-related services. While the “average” time spent for similar services can vary depending on a variety of factors, this report is based on an “average” time spent per individual service, as shown in the Table 5 below, broken out by major category.¹

Not every employee is required to review each application type. For purposes of clarity, employees who are not involved in reviews or approvals for a category of licenses have been removed from that category.

¹ Two employees, one in Customer Service and one in Parks, serve as backup reviewers and do not review every application. For this reason, their time is not counted as separate time but would be identical to the regular employee review in that department.

TABLE 5: MINUTES SPENT BY POSITION PER LICENSE – GENERAL BUSINESS

Employee/Department	0 to 5	6 to 10	11 to 25	26 to 50	51 to 75	76 to 100	101+
Customer Service	25	25	25	25	25	25	25
Police	20	20	20	20	20	20	20
Fire	90	90	90	90	90	90	90
Development Services	13	13	13	13	13	13	13
Development Services	25	25	25	25	25	25	25
Waste Water	30	40	50	60	70	80	90
Total	203	213	223	233	243	253	263
General Business License Average	233 minutes						

Source: Provo City

TABLE 6: MINUTES SPENT BY POSITION PER LICENSE – HOME BASED BUSINESS

Employee/Department	Home Business ²	Home Occupation / Major	Home Occupation / Day Care
Customer Service	20	20	20
Police	0	30	30
Fire	60	60	90
Development Services	35	40	40
Waste Water	15	15	15
Total	130	165	195

Source: Provo City

TABLE 7: MINUTES SPENT BY POSITION PER LICENSE – BEER LICENSE

Employee/Department	Class A	Class B	Class C	Class D	Class E	Class F
Customer Service	20	20	20	20	20	20
Police	40	40	40	40	40	40
Development Services	25	25	25	25	25	25
Total	85	85	85	85	85	85

Source: Provo City

TABLE 8: MINUTES SPENT BY POSITION PER LICENSE – NONPROFIT BUSINESS

Employee/Department	Nonprofit non-retail	Nonprofit Retail
Customer Service	25	25
Police	20	20
Fire	90	90
Development Services	13	13
Development Services	25	25
Waste Water	30	30
Total	203	203

² Utah code prohibits a municipality from charging a fee to operate a home-based business, “unless the combined offsite impact of the home-based business and the primary residential use materially exceed the offsite impact of the primary residential use alone” or if a “home-based business owner who is otherwise exempt...requests a license from the municipality” - Utah Code Annotated § 10-1-203 (8)(a). The City currently does not charge for a home-based business license, but the costs associated with issuing these licenses is shown in this study, as a matter of information.

Source: Provo City

TABLE 9: MINUTES SPENT BY POSITION PER LICENSE – MISCELLANEOUS BUSINESSES/LICENSES

Dept.	Christmas as Tree Stand	Firework Stand	Chicken License	Solicitor	Temporary	Towing	Salon Chair	Special Event	Food Truck	Food Est.*
Cust. Service	35	35	15	30	35	25	20	30	25	5
Police	0	0	0	0	5	0	0	45	0	0
Police	0	0	0	40	30	30	0	0	30	0
Fire	0	0	0	0	0	0	0	90	0	0
Fire	90	90	0	0	90	90	15	0	90	0
Dev. Services	0	0	0	0	20	0	0	5	0	15
Dev. Services	25	25	0	10	25	25	20	0	10	0
Parks	0	0	0	0	0	0	0	45	0	0
Sani.	30	30	0	0	30	0	0	20	0	0
Eng.	0	0	0	0	0	0	0	30	0	0
Eng.	0	0	0	0	0	0	0	20	0	0
Waste Water	0	0	0	0	15	0	15	0	30	60
Total	180	180	15	80	250	170	70	285	185	80

*Food Establishments will include the General Business License fee + the Food Establishment fee

Source: Provo City

TABLE 10: MINUTES SPENT BY POSITION PER LICENSE – GENERAL SERVICE FEES

Employee/Department	Late Fee	Name Change	Location Change
Customer Service	5	10	25
Police	0	0	20
Fire	0	0	90
Development Services	0	0	13
Development Services	0	0	25
Waste Water	0	0	30
Total	5	10	203

Source: Provo City

Based on information provided by the City, all new Customer Service representatives (CSR) receive 40 hours of training specific to licensing and permitting. All CSR will receive one-hour refresher training annually. All other department application reviewers will receive one hour of training on their specific assignment in the overall licensing approval process.

Based on this information, employees spend between approximately 0.05 percent and 1.92 percent of their time on training or meetings and an allocation of that time can be attributed to business licensing. The following Table 11 shows each employee's cost per hour for training.

TABLE 11: INDIRECT TRAINING COST PER HOUR

Employee/Department	Percent of Time	Training Cost per Hour
Customer Service*	1.92%	\$1.35
Customer Service	1.92%	\$0.91
Police	0.05%	\$0.02
Police	0.05%	\$0.02

Employee/Department	Percent of Time	Training Cost per Hour
Fire	0.05%	\$0.04
Fire	0.05%	\$0.04
Development Services	0.05%	\$0.04
Development Services	0.05%	\$0.02
Development Services	0.05%	\$0.02
Parks	0.05%	\$0.02
Parks*	0.05%	\$0.04
Sanitation	0.05%	\$0.04
Engineering	0.05%	\$0.04
Engineering	0.05%	\$0.03
Waste Water	0.05%	\$0.03

*Employee serves as backup and is not included in the total cost calculations.

Source: Provo City

It is also permissible to include the cost of conducting this cost-of-service analysis in the overall cost of the fees. Cost estimates assume the life of the study is 5 years and therefore the total cost of the study is divided by five and then divided by the total licenses completed within one year.

The study also includes the general overhead costs and the materials costs to determine the total cost for each employee involved with the fee-related services.

TABLE 12: TOTAL COSTS PER HOUR & MINUTE

Employee/Department	Wages + Benefits per Hour	Indirect Costs per Hour - Admin	Indirect Costs per Hour - Training	Supplies Cost per Hour	Total Cost per Hour	Total Cost per Minute
Customer Service*	\$70.32	\$0.14	\$1.35	\$1.00	\$72.81	\$1.21
Customer Service	\$47.31	\$0.14	\$0.91	\$1.00	\$49.35	\$0.82
Police	\$47.34	\$0.14	\$0.02	\$0.00	\$47.50	\$0.79
Police	\$47.37	\$0.14	\$0.02	\$0.00	\$47.53	\$0.79
Fire	\$76.64	\$0.14	\$0.04	\$0.00	\$76.82	\$1.28
Fire	\$73.58	\$0.14	\$0.04	\$0.00	\$73.75	\$1.23
Development Services	\$79.22	\$0.14	\$0.04	\$0.00	\$79.40	\$1.32
Development Services	\$48.10	\$0.14	\$0.02	\$0.00	\$48.26	\$0.80
Development Services	\$41.21	\$0.14	\$0.02	\$0.00	\$41.37	\$0.69
Parks	\$39.51	\$0.14	\$0.02	\$0.00	\$39.67	\$0.66
Parks*	\$74.61	\$0.14	\$0.04	\$0.00	\$74.79	\$1.25
Sanitation	\$77.73	\$0.14	\$0.04	\$0.00	\$77.91	\$1.30
Engineering	\$80.88	\$0.14	\$0.04	\$0.00	\$81.06	\$1.35
Engineering	\$64.88	\$0.14	\$0.03	\$0.00	\$65.05	\$1.08
Waste Water	\$60.00	\$0.14	\$0.03	\$0.00	\$60.17	\$1.00

There are two costs that are charged per license, which are added to each license type.

TABLE 13: PER LICENSE COSTS

Category	Per License Fee
----------	-----------------

Study Cost	\$0.60
Customer Service Cost	\$7.32
Total	\$7.91

The cost per minute for each employee is then multiplied by the time spent per service, by each employee, arriving at the total calculated fee per license type. State code directs that this is the maximum fee a municipality may charge for its business license fee.

TABLE 14: TOTAL COST PER UNIT – BUSINESS LICENSES

License Type	Current Fees	Calculated Fee
<i>General Business (based on employee count)</i>		
0 to 5	\$125	\$222.35
6 to 10	\$175	\$232.38
11 to 25	\$300	\$242.41
26 to 50	\$425	\$252.43
51 to 75	\$550	\$262.46
76 to 100	\$675	\$272.49
101+	\$800	\$282.52
<i>Home Based Business</i>		
Home Business	\$37	\$141.31 ³
Home Occupation / Major	\$100	\$169.10
Home Occupation / Day Care	\$175	\$205.98
<i>Beer License</i>		
Class A	\$350	\$76.16
Class B	\$450	\$76.16
Class C	\$550	\$76.16
Class D	\$300	\$76.16
Class E	\$550	\$76.16
Class F	\$450	\$76.16
<i>Nonprofit Business</i>		
Non-profit non-retail	\$218	\$222.35
Non-profit retail	\$287	\$222.35
<i>Misc Businesses/Licenses</i>		
Christmas Tree Stand + permit fee	\$309	\$206.40
Firework Stand + permit fee	\$384	\$206.40
Chicken License	\$20	\$20.25
Solicitor	\$76	\$72.32
Temporary + permit fee	\$318	\$275.63
Towing	General business fee + \$38 per truck	\$182.98
Salon Chair	\$28	\$73.93
Special Event	\$50	\$307.99
Food truck	Same as general business license	\$201.00

³ Although no license fee will be charged for Home Businesses that do not have an impact, the City could charge this amount, if able.

License Type	Current Fees	Calculated Fee
General Business + Food Est.		\$92.04
<i>General Service Fees</i>		
Late Fee (all licenses)	\$25	\$12.02
Name Change	\$10	\$16.14
Location Change	\$25	\$222.35

Currently, the City charges different fees to general businesses based on the number of employees that business has. This methodology does not account for the actual impact a given business has on the City. Due to this, it is recommended that the City standardize the base license fee for general businesses and then add on disproportionate fees based on a business's sub-category. This more accurately reflects a businesses impact on the City and allows the City to recapture those costs through the business licensing process. By averaging the calculated base fee for the General Business license category, this would result in a maximum base fee of **\$252.43**.

Additionally, beer licenses are charged different fees based on class. There is not a demonstrative difference in the time taken to process these licenses and it is recommended that all classes be categorized together. If there are additional regulatory costs associated with different beer license classes, those costs should be identified to allow for different costs.

Disproportionate Analysis

In addition to the costs of service to process licenses, there is a recognition that certain business types may have a disproportionate impact on the City. This is calculated using police and fire calls for service to each business location throughout the City.

Total Calls for Service

A total of 11,156 non-traffic related police calls were received in the City and 7,111 non-traffic related fire calls. These calls are then geocoded in a GIS database to determine which of these calls were associated with businesses, rentals, or single-family residences in the City. The following Table 15 shows the calls for each service type that can be mapped to a physical location. For both police and fire calls, there are numerous calls that, because of the listed incident addresses, cannot be accurately associated with any of the categories and cannot be counted in the analysis.

TABLE 15: POLICE & FIRE CALLS FOR SERVICE

Category	Calls for Service
<i>Police</i>	
Single Family Residential	4,090
Business	2,642
Rental	1,277
BYU	3
<i>Fire</i>	
Single Family Residential	2,195
Business	1,655
Rental	1,283
BYU	399

Cost per Call

To calculate a cost per call, the Police Department and Fire Department budgets are divided out to the total calls for service. However, only a portion of each department's time is spent directly responding to calls as opposed to administrative duties, general patrol, or other duties. To account for this, only a proportion of the budget, equal to the percentage of time spent responding to calls, is used to calculate the cost per call. This information was measured by the Police and Fire Department based on the calls that were responded to. Thus, the cost per call is as follows:

TABLE 16: CALCULATED COST PER CALL

Department	Percent of Time Responding to Calls	Cost per Call
Police Department	20%	\$410.51
Fire Department	20%	\$379.44

Disproportionate Costs – Businesses

To determine disproportionate costs, extreme outliers are removed from licensing categories to avoid skewing the data. Then, the average number of calls per business is calculated. By subtracting the base residential ratio, we can identify categories with higher or lower call volumes compared to the average residential unit. Businesses with a final call ratio of 0.00 or below indicates no greater impact than the average residential unit and are not assessed a disproportionate fee. Conversely, business subcategories with a final call ratio above 0.00 show a disproportionate impact and can be assessed a disproportionate fee.

TABLE 17: COMMERCIAL BUSINESS CALL RATIOS WITH DISPROPORTIONATE IMPACT

License Subcategory	Total Business	Police Calls per Business	Fire Calls per Business	Police Final Call Ratio	Fire Final Call Ratio
Accommodation and Food Services	298	1.18	0.59	0.89	0.44
Administrative and Support and Waste Management and Remediation Services	103	0.13	0.04	(0.16)	(0.12)
Agriculture, Forestry, Fishing and Hunting	12	0.08	0.08	(0.20)	(0.07)
Air Transportation	11	0.55	0.00	0.26	0.00
Apparel Manufacturing	10	0.70	0.30	0.41	0.15
Arts, Entertainment, and Recreation	63	0.67	0.34	0.38	0.18
Beverage and Tobacco Product Manufacturing	1	0.00	0.00	(0.29)	(0.15)
Building Material and Garden Equipment and Supplies Dealers	9	0.75	0.56	0.46	0.40
Chemical Manufacturing	2	0.00	0.00	(0.29)	(0.15)
Clothing and Clothing Accessories Stores	67	0.30	0.09	0.01	(0.07)
Computer and Electronic Product Manufacturing	1	0.00	0.00	(0.29)	(0.15)
Construction	142	0.09	0.08	(0.20)	(0.08)
Couriers and Messengers	2	0.00	0.00	(0.29)	(0.15)
Educational Services	44	0.25	0.36	(0.04)	0.21
Electronics and Appliance Stores	8	0.25	0.00	(0.04)	(0.15)
Fabricated Metal Product Manufacturing	31	0.32	0.26	0.03	0.10

License Subcategory	Total Business	Police Calls per Business	Fire Calls per Business	Police Final Call Ratio	Fire Final Call Ratio
Finance and Insurance	84	0.44	0.12	0.15	(0.04)
Food and Beverage Stores	32	1.89	1.40	1.60	1.25
Food Manufacturing	38	0.13	0.05	(0.16)	(0.10)
Furniture and Home Furnishings Stores	3	0.00	0.00	(0.29)	(0.15)
Furniture and Related Product Manufacturing	5	0.00	0.00	(0.29)	(0.15)
Gasoline Stations with Alcohol License	14	3.89	2.50	3.60	2.35
Gasoline Stations without Alcohol License	1	2.00	1.00	1.71	0.85
General Merchandise Stores	20	0.63	0.58	0.34	0.42
Health and Personal Care Stores	29	0.48	0.03	0.19	(0.12)
Health Care and Social Assistance	332	0.30	0.28	0.01	0.12
Impound	11	0.00	0.09	(0.29)	(0.06)
Information	46	0.20	0.04	(0.09)	(0.11)
Insurance	3	0.00	0.00	(0.29)	(0.15)
Machinery Manufacturing	9	0.00	0.00	(0.29)	(0.15)
Management of Companies and Enterprises	2	0.00	0.00	(0.29)	(0.15)
Mining, Quarrying, and Oil and Gas Extraction	1	0.00	0.00	(0.29)	(0.15)
Miscellaneous	58	0.82	0.52	0.53	0.36
Miscellaneous Manufacturing	15	0.60	0.13	0.31	(0.02)
Miscellaneous Store Retailers	98	0.25	0.05	(0.04)	(0.10)
Motor Vehicle and Parts Dealers	76	0.55	0.17	0.26	0.02
Nonmetallic Mineral Product Manufacturing	3	0.00	0.67	(0.29)	0.51
Nonstore Retailers	29	0.14	0.17	(0.15)	0.02
Other Services	309	0.24	0.12	(0.05)	(0.04)
Printing and Related Support Activities	6	0.00	0.17	(0.29)	0.01
Professional, Scientific, and Technical Services	202	0.24	0.10	(0.04)	(0.05)
Real Estate and Rental and Leasing	129	0.40	0.13	0.11	(0.03)
Rentals	4	0.00	0.00	(0.29)	(0.15)
Sporting Goods, Hobby, Musical Instrument, and Book Stores	28	0.11	0.04	(0.18)	(0.12)
Support Activities for Transportation	44	0.36	0.09	0.08	(0.06)
Temporary	11	0.09	0.00	(0.20)	(0.15)
Transit and Ground Passenger Transportation	3	0.33	0.00	0.05	(0.15)
Transportation Equipment Manufacturing	3	0.00	0.00	(0.29)	(0.15)
Truck Transportation	1	0.00	0.00	(0.29)	(0.15)
Warehousing and Storage	11	0.10	0.09	(0.19)	(0.06)

License Subcategory	Total Business	Police Calls per Business	Fire Calls per Business	Police Final Call Ratio	Fire Final Call Ratio
Wholesale Trade	53	0.45	0.06	0.16	(0.10)
Wood Product Manufacturing	3	0.33	0.00	0.05	(0.15)

To calculate the final disproportionate cost, each category is multiplied by the cost per call. Only license subcategories with a disproportionate impact on police or fire calls are included in Table 18 below, while all license subcategories are listed in the appendix.

TABLE 18: CALCULATED DISPROPORTIONATE FEE – BUSINESS LICENSE

License Subcategory	Police Cost	Fire Cost	Total Cost
Accommodation and Food Services	\$365.71	\$166.36	\$532.07
Air Transportation	\$105.61	\$0.00	\$105.61
Apparel Manufacturing	\$169.05	\$55.15	\$224.20
Arts, Entertainment, and Recreation	\$155.37	\$69.83	\$225.20
Building Material and Garden Equipment and Supplies Dealers	\$189.58	\$152.11	\$341.69
Clothing and Clothing Accessories Stores	\$6.09	\$0.00	\$6.09
Educational Services	\$0.00	\$79.29	\$79.29
Fabricated Metal Product Manufacturing	\$14.12	\$39.23	\$53.35
Finance and Insurance	\$61.92	\$0.00	\$61.92
Food and Beverage Stores	\$658.73	\$472.53	\$1,131.26
Gasoline Stations with Alcohol License	\$1,478.13	\$889.91	\$2,368.04
Gasoline Stations without Alcohol License	\$702.72	\$320.75	\$1,023.47
General Merchandise Stores	\$140.96	\$160.99	\$301.95
Health and Personal Care Stores	\$79.87	\$0.00	\$79.87
Health Care and Social Assistance	\$4.72	\$46.52	\$51.24
Miscellaneous	\$218.90	\$137.81	\$356.71
Miscellaneous Manufacturing	\$128.00	\$0.00	\$128.00
Motor Vehicle and Parts Dealers	\$106.11	\$6.22	\$112.33
Nonmetallic Mineral Product Manufacturing	\$0.00	\$194.27	\$194.27
Nonstore Retailers	\$0.00	\$6.73	\$6.73
Printing and Related Support Activities	\$0.00	\$4.55	\$4.55
Real Estate and Rental and Leasing	\$45.26	\$0.00	\$45.26
Support Activities for Transportation	\$30.97	\$0.00	\$30.97
Transit and Ground Passenger Transportation	\$18.53	\$0.00	\$18.53
Wholesale Trade	\$67.59	\$0.00	\$67.59
Wood Product Manufacturing	\$18.53	\$0.00	\$18.53

Total Fee Calculation

The final business license fee is calculated by adding in the base license cost, with any disproportionate fees based on the type of business. These figures show the actual cost of services to the City. The City's legislative body may determine to adopt fees lower than the

calculated amounts but may not exceed the calculated amounts. Not every license would have disproportionate costs added to it and would therefore only be charged the base license fee.

TABLE 19: TOTAL BUSINESS LICENSE FEE CALCULATION

License Subcategory	Total Base Fee	Total Disproportionate Cost	Total Cost
Accommodation and Food Services	\$252.43	\$532.07	\$784.50
Administrative and Support and Waste Management and Remediation Services	\$252.43	\$0.00	\$252.43
Agriculture, Forestry, Fishing and Hunting	\$252.43	\$0.00	\$252.43
Air Transportation	\$252.43	\$105.61	\$358.04
Apparel Manufacturing	\$252.43	\$224.20	\$476.63
Arts, Entertainment, and Recreation	\$252.43	\$225.20	\$477.63
Beverage and Tobacco Product Manufacturing	\$252.43	\$0.00	\$252.43
Building Material and Garden Equipment and Supplies Dealers	\$252.43	\$341.69	\$594.12
Chemical Manufacturing	\$252.43	\$0.00	\$252.43
Clothing and Clothing Accessories Stores	\$252.43	\$6.09	\$258.52
Computer and Electronic Product Manufacturing	\$252.43	\$0.00	\$252.43
Construction	\$252.43	\$0.00	\$252.43
Couriers and Messengers	\$252.43	\$0.00	\$252.43
Educational Services	\$252.43	\$79.29	\$331.72
Electronics and Appliance Stores	\$252.43	\$0.00	\$252.43
Fabricated Metal Product Manufacturing	\$252.43	\$53.35	\$305.78
Finance and Insurance	\$252.43	\$61.92	\$314.35
Food and Beverage Stores	\$252.43	\$1,131.26	\$1,383.69
Food Manufacturing	\$252.43	\$0.00	\$252.43
Furniture and Home Furnishings Stores	\$252.43	\$0.00	\$252.43
Furniture and Related Product Manufacturing	\$252.43	\$0.00	\$252.43
Gasoline Stations with Alcohol License	\$252.43	\$2,368.04	\$2,620.47
Gasoline Stations without Alcohol License	\$252.43	\$1,023.47	\$1,275.90
General Merchandise Stores	\$252.43	\$301.95	\$554.38
Health and Personal Care Stores	\$252.43	\$79.87	\$332.30
Health Care and Social Assistance	\$252.43	\$51.24	\$303.67
Impound	\$252.43	\$0.00	\$252.43
Information	\$252.43	\$0.00	\$252.43
Insurance	\$252.43	\$0.00	\$252.43
Machinery Manufacturing	\$252.43	\$0.00	\$252.43
Management of Companies and Enterprises	\$252.43	\$0.00	\$252.43
Mining, Quarrying, and Oil and Gas Extraction	\$252.43	\$0.00	\$252.43
Miscellaneous	\$252.43	\$356.71	\$609.14
Miscellaneous Manufacturing	\$252.43	\$128.00	\$380.43
Miscellaneous Store Retailers	\$252.43	\$0.00	\$252.43
Motor Vehicle and Parts Dealers	\$252.43	\$112.33	\$364.76
Nonmetallic Mineral Product Manufacturing	\$252.43	\$194.27	\$446.70
Nonstore Retailers	\$252.43	\$6.73	\$259.16

License Subcategory	Total Base Fee	Disproportionate Total Cost	Total Cost
Other Services	\$252.43	\$0.00	\$252.43
Printing and Related Support Activities	\$252.43	\$4.55	\$256.98
Professional, Scientific, and Technical Services	\$252.43	\$0.00	\$252.43
Real Estate and Rental and Leasing	\$252.43	\$45.26	\$297.69
Rentals	\$252.43	\$0.00	\$252.43
Sporting Goods, Hobby, Musical Instrument, and Book Stores	\$252.43	\$0.00	\$252.43
Support Activities for Transportation	\$252.43	\$30.97	\$283.40
Temporary	\$252.43	\$0.00	\$252.43
Transit and Ground Passenger Transportation	\$252.43	\$18.53	\$270.96
Transportation Equipment Manufacturing	\$252.43	\$0.00	\$252.43
Truck Transportation	\$252.43	\$0.00	\$252.43
Warehousing and Storage	\$252.43	\$0.00	\$252.43
Wholesale Trade	\$252.43	\$67.59	\$320.02
Wood Product Manufacturing	\$252.43	\$18.53	\$270.96

Revenue Projections

Current Business License Revenue

The estimated annual Business License Fee revenue based on the current fee structure, with no changes to the fee structure is \$505,202.

Estimated Fee Revenue

Taking the licenses in operation in 2023, the estimated annual Business License Fee revenue, if only the proposed base fee was adopted, would have been \$640,693.20. However, if both the proposed base fee and the disproportionate fee were adopted, the estimated revenue would increase to \$968,872.95.

TABLE 20: BLF - ESTIMATED ANNUAL REVENUE FOR BASE FEE ONLY AND BASE AND DISPROPORTIONATE FEE

License Category	License Subcategory	Base Fee Annual Revenue	Disproportionate & Base Fee Annual Revenue
Alcohol License	N/A	\$4,569.60	\$4,569.60
General Business	Accommodation and Food Services	\$75,224.14	\$233,781.00
	Administrative and Support and Waste Management and Remediation Services	\$26,000.29	\$26,000.29
	Agriculture, Forestry, Fishing and Hunting	\$3,029.16	\$3,029.16
	Air Transportation	\$2,776.73	\$3,938.44
	Apparel Manufacturing	\$2,524.30	\$4,766.30
	Arts, Entertainment, and Recreation	\$15,903.09	\$30,091.32

License Category	License Subcategory	Base Fee Annual Revenue	Disproportionate & Base Fee Annual Revenue
	Beverage and Tobacco Product Manufacturing	\$252.43	\$252.43
	Building Material and Garden Equipment and Supplies Dealers	\$2,271.87	\$5,347.08
	Chemical Manufacturing	\$504.86	\$504.86
	Clothing and Clothing Accessories Stores	\$16,912.81	\$17,321.51
	Computer and Electronic Product Manufacturing	\$252.43	\$252.43
	Construction	\$35,845.06	\$35,845.06
	Couriers and Messengers	\$504.86	\$504.86
	Educational Services	\$11,106.92	\$14,596.12
	Electronics and Appliance Stores	\$2,019.44	\$2,019.44
	Fabricated Metal Product Manufacturing	\$7,825.33	\$9,479.18
	Finance and Insurance	\$21,204.12	\$26,405.40
	Food and Beverage Stores	\$8,077.76	\$44,278.08
	Food Manufacturing	\$9,592.34	\$9,592.34
	Furniture and Home Furnishings Stores	\$757.29	\$757.29
	Furniture and Related Product Manufacturing	\$1,262.15	\$1,262.15
	Gasoline Stations with Alcohol License	\$3,534.02	\$36,686.58
	Gasoline Stations without Alcohol License	\$252.43	\$1,275.90
	General Merchandise Stores	\$5,048.60	\$11,087.80
	Health and Personal Care Stores	\$7,320.47	\$9,636.99
	Health Care and Social Assistance	\$83,806.76	\$100,818.44
	Impound	\$2,776.73	\$2,776.73
	Information	\$11,611.78	\$11,611.78
	Insurance	\$757.29	\$757.29
	Machinery Manufacturing	\$2,271.87	\$2,271.87
	Management of Companies and Enterprises	\$504.86	\$504.86

License Category	License Subcategory	Base Fee Annual Revenue	Disproportionate & Base Fee Annual Revenue
	Mining, Quarrying, and Oil and Gas Extraction	\$252.43	\$252.43
	Miscellaneous	\$14,640.94	\$35,330.12
	Miscellaneous Manufacturing	\$3,786.45	\$5,706.45
	Miscellaneous Store Retailers	\$24,738.14	\$24,738.14
	Motor Vehicle and Parts Dealers	\$19,184.68	\$27,721.76
	Nonmetallic Mineral Product Manufacturing	\$757.29	\$1,340.13
	Non-store Retailers	\$7,320.47	\$7,515.93
	Other Services	\$78,000.87	\$78,000.87
	Printing and Related Support Activities	\$1,514.58	\$1,541.94
	Professional, Scientific, and Technical Services	\$50,990.86	\$50,990.86
	Real Estate and Rental and Leasing	\$32,563.47	\$38,402.01
	Rentals	\$1,009.72	\$1,009.72
	Sporting Goods, Hobby, Musical Instrument, and Book Stores	\$7,068.04	\$7,068.04
	Support Activities for Transportation	\$11,106.92	\$12,469.60
	Temporary	\$2,776.73	\$2,776.73
	Transit and Ground Passenger Transportation	\$757.29	\$812.88
	Transportation Equipment Manufacturing	\$757.29	\$757.29
	Truck Transportation	\$252.43	\$252.43
	Warehousing and Storage	\$2,776.73	\$2,776.73
	Wholesale Trade	\$13,378.79	\$16,961.06
	Wood Product Manufacturing	\$757.29	\$812.88
	Total Annual Revenue	\$640,693.20	\$968,872.95

Business License Fee Comparison

Business license fees, like other fees or rates, are difficult to compare between different cities. This is due to differences in how licenses are processed and issued, different service level provision, or similar elements. Despite this, it can be instructive to make some comparisons if recommended fees are significantly out of alignment. Business license fees for Vineyard, Lehi,

Springville, American Fork, and Orem. Out of these comparable cities, only Orem currently uses a similar rate structure with a base license fee combined with a disproportionate fee. The comparable license fees are listed in the following tables.

TABLE 21: VINEYARD BUSINESS LICENSE FEES

License Category	Approved License Fee
Home Occupation (exceeds residential impact)	\$50.00
Home Occupation (no impact)	\$0.00
RDL (initial)	\$100.00
RDL (renewal)	\$50.00
Industrial Manufacturing/Distribution	\$250.00
Restaurant/Food	\$190.00
Food Truck Fee (per truck)	\$25.00
Retail	\$215.00
Service Related	\$150.00
License Renewal (all but Alcohol & Towing/Parking Enforcement)	\$25.00
Alcohol & Towing/Parking Renewal Fee	Same as initial
Solicitor	\$30.00
Itinerant Merchant	\$50.00
Itinerant Merchant Refundable Deposit	\$300.00
Towing/Parking Enforcement Certificate	\$50.00
Class A-D Beer License	\$400.00
Class E Beer License	\$400.00
Class A or B Liquor License	\$300.00
Class C Liquor License	\$300.00

Source: Vineyard City

TABLE 22: LEHI BUSINESS LICENSE FEES

License Category	Approved License Fee
General Business License	\$140.00
Temporary Business License	\$100.00
Seasonal Business License	\$100.00
Mobile Food Vendor	\$100.00
Beer License	\$175.00
Liquor License	\$320.00

Source: Lehi City

TABLE 23: SPRINGVILLE BUSINESS LICENSE FEES

License Category	Approved License Fee
Standard License - New	\$351.00
Standard License - Renewal	\$60.00
Hotel/Motel - New	\$396.00
Hotel/Motel - Renewal	\$30.00
Pawnbroker - New	\$383.00
Pawnbroker - Renewal	\$30.00
Mechanical Amusement Device (Plus \$16 Per device/yr. Cap \$350)	\$49.00
On-Premise Beer Retailer	\$129.00

License Category	Approved License Fee
On Premise Beer Retailer Renewal	\$30.00
Off-Premise Beer Retailer	\$600.00
On Premise Beer Retailer Renewal	\$30.00
Bar Establishment	\$300.00
Beer Only Restaurant	\$300.00
Full-Service Restaurant	\$300.00
Limited-Service Restaurant	\$300.00
Master Full-Service Restaurant	\$300.00
Master Limited-Service Restaurant	\$300.00
Master Off-Premises Beer Retailer	\$600.00
On-Premise Banquet	\$300.00
Reception Center	\$300.00
Resort License	\$300.00
Tavern	\$300.00
Fireworks License - Outdoor Stand	\$256.00
Fireworks License - In-store	\$97.00
Itinerant Merchant	\$198.00
1 Year Permit-Residential Solicitation	\$56.00
Food Truck	\$36.00
Food Truck Renewal	\$17.00
Sexually Oriented Business	\$1,000.00
Entertainer and Escort Fee	\$500.00
Industrial	\$366.00
Industrial Renewal	\$75.00
General Retail - Under 15,000 Square Feet	\$366.00
General Retail - Under 15,000 Square Feet Renewal	\$30.00
General Retail - 15,001 to 60,000 Square Feet	\$366.00
General Retail - 15,001 to 60,000 Square Feet Renewal	\$30.00
General Retail - 60,001 to 120,000 Square Feet	\$366.00
General Retail - 60,001 to 120,000 Square Feet Renewal	\$30.00
General Retail - 120,001 to 200,000 Square Feet	\$366.00
General Retail - 120,001 to 200,000 Square Feet Renewal	\$30.00
General Retail - Over 200,000 Square Feet	\$366.00
General Retail - Over 200,000 Square Feet Renewal	\$30.00
Alcohol License "Local Consent" application fee	\$14.00
Home Office	\$38.00
Home Occupation	\$96.00
Home Occupation Renewal	\$25.00
Short Term Rental Business License	\$72.00
Short Term Rental Renewal	\$21.00

Source: Springville City

TABLE 24: AMERICAN FORK BUSINESS LICENSE FEES

License Category	Approved License Fee
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Annual Business License Processing Fee (commercial, home occupations with impacts)	\$40.00
New Home Occupation Application Fee - No impacts, No certificate of license	\$0.00
New Home Occupation Application Fee - No impacts, certificate of license needed	\$10.00
New Home Occupation Application Fee - with impact and certificate of license	\$40.00
New Commercial Application Business License Fee	\$60.00
New Commercial Business License Fire Inspection Fee (Initial Inspection)	\$125.00
Penalty Fee (assessed if business is open prior to obtaining license)	\$100.00
Late fee for late renewals	\$50.00
Change of Location Fee (plus annual processing fee)	\$125.00
Name Change Fee	\$10.00
Alcohol/Beer License Fee	\$300.00
Amusement Device Fee (per machine, maximum of \$200)	\$25.00
Short-Term Rental Business License	\$80.00
Initial Landlord Permit Fee	\$50.00
Annual Landlord Permit Fee - Renewal	\$25.00
Temporary Business License (Up to 10 consecutive days)	\$200.00
Seasonal Business License (up to 4 months)	\$300.00
Solicitor Fees (individual)	\$15.00
Mobile Vendor (excluding food trucks)	\$325.00
Fingerprinting for Mobile Vendor	\$25.00
Food Truck Vendors Annual Processing Fee (If already licensed in another city with current fire inspection)	\$40.00
Food Truck Vendors - per company (if a business license is needed) (Plus Processing Fee)	\$60.00
Food Truck Vendors - per company (if a business license is needed) Fire Inspection Fee	\$100.00

Source: American Fork City

TABLE 25: OREM BUSINESS LICENSE FEES

License Category	Approved License Fee
Base License Fees	
Commercial Business License – Base Fee – New Businesses	\$210.00
Commercial Business License – Renewal Fee	\$85.00
Street Lighting Fee - Annual - New or Renewed Commercial Business License	\$31.32
Commercial Inspection	\$105.00
Home Occupation Inspection (if required)	\$105.00
Home Occupation License – Base Fee (includes setup fee) – Fee is generally waived	\$110.00
Home Occupation License – Renewal Fee - Fee is generally waived	\$60.00
Solicitor Badge Fee	\$10.00
Solicitor License	\$59.00
Disproportionate Fees	
Automotive Service	\$110.00

License Category	Approved License Fee
Banking and Consumer Finance	\$315.00
Convenience Stores	\$1,000.00
Electronics and Appliances	\$80.00
Entertainment	\$480.00
Equipment Supply and Rental	\$90.00
Fast Food and Take-out Food Products	\$350.00
Fitness and Recreation	\$45.00
Grocery and Food Supply	\$225.00
Group and Treatment Homes	\$485.00
Hospital	\$7,500.00
Industrial-Manufacturing, Distribution, Skilled Labor	\$29.00
Medical	\$210.00
Personal Services	\$80.00
Restaurants	\$425.00
Retail Sales 1-10,000 sf	\$110.00
Retail Sales 10,001-25,000	\$190.00
Retail Sales 25,001-50,000	\$330.00
Retail Sales 50,000+	\$3,500.00
Business, Professional, and Contracted Services	\$36.00
Assisted Living, Small (per unit/room)	\$17.00
Assisted Living, Large (per unit/room)	\$23.00
Lodging (per unit/room)	\$5.00
Storage Units (per unit/room)	\$0.50

Source: Orem City

To help with comparison, it is helpful to look at what it could cost for a specific business to operate in multiple cities. Due to the comparable fee structure, this will be done between Orem and Provo.

TABLE 26: SELECTED BUSINESS CATEGORY COMPARISONS

Business Type	Total Orem Fee	Total Provo Fee	Difference
Gas Station	\$1,315.00	\$1,695.76 ⁴	\$380.76
Professional Services	\$351.00	\$252.43	(\$98.57)
Industrial	\$344.00	\$290.25 ⁵	(\$53.75)
Mid-box General Retail	\$645.00	\$554.38	(\$90.62)
Restaurant	\$740.00	\$784.50	\$44.50

With these selected business categories, there are times when the fees for each city are comparatively more affordable than the other, but neither is always more affordable nor more expensive.

⁴ Average of Gas Stations with Alcohol License and Gas Stations without Alcohol License

⁵ Average of all manufacturing, warehousing, distribution, and similar industrial businesses

Among the six total cities, the average business license base fee for a commercial business is \$247.45.⁶ The calculated base fee for Provo City sits slightly above the total average for the comparison group.

FIGURE 1: AVERAGE BUSINESS LICENSE BASE FEE



Source: ZPFI, Vineyard City, Lehi City, Springville City, American Fork City, Orem City

Rental Dwelling Licenses

In addition to the costs for businesses, a municipality is authorized to charge a rental dwelling license fee. This can include the costs of issuing a license, along with a disproportionate rental fee, which Utah code defines as “a fee adopted by a municipality to recover its disproportionate costs of providing municipal services to residential rental units compared to similarly-situated owner-occupied housing.”⁷

This study identifies the base license costs and examines the costs to provide police and fire services to rental housing compared to owner-occupied housing.

Current Fees

The City currently has three categories of rental licenses within its Consolidated Fee Schedule.

⁶ Several cities break out license processing fees and inspection fees separately, which have been combined to calculate this average.

⁷ Utah Code Annotated § 10-1-203.5 (1)(b)

TABLE 27: CURRENT RENTAL LICENSE FEE STRUCTURE

License Type	Current Fees
Extra Living Space (elderly)	\$50
Rental Dwelling License	\$20
Rental Dwelling license MU	\$60

Source: Provo City

Cost-of-Service Analysis

Direct costs are incurred by those individuals who directly manage fee-related services. While the “average” time spent for similar services can vary depending on a variety of factors, this report is based on an “average” time spent per individual service, as shown in the table below, broken out by major category.⁸

TABLE 28: MINUTES SPENT BY POSITION PER LICENSE – RENTAL LICENSE

Employee/Department	Rental Dwelling	Rental Dwelling MU	Extra Living Space
Customer Service	20	30	20
Development Services	90	30	20
Total	110	60	40

In addition to the base rental license review time, Rental Dwelling MU licenses require the following additional review time per unit.

TABLE 29: ADDITIONAL PER UNIT REVIEW

Department	Additional Review Time per Unit
Development Services	45
Development Services	5
Fire	15
Police	15

The same costs per minute are calculated for each employee that participates in the rental dwelling license review process.

TABLE 30: TOTAL COSTS PER HOUR & MINUTE

Employee/Department	Wages + Benefits per Hour	Indirect Costs per Hour - Admin	Indirect Costs per Hour - Training	Supplies Cost per Hour	Total Cost per Hour	Total Cost per Minute
Customer Service*	\$70.32	\$0.14	\$1.35	\$1.00	\$72.81	\$1.21
Customer Service	\$47.31	\$0.14	\$0.91	\$1.00	\$49.35	\$0.82

⁸ Two employees, one in Customer Service and one in Parks, serve as backup reviewers and do not review every application. For this reason, their time is not counted as separate time but would be identical to the regular employee review in that department.

Employee/Department	Wages + Benefits per Hour	Indirect Costs per Hour - Admin	Indirect Costs per Hour - Training	Supplies Cost per Hour	Total Cost per Hour	Total Cost per Minute
Police	\$47.34	\$0.14	\$0.02	\$0.00	\$47.50	\$0.79
Police	\$47.37	\$0.14	\$0.02	\$0.00	\$47.53	\$0.79
Fire	\$76.64	\$0.14	\$0.04	\$0.00	\$76.82	\$1.28
Fire	\$73.58	\$0.14	\$0.04	\$0.00	\$73.75	\$1.23
Development Services	\$79.22	\$0.14	\$0.04	\$0.00	\$79.40	\$1.32
Development Services	\$48.10	\$0.14	\$0.02	\$0.00	\$48.26	\$0.80
Development Services	\$41.21	\$0.14	\$0.02	\$0.00	\$41.37	\$0.69
Parks	\$39.51	\$0.14	\$0.02	\$0.00	\$39.67	\$0.66
Parks*	\$74.61	\$0.14	\$0.04	\$0.00	\$74.79	\$1.25
Sanitation	\$77.73	\$0.14	\$0.04	\$0.00	\$77.91	\$1.30
Engineering	\$80.88	\$0.14	\$0.04	\$0.00	\$81.06	\$1.35
Engineering	\$64.88	\$0.14	\$0.03	\$0.00	\$65.05	\$1.08
Waste Water	\$60.00	\$0.14	\$0.03	\$0.00	\$60.17	\$1.00

There are two costs that are charged per license, which are added to each license type.

TABLE 31: PER LICENSE COSTS

Category	Per License Fee
Study Cost	\$0.60
Customer Service Cost	\$7.32
Total	\$7.91

The following table shows the total calculated fee for each type of rental dwelling license.

TABLE 32: TOTAL COST PER UNIT - RENTAL DWELLING LICENSES

License Type	Current Fees	Calculated Fee
Extra Living Space (elderly)	\$50	\$38.15
Rental Dwelling License	\$20	\$86.42
Rental Dwelling license MU	\$60	\$53.27 + \$67.96/unit

Disproportionate Analysis

In addition to the costs of service to process licenses, there is a recognition that certain rental types may have a disproportionate impact on the City. This is calculated using police and fire calls for service to each rental location throughout the City.

Total Calls for Service

A total of 11,156 non-traffic related police calls were received in the City and 7,111 non-traffic related fire calls. These calls are then geocoded in a GIS database to determine which of these calls were associated with businesses, rentals, or single-family residences in the City. The following table shows the calls for each service type that can be mapped to a physical location. For both police and fire calls, there are numerous calls that, because of the listed incident addresses, cannot be accurately associated with any of the categories and cannot be counted in the analysis.

TABLE 33: POLICE & FIRE CALLS FOR SERVICE

Category	Calls for Service
<i>Police</i>	
Single Family Residential	4,090
Business	2,642
Rental	1,277
BYU	3
<i>Fire</i>	
Single Family Residential	2,195
Business	1,655
Rental	1,283
BYU	399

Cost per Call

To calculate a cost per call, the Police Department and Fire Department budgets are divided out to the total calls for service. However, only a portion of each department's time is spent directly responding to calls as opposed to administrative duties, general patrol, or other duties. To account for this, only a proportion of the budget, equal to the percentage of time spent responding to calls, is used to calculate the cost per call. This information was measured by the Police and Fire Department based on the calls that were responded to. Thus, the cost per call is as follows:

TABLE 34: CALCULATED COST PER CALL

Department	Percent of Time Responding to Calls	Cost per Call
Police Department	20%	\$410.51
Fire Department	20%	\$379.44

Source: Provo City, ZPFI

Disproportionate Costs – Rentals

The disproportionate cost is determined by removing extreme outliers from licensing categories to not skew the data. After this, the ratio of average calls per business is calculated. The base residential ratio is subtracted to identify any categories that have greater, or lower, calls than the average residential unit. Rental dwellings with a final call ratio that is 0.00 or below demonstrate that their impact is not greater than the average residential unit and therefore would not be assessed a disproportionate fee.

TABLE 35: RENTAL DWELLING CALL RATIOS

Type	Police Calls per Rental	Fire Calls per Rental	Police Final Call Ratio	Fire Final Call Ratio
Single Family	0.16	0.14	(0.13)	(0.02)
Accessory Apartment (Attached)	0.13	0.20	(0.15)	0.05
Accessory Apartment (Detached)	0.00	0.00	(0.29)	(0.15)
Elderly Persons Extra Living Space	0.50	0.19	0.21	0.04
Condo	0.30	0.45	0.01	0.30
Townhome	0.13	0.13	(0.16)	(0.02)
Duplex	0.20	0.14	(0.09)	(0.01)

Type	Police Calls per Rental	Fire Calls per Rental	Police Final Call Ratio	Fire Final Call Ratio
Mobile Home Park	1.08	0.76	0.79	0.61
Multi Family (units 2-4)	0.46	0.69	0.18	0.53
Multi Family (5 units and above)	0.95	1.35	0.66	1.20

To calculate the final disproportionate cost, each category is multiplied by the cost per call.

TABLE 36: CALCULATED DISPROPORTIONATE FEE – RENTAL DWELLING LICENSE

License Subcategory	Police Cost	Fire Cost	Total Cost
Single Family	\$0.00	\$0.00	\$0.00
Accessory Apartment (Attached)	\$0.00	\$17.93	\$17.93
Accessory Apartment (Detached)	\$0.00	\$0.00	\$0.00
Elderly Persons Extra Living Space	\$86.95	\$15.09	\$102.04
Condo	\$5.70	\$113.25	\$118.95
Townhome	\$0.00	\$0.00	\$0.00
Duplex	\$0.00	\$0.00	\$0.00
Mobile Home Park	\$325.05	\$229.69	\$554.73
Multi Family (units 2-4)	\$72.57	\$202.33	\$274.90
Multi Family (5 units and above)	\$271.68	\$453.56	\$725.24

Total Fee Calculation

The final rental dwelling license fee is calculated by adding in the base license cost, with any disproportionate fees based on the type of rental dwelling. These figures show the actual cost of services to the City. The City's legislative body may determine to adopt fees lower than the calculated amounts but may not exceed the calculated amounts. Not every license would have disproportionate costs added to it and would therefore only be charged the base license fee.

TABLE 37: TOTAL RENTAL DWELLING LICENSE FEE CALCULATION

License Subcategory	Total Base Fee	Total Disproportionate Cost	Total Cost
Single Family	\$86.42	\$0.00	\$86.42
Accessory Apartment (Attached)	\$86.42	\$17.93	\$104.35
Accessory Apartment (Detached)	\$86.42	\$0.00	\$86.42
Elderly Persons Extra Living Space	\$38.15	\$102.04	\$140.19
Condo	\$86.42	\$118.95	\$205.37
Townhome	\$86.42	\$0.00	\$86.42
Duplex	\$86.42	\$0.00	\$86.42
Mobile Home Park	\$86.42	\$554.73	\$641.15
Multi Family (units 2-4)	\$53.27	\$274.90	\$328.17
			\$67.96/unit
Multi Family (5 units and above)	\$53.27	\$725.24	\$778.51 +
			\$67.96/unit

State code prohibits municipalities from charging a disproportionate fee on “exempt businesses” which are defined as rentals of “a residential unit within a single structure that contains no more than four residential units, and one unit occupied by the owner.”⁹ The City will need to monitor this to ensure that no rental dwellings are erroneously charged this fee.

Revenue Projections

Current Fee Revenue

The estimated annual Rental Dwelling License revenue based on the current fee structure, with no changes, is \$121,030. This estimate is based on Rental Dwelling License data provided by the City, although the exact amount may vary from this estimate due to how licenses are categorized currently.

TABLE 38: CURRENT RENTAL DWELLING LICENSE FEE STRUCTURE

License Type	Current Fees
Extra Living Space (elderly)	\$50
Rental Dwelling License	\$20
Rental Dwelling license MU	\$60

Source: Provo City, ZPFI

Estimated Revenue

The estimated Rental Dwelling License Fee annual revenue, if only the proposed base fee was adopted, would be \$545,142. However, if both the proposed base fee and the disproportionate fee were adopted, the estimated revenue would increase to \$822,716. This estimate is based on best efforts to identify unit types and counts for all active rental dwelling licenses.¹⁰

TABLE 39: RDL - ESTIMATED ANNUAL REVENUE FOR BASE FEE ONLY AND BASE AND DISPROPORTIONATE FEE

License Subcategory	Total Base Fee	Disproportionate Cost	Total Cost	Estimated Revenue Base Fee & Disproportionate Cost	Estimated Revenue Base Fee Only
Single Family	\$86.42	\$0.00	\$86.42	\$108,111	\$108,111
Accessory Apartment (Attached)	\$86.42	\$17.93	\$104.35	\$12,000	\$9,938
Accessory Apartment (Detached)	\$86.42	\$0.00	\$86.42	\$86	\$86
Elderly Persons Extra Living Space	\$38.15	\$102.04	\$140.19	\$3,875	\$1,030
Condo	\$86.42	\$118.95	\$205.37	\$119,132	\$50,124
Townhome	\$86.42	\$0.00	\$86.42	\$8,123	\$8,123
Duplex	\$86.42	\$0.00	\$86.42	\$54,272	\$54,272
Mobile Home Park	\$86.42	\$554.73	\$641.15	\$3,206	\$432

⁹ Utah Code Annotated § 10-1-203.5 (1)(d)

¹⁰ Unit types were identified through direct licensing data, GIS mapping of units, the Utah County Assessor's Database, and the [Utah Housing Unit Inventory](#). This multi-faceted approach allowed for housing units to be correctly categorized by their characteristics.

License Subcategory	Total Base Fee	Disproportionate Cost	Total Cost	Estimated Revenue Base Fee & Disproportionate Cost	Estimated Revenue Base Fee Only
Multi Family (units 2-4)	\$53.27	\$274.90	\$328.17 \$67.96/unit	\$30,759	\$6,018
Multi Family (5 units and above)	\$53.27	\$725.24	\$778.51 + \$67.96/unit	\$483,241	\$307,008
Total				\$822,716	\$545,142

Source: Provo City, ZPFI

Brigham Young University Housing

Brigham Young University (BYU), located in the City, plays a significant role in shaping the local housing landscape through its extensive university-owned housing initiatives. BYU directly owns and manages a variety of residential units from individual dorms to condo/apartment style housing. Currently, BYU maintains its own housing guidelines, conducts its own monitoring and inspections, and has campus police who respond to most on campus issues. For these reasons, the City provides minimal direct services to these units that would be connected to a rental dwelling license. At this time, the City will not impose licensing requirements or fees on these units owned and managed by BYU.

Good Landlord Program Discounts

State code directs that for a municipality to adopt a new disproportionate rental fee, it must provide for a disproportionate rental fee reduction.¹¹ This is done with the provision of a Good Landlord Program (GLP). The Good Landlord Program is a rental license incentive program that is intended to educate landlords on management strategies to prevent crime, maintain equity, and promote compatibility with surrounding neighborhoods. Participation in a GLP is intended to help lower the disproportionate impact of a given rental unit, thereby reducing the costs to the City.

Currently, there is no mandated amount of a fee reduction under State code and the offered amount would be determined at the discretion of the City's legislative body.

Administrative Costs

In terms of administrative costs to the City, the GLP is generally a third-party initiative that minimally impacts the City's administrative time while placing the larger compliance burden on landlords. However, any administrative costs in addition to and above base rental dwelling license fee costs already included in the base fee, such as certification processing, enforcement, and inspection, could be added prior to implementing the fee or after program evaluation.

Administrative best practices often include incorporating program sign up within the rental license application to reduce administrative costs.¹² The cost of compliance is primarily borne by the landlord, who attends a regular class or training session every two to three years and within 30-60 days of receiving an approved license. Different third-party options can be found through the Rental Housing Association of Utah¹³ or The Good Landlord.¹⁴ Most, if not all, cities use a third-

¹¹ [Utah Code Annotated § 10-1-203.5 \(7\)\(b\)](#)

¹² Examples of Good Landlord Program applications: [South Salt Lake Good Landlord Application.pdf](#), [Good-Landlord-Application-](#), [Rental-App-GL-ADU.pdf](#)

¹³ [Good Landlord - Rental Housing Association of Utah](#)

¹⁴ [The Good Landlord](#)

party resource rather than tailoring or creating their own program. Finally, most GLP are included in the city code.

Although many administrative costs are borne by the landlord and GLP provided, there will likely be additional costs to the City if the City implements the disproportionate fee for rentals and the GLP. This additional costs to the licensing process include additional staff, training time, enforcement, and software costs. This study does not account for these costs in calculations as the program is not currently in place and costs are not known. However, the City can update this study and its license fees in the future to more accurately reflect the additional costs that it will incur as a result of implementing a Good Landlord Program.

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Appendix

TABLE 43: CALCULATED DISPROPORTIONATE FEE – BUSINESS LICENSE

License Subcategory	Police Cost	Fire Cost	Total Cost
Accommodation and Food Services	\$365.71	\$166.36	\$532.07
Administrative and Support and Waste Management and Remediation Services	\$0.00	\$0.00	\$0.00
Agriculture, Forestry, Fishing and Hunting	\$0.00	\$0.00	\$0.00
Air Transportation	\$105.61	\$0.00	\$105.61
Apparel Manufacturing	\$169.05	\$55.15	\$224.20
Arts, Entertainment, and Recreation	\$155.37	\$69.83	\$225.20
Beverage and Tobacco Product Manufacturing	\$0.00	\$0.00	\$0.00
Building Material and Garden Equipment and Supplies Dealers	\$189.58	\$152.11	\$341.69
Chemical Manufacturing	\$0.00	\$0.00	\$0.00
Clothing and Clothing Accessories Stores	\$6.09	\$0.00	\$6.09
Computer and Electronic Product Manufacturing	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00
Couriers and Messengers	\$0.00	\$0.00	\$0.00
Educational Services	\$0.00	\$79.29	\$79.29
Electronics and Appliance Stores	\$0.00	\$0.00	\$0.00
Fabricated Metal Product Manufacturing	\$14.12	\$39.23	\$53.35
Finance and Insurance	\$61.92	\$0.00	\$61.92
Food and Beverage Stores	\$658.73	\$472.53	\$1,131.26
Food Manufacturing	\$0.00	\$0.00	\$0.00
Furniture and Home Furnishings Stores	\$0.00	\$0.00	\$0.00
Furniture and Related Product Manufacturing	\$0.00	\$0.00	\$0.00
Gasoline Stations	\$1,478.13	\$889.91	\$2,368.04
General Merchandise Stores	\$702.72	\$320.75	\$1,023.47
Health and Personal Care Stores	\$140.96	\$160.99	\$301.95
Health Care and Social Assistance	\$79.87	\$0.00	\$79.87
Impound	\$4.72	\$46.52	\$51.24
Information	\$0.00	\$0.00	\$0.00
Insurance	\$0.00	\$0.00	\$0.00
Machinery Manufacturing	\$0.00	\$0.00	\$0.00
Management of Companies and Enterprises	\$0.00	\$0.00	\$0.00
Mining, Quarrying, and Oil and Gas Extraction	\$0.00	\$0.00	\$0.00
Miscellaneous	\$0.00	\$0.00	\$0.00
Miscellaneous Manufacturing	\$218.90	\$137.81	\$356.71
Miscellaneous Store Retailers	\$128.00	\$0.00	\$128.00
Motor Vehicle and Parts Dealers	\$0.00	\$0.00	\$0.00
Nonmetallic Mineral Product Manufacturing	\$106.11	\$6.22	\$112.33
Nonstore Retailers	\$0.00	\$194.27	\$194.27
Other Services	\$0.00	\$6.73	\$6.73
Printing and Related Support Activities	\$0.00	\$0.00	\$0.00
Professional, Scientific, and Technical Services	\$0.00	\$4.55	\$4.55
Real Estate and Rental and Leasing	\$0.00	\$0.00	\$0.00

License Subcategory	Police Cost	Fire Cost	Total Cost
Rentals	\$45.26	\$0.00	\$45.26
Sporting Goods, Hobby, Musical Instrument, and Book Stores	\$0.00	\$0.00	\$0.00
Support Activities for Transportation	\$0.00	\$0.00	\$0.00
Temporary	\$30.97	\$0.00	\$30.97
Transit and Ground Passenger Transportation	\$0.00	\$0.00	\$0.00
Transportation Equipment Manufacturing	\$18.53	\$0.00	\$18.53
Truck Transportation	\$0.00	\$0.00	\$0.00
Warehousing and Storage	\$0.00	\$0.00	\$0.00
Wholesale Trade	\$0.00	\$0.00	\$0.00
Wood Product Manufacturing	\$67.59	\$0.00	\$67.59

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PROVO MUNICIPAL COUNCIL WORK SESSION STAFF REPORT



Submitter: KZARBOCK
Presenter: Kelsey Zarbock, Budget Officer
Department: Finance
Requested Meeting Date: 01-01-2018
Requested Presentation Duration: 15 minutes
CityView or Issue File Number: 25-105

SUBJECT: 3 A resolution approving the appropriation of \$10,000 to pay for a public safety impact fee study for the fiscal year ending June 30, 2026. (25-105)

RECOMMENDATION: Staff recommends approving a \$10,000 appropriation in the General CIP fund to pay for a public safety impact fee study. The funding source for the study is public safety impact fees.

BACKGROUND: Provo City's last public safety impact fees study was performed in fiscal year 2018. To make sure the fees are accurate and that applicable projects are included on the public safety impact fee facilities plan, the City would like to contract with Zion's Bank to perform a new impact fee study. Updated impact fee studies ensure infrastructure costs for impact fee-qualifying projects are current and keeps the City compliant with State requirements. While there are multiple steps required to undergo an impact fee study and implement new fees, this agenda item is simply a request to allocate the \$10,000 needed to pay for the study.

FISCAL IMPACT: \$10,000 cost which will be offset by impact fee revenue

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:
Update fees

1 RESOLUTION <<Document Number>>

2
3 A RESOLUTION APPROVING THE APPROPRIATION OF \$10,000 TO PAY
4 FOR A PUBLIC SAFETY IMPACT FEE STUDY FOR THE FISCAL YEAR
5 ENDING JUNE 30, 2026. (25-105)

6
7 RECITALS:

8
9 It is proposed that \$10,000 be appropriated in the General CIP fund to pay for a public
10 safety impact fee study; and

11
12 The funding source for the appropriation is public safety impact fee revenues;

13
14 On December 16, 2025, the Municipal Council met to consider the facts regarding this
15 matter and receive public comment, which facts and comments are found in the public record of
16 the Council's consideration; and

17
18 After considering the facts presented to the Municipal Council, the Council finds that (i)
19 the proposed action should be approved as described herein, and (ii) such action furthers the
20 health, safety, and general welfare of the citizens of Provo City.

21
22 THEREFORE, the Provo Municipal Council resolves as follows:

23
24 PART I:

25
26 An appropriation of \$10,000 in the General CIP fund for a public safety impact fee study
27 is authorized.

28
29 PART II:

30
31 This resolution takes effect immediately.

PROVO MUNICIPAL COUNCIL WORK SESSION STAFF REPORT



Submitter: KZARBOCK
Presenter: Kelsey Zarbock, Budget Officer
Department: Finance
Requested Meeting Date: 01-01-2018
Requested Presentation Duration: 15 min
CityView or Issue File Number: 25-106

SUBJECT: 4 A presentation regarding disaster recovery funding related to the Buckley Draw water mitigation efforts (25-106)

RECOMMENDATION: Staff recommends the Council approve a transfer of \$500,000 from the disaster recovery fund to the stormwater fund to cover the costs of the Buckley Draw water mitigation efforts.

BACKGROUND: On August 17, 2025, the Buckley Fire started and burned actively until August 23. On August 27, 2025, Buckley Draw experienced a major rain event, resulting in approximately .8' of rain in 30 minutes directly onto the burn scar. The result was a major debris flow which filled the Buckley Draw channel with approximately 15 acre-feet of debris, creating a peril to the safety of persons and property within Provo City. In response, the Mayor issued an emergency declaration, which, under State Code 53-2a-605 allows the City to access savings in Provo's disaster recovery fund to pay for mitigation efforts. This agenda item will effectively transfer disaster recovery funds to the Stormwater fund, to pay for costs related to the disaster.

The intent is to bring this item to the December 16th, 2025 Council meeting. Because the Stormwater Fund resides in the Stormwater Service District, there will be two resolutions: 1) a resolution for the Provo City Council to review that would transfer disaster recovery funds to the Stormwater Service District; 2) a resolution for the Stormwater Service District board to review that would appropriate the transferred money from Provo City in the Stormwater fund.

FISCAL IMPACT: \$500,000

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:
Safe City

October 9, 2025



EMERGENCY DECLARATION
BY THE MAYOR OF PROVO CITY, UTAH

1. Utah Code Section 53-2a-208 grants the authority to declare a local emergency when conditions exist that threaten the safety, health, and welfare of the public;
2. On August 17, 2025, the Buckley Fire started and burned actively until August 23. On August 27, 2025, Buckley Draw experienced a major rain event, resulting in approximately .8" of rain in 30 minutes directly onto the burn scar. The result of these acts of nature was a major debris flow which filled the Buckley Draw channel with approximately 15 acre-feet of debris. Further, this combination of events has resulted in mudslides causing damage to property in Provo and significant risks of loss or injury to human life. Buckley Draw continues to be susceptible to major rain events until the burn scar is fully healed, a process expected to take 3 years. The material from the first debris flow in the channel significantly diminishes the holding capacity of the debris channel and creates a continuing significant threat to the safety, health, and welfare of the public should significant rain events occur;
3. These described conditions constitute a peril to the safety of persons and property within Provo City, necessitating immediate action to assist in preventing or mitigating loss of life, injury, and damage to property;

NOW, THEREFORE, I, Michelle Kaufusi, Mayor of Provo City, Utah, by virtue of the authority vested in me under Utah Code Section 53-2a-208, do hereby declare:

A local emergency exists in Provo City due to acts of nature, including the burn scar and debris within the Buckley Draw channel, which collectively have resulted in mudslides and the risk of future mudslides until the burn scar is healed and the draw channel returned to a fully functional state.

All City Departments and Agencies are authorized and directed to use all available resources, and take all necessary actions to address this emergency, to perform immediate infrastructure maintenance work, and to assist in protecting life and property.

Tel: 801 852 6100
445 W CENTER STREET
PROVO, UT 84601

This declaration takes effect immediately and remains in effect for 30 days, unless lawfully ended by the Mayor or City Council, or extended by resolution of the Provo City Council.

So Ordered:



Michelle Kaufusi
Mayor, Provo City, Utah

Attest:



Heidi Allman
City Recorder



1 RESOLUTION <<Document Number>>

2
3 A RESOLUTION APPROVING THE TRANSFER OF UP TO \$500,000 FROM
4 PROVO CITY'S DISASTER RECOVERY FUND TO THE STORMWATER
5 SERVICE DISTRICT FOR THE FISCAL YEAR ENDING JUNE 30, 2026. (25-
6 _____)

7
8 RECITALS:

9
10 It is proposed that \$500,000 be transferred from Provo City's Disaster Recovery Fund to
11 the Stormwater Service District for flooding mitigation related to the Buckley Draw burn scar;

12
13 Money in the Disaster Recovery Fund can be utilized when the Mayor or Governor
14 declare a disaster, which the Mayor did on October 9, 2025 in response to the flooding;

15
16 On December 16, 2025, the Municipal Council met to consider the facts regarding this
17 matter and receive public comment, which facts and comments are found in the public record of
18 the Council's consideration; and

19
20 After considering the facts presented to the Municipal Council, the Council finds that (i)
21 the proposed action should be approved as described herein, and (ii) such action furthers the
22 health, safety, and general welfare of the citizens of Provo City.

23
24 THEREFORE, the Provo Municipal Council resolves as follows:

25
26 PART I:

27
28 A transfer of \$500,000 from the Disaster Recovery Fund to the Stormwater Service
29 District is authorized.

30
31 PART II:

32
33 This resolution takes effect immediately.

1 RESOLUTION <<Document Number>>

2
3 A RESOLUTION APPROPRIATING UP TO \$500,000 IN THE
4 STORMWATER FUND FOR FLOOD MITIGATION EFFORTS FOR THE
5 FISCAL YEAR ENDING JUNE 30, 2026. (25-_____)
6

7 RECITALS:
8

9 It is proposed that \$500,000 be appropriated in the Stormwater fund for flooding
10 mitigation related to the Buckley Draw burn scar;
11

12 The funding source for the appropriation is money from Provo City's Disaster Recovery
13 fund;
14

15 On December 16, 2025, the Stormwater Service District Board met to consider the facts
16 regarding this matter and receive public comment, which facts and comments are found in the
17 public record of the Board's consideration; and
18

19 After considering the facts presented to the Board, the Board finds that (i) the proposed
20 action should be approved as described herein, and (ii) such action furthers the health, safety, and
21 general welfare of the citizens of Provo City.
22

23 THEREFORE, the Stormwater Service District Board resolves as follows:
24

25 PART I:
26

27 An appropriation of \$500,0000 in the Stormwater Fund is authorized.
28

29 PART II:
30

31 This resolution takes effect immediately.

PROVO MUNICIPAL COUNCIL WORK SESSION STAFF REPORT



Submitter: JMCKNIGHT
Presenter: Brian Torgersen, Airport Director
Department: Public Works
Requested Meeting Date: 12-02-2025
Requested Presentation Duration: 30 minutes
CityView or Issue File Number: 25-020

SUBJECT: 5 A resolution authorizing the issuance of transportation sales tax revenue bonds for construction of the Airport Terminal expansion (25-020)

RECOMMENDATION: The Airport requests Council hold a public hearing, adopt a bond resolution for funding for Airport terminal expansion construction, and appropriate \$20 million in the Airport fund.

BACKGROUND: The Airport terminal expansion project is being funded by multiple funding sources totaling \$140M. Two specific revenue sources were identified in the funding plan as Provo City participation in that funding. First, \$11 million (\$2.0M-\$2.3M annually) of County option sales tax dedicated to transportation projects over a period of 6 years. Second, \$13 million (\$2.35M annually) of passenger facility charge (PFC) revenue collected by airline partners and remitted to the Airport over a period of 6 years. In order to utilize these funding sources for construction an interim funding mechanism is needed. In previous conversations with Council an interfund loan was contemplated, however, it was determined that outside financing is preferable.

FISCAL IMPACT: \$20 million in debt financing

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:

Page 61 of the 2023 General Plan states "Provo should continue to invest in and expand its airport and flight offerings while promoting the city's accessibility regionally, nationally, and internationally."

1 RESOLUTION <<Document Number>>

2
3 A RESOLUTION APPROPRIATING \$20,000,000 IN THE AIRPORT FUND
4 FOR AIRPORT TERMINAL EXPANSION APPLYING TO THE FISCAL
5 YEAR ENDING JUNE 30, 2026. (25-____)

6
7 RECITALS:

8
9 It is proposed that \$20,000,000 be appropriated in the Airport Fund for Airport Terminal
10 expansion costs;

11
12 The funding source is a \$20,000,000 bond repaid by ¼ cent sales tax for transportation
13 and passenger facility charge revenue;

14
15 On December 16, 2025, the Municipal Council met to consider the facts regarding this
16 matter and receive public comment, which facts and comments are found in the public record of
17 the Council's consideration; and

18
19 After considering the facts presented to the Municipal Council, the Council finds that (i)
20 the proposed action should be approved as described herein, and (ii) such action furthers the
21 health, safety, and general welfare of the citizens of Provo City.

22
23 THEREFORE, the Provo Municipal Council resolves as follows:

24
25 PART I:

26
27 The Mayor is authorized to appropriate \$20,000,000 upon bond closing in the Airport
28 fund for Airport Terminal expansion.

29
30 PART II:

31
32 This resolution takes effect immediately.

RESOLUTION No. 2025-__

RESOLUTION AUTHORIZING THE ISSUANCE OF TRANSPORTATION
SALES TAX REVENUE BONDS OF PROVO CITY, UTAH; AUTHORIZING
THE EXECUTION AND DELIVERY OF AN INDENTURE OF TRUST AND
OTHER DOCUMENTS REQUIRED IN CONNECTION WITH THE BONDS;
AUTHORIZING THE TAKING OF ALL OTHER ACTIONS NECESSARY FOR
THE CONSUMMATION OF THE TRANSACTIONS CONTEMPLATED BY THIS
RESOLUTION; AND PROVIDING FOR RELATED MATTERS

*** *** ***

WHEREAS, Provo City, Utah (the “*City*”) operates a municipal airport (the “*Airport*”);

WHEREAS, the City considers it necessary and desirable to issue, in one or more series, transportation sales tax revenue bonds of the City (the “*Bonds*”) for the purpose of financing certain costs of acquisition and construction of improvements to the Airport (the “*Project*”), funding any necessary reserves, and paying costs of issuance of the Bonds, pursuant to authority contained in Title 11, Chapter 14, Utah Code Annotated 1953, as amended (the “*Act*”); and

WHEREAS, the City has determined to issue the Bonds in the aggregate principal amount of up to \$20,000,000 pursuant to an Indenture of Trust Providing for the Issuance of Sales Tax Revenue Bonds (the “*Indenture*”), a form of which is attached hereto as *Exhibit B*, between the City and Zions Bancorporation, National Association, as trustee (the “*Trustee*”), and to cause the proceeds of the sale of the Bonds to be applied in accordance with the Indenture; and

WHEREAS, expenditures relating to the Project (the “*Expenditures*”) have been paid within 60 days prior to the passage of this resolution (the “*Resolution*”) or (ii) will be paid from the City’s [Airport fund] or other City funds on or after the passage of this Resolution and prior to the issuance of the Bonds; and

WHEREAS, the City now desires to (a) declare the intention of the City to issue the Bonds, in one or more series, in the aggregate principal amount of not to exceed \$20 million, for the purposes set forth above, (b) publish and post a Notice of Bonds to Be Issued pursuant to Section 11-14-316 of the Act; and (c) ratify the posting of a Notice of Public Hearing and the holding of a public hearing pursuant to Section 11-14-318 of the Act;

NOW, THEREFORE, BE IT RESOLVED BY THE MUNICIPAL COUNCIL OF THE CITY (THE “COUNCIL”), AS FOLLOWS:

Section 1. Issuance of the Bonds. (a) For the purpose of financing certain costs of the Project, establishing any necessary reserves, and paying costs of issuance of the Bonds, the execution, issuance, sale and delivery of the Bonds is hereby authorized and approved. The Bonds shall be dated as of their respective dates of original issuance and delivery, shall mature in not more than 16 years from their date or dates of issuance, shall bear interest at an interest rate or rates not to exceed ____% per annum (exclusive of any default rate), and shall be sold to the purchasers thereof at a discount of not more than ____% of the principal amount thereof.

(b) The Bonds shall be special obligations of the City, payable from and secured by a pledge and assignment of revenues (the “*Revenues*”) derived by the City from the levy of sales taxes under Title 59, Chapter 12, Utah Code Annotated 1953, as amended (Local Option Sales and Use Taxes for Transportation Act) (the “*Transportation Sales Tax Act*”), and certain other funds as described in the Indenture, subject to the application of the Revenues upon the terms and conditions set forth in the Indenture. The Bonds shall not be obligations of the State of Utah or any other political subdivision thereof, other than the City, and neither the faith and credit nor the

taxing or appropriation power of the State of Utah or any political subdivision thereof is pledged to the payment of the Bonds. The Bonds shall not constitute general obligations of the City or any other entity or body, municipal, state or otherwise.

Section 2. Approval of Indentures. The Indenture, in substantially the form attached hereto as *Exhibit B*, is hereby authorized and approved, and the Mayor is hereby authorized, empowered and directed to execute and deliver the Indenture on behalf of the City, with such changes to the Indenture from the form attached hereto as are approved by the Mayor, his or her execution thereof to constitute conclusive evidence of such approval. The provisions of the Supplemental Indenture, as executed and delivered, are hereby incorporated in and made a part of this Resolution.

Section 3. The City shall cause the following notice to be posted as a Class A notice and published one time in *The Daily Herald*, a newspaper of general circulation within the boundaries of the City, and shall cause a copy of this Resolution (including a copy of the Indenture) to be kept on file in the office of the City for public examination during the regular business hours of the City for at least 30 days after the date of such publication. The Notice of Bonds to Be Issued shall be in substantially the following form:

NOTICE OF BONDS TO BE ISSUED

NOTICE IS HEREBY GIVEN that on December 16, 2025, the Municipal Council (the "*Council*") of Provo City, Utah (the "*City*") adopted a resolution (the "*Resolution*") in which it authorized the issuance, in one or more series, of the City's transportation sales tax revenue bonds (the "*Bonds*") in an aggregate principal amount of not to exceed \$20,000,000, to mature in not more than 16 years from their date or dates, to bear interest at a rate or rates not to exceed ____% per annum (exclusive of any default rate), and to be sold at a discount from par, expressed as a percentage of principal amount, of not to exceed ____%.

The Bonds are to be issued and sold by the City pursuant to (1) an Indenture of Trust Providing for the Issuance of Transportation Revenue Bonds (the “*Indenture*”).

The Bonds are to be issued for the purpose of financing certain costs of the Project, funding any necessary reserves, and paying costs of issuance of the Bonds,.

Pursuant to the Indenture, the City will pledge the revenues derived by the City from the levy of sales taxes under the the levy of sales taxes under Title 59, Chapter 12, Utah Code Annotated 1953, as amended (Local Option Sales and Use Taxes for Transportation Act) (the “*Revenue*”).

Responsive to Section 11-14-316, Utah Code Annotated 1953, as amended, the total cost the City would pay with respect to the Bonds (being the total principal and interest payments to be made by the City) if the Bonds were to remain outstanding until their maturity date, based on an estimated principal amount of \$20,000,000 and interest rates in effect as of the date of this notice, is estimated to be approximately \$_____. The total amount of outstanding bonds or other obligations of the City (other than the Bonds) that are payable from the Revenues is \$0.00. More detailed information relating to the outstanding bonds of the City can be obtained at the office of the City Recorder of the City at the address below.

A copy of the Indenture is on file in the office of the City, located at 445 W. Center St. Provo, Utah 84601, where it may be examined during the regular business hours of the City from 8:00 a.m. to 5:00 p.m., Monday through Friday. The Resolution, including a copy of the Indenture shall be so available for inspection for a period of at least 30 days from and after the date of publication of this notice.

NOTICE IS FURTHER GIVEN that, pursuant to law, for a period of 30 days from and after the date of publication of this notice, any person in interest shall have the right to contest the legality of the above-described Resolution of the Council, or the Bonds, or any provisions made for the security and payment of the Bonds, and that after such time, no one shall have any cause of action to contest the regularity, formality or legality thereof for any cause.

DATED this December 16, 2025.

PROVO CITY, UTAH

Section 4. Public Hearing. A public hearing was held by the Council on December 16, 2025 at the meeting of the Council that commenced at 5:30 p.m., at the regular meeting place of the Council, with respect to the issuance by the City of the Bonds. The City caused the Notice of Public Hearing, in substantially the following form, to be posted at the Utah Public Notice Website, on the City’s official website, and at the regular meeting place of the Municipal Council, at least 14 days prior to the date set for the public hearing.

NOTICE OF PUBLIC HEARING

PROVO CITY, UTAH

PUBLIC NOTICE IS HEREBY GIVEN that, on December 16, 2025, at the regular meeting of the Municipal Council (the “*Council*”) of Provo City, Utah (the “*City*”) that begins at 5:30 p.m., at the regular meeting place of the Council at 445 West Center Street, Provo, Utah, the Council will hold a public hearing to receive input from the public with respect to (i) the issuance, in one or more series, of up to \$20,000,000 of transportation sales tax revenue bonds (the “*Bonds*”) of the City for the purpose of financing certain costs of acquisition and construction of improvements to the the City’s municipal airport (the “*Project*”), funding any necessary reserves, and paying costs of issuance of the Bonds, and (ii) the potential economic impact that the Project will have on the private sector.

Pursuant to the Indenture, the City will pledge the revenues derived by the City from the levy of sales taxes under the the levy of sales taxes under Title 59, Chapter 12, Utah Code Annotated 1953, as amended (Local Option Sales and Use Taxes for Transportation Act).

DATED this _____, 2025.

PROVO CITY, UTAH

Section 5. Other Actions with Respect to the Bonds. The officers and employees of the City shall take all action necessary or reasonably required to carry out, give effect to, and consummate the transactions contemplated hereby and shall take all action necessary in conformity with the Act to carry out the issuance of the Bonds, including, without limitation, the preparation and use of any offering document and the execution and delivery of any bond purchase agreement, tax agreement, or closing and other documents required to be delivered in connection with the sale and delivery of the Bonds. If the Mayor or City Recorder shall be unavailable to execute the Bonds or the other documents that they are hereby authorized to execute, attest and countersign, the same may be executed by any member of the Council or any deputy City Recorder, respectively.

Section 6. Reimbursement Intent. In satisfaction of certain requirements under the Internal Revenue Code of 1986, the City reasonably expects to reimburse the Expenditures with proceeds of the Bonds to be issued in the maximum principal amount of not more than \$20 million.

Section 7. Acts Ratified, Approved and Confirmed. All acts of the officers and employees of the City in connection with the issuance of the Bonds are hereby ratified, approved and confirmed.

Section 9. Resolution Irrepealable. Following the execution and delivery of the Indenture, this Resolution shall be and remain irrepealable until the Bonds and the interest thereon shall have been fully paid, cancelled, and discharged.

Section 10. Severability. If any section, paragraph, clause, or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Resolution.

Section 11. Effective Date. This Resolution shall be effective immediately upon its approval and adoption.

ADOPTED AND APPROVED by the Municipal Council of the Provo City, Utah, this December
16, 2025.

PROVO CITY, UTAH

Council Chair

ATTEST:

City Recorder

PRESENTATION TO THE MAYOR

The foregoing resolution was presented to the Mayor for her approval or disapproval this December 16, 2025.

Council Chair

MAYOR'S APPROVAL OR DISAPPROVAL

The foregoing resolution is hereby approved this December 16, 2025.

Mayor

EXHIBIT A

[INDENTURE]

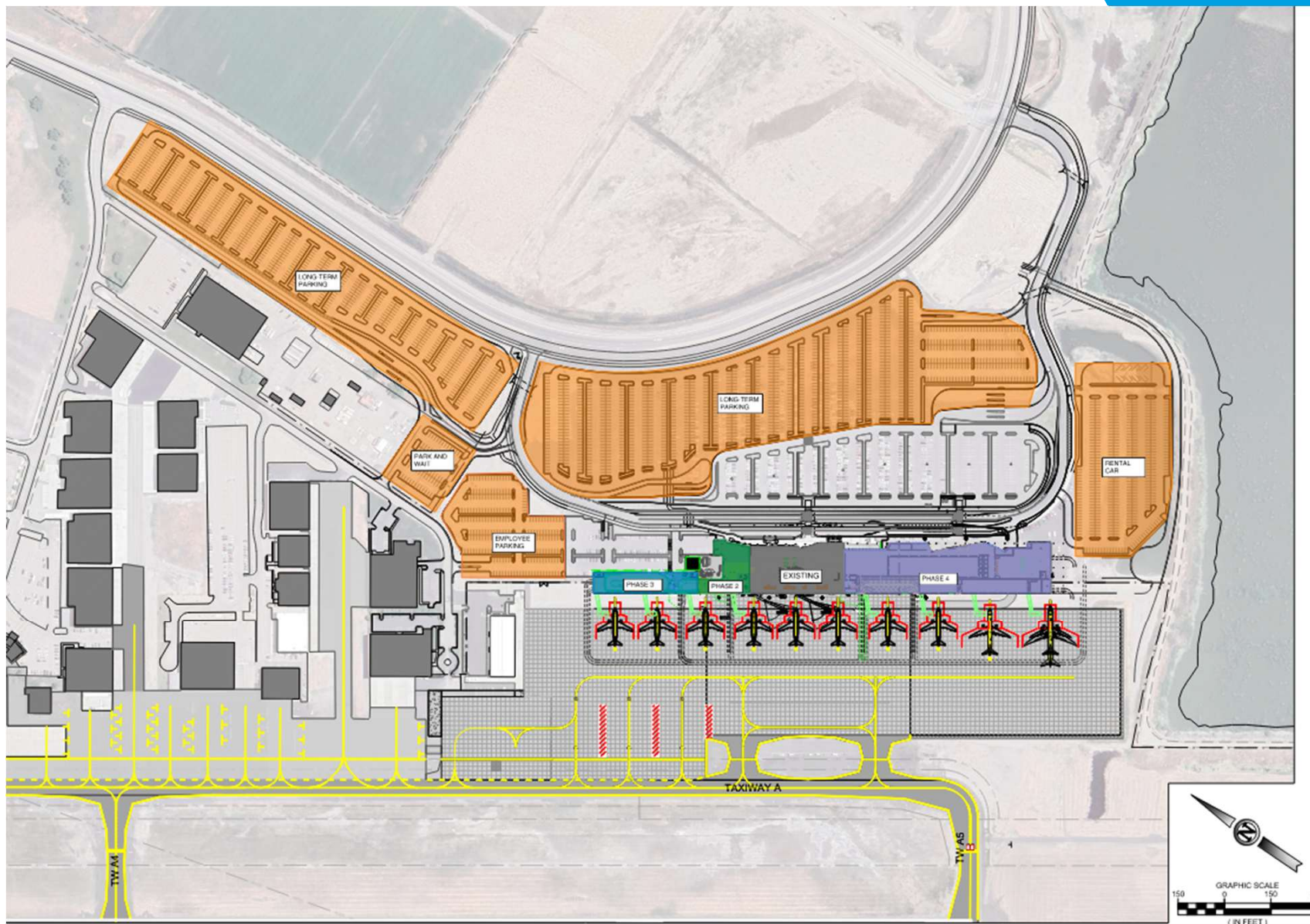
Terminal Expansion Interim Funding Bond

December 2, 2025



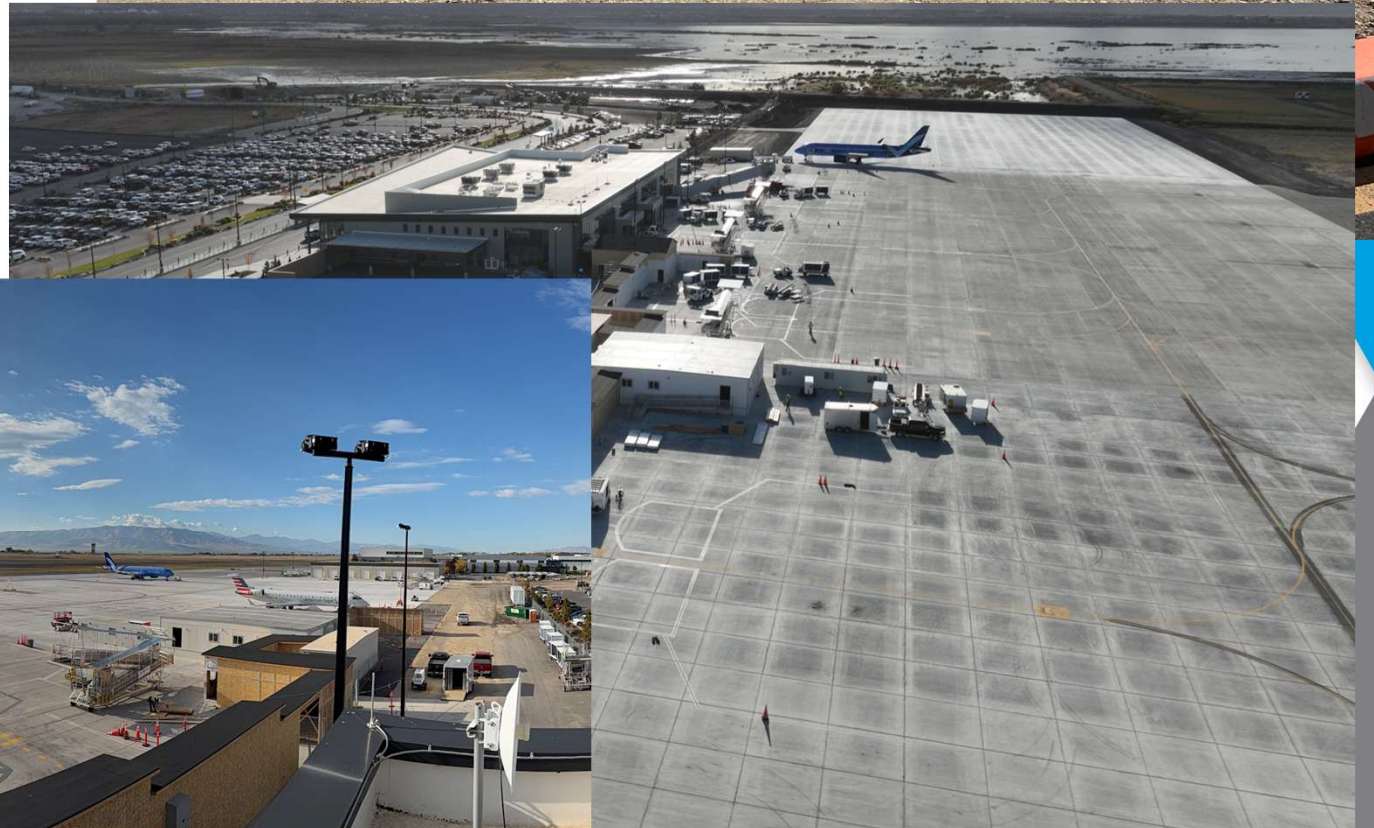
provo
AIRPORT

Project Site Plan:

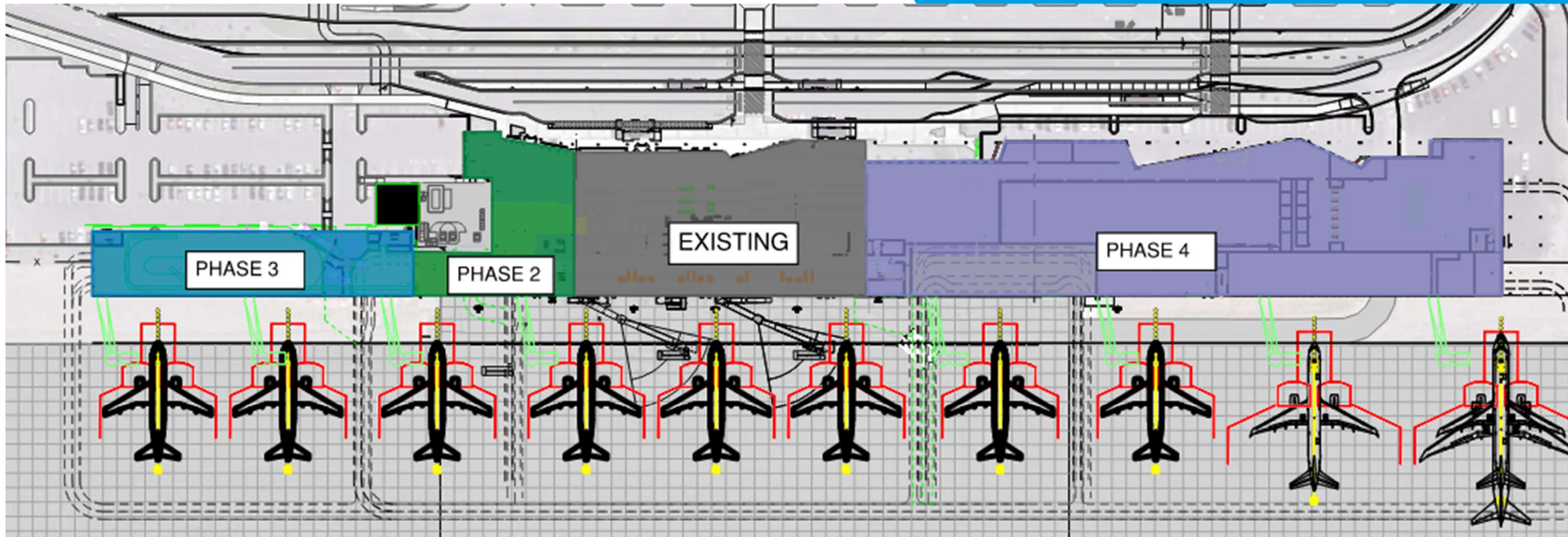


Apron Construction

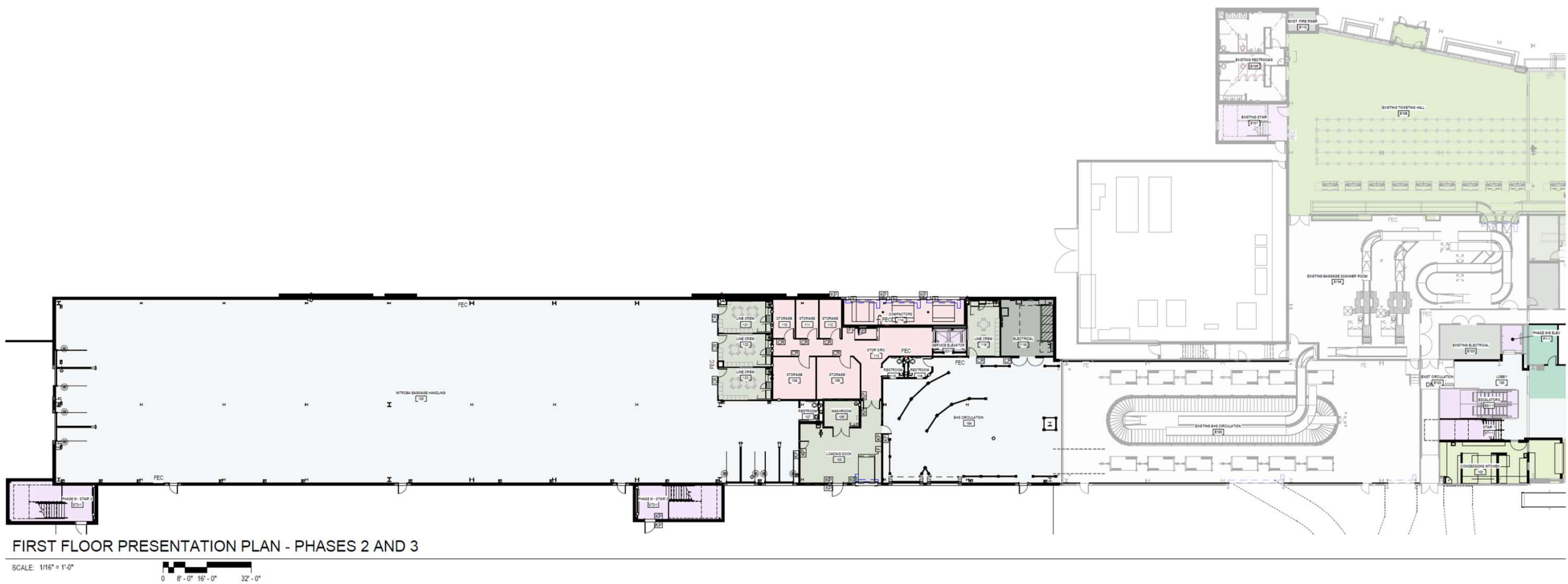
Construction on the apron expansion was completed in October 2025 tripling the size of our commercial apron. The project also added 2 additional deice locations and made way for the terminal expansion.



Expansion Phasing Plan



Expansion Floor Plan



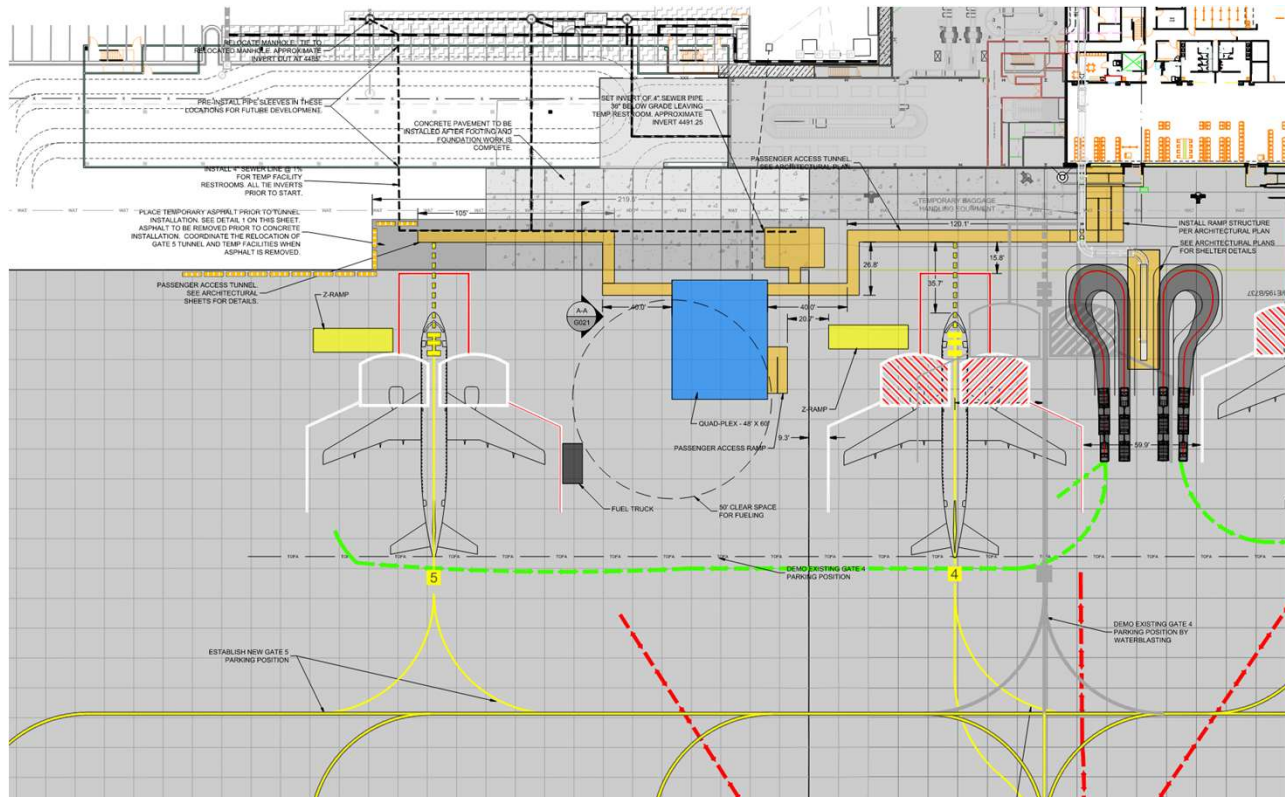
Expansion Floor Plan



SECOND FLOOR PRESENTATION PLAN - PHASES 2 AND 3

Terminal Expansion Begins!

Temporary facilities are being constructed to maintain full 5-gate operations during construction on the terminal expansion.



Design Renderings



Design Renderings



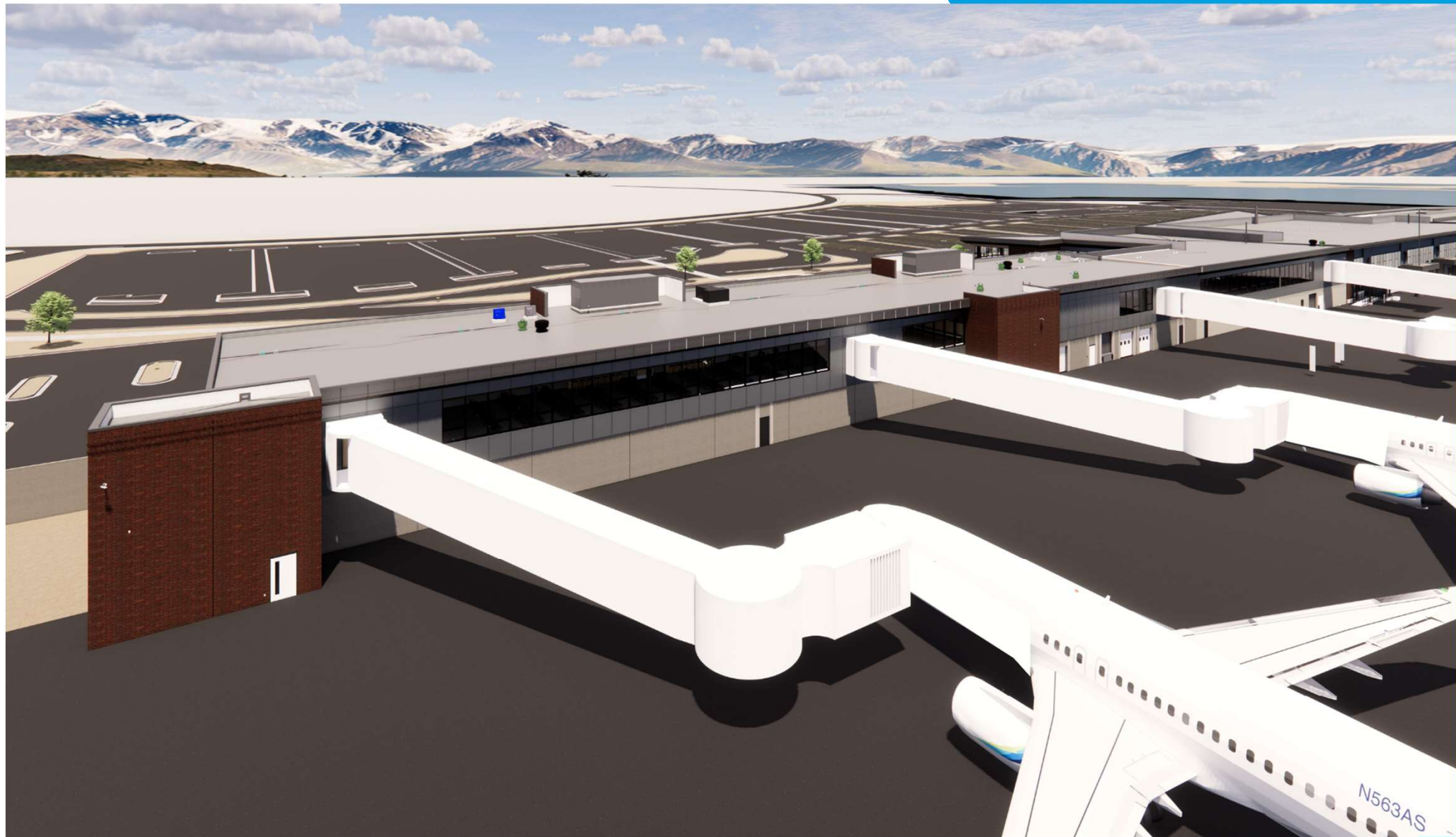
Design Renderings



Design Renderings



Design Renderings



Project Timeline

- February 2026
 - Phase 2 foundation work to be complete
 - Phase 3 foundation work to begin



Project Funding

Updates to Chart Presented February 2025

\$140.3 Million

~~\$131.8~~ Million
in Place!



- ~~\$6.0 Million~~ ~~\$7.9 Million~~ (Entitlements) – 2024, 2025, 2026
- ✓ \$2.0 Million (Community Directed Legislative Appropriation) - 2023
- ~~\$8.0 Million~~ ~~\$5.0 Million~~ (Discretionary) – 2025
- ✓ \$4.5 Million (BIL Terminal Build) – 2025
- \$10.0 Million (Anticipated Future Funding)
- Total - ~~\$10.4 Million~~ in-place - ~~\$20.4~~ Anticipated
- ~~\$20.5 Million~~ ~~\$30.5 Million~~



- ✓ \$1.0 Million (2023 One-time State appropriation remaining)
- ✓ \$5.0 Million (2024 One-time State appropriation)
- ✓ \$4.5 Million (2025 One-time State appropriation)
- Total - \$10.5 Million



Interim Financing Loan
\$14.5 Million SIB Loan ✓



- \$11.0 Million (Transportation Sales Tax)
- ~~\$5.6 Million~~ (Airport Reimbursements) ~~\$13.0 Million~~
- Total ~~\$16.6 Million~~ ~~\$24.0 Million~~



Interim Financing Loan



- ✓ \$3.4 Million (Tourism Tax. Remaining)
- ✓ \$19.5 Million (Tourism Tax)
- \$45.5 Million (Bond - Backed by Tourism Tax)
- Total - \$68.4 Million (Construction) + \$13 Million Bond Interest



In-House Construction ✓



- ✓ \$16.9 Million (TIP Selection)

4th ¼ Cent Sales Tax Revenue

- Approved by Utah County Commission for collection beginning in 2019, limited to use on qualifying transportation related projects
- \$2.5 million annual revenue each of the last 3 years
- Used for transportation projects, interfund loan repayment, and to repay original UDOT Airport Terminal loan

Passenger Facility Charge (PFC) Revenue

- Federally authorized fee-up to \$4.50 per enplaned passenger-that airports can collect to fund FAA-approved capital projects
- Airlines collect the fee on each ticket and remit to the airport
- \$2.3 million received in FY25
- Current PFC revenue funding SRE Building repayment, future revenues will be used to repay for terminal beginning as early as FY29

	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	Total
¼ Cent	\$2,006,008	\$2,071,482	\$2,137,937	\$2,205,391	\$2,273,866	\$305,316			\$11,000,000
PFC			\$2,000,000	\$2,350,000	\$2,350,000	\$2,350,000	\$2,350,000	\$1,600,000	\$13,000,000

Interim Funding Bond

- 15 year, \$20 million bond repaid with future City funding to construct now
- Repaid by \$11M in $\frac{1}{4}$ cent sales tax, \$13M in PFC revenue (likely paid off early)

Council Action Requested

- Public Hearing December 16th
- Bond Resolution authorizing issuance
- Resolution appropriating the upfront \$20 million in construction funding

The background features a large, abstract geometric design on the left side, composed of several overlapping triangles in shades of blue and grey. The right side of the image is a solid white background where the text is located.

**THANK
YOU!**

**PROVO MUNICIPAL COUNCIL
WORK SESSION
STAFF REPORT**



Submitter: JMCKNIGHT
Presenter: Jacob O'Bryant, Stormwater Engineer
Department: Public Works
Requested Meeting Date: 12-02-2025
Requested Presentation Duration: 20 Minutes
CityView or Issue File Number: 25-107

SUBJECT: 6 A presentation explaining FEMA floodplain map changes in Provo (25-107)

RECOMMENDATION: Informational only

BACKGROUND: FEMA floodplain map changes have been in the works for several years. This is an update on the publication of the final maps, changes, impacts, etc.

FISCAL IMPACT: None

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

Provo City Floodplain Map Update

December 2, 2025



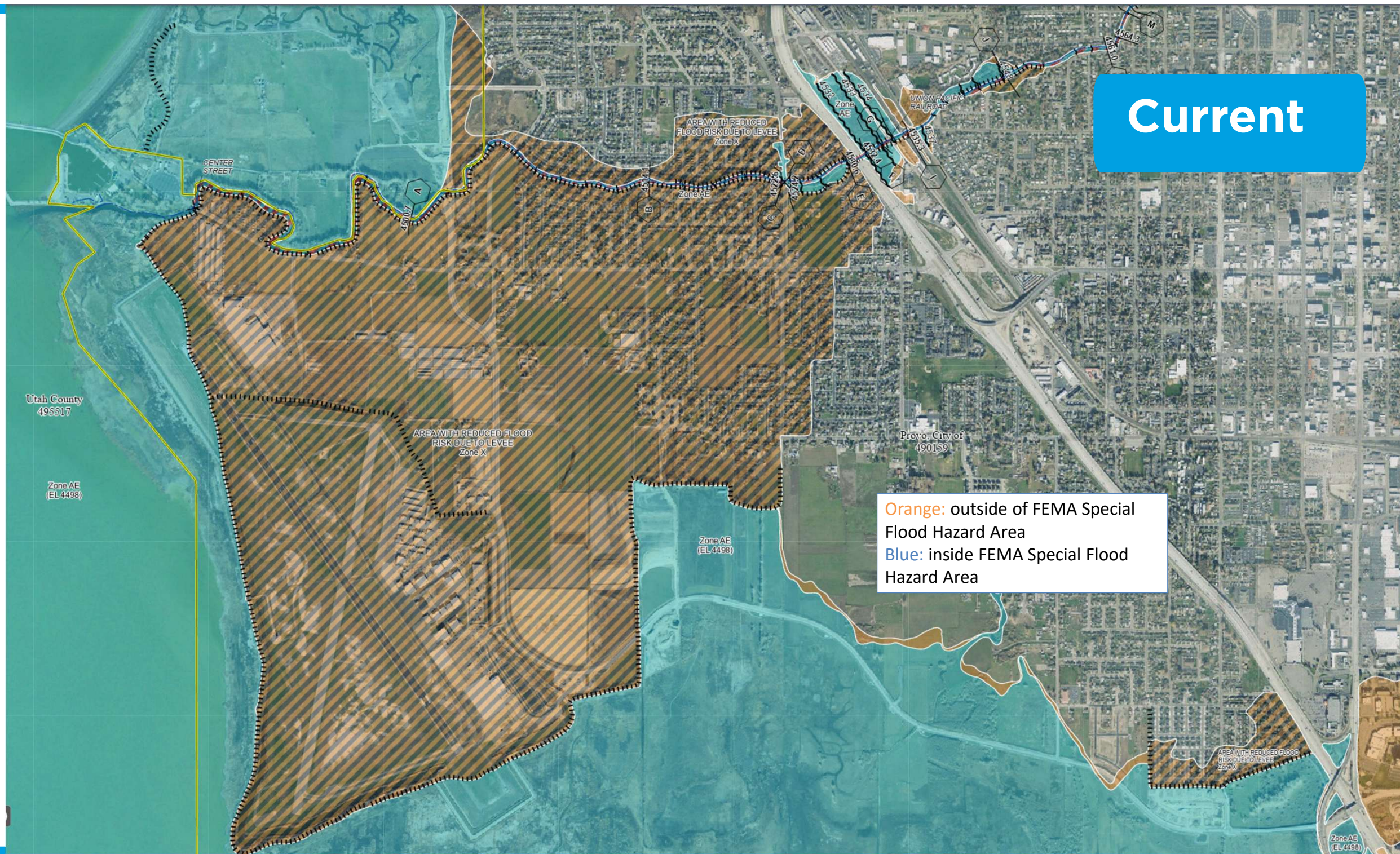
FEMA floodplain map changes are coming.

- Public open houses June 2023, August 2024
- Multiple presentations to council
- Long history of studies, coordination, appeals, challenges (since 1980s)
- County-wide update

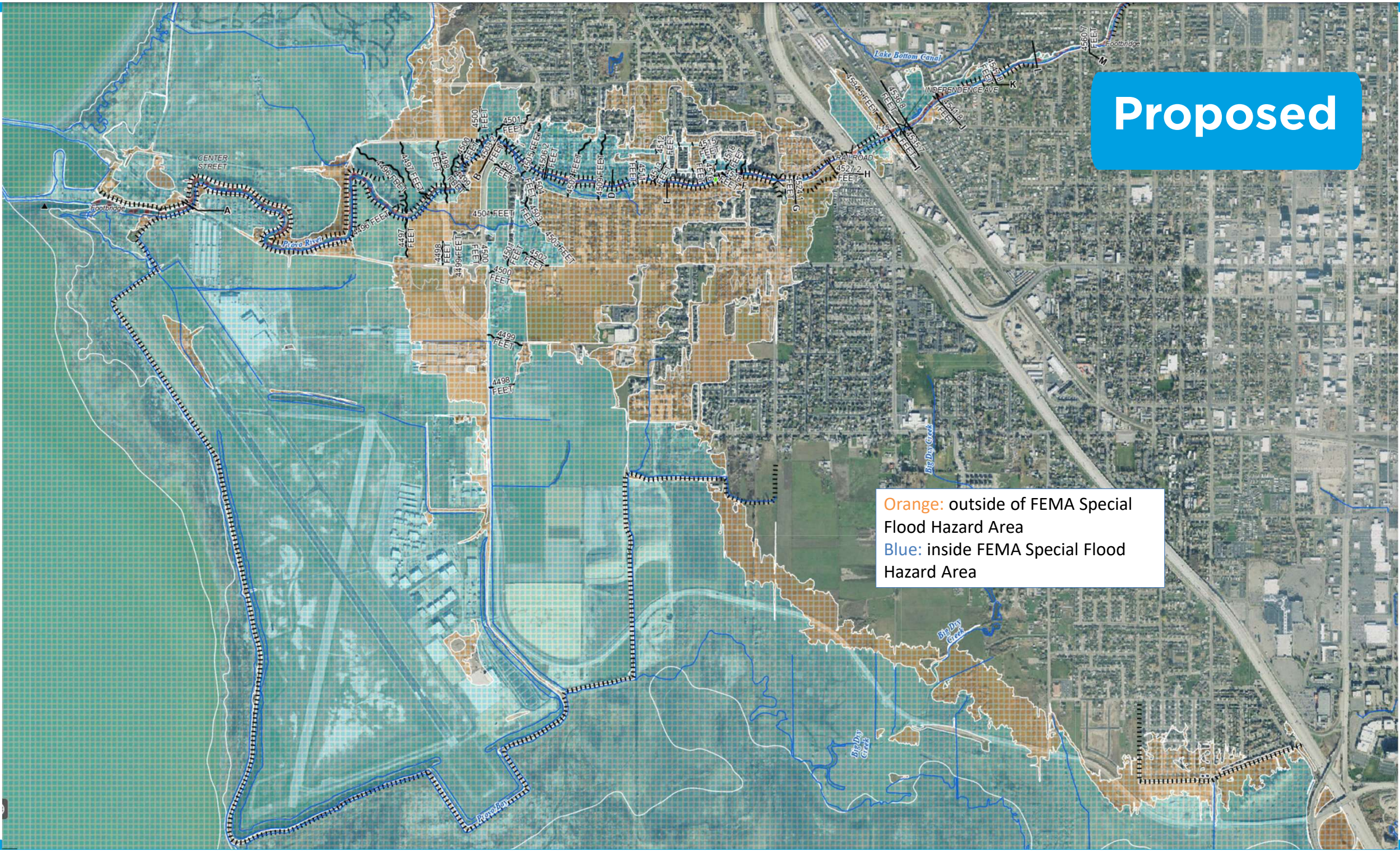
Why the change?

- Levees not built to current standard
- Modeled as if they do not exist
- Changes to Utah Lake Elevation
- FEMA periodically updates the maps

Current



Proposed



Orange: outside of FEMA Special Flood Hazard Area
Blue: inside FEMA Special Flood Hazard Area

What the changes mean

- Homes and businesses in the floodplain
- Federally-backed mortgages will need flood insurance
 - Estimated yearly cost of insurance is \$1500-\$2000.
- No remodeling or floodproofing required to existing homes
- Changes that apply to major remodeling projects
- Utah Lake water surface elevation reduced—significantly reduces cost needed to develop in low areas (much less fill being brought in)
- NFIP Participation is optional, but risks federal funding



Timeline

1

*Preliminary
Maps Issued
June 2024*

2

*Appeal
Period
Ends
March 2025*

3

*Letter of Final
Determination
Dec. 2025*

4

*Maps to be
Officially
Adopted
June 2026*

What we are doing to help

- Working to update maps through a Letter of Map Revision to correct channel alignment
- Working to discover what else can be done to help.
- Will send additional information to residents

The background features a large, abstract geometric design on the left side, composed of several overlapping triangles in shades of blue and grey. The right side of the image is a solid white background where the text is located.

**THANK
YOU!**

FEMA Floodplain Mapping and Levee Events Timeline

- Feb 1979 – Provo's first FEMA Maps are issued. Original maps show protection by levees along most of Provo River, but airport is shown in the Floodplain
- FEB-MAR1983 – US Army Corps of Engineers (USACE) raises and connects levees around airport and along lower Provo River
- Apr 1983 – USACE turns levees over to Provo. Letter from USACE says levees “should **not** be thought of as a major flood control project, but as a measure intended only to meet the immediate emergency... Local authorities now must maintain the protective levees and will ultimately have the responsibility for, and the choice of, removing them.”
- Spring 1984 – As Utah Lake rises higher than the previous year, USACE again raises and fortifies levees as a protective measure
- Apr 1984 – Initial Meeting with FEMA to update Provo's FEMA Maps
- 1985 – FEMA Issues criteria for levees to be certified as providing 100-year protection, but does not reevaluate existing levees
- Nov 1986 – USACE sends a Letter recommending Provo “submit a plan to accept/or upgrade the dikes as permanent measures.” Letter states that to be “officially certified as permanent 100-year flood protection measures ... there is a need to make soils and stability analysis and obtain certification.” There is no record such an analysis was ever completed.
- Sep 1988 – Provo's current FEMA maps become official, which show Provo River and Utah Lake levees provide 100-Year protection
- APR-Oct 1993 – Mississippi and Missouri Rivers and their tributaries cause one of the costliest floods in Us history. 1994 report finds overtopping and breaching of levees, and poor location or construction of levees caused considerable damage. floods bring new attention to the condition of levees.
- Apr 1997 – USACE's *Provo and Vicinity, Utah General Investigation and Reconnaissance Report* estimates that upgrading lower Provo River levees to 100-year protection would cost \$6.18 MILLION (Does not include Lake Levees).
 - Report assumes floodwalls on top of levees, since there was not enough existing right-of-way to enlarge earthen levees.
 - annualized 50-year life span cost (\$500,000) was more than the estimated annualized flood protection benefit (\$390,000). Report concludes portions of Provo River levee upgrades were justified.
 - Report Proposes Additional “Feasibility Phase” Analysis, and in June 1997 a Draft cost sharing Agreement is Sent to Provo
- 1998 – USACE and Provo City push the Feasibility Phase to begin July 2001
- Oct 2001 – Letter from USACE Indicates the Feasibility Phase has not started. This appears to end correspondence with USACE, and feasibility phase is never initiated

- 2004 – FEMA begins implementing map modernization projects nationwide. As part of project, FEMA requires all levees provide documentation that they meet criteria for providing 100-year protection.
- 2004 – Bowen, Collins & Associates (BC&A) is hired to restudy Provo River hydrology, hydraulics, and levees.
- 2006 – FEMA/Utah DEM begin Utah County Map Modernization Project
- AUG 2007 – BC&A completes *draft Provo River Flood Study*, which concludes that the Provo River levees do not meet FEMA certification criteria. The Report includes recommended levee improvements at 9 locations, costing an estimated \$1.54 Million. These proposed improvements include to raising and fortifying the levees, and removing deposition. The report also recommends developing a river management plan, to include sediment deposition, river bank erosion, river bank vegetation, beaver activity, and certifying the existing levees. The scope does not include a geotechnical soils stability analysis of existing levees. the study is left as a draft, and the BC&A data and Analysis is given to FEMA for their use.
- Sep 2007 – in meeting with Provo, FEMA AND Utah DEM confirm Provo Levees are being decertified and won't show flood protection on new maps. Greg Beckstrom informs Mayor Billings via email.
- Spring 2011 – Utah County Map Modernization postponed due to congressional inquiry on levees.
- 2013 – FEMA/Utah DEM resume county-wide project, using an “exclusion boundary” for areas protected be levees until FEMA guidance finalized.
- 2013 – FEMA completes new procedures for analyzing flood hazards for non-accredited (decertified) levees.
- May 2016 – FEMA/Utah DEM Hold a Progress Meeting on the Levee Analysis, and includes an initial analysis shown on the figure to the right.
- DEC 2016 – Provo River hydrology finalized, showing significantly lower 100-year flow.
- 2017
 - May 2017 – FEMA releases *Draft Levee Analysis and Mapping Plan, Provo River*, which proposes to finalize Provo River mapping assuming no levee.
 - Provo City sends letter to FEMA disagreeing with FEMA flood analysis
- 2018
 - Provo City receives \$150K Pre-Disaster Mitigation (PDM) Grant. Provo City uses grant funding to assess FEMA studies, and look into options and alternatives to reduce flooding concerns in Provo.
 - FEMA meets with Utah County Stakeholders and agrees to restudy 100-year Utah Lake level based on Provo City request
- 2019

- Provo City hires CRS to assess the condition of levees, access FEMA modeling and reports, Deer Creek and Jordanelle operations
- Email sent to Utah DEM/FEMA indicating the City disagrees with the proposed mapping approach
- 2020
 - Provo City investigates levee reconstruction and rehabilitation options. Initial cost estimate of \$50M to rebuild all levees
 - Letter sent to Utah DEM/FEMA expressing concerns with not adequately considering the effects of the flood storage in Jordanelle Reservoir, expressing concerns regarding levee heights used in model
 - FEMA denies Provo City request to consider Deer Creek and Jordanelle Dam operating agreement concerning downstream flooding
- 2021
 - July 13: Presentation to City Council for Westside Levee Study Findings (Ben Rood of CRS)
 - CRS finalizes analysis of FEMA studies and analysis
 - Provo City Consultant determines there are deficiencies with the levee--that they do not meet FEMA certification requirements in all categories
- 2022
 - Provo City applies for Federal BRIC grant funding to rebuild the levees
 - Provo River is significantly modified to send flows to the newly constructed Delta project. This changes the flow characteristics of the river
 - (2022-2023) Provo City meets with multiple water user agencies to look into options to reduce river flows
 - Metropolitan Water District, Salt Lake City Department of Public Works, Provo River Water Users, Central Utah Water Conservancy District, U. S. Army Corps of Engineers, Utah Reclamation Mitigation Commission
- 2023
 - Provo City applies for BRIC and FMA grants, is turned down
 - March: Utah Division of Emergency Management (Jamie Huff) presents results of FEMA study, proposed maps, flow rate updates, levee analysis, homes in floodplain, etc.
 - June 28, 2023: Public open house with Utah DEM, FEMA and Provo City
 - Sent notifications to 650+ residents inviting them to meeting
 - Put updated floodplain mapping information on all city social media sites.

- 2024
 - March: Spring runoff and floodplain update meeting provided to City Council
 - August 6, 2024: Public open house with Utah DEM, FEMA and Provo City
 - Sent notifications to 650+ residents inviting them to meeting
 - Put updated floodplain mapping information on all city social media sites.
 - Meeting with BOR and CUWCD to discuss options to change dam operations, thereby lowering the flow rate within the Provo River
- 2025
 - March: Provo City formally appeals the map changes based on: incorrect topographic data, incorrect/poor data-Hydrology Hydrograph, Methodology not applied correctly—Lateral weir and hydraulic connections.
 - May: The appeal is acknowledged as being received by FEMA
 - June 30: The appeal is rejected by FEMA because it wasn't stamped by a PE, topo data wasn't certified, lateral weir model only did one side of the river (for the sake of time). None of the actual scientific or technical issues were addressed; the rejection was based on procedural formalities. FEMA says the submittal was considered a "Comment", which is different than an appeal
 - July 16: Provo City requests a Scientific Review Panel, asserting that the technical and scientific data was not properly considered per 44 CFR 67.8(a)
 - August 19: FEMA states that they won't do a Scientific Review Panel because those only apply to appeals and that our appeal was not a valid one.
 - August 20: DEM emails that the Letter of Final Determination is anticipated for Dec. 23, 2025 with an effective map occurring six months after that date on June 23, 2026.

**PROVO MUNICIPAL COUNCIL
WORK SESSION
STAFF REPORT**



Submitter: KMARTINS
Presenter: Lynn Schofield, Fire Marshall
Department: Recorder
Requested Meeting Date: 12-02-2025
Requested Presentation Duration: 25 minutes
CityView or Issue File Number: 25-101

SUBJECT: 7 An ordinance amending the Provo City Code Chapter 9.51.010 regarding WUI maps (25-101)

RECOMMENDATION: Approve and adopt the ordinance

BACKGROUND: In 2025 the Utah State Legislature passed HB48 which required municipalities to adopt Wildland Urban Interface (WUI) code. This ordinance will be in compliance with this statute.

We will also present and adopt the Provo WUI map.

FISCAL IMPACT: None

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:
Consistent with General plan and Required by the state.

ORDINANCE <<Document Number>>

AN ORDINANCE AMENDING THE PROVO CITY CODE CHAPTER
9.51.010 (25-101)

RECITALS:

It is proposed that the Provo City Council amend Chapter 9.51.010 of the Provo City Code as shown in Exhibit A, and
Adopt the 2006 Wildland Urban Interface (WUI) code as promulgated by the International Code Council with amendments as shown in Exhibit 2; and adopt the Provo City WUI Area map as shown in Exhibit 3

On December 16, 2025, the Municipal Council met to ascertain the facts regarding this matter and receive public comment, which facts and comments are found in the public record of the Council's consideration; and

After considering the facts presented to the Municipal Council, the Council finds that (i) Provo City Code should be amended as set forth below, and (ii) such action furthers the health, safety, and general welfare of the citizens of Provo City.

THEREFORE, the Municipal Council of Provo City, Utah ordains as follows:

PART I:

Provo City Code Section 9.51.010 is amended set forth in Exhibit A.

Provo City adopts the 2006 Wildland Urban Interface Code as set forth in Exhibit B.

Provo City adopts the 2025 WUI Areas Map as set forth in Exhibit C.

PART II:

- A. If a provision of this ordinance conflicts with a provision of a previously adopted ordinance, this ordinance prevails.
- B. This ordinance and its various sections, clauses, and paragraphs are severable. If any part, sentence, clause, or phrase is adjudged to be unconstitutional or invalid, the remainder of the ordinance is not affected by that determination.

- 41 C. This ordinance takes effect immediately after it has been posted or published in accordance
42 with Utah Code Section 10-3-711, presented to the Mayor in accordance with Utah Code
43 Section 10-3b-204, and recorded in accordance with Utah Code Section 10-3-713.
44
- 45 D. The Municipal Council directs that the official copy of Provo City Code be updated to
46 reflect the provisions enacted by this ordinance.

Exhibit A

9.51.010 International Fire Code and International Fire Code Standards Adopted by Reference.

(1) As required by Utah Code Title [15A](#), Chapter [5](#), Provo City shall adhere to the International Fire Code as promulgated by the International Fire Code Council and adopted with amendments by the Utah State Legislature (the “State Fire Code”). When a new or revised edition of the State Fire Code is adopted by the Utah State Legislature, by statute, this Section shall be interpreted to refer to such edition of the State Fire Code.

(2) As authorized by Utah Code Title [15A](#), Chapter [5](#), Provo City hereby adopts as additional fire code requirements the appendices to the ~~2012~~ [current edition of the International Fire Code as adopted in Tite 15A Chapter 5](#) as set forth below:

(a) Appendix A, Board of Appeals.

(b) Appendix B, Fire Flow Requirements for Buildings.

(c) Appendix C, Fire Hydrant Locations and Distribution.

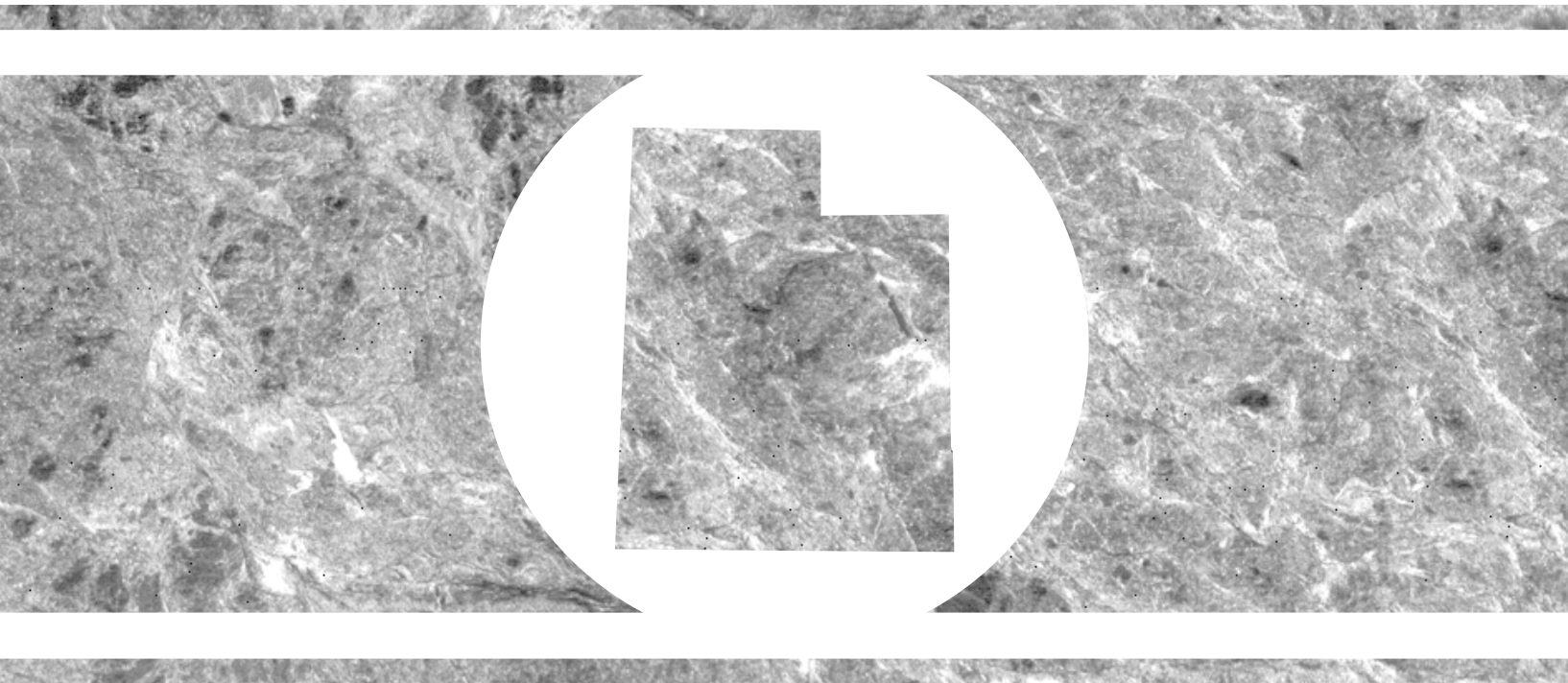
(d) Appendix D, Fire Apparatus Access Roads. However, fire apparatus access roads shall not require dimensional standards greater than those found within Section [15.03.200](#), Provo City Code for street width and cul-de-sacs.

(3) As required by Utah Code Title 65A Chapter 8, Provo City hereby adopts the 2006 Wildland Urban Interface (WUI) code as promulgated by the International Code Council, with the alternatives or amendments approved by the Utah Division of Forestry, Fire, and State Lands and adopted by the State Legislature (the state WUI code).

When a new or revised edition of the State Fire Code is adopted by the Utah State Legislature, by statute, this Section shall be interpreted to refer to such edition of the State WUI Code.

~~(3)~~(4) The fire codes set forth in Subsections [\(1\)](#), ~~and~~ [\(2\)](#), and (3) of this Section shall constitute and shall be known as the Provo City Fire Code.

2006 UTAH WILDLAND-URBAN INTERFACE CODE



2006 Utah Wildland-Urban Interface Code

First Printing: July 2006
Second Printing: October 2006
Third Printing: March 2007
Fourth Printing: February 2008
Fifth Printing: June 2008

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PREFACE

Introduction

Internationally, code officials recognize the need for a modern, up-to-date code addressing the mitigation of fire in the urban-wildland interface. The *International Wildland-Urban Interface Code*™, in this 2003 edition, is designed to bridge the gap between enforcement of the *International Building Code*® and *International Fire Code*® by mitigating the hazard of wildfires through model code regulations, which safeguard the public health and safety in all communities, large and small.

This comprehensive urban-wildland interface code establishes minimum regulations for land use and the built environment in designated urban-wildland interface areas using prescriptive and performance-related provisions. It is founded on data collected from tests and fire incidents, technical reports and mitigation strategies from around the world. This 2003 edition is fully compatible with all the *International Codes*™ (“I-Codes”™) published by the International Code Council® (ICC®), including the *International Building Code*®, *ICC Electrical Code*™, *International Energy Conservation Code*®, *International Existing Building Code*®, *International Fire Code*®, *International Fuel Gas Code*®, *International Mechanical Code*®, *ICC Performance Code*™, *International Plumbing Code*®, *International Private Sewage Disposal Code*®, *International Property Maintenance Code*®, *International Residential Code*® and *International Zoning Code*®.

The *International Wildland-Urban Interface Code* provisions provide many benefits, including the model code development process, which offers an international forum for fire safety professionals to discuss performance and prescriptive code requirements. This forum provides an excellent arena to debate proposed revisions. This model code also encourages international consistency in the application of provisions.

Development

This is the first edition of the *International Wildland-Urban Interface Code* (2003) and is the culmination of an effort initiated in 2001 by the ICC and the three statutory members of the International Code Council: Building Officials and Code Administrators International, Inc. (BOCA), International Conference of Building Officials (ICBO) and Southern Building Code Congress International (SBCCI). The intent was to draft a comprehensive set of regulations for mitigating the hazard to life and property from the intrusion of fire from wildland exposures and fire from adjacent structures, and preventing structure fires from spreading to wildland fuels. Technical content of the 2000 *Wildland-Urban Interface Code*, published by the International Fire Code Institute, was utilized as the basis for the development, followed by the publication of the 2001 Final Draft. This 2003 edition is based on the Final Draft, with changes approved in the 2002 ICC Code Development Process. A new edition such as this is promulgated every three years.

With the development and publication of the family of *International Codes* in 2000, the continued development and maintenance of the model codes individually promulgated by BOCA (“BOCA National Codes”), ICBO (“Uniform Codes”) and SBCCI (“Standard Codes”) was discontinued. The 2003 *International Codes*, as well as their predecessors—the 2000 *International Codes*—are intended to be the successor set of codes to those codes previously developed by BOCA, ICBO and SBCCI.

The development of a single family of comprehensive and coordinated *International Codes* was a significant milestone in the development of regulations for the built environment. The timing of this publication mirrors a milestone in the change in structure of the model codes, namely, the pending consolidation of BOCA, ICBO and SBCCI into the ICC. The activities and services previously provided by the individual model code organizations will be the responsibility of the consolidated ICC.

This code is founded on principles intended to mitigate the hazard from fires through the development of provisions that adequately protect public health, safety and welfare; provisions that do not unnecessarily increase construction costs; provisions that do not restrict the use of new materials, products or methods of construction; and provisions that do not give preferential treatment to particular types or classes of materials, products or methods of construction.

Adoption

The *International Wildland-Urban Interface Code* is available for adoption and use by jurisdictions internationally. Its use within a governmental jurisdiction is intended to be accomplished through adoption by reference in accordance with proceedings establishing the jurisdiction’s laws. At the time of adoption, jurisdictions should insert the appropriate information in provisions requiring specific local information, such as the name of the adopting jurisdiction. These locations are shown in bracketed words in small capital letters in the code and in the sample ordinance. The sample adoption ordinance on page v addresses several key elements of a code adoption ordinance, including the information required for insertion into the code text.

Maintenance

The *International Wildland-Urban Interface Code* is kept up-to-date through the review of proposed changes submitted by code enforcing officials, industry representatives, design professionals and other interested parties. Proposed changes are carefully considered through an open code development process in which all interested and affected parties may participate.

The contents of this work are subject to change both through the Code Development Cycles and the governmental body that enacts the code into law. For more information regarding the code development process, contact the Code and Standard Development Department of the International Code Council.

Although the development procedure of the *International Wildland-Urban Interface Code* assures the highest degree of care, ICC and the founding members of ICC—BOCA, ICBO and SBCCI—their members and those participating in the development of this code do not accept any liability resulting from compliance or noncompliance with the provisions, because ICC and its founding members do not have the power or authority to police or enforce compliance with the contents of this code. Only the governmental body that enacts the code into law has such authority.

Authority

The Division is required to establish minimum standards for a wildland fire ordinance and specify minimum standards for wildland fire training, certification and wildland fire suppression equipment in accordance with subsections 65A-8-6(3)(a) and 65A-8-6(3)(b). This requirement is promulgated under general rule-making authority of subsection 65A-1-4(2).

ORDINANCE

The *International Codes* are designed and promulgated to be adopted by reference by ordinance. Jurisdictions wishing to adopt the 2003 *International Wildland-Urban Interface Code* as an enforceable regulation for the mitigation of fire in the urban-wildland interface should ensure that certain factual information is included in the adopting ordinance at the time adoption is being considered by the appropriate governmental body. The following sample adoption ordinance addresses several key elements of a code adoption ordinance, including the information required for insertion into the code text.

Minimum Standards for Wildland Fire Ordinance

The division uses the *International Wildland-Urban Interface Code* as a basis for establishing the minimum standards discussed in this document. A county ordinance that at least meets the minimum standards should be in place by September 2006.

The Division incorporates by reference the 2003 *International Code Council Wildland-Urban Interface Code* as the minimum standard for wildland fire ordinance in conjunction with Utah requirements.

SAMPLE ORDINANCE FOR ADOPTION OF THE *INTERNATIONAL WILDLAND-URBAN INTERFACE CODE*

ORDINANCE NO. _____

An ordinance of the [JURISDICTION] adopting the 2003 edition of the *International Wildland-Urban Interface Code* as currently amended by the division of Forestry, Fire and State Lands, regulating and governing the mitigation of hazard to life and property from the intrusion of fire from wildland exposures, fire from adjacent structures and prevention of structure fires from spreading to wildland fuels in the [JURISDICTION]; providing for the issuance of permits and collection of fees therefor; repealing Ordinance No. _____ of the [JURISDICTION] and all other ordinances and parts of the ordinances in conflict therewith.

The [GOVERNING BODY] of the [JURISDICTION] does ordain as follows:

Section 1. That a certain document, three (3) copies of which are on file in the office of the [TITLE OF JURISDICTION'S KEEPER OF RECORDS] of [NAME OF JURISDICTION], being marked and designated as the *International Wildland-Urban Interface Code*, 2003 edition, including Appendix Chapters [FILL IN THE APPENDIX CHAPTERS BEING ADOPTED], as published by the International Code Council, be and is hereby adopted as the Urban-Wildland Interface Code of the [JURISDICTION], in the State of [STATE NAME] for regulating and governing the mitigation of hazard to life and property from the intrusion of fire from wildland exposures, fire from adjacent structures and prevention of structure fires from spreading to wildland fuels as herein provided; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Urban-Wildland Interface Code on file in the office of the [JURISDICTION] are hereby referred to, adopted, and made a part hereof, as if fully set out in this ordinance, with the additions, insertions, deletions and changes, if any, prescribed in Section 2 of this ordinance.

Section 2. The following sections are hereby revised:

Section 101.1. Insert: [NAME OF JURISDICTION]

Section 3. That Ordinance No. _____ of [JURISDICTION] entitled [FILL IN HERE THE COMPLETE TITLE OF THE ORDINANCE OR ORDINANCES IN EFFECT AT THE PRESENT TIME SO THAT THEY WILL BE REPEALED BY DEFINITE MENTION] and all other ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. That if any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The [GOVERNING BODY] hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

Section 5. That nothing in this ordinance or in the *Wildland-Urban Interface Code* hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 2 of this ordinance; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this ordinance.

Section 6. That the [JURISDICTION'S KEEPER OF RECORDS] is hereby ordered and directed to cause this ordinance to be published. (An additional provision may be required to direct the number of times the ordinance is to be published and to specify that it is to be in a newspaper in general circulation. Posting may also be required.)

Section 7. That this ordinance and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect [TIME PERIOD] from and after the date of its final passage and adoption.

Section 8. Specific boundaries of natural or man-made features of wildland-urban interface areas shall be as shown on the wildland area interface map. The legal description of such areas is as described as follows: [INSERT LEGAL DESCRIPTION]

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CHAPTER 1

ADMINISTRATION

SECTION 101 GENERAL

101.1 Scope. The provisions of this code shall apply to the construction, alteration, movement, repair, maintenance and use of any building, structure or premises within the urban-wildland interface areas in this jurisdiction.

Buildings or conditions in existence at the time of the adoption of this code are allowed to have their use or occupancy continued, if such condition, use or occupancy was legal at the time of the adoption of this code, provided such continued use does not constitute a distinct danger to life or property.

Buildings or structures moved into or within the jurisdiction shall comply with the provisions of this code for new buildings or structures.

101.2 Objective. The objective of this code is to establish minimum regulations consistent with nationally recognized good practice for the safeguarding of life and property. Regulations in this code are intended to mitigate the risk to life and structures from intrusion of fire from wildland fire exposures and fire exposures from adjacent structures and to mitigate structure fires from spreading to wildland fuels.

The development and use of property in wildland-urban interface areas is a potential threat to life and property from fire and resulting erosion. Safeguards to prevent the occurrence of fires and to provide adequate fire-protection facilities to control the spread of fire in wildland-urban interface areas shall be in accordance with this code.

This code shall supplement the jurisdiction's building and fire codes, if such codes have been adopted, to provide for special regulations to mitigate the fire- and life-safety hazards of the wildland-urban interface areas.

101.3 Retroactivity. The provisions of the code shall apply to conditions arising after the adoption thereof, conditions not legally in existence at the adoption of this code, to conditions which, in the opinion of the code official, constitute a distinct hazard to life or property.

101.4 Additions or alterations. Additions or alterations may be made to any building or structure without requiring the existing building or structure to comply with all of the requirements of this code, provided the addition or alteration conforms to that required for a new building or structure.

Exception: Provisions of this code that specifically apply to existing conditions are retroactive. See Section 601.1 and Appendix A.

Additions or alterations shall not be made to an existing building or structure that will cause the existing building or structure to be in violation of any of the provisions of this code nor shall such additions or alterations cause the existing building or structure to become unsafe. An unsafe condition shall be deemed to have been created if an addition or alteration will cause the existing building or structure to become structurally

unsafe or overloaded; will not provide adequate access in compliance with the provisions of this code or will obstruct existing exits or access; will create a fire hazard; will reduce required fire resistance or will otherwise create conditions dangerous to human life.

101.5 Maintenance. All buildings, structures, landscape materials, vegetation, defensible space or other devices or safeguards required by this code shall be maintained in conformance to the code edition under which installed. The owner or the owner's designated agent shall be responsible for the maintenance of buildings, structures, landscape materials and vegetation.

SECTION 102 AUTHORITY OF THE CODE OFFICIAL

102.1 Powers and duties of the code official. The code official is hereby authorized to administer and enforce this code, or designated sections thereof, and all ordinances of the jurisdiction pertaining to designated wildland-urban interface areas. For such purposes, the code official shall have the powers of a law enforcement officer.

102.2 Interpretations, rules and regulations. The code official shall have the power to render interpretations of this code and to adopt and enforce rules and supplemental regulations to clarify the application of its provisions. Such interpretations, rules and regulations shall be in conformance to the intent and purpose of this code.

A copy of such rules and regulations shall be filed with the clerk of the jurisdiction and shall be in effect immediately thereafter. Additional copies shall be available for distribution to the public.

102.3 Liability of the code official. The code official charged with the enforcement of this code, acting in good faith and without malice in the discharge of the duties required by this code or other pertinent law or ordinance, shall not thereby be rendered personally liable for damages that may accrue to persons or property as a result of an act or by reason of an act or omission in the discharge of such duties. A suit brought against the code official or employee because of such act or omission performed by the code official or employee in the enforcement of any provision of such codes or other pertinent laws or ordinances implemented through the enforcement of this code or enforced by the code enforcement agency shall be defended by this jurisdiction until final termination of such proceedings, and any judgment resulting therefrom shall be assumed by this jurisdiction. The code enforcement agency or its parent jurisdiction shall not be held as assuming any liability by reason of the inspections authorized by this code or any permits or certificates issued under this code.

102.4 Other agencies. When requested to do so by the code official, other officials of this jurisdiction shall assist and coop-

erate with the code official in the discharge of the duties required by this code.

SECTION 103 COMPLIANCE ALTERNATIVES

103.1 Practical difficulties. When there are practical difficulties involved in carrying out the provisions of this code, the code official is authorized to grant modifications for individual cases on application in writing by the owner or a duly authorized representative. The code official shall first find that a special individual reason makes enforcement of the strict letter of this code impractical, the modification is in conformance to the intent and purpose of this code, and the modification does not lessen any fire protection requirements or any degree of structural integrity. The details of any action granting modifications shall be recorded and entered into the files of the code enforcement agency.

If the code official determines that difficult terrain, danger of erosion or other unusual circumstances make strict compliance with the vegetation control provisions of the code detrimental to safety or impractical, enforcement thereof may be suspended, provided that reasonable alternative measures are taken.

103.2 Technical assistance. To determine the acceptability of technologies, processes, products, facilities, materials and uses attending the design, operation or use of a building or premises subject to the inspection of the code official, the code official is authorized to require the owner or the person in possession or control of the building or premises to provide, without charge to the jurisdiction, a technical opinion and report. The opinion and report shall be prepared by a qualified engineer, specialist, laboratory or fire safety specialty organization acceptable to the code official and the owner and shall analyze the fire safety of the design, operation or use of the building or premises, the facilities and appurtenances situated thereon and fuel management for purposes of establishing fire hazard severity to recommend necessary changes.

103.3 Alternative materials or methods. The code official, in concurrence with approval from the building official and fire chief, is authorized to approve alternative materials or methods, provided that the code official finds that the proposed design, use or operation satisfactorily complies with the intent of this code and that the alternative is, for the purpose intended, at least equivalent to the level of quality, strength, effectiveness, fire resistance, durability and safety prescribed by this code. Approvals under the authority herein contained shall be subject to the approval of the building official whenever the alternate material or method involves matters regulated by the *International Building Code*.

The code official shall require that sufficient evidence or proof be submitted to substantiate any claims that may be made regarding its use. The details of any action granting approval of an alternate shall be recorded and entered in the files of the code enforcement agency.

SECTION 104 APPEALS

104.1 General. To determine the suitability of alternative materials and methods and to provide for reasonable interpretations of the provisions of this code, there shall be and hereby is created a board of appeals consisting of five members who are qualified by experience and training to pass judgment on pertinent matters. The code official, building official and fire chief shall be ex officio members, and the code official shall act as secretary of the board. The board of appeals shall be appointed by the legislative body and shall hold office at their discretion. The board shall adopt reasonable rules and regulations for conducting its investigations and shall render decisions and findings in writing to the code official, with a duplicate copy to the applicant.

104.2 Limitations of authority. The board of appeals shall not have authority relative to interpretation of the administrative provisions of this code and shall not have authority to waive requirements of this code.

SECTION 105 PERMITS

105.1 General. When not otherwise provided in the requirements of the building or fire code, permits are required in accordance with Section 105.

105.2 Permits required. Unless otherwise exempted, no building or structure regulated by this code shall be erected, constructed, altered, repaired, moved, removed, converted or demolished unless a separate permit for each building or structure has first been obtained from the code official.

When required by the code official, a permit shall be obtained for the following activities, operations, practices or functions within an wildland-urban interface area:

1. Automobile wrecking yard;
2. Candles and open flames in assembly areas;
3. Explosives or blasting agents;
4. Fireworks;
5. Flammable or combustible liquids;
6. Hazardous materials;
7. Liquefied petroleum gases;
8. Lumberyards;
9. Motor vehicle fuel-dispensing stations;
10. Open burning;
11. Pyrotechnical special effects material;
12. Tents, canopies and temporary membrane structures;
13. Tire storage;
14. Welding and cutting operations; or
15. Other activities as determined by the code official.

105.3 Work exempt from permit. Unless otherwise provided in the requirements of the building or fire code, a permit shall not be required for the following:

1. One-story detached accessory buildings used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 120 square feet (11.15 m²) and

the structure is located more than 50 feet (15 240 mm) from the nearest adjacent structure.

2. Fences not over 6 feet (1829 mm) high.

Exemption from the permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction.

The code official is authorized to stipulate conditions for permits. Permits shall not be issued when public safety would be at risk, as determined by the code official.

105.4 Permit application. To obtain a permit, the applicant shall first file an application therefor in writing on a form furnished by the code enforcement agency for that purpose. Every such application shall:

1. Identify and describe the work, activity, operation, practice or function to be covered by the permit for which application is made.
2. Describe the land on which the proposed work, activity, operation, practice or function is to be done by legal description, street address or similar description that will readily identify and definitely locate the proposed building, work, activity, operation, practice or function.
3. Indicate the use or occupancy for which the proposed work, activity, operation, practice or function is intended.
4. Be accompanied by plans, diagrams, computation and specifications and other data as required in Section 106 of this code.
5. State the valuation of any new building or structure or any addition, remodeling or alteration to an existing building.
6. Be signed by the applicant or the applicant's authorized agent.
7. Give such other data and information as may be required by the code official.

105.5 Permit approval. Before a permit is issued, the code official, or an authorized representative, shall review and approve all permitted uses, occupancies or structures. Where laws or regulations are enforceable by other agencies or departments, a joint approval shall be obtained from all agencies or departments concerned.

105.6 Permit issuance. The application, plans, specifications and other data filed by an applicant for a permit shall be reviewed by the code official. If the code official finds that the work described in an application for a permit and the plan, specifications and other data filed therewith conform to the requirements of this code, the code official is allowed to issue a permit to the applicant.

When the code official issues the permit, the code official shall endorse in writing or stamp the plans and specifications APPROVED. Such approved plans and specifications shall not be changed, modified or altered without authorization from the code official, and all work regulated by this code shall be done in accordance with the approved plans.

105.7 Validity of permit. The issuance or granting of a permit or approval of plans, specifications and computations shall

not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or of any other ordinance of the jurisdiction. Permits presuming to give authority to violate or conceal the provisions of this code or other ordinances of the jurisdiction shall not be valid.

105.8 Expiration. Every permit issued by the code official under the provisions of this code shall expire by limitation and become null and void if the building, use or work authorized by such permit is not commenced within 180 days from the date of such permit, or if the building, use or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days.

Any permittee holding an unexpired permit may apply for an extension of the time within which work may commence under that permit when the permittee is unable to commence work within the time required by this section for good and satisfactory reasons. The code official may extend the time for action by the permittee for a period not exceeding 180 days on written request by the permittee showing that circumstances beyond the control of the permittee have prevented action from being taken. No permit shall be extended more than once.

105.9 Retention of permits. Permits shall at all times be kept on the premises designated therein and shall at all times be subject to inspection by the code official or other authorized representative.

105.10 Revocation of permits. Permits issued under this code may be suspended or revoked when it is determined by the code official that:

1. It is used by a person other than the person to whom the permit was issued.
2. It is used for a location other than that for which the permit was issued.
3. Any of the conditions or limitations set forth in the permit have been violated.
4. The permittee fails, refuses or neglects to comply with any order or notice duly served on him under the provisions of this code within the time provided therein.
5. There has been any false statement or misrepresentation as to material fact in the application or plans on which the permit or application was made.
6. When the permit is issued in error or in violation of any other ordinance, regulations or provisions of this code.

The code official is allowed to, in writing, suspend or revoke a permit issued under the provisions of this code whenever the permit is issued in error or on the basis of incorrect information supplied, or in violation of any ordinance or regulation or any of the provisions of this code.

SECTION 106 PLANS AND SPECIFICATIONS

106.1 General. Plans, engineering calculations, diagrams and other data shall be submitted in at least two sets with each application for a permit. When such plans are not prepared by an architect or engineer, the code official may require the applicant submitting such plans or other data to demonstrate that state law does not require that the plans be prepared by a li-

censed architect or engineer. The code official may require plans, computations and specifications to be prepared and designed by an architect or engineer licensed by the state to practice as such even if not required by state law.

Exception: Submission of plans, calculations, construction inspection requirements and other data, if it is found that the nature of the work applied for is such that reviewing of plans is not necessary to obtain compliance with this code.

106.2 Information on plans and specifications. Plans and specifications shall be drawn to scale upon substantial paper or cloth and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed, and show in detail that it will conform to the provisions of this code and all relevant laws, ordinances, rules and regulations.

106.3 Site plan. In addition to the requirements for plans in the *International Building Code*, site plans shall include topography, width and percent of grade of access roads, landscape and vegetation details, locations of structures or building envelopes, existing or proposed overhead utilities, occupancy classification of buildings, types of ignition-resistant construction of buildings, structures and their appendages, roof classification of buildings, and site water supply systems.

106.4 Vegetation management plans. When utilized by the permit applicant pursuant to Section 502, vegetation management plans shall be prepared and shall be submitted to the code official for review and approval as part of the plans required for a permit. See Appendix B.

106.5 Fire protection plan. When required by the code official pursuant to Section 405, a fire protection plan shall be prepared and shall be submitted to the code official for review and approved as a part of the plans required for a permit.

106.6 Other data and substantiation. When required by the code official, the plans and specifications shall include classification of fuel loading, fuel model light, medium or heavy, and substantiating data to verify classification of fire-resistive vegetation.

106.7 Vicinity plan. In addition to the requirements for site plans, plans shall include details regarding the vicinity within 300 feet (91 440 mm) of property lines, including other structures, slope, vegetation, fuel breaks, water supply systems and access roads.

106.8 Retention of plans. One set of approved plans, specifications and computations shall be retained by the code official for a period of not less than 90 days from date of completion of the work covered therein; and one set of approved plans and specifications shall be returned to the applicant, and said set shall be kept on the site of the building, use or work at all times during which the work authorized thereby is in progress.

SECTION 107 INSPECTION AND ENFORCEMENT

107.1 Inspection.

107.1.1 General. All construction or work for which a permit is required by this code shall be subject to inspection by the code official and all such construction or work shall

remain accessible and exposed for inspection purposes until approved by the code official.

It shall be the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes. Neither the code official nor the jurisdiction shall be liable for expense entailed in the removal or replacement of any material required to allow inspection.

Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction. Inspections presuming to give authority to violate or cancel the provisions of this code or of other ordinances of the jurisdiction shall not be valid.

A survey of the lot may be required by the code official to verify that the mitigation features are provided and the building or structure is located in accordance with the approved plans.

107.1.2 Authority to inspect. The code official shall inspect, as often as necessary, buildings and premises, including such other hazards or appliances designated by the code official for the purpose of ascertaining and causing to be corrected any conditions that could reasonably be expected to cause fire or contribute to its spread, or any violation of the purpose of this code and of any other law or standard affecting fire safety.

107.1.3 Reinspections. To determine compliance with this code, the code official may cause a structure to be reinspected. A fee may be assessed for each inspection or reinspection when such portion of work for which inspection is called is not complete or when corrections called for are not made.

Reinspection fees may be assessed when the approved plans are not readily available to the inspector, for failure to provide access on the date for which inspection is requested or for deviating from plans requiring the approval of the code official.

To obtain a reinspection, the applicant shall pay the reinspection fee as set forth in the fee schedule adopted by the jurisdiction. When reinspection fees have been assessed, no additional inspection of the work will be performed until the required fees have been paid.

107.2 Enforcement.

107.2.1 Authorization to issue corrective orders and notices. When the code official finds any building or premises that are in violation of this code, the code official is authorized to issue corrective orders and notices.

107.2.2 Service of orders and notices. Orders and notices authorized or required by this code shall be given or served on the owner, operator, occupant or other person responsible for the condition or violation either by verbal notification, personal service, or delivering the same to, and leaving it with, a person of suitable age and discretion on the premises; or, if no such person is found on the premises, by affixing a copy thereof in a conspicuous place on the door to the entrance of said premises and by mailing a copy thereof to such person by registered or certified mail to the person's last known address.

Orders or notices that are given verbally shall be confirmed by service in writing as herein provided.

107.3 Right of entry. Whenever necessary to make an inspection to enforce any of the provisions of this code, or whenever the code official has reasonable cause to believe that there exists in any building or on any premises any condition that makes such building or premises unsafe, the code official is authorized to enter such building or premises at all reasonable times to inspect the same or to perform any duty authorized by this code, provided that if such building or premises is occupied, the code official shall first present proper credentials and request entry; and if such building or premises is unoccupied, the code official shall first make a reasonable effort to locate the owner or other persons having charge or control of the building or premises and request entry.

If such entry is refused, the code official shall have recourse to every remedy provided by law to secure entry. Owners, occupants or any other persons having charge, care or control of any building or premises, shall, after proper request is made as herein provided, promptly permit entry therein by the code official for the purpose of inspection and examination pursuant to this code.

107.4 Compliance with orders and notices.

107.4.1 General compliance. Orders and notices issued or served as provided by this code shall be complied with by the owner, operator, occupant or other person responsible for the condition or violation to which the corrective order or notice pertains.

If the building or premises is not occupied, such corrective orders or notices shall be complied with by the owner.

107.4.2 Compliance with tags. A building or premises shall not be used when in violation of this code as noted on a tag affixed in accordance with Section 107.4.1.

107.4.3 Removal and destruction of signs and tags. A sign or tag posted or affixed by the code official shall not be mutilated, destroyed or removed without authorization by the code official.

107.4.4 Citations. Persons operating or maintaining an occupancy, premises or vehicle subject to this code who allow a hazard to exist or fail to take immediate action to abate a hazard on such occupancy, premises or vehicle when ordered or notified to do so by the code official shall be guilty of a misdemeanor.

107.4.5 Unsafe conditions. Buildings, structures or premises that constitute a fire hazard or are otherwise dangerous to human life, or which in relation to existing use constitute a hazard to safety or health or public welfare, by reason of inadequate maintenance, dilapidation, obsolescence, fire hazard, disaster damage or abandonment as specified in this code or any other ordinance, are unsafe conditions. Unsafe buildings or structures shall not be used. Unsafe buildings are hereby declared to be public nuisances and shall be abated by repair, rehabilitation, demolition or removal, pursuant to applicable state and local laws and codes.

SECTION 108 CERTIFICATE OF COMPLETION

No building, structure or premises shall be used or occupied, and no change in the existing occupancy classification of a building, structure, premise or portion thereof shall be made until the code official has issued a certificate of completion therefor as provided herein. The certificate of occupancy shall not be issued until the certificate of completion indicating that the project is in compliance with this code has been issued by the code official.

Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other pertinent laws and ordinances of the jurisdiction. Certificates presuming to give authority to violate or cancel the provisions of this code or other laws or ordinances of the jurisdiction shall not be valid.

CHAPTER 2

DEFINITIONS

SECTION 201 GENERAL

201.1 Scope. Unless otherwise expressly stated, the following words and terms shall, for the purposes of this code, have the meanings shown in this chapter.

201.2 Interchangeability. Words stated in the present tense include the future; words stated in the masculine gender include the feminine and neuter, and the singular number includes the plural and the plural the singular.

201.3 Terms defined in other codes. Where terms are not defined in this code and are defined in other *International Codes*, such terms shall have the meanings ascribed to them as in those codes.

201.4 Terms not defined. Where terms are not defined through the methods authorized by this section, such terms shall have their ordinarily accepted meanings such as the context implies.

SECTION 202 DEFINITIONS

ACCESSORY STRUCTURE. A building or structure used to shelter or support any material, equipment, chattel or occupancy other than a habitable building.

APPROVED. Approval by the code official as the result of review, investigation or tests conducted by the code official or by reason of accepted principles or tests by national authorities, or technical or scientific organizations.

BRUSH, SHORT. Low-growing species that reach heights of 1 to 3 feet. Sagebrush, snowberry and rabbitbrush are some varieties.

BRUSH, TALL. Arbor-like varieties of brush species and/or short varieties of broad-leaf trees that grow in compact groups or clumps. These groups or clumps reach heights of 4 to 20 feet. In Utah, this includes primary varieties of oak, maples, chokecherry, serviceberry and mahogany, but may also include other species.

BUILDING. Any structure used or intended for supporting or sheltering any use or occupancy.

BUILDING OFFICIAL. The officer or other designated authority charged with the administration and enforcement of the *International Building Code*, or the building official's duly authorized representative.

CERTIFICATE OF COMPLETION. Written documentation that the project or work for which a permit was issued has been completed in conformance with requirements of this code.

CODE OFFICIAL. The official designated by the jurisdiction to interpret and enforce this code, or the code official's authorized representative.

DEFENSIBLE SPACE. An area either natural or man-made, where material capable of allowing a fire to spread unchecked has been treated, cleared or modified to slow the rate and intensity of an advancing wildfire and to create an area for fire suppression operations to occur.

DRIVEWAY. A vehicular ingress and egress route that serves no more than two buildings or structures, not including accessory structures, or more than five dwelling units.

FIRE AREA. The floor area, in square feet (square meters), used to determine the adequate water supply.

FIRE CHIEF. The chief officer or the chief officer's authorized representative of the fire department serving the jurisdiction.

FIRE PROTECTION PLAN. A document prepared for a specific project or development proposed for the wildland-urban interface area. It describes ways to minimize and mitigate the fire problems created by the project or development, with the purpose of reducing impact on the community's fire protection delivery system.

FIRE WEATHER. Weather conditions favorable to the ignition and rapid spread of fire. In wildfires, this generally includes high temperatures combined with strong winds and low humidity.

FIRE-RESISTANCE-RATED CONSTRUCTION. The use of materials and systems in the design and construction of a building or structure to safeguard against the spread of fire within a building or structure and the spread of fire to or from buildings or structures to the wildland-urban interface area.

FLAME SPREAD RATING. As used herein refers to rating obtained according to tests conducted as specified by a nationally recognized standard.

FUEL BREAK. An area, strategically located for fighting anticipated fires, where the native vegetation has been permanently modified or replaced so that fires burning into it can be more easily controlled. Fuel breaks divide fire-prone areas into smaller areas for easier fire control and to provide access for fire fighting.

FUEL, HEAVY. Vegetation consisting of round wood 3 inches (76 mm) or larger in diameter. The amount of fuel (vegetation) would be 6 tons per acre or greater.

FUEL, LIGHT. Vegetation consisting of herbaceous and round wood less than 1/4 inch (6.4 mm) in diameter. The amount of fuel (vegetation) would be 1/2 ton to 2 tons per acre.

FUEL, MEDIUM. Vegetation consisting of round wood 1/4 to 3 inches (6.4mm to 76 mm) in diameter. The amount of fuel (vegetation) would be 2 to 6 tons per acre.

FUEL MODIFICATION. A method of modifying fuel load by reducing the amount of nonfire-resistive vegetation or altering the type of vegetation to reduce the fuel load.

DEFINITIONS

FUEL MOSAIC. A fuel modification system that provides for the creation of islands and irregular boundaries to reduce the visual and ecological impact of fuel modification.

FUEL-LOADING. The oven-dry weight of fuels in a given area, usually expressed in pounds per acre (lb/a) (kg/ha). Fuel loading may be referenced to fuel size or timelag categories, and may include surface fuels or total fuels.

GREENBELT. A fuel break designated for a use other than fire protection.

HAZARDOUS MATERIALS. As defined in the *International Fire Code*.

HEAVY TIMBER CONSTRUCTION. As described in the *International Building Code*.

INSURANCE SERVICES OFFICE (ISO). An agency that recommends fire insurance rates based on a grading schedule that incorporates evaluation of fire fighting resources and capabilities.

LEGISLATIVE BODY. The governing body of the political jurisdiction administering this code.

LOG WALL CONSTRUCTION. A type of construction in which exterior walls are constructed of solid wood members and where the smallest horizontal dimension of each solid wood member is at least 6 inches (152 mm).

MULTILAYERED GLAZED PANELS. Window or door assemblies that consist of two or more independently glazed panels installed parallel to each other, having a sealed air gap in between, within a frame designed to fill completely the window or door opening in which the assembly is intended to be installed.

NONCOMBUSTIBLE. As applied to building construction material means a material that, in the form in which it is used, is either one of the following:

1. Material of which no part will ignite and burn when subjected to fire. Any material conforming to ASTM E 136 shall be considered noncombustible within the meaning of this section.
2. Material having a structural base of noncombustible material as defined in Item 1 above, with a surfacing material not over $\frac{1}{8}$ inch (3.2 mm) thick, which has a flame-spread rating of 50 or less. Flame-spread rating as used herein refers to rating obtained according to tests conducted as specified in ASTM E 84.

“Noncombustible” does not apply to surface finish materials. Material required to be noncombustible for reduced clearances to flues, heating appliances or other sources of high temperature shall refer to material conforming to Item 1. No material shall be classed as noncombustible that is subject to increase in combustibility or flame-spread rating, beyond the limits herein established, through the effects of age, moisture or other atmospheric condition.

NONCOMBUSTIBLE ROOF COVERING. One of the following:

1. Cement shingles or sheets.
2. Exposed concrete slab roof.
3. Ferrous or copper shingles or sheets.

4. Slate shingles.

5. Clay or concrete roofing tile.

6. Approved roof covering of noncombustible material.

SLOPE. The variation of terrain from the horizontal; the number of feet (meters) rise or fall per 100 feet (30 480 mm) measured horizontally, expressed as a percentage.

STRUCTURE. That which is built or constructed, an edifice or building of any kind, or any piece of work artificially built up or composed of parts joined together in some manner.

TREE CROWN. The primary and secondary branches growing out from the main stem, together with twigs and foliage.

UNENCLOSED ACCESSORY STRUCTURE. An accessory structure without a complete exterior wall system enclosing the area under roof or floor above.

WILDFIRE. An uncontrolled fire spreading through vegetative fuels, exposing and possibly consuming structures.

WILDLAND. An area in which development is essentially nonexistent, except for roads, railroads, power lines and similar facilities.

WILDLAND URBAN INTERFACE. The line, area or zone where structures or other human development (including critical infrastructure that if destroyed would result in hardship to communities) meet or intermingle with undeveloped wildland or vegetative fuel.

CHAPTER 3

WILDLAND-URBAN INTERFACE AREAS

SECTION 301 WILDLAND-URBAN INTERFACE AREA DESIGNATIONS

301.1 Declaration. The legislative body shall declare the wildland-urban interface areas within the jurisdiction. The urban-wildland interface areas shall be based on the maps created in accordance with Section 301.

301.2 Mapping. In cooperation, the code official and the Division of Forestry, Fire and State Lands (FFSL) wildfire representative (per participating agreement between county and FFSL) will create or review Wildland-Urban Interface Area maps, to be recorded and filed with the clerk of the jurisdiction. These areas shall become effective immediately thereafter.

301.3 Review of wildland-urban interface areas. The code official and the FFSL wildfire representative shall reevaluate and recommend modification to the wildland-urban interface areas in accordance with Section 301.1 on a three-year basis or more frequently as deemed necessary by the legislative body.

CHAPTER 4

WILDLAND-URBAN INTERFACE AREA REQUIREMENTS

SECTION 401 GENERAL

401.1 Scope. Wildland-urban interface areas shall be provided with emergency vehicle access and water supply in accordance with this chapter.

401.2 Objective. The objective of this chapter is to establish the minimum requirements for emergency vehicle access and water supply for buildings and structures located in the wildland-urban interface areas.

401.3 General safety precautions. General safety precautions shall be in accordance with this chapter. See also Appendix A.

SECTION 402 APPLICABILITY

402.1 Subdivisions.

402.1.1 Access. New subdivisions, as determined by this jurisdiction, shall be provided with fire apparatus access roads in accordance with the *International Fire Code* and access requirements in accordance with Section 403.

402.1.2 Water supply. New subdivisions as determined by this jurisdiction shall be provided with water supply in accordance with Section 404.

402.2 Individual structures.

402.2.1 Access. Individual structures hereafter constructed or relocated into or within wildland-urban interface areas shall be provided with fire apparatus access in accordance with Section 403.2. Marking of fire protection equipment shall be provided in accordance with Section 403.5 and address markers shall be provided in accordance with Section 403.6.

402.2.2 Water supply. Individual structures hereafter constructed or relocated into or within wildland-urban interface areas shall be provided with a conforming water supply in accordance with Section 404.

Exceptions:

1. Structures constructed to meet the requirements for the class of ignition-resistant construction specified in Table 503.1 for a nonconforming water supply.
2. Buildings containing only private garages, carports, sheds and agricultural buildings with a floor area of not more than 600 square feet (56 m²).

SECTION 403 ACCESS

403.1 Restricted access. Where emergency vehicle access is restricted because of secured access roads or driveways or where immediate access is necessary for life-saving or fire-fighting purposes, the code official is authorized to require a key box to be installed in an accessible location. The key box shall be of a type approved by the code official and shall contain keys to gain necessary access as required by the code official.

403.2 Driveways. Driveways shall be provided when any portion of an exterior wall of the first story of a building is located more than 150 feet (45 720 mm) from a fire apparatus access road. Driveways shall provide a minimum unobstructed width of 12 feet (3658 mm) and a minimum unobstructed height of 13 feet 6 inches (4115 mm). Driveways in excess of 150 feet (45 720 mm) in length shall be provided with turnarounds. Driveways in excess of 200 feet (60 960 mm) in length and less than 20 feet (6096 mm) in width shall be provided with turnouts in addition to turnarounds.

A driveway shall not serve in excess of five dwelling units.

Driveway turnarounds shall have inside turning radii of not less than 30 feet (9144 mm) and outside turning radii of not less than 45 feet (13 716 mm). Driveways that connect with a road or roads at more than one point may be considered as having a turnaround if all changes of direction meet the radii requirements for driveway turnarounds.

Driveway turnouts shall be an all-weather road surface at least 10 feet (3048 mm) wide and 30 feet (9144 mm) long. Driveway turnouts shall be located as required by the code official.

Vehicle load limits shall be posted at both entrances to bridges on driveways and private roads. Design loads for bridges shall be established by the code official.

403.3 Fire apparatus access road. When required, fire apparatus access roads shall be all-weather roads with a minimum width of 20 feet (6096 mm) and a clear height of 13 feet 6 inches (4115 mm); shall be designed to accommodate the loads and turning radii for fire apparatus; and have a gradient negotiable by the specific fire apparatus normally used at that location within the jurisdiction. Dead-end roads in excess of 150 feet (45 720 mm) in length shall be provided with turnarounds as approved by the code official. An all-weather road surface shall be any surface material acceptable to the code official that would normally allow the passage of emergency service vehicles to protect structures and wildlands within the jurisdiction.

403.4 Marking of roads. Approved signs or other approved notices shall be provided and maintained for access roads and driveways to identify such roads and prohibit the obstruction thereof or both.

All road identification signs and supports shall be of noncombustible materials. Signs shall have minimum 4-inch-high (102 mm) reflective letters with $\frac{1}{2}$ inch (12.7 mm) stroke on a contrasting 6-inch-high (152 mm) sign. Road identification signage shall be mounted at a height of 7 feet (2134 mm) from the road surface to the bottom of the sign.

403.5 Marking of fire protection equipment. Fire protection equipment and fire hydrants shall be clearly identified in a manner approved by the code official to prevent obstruction.

403.6 Address markers. All buildings shall have a permanently posted address, which shall be placed at each driveway entrance and be visible from both directions of travel along the road. In all cases, the address shall be posted at the beginning of construction and shall be maintained thereafter, and the address shall be visible and legible from the road on which the address is located.

Address signs along one-way roads shall be visible from both the intended direction of travel and the opposite direction.

Where multiple addresses are required at a single driveway, they shall be mounted on a single post, and additional signs shall be posted at locations where driveways divide.

Where a roadway provides access solely to a single commercial or industrial business, the address sign shall be placed at the nearest road intersection providing access to that site.

403.7 Grade. The gradient for fire apparatus access roads and driveways shall not exceed the maximum approved by the code official. It will be up to the code official to ascertain the standard based on local fire equipment grade not to exceed 12 percent.

SECTION 404 WATER SUPPLY

404.1 General. When provided in order to qualify as a conforming water supply for the purpose of Table 503.1, an approved water source shall have an adequate water supply for the use of the fire protection service to protect buildings and structures from exterior fire sources or to suppress structure fires within the wildland-urban interface area of the jurisdiction in accordance with this section.

404.2 Water sources. The point at which a water source is available for use shall be located not more than 1,000 feet (305 m) from the building and be approved by the code official. The distance shall be measured along an unobstructed line of travel.

Water sources shall comply with the following:

1. Man-made water sources shall have a minimum usable water volume as determined by the adequate water supply needs in accordance with Section 404.5. This water source shall be equipped with an approved hydrant. The water level of the water source shall be maintained by rainfall, water pumped from a well, water hauled by a tanker, or by seasonal high water of a stream or river. The design, construction, location, water level maintenance, access, and access maintenance of man-made water sources shall be approved by the code official.
2. Natural water sources shall have a minimum annual water level or flow sufficient to meet the adequate water supply needs in accordance with Section 404.5. This wa-

ter level or flow shall not be rendered unusable because of freezing. This water source shall have an approved draft site with an approved hydrant. Adequate water flow and rights for access to the water source shall be ensured in a form acceptable to the code official.

404.3 Draft sites. Approved draft sites shall be provided at all natural water sources intended for use as fire protection for compliance with this code. The design, construction, location, access and access maintenance of draft sites shall be approved by the code official.

The pumper access point shall be either an emergency vehicle access area alongside a conforming access road or an approved driveway no longer than 150 feet (45 720 mm). Pumper access points and access driveways shall be designed and constructed in accordance with all codes and ordinances enforced by this jurisdiction. Pumper access points shall not require the pumper apparatus to obstruct a road or driveway.

404.4 Hydrants. All hydrants shall be designed and constructed in accordance with nationally recognized standards. The location and access shall be approved by the code official.

404.5 Adequate water supply. Adequate water supply shall be determined for purposes of initial attack and flame front control by the local jurisdiction. NFPA 1142 may be used as a reference.

404.6 Fire department. The water system required by this code can only be considered conforming for purposes of determining the level of ignition-resistant construction (see Table 503.1).

404.7 Obstructions. Access to all water sources required by this code shall be unobstructed at all times. The code official shall not be deterred or hindered from gaining immediate access to water source equipment, fire protection equipment or hydrants.

404.8 Identification. Water sources, draft sites, hydrants and fire protection equipment shall be clearly identified in a manner approved by the code official to identify location and to prevent obstruction by parking and other obstructions.

404.9 Testing and maintenance. Water sources, draft sites, hydrants and other fire protection equipment required by this code shall be subject to periodic tests as required by the code official. Code official shall establish a periodic testing schedule. Costs are to be covered by the water provider. All such equipment installed under the provisions of this code shall be maintained in an operative condition at all times and shall be repaired or replaced where defective. Additions, repairs, alterations and servicing of such fire protection equipment and resources shall be in accordance with approved standards. Mains and appurtenances shall be installed in accordance with NFPA 24. Water tanks for private fire protection shall be installed in accordance with NFPA 22. The costs are to be covered by the water provider.

404.10 Reliability.

404.10.1 Objective. The objective of this section is to increase the reliability of water supplies by reducing the exposure of vegetative fuels to electrically powered systems.

404.10.2 Clearance of fuel. Defensible space shall be provided around water tank structures, water supply pumps and pump houses in accordance with Section 603.

404.10.3 Standby power. Stationary water supply facilities within the wildland-urban interface area dependent on electrical power supplied by power grid to meet adequate water supply demands shall provide functional standby power systems in accordance with the ICC *Electrical Code* to ensure that an uninterrupted water supply is maintained. The standby power source shall be capable of providing power for a minimum of two hours.

Exceptions: When approved by the code official, a standby power supply is not required where the primary power service to the stationary water supply facility is underground or there is an on-site generator.

SECTION 405 FIRE PROTECTION PLAN

405.1 Purpose. The plan is to provide a basis to determine overall compliance with this code, for determination of Ignition Resistant Construction (IRC) (see Table 503.1) and for determining the need for alternative materials and methods.

405.2 General. When required by the code official, a fire protection plan shall be prepared and approved prior to the first building permit issuance or subdivision approval.

405.3 Content. The plan shall be based upon a site-specific wildfire risk assessment that includes considerations of location, topography, aspect, flammable vegetation, climatic conditions and fire history. The plan shall address water supply, access, building ignition and fire-resistance factors, fire protection systems and equipment, defensible space and vegetation management.

405.4 Cost. The cost of fire protection plan preparation and review shall be the responsibility of the applicant.

405.5 Plan retention. The fire protection plan shall be retained by the code official.

CHAPTER 5

SPECIAL BUILDING CONSTRUCTION REGULATIONS

SECTION 501 GENERAL

501.1 Scope. Buildings and structures shall be constructed in accordance with the *International Building Code* and this code.

Exceptions:

1. Accessory structures not exceeding 120 square feet (11 m²) in floor area when located at least 50 feet (15 240 mm) from buildings containing habitable spaces.
2. Agricultural buildings at least 50 feet (15 240 mm) from buildings containing habitable spaces.

501.2 Objective. The objective of this chapter is to establish minimum standards to locate, design and construct buildings and structures or portions thereof for the protection of life and property, to resist damage from wildfires, and to mitigate building and structure fires from spreading to wildland fuels. The minimum standards set forth in this chapter vary with the critical fire weather, slope and fuel type to provide increased protection, above the requirements set forth in the *International Building Code*, from the various levels of hazards.

SECTION 502 FIRE HAZARD SEVERITY

The fire hazard severity of building sites for all buildings hereafter constructed, modified or relocated into wildland-urban

interface areas shall be established in accordance with Appendix C.

The fire hazard severity is allowed to be reduced by implementing a vegetation management plan in accordance with Appendix B.

SECTION 503 IGNITION-RESISTANT CONSTRUCTION

503.1 General. Buildings and structures hereafter constructed, modified or relocated into or within wildland-urban interface areas shall meet the construction requirements in accordance with Table 503.1. Class 1, Class 2 or Class 3 ignition-resistant construction shall be in accordance with Sections 504, 505 and 506, respectively.

SECTION 504 CLASS 1 IGNITION-RESISTANT CONSTRUCTION

504.1 General. Class 1 ignition-resistant construction shall be in accordance with Section 504.

504.2 Roof covering. Roofs shall have a Class A roof covering or a Class A roof assembly. For roof coverings where the profile allows a space between the roof covering and roof decking, the space at the eave ends shall be firestopped to preclude entry of flames or embers.

TABLE 503.1
IGNITION-RESISTANT CONSTRUCTION^a

DEFENSIBLE SPACE ^c	FIRE HAZARD SEVERITY					
	Moderate Hazard		High Hazard		Extreme Hazard	
	Water Supply ^b		Water Supply ^b		Water Supply ^b	
	Conforming ^d	Nonconforming ^e	Conforming ^d	Nonconforming ^e	Conforming ^d	Nonconforming ^e
Nonconforming	IR 2	IR 1	IR 1	IR 1 N.C.	IR 1 N.C.	Not Permitted
Conforming	IR 3	IR 2	IR 2	IR 1	IR 1	IR 1 N.C.
1.5 x Conforming	Not Required	IR 3	IR 3	IR 2	IR 2	IR 1

a. Access shall be in accordance with Section 402.

b. Subdivisions shall have a conforming water supply in accordance with Section 402.1.

IR 1 = Ignition-resistant construction in accordance with Section 504.

IR 2 = Ignition-resistant construction in accordance with Section 505.

IR 3 = Ignition-resistant construction in accordance with Section 506.

N.C. = Exterior walls shall have a fire-resistance rating of not less than 1-hour and the exterior surfaces of such walls shall be noncombustible. Usage of log wall construction is allowed.

c. Conformance based on Section 603.

d. Conformance based on Section 404.

e. A nonconforming water supply is any water system or source that does not comply with Section 404, including situations where there is no water supply for structure protection or fire suppression.

504.3 Protection of eaves. Eaves and soffits shall be protected on the exposed underside by materials approved for a minimum of 1-hour fire-resistance-rated construction. Fascias are required and must be protected on the backside by materials approved for a minimum of 1-hour fire-resistance-rated construction or 2-inch (51 mm) nominal dimension lumber.

504.4 Gutters and downspouts. Gutters and downspouts shall be constructed of noncombustible material.

504.5 Exterior walls. Exterior walls of buildings or structures shall be constructed with materials approved for a minimum of 1-hour fire-resistance-rated construction on the exterior side or constructed with approved noncombustible materials.

Exception: Heavy timber or log wall construction.

Such material shall extend from the top of the foundation to the underside of the roof sheathing.

504.6 Unenclosed underfloor protection. Buildings or structures shall have all underfloor areas enclosed to the ground with exterior walls in accordance with Section 504.5.

Exception: Complete enclosure may be omitted where the underside of all exposed floors and all exposed structural columns, beams and supporting walls are protected as required for exterior 1-hour fire-resistance-rated construction or heavy timber construction.

504.7 Appendages and projections. Unenclosed accessory structures attached to buildings with habitable spaces and projections, such as decks, shall be a minimum of 1-hour fire-resistance-rated construction, heavy timber construction or constructed of approved noncombustible materials.

When the attached structure is located and constructed so that the structure or any portion thereof projects over a descending slope surface greater than 10 percent, the area below the structure shall have all underfloor areas enclosed to within 6 inches (152 mm) of the ground, with exterior wall construction in accordance with Section 504.5.

504.8 Exterior glazing. Exterior windows, window walls and glazed doors, windows within exterior doors, and skylights shall be tempered glass, multilayered glazed panels, glass block or have a fire protection rating of not less than 20 minutes.

504.9 Exterior doors. Exterior doors shall be approved noncombustible construction, solid core wood not less than 1³/₄ inches thick (45 mm), or have a fire protection rating of not less than 20 minutes. Windows within doors and glazed doors shall be in accordance with Section 504.8.

Exception: Vehicle access doors.

504.10 Vents. Attic ventilation openings, foundation or underfloor vents, or other ventilation openings in vertical exterior walls and vents through roofs shall not exceed 144 square inches (0.0929 m²) each. Such vents shall be covered with noncombustible corrosion-resistant mesh with openings not to exceed 1/4 inch (6.4 mm).

Attic ventilation openings shall not be located in soffits, in eave overhangs, between rafters at eaves, or in other overhang areas. Gable end and dormer vents shall be located at least 10 feet (3048 mm) from property lines. Underfloor ventilation openings shall be located as close to grade as practical.

504.11 Detached accessory structures. Detached accessory structures located less than 50 feet (15 240 mm) from a building containing habitable space shall have exterior walls constructed with materials approved for a minimum of 1-hour fire-resistance-rated construction, heavy timber, log wall construction or constructed with approved noncombustible materials on the exterior side.

When the detached structure is located and constructed so that the structure or any portion thereof projects over a descending slope surface greater than 10 percent, the area below the structure shall have all underfloor areas enclosed to within 6 inches (152 mm) of the ground, with exterior wall construction in accordance with Section 504.5 or underfloor protection in accordance with Section 504.6.

Exception: The enclosure may be omitted where the underside of all exposed floors and all exposed structural columns, beams and supporting walls are protected as required for exterior 1-hour fire-resistance-rated construction or heavy-timber construction.

See Section 504.2 for roof requirements.

SECTION 505

CLASS 2 IGNITION-RESISTANT CONSTRUCTION

505.1 General. Class 2 ignition-resistant construction shall be in accordance with Section 505.

505.2 Roof covering. Roofs shall have at least a Class A roof covering, Class B roof assembly or an approved noncombustible roof covering. For roof coverings where the profile allows a space between the roof covering and roof decking, the space at the eave ends shall be firestopped to preclude entry of flames or embers.

505.3 Protection of eaves. Combustible eaves, fascias and soffits shall be enclosed with solid materials with a minimum thickness of 3/4 inch (19 mm). No exposed rafter tails shall be permitted unless constructed of heavy timber materials.

505.4 Gutters and downspouts. Gutters and downspouts shall be constructed of noncombustible material.

505.5 Exterior walls. Exterior walls of buildings or structures shall be constructed with materials approved for a minimum of 1-hour fire-resistance-rated construction on the exterior side or constructed with approved noncombustible materials.

Exception: Heavy timber or log wall construction.

Such material shall extend from the top of the foundation to the underside of the roof sheathing.

505.6 Unenclosed underfloor protection. Buildings or structures shall have all underfloor areas enclosed to the ground, with exterior walls in accordance with Section 505.5.

Exception: Complete enclosure may be omitted where the underside of all exposed floors and all exposed structural columns, beams and supporting walls are protected as required for exterior 1-hour fire-resistance-rated construction or heavy timber construction.

505.7 Appendages and projections. Unenclosed accessory structures attached to buildings with habitable spaces and projections, such as decks, shall be a minimum of 1-hour fire-re-

sistance-rated construction, heavy timber construction or constructed with approved noncombustible materials.

When the attached structure is located and constructed so that the structure or any portion thereof projects over a descending slope surface greater than 10 percent, the area below the structure shall have all underfloor areas enclosed to within 6 inches (152 mm) of the ground, with exterior wall construction in accordance with Section 505.5.

505.8 Exterior glazing. Exterior windows, window walls and glazed doors, windows within exterior doors, and skylights shall be tempered glass, multilayered glazed panels, glass block or have a fire-protection rating of not less than 20 minutes.

505.9 Exterior doors. Exterior doors shall be approved noncombustible construction, solid core wood not less than 1³/₄-inches thick (45 mm), or have a fire protection rating of not less than 20 minutes. Windows within doors and glazed doors shall be in accordance with Section 505.8.

Exception: Vehicle access doors.

505.10 Vents. Attic ventilation openings, foundation or underfloor vents or other ventilation openings in vertical exterior walls and vents through roofs shall not exceed 144 square inches (0.0929 m²) each. Such vents shall be covered with noncombustible corrosion-resistant mesh with openings not to exceed 1/4 inch (6.4 mm).

Attic ventilation openings shall not be located in soffits, in eave overhangs, between rafters at eaves, or in other overhang areas. Gable end and dormer vents shall be located at least 10 feet (3048 mm) from property lines. Underfloor ventilation openings shall be located as close to grade as practical.

505.11 Detached accessory structures. Detached accessory structures located less than 50 feet (15 240 mm) from a building containing habitable space shall have exterior walls constructed with materials approved for a minimum of 1-hour fire-resistance-rated construction, heavy timber, log wall construction, or constructed with approved noncombustible material on the exterior side.

When the detached structure is located and constructed so that the structure or any portion thereof projects over a descending slope surface greater than 10 percent, the area below the structure shall have all underfloor areas enclosed to within 6 inches (152 mm) of the ground, with exterior wall construction in accordance with Section 505.5 or underfloor protection in accordance with Section 505.6.

Exception: The enclosure may be omitted where the underside of all exposed floors and all exposed structural columns, beams and supporting walls are protected as required for exterior 1-hour fire-resistance-rated construction or heavy-timber construction.

See Section 505.2 for roof requirements.

SECTION 506

CLASS 3 IGNITION-RESISTANT CONSTRUCTION

506.1 General. Class 3 ignition-resistant construction shall be in accordance with Section 506.

506.2 Roof covering. Roofs shall have at least a Class A roof covering, Class C roof assembly or an approved noncombustible roof covering. For roof coverings where the profile allows a space between the roof covering and roof decking, the space at the eave ends shall be firestopped to preclude entry of flames or embers.

506.3 Unenclosed underfloor protection. Buildings or structures shall have all underfloor areas enclosed to the ground with exterior walls.

Exception: Complete enclosure may be omitted where the underside of all exposed floors and all exposed structural columns, beams and supporting walls are protected as required for exterior 1-hour fire-resistance-rated construction or heavy timber construction.

506.4 Vents. Attic ventilation openings, soffit vents, foundation or underfloor vents or other ventilation openings in vertical exterior walls and vents through roofs shall not exceed 144 square inches (0.0929 m²) each. Such vents shall be covered with noncombustible corrosion-resistant mesh with openings not to exceed 1/4 inch (6.4 mm).

SECTION 507

REPLACEMENT OR REPAIR OF ROOF COVERINGS

The roof covering on buildings or structures in existence prior to the adoption of this code that are replaced or have 25 percent or more replaced in a 12-month period shall be replaced with a roof covering required for new construction based on the type of ignition-resistant construction specified in accordance with Section 503.

CHAPTER 6

FIRE PROTECTION REQUIREMENTS

SECTION 601 GENERAL

601.1 Scope. The provisions of this chapter establish general requirements for new and existing buildings, structures and premises located within wildland-urban interface areas.

601.2 Objective. The objective of this chapter is to establish minimum requirements to mitigate the risk to life and property from wildland fire exposures, exposures from adjacent structures and to mitigate structure fires from spreading to wildland fuels.

SECTION 602 AUTOMATIC FIRE SPRINKLER SYSTEMS DELETED

SECTION 603 DEFENSIBLE SPACE

603.1 Objective. Provisions of this section are intended to modify the fuel load in areas adjacent to structures to create a defensible space.

603.2 Fuel modification. In order to qualify as a conforming defensible space for individual buildings or structures on a property, fuel modification shall be provided within a distance from buildings or structures as specified in Table 603.2. For all other purposes, the fuel modification distance shall not be less than 30 feet (9144 mm) or to the property line, whichever is less. Distances specified in Table 603.2 shall be measured on a horizontal plane from the perimeter or projection of the building or structure as shown in Figure 603.2. Distances specified in Table 603.2 may be modified by the code official because of a

site-specific analysis based on local conditions and the fire protection plan.

Persons owning, leasing, controlling, operating or maintaining buildings or structures requiring defensible spaces are responsible for modifying or removing nonfire-resistive vegetation on the property owned, leased or controlled by said person.

Trees are allowed within the defensible space, provided the horizontal distance between crowns of adjacent trees and overhead electrical facilities or unmodified fuel is not less than 10 feet (3048 mm). Deadwood and litter shall be regularly removed from trees.

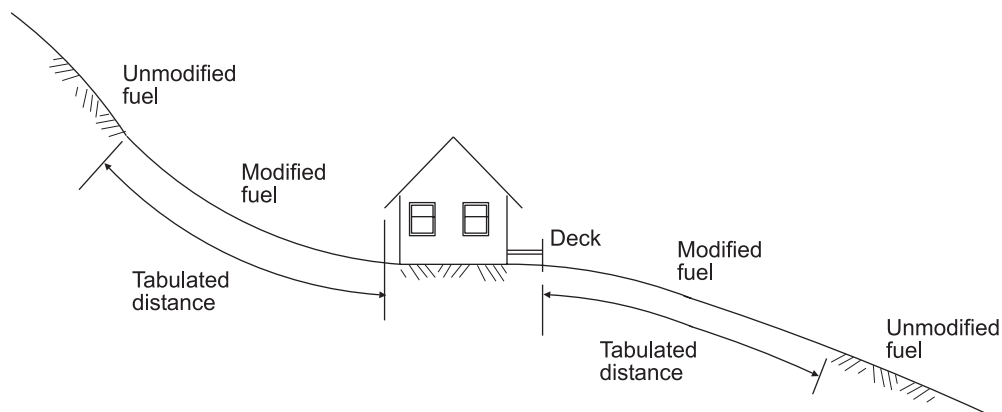
Where ornamental vegetative fuels or cultivated ground cover, such as green grass, ivy, succulents or similar plants are used as ground cover, they are allowed to be within the designated defensible space, provided they do not form a means of transmitting fire from the native growth to any structure.

**TABLE 603.2
REQUIRED DEFENSIBLE SPACE**

WILDLAND-URBAN INTERFACE AREA	FUEL MODIFICATION DISTANCE (feet)
Moderate hazard	30
High hazard	50
Extreme hazard	100

For SI: 1 foot = 304.8 mm.

603.3 Community fuel modification zones. Fuel modification zones to protect new communities shall be provided when required by the code official in accordance with Section 603, in order to reduce fuel loads adjacent to communities and structures.



**FIGURE 603.2
MEASUREMENTS OF FUEL MODIFICATION DISTANCE**

603.3.1 Land ownership. Fuel modification zone land used to protect a community shall be under the control of an association or other common ownership instrument for the life of the community to be protected.

603.3.2 Fuel modification zone plans. Fuel modification zone plans shall be approved prior to fuel modification work and shall be placed on a site grading plan shown in plan view. An elevation plan shall also be provided to indicate the length of the fuel modification zone on the slope. Fuel modification zone plans shall include, but not be limited to the following:

1. Plan showing existing vegetation.
2. Photographs showing natural conditions prior to work being performed.
3. Grading plan showing location of proposed buildings and structures, and set backs from top of slope to all buildings or structures.

SECTION 604 MAINTENANCE OF DEFENSIBLE SPACE

604.1 General. Defensible spaces required by Section 603 shall be maintained annually, or as necessary in accordance with Section 604.

604.2 Modified area. Nonfire-resistive vegetation or growth shall be kept clear of buildings or structures, in accordance with Section 603, in such a manner as to provide a clear area for fire suppression operations.

604.3 Responsibility. Persons owning, leasing, controlling, operating or maintaining buildings or structures are responsible for maintenance of defensible spaces. Maintenance of the defensible space shall include modifying or removing nonfire-resistive vegetation and keeping leaves, needles and other dead vegetative material regularly removed from roofs of buildings and structures.

604.4 Trees. Individual trees and/or small clumps of trees or brush crowns, extending to within 10 feet (3048 mm) of any structure, shall be pruned to maintain a minimum horizontal clearance of 10 feet (3048 mm). Tree crowns within the defensible space shall be pruned to remove limbs located less than 6 feet (1829 mm) above the ground surface adjacent to the trees.

Portions of tree crowns that extend within 10 feet (3048 mm) of the outlet of a chimney shall be pruned to maintain a minimum horizontal clearance of 10 feet (3048 mm).

Deadwood and litter shall be regularly removed from trees.

SECTION 605 SPARK ARRESTERS

Chimneys serving fireplaces, barbecues, incinerators or decorative heating appliances in which solid or liquid fuel is used, shall be provided with a spark arrester. Spark arresters shall be constructed of woven or welded wire screening of 12 USA standard gage wire (0.1046 inch) (2.66 mm) having openings not exceeding 1/2 inch (12.7 mm).

The net free area of the spark arrester shall not be less than four times the net free area of the outlet of the chimney.

SECTION 606 LIQUEFIED PETROLEUM GAS INSTALLATIONS

606.1 General. The storage of LP-gas and the installation and maintenance of pertinent equipment shall be in accordance with the *International Fire Code* or, in the absence thereof, recognized standards.

606.2 Location of containers. LP-gas containers shall be located within the defensible space in accordance with the *International Fire Code*.

SECTION 607 STORAGE OF FIREWOOD AND COMBUSTIBLE MATERIALS

Firewood and combustible material shall not be stored in unenclosed spaces beneath buildings or structures, or on decks or under eaves, canopies or other projections or overhangs. When required by the code official, storage of firewood and combustible material stored in the defensible space shall be located a minimum of 30 feet (9144 mm) from structures and separated from the crown of trees by a minimum horizontal distance of 15 feet (4572 mm).

Firewood and combustible materials not for consumption on the premises shall be stored so as to not pose a hazard. See Appendix A.

APPENDIX A

GENERAL REQUIREMENTS (optional)

SECTION A101 GENERAL

A101.1 Scope. The provisions of this appendix establish general requirements applicable to new and existing properties located within urban-wildland interface areas.

A101.2 Objective. The objective of this appendix is to provide necessary fire-protection measures to reduce the threat of wild-fire in an urban-wildland interface area and improve the capability of controlling such fires.

SECTION A102 VEGETATION CONTROL

A102.1 General. Vegetation control shall comply with this section.

A102.2 Clearance of brush or vegetative growth from roadways. The code official is authorized to require areas within 10 feet (3048 mm) on each side of portions of fire apparatus access roads and driveways to be cleared of nonfire-resistive vegetation growth.

Exception: Single specimens of trees, ornamental vegetative fuels or cultivated ground cover, such as green grass, ivy, succulents or similar plants used as ground cover, provided they do not form a means of readily transmitting fire.

A102.3 Clearance of brush and vegetative growth from electrical transmission and distribution lines.

A102.3.1 General. Clearance of brush and vegetative growth from electrical transmission and distribution lines shall be in accordance with Section A102.3.

Exception: Section A102.3 does not authorize persons not having legal right of entry to enter on or damage the property of others without consent of the owner.

A102.3.2 Support clearance. Persons owning, controlling, operating or maintaining electrical transmission or distribution lines shall have an approved program in place that identifies poles or towers with equipment and hardware types that have a history of becoming an ignition source, and provides a combustible free space consisting of a clearing of not less than 10 feet (3048 mm) in each direction from the outer circumference of such pole or tower during such periods of time as designated by the code official.

Exception: Lines used exclusively as telephone, telegraph, messenger call, alarm transmission or other lines classed as communication circuits by a public utility.

A102.3.3 Electrical distribution and transmission line clearances.

A102.3.3.1 General. Clearances between vegetation and electrical lines shall be in accordance with Section A102.3.3.

A102.3.3.2 Trimming clearance. At the time of trimming, clearances not less than those established by Table A102.3.3.2 shall be provided. The radial clearances shown below are minimum clearances that shall be established, at time of trimming, between the vegetation and the energized conductors and associated live parts.

**TABLE A102.3.3.2
MINIMUM CLEARANCES BETWEEN VEGETATION
AND ELECTRICAL LINES AT TIME OF TRIMMING**

LINE VOLTAGE	MINIMUM RADIAL CLEARANCE FROM CONDUCTOR (feet)
2,400-72,000	4
72,001-110,000	6
110,001-300,000	10
300,001 or more	15

For SI: 1 foot = 304.8 mm.

Exception: The code official is authorized to establish minimum clearances different than those specified by Table A102.3.3.2 when evidence substantiating such other clearances is submitted to and approved by the code official.

A102.3.3.3 Minimum clearance to be maintained. Clearances not less than those established by Table A102.3.3.3 shall be maintained during such periods of time as designated by the code official. The site-specific clearance achieved, at time of pruning, shall vary based on species growth rates, the utility company-specific trim cycle, the potential line sway due to wind, line sag due to electrical loading and ambient temperature and the tree's location in proximity to the high voltage lines.

Exception: The code official is authorized to establish minimum clearances different than those specified by Table A102.3.3.3 when evidence substantiating such other clearances is submitted to and approved by the code official.

**TABLE A102.3.3.3
MINIMUM CLEARANCES BETWEEN VEGETATION AND
ELECTRICAL LINES TO BE MAINTAINED**

LINE VOLTAGE	MINIMUM CLEARANCE (inches)
750-35,000	6
35,001-60,000	12
60,001-115,000	19
115,001-230,000	30.5
230,001-500,000	115

For SI: 1 inch = 25.4 mm.

A102.3.3.4 Electrical power line emergencies. During emergencies, the utility shall perform the required work to the extent necessary to clear the hazard. An emergency

can include situations such as trees falling into power lines, or trees in violation of Table A102.3.3.3.

A102.4 Correction of condition. The code official is authorized to give notice to the owner of the property on which conditions regulated by Section A102 exist to correct such conditions. If the owner fails to correct such conditions, the legislative body of the jurisdiction is authorized to cause the same to be done and make the expense of such correction a lien on the property where such condition exists.

SECTION A103 ACCESS RESTRICTIONS

A103.1 Restricted entry to public lands. The code official is authorized to determine and publicly announce when urban-wildland interface areas shall be closed to entry and when such areas shall again be opened to entry. Entry on and occupation of urban-wildland interface areas, except public roadways, inhabited areas or established trails and campsites that have not been closed during such time when the urban-wildland interface area is closed to entry, is prohibited.

Exceptions:

1. Residents and owners of private property within urban-wildland interface areas and their invitees and guests going to or being on their lands.
2. Entry, in the course of duty, by peace or police officers, and other duly authorized public officers, members of a fire department and members of the Wildland Firefighting Service.

A103.2 Trespassing on posted private property.

A103.2.1 General. When the code official determines that a specific area within an urban-wildland interface area presents an exceptional and continuing fire danger because of the density of natural growth, difficulty of terrain, proximity to structures or accessibility to the public, such areas shall be restricted or closed until changed conditions warrant termination of such restriction or closure. Such areas shall be posted in accordance with Section A103.2.2.

A103.2.2 Signs. Approved signs prohibiting entry by unauthorized persons and referring to this code shall be placed on every closed area.

A103.2.3 Trespassing. Entering and remaining within areas closed and posted is prohibited.

Exception: Owners and occupiers of private or public property within closed and posted areas; their guests or invitees; authorized persons engaged in the operation and maintenance of necessary utilities such as electrical power, gas, telephone, water and sewer; and local, state and federal public officers and their authorized agents acting in the course of duty.

A103.3 Use of fire roads and defensible space. Motorcycles, motor scooters and motor vehicles shall not be driven or parked on, and trespassing is prohibited on, fire roads or defensible space beyond the point where travel is restricted by a cable, gate or sign, without the permission of the property owners. Vehicles shall not be parked in a manner that obstructs the entrance to a fire road or defensible space.

Exception: Public officers acting within their scope of duty.

Radio and television aerials, guy wires thereto, and other obstructions shall not be installed or maintained on fire roads or defensible spaces, unless located 16 feet (4877 mm) or more above such fire road or defensible space.

A103.4 Use of motorcycles, motor scooters, ultralight aircraft and motor vehicles. Motorcycles, motor scooters, ultralight aircraft and motor vehicles shall not be operated within urban-wildland interface areas, without a permit by the code official, except on clearly established public or private roads. Permission from the property owner shall be presented when requesting a permit.

A103.5 Tampering with locks, barricades, signs and address markers. Locks, barricades, seals, cables, signs and address markers installed within urban-wildland interface areas, by or under the control of the code official, shall not be tampered with, mutilated, destroyed or removed.

Gates, doors, barriers and locks installed by or under the control of the code official shall not be unlocked.

SECTION A104 IGNITION SOURCE CONTROL

A104.1 General. Ignition sources shall be in accordance with Section A104.

A104.2 Objective. Regulations in this section are intended to provide the minimum requirements to prevent the occurrence of wildfires.

A104.3 Clearance from ignition sources. Clearance between ignition sources and grass, brush or other combustible materials shall be maintained a minimum of 30 feet (9144 mm).

A104.4 Smoking. When required by the code official, signs shall be posted stating NO SMOKING. No person shall smoke within 15 feet (4572 mm) of combustible materials or nonfire-resistant vegetation.

Exception: Places of habitation or in the boundaries of established smoking areas or campsites as designated by the code official.

A104.5 Equipment and devices generating heat, sparks or open flames. Equipment and devices generating heat, sparks or open flames capable of igniting nearby combustibles shall not be used in urban-wildland interface areas without a permit from the code official.

Exception: Use of approved equipment in habitated premises or designated campsites that are a minimum of 30 feet (9144 mm) from grass-, grain-, brush- or forest-covered areas.

A104.6 Fireworks. Fireworks shall not be used or possessed in urban-wildland interface areas.

Exception: Fireworks allowed by the code official under permit in accordance with the *International Fire Code* when not prohibited by applicable local or state laws, ordinances and regulations.

The code official is authorized to seize, take, remove or cause to be removed fireworks in violation of this section.

A104.7 Outdoor fires.

A104.7.1 General. No person shall build, ignite or maintain any outdoor fire of any kind for any purpose in or on any urban-wildland interface area, except by the authority of a written permit from the code official.

Exception: Outdoor fires within inhabited premises or designated campsites where such fires are in a permanent barbecue, portable barbecue, outdoor fireplace, incinerator or grill and are a minimum of 30 feet (9144 mm) from any combustible material or nonfire-resistive vegetation.

A104.7.2 Permits. Permits shall incorporate such terms and conditions that will reasonably safeguard public safety and property. Outdoor fires shall not be built, ignited or maintained in or on hazardous fire areas under the following conditions:

1. When high winds are blowing,
2. When a person 17 years old or over is not present at all times to watch and tend such fire, or
3. When a public announcement is made that open burning is prohibited.

A104.7.3 Restrictions. No person shall use a permanent barbecue, portable barbecue, outdoor fireplace or grill for the disposal of rubbish, trash or combustible waste material.

A104.8 Incinerators, outdoor fireplaces, permanent barbecues and grills. Incinerators, outdoor fireplaces, permanent barbecues and grills shall not be built, installed or maintained in urban-wildland interface areas without approval of the code official.

Incinerators, outdoor fireplaces, permanent barbecues and grills shall be maintained in good repair and in a safe condition at all times. Openings in such appliances shall be provided with an approved spark arrestor, screen or door.

Exception: When approved by the code official, unprotected openings in barbecues and grills necessary for proper functioning.

A104.9 Reckless behavior. The code official is authorized to stop any actions of a person or persons if the official determines that the action is reckless and could result in an ignition of fire or spread of fire.

A104.10 Planting vegetation under or adjacent to energized electrical lines. No vegetation shall be planted under or adjacent to energized power lines that, at maturity, shall grow within 10 feet (3048 mm) of the energized conductors.

SECTION A105 CONTROL OF STORAGE

A105.1 General. In addition to the requirements of the *International Fire Code*, storage and use of the materials shall be in accordance with Section A105.

A105.2 Hazardous materials. Hazardous materials in excess of 10 gallons (37.8 L) of liquid, 200 cubic feet (5.66 m³) of gas, or 10 pounds (4.54 kg) of solids require a permit and shall comply with nationally recognized standards for storage and use.

A105.3 Explosives. Explosives shall not be possessed, kept, stored, sold, offered for sale, given away, used, discharged, transported or disposed of within urban-wildland interface areas, except by permit from the code official.

A105.4 Combustible materials.

A105.4.1 General. Outside storage of combustible materials such as, but not limited to, wood, rubber tires, building materials or paper products shall comply with the other applicable sections of this code and this section.

A105.4.2 Individual piles. Individual piles shall not exceed 5,000 square feet (465 m²) of contiguous area. Piles shall not exceed 50,000 cubic feet (1416 m³) in volume or 10 feet (3048 mm) in height.

A105.4.3 Separation. A clear space of at least 40 feet (12192 mm) shall be provided between piles. The clear space shall not contain combustible material or nonfire-resistive vegetation.

SECTION A106 DUMPING

A106.1 Waste material. Waste material shall not be placed, deposited or dumped in urban-wildland interface areas, or in, on or along trails, roadways or highways or against structures in urban-wildland interface areas.

Exception: Approved public and approved private dumping areas.

A106.2 Ashes and coals. Ashes and coals shall not be placed, deposited or dumped in or on urban-wildland interface areas.

Exceptions:

1. In the hearth of an established fire pit, camp stove or fireplace.
2. In a noncombustible container with a tightfitting lid, which is kept or maintained in a safe location not less than 10 feet (3048 mm) from nonfire-resistive vegetation or structures.
3. Where such ashes or coals are buried and covered with 1 foot (305 mm) of mineral earth not less than 25 feet (7620 mm) from nonfire-resistive vegetation or structures.

SECTION A107 PROTECTION OF PUMPS AND WATER STORAGE FACILITIES

A107.1 General. The reliability of the water supply shall be in accordance with Section A107.

A107.2 Objective. The intent of this section is to increase the reliability of water storage and pumping facilities and to protect such systems against loss from intrusion by fire.

A107.3 Fuel modification area. Water storage and pumping facilities shall be provided with a defensible space of not less than 30 feet (9144 mm) clear of nonfire-resistive vegetation or growth around and adjacent to such facilities.

Persons owning, controlling, operating or maintaining water storage and pumping systems requiring this defensible

space are responsible for clearing and removing nonfire-resistive vegetation and maintaining the defensible space on the property owned, leased or controlled by said person.

A107.4 Trees. Portions of trees that extend to within 30 feet (9144 mm) of combustible portions of water storage and pumping facilities shall be removed.

A107.5 Protection of electrical power supplies. When electrical pumps are used to provide the required water supply, such pumps shall be connected to a standby power source to automatically maintain electrical power in the event of power loss. The standby power source shall be capable of providing power for a minimum of two hours in accordance with the ICC *Electrical Code*.

Exception: A standby power source is not required where the primary power service to pumps are underground as approved by the code official.

SECTION A108 LAND USE LIMITATIONS

A108.1 General. Temporary fairs, carnivals, public exhibitions and similar uses must comply with all other provisions of this code in addition to enhanced ingress and egress requirements.

A108.2 Objective. The increased public use of land or structures in urban-wildland interface areas also increases the potential threat to life safety. The provisions of this section are intended to reduce that threat.

A108.3 Permits. Temporary fairs, carnivals, public exhibitions or similar uses shall not be allowed in a designated urban-wildland interface area, except by permit from the code official.

Permits shall incorporate such terms and conditions that will reasonably safeguard public safety and property.

A108.4 Access roadways. In addition to the requirements in Section 403, access roadways shall be a minimum of 24 feet (7315 mm) wide and posted NO PARKING. Two access roadways shall be provided to serve the permitted use area.

When required by the code official to facilitate emergency operations, approved emergency vehicle operating areas shall be provided.

APPENDIX B

VEGETATION MANAGEMENT PLAN

Vegetation management plans shall be submitted to the code official for review and approval as part of the plans required for a permit. Vegetation management plans shall describe all actions that will be taken to prevent a fire from being carried toward or away from the building. A vegetation management plan shall include at least the following information:

1. A copy of the site plan.
2. Methods and timetables for controlling, changing or modifying areas on the property. Elements of the plan shall in-

clude removal of slash, snags, vegetation that may grow into overhead electrical lines, other ground fuels, ladder fuels and dead trees, and the thinning of live trees.

3. A plan for maintaining the proposed fuel-reduction measures.

To be considered a fuel modification for purposes of this code, continuous maintenance of the clearance is required.

UTAH FIRE RESISTIVE SPECIES

*Adapted from "Utah Forest Facts: Firewise Plants for Utah Landscapes"
Utah State University Extension, 2002*

Grasses

Agropyron cristatum (Crested Wheatgrass)
Agropyron smithii (Western Wheatgrass)
Buchloe dactyloides (Buffalograss)
Dactylis glomerata (Orchardgrass)
Festuca cinerea and other species (Blue Fescue)
Lolium species (Rye Grass)
Poa pratensis (Kentucky Bluegrass)
Poa secunda (Sandberg Bluegrass)

Herbaceous Perennials

Achillea clavennae (Silvery Yarrow)
Achillea filipendulina (Fernleaf Yarrow)
Achillea - other species & hybrids (Yarrow)*
Aquilegia - species & hybrids (Columbine)
Armeria maritime (Sea Pink, Sea Thrift)
Artemisia stelleriana (Beach Wormwood, Dusty Miller)
Artemisia - other species & hybrids (Various names)*
Bergenia – species & hybrids (Bergenia)
Centranthus ruber (Red Valerian, Jupiter's Beard)
Cerastium tomentosum (Snow-in-summer)
Coreopsis auriculata var. *Nana* (Dwarf Mouse Ear Coreopsis)
Coreopsis – other perennial species (Coreopsis)
Delosperma nubigenum (Hardy Ice Plant)
Dianthus plumarius & others (Pinks)
Erigeron hybrids (Fleabane)*
Gaillardia X grandiflora (Blanket Flower)
Geranium cinereum (Hardy Geranium)
Geranium sanguineum (Bloody Cranesbill, Bloodred Geranium)

Geranium species (Geranium)
Hemerocallis species (Daylily)
Heuchera sanguinea (Coral Bells, Alum Root)
Iberis sempervirens (Evergreen Candytuft)
Iris species & hybrids (Iris)
Kniphofia species & hybrids (Red-hot Poker)
Lavandula species (Lavender)
Leucanthemum X superbum (Shasta Daisy)
Limonium latifolium (Sea-lavender, Statice)
Linum species (Flax)
Liriope spicata (Lily-turf)
Lupinus species & hybrids (Lupine)*
Medicago sativus (Alfalfa)
Oenothera species (Primrose)
Papaver species (Poppy)
Penstemon species & hybrids (Penstemon)
Perovskia atriplicifolia (Russian Sage, Azure Sage)
Potentilla nepalensis (Nepal Cinquefoil)
Potentilla tridentata (Wineleaf Cinquefoil)
Potentilla verna (tabernaemontani) (Spring Cinquefoil; Creeping Potentilla)
Potentilla – other non-shrubby species & hybrids (Cinquefoil, Potentilla)*
Salvia species & hybrids (Salvia, Sage)*
Sedum species (Stonecrop, Sedum)
Sempervivum tectorum (Hen and Chicks)
Stachys byzantina (Lamb's Ear)
Yucca filamentosa (Yucca)

continued

APPENDIX B

Shrubs and Woody Vines

Atriplex species (Saltbush)
Ceanothus americanus (New Jersey Tea)
Ceanothus ovatus & others (Ceanothus)
Cistus species (Rock-rose)
Cotoneaster dammeri (Bearberry Cotoneaster)
Cotoneaster horizontalis (Rockspray or Rock Cotoneaster)
Cotoneaster – other compact species (Cotoneaster)
Hedera helix (English Ivy)
Lonicera species & hybrids (Honeysuckle)
Mahonia repens (Creeping Oregon Grape)
Parthenocissus quinquefolia (Virginia Creeper)
Prunus besseyi (Sand Cherry)
Purshia tridentata (Bitterbrush, Antelope Bitterbrush)
Pyracantha species (Firethorn, Pyracantha)
Rhamnus species (Buckthorn)
Rhus trilobata (Skunkbush Sumac)
Rhus – other species (Sumac)
Ribes species (Currant, Gooseberry)
Rosa rugosa & other hedge roses (Rugosa Rose)
Shepherdia canadensis (Russet Buffaloberry)
Syringa vulgare (Lilac)
Vinca major (Large Periwinkle)
Vinca minor (Dwarf Periwinkle, Common Periwinkle)

Trees

Acer species (Maple)
Betula species (Birch)
Cercis canadensis (Eastern Redbud)
Populus tremuloides (Quaking Aspen)
Populus – other species (Poplar, Cottonwood)
Salix species (Willow)

*** Plants or groups of plants marked with an asterisk (*) can become weedy in certain circumstances, and may even be noxious weeds with legal restrictions against their planting and cultivation. Check with your local Extension office or State Department of Agriculture for information on noxious weeds in your area.**

Note: Some of the listed plants may not be considered “water-wise” or drought-tolerant for arid climates.

APPENDIX C

FIRE HAZARD SEVERITY FORM

This appendix is to be used to determine the fire hazard severity.

A. Subdivision Design

Points

1. Ingress/Egress

Two or more primary roads	1__
One road	10__
One-lane road in, one-lane road out	15__

2. Width of Primary Road

20 feet or more	1__
Less than 20 feet	5__

3. Accessibility

Road grade 5% or less	1__
Road grade 5-10%	5__
Road grade greater than 10%	10__

4. Secondary Road Terminus

Loop roads, cul-de-sacs with an outside turning radius of 45 feet or greater	1__
Cul-de-sac turnaround	5__
Dead-end roads 200 feet or less in length	8__
Dead-end roads greater than 200 feet in length	10__

5. Street Signs

Present but unapproved	3__
Not present	5__

B. Vegetation (IUWIC Definitions)

1. Fuel Types

Surface	
Lawn/noncombustible	1__
Grass/short brush	5__
Scattered dead/down woody material	10__
Abundant dead/down woody material	15__
Overstory	
Deciduous trees (except tall brush)	3__
Mixed deciduous trees and tall brush	10__
Clumped/scattered conifers and/or tall brush	15__
Contiguous conifer and/or tall brush	20__

2. Defensible Space

70% or more of lots completed	1__
30% to 70% of lots completed	10__
Less than 30% of lots completed	20__

C. Topography

Located on flat, base of hill, or setback at crest of hill	1__
On slope with 0-20% grade	5__
On slope with 21-30% grade	10__
On slope with 31% grade or greater	15__
At crest of hill with unmitigated vegetation below	20__

D. Roofing Material

Class A Fire Rated	1__
Class B Fire Rated	5__
Class C Fire Rated	10__
Nonrated	20__

E. Fire Protection—Water Source

500 GPM hydrant within 1,000 feet	1__
Hydrant farther than 1,000 feet or draft site	5__
Water source 20 min. or less, round trip	10__
Water source farther than 20 min., and 45 min. or less, round trip	15__
Water source farther than 45 min., round trip	20__

F. Siding and Decking

Noncombustible siding/deck	1__
Combustible siding/no deck	5__
Noncombustible siding/combustible deck	10__
Combustible siding and deck	15__

G. Utilities (gas and/or electric)

All underground utilities	1__
One underground, one aboveground	3__
All aboveground	5__

Total for Subdivision

Moderate Hazard	50–75
High Hazard	76–100
Extreme Hazard	101+

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A

ACCESS

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Municipal Code
Changes in
Response to
House Bill 48
*Wildland Urban
Interface
Modifications*

ADOPTION OF WUI CODE

Several thin, parallel white lines of varying lengths and orientations are positioned in the bottom right corner of the slide, creating a modern, abstract graphic element.

- ▶ In 2025 the Utah State Legislature passed House Bill 48 Wildland Urban Interface Modifications.
- ▶ House Bill 48 provides: *The Stick*
 - ▶ Additional requirements for Participating Entities
 - ▶ Participating Entities must adopt the State WUI Code by January 1, 2026
 - ▶ Forestry, Fire, & State Lands will create a WUI Boundary Map
 - ▶ Possibly completed in January 2026

REQUIREMENTS OF HOUSE BILL 48

Several thin, white, parallel diagonal lines are located in the bottom right corner of the slide, extending from the edge towards the center.



WHAT IS THE PURPOSE OF THE WUI CODE?

- ▶ The purpose of the WUI Code is to prevent:
 - ▶ Wildland fires from spreading into homes and neighborhoods
 - ▶ Home fires, including out buildings, from spreading into the Wildland Urban Interface
 - ▶ Preventing conflagrations in the interface



HOW DOES THE ADOPTION OF THIS CODE BENEFIT PROVO CITY

- ▶ Adoption keeps the city compliant with the cooperative agreement
- ▶ It is the next logical step in Provo's overall WUI protection program that includes:
 - ▶ Seasonal Fuel Mitigation
 - ▶ Clearly defined Discharge Restricted Area for fireworks
 - ▶ Fireworks in the parks
 - ▶ Critical Hillside overlay

- ▶ The WUI Code would apply to new construction within the Wildland-Urban Interface
- ▶ It does not apply retroactively to any existing structure unless a code update threshold is met

THE 2006 WILDLAND-URBAN INTERFACE CODE



- ▶ Chapter 1 Administration

- ▶ Provides authority of the code official
- ▶ Provides for compliance alternatives
- ▶ Provides a board of appeals
- ▶ Provides for plan reviews
- ▶ Provides for permitted activities

- ▶ Chapter 2 Definitions

- ▶ Provides definitions for use with this edition of the code

- ▶ Chapter 3 Wildland-Urban Interface Areas

- ▶ Municipality must declare WUI area
- ▶ Municipality must provide a map in consultation with the state (in process)
- ▶ Provides for appeal of designated WUI area every 3 years

THE 2006 WILDLAND-URBAN INTERFACE CODE

- ▶ Chapter 4 Wildland-Urban Interface Requirements

- ▶ Provides for fire department access
 - ▶ Road widths
 - ▶ Road grades
 - ▶ Driveways
 - ▶ Access marking

- ▶ Provides water supply requirements

- ▶ Water Sources
- ▶ Hydrants and hydrant spacing
- ▶ Drafting sites and reliability
- ▶ Tanks
 - ▶ Defensible space around water sources
 - ▶ Standby power for pumps
- ▶ Site specific fire protection plans

THE 2006 WILDLAND-URBAN INTERFACE CODE

- ▶ Chapter 5 Special Building Construction Regulations
 - ▶ Provides classifications of fire severity based on defensible space and water supply
 - ▶ Class 1 Ignition Resistant Construction
 - ▶ Class 2 Ignition-Resistant Construction
 - ▶ Class 3 Ignition-Resistant Construction
- ▶ Provides additional fire resistance requirements for
 - ▶ Exterior walls
 - ▶ Appendages and projections
 - ▶ Glazing
 - ▶ Doors
 - ▶ Vents
 - ▶ Replacement of existing roofs

THE 2006 WILDLAND-URBAN INTERFACE CODE

- ▶ Chapter 6 Fire Protection Requirements

- ▶ Provides requirements for
 - ▶ Fire Sprinkler systems
 - ▶ Personal defensible space
 - ▶ Community defensible space
 - ▶ Maintenance of defensible space
 - ▶ Spark Arrestors
 - ▶ LPG tanks
 - ▶ Combustible Storage

- ▶ Appendices

- ▶ Appendix A Vegetation Control
 - ▶ Access roads
 - ▶ Power lines
 - ▶ Access Restrictions
 - ▶ Ignition source control
- ▶ Appendix B
 - ▶ Vegetation Management Plan
 - ▶ Fire Resistant Vegetation

The 2006 Wildland-Urban Interface Code

- ▶ Appendices
 - ▶ Appendix C
 - ▶ Fire Hazard Severity Form



THE 2006 WILDLAND-URBAN INTERFACE CODE

- ▶ What we are asking:
 - ▶ Adoption of the 2006 Wildland-Urban Interface Code with Appendices
 - ▶ When Forestry, Fire, and State Lands finalizes the WUI map we will return for adoption per Section 301.2

THE 2006 WILDLAND-URBAN INTERFACE CODE

- ▶ House Bill 48 Provides *The Stick*
- ▶ Property Owners in the WUI boundary will be assessed a fee (payable to the county)
 - ▶ A portion of the fee will be kept by the county for assessments and administration, the remainder will be deposited into the Wildland Urban Interface Prevention, Preparedness, and Mitigation Fund
- ▶ House Bill 48 Provides *The Carrot*
 - ▶ The bill provides some protection for homeowners in the Wildland-Urban Interface from being dropped by their insurance company or having their rates exorbitantly increased
 - ▶ Adoption ensures our ability to continue to receive aid, when necessary, through the cooperative agreement

THE 2006 WILDLAND-URBAN INTERFACE CODE

PROVO MUNICIPAL COUNCIL WORK SESSION STAFF REPORT



Submitter: RROBERTS
Presenter: Richard Roberts, Senior Assistant City Attorney
Department: Legal
Requested Meeting Date: 12-02-2025
Requested Presentation Duration: 5-10 minutes
CityView or Issue File Number: 25-111

SUBJECT: 8 A ordinance amending Provo City Code 3.10.050 regarding the authority to settle claims (25-111)

RECOMMENDATION: Clarifying revisions to Provo Code section 3.10.050. The two substantive changes recommended are (1) to permit settlement decisions to be made by the Mayor's designee [Provo Code sec. 3.10.050(4)(c)], and (2) to correct the report obligations of the Mayor or Mayor's designee to be annual and not semi-annual [Provo Code sec. 3.10.050(5)]. In addition, there are recommended revisions to reflect the current settlement value authority that went into effect on July 1, 2025, but these revisions are simply for ease and quick reference of settlement authority. There are also style revisions recommended to be made.

BACKGROUND: There have been and will likely be occasions when the Mayor has a conflict of interest in determining whether to settle claims. Although the Mayor can always (and should) be recused for such conflicts of interest, it is recommended that the code reflect this by permitting the Mayor to designate another person to review a claim and its settlement.

The report of settled claims is not done on a semi-annual basis; rather, the report has been done on an annual basis for several years.

FISCAL IMPACT: None

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:

The proposed code revisions are consistent with Utah law and the existing custom and practice of Provo City.

3.10.050

Authority to Settle Claims.

- (1) Reports of the City's investigators ~~minutes or recommendations~~ and any writings made a part of the investigatory stage of any claim are hereby declared to be a part of the work product of the City Attorney's Office and ~~shall~~ ~~are~~ not ~~be~~ discoverable.
- (2) All decisions on claims will be deemed decisions of the ~~e~~Office of Mayor.
- (3) The ~~Legal~~ City Attorney's Office/Risk Manager will determine if the loss is covered by insurance. If so, a claim will be filed with the appropriate insurance carrier and/or the agent of the carrier. The filing of an insurance claim does not indicate an admission of guilt or responsibility on the part of the City or any employee or official thereof.
- (4) The following schedule ~~shall be used in~~ determin~~ing~~ the delegation of authority for settling various classes of claims through financial reimbursement or compensation:
 - (a) Private property claims with a value of up to nine hundred dollars (\$900.00) may be settled by the responsible Department/Office with notification to the City Attorney's Office. Personal injury or bodily injury claims ~~will~~~~may~~ not be settled within a Department/Office.
 - (b) Any type of claim with a value between nine hundred dollars and one cent (\$900.01) and fifteen thousand dollars (\$15,000.00) may be settled by the ~~Legal~~ City Attorney's Office. If circumstances warrant, however, claims in this class may be referred to the Chief Administrative Officer for a recommendation.
 - (c) Any type of claim with a value over fifteen thousand dollars (\$15,000.00) ~~shall~~ ~~will~~ be reviewed by the Chief Administrative Officer and Director of Administrative Services and a recommendation for settlement ~~shall~~ ~~will~~ be submitted to the Mayor ~~or the Mayor's designee~~ for approval.
 - (d) On ~~July 1, 2025, and on~~ July 1 every five (5) years ~~there~~after 2025, the dollar amounts in this Section ~~shall~~ ~~will~~ automatically adjust for inflation by reference to the immediately preceding five (5) year actual percentage change in Consumer Price Index for All Urban Consumers, U.S. city average as published by the United States Bureau of Labor Statistics. Each resulting dollar amount after this calculation will then be rounded to the nearest one hundred dollars (\$100.00).
- (5) The Mayor or the Mayor's designee ~~shall~~ ~~will~~ submit a written annual report of settled claims.

**PROVO MUNICIPAL COUNCIL
WORK SESSION
STAFF REPORT**



Submitter: MMCNALLEY
Presenter: Melissa McNalley, RDA Director
Department: Development Services
Requested Meeting Date: 12-02-2025
Requested Presentation Duration: 30 Minutes
CityView or Issue File Number: 25-103

SUBJECT: 9 A presentation regarding the survey area for Lakeview Parkway CRA (25-103)

RECOMMENDATION: Discussion on the proposed survey area and requested resolution to adopt survey area.

BACKGROUND: Discussion of the Lakeview Parkway proposed CRA with discussion on specific area choices.

FISCAL IMPACT: None

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:
Compatible with General Plan economic development goals as well as the southwest area plan and the proposed economic development on lakeview parkway and in support of the Airport.



2025.1 LAKEVIEW PARKWAY CRA SURVEY AREA

PROPOSED MAPS

Survey Area 1: This is the amended map following concern's from last work session. This map contains one partial parcel south of Lakeview Parkway.



PROPOSED MAPS

The Second proposed map includes a second parcel south of Lakeview Parkway currently owned by the City and ideal for developing a hotel or other desired commercial space.

Either Map may be included as the resolution exhibit when the proposed resolution goes before the Board.



PARCEL CONCENTRATION

As mentioned in the Project Area Plan draft included in November's Council Packet, there are a few parcels we are focused on incentivizing.



These Parcel is next to the Freeway exit and is currently zoned FC3. The north parcel is the intended site of the Super Walmart.



This parcel is just south of the Epic Sports Park and is owned by the City. The intent for this parcel is hospitality and restaurant space to support tourism from the Park and Airport.

WALMART'S IDENTIFIED COSTS

- Property Development - \$54,000,000
 - Sitework - \$15,198,700
 - Earthwork - \$7,591,175
 - Public Improvements - \$2,452,154
 - Total Costs (Walmart Portion Only) **\$79,242,029**
-
- Extraordinary Project Costs:
 - Earthwork - \$7,591,175
 - Storm Drain - \$436,000
 - Water Main Extension - \$269,082
 - Public Road Improvements - \$1,746,472
 - Total Extraordinary Costs: **\$10,043,329**

CURRENT DRAFT AGREEMENTS

Development Agreement:

- Building permits for housing will not be issued until the footings for the Walmart are in place.
- All required utility & road improvements, on-site and off-site will be paid by developer
- There will be a limit on the number of CO's on the townhomes until Walmart receives its CO.
- If deadlines are not met for construction, the zoning reverts to Commercial.

Lien on Parcel:

Lien placed on the Walmart parcel for the value of the fill being placed there.

QUESTIONS?

