

The regular meeting of the Orderville Town Board was held Wednesday, December 3, 2025, at 7:00 p.m. in the basement of the Orderville Town Office.

Those present were: Mayor Lyle Goulding, Council Members: Susan Esplin, Marianne Leigh, Rory Hatch and Shaun Sharkey.

Employees present Chelcie Cox -Treasurer, Breanna Crofts-Town Clerk, Chris Esplin -Building Inspector, and Verl Sawyer – Public Works Director.

Public present: Ed & Ann Bolander, Shanda Frost, Bob Caruso, Stacy Figgins, Ursula Bullen, Earl Levanger, Brittany Lamb, Kellie Frost, Heather Sharkey, Alex & Vanessa Pavlides, Lynn Frost, Tim Hoyt via Google Meets.

Mayor Lyle Goulding called the meeting to order. Minutes of the Regular Meeting November 5, 2025 & Special Meeting November 12, 2025 were reviewed. Susan Esplin motioned to approve the minutes. Rory Hatch seconded the motion. All were in favor. Motion carries. Bills were presented for payment. Susan Esplin motioned to pay the bills. Rory Hatch seconded the motion. All were in favor. Motion carries.

**Public Comment:** No comments.

## **BUSINESS:**

### **1. CONSIDER RECOMMENDATION FROM THE ORDERVILLE TOWN PLANNING AND ZONING COMMISSION TO AMEND THE LANGUAGE IN TITLE 4 CHAPTER 3 SECTION 3.4 OF THE MUNICIPAL CODE**

#### **Current:**

Section 3.4 - International Fire Code/ International Wildland-Urban Interface Code

The Town of Orderville hereby adopts the International Fire Code (IFC) and the International Wildland-Urban Interface Code and any subsequent amendments as the regulating authority for the purpose of prescribing regulations governing conditions hazardous to life and the protection of property.

#### **Proposed Amendments:**

Section 3.4 - International Fire Code/ International Wildland-Urban Interface Code/ **Utah Wildland-Urban Interface Code**

The Town of Orderville hereby adopts the International Fire Code (IFC), the International Wildland-Urban Interface Code and **the Utah Wildland-Urban Interface Code** and any subsequent amendments as the regulating authority for the purpose of prescribing regulations governing conditions hazardous to life and the protection of property.

The council considered a recommendation from the Planning and Zoning Commission to amend Title IV, Chapter 3, Section 3.4 of the Municipal Code. This amendment is related to the Wildland Urban Interface (WUI) and is a state-mandated initiative to help prevent wildfires from affecting homes.

- **Key Details:** The state will define areas where wildlands meet urban homes. A program will be established where landowners can have their property evaluated and rated on a scale of one to three. This rating will be accessible to insurance companies and could affect insurance rates starting in 2028. For the first two years, a flat fee based on the square footage of livable buildings will apply.
- **Impact on Orderville:** While most of the town is unaffected, a small portion falls within the designated wildland area. The fire chief has been working on maps to identify these specific areas.

Shaun Sharkey motioned to amend the language in Title 4 Chapter 3 Section 3.4 of the municipal code to be changed. Susan Esplin seconded the motion. Rory Hatch motioned to amend Shaun's motion approve the language in Title 4 Chapter 3 Section 3.4 as presented on the agenda. Susan Esplin seconded the motion. All were in favor. Motion carries.

### **2. AMEND COOPERATIVE WILDFIRE SYSTEM (CWS) PARTICIPATION COMMITMENT STATEMENT FOR YEAR 2025**

Fire Chief Earl Levanger shared with the council the amendments to the Cooperative Wildfire System Participation Commitment Statement for 2025. The amendment was needed to reflect work that was actually completed versus what was originally planned. This is an annual requirement to confirm the town's participation and work completed under

state wildfire programs. Rory Hatch motioned to amend the CWS Participation Commitment Statement for year 2025. Shaun Sharkey seconded the motion. All were in favor. Motion carries.

### **3. APPROVE/DENY COMMUNITY WILDLAND PREPAREDNESS PLAN (CWPP) 2025**

Fire Chief Earl Levanger asked the council to approve the Community Wildland Preparedness Plan for 2025. Although it had been discussed earlier in the year, a formal signature was now required for submission. A new, different plan is anticipated for the following year due to new developments. Susan Esplin motioned to approve the CWPP 2025. Rory Hatch seconded the motion. All were in favor. Motion carries.

### **4. CONSIDER FOR APPROVAL/DENIAL A RECOMMENDATION FROM THE ORDERVILLE PLANNING AND ZONING COMMISSION FOR A CONDITIONAL USE PERMIT FOR TIM HOYT AT 40 & 50 FROST LANE, ORDERVILLE FOR THE DEVELOPMENT OF A MODULAR APARTMENT COMPLEX CONSISTING UP TO SIX MODULAR UNITS**

The council considered a recommendation from the Planning and Zoning Commission to approve a Conditional Use Permit for Tim Hoyt to develop a modular apartment complex at 40 and 50 Frost Lane. The project consists of up to six modular units on two separate parcels. The Planning Commission recommended several conditions:

1. Buildings must be on permanent poured concrete foundations.
2. Units are not to be short-term rentals (with a potential exception for one unit per parcel, as per existing code).
3. Each building must have two tenant parking spaces and two guest parking spaces.
4. No parking of oversized, non-operational vehicles, RVs, or boats.
5. Yards must be kept clean and free of junk.
6. No vehicle repairs on the property.

The council expresses hope that the project will provide needed long-term housing for families in Orderville. Rory Hatch motioned to approve the conditional use permit for Tim Hoyt at 40 & 50 Frost Lane for the development of a modular apartment complex consisting up to six modular units with the recommended conditions from planning & zoning. Marianne Leigh seconded the motion. Ayes: Susan Esplin, Rory Hatch, Shaun Sharkey, Marianne Leigh, Mayor Lyle Goulding. Motion carries five to zero.

### **5. NUISANCE COMPLAINT ON JT KETTLE CORN & BBQ LOCATED AT 115 EAST STATE STREET, ORDERVILLE**

A nuisance complaint was filed by Brittany regarding JT Kettle Corn and Barbecue, located at 115 East State Street in Orderville. The complaint alleges that the business owner, Render, is using the parking lot for personal storage, including multiple trailers and a boat, which detracts from the business's appeal and resembles a "junkyard." The complainant also noted that a truck and trailer were blocking her driveway. The council discussed the issue, referencing the town's commercial code regarding restaurant parking requirements. The primary concern with immediate enforceability is the obstruction of the complainant's driveway. Mayor Lyle Goulding volunteered to speak directly with the business owner to address the concerns. No formal vote was taken.

### **6. NUISANCE COMPLAINT ON VAL & MERA HOYT LOCATED AT 150 SOUTH CENTER STREET, ORDERVILLE**

The council addressed the nuisance complaint from Shelly, a resident at 130 South Center Street, concerning a large population of feral cats originating from a neighboring property at 150 South Center Street. The complainant's yard smells of cat urine and feces, and cats have entered her home. The complainant has already contacted Best Friends, who can trap and neuter the cats but are unavailable until January. The council acknowledged the health and nuisance factors but reiterated that without a dedicated animal control department, their ability to act is limited. They encouraged the complainant to continue coordinating with Best Friends to schedule the trapping and neutering service for January.

### **7. DISCUSS/CONSIDER DONATION TO VALLEY YOUTH BASKETBALL PROGRAM**

Breanna Crofts asked for the donation in place of Sammi Leinbach as she could not attend the meeting. This donation helps pay for the traveling basketball leagues. Marianne Leigh motioned to approve up to \$500.00. Shaun Sharkey seconded the motion. All were in favor. Motion carries.

#### **8. DISCUSS/CONSIDER AMBULANCE BAYS INTO TEMPORARY FITNESS CENTER FOR VALLEY HIGH SCHOOL**

Chelcie, representing Valley High School, presented a proposal to use the town's ambulance bays as a temporary fitness center. The school's current fitness center is scheduled for demolition starting in June 2026, and a new facility will not be ready for at least three years. The discussion was preliminary, with the understanding that if the council gives a tentative "yes," a formal Memorandum of Understanding (MOU) would be drafted between the town and the school district.

#### **9. DISCUSSION FOR TAKING APPLICATIONS FOR PLANNING AND ZONING MEMBERS**

The council announced it will be taking applications for three open positions on the Planning and Zoning (P&Z) Commission. The application period will be open until January 6th. The council hopes to vote on the new members in January.

#### **10. DISCUSS/APPROVE ANTICIPATED MEETING DATES FOR 2026**

The council discussed anticipated meeting dates, a change was made to the March meeting, moving it to the 11th. Shaun Sharkey motioned to approve the anticipated meeting schedules for both the Town Council and the P&Z for 2026. Susan Esplin seconded the motion. All were in favor. Motion carries.

#### **11. DISCUSS/CONSIDER COST OF LIVING RAISES FOR EMPLOYEES**

Proposal for a 5% cost of living raise for town employees. Marianne Leigh motioned to approve a 5% COLA. Rory Hatch seconded the motion. Ayes: Marianne Leigh, Shaun Sharkey, Rory Hatch, Susan Esplin, Mayor Lyle Goulding.

#### **12. READ/SIGN OFFICIAL THANK YOU LETTER TO DOUG & LETITIA COX**

A formal letter of commendation was read into the record for residents Doug and Letitia. They donated a portion of their personal property to the town to create a dedicated walking path for students of Valley Elementary School, making a safer route to school. All town council members signed the letter.

#### **DEPARTMENT BUSINESS:**

**Streets and Roads** – A grant opportunity for a “safe sidewalks program” is being explored. An update was provided on a UDOT project starting June of 2026.

**Parks, Recreation, and Cemeteries** – Wreaths Across America event is scheduled for Saturday December 13 at 9:00 am and 10:30 am. Light Parade December 22 at 6:30 followed by hot coca and donuts. Topsoil is being brought to the cemetery.

**Buildings and Fire Department** – All fire department pumps and trucks have been tested. Extrication training went well.

**Water Department** – Water system remains good, with no issues to report.

**Administration** – No business.

**Other necessary items** – Council members were informed of training opportunities available through the Utah League of Cities and Towns (ULCT) for newly elected or current officials. An online option is available on the 13th. The council agreed that members could be reimbursed for the training cost.

**Executive Session** – No business.

**ADJOURN** Rory Hatch motioned that the meeting be adjourned. Susan Esplin seconded the motion. All were in favor. Motion carries.

On January 7, 2026, Susan Esplin motioned to approve these minutes. Shanda Frost seconded the motion. All were in favor. Motion carries.