



**December 17, 2025**

**City Council Meeting**

**Information Packet**

# **Agenda Item # 1**

## **Public Comment**

# **Agenda Item # 2**

- a. Approval Of Minutes of the November 17, 2025 City Council Regular Meeting, December 3, CDBG First Public Hearing, and December 3, 2025 City Council Regular Meeting**

- b. Approval of Bills**

# **November 17, 2025 Regular Meeting Minutes DRAFT**

**MINUTES OF THE BUSINESS MEETING OF THE GRANTSVILLE CITY COUNCIL,  
HELD ON NOVEMBER 17<sup>th</sup>, 2025 AT THE GRANTSVILLE CITY HALL, LOCATED AT  
429 EAST MAIN STREET, GRANTSVILLE, UTAH AND ELECTRONICALLY VIA  
ZOOM. THE MEETING BEGAN AT 7:00 P.M.**

**Mayor and Council Members Present:**

Mayor Critchlow  
Rhett Butler  
Heidi Hammond

Jolene Jenkins  
Jake Thomas  
Jeff Williams

**Council Members Excused:** none.

**Appointed Officers and Employees Present:**

Michael Resare, City Manager  
Alicia Fairbourne, City Recorder  
Tysen Barker, City Attorney  
Shelby Moore, Planning and  
Zoning Administrator

Robert Sager, Police Chief  
Bill Cobabe, Comm. Development Director  
Derek Dalton, Planning Commissioner

**Citizens and Guests Present:** Sarah Moore, Stephanie Pack, Lynne Mayer, Win Rasband, Kelley Rasband, Shaun Johnson, Rick Barchers, and others who may not have signed in.

Mayor Critchlow called the meeting to order at 7:00 p.m. and asked Councilmember Jenkins to lead the Pledge of Allegiance.

**AGENDA:**

**1. Public Comment**

Mayor Critchlow opened the floor for public comment at 7:02 p.m.

*Rick Barchers* addressed the Council and stated that he had watched the previous City Council meeting and wished to reiterate concerns regarding the proposed sale of City-held water credits. He noted that water shares were an appreciating asset and remained difficult for developers to obtain. He questioned why the City would sell such assets without identifying a specific municipal purpose for the revenue and asked whether the City had completed a long-term assessment of future water needs. Mr. Barchers also referenced that the City had recently advertised interest in purchasing water shares and questioned why the City would now sell them. He urged the Council not to enter into an agreement without fully understanding the implications and asked for clarity as a citizen as to the reasoning behind the sale and the City's long-term planning considerations.

*Derek Dalton* addressed the Council and stated that the concerns raised during the earlier work session made the matter even more significant. He asserted that the project had been framed as a financial windfall but believed it came at the cost of the City's long-term water security. He stated that Grantsville had approximately 2,280 acre-feet of uncommitted water and that the developer was requesting 1,466 acre-feet of that supply. He argued that once these water resources were committed, they could not be recovered, and that no amount of anticipated revenue could compensate for the loss of a finite asset.

Mr. Dalton stated that the financial benefit of the proposal appeared to be one-sided. He noted that the developer had publicly stated that they had secured water and that it would cost them approximately \$80 million, and he asserted that the agreement would allow them to avoid that investment while shifting the risk to the City. He described the proposal as unfair, irresponsible, and inconsistent with good policy. He urged the Council to consider the long-term implications, including impacts to water security, City services, and future residents. He encouraged the Council to reject the agreement, stating that the decision represented a test of judgment and priorities for the community.

*Karly Hill* submitted an emailed public comment, which was read by City Attorney Tysen Barker. Ms. Hill stated that the proposed Deseret/Highlands development, which could include up to 7,000 homes, would significantly impact traffic, utilities, public safety, and schools. She noted that no verified documentation of the developer's claimed water rights or related impact studies had been made public. She also referenced state referendum provisions and requested disclosure of any withdrawal clauses in the development or water service agreements. Ms. Hill requested public verification of water rights, release of all impact studies, and greater transparency in the review process. She also expressed concern that the meeting had been rescheduled with little notice and stated she supported responsible and sustainable growth.

*Sarah Moore* addressed the Council regarding the Deseret development water agreement. She stated that the developer could not develop a third of the project due to an easement the property owner had publicly stated they would never grant. She cautioned that issuing water credits for the entire project under those circumstances would be an error. She also questioned the disparity between the developer's stated \$80 million water cost and the City's estimated \$12 million benefit, and expressed concern that selling City credits would remove opportunities for local water-share owners to sell their own shares. Ms. Moore stated that the City's water resources belonged to the community and urged the Council not to transfer them without a clear public benefit.

*Krista McFarlane* addressed the Council and stated that she was not opposed to growth but was concerned that the developer had not secured water resources for a project of this size. She noted Utah's longstanding drought and described the City's water supply as a limited and valuable resource that should not be given to a developer whose primary interest was financial. She urged the Council to closely review what the developer was contributing in terms of infrastructure and resources, stating that those costs should not be shifted to current or future residents. Ms. McFarlane encouraged the Council to require developers to provide their own resources and to protect the character and livability of the community.

There being no further public comments, Mayor Critchlow closed the floor at 7:16 p.m.

## **2. Summary Action Items:**

### **a. Approval of Minutes from the November 5, 2025 City Council Meeting and November 12, 2025 Board of Canvassers Meeting.**

Council Member Thomas noted a correction to the November 5th City Council Meeting minutes, stating that he had voted nay on item number six, although the draft minutes reflected a vote of aye.

**Motion:** Councilmember Butler moved to approve the Meeting Minutes from the November 5, 2025 City Council Meeting with the aforementioned correction.

**Second:** Councilmember Williams seconded the motion.

**Vote:** The vote was as follows: Councilmember Butler, “Aye”; Councilmember Hammond, “Aye”; Councilmember Jenkins, “Aye”; Councilmember Thomas “Aye”; Councilmember Williams, “Aye”. There were none opposed. The motion carried.

**Motion:** Councilmember Butler moved to approve the Meeting Minutes from the November 12, 2025 Board of Canvassers Meeting.

**Second:** Councilmember Hammond seconded the motion.

**Vote:** The vote was as follows: Councilmember Butler, “Aye”; Councilmember Hammond, “Aye”; Councilmember Jenkins, “Aye”; Councilmember Thomas “Aye”; Councilmember Williams, “Aye”. There were none opposed. The motion carried.

**b. Approval of Bills**

During discussion on the approval of bills, Council Member Jenkins asked for clarification on an invoice related to Tooele Valley pumping. She stated that she had not seen the portable restroom at the fire station during the Veterans Day event and asked the Fire Chief to confirm its placement. The Chief responded that it had been located on the south side of the building.

Council Member Jenkins then asked about the fire extinguisher inspection item and whether the City had personnel certified to perform the required annual inspections. The Fire Chief explained that while staff could perform monthly checks, the annual inspections required certified servicing. No further questions were raised.

**Motion:** Councilmember Butler moved to approve the invoices.

**Second:** Councilmember Williams seconded the motion.

**Vote:** The vote was as follows: Councilmember Butler, “Aye”; Councilmember Hammond, “Aye”; Councilmember Jenkins, “Aye”; Councilmember Thomas “Aye”; Councilmember Williams, “Aye”. There were none opposed. The motion carried.

**3. Appointment of Alicia Fairbourne as the City Recorder for Grantsville, Utah.**

Mayor Critchlow introduced the appointment of Alicia Fairbourne as City Recorder. City Manager Michael Resare stated that the City was excited to have her join the team and noted that she came from Hideout with 19 years of experience as a recorder in various locations. Ms. Fairbourne thanked the Council and stated she was happy to be here.

**Motion:** Councilmember Hammond moved to approve the Appointment of Alicia Fairbourne as the Grantsville City Recorder.

**Second:** Councilmember Jenkins seconded the motion.

**Vote:** The vote was as follows: Councilmember Butler, “Aye”; Councilmember Hammond, “Aye”; Councilmember Jenkins, “Aye”; Councilmember Thomas “Aye”; Councilmember Williams, “Aye”. There were none opposed. The motion carried.

**4. Consideration of Ordinance 2025-41 Amending the Expiration Date for Kennel/Sportsman permits to align with Dog Licensing**

The Council considered Ordinance 2025-41, which amended the expiration date for kennel and sportsman permits to align with dog licensing. Staff explained that permit holders currently renewed one license in December and another in March, and the ordinance would consolidate the

renewals for consistency and convenience. Council Member Hammond noted a minor typo in the draft ordinance, and staff acknowledged the correction.

**Motion:** Councilmember Jenkins moved to approve Ordinance 2025-41 amending the expiration date for the kennel / sportsman permits to align with dog licensing.

**Second:** Councilmember Williams seconded the motion.

**Vote:** The vote was as follows: Councilmember Butler, “Aye”; Councilmember Hammond, “Aye”; Councilmember Jenkins, “Aye”; Councilmember Thomas “Aye”; Councilmember Williams, “Aye”. There were none opposed. The motion carried.

## 5. Consideration of Resolution 2025-81 Approving the Master Water Service Agreement for the Deseret Development

Staff and the City’s water attorney, Jeff Gittons, reviewed revisions made to the Water Service Agreement since the prior meeting, including updated timelines for exercising water-credit takedowns, clarifications on extension limits, adjustments to dates and fee amounts, correction of terminology, addition of cost-sharing language for drafting fees, and cosmetic updates to exhibits.

Mr. Gittons confirmed the agreement restricted water credits to use within the development and prohibited assignment outside it. Council members asked follow-up questions regarding water-allocation limits, obligations during drought or contamination, reimbursement provisions, and whether the City retained sufficient water for its own future needs. Staff explained the distinctions between municipal water rights, water dedicated through development, and water acquired using impact fees, clarifying that impact-fee-acquired water was not included in the credits available under the agreement.

Council members discussed aquifer conditions, long-term water-planning needs, and the need for a more comprehensive water element in the general plan. Several members noted that future policy work would be needed to address water-planning, infrastructure requirements, and development thresholds.

Further discussion addressed the expected revenue from the initial 733 water credits, the role of PID financing, and the distinction between developer costs and costs ultimately borne by end users. The applicant, Sean Johnson, clarified that the specific PID bonds associated with the water credits would be paid prior to occupancy and would not create a tax levy on homeowners.

Council members also discussed public concerns, water-banking records, and the need for updated information on banked and allocated water credits. Staff explained that the prior city recorder had maintained a list and that the new recorder would update it as part of the transition.

**Motion:** Councilmember Butler moved to approve Resolution 2025-81 approving the Master Water Service Agreement for the Deseret Development.

**Second:** Councilmember Hammond seconded the motion.

**Vote:** The vote was as follows: Councilmember Butler, “Aye”; Councilmember Hammond, “Aye”; Councilmember Jenkins, “Nay”; Councilmember Thomas “Aye”; Councilmember Williams, “Nay”. The motion carried 3-2.

## **6. Consideration of Ordinance 2025-42 Amending Chapter 6 of Grantsville City Municipal Code regarding Cemetery Regulations**

The Council next considered Ordinance 2025-42 amending Chapter 6 regarding cemetery regulations. Staff and the Council reviewed the proposed changes, which were shown in red and green in the draft. The Council discussed clarifying the definition of “infant,” ultimately agreeing to define it as a child under three years of age. Council members also discussed the definition of “resident” and agreed to add “current citizen or former citizen of Grantsville City” for clarity.

The Council reviewed language assigning administrative responsibility to the City Manager and determined that the Sexton should be designated by the City Manager, removing references to “designee” elsewhere in the chapter. Council members further discussed temporary grave markers, cleanup timelines, and the need for clear, consistent communication to families.

The Council agreed to remove the term “unsightly” from the list of conditions for removal of items, keeping objective terms such as faded, worn, weathered, or broken. Additional discussion addressed holiday and seasonal decoration timing, access by minors, and ensuring safety for cemetery visitors and maintenance staff.

**Motion:** Councilmember Jenkins moved to approve Ordinance 2025-42, an Ordinance amending Chapter 6 of the Grantsville City Municipal Code regarding cemetery regulations as presented with the following additional edits: 1) Under 6-1-1(I), change the definition of the sexton to be a person designated by the City Manager, 2) Under 6-1-1(J), add “current resident or former resident of Grantsville City, 3) In 6-1-4(H) remove “or designee” after City Manager, 4) remove the word “unsightly” from 6-1-14(C).

**Second:** Councilmember Hammond seconded the motion.

**Vote:** The vote was as follows: Councilmember Butler, “Aye”; Councilmember Hammond, “Aye”; Councilmember Jenkins, “Aye”; Councilmember Thomas “Aye”; Councilmember Williams, “Aye”. There were none opposed. The motion carried.

## **7. Council Reports**

During Council reports, Council Member Williams stated he had no updates since the prior meeting but commented on improving communication with residents. He noted that recent meetings had been especially productive and suggested exploring the use of AI-generated meeting summaries as an additional transparency tool, separate from the official minutes. Council Member Thomas agreed that improved search and summary tools could help the public more easily locate information. Council Member Jenkins noted that the upcoming City website would include a curated search feature and referenced another municipality that successfully used AI summaries. Council Member Butler described the Read AI assistant program and how it could generate post-meeting summaries, while Mr. Barker noted that staff would review any legal considerations before adopting such a tool.

Council Member Hammond reported that preparations were underway to place the City’s Christmas trees back in their pots for the season and stated that the Veterans Breakfast had been very successful due to strong volunteer support. Council Member Thomas echoed his appreciation for the event and those who organized it.

Council Member Jenkins complimented staff for significant improvements to the City’s social media presence and reported that the new website was nearly complete. She also provided updates from the Youth Council, including their book drive and participation in the Festival of Trees and

Festival of Wreaths. She acknowledged recent community efforts to operate small food pantries and suggested that the City consider future options for providing a mobile or permanent resource center to serve residents in need.

Council Member Butler reported on the Library Board meeting and upcoming Historic Preservation Commission meeting. He reminded the Council of the joint work session with the Planning Commission and the scheduled training with the State Ombudsman.

Mayor Critchlow noted the upcoming Light Parade and encouraged participation. He provided an update on Matthews Lane, which was expected to open Thursday, and described the work completed, including striping, signage, and drainage considerations. He also reported on curb and gutter responsibilities and funding constraints. The Mayor concluded by wishing everyone a happy Thanksgiving and clarified that the meeting date had been adjusted due to a statewide conference.

## **8. Adjourn**

**Motion:** Councilmember Butler moved to adjourn.

**Second:** Councilmember Williams seconded the motion.

**Vote:** The vote was as follows: Councilmember Butler, “Aye”; Councilmember Hammond, “Aye”; Councilmember Jenkins, “Aye”; Councilmember Thomas “Aye”; Councilmember Williams, “Aye”. There were none opposed. The motion carried.

The meeting adjourned at 9:13 p.m.

**December 3, 2025 CDBG  
First Public Hearing Meeting  
Minutes DRAFT**

**FIRST PUBLIC HEARING  
MINUTES OF GRANTSVILLE CITY COUNCIL MEETING  
HELD AT 429 EAST MAIN STREET, WEDNESDAY, DECEMBER 3, 2025 AT 7:00 PM**

The Grantsville City Council meeting convened in regular session on Wednesday, December 3, 2025, in the Council Chambers at 429 East Main Street, meeting commenced at 7:00 PM.

Present: **Mayor and Council Members:** Mayor Neil Critchlow, Councilmember Rhett Butler, Councilmember Jolene Jenkins, Councilmember Jeff Williams  
**Other public or elected officials or employees:** City Manager Michael Resare, Zoning Administrator Shelby Moore, Grant Specialist Alexis Stewart, Community Development Director Bill Cobabe, Finance Director Aspen Clegg  
**Public in attendance, including those attending for the CDBG Public Hearing:** Derek Dalton, Jess Clifford, Steve Miner, Jared Mitchell, Les Peterson, David Jefferies, Lynn Hollinger, Candace Horne, Grant Peterson  
**City Recorder:** Alicia Fairbourne  
**City Attorney:** Tysen Barker

**COMMUNITY DEVELOPMENT BLOCK GRANT PUBLIC HEARING:**

Mayor Critchlow opened the public hearing for the CDBG program and stated that the purpose of the public hearing is to provide citizens with pertinent information about the Community Development Block Grant program and to allow for discussion of possible applications for the 2026 funding cycle. It was explained that the grant money must be spent on projects benefiting primarily low and moderate-income persons. The Wasatch Front Regional Council, in which Grantsville City is a member, is expecting to receive approximately \$1,000,000 in this new program year. All eligible activities that can be accomplished under this program are identified in the CDBG Application Policies and Procedures Manual and interested persons can review it any time. Mayor Critchlow read several of the eligible activities listed including examples, such as Construction of public works and facilities, eg., water and sewer lines, fire stations, acquisition of real property, provision of public services such as food banks or homeless shelters, Mayor Critchlow indicated that in the past Grantsville City has received one (1) grant and will be replacing the water line on Apple Street from Park Street to Hale Street, which will be on the agenda to be replaced next spring, and funds were used as part of the Park and Ride East of Grantsville. The city has handed out its capital investment plan as part of the regional "Consolidated Plan". This list shows which projects the city has identified as being needed in the community. It was asked that anyone with questions, comments or suggestions during the hearing please identify themselves by name, before they speak. The recorder will include your names in the minutes and we would like to specifically respond to your questions and suggestions during the hearing. There was no public comment. Councilmember Butler made the motion to adjourn. Councilmember Williams seconded the motion. The vote was as follows: Councilmember Butler, "Aye", Councilmember Jenkins, "Aye", Councilmember Williams, "Aye". The hearing was adjourned at 7:05 PM.

# **December 3, 2025 Regular Meeting Minutes DRAFT**

**MINUTES OF THE BUSINESS MEETING OF THE GRANTSVILLE CITY COUNCIL,  
HELD ON DECEMBER 3<sup>rd</sup>, 2025 AT THE GRANTSVILLE CITY HALL, LOCATED AT  
429 EAST MAIN STREET, GRANTSVILLE, UTAH AND ELECTRONICALLY VIA  
ZOOM. THE MEETING BEGAN AT 7:10 P.M.**

**Mayor and Council Members Present:**

Mayor Neil Critchlow  
Councilmember Rhett Butler  
Councilmember Heidi Hammond (*arrived at  
7:31 pm*)

Councilmember Jolene Jenkins  
Councilmember Jake Thomas  
Councilmember Jeff Williams

**Council Members Excused:** none.

**Appointed Officers and Employees Present:**

Michael Resare, City Manager  
Alicia Fairbourne, City Recorder  
Tysen Barker, City Attorney  
Robert Sager, Police Chief  
Bill Cobabe, Comm. Development Director

Shelby Moore, Zoning Administrator  
Alexis Stewart, Grant Writer  
Heidi Jeffries, HR Manager  
Aspen Clegg, Finance Director

**Citizens and Guests Present or on Zoom:** Jess Clifford, Derek Dalton, Steve Miner, Jared Mitchell, Les Peterson, David Jefferies, Lynn Hollinger, Grant Peterson, Candace Horn, Jeffry Downward, Pete Siaperas, Krysta MacFarlane, Leisa Lingwall, KennaRae Arave, Christine Johnson, Chelsea Sheppard, Kinzi Hicks, Crystal Bowen, David DeCaro, Barry Bunderson, Nate Butler, Vanessa Richmond, Mario Meno, Kellen Camp, James Merrill, Jewel Allen, William Anderson and others who may not have signed in or names were illegible.

Mayor Critchlow called the meeting to order at 7:10 p.m. and asked Les Peterson to lead the Pledge of Allegiance.

**AGENDA:**

**1. Public Comment**

*Derek Dalton* addressed the Mayor and Council regarding the Soelberg's request for approximately \$500,000 in impact fee relief. He stated there was no ill will toward the Jefferies family and acknowledged their role in the community; however, he expressed strong opposition to the request. Mr. Dalton stated that approving the request would be poor public policy, fiscally irresponsible, and unfair to taxpayers. He noted that Soelberg's already operates in Grantsville and that any increase in sales tax revenue would be modest since this is a relocation and expansion rather than a new retailer. He further stated that the City has already invested millions of dollars in infrastructure improvements in the area, including roads, utilities, and intersection upgrades, which directly benefit the project. He expressed concern that waiving impact fees would set a precedent for future developers and undermine the principle that growth should pay for growth. Mr. Dalton also opposed the idea of reimbursing impact fees using future tax revenues, stating those funds are intended for public services such as police, fire, parks, and roads. He noted that transportation impacts from the proposed development would be significant and argued that shifting those costs to taxpayers is unacceptable. Mr. Dalton urged the Council to deny the request.

*Candace Horn, Director of Government Relations for YESCO*, spoke regarding proposed changes to the City's sign code. She thanked city staff for their collaboration and professionalism during the drafting process and noted that many recommended changes had been incorporated. Ms. Horn specifically addressed monument sign height restrictions, stating that the proposed six-foot maximum height along SR-138, SR-112, and in commercial and industrial zones raised safety and visibility concerns. She recommended allowing monument signs up to ten feet in height and freestanding signs up to twenty feet in height. Ms. Horn cited safety standards from the American Planning Association regarding sign visibility and explained that shorter signs may be obstructed by vehicles. She also expressed concerns about visual inconsistency between existing nonconforming signs and new signage, as well as disadvantages for new businesses required to comply with stricter standards. Ms. Horn offered to provide supporting studies to the Council.

*Krysta MacFarlane* spoke in support of Mr. Dalton's comments, stating that the City has already made significant infrastructure investments related to the Soelberg's development. She expressed disappointment with the request to waive impact fees and urged the Council to require Soelberg's to pay the same fees as other developers.

*Leisa Lingwall* expressed concerns regarding the potential impact of waiving fees on taxpayers. She shared personal experience with increased property taxes since moving to Grantsville and stated that continued tax increases have been disappointing. Ms. Lingwall emphasized that commercial development should help offset taxes rather than increase the burden on residents and expressed concern that fee waivers shift costs to taxpayers.

*Christine Johnson* echoed prior comments opposing the fee waiver. She stated that granting an exception for one business would lead to future requests from other businesses and make it difficult for the City to deny similar requests. She emphasized that fairness requires consistent application of City requirements.

*Crystal Bowen* also spoke in opposition to the request, acknowledging Soelberg's positive community ties while stating that exceptions should not be made. She expressed the opinion that all businesses should share in the costs associated with operating and developing within the City.

There being no further public comments, Mayor Critchlow closed the floor at 7:23 p.m.

## **2. Summary Action Items:**

- a. Approval of Minutes from the November 17, 2025 City Council Work Meeting, November 17, 2025 City Council Regular Meeting and November 18, 2025 City Council and Planning Commission Joint Work Meeting.**

**Motion:** Councilmember Butler moved to approve the November 17, 2025, City Council Work Meeting Minutes

**Second:** Councilmember Jenkins seconded the motion.

**Vote:** The vote was as follows: Councilmember Butler, "Aye"; Councilmember Jenkins, "Aye"; Councilmember Thomas "Aye"; Councilmember Williams, "Aye". Absent from Voting: Councilmember Hammond. There were none opposed. The motion carried.

City Recorder Alicia Fairbourne noted that the November 17, 2025 City Council

Regular Meeting minutes were not completed and not included.

**Motion:** Councilmember Jenkins moved to approve the November 18, 2025, City Council and Planning Commission Joint Work Meeting Minutes

**Second:** Councilmember Butler seconded the motion.

**Vote:** The vote was as follows: Councilmember Butler, "Aye"; Councilmember Jenkins, "Aye"; Councilmember Thomas "Aye"; Councilmember Williams, "Aye". Absent from voting: Councilmember Hammond. There were none opposed. The motion carried.

**b. Approval of Bills**

**Motion:** Councilmember Butler moved to approve the bills

**Second:** Councilmember Thomas seconded the motion.

**Vote:** The vote was as follows: Councilmember Butler, "Aye"; Councilmember Jenkins, "Aye"; Councilmember Thomas "Aye"; Councilmember Williams, "Aye". Absent from Voting: Councilmember Hammond. There were none opposed. The motion carried.

At 7:31 p.m., Councilmember Hammond joined the meeting.

**3. Presentation by Jess Clifford, Tooele Valley Small Business Development Center report**

Jess Clifford presented the annual report of the Tooele Valley Small Business Development Center, highlighting its partnership with Grantsville City. The SBDC provides free counseling and coaching for small businesses, from startup to growth and exit strategies.

As of October, the center served 165 businesses, including 33 in Grantsville, providing 361 hours of counseling. Services included marketing strategies, funding assistance, and operational support. SBDC efforts contributed to the creation of 45 new jobs and a financial impact of approximately \$3.7 million in grants, loans, and increased sales. Counseling hours increased 20% from the previous year.

Mr. Clifford also reported on Tooele Technical College's \$24 million campus expansion and the Custom Fit Program, which served 60 businesses and 605 participants this year, providing 13,500+ hours of training with a total investment of \$319,000.

He concluded by sharing a client success story demonstrating the program's impact on local entrepreneurs and thanked the City for its continued support.

**4. Consideration of appointing John Montgomery as Alternate Planning Commissioner**

The Council discussed the potential appointment of John Montgomery as an Alternate Planning Commissioner. Mr. Montgomery previously served as a Planning Commissioner in Farmington during a period of rapid growth and has expressed interest in serving in Grantsville.

It was noted that formal appointments, including Mr. Montgomery and Chris Fox, will be addressed after Councilmember Heidi Hammond, the incoming Mayor, assumes office in January. In the meantime, Mr. Montgomery is willing to serve as an alternate, and Council members expressed interest in meeting him and asking additional questions after the official appointment.

**Motion:** Councilmember Hammond moved to appoint John Montgomery as Alternate Planning Commissioner.

**Second:** Councilmember Jenkins seconded the motion.

**Vote:** The vote was as follows: Councilmember Butler, “Aye”; Councilmember Hammond, “Aye”; Councilmember Jenkins, “Aye”; Councilmember Thomas “Aye”; Councilmember Williams, “Aye”. There were none opposed. The motion carried.

## 5. Consideration of approving Resolution 2025-84, a Resolution Approving Certain Impact Fee Waivers for Soelberg’s Development

City Manager Michael Resare and Applicant Steve Miner opened the discussion regarding the request from Soelberg’s Development for certain impact fee waivers related to their proposed project. Mr. Resare explained that the total calculated impact fees for the project are approximately \$549,807.57, with the primary waiver request focused on the transportation impact fees for the retail, office, and warehouse portions of the development. All other permit and impact fees would be paid by the applicant.

Mr. Resare summarized the background, noting prior communications in 2022 that included discussion of CDRA incentives to offset costs between permits and impact fees, as well as prior contributions of land toward infrastructure improvements such as Matthews Lane widening. He highlighted that previous approvals anticipated significant contributions by Soelberg’s, including land and infrastructure investment, but noted that the current transportation impact fee of \$461,000 was unexpected and substantial for the size of the project relative to the City’s population.

Mr. Miner discussed the historical context, emphasizing that most cities do not levy such high transportation fees on developments of this scale and reiterated that earlier communications regarding CDRA support and prior development agreements could have prompted earlier conversations about the fee structure.

Mr. Miner elaborated on their financial commitments, including \$300,000 in architectural and engineering costs, land acquisition totaling over \$1.5 million, and anticipated SBA financing contingent on the resolution of the transportation impact fee. They expressed willingness to cover all permit fees and to negotiate a reasonable portion of the transportation impact fees to achieve a workable solution.

Council members discussed the project’s potential economic benefits, including increased sales and property tax revenue, job creation, and the development of a master-planned commercial area. Comparisons were drawn to similar developments in other cities and the public benefit of retaining a local anchor business.

Questions were raised regarding the calculation of the transportation impact fee, specifically whether adjustments to include or exclude the Durfee Street and Sheep Lane improvements could reduce the fee.

Aspen Clegg, Finance Director, joined the discussion, explaining that the City could offset certain transportation impact fees using previously paid infrastructure costs on Durfee Street and Matthews Lane. Ms. Clegg clarified that if the Council chose to waive or reduce the fee for this specific project, it could be managed through line-item adjustments with the auditor without materially

affecting the City's budget. This presented a unique opportunity for a partial or full waiver without impacting other city-funded services.

Council members deliberated on possible middle-ground solutions, balancing fiscal responsibility with the economic development benefits. It was acknowledged that the City had already invested significantly in infrastructure supporting the project and that waiving a portion of the fees would not materially impact the budget due to prior expenditures on the Durfee Street project.

After extensive discussion, Council considered a compromise that would reduce the transportation impact fee to a level that allowed Soelberg's to proceed with financing, while still contributing toward City infrastructure costs. Council expressed the importance of establishing consistent standards for future impact fee waivers to maintain fairness for other businesses, while recognizing the unique circumstances of this project.

**Motion:** Councilmember Butler moved to reduce the impact fees for Soelberg's to \$176,606.34.

**Second:** Councilmember Williams seconded the motion.

**Vote:** The vote was as follows: Councilmember Butler, "Aye"; Councilmember Hammond, "Aye"; Councilmember Jenkins, "Nay"; Councilmember Thomas "Aye"; Councilmember Williams, "Aye". The motion carried 4-1.

#### **6. Consideration of approving Ordinance 2025-43, an Ordinance of Grantsville City approving the Master Development Template for Grantsville City**

Jay Springer, Land Use Counsel, introduced the discussion and summarized the purpose of the Master Development Template (MDT). He noted that the project has been in development for approximately 18 months, incorporating feedback from staff, Council, and the Planning Commission on prior individual projects. The MDT is intended as a standard framework for future development agreements, consolidating operational and legal language while allowing project-specific modifications through exhibits. Key elements of the template include a legal description of the property, site plans or master plans, modifications to development standards such as setbacks, building heights, and lot widths, and zoning modifications that address changes to allowed land uses. Additional project-specific requirements, such as completion assurances, bonding requirements, and other obligations, are included in Exhibit G. An informational cover sheet summarizes the developer, project name, location, zoning, and size to provide easy reference.

Phasing and open space requirements were discussed in detail. Open space must meet at least 75% of the required proportional total for each phase, with discretionary allowances limited and clearly defined. Parks and trails may not comprise more than 50% of a phase to prevent the segregation of public amenities. Fees or penalties for incomplete amenities are addressed as project-specific requirements in Exhibit G. The MDT also establishes a one-year warranty/durability testing period following acceptance of improvements by the City Council or its designee, and requires fees—including application, impact, and connection fees—to be assessed at the time of permit application, protecting the City from grandfathering issues over long-term phased developments. Provisions account for potential project abandonment or developer default, with cure periods and upcoming legislative considerations noted.

Council members expressed support for the MDT, noting that it provides clarity, consistency, and an improved starting point for negotiations with developers. The exhibits and cover sheet were praised for making project details accessible and ensuring that requirements are clear for both staff

and developers. Legal counsel emphasized that the template represents a strong position for the City while allowing flexibility for project-specific negotiations. The Council acknowledged the benefits of the MDT in streamlining future development agreements and protecting city interests, including open space, parks, and financial obligations.

**Motion:** Councilmember Butler moved to approve Ordinance 2025-43, an Ordinance of Grantsville City approving the Master Development Template for Grantsville City.

**Second:** Councilmember Jenkins seconded the motion.

**Vote:** The vote was as follows: Councilmember Butler, “Aye”; Councilmember Hammond, “Aye”; Councilmember Jenkins, “Aye”; Councilmember Thomas “Aye”; Councilmember Williams, “Aye”. There were none opposed. The motion carried.

**Motion:** Councilmember Butler made a motion to address item number 9 next.

**Second:** Councilmember Jenkins seconded the motion.

**Vote:** The vote was as follows: Councilmember Butler, “Aye”; Councilmember Hammond, “Aye”; Councilmember Jenkins, “Aye”; Councilmember Thomas “Aye”; Councilmember Williams, “Aye”. There were none opposed. The motion carried.

**7. Consideration of a proposed amendment to the Grantsville City Land Use and Management Code, specifically Chapters 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 21, 22, 23, 24, and 25**

Bill Cobabe, Community Development Director, presented amendments to Chapter 9.5 regarding parkway landscaping. He explained that the updates clarify the definition, requirements, and responsibilities for parkway landscaping. Additionally, references throughout the chapter were updated to replace “Zoning Administrator” with “Community Development Director or designee” to reflect current staff responsibilities. Council discussed the meaning of “or designee” and confirmed that this allows the City Manager to designate an appropriate staff member if necessary. The Planning Commission provided a favorable recommendation for the amendments.

**Motion:** Councilmember Hammond moved to approve the proposed amendment to the Grantsville City Land Use and Management Code, specifically Chapters 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 21, 22, 23, 24, and 25.

**Second:** Councilmember Williams seconded the motion.

**Vote:** The vote was as follows: Councilmember Butler, “Aye”; Councilmember Hammond, “Aye”; Councilmember Jenkins, “Aye”; Councilmember Thomas “Aye”; Councilmember Williams, “Aye”. There were none opposed. The motion carried.

**8. Consideration of a proposed amendment to the Grantsville City Land Use and Management Code, Chapter 20 Sign Regulations**

Community Development Director Bill Cobabe presented updates to the City’s sign ordinance. He acknowledged the participation of sign industry representatives, noting their assistance and input. The primary discussion centered on monument sign height, with staff and Planning Commission recommending limits while ensuring visibility and aesthetic consistency along Main Street. Safety,

esthetics, and fairness for businesses were highlighted as guiding principles. Monument signs were defined as typically 4–8 feet tall, masonry construction, and coordinated with the building’s design, with taller signs allowed under certain zoning conditions. Existing legal nonconforming signs may remain until damaged beyond 50% of value.

Mr. Cobabe also addressed enforcement of “snipe signs” (temporary wire-frame signs), explaining that city employees may remove prohibited signs and hold them temporarily, while allowing reasonable exceptions for yard sales or small temporary displays. Council discussed maintaining opportunities for small businesses to advertise while minimizing clutter, emphasizing the use of temporary banner signs with permits. The ordinance also clarified placement, illumination, and line-of-sight requirements to balance business visibility with public safety. Following discussion, council expressed general support for the amendments.

**Motion:** Councilmember Jenkins moved to amend the Grantsville City Land Use and Management Code, Chapter 20 Sign Regulations.

**Second:** Councilmember Thomas seconded the motion.

**Vote:** The vote was as follows: Councilmember Butler, “Aye”; Councilmember Hammond, “Aye”; Councilmember Jenkins, “Aye”; Councilmember Thomas “Aye”; Councilmember Williams, “Aye”. There were none opposed. The motion carried.

**9. Consideration of approving Ordinance 2025-45, an Ordinance of Grantsville City approving the rezone for 655 S. Willow Street, 635 S. Willow Street, 387 E. Nygreen Street, 400 E. Heritage Lane, 420 E. Heritage Lane, and parcel #18-049-0-000R, from the RR-1 (Rural Residential) zoning designation to the R-1-21 (Single-Family Residential) zoning designation**

Shelby Moore, Zoning Administrator, presented the item, noting that the applicants requested a rezone of six properties from R1 to R1-21. The area is designated as low-density residential in the Future Land Use Map, consistent with the City’s General Plan, allowing a maximum of two dwelling units per acre. The rezone includes ten half-acre lots and two 1-acre lots, aligning with surrounding property sizes. The Planning Commission provided a positive recommendation for the rezone.

Council discussion focused on access to the rear lots, which will be provided via a proposed new road rather than from Night Green. Council noted potential easement issues with the neighboring property to the south but clarified that resolution of those matters would be handled by staff, the developer, and the property owner. Council members also emphasized the benefit of the new road design for fire access and future connectivity.

**Motion:** Councilmember Butler moved to approve Ordinance 2025-45, an Ordinance of Grantsville City approving the rezone for 655 S. Willow Street, 635 S. Willow Street, 387 E. Nygreen Street, 400 E. Heritage Lane, 420 E. Heritage Lane, and parcel #18-049-0-000R, from the RR-1 (Rural Residential) zoning designation to the R-1-21 (Single-Family Residential) zoning designation.

**Second:** Councilmember Hammond seconded the motion.

**Vote:** The vote was as follows: Councilmember Butler, “Aye”; Councilmember Hammond, “Aye”; Councilmember Jenkins, “Aye”; Councilmember Thomas “Aye”; Councilmember Williams, “Aye”. There were none opposed. The motion carried.

**10. Consideration of approving Resolution 2025-85, a Resolution appointing the Chief Administrative Officer and Records Officer(s) for Grantsville City in compliance with the Utah Government Data and Privacy Act (GDPA)**

Council noted the item was straightforward and required the formal designation of responsible officers.

**Motion:** Councilmember Butler moved to approve Resolution 2025-85, a Resolution appointing the Chief Administrative Officer and Records Officer(s) for Grantsville City in compliance with the Utah Government Data and Privacy Act (GDPA)

**Second:** Councilmember Williams seconded the motion.

**Vote:** The vote was as follows: Councilmember Butler, “Aye”; Councilmember Hammond, “Aye”; Councilmember Jenkins, “Aye”; Councilmember Thomas “Aye”; Councilmember Williams, “Aye”. There were none opposed. The motion carried.

**11. Closed Session – (Imminent Litigation, Real Estate Negotiations, Personnel)**

**Motion:** Councilmember Butler moved to proceed into a Closed Session.

**Second:** Councilmember Hammond seconded the motion.

**Vote:** The vote was as follows: Councilmember Butler, “Aye”; Councilmember Hammond, “Aye”; Councilmember Jenkins, “Aye”; Councilmember Thomas “Aye”; Councilmember Williams, “Aye”. There were none opposed. The motion carried.

At 10:32 p.m., the meeting proceed into a Closed Session.

Present: Mayor Critchlow, Councilmember Butler, Councilmember Hammond, Councilmember Jenkins, Councilmember Thomas, Councilmember Williams, Michael Resare, Tysen Barker, and Alicia Fairbourne.

**Motion:** At 11:34 p.m., Councilmember Jenkins moved to adjourn the Closed Session and proceed into Public Meeting.

**Second:** Councilmember Hammond seconded the motion.

**Vote:** The vote was as follows: Councilmember Butler, “Aye”; Councilmember Hammond, “Aye”; Councilmember Jenkins, “Aye”; Councilmember Thomas “Aye”; Councilmember Williams, “Aye”. There were none opposed. The motion carried.

**12. Adjourn**

**Motion:** Councilmember Jenkins moved to adjourn the public meeting.

**Second:** Councilmember Thomas seconded the motion.

**Vote:** The vote was as follows: Councilmember Butler, “Aye”; Councilmember Hammond, “Aye”; Councilmember Jenkins, “Aye”; Councilmember Thomas “Aye”; Councilmember Williams, “Aye”. There were none opposed. The motion carried.

The meeting adjourned at 11:36 p.m.

DRAFT

# Agenda Item #3

Consideration of Approving Resolution  
2025-88 Appointing Aspen Clegg as the  
Grantsville City Financial Director



**GRANTSVILLE CITY  
RESOLUTION NO. 2025-88**

**A RESOLUTION APPOINTING ASPEN CLEGG TO THE OFFICE OF  
GRANTSVILLE FINANCE DIRECTOR**

Be it resolved by the City Council of Grantsville City, Utah as follows:

WHEREAS, Utah Code Ann. § 10-6-157 authorizes the Mayor, with the advice and consent of the City Council, to appoint a qualified person to serve as Finance Director for the City; and

WHEREAS, the Mayor requested the City Council's consent to his appointment of Aspen Clegg to the Office of Finance Director for Grantsville City; and

WHEREAS, Aspen Clegg had exhibited the skills, experience, and knowledge necessary to fulfill the duties and responsibilities of the Finance Director position; and

WHEREAS, Utah Code Ann. § 10-3-916 provides that appointed officers shall continue in office until their successors are appointed and qualified;

NOW THEREFORE BE IT RESOLVED BY THE GRANTSVILLE CITY COUNCIL that the City Council hereby consented to the appointment of Aspen Clegg to the Office of Finance Director of Grantsville City, to serve in that capacity in accordance with state law and city policy.

ADOPTED AND PASSED BY THE CITY COUNCIL OF GRANTSVILLE CITY,  
THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025.

---

By Mayor Neil Critchlow

ATTEST:

---

Alicia Fairbourne, City Recorder  
Grantsville

# Agenda Item #4

Consideration of Approving Resolution  
2025-87 Appointing Chris Horrocks as a  
Regular Planning Commission Member



**GRANTSVILLE CITY  
RESOLUTION NO. 2025-87**

**A RESOLUTION APPOINTING CHRIS HORROCKS AS A REGULAR MEMBER OF  
THE GRANTSVILLE CITY PLANNING COMMISSION**

Be it resolved by the City Council of Grantsville City, Utah as follows:

**WHEREAS**, Grantsville City has established a Planning Commission in accordance with state and local laws to oversee land use matters and provide recommendations to the City Council; and

**WHEREAS**, the Planning Commission plays a vital role in guiding the growth and development of Grantsville City through careful consideration of zoning, land use applications, and planning policies; and

**WHEREAS**, there is a need to appoint a qualified individual to serve as a regular member of the Planning Commission; and

**WHEREAS**, Chris Horrocks has been identified as a qualified candidate and is willing to serve in this capacity; and

**WHEREAS**, the term of appointment for alternate Planning Commission members is three years;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF GRANTSVILLE CITY, STATE OF UTAH, AS FOLLOWS:

**Section 1. Appointment:** Chris Horrocks is hereby appointed to serve as a regular member of the Grantsville City Planning Commission.

**Section 2. Effective Date:** This resolution shall take effect immediately upon its passage and approval as provided by law.

**Section 3. Severability clause.** If any part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution and all provisions, clauses and words of this Resolution shall be severable.

ADOPTED AND PASSED BY THE CITY COUNCIL OF GRANTSVILLE CITY, THIS  
-- DAY OF \_\_\_\_\_, 2025.

BY THE ORDER OF THE GRANTSVILLE CITY COUNCIL:

---

By Mayor Neil Critchlow

ATTEST

---

Alicia Fairbourne, City Recorder

# Agenda Item #5

Consideration of Adopting Ordinance  
2025-47 to Adopt the Utah Wildland  
Urban Interface (WUI) Code, as  
Required Under House Bill 48, to  
Address Wildfire Risk in Designated  
Wildland Urban Interface Areas

# House Bill 48

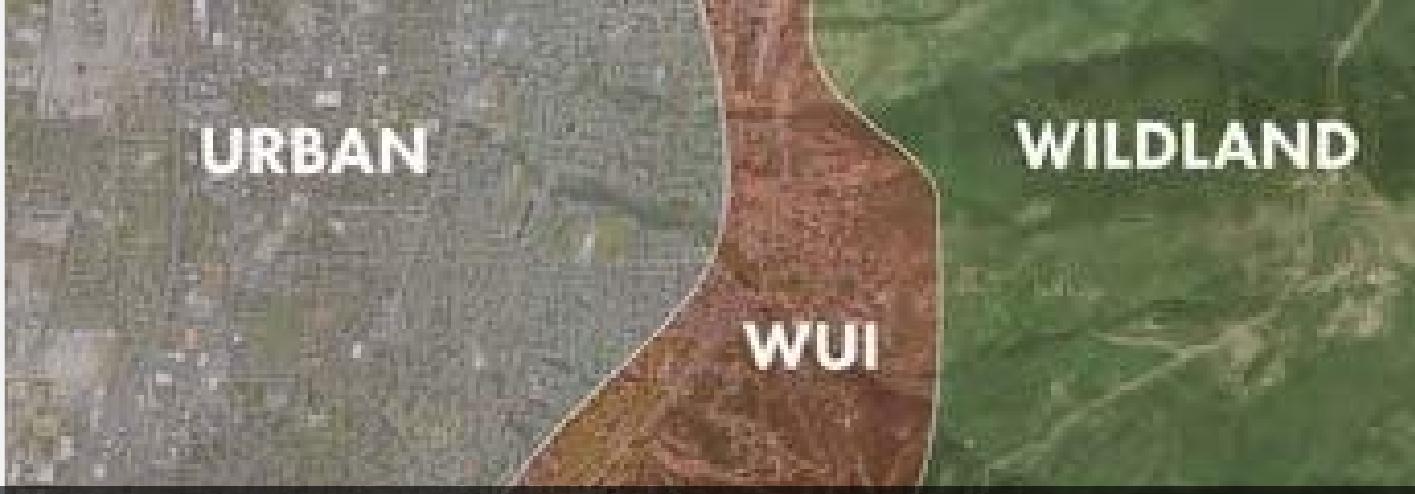
## Answer to Common Questions



Utah Division of Forestry, Fire & State Lands

[ffsl.utah.gov](http://ffsl.utah.gov)

# What is “the WUI”?



*The Wildland Urban Interface (WUI) is the zone where structures and other human development meets, or intermingles with, undeveloped wildland.*



# What prompted HB 48?

*Increased frequency and severity of wildfires*

- **Marshal Fire (CO), 2021:** 2 deaths | 1,084 structures
- **Lahaina Fire (HI), 2023:** 102 deaths | 2,207 structures
- **Eaton Fire (CA), 2025:** 19 deaths | 9,418 structures
- **Palisades Fire (CA), 2025:** 12 deaths | 6,837 structures



*“When weather, topography and fuels align, wildfires will behave on their own terms, no matter how many engines, crews or aircraft are available or how ample the water supply is. Those who live in the wildland/urban interface have a shared responsibility with those around them to learn to live within the wildland fire zones.”*

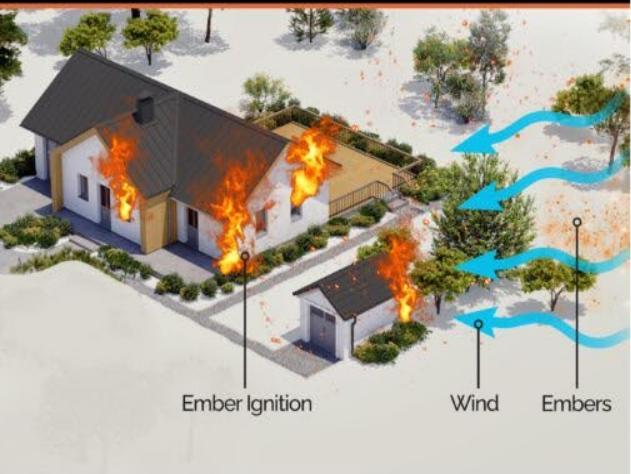
- Brad Washa  
Utah State University



## THREE REASONS HOUSES BURN DURING A WILDFIRE

### Embers

90% of Structure Ignition



### Direct Flame Contact

Continuity of Fuels



### Radiant Heat

Density of Structures



Utah Division of Forestry, Fire & State Lands

[ffsl.utah.gov](http://ffsl.utah.gov)

# Potential Impact of HB 48

When property owners reduce their wildfire risk:

- **Structure Survivability** increases, and
- Likelihood of **Urban Conflagration** reduces.



# *History of HB 48*

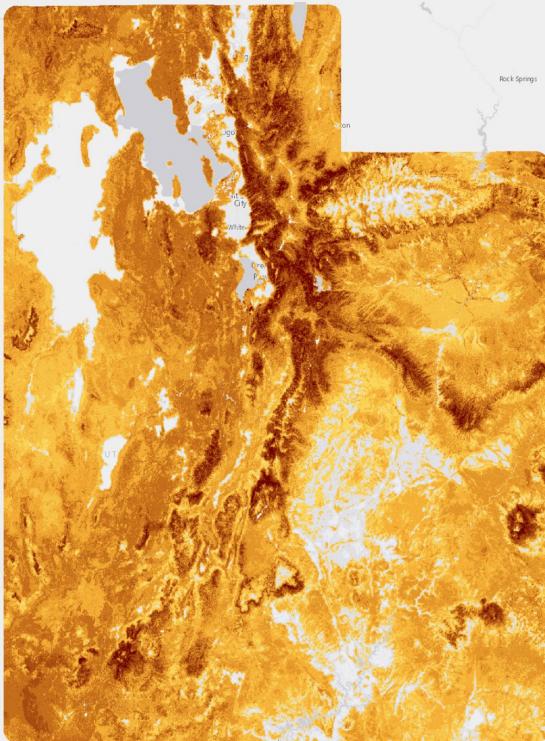


Utah Division of Forestry, Fire & State Lands

[ffsl.utah.gov](http://ffsl.utah.gov)

# 2024 House Bill 437

wildfirerisk.utah.gov



Fire Likelihood  
+ Fire Intensity  
+ Ember Load  
= Structure Exposure Score

SES VII and above  
+ Structure Density  
= Potential High-Risk WUI



Utah Division of Forestry, Fire & State Lands

ffsl.utah.gov

# *UWRAP Structure Exposure Score (SES)*



## *The High-Risk WUI Boundary*



Utah Division of Forestry, Fire & State Lands

[ffsl.utah.gov](http://ffsl.utah.gov)

# 2025 HB 48: From Bill to Law

**January 31** – Bill introduced in House BLC Committee

**February 10** – Bill heard on House floor

**February 20** – Bill heard on Senate floor

**February 28** – Bill introduced in Senate NRAES Committee

**March 5** – Bill passes House and Senate floors

**March 19** – Governor Cox signs Bill into Law

# Administrative Rules

616 (5) The division may make rules, in accordance with Title 63G, Chapter 3, Utah  
617 Administrative Rulemaking Act, to:  
618 (a) define high risk wildland urban interface property and wildland urban interface  
619 property that is not high risk as provided in Subsection 65A-8-203(8)(b);  
620 (b) establish the criteria used to evaluate and classify property located within high risk  
621 wildland urban interface property;  
622 (c) create a process by which the division and counties communicate classifications  
623 assigned to property described in Subsection (1)(a);  
624 (d) create a process for communicating to a property owner the information described in  
625 Subsection (2);  
626 (e) establish how the division may provide resources under Subsection (3);  
627 (f) create a process for a wildland urban interface property and casualty insurer to learn  
628 the classification described in Subsection (3)(b); and  
629 (g) establish how the fee amount described in Subsection (4) is set.

**Administrative Rules** are regulations created by state agencies for laws passed by the legislature, giving them the force and effect of law.

*Policies outline more exact methods of implementation by the division.*



# *Contents of HB 48*



Utah Division of Forestry, Fire & State Lands

[ffsl.utah.gov](http://ffsl.utah.gov)

# Major Elements of HB 48

1. WUI Code adoption
2. High-Risk WUI boundary
3. Structures assessed a fee
4. Lot assessments
5. Insurance requirements

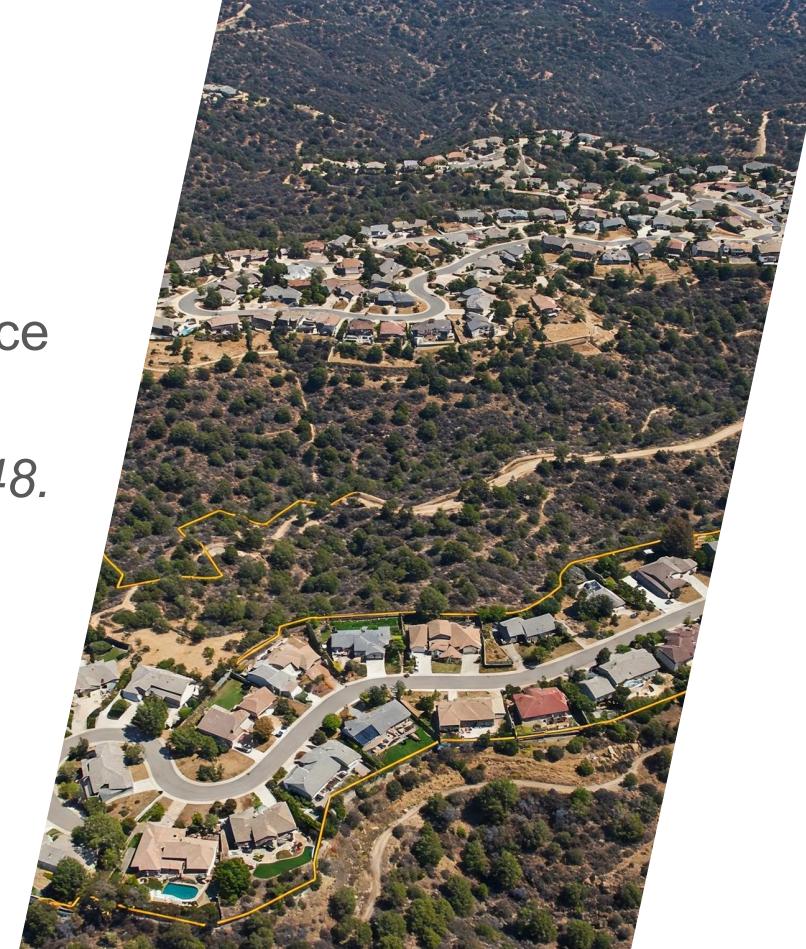


# WUI Code Adoption

- Municipalities must adopt and enforce the WUI code.

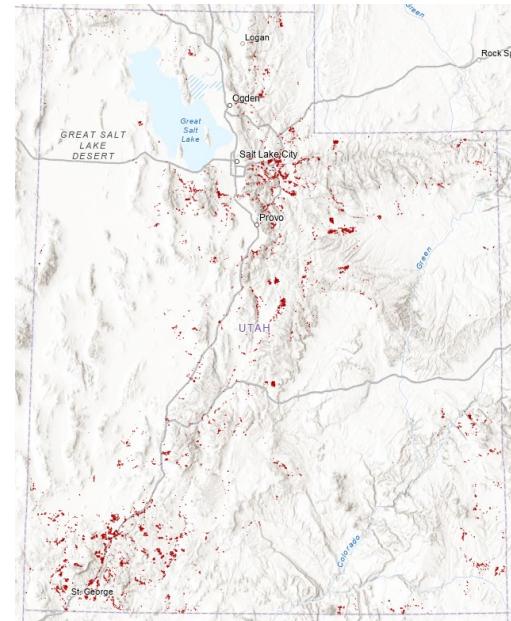
*Counties were required to prior to HB 48.*

- Requires the municipality to identify the WUI zone.
- This is the enforcement mechanism for reducing wildfire risk on private land.



# High-Risk WUI Boundary

- Where the fees will be assessed
- Property Insurers required to use map when labelling property as “High-Risk WUI”
- Currently in development
- Updated fuelscape & scientific analysis
- Finalized by January 1, 2026



## WUI Zone

*Where the counties & municipalities enforce the WUI code.*

- Counties and Municipalities are required to adopt and enforce Utah's WUI code by January 1, 2026 .
- The local jurisdiction must specify where the WUI code will apply by creating a boundary map.

## VS. High-Risk WUI Boundary

*Where property owners are assessed a fee.*

- FFSL is required to create a High-Risk WUI boundary map.
- Structures within this boundary will be assessed a fee
- Property insurance carriers must use this High-Risk WUI Map when evaluating wildfire risk.



# Fee Amount

House Bill 48, line 610

“The division shall annually set a fee amount that is based on the square footage of a structure within the high risk wildland urban interface to pay for the costs associated with the implementation of this part to be assessed and collected by a county in accordance with Section 17-16-22.”



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[ffsl.utah.gov](http://ffsl.utah.gov)

# Fee Amount

- FFSL sets the fee amounts based on the square footage of **taxable structures**
- 2026 & 2027 = flat fee between \$20 and \$100 per structure
- 2028 onward = fees based on:
  - Annual costs of the program
  - Triage score from the lot assessment
    - A lower triage score = a lower fee



# Fee Amount



- The county collects the fees
- Fees deposited into Utah Wildfire Fund
- FFSL may allocate fees to county *based on agreement*
- Fees can only be used to cover implementation costs
  - e.g. lot assessments, fee assessment, High-Risk WUI mapping, database software, etc.



# Lot Assessments

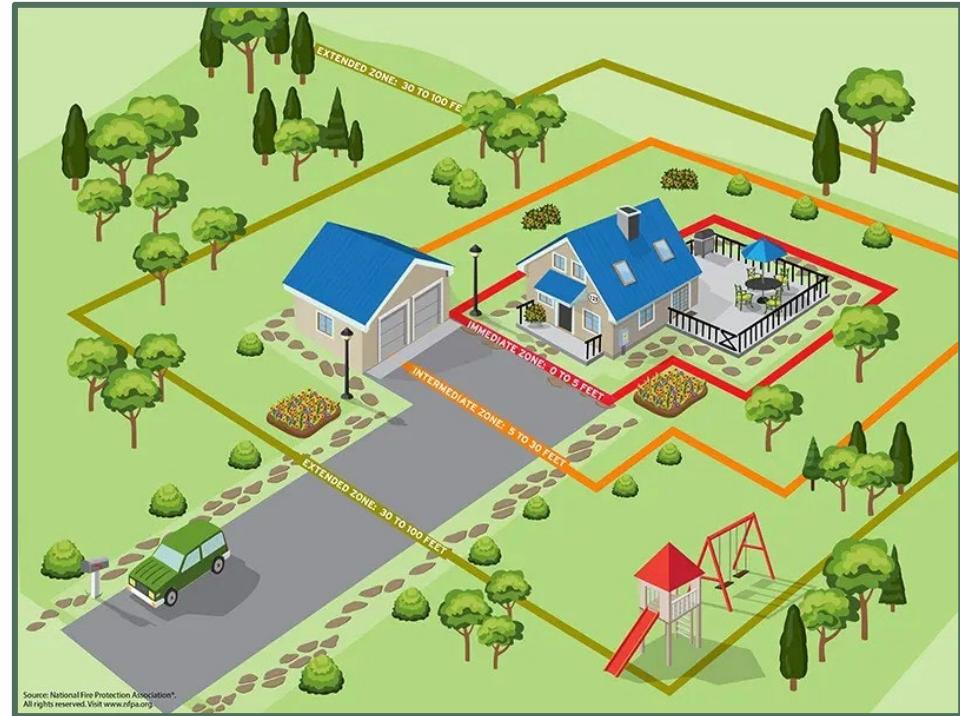
- Assessments may be requested by the property owner
- Must be completed by an WUI Coordinator certified by FFSL
- Assessments will use a prescribed standard methodology being developed by FFSL
  - WUI code and Firewise



# Lot Assessments

**Survivable Space**  
(defensible space)

**Home Hardening**



Utah Division of Forestry, Fire & State Lands

[ffsl.utah.gov](http://ffsl.utah.gov)

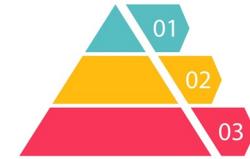
# Lot Assessment > Triage Scale



- Lot Assessments will produce a triage scale based on the WUI code
  - Classification III (extreme risk) = not fully compliant with survivable space or home hardening
  - Classification II (very high risk) = compliant with survivable space, but not home hardening
  - Classification I (high risk) = fully compliant with WUI code



# Triage Scale Classifications



- All triage scales will have a fee - it will be reduced as wildfire risk is addressed
- Starting in 2028, properties without a lot assessment will be classified at the highest risk level
- Once a lot assessment is completed, a homeowner can self-certify improvements
- 5 year limit on classification level



# Appeals

- Property owners may appeal the lot assessment results or triage scale classification
- Must appeal in writing to the division within 45 days
- Include evidence of assertion



# WUI Coordinators

- WUI Coordinators = Lot Assessors
- Must be certified by the division
- Education and safety requirements TBD

*Intent is to assure statewide uniformity.*

- Lot assessments done prior to the implementation of this program will be for informational purposes only.



# Information Sharing

- Lot assessment results will be collected in a central database
- Insurers see the Triage Scale (not private)
- Counties & FFSL share all data (private)
- Property owners receive a full lot assessment report with recommended actions to reduce wildfire risk based on:



**FIREWISE USA®**  
Residents Reducing Wildfire Risks



Utah Division of Forestry, Fire & State Lands

[ffsl.utah.gov](http://ffsl.utah.gov)

# Wildland Urban Interface Agreement

- Who will perform lot assessments
- Who is using fees
- How fees can be used
- Who has access to information database



# *Impacts of HB 48*



Utah Division of Forestry, Fire & State Lands

[ffsl.utah.gov](http://ffsl.utah.gov)

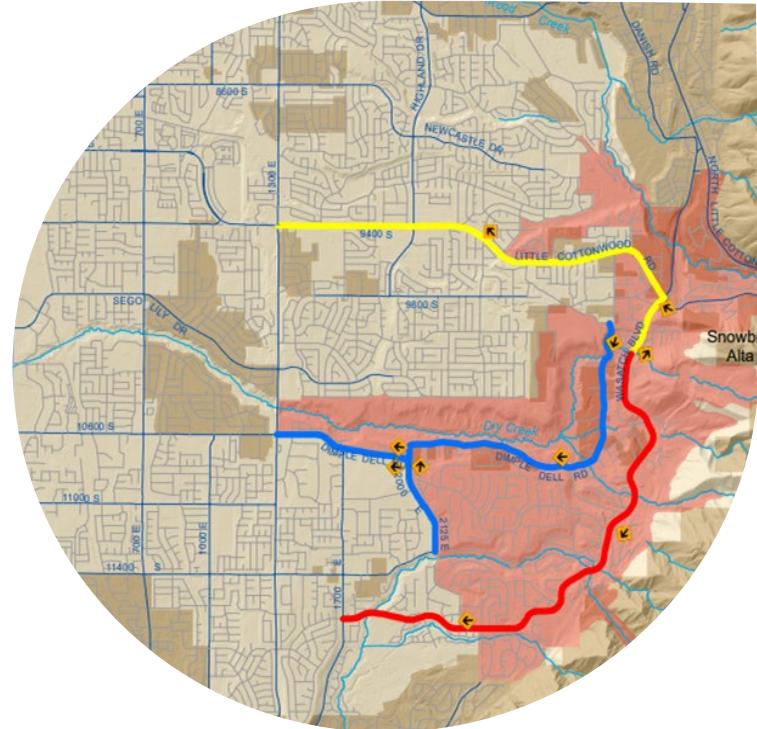
# Homeowner Impact

- Structures in designated High-Risk WUI areas will be subject to fees
- Property owners may request lot assessments
- Properties in the local WUI zone will be subject to the WUI Code



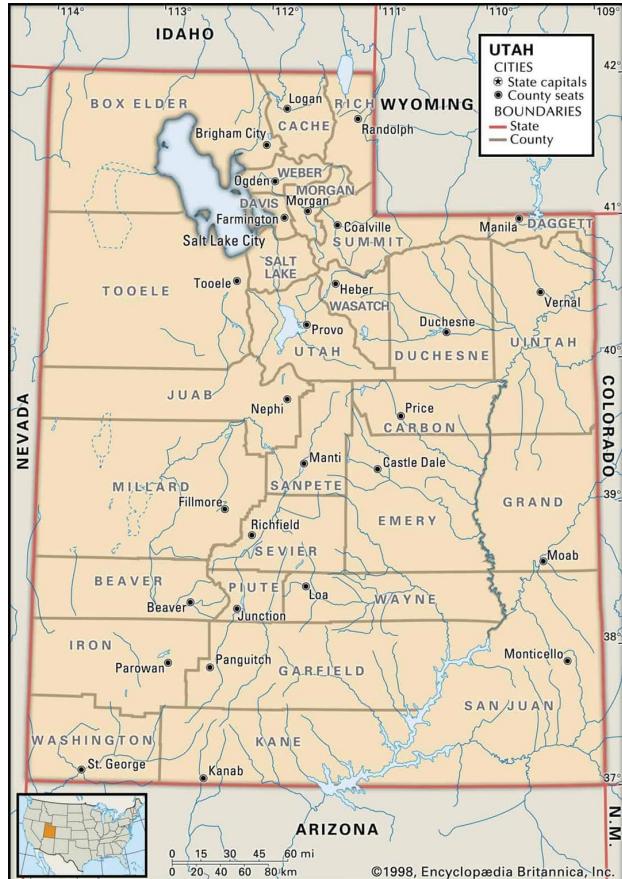
# Municipal Impact

- Adopt the Utah WUI Code by **January 1, 2026**
- Create a map boundary for the WUI zone
- Enforce the WUI code within the WUI boundary
- May assist with lot assessments



# County Impact

- Collect the High-Risk WUI fees
- Enforce the WUI code within the WUI boundary
- Sign the WUI Agreement with FFSL
- May assist with lot assessments
- Must participate in CWS if in the High-Risk WUI



# FFSL Impact

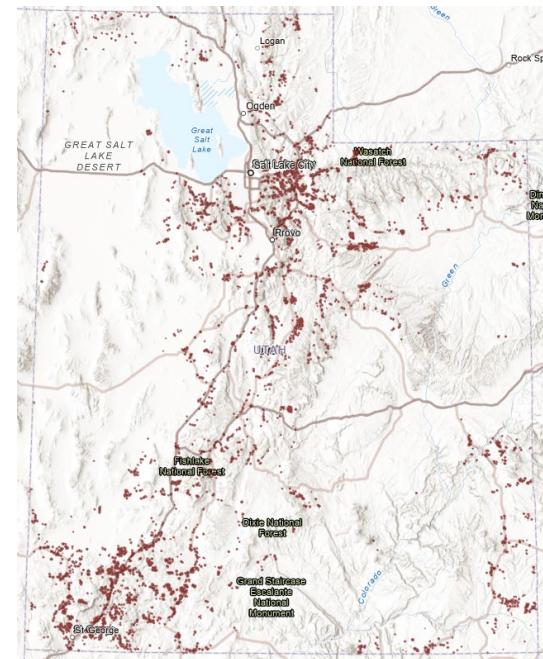
1. Admin Rules (**now**)
2. WUI Agreement (**Jan. 2026**)
3. High-Risk WUI Fees Set (**Jan. 2026**)
4. High-Risk WUI Boundary (**Jan. 2026**)
5. Notice to Property Owners in High-Risk WUI (**early 2026**)
6. WUI Coordinator Certification Program (**spring 2026**)
7. Lot Assessment software and database (**spring 2026**)
8. Lot Assessments completed (**Jan. 2028**)

2026						
January						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1



# Summary of HB 48

House Bill 48 addresses wildfire risk at the individual level, educating homeowners on specific actions they can take to better protect their property from the very real threat of wildfire in Utah's wildland urban interface.



## FAQ & Info Request



[ffsl.utah.gov/wuirisk/](http://ffsl.utah.gov/wuirisk/)

## Information Boards



[ffsl.utah.gov/hb-48-public-meetings/](http://ffsl.utah.gov/hb-48-public-meetings/)



Utah Division of Forestry, Fire & State Lands

ffsl.utah.gov

# Contact



**Joseph Anderson**  
Wildfire Risk Reduction  
Programs Manager  
[randerson3@utah.gov](mailto:randerson3@utah.gov)  
385-786-5588



Utah Division of Forestry, Fire & State Lands

[ffsl.utah.gov](http://ffsl.utah.gov)

**GRANTSVILLE  
ORDINANCE 2025-47**

**AMENDING GRANTSVILLE CITY MUNICIPAL CODE 5-1-1 TO ADOPT THE  
UTAH WILDLAND URBAN INTERFACE (WUI) CODE, AS REQUIRED UNDER  
HOUSE BILL 48, TO ADDRESS WILDFIRE RISK IN DESIGNATED WILDLAND  
URBAN INTERFACE AREAS**

**WHEREAS**, the Utah Legislature adopted House Bill 48, which requires municipalities with designated Wildland Urban Interface areas to adopt the Utah Wildland Urban Interface (WUI) Code to mitigate wildfire risk; and

**WHEREAS**, the Utah State Fire Marshal has promulgated the Utah Wildland Urban Interface (WUI) Code, as adopted and amended by the State of Utah, to establish minimum standards for wildfire-resistant construction, defensible space, and related measures in areas subject to elevated wildfire risk; and

**WHEREAS**, Grantsville City contains areas designated as Wildland Urban Interface, or may be so designated in the future, based on mapping or determinations by the State of Utah or other authorized entities; and

**WHEREAS**, the City Council of Grantsville City finds that adoption of the Utah Wildland Urban Interface (WUI) Code is necessary and appropriate to protect public health, safety, and welfare by reducing the risk of wildfire and improving community resilience;

**NOW THEREFORE**, be it ordained by the Council of the Grantsville, in the State of Utah, as follows:

**SECTION 1:** **AMENDMENT** “5-1-1 Utah Uniform Building And Fire Prevention Standards” of the Grantsville Municipal Code is hereby *amended* as follows:

**BEFORE AMENDMENT**

**5-1-1 Utah Uniform Building And Fire Prevention Standards**

- A. Grantsville City shall adhere to and enforce the provisions of the Utah Uniform Building Standards adopted by the Utah State Division of Occupational and Professional Licensing, which include a building code, an electrical code, a plumbing code, a mechanical code, manufactured homes installation standards, code for the abatement of dangerous buildings, building energy conservation code, seismic retrofit standards, existing building standards, and such other standards and regulations as may be adopted by rule under the Utah Code. The specific edition of each code adopted by the State of Utah may be determined by reference to Rule 156-56-701 of the Utah Administrative Code. Grantsville City shall also adhere to and enforce the

provisions of the “Rules Pursuant to the Utah Fire Prevention Law” adopted by the Utah Fire Prevention Board, which includes the International Fire Code and specific provisions of the National Fire Protection Association Standards, and such other standards and regulations as may be adopted by rule under the Utah Code. The specific edition of each code adopted by the Utah Fire Prevention Board may be determined by reference to Rule 710-9-1 of Utah Administrative Code. Every person, firm or corporation shall adhere to the above referenced standards in building construction, alteration, remodeling and repair within Grantsville City. Any person, firm or corporation who violates the provisions of the above referenced standards or any other provision of this Chapter shall be guilty of a Class "C" misdemeanor.

- B. Except in a residential area, a structure used solely in conjunction with an agriculture use, and not for human occupancy, is exempted from the permit requirements of any building code adopted by the State Division of Occupational and Professional Licensing. Residential areas in Grantsville City are defined as those areas zoned as RR-5, RR-1, R1-21, R1-12, R1-8, RM-7, RM-15 or RM-30 districts pursuant to the Grantsville Land Use Management and Development Code. Unless otherwise exempted under state law, agriculture structures must be permitted for any plumbing, electrical and mechanical work included in the structure.

#### A F T E R A M E N D M E N T

##### 5-1-1 Utah Uniform Building And Fire Prevention Standards

- A. Grantsville City shall adhere to and enforce the provisions of the Utah Uniform Building Standards adopted by the Utah State Division of Occupational and Professional Licensing, which include a building code, an electrical code, a plumbing code, a mechanical code, manufactured homes installation standards, code for the abatement of dangerous buildings, building energy conservation code, seismic retrofit standards, existing building standards, and such other standards and regulations as may be adopted by rule under the Utah Code. The specific edition of each code adopted by the State of Utah may be determined by reference to Rule 156-56-701 of the Utah Administrative Code. Grantsville City shall also adhere to and enforce the provisions of the “Rules Pursuant to the Utah Fire Prevention Law” adopted by the Utah Fire Prevention Board, which includes the International Fire Code and specific provisions of the National Fire Protection Association Standards, the Utah Wildland Urban Interface (WUI) Code and such other standards and regulations as may be adopted by rule under the Utah Code. The specific edition of each code adopted by the Utah Fire Prevention Board may be determined by reference to Rule 710-9-1 of Utah Administrative Code. Every person, firm or corporation shall adhere to the above referenced standards in building construction, alteration, remodeling and repair within Grantsville City. Any person, firm or corporation who violates the provisions of the above referenced standards or any other provision of this Chapter shall be guilty of a Class "C" misdemeanor.
- B. Except in a residential area, a structure used solely in conjunction with an agriculture use, and not for human occupancy, is exempted from the permit requirements of any

building code adopted by the State Division of Occupational and Professional Licensing. Residential areas in Grantsville City are defined as those areas zoned as RR-5, RR-1, R1-21, R1-12, R1-8, RM-7, RM-15 or RM-30 districts pursuant to the Grantsville Land Use Management and Development Code. Unless otherwise exempted under state law, agriculture structures must be permitted for any plumbing, electrical and mechanical work included in the structure.

**SECTION 2: SEVERABILITY CLAUSE** Should any part or provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinances a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

**SECTION 3: EFFECTIVE DATE** This Ordinance shall take effect immediately upon its passage and approval as provided by law.

PASSED AND ADOPTED BY THE GRANTSVILLE COUNCIL

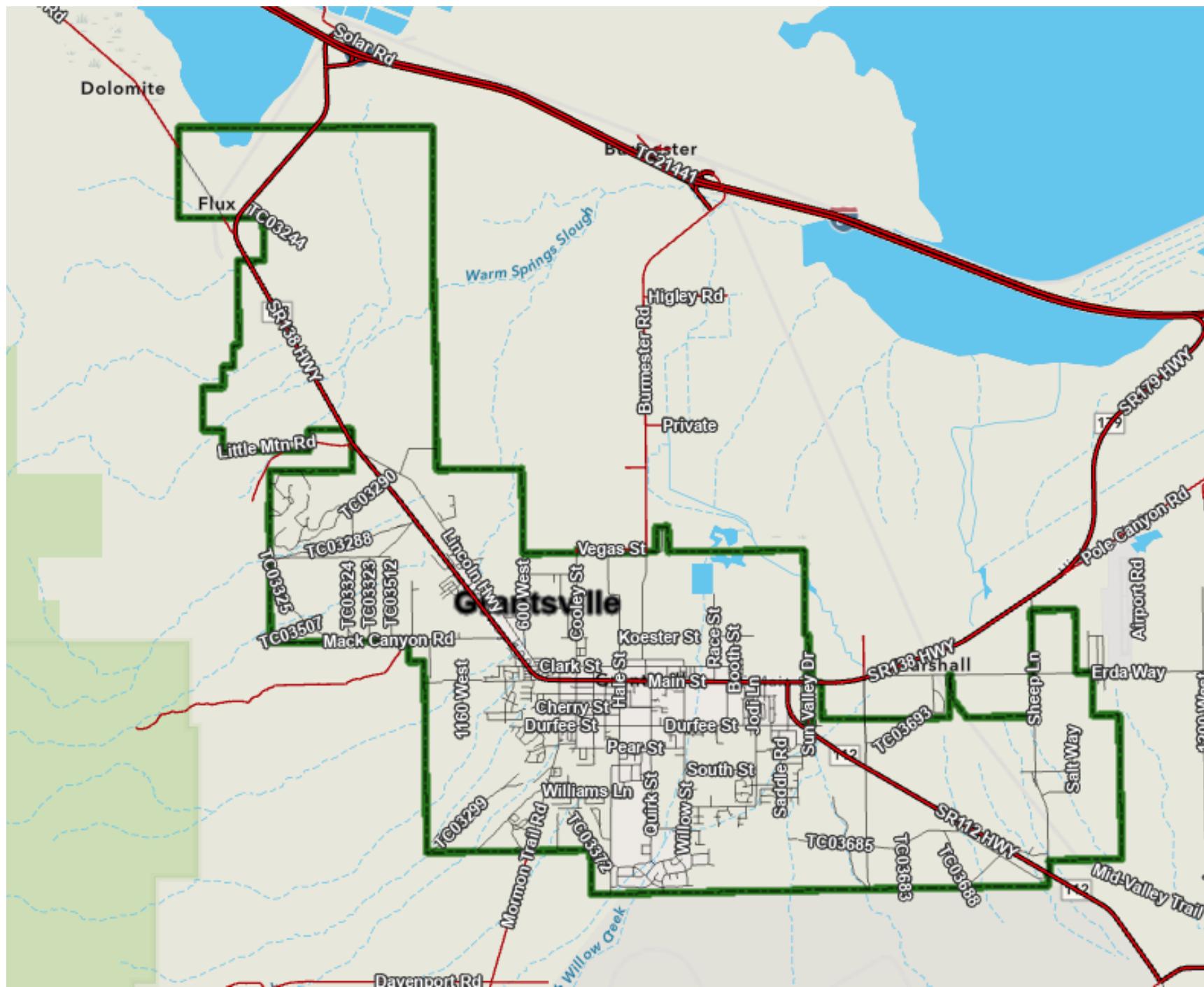
	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Heidi Hammond	_____	_____	_____	_____
Jolene Jenkins	_____	_____	_____	_____
Jeff Williams	_____	_____	_____	_____
Rhett Butler	_____	_____	_____	_____
Jacob Thomas	_____	_____	_____	_____
Presiding Officer			Attest	

---

Neil Critchlow, Mayor, Grantsville

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Alicia Fairbourne, City Recorder,  
Grantsville



# Agenda Item #6

Consideration of Approving Resolution  
2025-86 Approving a Deviation from the  
Driveway Standards Under Grantsville  
Land Use Development and Management  
Code Section 6.14.5(E) for the Property  
Located at 414 South Roadster Lane

**Planning and Zoning**  
336 W. Main St.  
Grantsville, UT 84029  
Phone: (435) 884-1674



**Permit # 2025188**

**Staff Report Summary for  
Driveway / Secondary Access Amendment, Joshua Hill.**

**Parcel ID(s): 15-093-0-0043**

**Property Address: 414 S Roadster Lane**

**Applicant Name: Joshua Hill**

**Request: Amendment to Permit #2025172**

**Prepared By: Nicole Ackman**

**Meeting Date: December 17, 2025**

**Public Hearing Date:**

**Current Zone: R-1-21**

**Acres: 0.67**

**PLANNING STAFF ANALYSIS AND COMMENTS**

**Background**

Joshua Hill, property owner of 414 S Roadster Lane in the R-1-21 zone, has submitted a request to amend his previously approved secondary access permit (#2025172), originally approved on November 18, 2025. He is requesting to increase the secondary access width from the approved 15 feet to 19 feet.

Under [Grantsville Land Use Ordinance 6.14.5 \(Residential Districts Driveway Regulations\)](#), no more than two driveway approaches are permitted for a single-family lot, and the combined width of all approaches **may not exceed one-third of the lot's frontage**. The property's frontage along Main Street, where both approaches are located, is 193 feet. One-third of this frontage equals 64 feet.

The existing driveway approach is 48 feet wide, and the proposed secondary driveway is 19 feet wide, resulting in an overage of 4 feet beyond the allowable total.

In accordance with Section 6.14.1 (Driveway Construction Requirements), any variation from these requirements of this chapter may only be approved by the City Council.

**Staff Recommendation**

**Staff does not recommend approval** of this request, as it does not comply with [Grantsville Land Use Ordinance 6.14 \(Driveway Regulations\)](#). Approval may also establish a precedent for similar requests, which could negatively affect street parking and interfere with stormwater drainage by reducing the amount of curb and gutter available.

*\*\* Disclaimer: Please be advised that at no point should the comments and conclusions made by The City staff or the conclusions drawn from them be quoted, misconstrued, or interpreted as recommendations. These inputs are intended solely for the legislative body to interpret as deemed appropriate.*

*The information provided is purely for the legislative body to interpret in their own right and context. It is crucial to maintain the integrity and context of the information shared, as it is meant to assist in the decision-making process without implying any endorsement or directive, but it is essential that it is understood within the appropriate scope.*



## Conditions if Approved

If the City Council chooses to approve the request, the following conditions, as outlined by the City Engineer, must be met:

### 1. Approach Widening Standards

- The driveway approach widening shall conform to APWA Plan 221.1 with Grantsville City APWA modifications.
- Grantsville's modification to APWA Plan 221.1 requires concrete with a minimum compressive strength of 4,500 psi.
- To replace the storm water volume in the roadside swale that is displaced by the drive access, install a clean (uniform size) gravel bed the width of the drive access (currently 15 ft) by the width of the park strip (8 ft) by a 2' depth below the concrete driveway. The gravel bed is to be wrapped in a geotextile separation fabric meeting APWA 31 05 19. No culvert is required.

### 2. Reference Documents

- APWA Standard Plans can be accessed at:  
APWA 2025 Manual of Standard Plans (Draft)
- Grantsville City APWA modifications are available at:  
Modifications to APWA Plan Details – 8/25/25

### 3. Construction Documentation

- The driveway approach widening shall conform to APWA Plan 221.1 with Grantsville City APWA modifications. Grantsville's modification to APWA Plan 221.1 requires concrete with a minimum compressive strength of 4,500 psi.
- To replace the storm water volume in the roadside swale that is displaced by the drive access, install a clean (uniform size) gravel bed the width of the drive access (currently 15 ft) by the width of the park strip (8 ft) by a 2' depth below the concrete driveway. The gravel bed is to be wrapped in a geotextile separation fabric meeting APWA 31 05 19. No culvert is required

*\*\* Disclaimer: Please be advised that at no point should the comments and conclusions made by The City staff or the conclusions drawn from them be quoted, misconstrued, or interpreted as recommendations. These inputs are intended solely for the legislative body to interpret as deemed appropriate.*

*The information provided is purely for the legislative body to interpret in their own right and context. It is crucial to maintain the integrity and context of the information shared, as it is meant to assist in the decision-making process without implying any endorsement or directive, but it is essential that it is understood within the appropriate scope.*

## **6.14.5 Residential Districts**

### **A. Residential Districts**

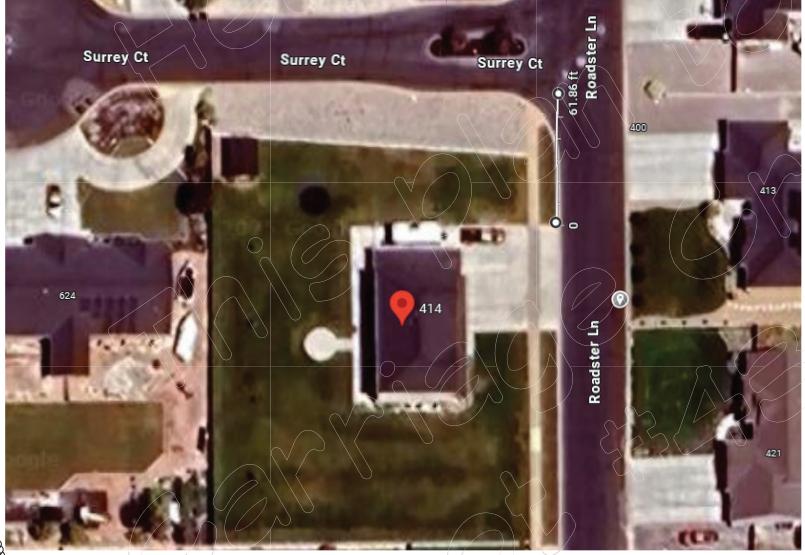
1. The following restrictions shall apply to single family detached, single family attached and two family dwellings:
  - a. Parking on driveways located between the front or corner side lot line and building shall not be allowed for satisfying the requirements stated in this Chapter.
  - b. Unless an exception is granted by the City Council, driveway approaches in front and corner yards shall not be greater than thirty feet (30') in width.
  - c. The provision of parking spaces elsewhere on the lot shall conform to the other applicable requirements of this Chapter. Requirements for garages shall be specified in each zoning district regulations.
  - d. No parkway right-of-way adjacent to or near the lot shall be used for parking.
  - e. For each single-family residential lot no more than two driveway approaches shall be permitted. In all instances, the total width of two or more driveway approaches may not exceed one-third of the lot frontage in which the drive approaches are constructed. A drive approach shall have a minimum width of twelve feet (12') between them, not including flares.
  - f. The second driveway cannot access an arterial or collector street, unless approved by the City Engineer and City Council.
  - g. Driveways shall not be closer than:
    - (1) Twelve feet (12') to each other; and
    - (2) Sixty feet (60') along the right of ways to a point of a road or street right-of-way intersection as measured from back of sidewalk or property line to edge of driveway.
  - h. Circular driveways shall only be permitted on local residential streets. A minimum lot frontage of one hundred feet (100') or greater is required of if located on a corner lot, at least thirty-five feet (35') of spacing from the curb line to the leading edge of the driveway.
  - i. Secondary driveways must be no closer than 10' from the adjacent property line, as measured from the property line to the edge of driveway, not including flares.

### **HISTORY**



**CITY SET**

REVIEWED BY: **DR. ROBERT L. HARRIS**  
THE UNIVERSITY OF TORONTO  
THE DEPARTMENT OF CHEMISTRY  
REPRODUCED WITH PERMISSION.



Subdivision has a 2 foot boarder but no curb and gutter  
Property has No flared out driveway approach.  
Opposite side of the street does not have a sidewalk



THIS SITE PLAN IS BASED ON INFORMATION PROVIDED BY OWNERS, ALTHOUGH EVER EFFORT IS MADE TO ENSURE ACCURACY. HISTORIC SITE DESIGN ASSUMES NO LIABILITY FOR THE PLACEMENT OF THE HOUSE ON THE LOT. IT IS THE RESPONSIBILITY OF THE OWNER/BUILDER TO VERIFY ALL ACTUAL SITE CONDITIONS AS WELL AS COMPLIANCE WITH ALL LOCAL ORDINANCES, EASEMENTS, SETBACKS ETC.

SURFACE WATER SHALL DRAIN AWAY FROM THE HOUSE AT ALL POINTS. DRAINAGE WATER SHALL DRAIN TO THE STREET OR TO AN APPROVED DRAINAGE COURSE BUT NOT ONTO NEIGHBORING PROPERTIES. THE GRADE AWAY FROM FOUNDATION WALLS SHALL FALL A MINIMUM OF 6 INCHES WITHIN THE FIRST 10 FEET (5%).

**ELEVATIONS (ASSUMED)**

TOP OF FTG (8' FND) = 91'-0"  
TOP OF FTG (9' FND) = 90'-0"  
GARAGE = 48'-6"  
TOP OF FND. = 91'-0"  
MAIN FLOOR = 100'-0"

47

Surrey Ct  
1.86 ft  
Roadsite

6 400

413

2010-11

ester Ln

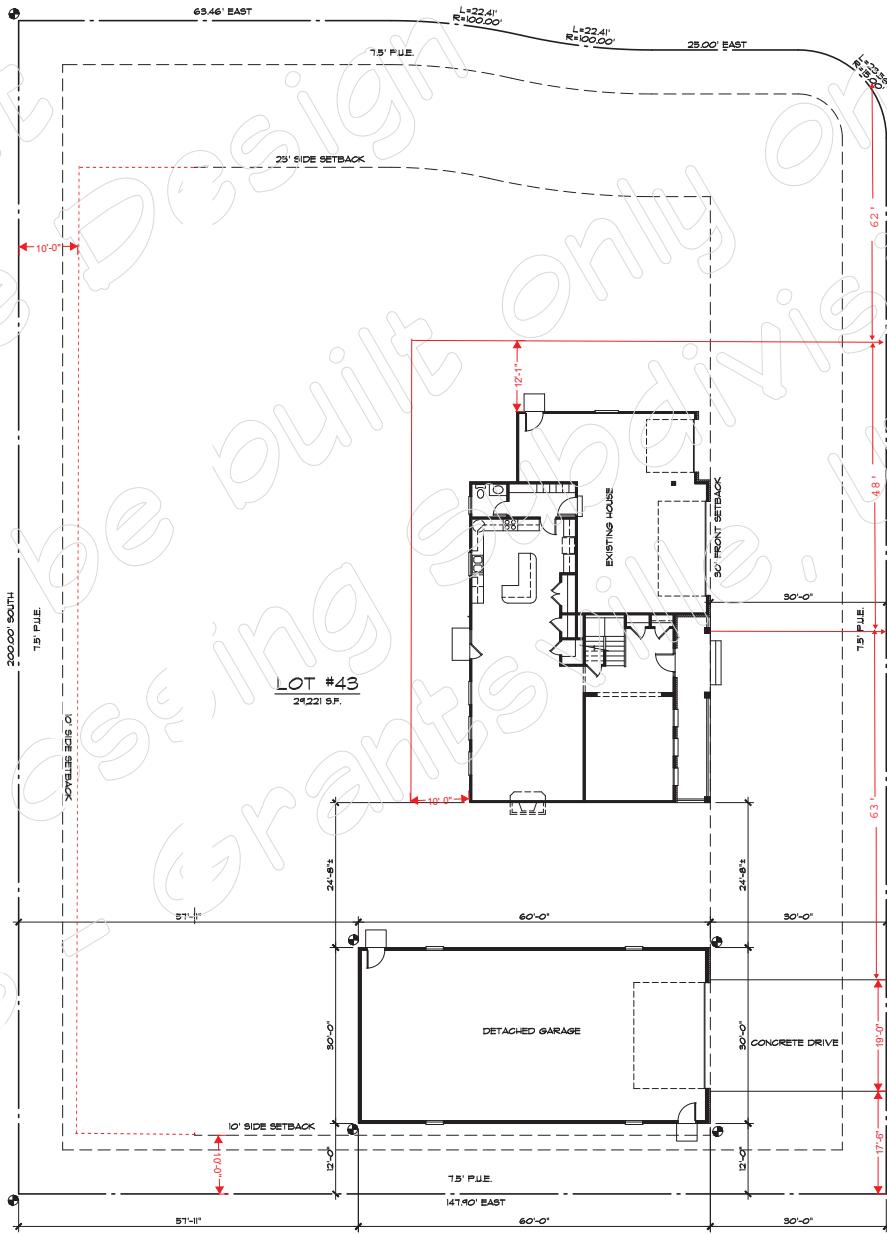
Road

421

1996-1997

THIS PLAN IS SPECIFIC TO THE LOT  
INDICATED IN THE TITLEBLOCK.  
ANY OTHER USE IS PROHIBITED.

## ESPERANZA COURT



**SITE PLAN**

414 SOUTH 635 EAST  
GRANTSVILLE, UTAH



Nicole Ackman <nackman@grantsvilleut.gov>

## Secondary Access Application #2025172

24 messages

**Nicole Ackman** <nackman@grantsvilleut.gov>

Tue, Nov 4, 2025 at 4:43 PM

To: Shelby Moore <smoore@grantsvilleut.gov>, Barry Bunderson <bbunderson@grantsvilleut.gov>, Kameron Rockwell <krockwell@grantsvilleut.gov>, Kurt Tolman <ktolman@grantsvilleut.gov>, Christy Montierth <cmontierth@grantsvilleut.gov>  
Cc: Bill Cobabe <bcobabe@grantsvilleut.gov>, Tae-Eun Ko <tko@grantsvilleut.gov>

Good afternoon everyone,

We received an application for Secondary Access at 414 S Roadster Lane. The application and site plan are attached. Based on his site plan his current driveway approach is 48' however prior to May of 2021 Chapter 6.14.1 was non-existent in our code. Please review and let me know if you have any questions or concerns. *\*Please note this is for the zoning portion of the secondary driveway only.*

Thank you!

**Nicole Ackman**

Planning and Zoning Administrative Assistant  
435-884-1674  
[nackman@grantsvilleut.gov](mailto:nackman@grantsvilleut.gov)



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### 3 attachments

**Site Plan.pdf**  
1140K

**IWORQ Application.pdf**  
94K

**Letter From HOA.pdf**  
152K

**Shelby Moore** <smoore@grantsvilleut.gov>

Wed, Nov 5, 2025 at 11:03 AM

To: Nicole Ackman <nackman@grantsvilleut.gov>

Cc: Barry Bunderson <bbunderson@grantsvilleut.gov>, Kameron Rockwell <krockwell@grantsvilleut.gov>, Kurt Tolman <ktolman@grantsvilleut.gov>, Christy Montierth <cmontierth@grantsvilleut.gov>, Bill Cobabe <bcobabe@grantsvilleut.gov>, Tae-Eun Ko <tko@grantsvilleut.gov>

Nicole,

Attached are my comments.



# SHELBY MOORE

Planning & Zoning Administrator  
Department of Public Works  
Office: (435) 884-4604  
Email: [Smoore@Grantsvilleut.gov](mailto:Smoore@Grantsvilleut.gov)

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 **Site Plan SM Edits 11-5-25.pdf**  
1142K

**Nicole Ackman** <[nackman@grantsvilleut.gov](mailto:nackman@grantsvilleut.gov)> Fri, Nov 7, 2025 at 8:54 AM  
To: Shelby Moore <[Smoore@Grantsvilleut.gov](mailto:Smoore@Grantsvilleut.gov)>, Barry Bunderson <[bbunderson@grantsvilleut.gov](mailto:bbunderson@grantsvilleut.gov)>, Kurt Tolman <[ktolman@grantsvilleut.gov](mailto:ktolman@grantsvilleut.gov)>, Christy Montierth <[cmontierth@grantsvilleut.gov](mailto:cmontierth@grantsvilleut.gov)>, Kameron Rockwell <[krockwell@grantsvilleut.gov](mailto:krockwell@grantsvilleut.gov)>  
Cc: Bill Cobabe <[bcobabe@grantsvilleut.gov](mailto:bcobabe@grantsvilleut.gov)>, Tae-Eun Ko <[tko@grantsvilleut.gov](mailto:tko@grantsvilleut.gov)>

Good morning everyone,

Please see the new site plan to reflect only 1/3 of the frontage. Please review and let me know if you have any questions or concerns.

Best,

**Nicole Ackman**

Planning and Zoning Administrative Assistant  
435-884-1674  
[nackman@grantsvilleut.gov](mailto:nackman@grantsvilleut.gov)



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 **25426-site plan-secondary driveway.pdf**  
1173K

**Shelby Moore** <[Smoore@Grantsvilleut.gov](mailto:Smoore@Grantsvilleut.gov)> Mon, Nov 10, 2025 at 8:35 AM  
To: Nicole Ackman <[nackman@grantsvilleut.gov](mailto:nackman@grantsvilleut.gov)>  
Cc: Barry Bunderson <[bbunderson@grantsvilleut.gov](mailto:bbunderson@grantsvilleut.gov)>, Kurt Tolman <[ktolman@grantsvilleut.gov](mailto:ktolman@grantsvilleut.gov)>, Christy Montierth <[cmontierth@grantsvilleut.gov](mailto:cmontierth@grantsvilleut.gov)>, Kameron Rockwell <[krockwell@grantsvilleut.gov](mailto:krockwell@grantsvilleut.gov)>, Bill Cobabe <[bcobabe@grantsvilleut.gov](mailto:bcobabe@grantsvilleut.gov)>, Tae-Eun Ko <[tko@grantsvilleut.gov](mailto:tko@grantsvilleut.gov)>

Nicole,

I have added a note to the site plan. We need to make sure the APWA regulations are added to the permit/site plan. I have no further comments.



## SHELBY MOORE

Planning & Zoning Administrator  
Department of Public Works  
Office: (435) 884-4604  
Email: [Smoore@Grantsvilleut.gov](mailto:Smoore@Grantsvilleut.gov)

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 **11-10-25 -site plan-secondary driveway - SM.pdf**  
1175K

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**Nicole Ackman** <nackman@grantsvilleut.gov>  
To: Shelby Moore <smoore@grantsvilleut.gov>  
Cc: Barry Bunderson <bbunderson@grantsvilleut.gov>, Kurt Tolman <ktolman@grantsvilleut.gov>, Christy Montierth <cmontierth@grantsvilleut.gov>, Kameron Rockwell <krockwell@grantsvilleut.gov>, Bill Cobabe <bcobabe@grantsvilleut.gov>, Tae-Eun Ko <tko@grantsvilleut.gov>

Mon, Nov 10, 2025 at 8:44 AM

Thank you Shelby!

**Nicole Ackman**  
Planning and Zoning Administrative Assistant  
435-884-1674  
[nackman@grantsvilleut.gov](mailto:nackman@grantsvilleut.gov)



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[Quoted text hidden]

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**Nicole Ackman** <nackman@grantsvilleut.gov>  
To: Christy Montierth <cmontierth@grantsvilleut.gov>, Kurt Tolman <ktolman@grantsvilleut.gov>, Kameron Rockwell <krockwell@grantsvilleut.gov>  
Cc: Barry Bunderson <bbunderson@grantsvilleut.gov>, Bill Cobabe <bcobabe@grantsvilleut.gov>, Tae-Eun Ko <tko@grantsvilleut.gov>, Shelby Moore <smoore@grantsvilleut.gov>

Mon, Nov 10, 2025 at 8:48 AM

Christy,

Do you have any additional comments or concerns regarding the revised site plan?

Kameron and Kurt, please let me know if you would like me to schedule a time for a preliminary inspection. However, if the revised site plan is sufficient, please let me know and I can proceed with the zoning portion of this secondary access.

Best,

**Nicole Ackman**

Planning and Zoning Administrative Assistant  
435-884-1674  
[nackman@grantsvilleut.gov](mailto:nackman@grantsvilleut.gov)



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**Barry Bunderson** <[bbunderson@grantsvilleut.gov](mailto:bbunderson@grantsvilleut.gov)>

Mon, Nov 10, 2025 at 9:21 AM

To: Nicole Ackman <[nackman@grantsvilleut.gov](mailto:nackman@grantsvilleut.gov)>

Cc: Christy Montierth <[cmontierth@grantsvilleut.gov](mailto:cmontierth@grantsvilleut.gov)>, Kurt Tolman <[ktolman@grantsvilleut.gov](mailto:ktolman@grantsvilleut.gov)>, Kameron Rockwell <[krockwell@grantsvilleut.gov](mailto:krockwell@grantsvilleut.gov)>, Bill Cobabe <[bcobabe@grantsvilleut.gov](mailto:bcobabe@grantsvilleut.gov)>, Tae-Eun Ko <[tko@grantsvilleut.gov](mailto:tko@grantsvilleut.gov)>, Shelby Moore <[smoore@grantsvilleut.gov](mailto:smoore@grantsvilleut.gov)>

I have been looking for drainage solutions in this subdivision. I am not done looking, but it appears there is a roadside channel that is being filled in (see attached). This new driveway needs a culvert and potentially replace a storage volume displaced by the driveway. Does anyone have other information?

---

**Barry Bunderson, PE, PLS**

**435-327-5877**

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 **Dolorosa\_X-sect0001.pdf**

103K

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**Barry Bunderson** <[bbunderson@grantsvilleut.gov](mailto:bbunderson@grantsvilleut.gov)>

Mon, Nov 10, 2025 at 10:09 AM

To: Nicole Ackman <[nackman@grantsvilleut.gov](mailto:nackman@grantsvilleut.gov)>

Cc: Christy Montierth <[cmontierth@grantsvilleut.gov](mailto:cmontierth@grantsvilleut.gov)>, Kurt Tolman <[ktolman@grantsvilleut.gov](mailto:ktolman@grantsvilleut.gov)>, Kameron Rockwell <[krockwell@grantsvilleut.gov](mailto:krockwell@grantsvilleut.gov)>, Bill Cobabe <[bcobabe@grantsvilleut.gov](mailto:bcobabe@grantsvilleut.gov)>, Tae-Eun Ko <[tko@grantsvilleut.gov](mailto:tko@grantsvilleut.gov)>, Shelby Moore <[smoore@grantsvilleut.gov](mailto:smoore@grantsvilleut.gov)>

Please see the plan with my comments attached. Also attached is the original Dolorosa Estancia drainage design report as well as the road cross section.

---

**Barry Bunderson, PE, PLS**

**435-327-5877**

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**3 attachments**

-  **Drainage Report\_Dolorosa Estancia.pdf**  
515K
-  **11-10-25 -site plan-secondary driveway - SM.pdf**  
1180K
-  **Dolorosa\_X-sect0001 (1).pdf**  
103K

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**Barry Bunderson** <bbunderson@grantsvilleut.gov>

Mon, Nov 10, 2025 at 10:29 AM

To: Nicole Ackman <nackman@grantsvilleut.gov>

Cc: Christy Montierth <cmontierth@grantsvilleut.gov>, Kurt Tolman <ktolman@grantsvilleut.gov>, Kameron Rockwell <krockwell@grantsvilleut.gov>, Bill Cobabe <bcobabe@grantsvilleut.gov>, Tae-Eun Ko <tko@grantsvilleut.gov>, Shelby Moore <smoore@grantsvilleut.gov>

Attached are other documents which show the original channel.

---

**Barry Bunderson, PE, PLS**  
**435-327-5877**

[Quoted text hidden]

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**3 attachments**

-  **PP 10 Lot 43.pdf**  
4239K
-  **PP 11 Lot 43.pdf**  
5014K
-  **PP 9 Lot 43.pdf**  
5136K

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**Nicole Ackman** <nackman@grantsvilleut.gov>

Mon, Nov 10, 2025 at 10:40 AM

To: Barry Bunderson <bbunderson@grantsvilleut.gov>

Cc: Christy Montierth <cmontierth@grantsvilleut.gov>, Kurt Tolman <ktolman@grantsvilleut.gov>, Kameron Rockwell <krockwell@grantsvilleut.gov>, Bill Cobabe <bcobabe@grantsvilleut.gov>, Tae-Eun Ko <tko@grantsvilleut.gov>, Shelby Moore <smoore@grantsvilleut.gov>

Barry,

Your requirements regarding the APWA specifications, culvert, storage volume displacement, and channel restoration will be noted on the official permit and the site plan connected to the approval.

Best,

**Nicole Ackman**

Planning and Zoning Administrative Assistant  
435-884-1674  
[nackman@grantsvilleut.gov](mailto:nackman@grantsvilleut.gov)



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[Quoted text hidden]

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**Christy Montierth** <cmontierth@grantsvilleut.gov>

Mon, Nov 10, 2025 at 11:48 AM

To: Nicole Ackman <nackman@grantsvilleut.gov>

Cc: Barry Bunderson <bbunderson@grantsvilleut.gov>, Kurt Tolman <ktolman@grantsvilleut.gov>, Kameron Rockwell <krockwell@grantsvilleut.gov>, Bill Cobabe <bcobabe@grantsvilleut.gov>, Tae-Eun Ko <tko@grantsvilleut.gov>, Shelby Moore <smoore@grantsvilleut.gov>

My concerns have been voiced with the others.

Thanks

[Quoted text hidden]

---

**Nicole Ackman** <nackman@grantsvilleut.gov>

Mon, Nov 10, 2025 at 12:23 PM

To: Christy Montierth <cmontierth@grantsvilleut.gov>

Cc: Barry Bunderson <bbunderson@grantsvilleut.gov>, Kurt Tolman <ktolman@grantsvilleut.gov>, Kameron Rockwell <krockwell@grantsvilleut.gov>, Bill Cobabe <bcobabe@grantsvilleut.gov>, Tae-Eun Ko <tko@grantsvilleut.gov>, Shelby Moore <smoore@grantsvilleut.gov>

Thank you Christy!

**Nicole Ackman**

Planning and Zoning Administrative Assistant

435-884-1674

[nackman@grantsvilleut.gov](mailto:nackman@grantsvilleut.gov)



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**Barry Bunderson** <bbunderson@grantsvilleut.gov>

Fri, Nov 14, 2025 at 11:24 AM

To: Nicole Ackman <nackman@grantsvilleut.gov>

Cc: Christy Montierth <cmontierth@grantsvilleut.gov>, Kurt Tolman <ktolman@grantsvilleut.gov>, Kameron Rockwell <krockwell@grantsvilleut.gov>, Bill Cobabe <bcobabe@grantsvilleut.gov>, Tae-Eun Ko <tko@grantsvilleut.gov>, Shelby Moore <smoore@grantsvilleut.gov>

Based on discussion with the applicant's contractor, my previous comments about a culvert and volume of water will be limited to the drive access immediate footprint and is replaced with the following:

To replace the storm water volume in the roadside swale that is displaced by the drive access, install a clean (uniform size) gravel bed the width of the drive access (currently 15 ft) by the width of the park strip (8 ft) by a 2' depth below the concrete driveway. The gravel bed is to be wrapped in a geotextile separation fabric meeting APWA 31 05 19.

No culvert is required.

The volume of the gravel pore space is 2'x15'x8' @32% is ~75 cu. ft. and the volume of the v channel is (1/2bh) 1/2\*8\*1.25 \* (the width of the driveway) 15' = 75 cu ft.

---

**Barry Bunderson, PE, PLS**  
**435-327-5877**

[Quoted text hidden]

---

**Nicole Ackman** <nackman@grantsvilleut.gov>

Fri, Nov 14, 2025 at 12:31 PM

To: Barry Bunderson <bbunderson@grantsvilleut.gov>

Cc: Christy Montierth <cmontierth@grantsvilleut.gov>, Kurt Tolman <ktolman@grantsvilleut.gov>, Kameron Rockwell <krockwell@grantsvilleut.gov>, Bill Cobabe <bcobabe@grantsvilleut.gov>, Tae-Eun Ko <tko@grantsvilleut.gov>, Shelby Moore <smoore@grantsvilleut.gov>

Barry,

I have updated the approved site plan to reflect the change.

Best,

**Nicole Ackman**

Planning and Zoning Administrative Assistant  
435-884-1674  
nackman@grantsvilleut.gov



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**Nicole Ackman** <nackman@grantsvilleut.gov>

Tue, Nov 18, 2025 at 9:48 AM

To: Barry Bunderson <bbunderson@grantsvilleut.gov>

Cc: Shelby Moore <smoore@grantsvilleut.gov>, Christy Montierth <cmontierth@grantsvilleut.gov>

Barry,

Please review this site plan and verify your recommendations are correctly noted.

Thanks ,

**Nicole Ackman**

Planning and Zoning Administrative Assistant  
435-884-1674  
nackman@grantsvilleut.gov



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[Quoted text hidden]

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 **Approved Site Plan with Notes.pdf**  
1213K

---

**Barry Bunderson** <bbunderson@grantsvilleut.gov>  
To: Nicole Ackman <nackman@grantsvilleut.gov>  
Cc: Shelby Moore <smoore@grantsvilleut.gov>, Christy Montierth <cmontierth@grantsvilleut.gov>

Tue, Nov 18, 2025 at 4:09 PM

Nicole,

I made minor revisions only to make the comments consistent Please use attached.

---

**Barry Bunderson, PE, PLS**  
**435-327-5877**

[Quoted text hidden]

---

 **Approved Site Plan with Notes.pdf**  
1193K

---

**Nicole Ackman** <nackman@grantsvilleut.gov>  
To: Barry Bunderson <bbunderson@grantsvilleut.gov>

Tue, Nov 18, 2025 at 4:18 PM

Thank you Barry, I will use this site plan and attached it along with their permit.

Best,

**Nicole Ackman**  
Planning and Zoning Administrative Assistant  
435-884-1674  
[nackman@grantsvilleut.gov](mailto:nackman@grantsvilleut.gov)



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**Nicole Ackman** <nackman@grantsvilleut.gov>

Tue, Nov 25, 2025 at 12:45 PM

To: Barry Bunderson <bbunderson@grantsvilleut.gov>, Shelby Moore <smoore@grantsvilleut.gov>, Christy Montierth <cmontierth@grantsvilleut.gov>, Bill Cobabe <bcobabe@grantsvilleut.gov>

Good afternoon everyone,

The applicant was approved for a secondary access last week (see attached signed permit). He has since decided to proceed with his original site plan, which will require City Council approval. Attached is the original site plan for your review. Please provide any feedback, comments, or recommendations regarding his request that you would like included in the staff report for City Council.

Best regards,

## Nicole Ackman

Planning and Zoning Administrative Assistant  
435-884-1674  
nackman@grantsvilleut.gov



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On Tue, Nov 18, 2025 at 4:11 PM Barry Bunderson <bbunderson@grantsvilleut.gov> wrote:

[Quoted text hidden]

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### 2 attachments

**Signed Secondary Access Permit.pdf**  
1783K

**29711784-Site Plan (1).pdf**  
1140K

---

**Nicole Ackman** <nackman@grantsvilleut.gov>  
To: Shelby Moore <smoore@grantsvilleut.gov>  
Cc: Bill Cobabe <bcobabe@grantsvilleut.gov>, Christy Montierth <cmontierth@grantsvilleut.gov>, Barry Bunderson <bbunderson@grantsvilleut.gov>

Tue, Nov 25, 2025 at 12:47 PM

Shelby,

Could you please add the fees to the new permit #2025188 so we can invoice the applicant, or let me know if he is not required to pay the fee again.

Best,

## Nicole Ackman

Planning and Zoning Administrative Assistant  
435-884-1674  
nackman@grantsvilleut.gov



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[Quoted text hidden]

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**Barry Bunderson** <bbunderson@grantsvilleut.gov>

Tue, Nov 25, 2025 at 4:38 PM

To: Nicole Ackman <nackman@grantsvilleut.gov>

Cc: Shelby Moore <smoore@grantsvilleut.gov>, Christy Montierth <cmontierth@grantsvilleut.gov>, Bill Cobabe <bcobabe@grantsvilleut.gov>

Nicole,

My comments are the same, just that they apply to the new driveway width.

---

**Barry Bunderson, PE, PLS**

**435-327-5877**

[Quoted text hidden]

---

**Nicole Ackman** <nackman@grantsvilleut.gov>

Tue, Nov 25, 2025 at 5:00 PM

To: Barry Bunderson <bbunderson@grantsvilleut.gov>

Cc: Shelby Moore <smoore@grantsvilleut.gov>, Christy Montierth <cmontierth@grantsvilleut.gov>, Bill Cobabe <bcobabe@grantsvilleut.gov>

Thank you Barry!

**Nicole Ackman**

Planning and Zoning Administrative Assistant

435-884-1674

[nackman@grantsvilleut.gov](mailto:nackman@grantsvilleut.gov)



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[Quoted text hidden]

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**Shelby Moore** <smoore@grantsvilleut.gov>

Wed, Nov 26, 2025 at 10:36 AM

To: Nicole Ackman <nackman@grantsvilleut.gov>

Fees have been added.



**SHELBY MOORE**

Planning & Zoning Administrator  
Department of Public Works  
Office: (435) 884-4604  
Email: [smoore@Grantsvilleut.gov](mailto:smoore@Grantsvilleut.gov)

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[Quoted text hidden]

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**Nicole Ackman** <nackman@grantsvilleut.gov>  
To: Shelby Moore <smoore@grantsvilleut.gov>

Tue, Dec 2, 2025 at 11:38 AM

Shelby,

Will you remove the fees on permit #2025188? I am also emailing Kerri to request a resolution regarding the secondary access. They are requesting a 19' secondary access, whereas their previous approval allowed 15'. I want to make sure I have the numbers correct. Their site plan shows a frontage of 180', which makes 1/3 of the frontage 60'. With the existing 48' driveway and the proposed 19' secondary access, wouldn't that put them 7' over the 1/3 maximum?

Thanks,

**Nicole Ackman**

Planning and Zoning Administrative Assistant  
435-884-1674  
[nackman@grantsvilleut.gov](mailto:nackman@grantsvilleut.gov)



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[Quoted text hidden]

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**Shelby Moore** <smoore@grantsvilleut.gov>  
To: Nicole Ackman <nackman@grantsvilleut.gov>

Tue, Dec 2, 2025 at 3:52 PM

This has been fixed.



## SHELBY MOORE

Planning & Zoning Administrator  
Department of Public Works  
Office: (435) 884-4604  
Email: [Smoore@Grantsvilleut.gov](mailto:Smoore@Grantsvilleut.gov)

*This e-mail may contain privileged and confidential information intended for the use of the individual or entity named above. If the reader of this message is not the intended recipient, or the employee or agent responsible to deliver it to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you received this communication in error, please immediately notify sender by telephone or reply e-mail, do not use or disclose the contents to others, and delete the message and all attachments from your computer, system, &/or network.*

[Quoted text hidden]

**GRANTSVILLE CITY**  
**RESOLUTION NO. 2025-86**  
**A RESOLUTION APPROVING A DEVIATION FROM THE DRIVEWAY STANDARDS**  
**UNDER GLUDMC SECTION 6.14.5(E) FOR THE PROPERTY LOCATED AT 414**  
**SOUTH ROADSTER LANE**

Be it resolved by the City Council of Grantsville City, Utah as follows:

WHEREAS, Section 6.14.5(E) of the Grantsville Land Use and Development Management Code (“GLUDMC”) regulates driveway approaches for single-family residential lots, limiting the number of driveway approaches to two (2), requiring a minimum separation of twelve (12) feet between approaches (not including flares), and further limiting the combined width of all driveway approaches to no more than one-third (1/3) of the lot’s frontage; and

WHEREAS, the property located at 414 South Roadster Lane, situated in the R-1-21 (Single-Family Residential) zoning district, currently includes one existing driveway approach measuring approximately forty-eight (48) feet in width; and

WHEREAS, the applicant has requested approval of a secondary driveway access with a proposed width of approximately nineteen (19) feet; and

WHEREAS, the addition of the proposed nineteen (19)-foot secondary access would result in a combined driveway-approach width that exceeds the maximum allowable width under GLUDMC Section 6.14.5(E) by approximately four (4) feet; and

WHEREAS, the request exceeds the width limitation established under GLUDMC Section 6.14.5(E), the deviation may only be authorized through approval by the Grantsville City Council; and

WHEREAS, the City Council has reviewed the request, considered the applicant’s circumstances, evaluated potential impacts on public health, safety, and welfare, and determined that the requested deviation will not create adverse impacts to traffic circulation, drainage, pedestrian access, or surrounding properties; and

WHEREAS, the City Council finds that allowing the requested deviation is reasonable under the circumstances and is consistent with the intent of the GLUDMC.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF GRANTSVILLE CITY, UTAH, AS FOLLOWS:

1. **Approval.** The City Council hereby approves the applicant’s request for a deviation from the driveway standards of GLUDMC Section 6.14.5(E) to allow a secondary driveway approach of approximately nineteen (19) feet in width at 414 South Roadster Lane, resulting in a combined driveway-approach width exceeding the one-third frontage limitation by approximately four (4) feet.

2. **Conditions.** This approval is subject to the following conditions:
  - a. The minimum required separation of twelve (12) feet between driveway approaches, excluding flares, shall be maintained.
  - b. All construction shall comply with applicable city engineering standards, including driveway slope, drainage, surfacing, and sight-distance requirements.
  - c. Any modification to the approved design or width shall require additional review and approval by City staff or the City Council, as applicable.
3. **Authorization.** City staff is authorized to issue any permits necessary to implement this approval in accordance with the conditions herein.
4. **Effective Date.** This Resolution shall take effect immediately upon adoption.

ADOPTED AND PASSED BY THE CITY COUNCIL OF GRANTSVILLE CITY, THIS

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BY THE ORDER OF THE GRANTSVILLE CITY COUNCIL:

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By Mayor Neil Critchlow

ATTEST

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Alicia Fairbourne, City Recorder

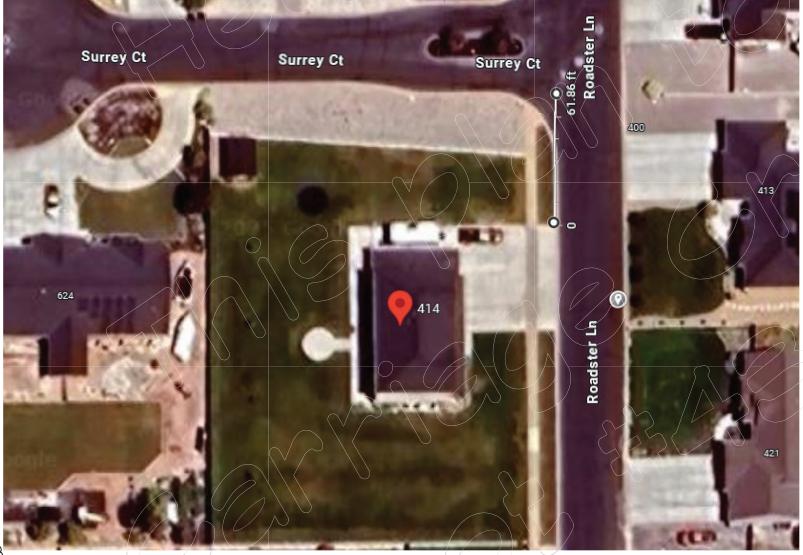
# Exhibit “A”

Proposed Site Plan



## CITY SET

REVIEWED BY: **DR. ROBERT L. HARRIS**  
THE UNIVERSITY OF TORONTO  
THE DEPARTMENT OF CHEMISTRY  
REPRODUCED WITH PERMISSION.



THIS PLAN IS SPECIFIC TO THE LOT  
INDICATED IN THE TITLEBLOCK.  
ANY OTHER USE IS PROHIBITED.

Subdivision has a 2 foot boarder but no curb and gutter  
Property has No flared out driveway approach.  
Opposite side of the street does not have a sidewalk



THIS SITE PLAN IS BASED ON INFORMATION PROVIDED BY OTHERS, ALTHOUGH EVERY EFFORT IS MADE TO ENSURE ACCURACY, HEARTHSTONE DESIGN ASSUMES NO LIABILITY FOR THE PLACEMENT OF THE HOUSE ON THE LOT. IT IS THE RESPONSIBILITY OF THE OWNER/BUILDER TO VERIFY ALL ACTUAL SITE CONDITIONS AS WELL AS COMPLIANCE WITH ALL LOCAL ORDINANCES, EASEMENTS, SETBACKS ETC.

SURFACE WATER SHALL DRAIN AWAY FROM THE HOUSE AT ALL POINTS. DRAINAGE WATER SHALL DRAIN TO THE STREET OR TO AN APPROVED DRAINAGE COURSE BUT NOT INTO NEIGHBORING PROPERTIES. THE GRADE AWAY FROM FOUNDATION WALLS SHALL FALL A MINIMUM OF 6 INCHES WITHIN THE FIRST 10 FEET (5%).

**ELEVATIONS (ASSUMED)**

TOP OF FTG (8' FND) = 9'10"

TOP OF FTG (9' FND) = 10'0"

GARAGE = 18'-6"

TOP OF FND. = 9'10"

MAIN FLOOR = 100'0"

**SITE PLAN**  
SCALE: 1"=10'

414 SOUTH 635 EAST  
GRANTSVILLE, UTAH

ANDY LEWIS CONSTRUCTION  
CARRIAGE CROSSING SUBDIVISION  
LOT #43 - GRANTSVILLE  
DATE: 15 OCTOBER 2025

## DETACHED GARAGE

# Agenda Item #7

Consideration of Approving Ordinance  
2025-46 Amending Chapter 7 of the  
Grantsville City Land Use and  
Management Code Regarding  
Conditional Uses

**GRANTSVILLE  
ORDINANCE 2025-46**

**AN ORDINANCE AMENDING CHAPTER 7 OF THE GRANTSVILLE CITY  
LAND USE AND MANAGEMENT CODE REGARDING CONDITIONAL USES**

**WHEREAS**, the City of Grantsville has adopted the Grantsville Land Use and Management Code (“GLUDMC”) to promote the public health, safety, and general welfare of the community; and

**WHEREAS, WHEREAS**, Chapter 7 of the GLUDMC establishes the purpose, procedures, standards, and requirements for the review and approval of Conditional Uses within the City; and

**WHEREAS, WHEREAS**, the Planning Commission conducted a duly noticed public meeting and reviewed proposed amendments to Chapter 7 on December 2, 2025, and thereafter voted to forward a favorable recommendation to the City Council; and

**WHEREAS, WHEREAS**, the City Council finds that the proposed amendments further the intent of the General Plan, provide clarity and consistency in the Conditional Use process, and promote orderly development within the City;

**NOW THEREFORE**, be it ordained by the Council of the Grantsville, in the State of Utah, as follows:

**SECTION 1: AMENDMENT “7.15 Amendment Of A Conditional Use Permit” of the Grantsville Land Use Ordinances is hereby *amended* as follows:**

**BEFORE AMENDMENT**

**7.15 Amendment Of A Conditional Use Permit**

(1) Once granted, a conditional use permit shall not be enlarged, changed, extended, increased in intensity, or relocated unless an application is made to amend the existing permit, and approval is given by the Planning Commission, except as provided below:

(a) The Community Development Director, Zoning Administrator, or their designee may administratively consider, approve, or disapprove modifications or changes which are consistent with the purpose and intent of this ordinance. In addition, such administrative determinations may be made only where the following conditions exist:

i. All additions, modifications, or changes are determined not to have significant impact beyond the site.

- ii. Any decision of the Community Development Director, Zoning Administrator, or their designee may be appealed within 30 days to the Planning Commission.
- (b) The Planning Commission may consider, approve with modifications, or disapprove amendments to a conditional use permit where the Community Development Director, Zoning Administrator, or their designee determines not to make an administrative determination as provided in (a) above and where the following requirements are met:
  - i. The proposed modification or amendment complies with the intent and purpose of these ordinances.
  - ii. Reasonable conditions may be attached, where and to the extent that the Planning Commission finds, that the imposition of the conditions will directly mitigate or eliminate some aspect of the proposed amendment that violate the intent and requirements of this chapter. Impacts must be of the magnitude that without the mitigation or elimination thereof, the amendment to the conditional use permit could not be granted.
  - iii. All decisions of the Planning Commission regarding approval, denial, the imposition of special conditions may be appealed to the City Council as provided in this Chapter.

## A F T E R A M E N D M E N T

### 7.15 Amendment Of A Conditional Use Permit

(1) Once granted, a conditional use permit shall not be enlarged, changed, extended, increased in intensity, or relocated unless an application is made to amend the existing permit, and approval is given by the Planning Commission, except as provided below:

- (a) The Community Development Director, Zoning Administrator, or their designee may administratively consider, approve, or disapprove modifications or changes which are consistent with the purpose and intent of this ordinance. In addition, such administrative determinations may be made only where the following conditions exist:
  - i. All additions, modifications, or changes are determined not to have significant impact beyond the site. Significant impact means any measurable or observable effect of a development or land use that extends beyond the property on which it occurs and materially affects neighboring properties, public infrastructure, or community resources, including but not limited to increases in traffic, noise, light, stormwater runoff, or changes to visual character or intensity of use. In determining whether a modification has a significant impact beyond the site, the Zoning Administrator shall consider objective data such as trip generation estimates, drainage calculations, hours of operation, and potential effects on adjoining land uses. The Administrator may require the applicant to provide supporting documentation as needed.

ii. The Zoning Administrator shall provide notice of any decision made to modify conditions to the Planning Commission, City Council, and the public on the City's website.

iii. Any decision of the Community Development Director, Zoning Administrator, or their designee may be appealed within 30 days to the Planning Commission.

(b) The Planning Commission may consider, approve with modifications, or disapprove amendments to a conditional use permit where the Community Development Director, Zoning Administrator, or their designee determines not to make an administrative determination as provided in (a) above and where the following requirements are met:

i. The proposed modification or amendment complies with the intent and purpose of these ordinances.

ii. ~~Reasonable conditions may be attached, where and to the extent that the Planning Commission finds, that the imposition of the conditions will directly mitigate or eliminate some aspect of the proposed amendment that violate the intent and requirements of this chapter. Impacts must be of the magnitude that without the mitigation or elimination thereof, the amendment to the conditional use permit could not be granted. All conditions of approval, or any modifications of those conditions, shall be based on performance standards outlined in the GLUMDC and other adopted City regulations, standards, and specifications, unless negotiated separately in a master development agreement or other legally binding document.~~

iii. All decisions of the Planning Commission regarding approval, denial, the imposition of special conditions may be appealed to the City Council as provided in this Chapter.

**SECTION 2: SEVERABILITY CLAUSE** Should any part or provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinances a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

**SECTION 3: EFFECTIVE DATE** This Ordinance shall be in full force and effect from \_\_\_\_\_ and after the required approval and publication according to law.

PASSED AND ADOPTED BY THE GRANTSVILLE COUNCIL

---

	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Heidi Hammond	_____	_____	_____	_____
Jolene Jenkins	_____	_____	_____	_____
Jeff Williams	_____	_____	_____	_____
Rhett Butler	_____	_____	_____	_____
Jacob Thomas	_____	_____	_____	_____
Presiding Officer		Attest		

---

Neil Critchlow, Mayor, Grantsville

---

Alicia Fairbourne, City Recorder,  
Grantsville

# Agenda Item #8

Consideration of Approving Ordinance  
2025-48 Amending Chapter 8-3-2 Of  
Grantsville City Code and Chapter 3.2 of  
the Grantsville Land Use Development  
and Management Code to Require a  
Planning Commission Member to Resign  
Upon Filing for Candidacy in a  
Municipal or County Election



**GRANTSVILLE CITY  
ORDINANCE NO. 2025-48**

**AN ORDINANCE OF GRANTSVILLE CITY AMENDING CHAPTER 8-3-2 OF THE  
GRANTSVILLE CITY CODE AND CHAPTER 3.2 OF THE GRANTSVILLE LAND  
USE DEVELOPMENT AND MANAGEMENT CODE REQUIRING A PLANNING  
COMMISSION MEMBER TO RESIGN UPON FILING AS A CANDIDATE FOR ANY  
ELECTED OFFICE**

Be it enacted and ordained by the City Council of Grantsville City, Utah as follows:

**WHEREAS**, Grantsville City (the “City”) is authorized under Utah law to establish and regulate advisory land use bodies, including the Planning Commission; and

**WHEREAS**, The City Council finds that avoiding conflicts of interest and the appearance of impropriety is necessary to preserve public confidence in the City’s land use decision-making process; and

**WHEREAS**, Requiring a Planning Commission member to resign upon filing as a candidate for municipal or county elective office promotes impartiality and the orderly administration of City business; and

**WHEREAS**, The City Council desires to amend the Grantsville City Code and the Grantsville Land Use Development and Management Code accordingly;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF GRANTSVILLE CITY, STATE OF UTAH, AS FOLLOWS:

**Section 1: AMENDMENT** “8-3-2 Planning Commission, Number Of Members, Appointment, Term Of Office” of the Grantsville Municipal Code is hereby *amended* as follows:

**MUNICODE 8-3-2  
BEFORE AMENDMENT**

**8-3-2 Planning Commission, Number Of Members, Appointment, Term Of Office**

A. The Grantsville City Planning Commission is hereby designated as a land use authority for Grantsville City, to act in its individual jurisdiction.

B. The Planning Commission shall consist of six members, five voting members who do not hold a public office and one non-voting member from the City Council, as well as two alternate members. All members shall be appointed by the Mayor with the advice and consent of the City Council. All members shall be residents and owners of real property within Grantsville City. Members shall hold no other public office or position with Grantsville City.

C. The terms of the appointed members of the Planning Commission shall be three years, and until their respective successors have been appointed, except that the terms of appointment shall be such that the terms of two members shall expire each year. The Planning

Commission existing at the time of passage of this code shall continue to serve, and the terms of its members shall be fixed by the City Council in such a manner as to comply with the above provisions for staggering terms of service.

## AFTER AMENDMENT

### 8-3-2 Planning Commission, Number Of Members, Appointment, Term Of Office

A. The Grantsville City Planning Commission is hereby designated as a land use authority for Grantsville City, to act in its individual jurisdiction.

B. The Planning Commission shall consist of six members, five voting members who do not hold a public office and one non-voting member from the City Council, as well as two alternate members. All members shall be appointed by the Mayor with the advice and consent of the City Council. All members shall be residents and owners of real property within Grantsville City. Members shall hold no other public office or position with Grantsville City. **Any member of the Planning Commission who files a declaration of candidacy for any elected office shall be deemed to have automatically resigned from the Planning Commission effective upon the date of such filing. The vacancy created by such a resignation shall be filled in accordance with the procedures established in Section 8-3-4 for filling vacancies of the Planning Commission**

C. The terms of the appointed members of the Planning Commission shall be three years, and until their respective successors have been appointed, except that the terms of appointment shall be such that the terms of two members shall expire each year. The Planning Commission existing at the time of passage of this code shall continue to serve, and the terms of its members shall be fixed by the City Council in such a manner as to comply with the above provisions for staggering terms of service.

**Section 2:** AMENDMENT “3.2 Planning Commission, Number Of Members, Appointment, Term Of Office” of the Grantsville Land Use Ordinances is hereby amended as follows:

## LAND USE CODE 3.2 BEFORE AMENDMENT

### 3.2 Planning Commission, Number Of Members, Appointment, Term Of Office

(1) General Provisions: The provisions of Chapter 3 of this Code shall apply to the Planning Commission except as otherwise set forth in the By-Laws.

(2) The Grantsville City Planning Commission is hereby designated as a land use authority for Grantsville City, for all land use actions not delegated to other bodies or persons, to act in its individual jurisdiction.

(3) The Planning Commission shall consist of six members, five voting members who do not hold a public office and one non-voting member from the City Council. All members shall be appointed by the Mayor with the advice and consent of the City Council. All members shall be residents and owners of real property with Grantsville City. Members shall hold no other public office or position with Grantsville City.

(4) The terms of the appointed members of the Planning Commission, with the exception of the ex-officio member, shall be three years, and until their respective successors have been appointed, except that the terms of appointment shall be such that the terms of two members shall expire each year. The ex-officio member shall serve at the pleasure of the City Council. The Planning Commission existing at the time of passage of this Code shall continue to serve, and the terms of its members shall be fixed by the City Council in such a manner as to comply with the above provisions for staggering terms of service.

Amended 10/05 by Ordinance 2005-18

## AFTER AMENDMENT

### 3.2 Planning Commission, Number of Members, Appointment, Term of Office

(1) General Provisions: The provisions of Chapter 3 of this Code shall apply to the Planning Commission except as otherwise set forth in the By-Laws.

(2) The Grantsville City Planning Commission is hereby designated as a land use authority for Grantsville City, for all land use actions not delegated to other bodies or persons, to act in its individual jurisdiction.

(3) The Planning Commission shall consist of six members, five voting members who do not hold a public office and one non-voting member from the City Council. All members shall be appointed by the Mayor with the advice and consent of the City Council. All members shall be residents and owners of real property with Grantsville City. Members shall hold no other public office or position with Grantsville City. **Any member of the Planning Commission who files a declaration of candidacy for any elected office shall be deemed to have automatically resigned from the Planning Commission effective upon the date of such filing.** The vacancy created by such resignation shall be filled in accordance with the procedures established in Section 8-3-4 for filling vacancies on the Planning Commission.

(4) The terms of the appointed members of the Planning Commission, with the exception of the ex-officio member, shall be three years, and until their respective successors have been appointed, except that the terms of appointment shall be such that the terms of two members shall expire each year. The ex-officio member shall serve at the pleasure of the City Council. The Planning Commission existing at the time of passage of this Code shall continue to serve, and the terms of its members shall be fixed by the City Council in such a manner as to comply with the above provisions for staggering terms of service. Amended 10/05 by Ordinance 2005-18

**Section 2. Effective Date:** This Ordinance shall take effect immediately upon its passage and approval as provided by law.

**Section 3. Severability clause.** If any part or provision of this Ordinance is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Ordinance and all provisions, clauses and words of this Ordinance shall be severable.

ADOPTED AND PASSED BY THE CITY COUNCIL OF GRANTSVILLE CITY, THIS  
\_\_\_\_\_  
DAY OF \_\_\_\_\_ 2025.

BY THE ORDER OF THE GRANTSVILLE CITY COUNCIL:

---

By Mayor Neil Critchlow

ATTEST

---

Alicia Fairbourne, City Recorder

Approved as to Form:

---

Tysen J. Barker, Grantsville City Attorney

# Agenda Item #9

Discussion regarding City Council members responding to emails and written communications from the public

# **Agenda Item #10**

## **Council Reports**

# **Agenda Item #11**

## **Adjourn**