

MINUTES OF THE
TOWN COUNCIL MEETING OF
GARDEN CITY, UTAH

The Garden City Town Council held its regularly scheduled meeting on Thursday, November 13, 2025. This meeting was held at the Garden City Lakeview Building located at 69 N. Paradise Parkway, Building C. Mayor Leonhardt opened the meeting at 5:00 p.m.

Town Council Members Present:

Mike Leonhardt, Mayor
Pat Argyle
Ken Hansen
Martell Menlove

Others Present:

Cathie Rasmussen
Brad & Jayne Davis
Dan Kurek
Dan Larsen
Susann House
Ronda Menlove
Philip & Jackie Webb
Jeff Hodges
Austin Clark
Donna Chipman

On Teleconference:

Lance Anderson
Shalie Argyle

Pledge of Allegiance and Prayer

A prayer was offered by Council Member Menlove. The Pledge of Allegiance was led by Mayor Leonhardt.

1. Roll Call

Mayor Leonhardt asked for a roll call of Council Members present: Mayor Leonhardt, Council Member Argyle, Council Member Hansen, and Council Member Menlove.

2. Approval of Minutes

a. October 9th, 2025, minutes of the regular Town Council Meeting.

Council Member Hansen made the motion to approve the minutes of the October 9th, 2025, regular Town Council Meeting. Council Member Argyle seconded the motion. A vote was taken: Council Member Argyle, for; Council Member Hansen, for; Council Member Menlove, for; Motion Carried.

The mayor changed the order of the agenda to accommodate the Public Hearing time, and he added an item under miscellaneous.

3. Public Comments – 2-minute time limit

There were no comments

4. Business License Discussion/Approval

- a. Re/Max Peaks Bear Lake, LLC. 88 S Bear Lake Blvd. Travis Allred

Council Member Menlove made the motion to approve the business license for Re/Max Peaks Bear Lake, LLC. Council Member Hansen seconded the motion. A vote was taken: Council Member Argyle, for; Council Member Hansen, for; Council Member Menlove, for; Council. Motion Carried.

5. Development Agreement Discussion/Approval

- b. Requests approval to amend the Development Agreement for Crystal View Estates at Bear Lake (previously known as Elk's Ridge Phase 3). Lance Anderson

Mayor Leonhardt explained that the town has not received feedback from the town attorney yet on the changes. He was also concerned about the price of the water shares stated in the agreement. He has met with Swan Creek HOA, and they have not determined the price of the water shares. They will be setting that price, and it will be set for a year. He explained this would be on next month's agenda.

Lance Anderson, on the phone, explained that the only change to this agreement is the "payment in lieu" of water shares. He has been in touch with Quinn Dance and is ok to await the decisions of the HOA.

CM Hansen reading in article 2.2 of the agreement, general city services, dividing services, these items are done by special districts, not provided by the town. He asked Anderson to reword that or remove that language.

No motion was made.

6. Commercial Setback Discussion/Approval

- c. Request approval for zero setbacks on parcel #41-33-000-0032 for existing structures only, not for new development. Jim Stone

Mr. Dan Kurek was present and explained that the reason for this request was that the buildings were across the property line, and they will be changing those lines to be compliant and open the utility easement back up on the west side of the property.

Council Member Argyle made the motion to approve zero setbacks on parcel #41-33-000-0032 for existing structures only, not for new development. Council Member Menlove seconded the motion. A vote was taken: Council Member Argyle, for; Council Member Hansen, for; Council Member Menlove, for. Motion Carried.

CM Menlove asked if there would be any value in extending the annexation further east. CM Hansen said the Swenson family owns that property. The council reviewed the map and discussed additional space to annex into the town. They would need to talk to additional property owners and begin determining the zoning for that space.

Council Member Menlove made the motion to begin moving forward with an annexation of the property on the south end of the existing town property and look for any additional options that are available there now that are not part of any existing subdivision. Council Member Argyle seconded the motion. A vote was taken: Council Member Argyle, for; Council Member Hansen, for; Council Member Menlove, for; Council Member House, for. Motion Carried.

10. Council Member Reports

CM House – she'd like to see the old park cleaned up. Mayor Leonhardt responded that there is new equipment on the way.

CM Argyle – new tables for the bowery were delivered. She has begun working on Raspberry Days 2026

CM Menlove – had nothing new to report

CM Hansen – reported that they are working on the new well site up Hodges Canyon. There is progress on getting power to the well. It will be chlorinated the same as Payne Springs. The building that will be there has been designed. There is a location for the tank as well. He is hoping it will be online by this spring.

He reported on the new AMI system for the water system. This helps staff and consumers monitor water usage in real time. He explained that consumers will be more accountable for their water, and the city will no longer be lenient toward property owners' neglect of repairs.

CM Menlove asked CM Hansen about running a drip during the winter and not going over their 15,000 gallons. CM Hansen reported he felt they would go over their limit. The mayor said the town would look at isolated events where residents are asked to keep a trickle running and end up with an overage in their billing.

Mayor Leonhardt reported on his meeting with the Swan Creek Village HOA and the management of the water with them.

He also met with Rocky Mountain Power and told them we needed a generator to run the buildings in case there is a power emergency, including keeping the food bank powered. It will cost around \$55,000. They are working on seeing if they can make that happen.

There is a grant right now that will allow the town to upgrade streetlights to LED, which will lower the cost of the utility to the town. Rocky Mountain Power is conducting an inventory right now, and he will hopefully have that information by January 2026

11. Public Hearing at, or after, 6:00 p.m.

- a. Ordinance # 25-15 – An Ordinance Amending the Short-term Rental Ordinance

Council Member Menlove made the motion to leave the regular meeting and open the Public Hearing at 6:04 p.m. Council Member Argyle seconded the motion. A vote was taken: Council Member Argyle, for; Council Member Hansen, for; Council Member Menlove, for; Council Member House, for. Motion Carried.

Minutes for the Public Hearing were kept on a separate record.

The regular Town Council meeting resumed at 6:09 p.m.

12. Ordinance Discussion/Approval, continued

- a. Ordinance # 25-15 – An Ordinance Amending the Short-term Rental Ordinance

Mayor Leonhardt explained that the exempt properties from short-term rental licensing will continue collecting TRT and will still need to obtain a business license. It's just about the difference in how they are licensed.

Council Member Argyle made the motion to approve Ordinance # 25-15 – An Ordinance Amending the Short-term Rental Ordinance. Council Member House seconded the motion. A vote was taken: Council Member Argyle, for; Council Member Hansen, for; Council Member Menlove, for; Council Member House, for. Motion Carried.

13. Miscellaneous Discussion/Approval, continued.

- a. Canvassing the 2025 General Election

Council members reviewed the canvass report for the 2025 Municipal General Election.

Council Member Hansen made the motion accept the canvass of the 2025 General Election. Council Member House seconded the motion. A vote was taken: Council Member Argyle, for; Council Member Hansen, for; Council Member Menlove, for; Council Member House, for. Motion Carried.

14. Payment Vouchers

Council Member Argyle made the motion to pay the bills. Council Member House seconded the motion. A vote was taken: Council Member Argyle, for; Council Member Hansen, for; Council Member Menlove, for; Council Member House, for. Motion Carried.

15. Adjournment

There being no further business, Council Member Menlove made the motion to adjourn at 6:15 p.m. Meeting adjourned.

APPROVAL:

Attest:

Michael Leonhardt, Mayor

Cathie Rasmussen, Town Clerk

DRAFT

MINUTES OF THE GARDEN CITY
TOWN COUNCIL MEETING PUBLIC HEARING

The Garden City Town Council held a Public Hearing on November 13th, 2025, at 6:04 p.m., at the Garden City Office, located at 69 N. Paradise Parkway, Building C.

Town Council Members Present:

Mike Leonhardt, Mayor
Pat Argyle
Martell Menlove
Ken Hansen
Susann House

Others Present:

Cathie Rasmussen-Town Clerk
Brad and Jayne Davis
Jeff Hodges
Dan Kurek
Philip and Jackie Webb
Austin Clark
Donna Chipman
Dan Larsen

On Teleconference:

Lance Andersen
Shalie Argyle

1. **Roll Call**

Mayor Leonhardt asked for a roll call of Council Members present: Mayor Leonhardt, Council Member Argyle, Council Member Hansen, Council Member Menlove and Council Member House.

2. **Public Hearing to receive public input and comments on the following items:**

- a. Ordinance #25-11, An Ordinance Amending the Short-term Rental Ordinance

Donna Chipman asked for an example of an exempt entity. Mayor Leonhardt shared examples.

Brad Davis asked if they are held to the commercial standard of construction. Yes, they are.

3. **Adjournment**

Council Member House made the motion to close the Public Hearing and return to the regular Garden City Town Council meeting at 6:09 p.m. Council Member Hansen seconded the motion. A vote was taken: Council Member Argyle,

for; Council Member Menlove, for; Council Member Hansen, for; Council Member House, for. Motion Carried.

APPROVAL:

Attest:

Michael Leonhardt, Mayor

Cathie Rasmussen, Town Clerk

Garden City Business License Application

PO Box 207 • 69 N. Paradise Parkway • Garden City, Utah 84028
www.gardencityut.us • 435-946-2901 • 435-946-8852 Fax

P2 110.00

Business Status: (check all that apply) <input checked="" type="checkbox"/> New Business <input type="checkbox"/> Additional Location # _____ <input type="checkbox"/> Name Change <input type="checkbox"/> Ownership Change <input type="checkbox"/> Location Change <input type="checkbox"/> Transient Vendor <input type="checkbox"/> Concessionaire Vendor	License Fee: Business License Fee _____ Transient License Fee _____ Concessionaire Fee _____ Additional Location _____ Other _____ Beach Vendor License also requires a BCI background check
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Official Use Only:

Planning Commission:	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	Date: _____
Town Council:	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	Date: _____
Inspections: Building Insp.:	<input type="checkbox"/> Initial Date: _____	<input type="checkbox"/> Final Date: _____	
Fire Inspection:	<input type="checkbox"/> Initial Date: _____	<input type="checkbox"/> Final Date: _____	
TC Fire Exemption Approval:	<input type="checkbox"/> Approved	Initial: _____	Date: _____

Comments:

Zone:	<input type="checkbox"/> Commercial 1 2 3	<input type="checkbox"/> Residential	<input type="checkbox"/> Beach Devel.	<input type="checkbox"/> Other _____
Business Name:	Lakeview Pest & Home Services LLC			
If name change, previous name:				
Location Address:	70 W. Logan Rd Ste B			
City, State & Zip:	Garden City, UT 84028			
Business Phone:	435-999-2174			
Cell Phone:	801-885-2998			
Mailing Address:	PO Box 604			
City, State & Zip:	Garden City, UT 84028			
E-mail Address:	contact@lakeviewphs.com			
Owners Name:	Matthew Mason			
Owners Location:	2599 Foxridge Rd			
City, State & Zip:	Garden City, UT 84028			
Phone:	801-885-2998			
Cell Phone:	mmason_28@yahoo.com			
Kind of Business	<input type="checkbox"/> Retail	<input type="checkbox"/> Lodging	<input type="checkbox"/> Restaurant	
	<input type="checkbox"/> Professional	<input type="checkbox"/> Contractor	<input checked="" type="checkbox"/> Other Service	
Briefly Describe Your Business:	Pest Control & Handyman			
Utah State Sales Tax Number:	N/A			
Ut State Professional License No.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Will you be installing a sign?:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

This is an application for a business license; the actual license will be issued only when All inspections/Approvals are complete. Issuance of this business license shall in no way relieve the applicant of his/her responsibility of complying with applicable zoning, health, building, or fire regulations.

I, We, Lakeview Pest & Home Services LLC hereby agree to conduct said business strictly in accordance with the Laws and Ordinances covering such business. I understand that I shall not begin nor cause to begin business at this location without first obtaining a business license and will not continue business without maintaining a valid license, in doing so, I will be subject to a penalty as stipulated by the Garden City Infraction Fee Schedule.

Business License Fees are non-refundable.

Owners Signature: Mat RM Date: 12/01/2025

Please print your name:

GARDEN CITY FIRE DISTRICT

P.O. BOX 248 145 WEST LOGAN ROAD

GARDEN CITY, UTAH 84028

PHONE/FAX (435) 946-3557

FIRE SAFETY INSPECTION REPORT

Business Name: FARM BUREAU FINANCIAL SERVICES + Lakeriew Pest Inspection Date: 10-21-25

Business Address: 70 W. LOGAN RD Suite: _____ Business Phone: _____

No.	Violations	No.	Locations/Remarks	Cleared
	ACCESS-			/ /
1	Maintain fire lane free of obstructions			/ /
2	Provide address numbering which is visible from street			/ /
3	Provide supra box for fire dept. access			/ /
	EXITING			/ /
4	Remove obstructions at exits, doors, aisles, corridors, stairways, etc.			/ /
5	Exit door to open without a key or any special knowledge or effort			/ /
6	Provide sign over main exit door(s)			/ /
7	Repair non-operable exit door hardware			/ /
8	Removed obstructions from door required to be closed			/ /
9	Remove locks & latches from doors with panic hardware			/ /
10	Remove storage from attic, under-floor and concealed spaces			/ /
11	Provide/maintain exit sign/emergency lighting			/ /
	FIRE EXTINGUISHERS			/ /
12	Have fire extinguisher serviced and tagged			/ /
13	Provide/mount fire extinguisher as indicated			/ /
14	Provide clear access to fire extinguisher			/ /
15	Post a sign indicating fire extinguisher location			/ /
16	Maintain 3 foot clearance for access/use of fire appliances/equipment			/ /
	FIRE PROTECTION SYSTEMS		PASS	
17	Secure all system control valves in the open position			
18	Replace damaged, corroded or painted sprinkler heads/ Fire department connection (FDC) caps			
19	Provide annual certification for sprinkler/standpipe system	Re-inspection dates	Inspector	
20	Provide sprinkler coverage in unprotected areas	1 st	/ /	
21	Provide spare sprinkler heads and/or compatible wrench			
22	Flood and duct extinguishing system to be serviced and tagged	2 nd	/ /	
23	Remove grease from hood, duct, and filters (keep clean)			
	FIRE ALARM SYSTEMS	Refer to FPB	/ /	
24	Maintain, repair, inspect, and/or test fire alarm system			
	FIRE SEPARATIONS	3 rd	/ /	
25	Repair holes in required fire resistive construction			
26	Provide/repair self or automatic closing fire rated assemblies	Hearing	/ /	
	ELECTRICAL			
27	Discontinue use of extension cords	District attorney	/ /	
28	Install permanent wiring for fixed or stationary appliance			
29	Provide cover plates for all junction boxes	Final clearance	/ /	
30	Remove exposed wiring or protect in approved conduit			
31	Provide a clear work space at all electrical panels (30" in width, 36" in depth and 78" in height) Remove exposed wiring or protect in approved conduit			
32	Labeling electrical rooms and breaker			
	FLAMMABLE LIQUIDS - COMPRESSED GASES			
33	Provide flammable liquid storage cabinet or reduce storage			
34	Remove all fueled vehicles or equipment from buildings			
35	Secure compressed gas cylinders			
	STORAGE - HOUSEKEEPING			
36	Arrange storage in an orderly manner to provide access/egress			
37	Remove combustible storage from boiler, mechanical, or electrical rooms			
38	Reduce storage to 24 " below ceiling or 18" from sprinkler heads			
39	Provide approved metal container from oily rag storage			
40	Remove waste & rubbish material from the premises daily			
41	Keep dumpster 5 ' away from buildings			
42	Clearance from ignition sources			
	MISCELLANEOUS			
43	Other violations and comments			
NO VIOLATIONS NOTED THIS DATE - THANK YOU FOR BEING SAFE				

You are hereby notified to correct all violations immediately or show cause why you should not be required to re-inspection will be conducted after _____ days from the date of this notice. Willful failure to comply with this notice is a misdemeanor. Violations which are not corrected immediately and or remain after the re-inspection may be processed as a criminal offense. Thank you for your assistance and cooperation in minimizing the fire and life loss in your community.

BY ORDER OF THE FIRE CHIEF

SIGNATURE OF RECIPIENT: _____

____ Owner ____ manager ____ employee ____ other

Inspecting Officer: [Signature]
FPB ____ COMPANY ____ Shift ____ Page ____ of ____

DISTRIBUTION: WHITE TO FPR YELLOW TO OWNER/OCCUPANT PINK TO OWNER WITH FINAL CLEARANCE

RESOLUTION #R25-09

A RESOLUTION ADOPTING THE TOWN OF GARDEN CITY PRIVACY POLICY

Whereas, Utah Code §63A-19-102 establishes statewide privacy principles requiring governmental entities to protect personal data, provide notice, implement safeguards, respect individual privacy expectations, and comply with applicable laws; and

Whereas, the Town of Garden City collects and maintains personal data to provide municipal services, meet statutory obligations, and carry out governmental functions; and

Whereas, the Town Council finds it in the best interest of residents, employees, and visitors to adopt a Privacy Policy consistent with state law;

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

The following Privacy Policy is hereby adopted:

TOWN OF GARDEN CITY PRIVACY POLICY

Effective Date: _____

Approved By: Garden City Town Council

1. Purpose and Scope

This Privacy Policy establishes how the Town of Garden City (“Town”) collects, uses, manages, protects, shares, and disposes of personal data in compliance with:

- **Utah Code §63A-19-102 (State Data Privacy Policy)**
- **Utah Code Title 63G, Chapter 2 – Government Records Access and Management Act (“GRAMA”)**
- Any other applicable state or federal requirements

This policy applies to all Town departments, elected officials, employees, contractors, volunteers, systems, and programs that handle personal data.

2. Policy Principles (Utah Code §63A-19-102 Compliance)

This policy is meant to guide further alignment of the Town of Garden City with the State Data Privacy Policy as detailed in [Utah Code § 63A-19-102](#).

Consistent with state law, the Town adopts the following principles:

2.1 Fundamental Right and Expectation of Privacy

Individuals have a fundamental interest in the privacy of personal data they provide to the Town. The Town shall respect and protect this interest.

2.2 Responsible Handling of Personal Data

The Town shall act in a manner consistent with the individual's expectation of privacy and Utah Code §63A-19-102(1)–(2).

2.3 Protection, Notice, and Limited Use

The Town shall:

1. Protect the privacy of personal data using reasonable safeguards;
2. Provide clear notice of data collection and processing;
3. Process only the minimum necessary personal data for lawful and specified purposes;
4. Use consent mechanisms where required or appropriate;
5. Allow individuals to access and correct their personal data;
6. Maintain safeguards for confidentiality, integrity, and availability of data;
7. Demonstrate accountability and compliance with privacy-related laws;
8. Ensure privacy practices meet business and service needs of the Town.

2.4 Training and Education

The Town will provide ongoing employee training on privacy, security, records management, and their interplay.

2.5 Consistent Terminology

The Town shall align terminology and definitions with statewide data privacy standards.

3. Definitions

- **Personal Data:** Information linked or reasonably linkable to an identified or identifiable individual, excluding public information defined under GRAMA.
 - **Processing:** Collection, use, storage, sharing, access, analysis, or disposal of personal data.
 - **Government Records:** Records defined under GRAMA, including public, private, controlled, and protected records.
 - **Sensitive Data:** Data classified as Private, Controlled, or Protected under GRAMA or otherwise sensitive under law.
-

4. Data Collection and Processing

4.1 Lawful, Specified Purposes

The Town collects personal data only:

- As authorized or required by law,
- For providing municipal services,
- For fulfilling contractual, administrative, or public safety purposes.

4.2 Data Minimization

Only the minimum personal data necessary to fulfill a lawful purpose will be collected and retained.

4.3 Notice of Collection

When feasible, departments will provide notice including:

- What data is collected
- Why it is collected
- How it will be used
- Whether it may be shared
- How long it will be retained
- Individual rights under GRAMA

5. Individual Rights Under GRAMA

Under Utah Code Title 63G-2 (GRAMA):

1. **Access to Records**
Individuals may request access to records containing their personal data.
2. **Right to Amend or Correct**
Individuals may request corrections to inaccurate or incomplete personal data, subject to GRAMA §63G-2-603 procedures.
3. **Right to Appeal**
Denials of access or corrections may be appealed under GRAMA provisions.
4. **Classification of Records**
The Town will classify records as Public, Private, Protected, or Controlled in accordance with Utah law.

6. Data Retention and Disposal Schedule

Retention shall be consistent with:

- Utah Municipal General Records Retention Schedule (State Archives)
- GRAMA requirements
- Specific statutory retention for specialized records

Secure Disposal

Upon expiration of retention periods, personal data must be disposed of in a manner protecting confidentiality, including shredding, secure deletion, or certified destruction.

7. Data Security and Safeguards

Each department shall implement reasonable administrative, technical, and physical safeguards, including:

- Access controls and role-based permissions
 - Password and authentication requirements
 - Encryption where appropriate
 - Secure storage and transmission
 - Vendor and contractor compliance requirements
 - Incident response procedures
-

8. Consent Mechanisms

Consent is required when:

- Not otherwise authorized by statute
- Personal data is used for a new or secondary purpose
- Voluntary programs require optional personal data

Consent must be:

- Informed
 - Specific
 - Documented
 - Revocable where applicable
-

9. Department-Specific Responsibilities

9.1 Town Clerk / Recorder

- Oversees GRAMA compliance
- Maintains record classification system
- Coordinates responses to data access and correction requests

9.2 Administration

- Implements privacy training for employees
- Ensures policy publication and updates

9.3 Public Works

- Limits collection of resident data to operational needs (utilities, permits, etc.)
- Ensures proper retention of infrastructure and service records

9.4 Building Department

- Collects only data required for inspections, permits, and compliance
- Retains building records per state retention schedules

9.5 Contractors and Vendors

- Must comply with this policy and applicable Utah privacy laws
- Must sign data-handling agreements if they access personal data

10. Accountability and Compliance

Compliance shall be documented through:

- Incident response logs
- Training completion tracking
- Records management audits

11. Policy Updates

This policy may be updated to reflect:

- Legal changes
- Technological advancements
- Operational needs

Revisions will be approved by the Town Council and made publicly available.

12. Contact Information

Town of Garden City – Town Clerk/Recorder

Address: 69 N Paradise Parkway, Building B, Garden City UT 84028

Phone: 435-946-2901

Email: office@gardencityutah.gov

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

APPROVED AND ADOPTED by the Garden City Town Council this 11th day of December 2025.

APPROVED:

Attest:

Mike Leonhardt, Mayor

Cathie Rasmussen, Town Clerk

Voting:	Aye	Nye
Argyle	_____	_____
Hansen	_____	_____
House	_____	_____
Menlove	_____	_____ (only in a tie)

CHAPTER 10-400 The Bear Lake Scenic Trail/Bike Path Ordinance

10-401 Definitions:

- A. Motorized Vehicle: For the purposes of this section, “motorized vehicle” shall mean any device in, upon, or by which any person is in physical control and transported by engine propelled means, including but not limited to automobiles, tractors, mopeds, motorcycles, go carts, electric or gas powered scooters, and off highway vehicles. The term “motorized vehicle” does not include devices propelled exclusively by human power.
- B. “The Bear Lake Scenic Trail/Bike Path”: For purposes of this section, “The Bear Lake Scenic Trail/Bike Path” shall mean those spaces designated for uses as a recreational pathway within the Town of Garden City and any adjacent right of way.

10-402 Operation of Motorized Vehicles on “The Bear Lake Scenic Trail/Bike Path” Prohibited. The operation of motorized vehicles on “The Bear Lake Scenic Trail/Bike Path” is prohibited.

10-403 Parking on “The Bear Lake Scenic Trail/Bike Path” Prohibited. There shall be no parking any time on “The Bear Lake Scenic Trail/Bike Path”. Abandoned vehicles may be towed or removed at owner’s expense.

10-404 Exceptions. The prohibition against motorized vehicles shall not include:

- A. Motorized wheelchairs used to transport disabled persons.
- B. Construction and maintenance equipment authorized by the Garden City Town Council.
- C. Snowmobiles as allowed by Garden City Ordinance, Title 10- Transportation.
- D. Those off highway vehicles registered as animal husbandry.
- E. Electric pedal-assisted bikes.

10-405 Speed Limit. The speed limit for the above-mentioned exceptions is 15 mph.

10-406 Penalties. Each violation of this section shall be an infraction as set by resolution. Citations may be issued by any law enforcement officer or Code Enforcement Officer with jurisdiction to issue citations within the Town of Garden City. In addition, any law enforcement officer with jurisdiction in the Town of Garden City may institute proceedings in the County Court seeking any civil remedies available under law, including without limitation injunctive relief and/or civil penalties.

(Approved 17th day of September 2020)

ORDINANCE #25-16

AN ORDINANCE AMENDING THE SHORT-TERM RENTAL ORDINANCE

WHEREAS, the Town of Garden City is a town duly incorporated under the general law of the State of Utah; and

WHEREAS, the Garden City Town Council is the governing body for the Town of Garden City and must administer the Garden City Municipal Code; and

WHEREAS, The Garden City Town Council is authorized to govern the health, safety and wellness of the citizens and visitors of the Town of Garden City.

NOW, THEREFORE, BE IT ORDAINED BY THE GARDEN CITY TOWN COUNCIL THAT ORDINANCE 8-600 SHORT-TERM RENTALS BE UPADATED AS FOLLOWS:

8-616. Exempt Properties - The following properties shall be **exempt** from the requirement to obtain a Short-Term Rental License:

1. Hotels and Motels

Hotels, motels, inns, **campgrounds** and bed-and-breakfasts **that have been constructed and inspected as a commercial property**, operating under a valid business license issued by the City for lodging operations shall be exempt. These properties must be owned by a single owner or ownership entity.

2. Condominium Units

Condominium properties **of more than three units** where all units are owned by a single owner or ownership entity, **have been constructed and inspected as a commercial property and the owner manages or operates the units for transient lodging purposes shall be exempt from the requirement to obtain an individual short-term rental license for each unit.**

- Such properties shall maintain a valid City business license for lodging operations. See ordinance 8-100.
- This exemption shall not apply to condominium properties with multiple owners where individual units are rented separately or apartment complexes.

3. Campgrounds

Campgrounds operating under a valid business license issued by the City shall be exempt.

4. Verification of Exemption

Property owners claiming exemption under this section shall provide documentation to the City's Licensing Department, upon request, demonstrating eligibility for exemption, including proof of sole ownership and an active business license.

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

APPROVED AND ADOPTED by the Garden City Town Council this 11th day of December 2025.

APPROVED:

Attest:

Mike Leonhardt, Mayor

Cathie Rasmussen, Town Clerk

Voting:	Aye	Nye
Argyle	_____	_____
Hansen	_____	_____
House	_____	_____
Menlove	_____	_____
Mayor Leonhardt	_____	_____ <i>(only in a tie)</i>

Proposed amendments to ordinance #25-15
Submitted by Martell Menlove

Additions are noted as ***italicized and bolded***. Deletion is noted by ~~striketrough~~.

1. Hotels and Motels

Hotels, motels, inns, ~~campgrounds~~ and bed-and-breakfasts ***that have been constructed and inspected as a commercial property*** operating under . . .

2. Condominium Units

Condominium properties ***of more than three units*** where all units . . .

3. Campgrounds

Campgrounds operating under a valid business license issued by the City shall be exempt.

4. Verification of Exemption

My concern is that an individual property owner of a unit, or multiple units, built as a residence could then license such a unit(s) as an "inn" a "bread-and-breakfast" or a "condominium" and thus be exempt from STR requirements.

I continue to also have concerns for units built as single-family residents that then are rented as STR for 60+ people, or use them for employee housing, without any of the safety standards that would apply to a hotel/motel with an occupancy less than the STR or employee housing unit.

ORDINANCE #25-17

AN ORDINANCE AMENDING THE SHORT-TERM RENTAL ORDINANCE

WHEREAS, the Town of Garden City is a town duly incorporated under the general law of the State of Utah; and

WHEREAS, the Garden City Town Council is the governing body for the Town of Garden City and must administer the Garden City Municipal Code; and

WHEREAS, The Garden City Town Council is authorized to govern the health, safety and wellness of the citizens and visitors of the Town of Garden City.

NOW, THEREFORE, BE IT ORDAINED BY THE GARDEN CITY TOWN COUNCIL THAT ORDINANCE 8-600 SHORT-TERM RENTALS BE UPADATED AS FOLLOWS:

8-616. Exempt Properties - The following properties shall be **exempt** from the requirement to obtain a Short-Term Rental License:

1. Hotels and Motels

Hotels, motels, inns, ~~campgrounds~~ and bed-and-breakfasts **that have been constructed and inspected as a commercial property**, operating under a valid business license issued by the City for lodging operations shall be exempt. These properties must be owned by a single owner or ownership entity.

2. Condominium Units

Condominium properties **of more than three units** where all units are owned by a single owner or ownership entity, have been constructed and inspected as a commercial property and the owner manages or operates the units for transient lodging purposes shall be exempt from the requirement to obtain an individual short-term rental license for each unit.

- Such properties shall maintain a valid City business license for lodging operations. See ordinance 8-100.
- This exemption shall not apply to condominium properties with multiple owners where individual units are rented separately or apartment complexes.

3. Campgrounds

Campgrounds operating under a valid business license issued by the City shall be exempt.

4. Verification of Exemption

Property owners claiming exemption under this section shall provide documentation to the City's Licensing Department, upon request, demonstrating eligibility for exemption, including proof of sole ownership and an active business license.

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

APPROVED AND ADOPTED by the Garden City Town Council this 11th day of December 2025.

APPROVED:

Attest:

Mike Leonhardt, Mayor

Cathie Rasmussen, Town Clerk

Voting:	Aye	Nye
Argyle	_____	_____
Hansen	_____	_____
House	_____	_____
Menlove	_____	_____
Mayor Leonhardt	_____	_____ (<i>only in a tie</i>)

Garden City Water Conservation Plan

November 2025

Prepared For:



69 N Paradise Parkway
PO Box 207
Garden City, Utah 84028

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1. Introduction and Background

Garden City has been proactively implementing water conservation measures over the past 25 years as requested by the Governor to conserve 25% of water by the year 2045. A large part of this effort has been done by installing water meters to all the connections in the Town. The Town has also adjusted the water rate structure to encourage conservation.

The goal of this updated Water Conservation Plan is to reduce water consumption by an additional 20% over the next 10 years (2035) while delivering a cost-effective, adequate and reliable supply of high-quality water to its residents and other contracting entities. To outline the process of conservation, the Town is updating this water conservation plan. This is a step in planning and preparing to meet future needs in a proactive manner.

Water demand management, supply planning and a conservation program provide the Town of Garden City with a balanced approach to meet growth expectations and comply with Utah State Law as required by the Utah Legislature. A SCADA System, metering, pricing and other important conservation elements have been implemented incrementally as funding and other resources have been identified. This plan describes future items to further conservation, including a citizen education program addressing demand management and to better the supply planning of water.

1.1 Background

The Town of Garden City is a small community located in the top northeast corner of Utah on the western shore of Bear Lake. The site was considered a garden spot in the valley and is well known for its raspberry crops. A strong agricultural foundation exists among long-term community members, although this is gradually decreasing as new development occurs.

Garden City is now considered a resort community with a year-round population of 545, which then explodes to between 30,000 and 80,000 people during the summer months who recreate at Bear Lake. This presents a unique challenge in providing reliable, adequate and efficient infrastructure to meet summer use without placing an undue financial burden on year-round residents. In addition, the greatest growth is occurring with the construction of vacation homes, or second homes, and single-family dwellings with a corollary increase in landscape water use. The town uses an inverted rate schedule based on usage, thus having a greater impact on larger water users. Water meters have been installed and are required for all new developments and residential homes. The Town Council has been concerned about inequitable impacts to senior citizens and has implemented a “discounted water rate” for qualifying senior citizens using federal criteria that provides a monthly “lifeline” amount of water. Issues of fairness and equity are a large factor since the impact on Garden City’s water system is based primarily on

temporary, summertime users, and any policies and procedures should ensure they pay their required portion. The greater challenge, however, is that these temporary residents consider Garden City a “vacation home” and do not want government nor political intrusion.

1.2 Definitions

The following definitions are provided to clarify commonly used terms in the report:

- Average Daily Flow: The average yearly demand volume expressed in a flow rate.
- Average Yearly Demand: The total volume of water used during a calendar year.
- Demand: The required flow rate or volume to satisfy consumer use.
- Distribution System: The network of pipes, valves and bends used to deliver water to the users.
- Drinking Water: Water suitable for human consumption. Sometimes referred to as culinary water or potable water.
- Equivalent Residential Connection: A measure used in comparing water demand from nonresidential connections to residential connections.
- Fire Flow Requirements: The rate of water delivery required to extinguish a particular fire. Usually given as a rate of flow (gallons per minute) for a specific period.
- Head loss: The amount of pressure lost in a distribution system under dynamic conditions due to the wall roughness and other physical characteristics of pipes and fittings.
- Peak Day: The day(s) of the year in which a maximum amount of water is used in a 24-hour period.
- Peak Day Demand: The average daily flow required to meet the needs imposed on a water system during the peak day(s) of the year.
- Peak Instantaneous Demand: The flow required to meet the needs imposed on a water system during maximum flow on a peak day.
- Pressure Reducing Valve (PRV): A valve used to reduce undesired pressure in a water distribution system.
- Pressure Zone: The area within a distribution system in which water pressure is maintained within specified limits.
- SCADA: Supervisory control and data acquisition software and hardware that allows for remote monitoring and control of system components.
- Service Area: The area for which users participate in the ownership, planning, design, construction, operation, and maintenance of a water system.

2. Water Conservation Goal and Implementation Plan

The primary water conservation goal is to reduce per capita water consumption by 18% by the year 2030. This aligns with the regional water conservation goal set forth by the Utah Division of Water Resources for the Bear River Region. Garden City aims to reduce the average daily water use per residential connection by 18% by the year 2030. This goal will be tracked using annual water use data and will be evaluated based on a five-year rolling average to account for seasonal and annual variability. Progress will be monitored through metered residential usage and reported annually.

3. System Profile and Supply Information

Background information and assumptions were needed to complete this conservation plan. This section addresses the service area, projected growth, state requirements, and demands used in the analysis. The state requirements and demand analyses are separated into different components of the water system including the source and storage.

3.1 Service Area

Garden City, located in Rich County, Utah is experiencing steady population growth and development, with increasing demand on its water supply and distribution systems. The Garden City culinary water system provides water to approximately 620 residents, in addition to several commercial facilities. The culinary water system supplies water for both indoor and outdoor use. In addition to substantial residential growth, Garden City is also preparing for possible commercial growth. A service area map is shown in Figure 1.

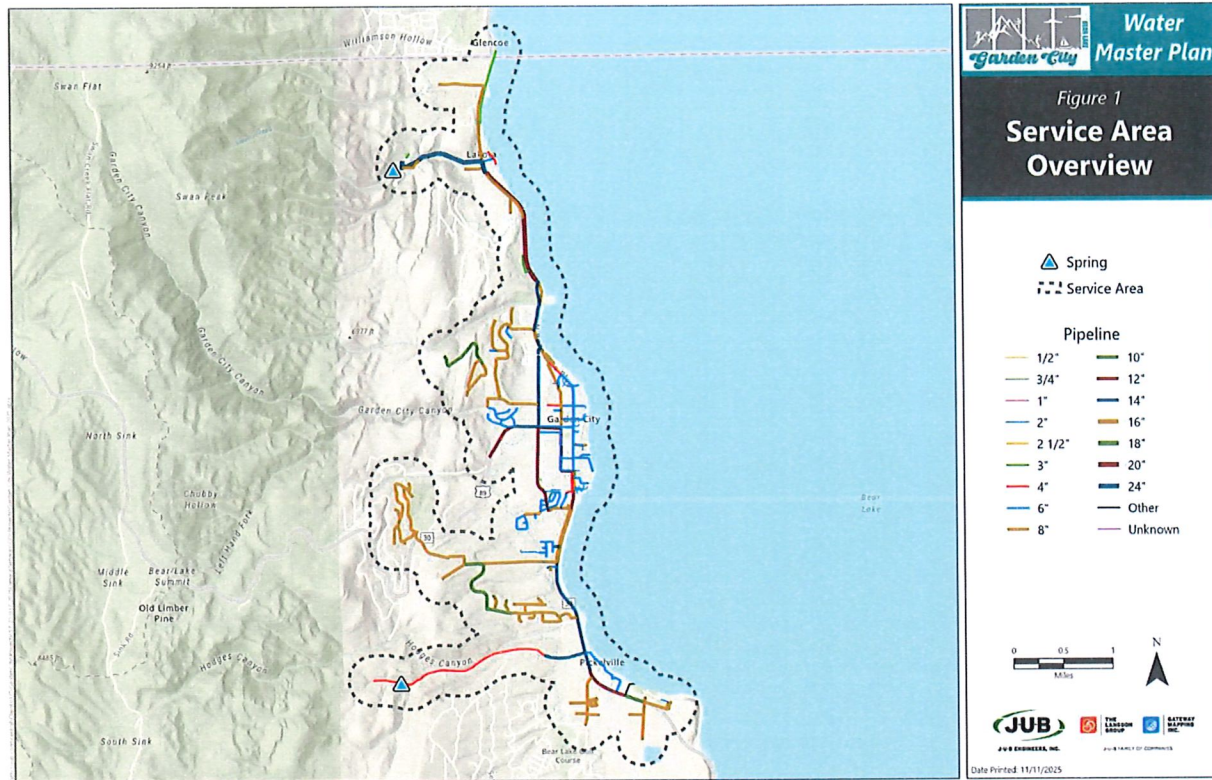


Figure 1. Service Area Overview Map

3.2 Connections

The number of residential connections is 942 while the number of commercial connections is 44 for a total of 986 connections. A summary is outlined in Table 3-1.

Table 3-1. ERC Summary Table.

Type of Service	Number of Connections	Total ERC
Residential	942	942
Commercial/Industrial	44	280
Total	986	1222

3.3 Sources

The Town has 4.08 cfs (1,831 gpm) in water rights with 3.178 cfs (1,426 gpm) in use. Garden City uses 70% of the water from Payne Spring which is reported to be 105 gpm. Current available water sources are shown in Table 3-2.

Table 3-2. Current Available Water Sources.

Source	Peak Flow (cfs)	Peak Flow (gpm)	Status
Swan Creek Spring	7.79	3,500	In Use
Payne Spring	0.22	100	In Use
Hodges Well	2.22	1,000 (estimated)	Not in Use
Total	10.23	4,600 (estimated)	

In 2020, the Public Works Department dedicated their energy to expand the water lines throughout Garden City. These efforts made the water storage capacity usable throughout the water system.

Garden City operates a state-of-the-art treatment plant near the 500,000-gallon water tank. The treatment plant is a micro filtration system, designed and constructed by Pall Corporation. Currently the treatment plant has a capacity to flow 3.5 million gallons per day (mgd), with an option to increase the size depending on need.

A new well is being developed with the appropriate infrastructure. The new well up Hodges Canyon Road has been drilled and is expected to be online in 2026. In addition to the new well, the Town Council is currently seeking other alternatives to add supply to the Town water system. The Town Council is committed to working with developments to provide additional storage capability.

3.4 Water Storage

Garden City currently has four storage tanks with a total storage capacity of 2,500,000 gallons. The Payne/Pickleville 500,000 gallon storage tank serves the south end of the water system. The Elk's Ridge storage tank has 500,000 gallons and there is another 500,000 gallons of storage near the treatment plant, 1,000,000 gallon tank in Shundahai, with a 1,000,000 gallon proposed tank at the new well site. The Town will continue to partner with new development to develop additional storage capacity to meet the increasing needs of developments higher on the mountain.

Table 3-3. Storage Capacity.

Tank	Capacity (gallons)
Payne/Pickleville	500,000
Treatment Plant Tank	500,000
Elk's Ridge	500,000
Shundahai Tank	1,000,000
Well site proposed tank	1,000,000
Total	3,500,000

3.5 Future Supply Projections

The Garden City Water Rights Plan indicates that an additional 15.2 ac-ft of water may be developed through water rights and wells in the northern end of the service area. Additional water rights and wells currently held by the Swan Creek Village HOA may be acquired by the Town, adding an additional 1,197.55 ac-ft of supply.

3.6 Projected Growth

Continued growth in Garden City is split between single-family housing, which may include lawns, and multi-family housing, like townhomes, which historically use less water for landscape. Projected growth rates for residential and commercial connections are shown in Table 3-4.

Table 3-4. Connection Growth Rate.

Service Connections	Current Connections	2050 Future Increase
Residential Units	942	3% annually
Commercial Units	44	3% annually

The developmental impact of single-family residences with lawns will be a significant challenge, particularly in developing an educational demand-side management program. Experience has demonstrated that a message that is effective with year-round residents has little impact on part-time residents who may have supplementary financial resources. Pricing incentives for low use water fixtures, metering and other conservation strategies will continue to be studied as part of the Town's strategy to promote water conservation.

The most recent efforts by the Town Council to encourage water subscribers to reduce usage has been through adjusting the tiered rate structure for water overages. This change went into effect, January 1, 2024. The update to increase overage rates allowed the Town the opportunity to educate property owners on proper outdoor watering strategies and ideas to encourage water conservation.

4. Billing

Approximately 82% of the current use is for residential customers, while 13.5% is for commercial customers, including motels, campgrounds, marinas, a church, etc.

Residential: An inverted monthly allocation based on the size of the hookup (3/4", etc.) is charged at a fixed rate. The minimum monthly rate is currently \$54 per hookup for 15,000 gallons per month with a corollary increase based on total water usage.

Commercial: A contractual agreement is in place with all commercial/industrial users greater than a 3/4" connection, giving them a monthly allocation for a fixed dollar amount. The allocation is based on ERU's of the commercial establishment, with the monthly allocation based on the ERU calculation. These rates are set by the Town Council through ordinances and resolutions.

Ordinance #23-08, adopted by the Town Council December 14, 2023, updated the water overage rates that are assessed for both residential and commercial properties.

The Garden City current rate structure is as follows:

Monthly Fees: (residential only)

3/4" \$54.00 @ 15,000 gallons per month

Monthly fees for residential service wholesaled under a bulk meter will be charged at a 3/4" monthly fee per ERU.

Monthly Fees: (commercial only)

The minimum commercial connection is one unit/ERU or one 3/4" connection.

Monthly fees for commercial connections are assessed @ \$54.00 per month per unit/ERU with a base gallon of 15,000 gallons.

Table 4-1. Updated Water Use Overage Charges

	Previous	Starting January 1, 2024
Tier 1	\$1/1,000 gallons up to 5,000	\$1/1,000 gallons up to 3,000
Tier 2	\$2/1,000 gallons up to 10,000	\$2/1,000 gallons 3,001 up to 6,000
Tier 3	\$3/1,000 gallons above 10,000	\$4/1,000 gallons 6,001 up to 9,000
Tier 4	None	\$6/1,000 gallons 9,001 up to 12,000
Tier 5	None	\$10/1,000 gallons 12,001 and above

Water service provided outside the Garden City limits is charged at 1.50% of the city limit rate.

These fees are based on actual costs, with monthly fees giving a gallons-per-month allocation target based on an inverted rate schedule for residents. Funding is being identified to increase storage capability, with new development working in partnership with the Town to provide storage capability.

The rate structure analysis, which was prepared by Lewis, Young, Robertson & Burningham and J-U-B Engineers, included a process to identify the potential for using a “Water Budget” based on lot size, family size and weather condition (evaporation data). This model encourages appropriate watering (whether year-round resident or temporary resident) and penalizes those who overwater. Consideration can still be given to any resident with unique constraints, including financial, considering a “lifeline” criterion.

However, it is important to understand that the Town of Garden City employs 6 full-time and 3 seasonal employees for the water department, and that financial and staffing constraints limit the ability of the Town in implementing state-of-the-art, sophisticated measures that may be possible in larger communities.

The Town Council will continue to consider a variety of options, with the goal of promoting water efficiency that is fair and equitable and maintains the beauty for which the community is well known.

5. System Water Loss

The Town shows a high amount of water loss in the data it reports to the Division of Drinking Water each year. The past three years of water loss are shown in Table 5-1. Water loss is the difference in the amount of water entering into the system through sources, and the water leaving the system through meters. The water loss in the system is assumed to be attributed to tank overflow, pipe leaks at fittings or connections, fire hydrant flushing, and malfunctioning meters.

Table 5-1, Historic Estimated Water Loss.

Year	Water from Sources (ac-ft)	Water Billed (ac-ft)	Estimated Water Loss
2022	1445.48	888.57	38.53%
2023	1344.19	937.50	30.26%
2024	1457.01	789.02	45.85%

An analysis of the water entering and leaving the system revealed a high amount of water lost in 2024. Leaks throughout the system have been identified for repair in coming years through Garden City's capital improvements plan.

All connections on Garden City's system are metered and read monthly. Garden City utilizes SCADA and radio read meters to monitor volume of water captured and used. The 3-year average of total water volume from the sources is 1415.56 ac-ft. The 3-year average of total water volume billed is 871.70 ac-ft. It is estimated that the 3-year water loss is about 543.86 ac-ft.

6. Water Use and Measurement

6.1 Annual Estimated Usage

Table 6-1 shows the billing summary for January 1st through December 31st in 2024 indicates total of gallons were metered during this period. The usage is summarized by connection type.

Table 6-1. Annual Estimated Usage.

Garden City Culinary Water Usage			
	Residential	Commercial	Total
Annual Metered Usage (MG)	150.44	926.97	1,077.41

7. Water Conservation Practices

7.1 New Best Management Practices (BMPs)

1. Education: The most effective way to change the attitude of the public is through education. An education program that focuses on the joint benefit of water conservation and pollution prevention through incentive is preferred by the Town Council rather than by ordinances.
 - a. Current conservation can be divided into two areas: Supply side and Demand side. Supply side conservation measures are actions taken by the Town within its source, storage and supply system. Demand side conservation takes place with the user, within homes and businesses. The Town has been actively planning supply side water conservation. An example would be “low water landscape” or zero scape, at the Town Offices. Demand side water conservation activities by the Town have been more aggressive.

One of the primary purposes of this plan is to investigate the demand side water conservation activities that the Town could implement to reduce water demand. The Town has a water savings cost of 30 percent of total water demand by the year 2022 based on saving 20 percent in outdoor use. Using average supply condition, the 10 percent savings would also offer projects and their associated operations and maintenance costs.

- b. Literature, postings, and flyers on appropriate landscape watering are made available to all residents and include a strong emphasis on watering techniques such as watering hours, sprinkler system retrofits that reduce runoff, and encouraging low water landscaping.
 - c. The Town will continue to partner with USU Extension, the Master Gardner program, and the Natural Resources Conservation Council, as well as other associated groups and individuals. Past programs at the town library have assisted in teaching children and their parents about healthy water practices and conservation.

- d. School Programs: The children of Garden city residents travel several miles to school in Laketown and Randolph, Utah, and thus no local school activities are available. However, the Town will work cooperatively with other local communities to fund literature and/or other resources for use in the various schools. Likewise, we will work cooperatively with any students who are interested in doing a project within our town boundaries.
 - e. Landscape Ordinance: A commercial ordinance, for areas, would require developers to submit a landscape plan which would require efficiency standards in the irrigation system, low water-use plants and an attractive but water-wise design. The developer must meet the requirements of the ordinance and be approved by the Planning Commission. Currently, architectural standards, parking, and landscape must be approved by the Planning Commission.
2. SCADA System: The Town has upgraded their water system to increase storage capacity, system pressures and fire protection. As part of the project, SCADA systems were installed to monitor water supply, storage, operations and usage. This has allowed the Town to manage its water resources better and reduce waste in the system. Future sites will be built with SCADA as per new city standards.

7.2 Summary of Progress from Previous Water Conservation Plan

Garden City's previous Water Conservation plan from 2015 outlined a few BMPs. The Town accomplished the following goals:

- The Town installed telemetry systems to more effectively monitor water supply operations and usage.
- The Town amended code to prohibit the wasting of water.

7.3 Current Conservation BMP Practices

1. Leak Detection: The Town has an ongoing internal leak detection program and will continue to budget annual resources to address this issue. Increased emphasis will be placed on seepage and other diversions, working closely with Bear Lake Special Service District who monitors wastewater.
2. Metering: The town council will continue to address the issue of metering all water users as indicated in paragraph H-1 and 2 above. Town and Public Works Department have also implemented a policy of not placing residential meters larger than ¾".
3. Pricing: The uniqueness of Garden City with its significant summertime increase raises serious issues unlike many other municipalities in the state. Some areas see significant tourism during the wintertime, but that does not impact outdoor landscape water usage. Others may see increased summertime tourists who are "pass-through" only and not building summertime vacation homes. The issues of who pays, how much and why is

always a serious, politically volatile issue, but coupled with part-time residents who have less of a political and social connection to the community, an even greater effort is necessary to ensure that everyone pays for their consumption.

- 4. Ordinance: The Town Council updated the Waste Prohibited Ordinance December 12, 2024, to prohibit water from wastefully running from the system in amounts more than are sufficient for the purpose for which the water is being used. Citations and fees have also been added for those found violating this ordinance.
- 5. The town has implemented an AMI program in 2025 that will allow customers to view their usage in real time.

7.4 Contact Information

Table 7-1. Contact Information.

Name	Position	Phone	Email
Michael Leonhardt	Mayor	435-946-2901	mikel@gardencityutah.gov
Cathie Rasmussen	Town Clerk/Recorder	435-946-2901	townclerk@gardencityutah.gov
Riley Argyle	Public Works Manager	435-946-2901	rileya@gardencityutah.gov