

**MINUTES OF THE BUSINESS MEETING OF THE GRANTSVILLE CITY COUNCIL,
HELD ON DECEMBER 3rd, 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.