



**Woodland Hills
City Council Meeting Agenda
January 27, 2026**

Notice is hereby given that the Woodland Hills City Council will hold a Work Session and City Council Meeting on January 27, 2026, beginning at 6:00 p.m. All meetings will be held at the Woodland Hills City Center, located at 690 South Woodland Hills Drive, Woodland Hills, Utah, unless otherwise announced.

Work Session

1. Utah County Sheriff Report and 2025 Yearly Stats: Sergeant Dutson
2. Recognition of Larry Henry Serving as the City Representative to the Utah Valley Home Builders Association: Mayor Hillyard
3. Discussion and Proposal to Relocate the Mailboxes and Update on Repairs to the Roundabout: Ted Mickelsen, Wayne Frandsen, Matt Marziale, and Glenn Tanner.
4. Consideration and Discussion of Phase 3 of the Woodland Hills Road Project, including Review of Submitted Bids: Ted Mickelsen
5. Discussion to Amend the Parks, Trails, and Recreation Policies and Procedures
6. Interlocal Agreement with Salem for Ambulance Services: Rachel Wallace
7. Consideration of a Resolution Adopting a Wildland Urban Interface Map: Ted Mickelsen
8. Discussion and Proposal to Dissolve the Public Works Committee: Mayor Hillyard
9. Consideration of an Ordinance Amending 10.16.9 and adding 10.11.20 Sections of the City Code by Reorganizing and Consolidating Existing Provisions for Clarity and Continuity, without substantive Change: Wayne Frandsen
10. Consideration of an Ordinance Amending the City Development Standards and Exhibits: Ted Mickelsen
11. Consideration of an Ordinance Amending City Code 10.8.5 Schedule of Minimum Area, Yard and Height Regulations: Wayne Frandsen
12. Consideration of an Ordinance Amending City Code 10.8.10 Lighting: Wayne Frandsen
13. Consideration of an Ordinance Amending City Code 11.9.2 Natural Hazard and Flood Hazard Study: Requirement to Conduct: Ted Mickelsen
14. Discussion and Consideration of an IT Contract with Nebo Interactive LLC
15. Appointments:
 - a. Mayor Pro-Tempore
 - b. Alternate on MAG/COG
 - c. ULCT-Voting Members
 - d. Finance Committee
 - e. Parks, Trails, and Recreation
16. Department Reports
 - a. Community Development/Public Works/ Fire Department: Ted Mickelsen
 1. Bellview Subdivision
 2. EMT State Health Insurance
 3. Wildland Crew Update
 - b. Code Enforcement: Wayne Frandsen
17. Update on Emergency Meeting held on January 22, 2026: Mayor Hillyard
18. Legal Update: Mayor Hillyard
19. Items for Upcoming City Council Meetings

Call to Order

20. Call to Order- Mayor Hillyard
21. Invocation: Council Member Lunt
22. Pledge of Allegiance: Council Member Malkovich
23. Public Comment: Comments are limited to two minutes or less. Comments submitted by email must be received before 3:00 p.m. on the day of the meeting to be part of the official record. Emailed comments will not be read aloud during the meeting but will be shared with the council and included in the official record.

Consent Agenda

24. January 6th, 2026, City Council Meeting Minutes
25. January 22, 2026, City Council Meeting Minutes
26. Approval of Bond Reimbursement Ranch Knoll \$3,782.00
27. Approval of Bond Reimbursement Summit Creek Plat G-1 Phase A \$63,295.00

Business and Discussion

28. Consideration and action to award the Phase 3 Woodland Hills Road Project contract, pending the City securing necessary financing.
29. Approval of an Interlocal Agreement with Salem for ambulance services.
30. Resolution 2026-21 Adopting a Wildland Urban Interface Map
31. Ordinance 2026-02 Amending the City Code by relocating portions of Section 10.16.9 and adopting a new Section 10.11.20 to enhance and provide clarity for residential driveway and gate requirements.
32. Decision on Relocating the Mailboxes to the City Center
33. Adoption of Policy and Procedures 2026-01 Amending the Parks, Trails, and Recreation Committee
34. Resolution 2026-22 Dissolving the Public Works Committee
35. Resolution 2026-23 Appointing Mayor Pro-Tempore
36. Resolution 2026-24 Appointing an Alternate to MAG and COG
37. Resolution 2026-25 Appointing Voting Members to the Utah League of Cities and Towns
38. Resolution 2026-26 Appointing Members to the Financial Committee
39. Ordinance 2026-03 Amending City Code 10.8.5 Schedule of Minimum Area, Yard and Height Regulations
40. Ordinance 2026-04 Amending City Code 10.8.10 Lighting
41. Ordinance 2026-05 Amending City Code 11.9.2 Natural Hazard and Flood Hazard Study: Requirement to Conduct
42. Ordinance 2026-06 Amending the City Development Standards and Exhibits
43. Resolution 2026-27 Commemorating America's 250th Birthday
44. Approval to enter into a contract for IT Services with Nebo Interactive LLC

Closed Session

The Woodland Hills City Council may temporarily recess the regular meeting and convene in a closed session to discuss pending or reasonably imminent litigation; the purchase, exchange, or lease of real property or water; security or safety; or to discuss the character, professional competence, or physical or mental health of an individual as provided by Utah Code Annotated §52-4-205.

Adjournment

Posting

Posted January 25, 2026

Jody Stones, City Recorder

*The order of agenda items may change to accommodate the needs of the City Council, staff, and/or public.

** A link to participate electronically can be found on the city's website, under the city calendar. One or more members of the public body may participate remotely.

Woodland Hills City Council

Combined Oath of Office Ceremony, Public Hearing, Work Session, and City Council Meeting

January 6, 2026

Roll Call and Attendance

The meeting was held at the Woodland Hills City Center, 690 South Woodland Hills Drive, Woodland Hills, Utah.

Elected Officials Present:

Mayor Brent Winder
Mayor Elect Ben Hillyard
Council Member Kari Malkovich
Council Member Steve Johns
Council Member Dorel Kynaston
Council Member Brian Hutchings
Council Member Steve Roden
Council Member Janet Lunt

Staff Present:

Jody Stones, City Recorder
Ted Mickelsen, Community Development
Director / Fire Chief
Wayne Frandsen, Planning Commission
Chair

Electronic Participation:

Chris Helvey, Finance Director

Oath of Office Ceremony

1. Welcome

Mayor Brent Winder called the meeting to order and welcomed newly elected officials, family members, City staff, and members of the public. Mayor Winder offered remarks reflecting on his term of service and expressed appreciation for the opportunity to serve the City, as well as gratitude to City Council members and staff for their work and collaboration over the prior four years.

2. Administration of the Oath of Office

The Oath of Office was administered by Jody Stones, City Recorder, to the newly elected Mayor and City Council Members.

3. Comments and Recognition

Following the administration of the oath, Mayor Ben Hillyard addressed the audience and expressed appreciation for the trust placed in the newly elected officials. Mayor Hillyard acknowledged prior administrations and emphasized the importance of continuity, service, and responsible governance. Members of the City Council and staff also offered remarks recognizing outgoing officials and thanking them for their service.

Recess

The meeting recessed briefly to allow for photographs and reconvened at 6:30 p.m.

Public Hearing

4. Proposed Change in Zoning – 350 South Woodland Hills Drive (R1-1 to R1-19)

Mayor Hillyard opened the public hearing regarding the proposed zoning change for property located at 350 South Woodland Hills Drive.

Floyd Cottam, resident, provided testimony expressing concerns about increased density, preservation of neighborhood character, traffic speeds, and safety along Woodland Hills Drive and at access points. He emphasized the importance of maintaining the rural and visual character of the area while acknowledging broader growth pressures within the City.

Mark Sovine, resident, expressed concern with septic and wastewater impacts.

Garron Miller, a resident, spoke about the tree removal on the property and the reduction in wildfire risk.

Floyd Cottam raised questions regarding infrastructure maintenance, long-term fiscal impacts, and the cumulative effect of additional development.

Diana Sackett, a resident, remarked that the proposed development plan looked better than it had previously.

Work Session

5. Proposed Change in Zoning – 350 South Woodland Hills Drive

Wayne Frandsen, Planning Commission Chair, Ted Mickelsen, Community Development Director, and applicants David Simpson and Kaden Cole of Landmark Real Estate provided an overview of the proposed zoning change and the associated development concept. It was explained that the request involved coordination between the adjacent property owners and that a portion of the overall development had previously received approvals.

Chairman Frandsen reported that the commission had reviewed the proposal, held a public hearing, and recommended approval of the zoning change. It was noted that although the zoning designation would be R1-19, the proposed subdivision would maintain average lot sizes just under one acre, exceeding the minimum requirements of the zone. The Commission explained that this approach was intended to balance development potential with neighborhood compatibility and long-range planning objectives.

Council discussion focused extensively on traffic and access management. Staff explained that the proposal would consolidate access to Woodland Hills Drive through two shared access points rather than multiple individual driveways. Council Members discussed existing speeding concerns on Woodland Hills Drive and noted that consolidated access could reduce conflict

points and improve overall safety. The potential need for future traffic studies or traffic-calming measures was discussed.

Infrastructure responsibilities were reviewed in detail. Staff clarified that road construction, utilities, grading, stormwater management, and related improvements would be developer-funded and subject to City engineering standards, review, and inspection. It was noted that the lots would be served by individual septic systems and that applicable health department and engineering approvals would be required prior to development.

Council Members discussed housing affordability and state housing policy considerations, noting increasing legislative pressure on municipalities to accommodate additional housing opportunities. Council emphasized the importance of demonstrating good-faith compliance with adopted ordinances and long-range plans in order to preserve local control over land-use decisions.

Additional discussion addressed tree preservation, fencing, visual impacts, and building design. Staff explained the limits of City authority over private property while noting that subdivision approvals, conditions of approval, and building permits would remain subject to City standards. Council emphasized that the work session was informational and that approval of a zoning change would not constitute approval of final subdivision layout or building plans.

6. Review of October 2025 Financials and Check Disbursements

Finance Director Chris Helvey reviewed the October 2025 financial statements and the fund and check disbursements. Discussion included overall fund performance, revenue and expenditure trends, and compliance with adopted budgets. Council Members asked clarifying questions and expressed appreciation for the detailed reporting.

7. Recommendations for City Appointed Positions

Mayor Hillyard presented recommendations for City-appointed positions. Discussion focused on statutory requirements, continuity of operations, and the qualifications and experience of the recommended individuals. Council Members discussed the importance of institutional knowledge and stability in key administrative and operational roles.

8. Discussion of City Council Assignments

Mayor Hillyard led a discussion regarding proposed City Council assignments and liaison roles. Council Members discussed interests, workload balance, and the importance of effective representation on boards, committees, and intergovernmental organizations.

9. Snowplow Update

David Stones provided an update on snowplow operations, including recent storm response, prioritization of routes, coordination of crews, and challenges associated with weather conditions and roadway safety. Council discussed resident communication, response expectations, and ongoing winter maintenance planning.

10. Department Reports

- a. Community Development / Public Works / Fire Department:** Ted Mickelsen provided a detailed report on Public Works and Fire Department operations, with emphasis on wildland fire preparedness, staffing, and capital planning.

Mr. Mickelsen discussed the City's wildland fire crew, explaining current staffing levels, training requirements, and equipment needs. He outlined the City's participation in regional wildland fire response efforts and the importance of maintaining a trained and deployable crew to address increasing wildfire risk. Council discussed the rising frequency and severity of wildland fire events, the need for ongoing training and certification, and the role of the wildland crew in both emergency response and preventative mitigation efforts such as fuel reduction and defensible space coordination.

The discussion included funding considerations for the wildland fire program. Mr. Mickelsen explained how wildland fire revenues, reimbursements, and designated funds are managed, and how those funds may be used to offset equipment costs, training expenses, and operational needs. Council discussed balancing the use of these funds with other public safety priorities and the importance of maintaining reserves to ensure readiness for future fire seasons.

Mr. Mickelsen also discussed capital improvement planning, including questions raised regarding potential funding for a pickleball court. He explained that funds under discussion were separate from wildland fire operational funds and reviewed allowable uses, funding sources, and long-term planning considerations. Council discussed community recreation needs, prioritization of capital projects, and the importance of clearly segregating public safety funds from recreation or parks-related expenditures.

Council Members asked clarifying questions regarding the timing of potential projects, availability of funds, and the process for Council review and approval of future capital expenditures. The discussion emphasized that no decisions were made during the report and that any future projects or funding allocations would be brought back to the Council for formal consideration and action.

Mr. Mickelsen concluded with a brief overview of ongoing Public Works and Fire Department activities, including infrastructure maintenance, coordination with other departments, and operational readiness.

- b. Code Enforcement:** Wayne Frandsen provided an expanded report on current code enforcement activities and priorities within the City.

Mr. Frandsen discussed ongoing efforts in compliance and voluntary correction, noting that the City continues to emphasize education and cooperation as the primary approaches to enforcement. He explained that most issues are resolved through communication with property owners and that formal enforcement actions are used when necessary to address ongoing or repeated violations.

Discussion included common code enforcement issues currently being addressed, including property maintenance, vegetation management, junk and debris, and compliance with zoning and land-use regulations. Mr. Frandsen explained how enforcement activity increases seasonally and how staff coordinate with Community Development and Public Works to ensure consistency in the application of City ordinances.

Mr. Frandsen also addressed wildland–urban interface considerations, including enforcement related to defensible space, vegetation clearance, and fire-safety-related standards. Council discussed the importance of coordination between code enforcement and the Fire Department to reduce wildfire risk and improve community safety.

Council Members asked questions regarding enforcement timelines, escalation procedures, and the balance between maintaining neighborhood standards and respecting property rights. Mr. Frandsen explained the process for issuing notices, providing reasonable timeframes for compliance, and pursuing further action only when voluntary compliance is not achieved.

The discussion concluded with an overview of upcoming enforcement priorities and the need for continued public education regarding City standards. No formal action was taken, and the report was received for informational purposes.

11. Items for Upcoming City Council Meetings

Council and staff held a detailed discussion regarding items anticipated for upcoming City Council agendas.

Staff identified several land-use and development-related matters expected to return to the Council, including continued review of zoning and subdivision applications, follow-up items related to previously approved projects, and additional Planning Commission recommendations requiring Council consideration.

Discussion also included financial and budget-related items, such as ongoing monitoring of revenues and expenditures, future fund disbursement approvals, and preparation for upcoming budget discussions. Council emphasized the importance of maintaining transparency and providing clear information to the public regarding fiscal matters.

Council and staff discussed anticipated policy and administrative items, including updates to City ordinances, review of committee structures and assignments, and consideration of policies necessary to support City operations and compliance with state requirements.

Additional discussion addressed public works and infrastructure topics, including road maintenance planning, winter operations, and coordination of future capital improvement projects. Council noted the importance of aligning infrastructure planning with growth management and available funding.

Council Members also discussed the need for continued focus on public safety and wildfire preparedness, including follow-up discussions related to wildland fire mitigation, emergency management planning, and interagency coordination.

The discussion concluded with an emphasis on agenda planning, prioritization of items, and ensuring adequate time for public input and Council deliberation at future meetings. No formal action was taken.

City Council Meeting

12. Call to Order

Mayor Ben Hillyard called the City Council Meeting to order.

13. Invocation

Council Member Kari Malkovich offered the invocation.

14. Pledge of Allegiance

Council Member Brian Hutchings led the Pledge of Allegiance.

15. Public Comment

The public comment period was opened.

Sherry Burger mentioned that because of the lack of cold weather and precipitation, there is concern that Maple Festival Days might not happen.

Consent Agenda

16. December 9, 2025 City Council Meeting Minutes

A motion was made by **Council Member Malkovich** and seconded by **Council Member Lunt** to approve the December 9, 2025, City Council meeting minutes. The motion passed unanimously.

Business and Discussion

17. Ordinance 2026-01 – Zoning Change for 350 South Woodland Hills Drive

Council considered Ordinance No. 2026-01 adopting a zoning change for property located at 350 South Woodland Hills Drive. Council reiterated that the ordinance addressed zoning only and did not approve final subdivision or construction plans. Council discussed public concerns, Planning Commission recommendations, ordinance compliance, and long-range planning considerations.

Motion: Council Member Brian Hutchings

Second: Council Member Steve Johns.

A roll-call vote was taken:

Council Member Malkovich — Yes

Council Member Johns — Yes

Council Member Hutchings — Yes

Council Member Roden — Yes

Council Member Lunt — Yes

The ordinance passed unanimously.

18. Resolution 2026-01 – Appointing Jody Stones as City Recorder

Motion: Council Member Kari Malkovich

Second: Council Member Steve Roden

Vote: Motion passed unanimously

19. Resolution 2026-02 – Appointing Lori Thomas as City Treasurer

Motion: Council Member Janet Lunt

Second: Council Member Steve Johns

Vote: Motion passed unanimously

20. Resolution 2026-03 – Appointing Chris Helvey as City Finance Director

Motion: Council Member Brian Hutchings

Second: Council Member Steve Roden

Vote: Motion passed unanimously

21. Resolution 2026-04 – Appointing Ted Mickelsen as Community Development Director

Motion: Council Member Steve Johns

Second: Council Member Janet Lunt

Vote: Motion passed unanimously

22. Resolution 2026-05 – Appointing Wayne Frandsen as Zoning Enforcement Officer

Motion: Council Member Steve Roden

Second: Council Member Steve Johns

Vote: Motion passed unanimously

23. Resolution 2026-06 – Appointing Aaron Gilbert as Emergency Manager

Motion: Council Member Kari Malkovich

Second: Council Member Janet Lunt

Vote: Motion passed unanimously

24. Resolution 2026-07 – Appointing Ted Mickelsen as Fire Chief

Motion: Council Member Steve Roden

Second: Council Member Steve Johns

Vote: Motion passed unanimously

25. Resolution 2026-08 – Appointing Janet Lunt as Public Information Officer

Motion: Council Member Steve Johns

Second: Council Member Janet Lunt

Vote: Motion passed unanimously

26. Resolution 2026-09 – Approving the October 2025 Fund Disbursements

Motion: Council Member Brian Hutchings

Second: Council Member Kari Malkovich

Vote: Motion passed unanimously

27. Resolution 2026-10 – Appointing a City Council Member to Serve as Liaison on the Finance Committee

Motion: Council Member Janet Lunt

Second: Council Member Steve Roden

Vote: Motion passed unanimously

28. Resolution 2026-11 – Appointing a City Council Member to Serve as Liaison to the Parks, Trails, and Recreation Committee

Motion: Council Member Steve Johns

Second: Council Member Brian Hutchings

Vote: Motion passed unanimously

29. Resolution 2026-12 – Appointing a City Council Member to Serve as Liaison to the Planning Commission

Motion: Council Member Kari Malkovich

Second: Council Member Janet Lunt

Vote: Motion passed unanimously

30. Resolution 2026-13 – Appointing a City Council Member to Serve as City Representative to the Utah Valley Home Builders Association

Motion: Council Member Steve Roden

Second: Council Member Steve Johns

Vote: Motion passed unanimously

31. Resolution 2026-14 – Appointing an Individual to Serve on the Central Utah 911 Service District Board

Motion: Council Member Brian Hutchings

Second: Council Member Kari Malkovich

Vote: Motion passed unanimously

32. Resolution 2026-15 – Appointing a City Council Member to Serve as Liaison to the Utah County Animal Shelter Board

Motion: Council Member Janet Lunt

Second: Council Member Steve Johns

Vote: Motion passed unanimously

33. Resolution 2026-16 – Appointing a City Council Member to Serve as Liaison to the City Public Safety Committee

Motion: Council Member Steve Roden

Second: Council Member Kari Malkovich

Vote: Motion passed unanimously

34. Resolution 2026-17 – Appointing an Individual to Serve as City Liaison to the South Utah Valley Municipal Water Association Board

Motion: Council Member Janet Lunt

Second: Council Member Steve Johns

Vote: Motion passed unanimously

35. Resolution 2026-18 – Appointing Mayor Ben Hillyard as City Representative to the SESD Board

Motion: Council Member Steve Roden

Second: Council Member Kari Malkovich

Vote: Motion passed unanimously

36. Resolution 2026-19 – Appointing Mayor Ben Hillyard as City Representative to the Dry Creek Transfer Station Board

Motion: Council Member Brian Hutchings

Second: Council Member Janet Lunt

Vote: Motion passed unanimously

37. Resolution 2026-20 – Appointing a City Council Member to Serve as Liaison to the Community Development Committee

Motion: Council Member Steve Johns

Second: Council Member Steve Roden

Vote: Motion passed unanimously

Closed Session

The City Council convened a closed session pursuant to Utah Code §§ 52-4-204 and 52-4-205 for the purpose of discussing **pending or potential litigation** at 7:51 p.m.

A motion to enter the closed session was made by **Council Member Kari Malkovich** and seconded by **Council Member Steve Johns**. A roll-call vote was taken with the following results:

- Council Member Kari Malkovich — Yes
- Council Member Steve Johns — Yes
- Council Member Brian Hutchings — Yes
- Council Member Steve Roden — Yes
- Council Member Janet Lunt — Yes

The motion passed unanimously (5–0).

No decisions or final actions were taken during the closed session. Following the closed session, the City Council returned to the open meeting.

Adjournment

Council Member Malkovich moved to adjourn the meeting at 9:01 p.m. The motion was seconded by Council Member Roden. The meeting was adjourned.

Jody Stones, City Recorder
Woodland Hills City

DRAFT

WOODLAND HILLS CITY COUNCIL
Emergency City Council Meeting
Thursday, January 22, 2026 – 7:30 a.m.
Woodland Hills City Center
690 South Woodland Hills Drive
Woodland Hills, Utah 84653

ROLL CALL AND ATTENDANCE

An Emergency Meeting of the Woodland Hills City Council was held on Thursday, January 22, 2026, at 7:30 a.m. The meeting was conducted by Mayor Ben Hillyard.

Present: Mayor Ben Hillyard; Council Members Lunt, Roden, Hutchings, Johns, and Malkovich.

Staff Present: Jody Stones, City Recorder.

Electronic Participation: Council Members Malkovich and Johns.

The meeting was convened pursuant to Utah Code § 52-4-202(5), which permits a public body to hold an emergency meeting when unforeseen circumstances require immediate consideration of matters that cannot reasonably be delayed.

In compliance with the Open and Public Meetings Act, the City made reasonable efforts, under the circumstances, to provide public notice and to comply with applicable open meeting requirements. Notice was posted as soon as practicable.

Mayor Hillyard stated that no final action or decisions would be made during the emergency meeting. The purpose of the meeting was limited to consideration of a motion to enter a closed session as permitted by law.

CLOSED SESSION

Mayor Hillyard explained that the Council would consider a motion to enter a closed session pursuant to Utah Code § 52-4-205(1)(a) to discuss the character, professional competence, or physical or mental health of an individual.

At 7:33 a.m., Council Member Lunt made a motion to enter a closed session pursuant to Utah Code § 52-4-205(1)(a) for discussion of personnel matters. The motion was seconded by Council Member Roden.

Roll Call Vote:

Council Member Lunt – Yes

Council Member Roden – Yes

Council Member Hutchings – Yes

Council Member Malkovich – Yes

Council Member Johns – Yes

The motion passed unanimously. The Council closed the open session and entered into closed session at 7:33 a.m. The discussion was limited to matters authorized under statute.

City Recorder Jody Stones was excused from the meeting at 7:52 a.m.

RETURN TO OPEN SESSION AND ADJOURNMENT

Following the closed session, the City Council reconvened in open session. Mayor Hillyard stated for the record that no decisions were made and no formal action was taken as a result of the closed session.

With no further business, the meeting was adjourned at 8:30 a.m.

ATTESTATION

I certify that the foregoing is a true and correct record of the Emergency Meeting of the Woodland Hills City Council held on Thursday, January 22, 2026.

Jody Stones, City Recorder

Woodland Hills City

Date: _____

DRAFT



December 2, 2025

Woodland Hills City
690 S. Woodland Hills Dr.
Woodland Hills, UT 84653

RE: Release of Bond for Ranch Knoll Development

Woodland Hills City Staff

A final one-year warranty site visit and inspection was conducted by Toby Szalkowski, representing the City. The only items to inspect include the fire hydrant and verifying there are no leaks visible in the water main to the hydrant and the water service lines from the water main to the water can. The fire hydrant is operable, and there are no visible leaks; and have been no leaks noted over the past year. The bond held by the City for this development is hereby approved for release by the City.

Regards,

A handwritten signature in black ink, appearing to read "Ted Mickelsen", written in a cursive style.

Ted Mickelsen, P.E.
Public Works Director

\$ 3,782.00

City of Woodland Hills
Activity Register: 07/01/2000 to 01/31/2026
Ranch - Ranch Knoll

Account		Description	Debit	Credit	Balance
Date	Code				
2331 - General developer bonds					\$0.00
7/29/2024	NBPT	Receipt 75994: Panthera Development - Ranch Knoll--Inspection Fee		2,269.00	(2,269.00)
7/29/2024	NBPT	Receipt 75994: Panthera Development - Ranch Knoll--Durability Retainer		3,782.00	(6,051.00)
		8" waterline & Fire hydrant.		(\$6,051.00)	(\$6,051.00)
3413 - Zoning and subdivision fees					\$0.00
6/14/2024	NBPT	Receipt 74844: PANTHERA DEVELOPMENT LLC - Ranch Knoll Application Fee		1,100.00	(1,100.00)
				(\$1,100.00)	(\$1,100.00)
4141.350 - Admin Prof. Services					\$0.00
8/27/2024	AP	INV: 135189 Jones and DeMille - Ranch Knoll Subdivision Review	2,080.00		2,080.00
			\$2,080.00		\$2,080.00
Ranch Ranch Knoll Total:			\$2,080.00	(\$7,151.00)	(\$5,071.00)
Budget Amount:					\$0.00
Budget Balance:					\$5,071.00



November 17, 2025

Woodland Hills City
690 S. Woodland Hills Dr.
Woodland Hills, UT 84653

RE: Release of Bond for Summit Creek Plat G-1 Phase A Development

Woodland Hills City Staff

A final one-year warranty site visit and inspection was conducted with Rhino Excavating on November 4, 2025, for the Summit Creek Plat G-1-A development which included South Loafer Drive. Ted Mickelsen, PE, and Toby Szalkowski, representing the City, and McKade Carter and one other with Rhino Excavation were present. There were no noted deficiencies in the work performed by Rhino Excavating. The bond held by the City for this development is hereby approved for release by the City.

Regards,

\$ 63,925.00

Ted Mickelsen, P.E.
Public Works Director

City of Woodland Hills
Activity Register: 07/01/2000 to 01/31/2026
SC G1 A - Summit Creek G-1 Phase A

Account		Description	Debit	Credit	Balance
Date	Code				
2331 - General developer bonds					\$0.00
7/29/2024	NBPT	Receipt 75994: Panthera Development - Summit Cr Plat G-1 Phase A-- Inspection Fee		38,354.00	(38,354.00)
7/29/2024	NBPT	Receipt 75994: Panthera Development - Summit Cr Plat G-1 Phase A-- Durability Retainer <i>Water line, Sewer, Water Services</i>		63,925.00	(102,279.00)
				(\$102,279.00)	(\$102,279.00)
3413 - Zoning and subdivision fees					\$0.00
6/10/2024	NBPT	Receipt 74818: PANTHERA DEVELOPMENT LLC - Summit Creek G-1 Phase A		1,600.00	(1,600.00)
11/26/2024	NBPT	Receipt 78647: PANTHERA DEVELOPMENT LLC - Recording fees for G-1 Phase A		124.00	(1,724.00)
12/16/2024	NBPT	Receipt 79285: Panthera Development - G-1 Phase A Roadway deed recording fee		41.50	(1,765.50)
				(\$1,765.50)	(\$1,765.50)
4141.350 - Admin Prof. Services					\$0.00
8/27/2024	AP	INV: 135189 Jones and DeMille - Summit Creek G-1 Phase A Subdivision Review	1,861.00		1,861.00
10/14/2024	AP	INV: 135621 Jones and DeMille - Summit Creek G-1 Phase A Subdivision Review	556.18		2,417.18
			\$2,417.18		\$2,417.18
4190.101 - Site Plan Review					\$0.00
11/11/2024	JE	CC: 698 - STONES JODY A - 2024/11/05 - CBT*UTAH COUNTY RECOR	124.00		124.00
			\$124.00		\$124.00
SC G1 A Summit Creek G-1 Phase A Total:			\$2,541.18	(\$104,044.50)	(\$101,503.32)
Budget Amount:					\$0.00
Budget Balance:					\$101,503.32



Jones & DeMille
Engineering

www.jonesanddemille.com | 800 748 5275

December 12, 2025

Attn: Ted Mickelsen
City Engineer
Woodland Hills City
Via email: works@woodlandhills-ut.gov

RE: Woodland Hills – 2026 Roadway Improvements – Project Award

Dear Ted:

We have completed our review of the bid information submitted and are providing the following information and recommendation of award for the above referenced project.

In response to our advertisement for bids on the 2026 Roadway Improvements project, nine bids were submitted by Kilgore Contracting, Geneva Rock Products, Black Forest Paving, Bennett Paving & Construction, BH Inc, Staker & Parson Companies, Sunset Mountain Machinery, Ridge Rock, and Landmark Excavating.

In reviewing the provided bid documents from each bidder, the following summary is being provided:

- All bidding companies acknowledged the three addenda.
- The bid schedules were reviewed, two companies submitted bids with calculation errors, Bennet Paving & Construction and Ridge Rock. All other bid schedules are free of errors.
- Requirements outlined by the bidding documents were as follows:
 - Information regarding successful completion of three projects similar in size and scope as proposed Project that Bidder has completed within the last five years.
 - Each bidding company has submitted qualification statements regarding current projects and previous projects similar to the Project.
 - Bid security made payable to Owner in an amount of 5 percent of Bidder's maximum Bid price.
 - All bidders submitted the required security.
 - A written statement that Bidder is authorized to do business in the state where the Project is located, or a written certification that Bidder will obtain such authority prior to the Effective Date of the Contract.
 - Attachments of such evidence of authority to do business in this state has been submitted by all bidders.
 - Attachments of authority to sign if Bidder is a corporation, a limited liability company, a partnership, or a joint venture.
 - Attachments of such evidence of authority has been submitted by all bidders.
 - Bidder's state or other contractor license number.
 - All bidders provided their contractor license numbers.

1535 South 100 West
Richfield, UT 84701
435.896.8266

50 South Main, Suite 4
Mantua, UT 84642
435.835.4540

38 West 100 North
Vernal, UT 84078
435.781.4988

1675 South Highway 10
Price, UT 84501
435.637.8266

520 West Highway 40
Roosevelt, UT 84066
435.722.8267

775 West 1200 North
Suite 200A
Springville, UT 84663
801.692.0219

1064 South Dixie Drive
Building G
St. George, UT 84770
435.986.3622

7 South Main Street
Suite 107/109
Tooele, UT 84074
435.268.8089

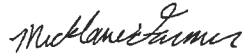
696 North Main Street
PO Box 577
Monticello, UT 84535
435.587.9100

545 East Cheyenne Drive
Suite C1
Evanston, WY 82930
307.288.3005

Given the above information and the attached documents, we can recommend that Woodland Hills City award the project to the lowest bidder, Kilgore Contracting, for \$1,285,033.32.

Sincerely,

JONES & DeMILLE ENGINEERING, INC.



Micklane Farmer, PE
Project Manager

Attachments: Bid Tab
 Notice of Award



I hereby certify that the above is a true and correct summary of the data received.

Project Manager Melba Turner
Melba Turner



Owner: Woodland Hills City
Project: 2028 Roadway Improvements
Proj #: 2309-005
Bid Date: Wednesday, December 10, 2025
Bid Place: 890 S Woodland Hills Dr, Woodland Hills, Utah 84653
Bid Time: 10AM

1-800-745-5275
www.jonesanddemille.com

SUMMARY OF BIDS

Listed From Apparent Low Bid to High Bid	Company	Submitted Bid Amount	Correction	Accepted Bid Amount	% of Low Bid (Accepted Bid)	% of Engineer's Probable Cost (Accepted Bid)
Engineer's Probable Cost						
		\$ 1,325,638.00				
1	Kilgore SLC	\$ 1,285,033.32	\$ -	\$ 1,285,033.32	100%	84%
2	Geneva Rock Orem	\$ 1,306,833.50	\$ -	\$ 1,306,833.50	102%	86%
3	Black Forest Paving South Jordan	\$ 1,331,803.64	\$ -	\$ 1,331,803.64	104%	87%
4	Bennett Nephi	\$ 1,445,292.45	\$ (5.25)	\$ 1,445,287.20	112%	95%
5	BHI Vernal	\$ 1,459,676.22	\$ -	\$ 1,459,676.22	114%	96%
6	Staker Drepper	\$ 1,506,258.92	\$ -	\$ 1,506,258.92	117%	99%
7	SMM Excavation Highland	\$ 1,672,029.92	\$ -	\$ 1,672,029.92	130%	110%
8	Ridge Rock Blundale	\$ 1,771,243.00	\$ 30.36	\$ 1,771,273.36	138%	116%
9	Landmark Ex. American Fork	\$ 1,892,443.80	\$ -	\$ 1,892,443.80	147%	124%

BIDDER'S CHECKLIST

Checklist Items	Kilgore	Geneva Rock	Black Forest Paving	Bennett	BHI	Staker	SMM Excavation	Ridge Rock	Landmark Ex.
Pre-Bid Conference (Mandatory/Non-Mandatory)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Addenda Acknowledged	x	x	x	x	x	x	x	x	x
Bid Amount(s) Filled Out Completely	x	x	x	x	x	x	x	x	x
Bid Totaled	x	x	x	x	x	x	x	x	x
Bidder's Information Filled Out Completely	x	x	x	x	x	x	x	x	x
Bid Signed by Authorized Representative	x	x	x	x	x	x	x	x	x
Acknowledgment for Corporation	x	x	x	x	x	x	x	x	x
Bid Security	x	x	x	x	x	x	x	x	x
Subcontractor List	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Contractor's License	x	x	x	x	x	x	x	x	x
Bidder Qualification	x	x	x	x	x	x	x	x	x
Construction Schedule	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

ENGINEER'S COMMENTS

Based on an evaluation of the bids received for this project, Jones & DeMille Engineering (JDE) recommends that Kilgore be awarded the contract for this project.
It is JDE's professional opinion that the bid submitted by Kilgore was in substantial compliance with the bidding documents.

DOCUMENT 00 51 00
NOTICE OF AWARD

Date of Issuance: 12-11-2025
Owner: Woodland Hills City Owner's Project No.:
Engineer: Jones & DeMille Engineering, Inc. Engineer's Project No.: (2509-055)
Project: 2026 Roadway Improvements
Contract Name:
Bidder: Kilgore Contracting
Bidder's Address: 7057 West 2100 South West Valley UT 84128

You are notified that Owner has accepted your Bid dated **12-10-2025** for the above Contract, and that you are the Successful Bidder and are awarded a Contract for: roadway pulverization, grading, asphalt paving, reconstruction of manholes and valves, and paint striping.

The Contract Price of the awarded Contract is **\$1,285,033.32**. Contract Price is subject to adjustment based on the provisions of the Contract, including but not limited to those governing changes, Unit Price Work, and Work performed on a cost-plus-fee basis, as applicable.

1 unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

☐ Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 14 days of the date of receipt of this Notice of Award:

1. Deliver to Owner 1 counterparts of the Agreement, signed by Bidder (as Contractor).
2. Deliver with the signed Agreement(s) the Contract security (such as required performance and payment bonds) and insurance documentation, as specified in the Instructions to Bidders and in the General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any): Deliver preliminary schedules as specified in the General Conditions, Article 2.

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Owner will return to you one fully signed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: Woodland Hills City

By (signature): _____

Name (printed): Ted Mickelsen

Title: Public Works Director

Copy: Engineer

**INTERLOCAL AGREEMENT FOR ADVANCED LIFE SUPPORT MEDICAL
TRANSPORT SERVICES
BETWEEN SALEM CITY AND WOODLAND HILLS CITY**

This Interlocal Agreement ("Agreement") is entered into this 5 day of November, 2025, by and between Salem City, a municipal corporation of the State of Utah, located at 30 W 100 S, Salem, Utah 84653 ("Salem"), and Woodland Hills City, a municipal corporation of the State of Utah, located at 690 South Woodland Hills Drive, Woodland Hills, Utah 84653 ("Woodland Hills"), collectively referred to as the "Parties."

RECITALS

WHEREAS, the Utah Interlocal Cooperation Act, Utah Code Ann. § 11-13-101 et seq., authorizes interlocal cooperation between public agencies to make efficient use of their powers and resources for the benefit of their citizens;

WHEREAS, Salem operates a certified Emergency Medical Services ("EMS") department that provides Advanced Life Support ("ALS") transport services within its jurisdiction and possesses the necessary licenses, equipment, and trained personnel;

WHEREAS, Woodland Hills desires to provide enhanced emergency medical services to its residents and visitors but lacks the resources to independently operate an ALS transport service;

WHEREAS, the Parties have determined that contracting for ALS services represents the most cost-effective and efficient means of providing quality emergency medical care to Woodland Hills residents;

WHEREAS, both Parties are authorized under Utah Code Ann. § 10-8-38 and § 26-8a-101 et seq. to provide emergency medical services;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Parties agree as follows:

1. SCOPE OF SERVICES

1.1 Services Provided. Salem agrees to provide the following ALS medical transport services within Woodland Hills' city limits:

- a. Emergency medical response with ALS-certified personnel
- b. Patient assessment, stabilization, and treatment
- c. Advanced life support interventions as medically indicated
- d. Ground ambulance transport to appropriate medical facilities
- e. Medical oversight and quality assurance

1.2 Service Area. Services shall be provided within the incorporated boundaries of Woodland Hills City as legally defined and any extraterritorial areas served by Woodland Hills by separate agreement.

1.3 Response Priority. Woodland Hills calls shall receive the same priority classification and response standards as Salem residents, subject to resource availability and simultaneous call volume.

1.4 Medical Direction. All ALS services shall be provided under the medical direction of Salem's designated Medical Director or authorized physician delegate.

2. SERVICE STANDARDS AND PERFORMANCE

2.1 Licensing and Certification Salem warrants that all personnel providing services under this Agreement shall:

- a. Maintain current Utah Department of Health EMS certifications
- b. Hold appropriate National Registry certifications
- c. Complete required continuing education and training
- d. Operate under valid Utah EMS licenses

2.2 Equipment and Vehicle Standards. Salem shall maintain ambulances and equipment that:

- a. Meet or exceed Utah Department of Health ALS vehicle requirements
- b. Comply with applicable federal DOT and state vehicle standards
- c. Are regularly inspected and maintained according to manufacturer specifications
- d. Carry medications and supplies adequate for ALS interventions

2.3 Response Time Goals. Salem shall use commercially reasonable efforts to achieve the following response time goals:

- a. Priority 1 (Life-threatening): 10 minutes or less
- b. Priority 2 (Urgent): 12 minutes or less
- c. Priority 3 (Non-urgent): 15 minutes or less

2.4 Performance Review. In the event that Salem fails to meet the response time goals in Section 2.3 for two (2) consecutive calendar quarters, the Parties shall meet within thirty (30) days to review the performance data and develop a mutually agreeable corrective action plan. Failure to cure such deficiencies may be deemed a material breach of this Agreement.

2.5 Quality Assurance. Salem shall maintain a quality assurance program including:

- a. Medical oversight and case review
- b. Personnel performance monitoring
- c. Equipment maintenance and testing
- d. Compliance with state and national standards

3. DISPATCH AND COMMUNICATION

3.1 Dispatch Protocol

- a. Woodland Hills shall utilize Central Utah 911 for emergency medical dispatch.
- b. Salem Emergency Medical Association (SEMA) units shall respond upon request from authorized dispatch personnel.
- c. Direct requests from Woodland Hills officials shall be honored when operationally feasible.

3.2 Communication Systems Both Parties shall maintain compatible radio communication systems and provide appropriate frequencies and protocols to ensure seamless coordination.

4. COMPENSATION

4.1 No Fee for Services. Woodland Hills shall not be required to pay Salem any fees, charges, or other compensation for the ALS medical transport services provided under this Agreement. All costs associated with the provision of such services shall be borne by Salem, except that Salem may bill patients or their insurers directly in accordance with applicable laws and regulations.

5. MUTUAL AID AND RESOURCE SHARING

5.1 Reciprocal Assistance. When Salem resources are unavailable, Woodland Hills may request mutual aid from other providers, and Salem shall assist in coordinating such responses.

5.2 Resource Limitations. Salem's obligation to respond is subject to:

- a. Availability of ALS-equipped units and personnel
- b. Competing emergency demands within Salem's primary service area
- c. Operational safety considerations

6. TERM AND TERMINATION

6.1 Initial Term. This Agreement shall commence on _____, 2025, and continue for three (3) years unless terminated earlier as provided herein.

6.2 Renewal. This Agreement shall automatically renew for successive two (2) year terms unless either Party provides written notice of non-renewal at least one hundred twenty (120) days prior to expiration.

6.3 Termination for Convenience. Either Party may terminate this Agreement without cause upon one hundred eighty (180) days' written notice to ensure adequate transition time for alternative service arrangements.

6.4 Termination for Cause. Either Party may terminate immediately for material breach if the breach is not cured within thirty (30) days of written notice specifying the breach.

6.5 Transition Period. Upon termination, Salem shall continue providing services for up to sixty (60) days to allow Woodland Hills to secure alternative arrangements.

7. INSURANCE AND LIABILITY

7.1 Insurance Requirements. Each Party shall maintain the following minimum insurance coverage and provide a Certificate of Insurance to the other Party upon request:

- a. General Liability: \$2,000,000 per occurrence
- b. Professional Liability: \$1,000,000 per claim for medical services
- c. Automotive Liability: \$1,000,000 per occurrence
- d. Workers' Compensation: As required by Utah law

6.2 Additional Insured. Each Party shall name the other as an additional insured on its general liability policy for activities under this Agreement.

6.3 Self-Insurance. Governmental self-insurance programs meeting the above coverage amounts satisfy these requirements.

8. INDEMNIFICATION

Each Party shall indemnify, defend, and hold harmless the other Party, its officers, employees, and agents from any and all claims, damages, liabilities, and expenses (including reasonable attorney's fees) arising from the negligent acts, errors, or omissions of the indemnifying Party, its officers, employees, or agents in the performance of this Agreement. This indemnification is subject to the Utah Governmental Immunity Act, Utah Code Ann. § 63G-7-101 et seq. and is limited to the fullest extent permitted by law.

9. RECORDS AND REPORTING

9.1 Medical Records. Salem shall maintain patient care records in compliance with HIPAA and state requirements and provide copies to Woodland Hills as legally permitted for quality assurance purposes.

9.2 Performance Reports. Salem shall provide quarterly reports including:

- a. Response times and performance metrics
- b. Call volume and service statistics
- c. Quality assurance summaries
- d. Equipment and personnel status

9.3 Financial Records Both Parties shall maintain financial records related to this Agreement for audit purposes for a minimum of three (3) years.

10. LEGAL COMPLIANCE

10.1 Governmental Immunity. Both Parties are governmental entities subject to the Utah Governmental Immunity Act. Nothing in this Agreement waives any immunity, rights, or defenses available to the Parties under said Act.

10.2 Applicable Laws. All services shall be provided in compliance with applicable federal, Utah state, and local laws, regulations, and standards.

10.3 Non-Discrimination. Both Parties agree to comply with all applicable non-discrimination laws and provide services without regard to race, color, religion, sex, national origin, age, or disability.

10.4 No Agency Created. Nothing contained in the Agreement shall create any interlocal agency, as defined in Utah Code § 11-13-103(12), partnership, joint venture, or agency relationship between the Parties.

10.5 No Third-Party Beneficiaries. The obligations of the Parties set forth in this Agreement shall not create any rights in, or obligations to, any third-parties, except as specifically provided herein.

10.6 Adoption Requirements. This Agreement shall be (a) approved by Resolution of the governing body of each of the Parties, (b) executed by a duly authorized official of each of the Parties, (c) submitted to any approved by an Authorized Attorney of each of the Parties, as required by Utah Code Ann. § 11-13-202.5, and (d) filed in the official records of each Party.

11. DISPUTE RESOLUTION

In the event of a dispute arising out of this Agreement, the Parties agree to engage in good faith negotiations to resolve the issue. If the dispute cannot be resolved through negotiation, the Parties may agree to non-binding mediation with a mutually agreed-upon third-party mediator. Each Party shall bear its own costs and an equal share of the mediator's fees.

12. GENERAL PROVISIONS

12.1 Amendment. This Agreement may be amended only by written instrument approved by resolution of both Parties' governing bodies and executed by authorized representatives.

12.2 Assignment. This Agreement may not be assigned without the prior written consent of both Parties.

12.3 Governing Law and Venue. This Agreement shall be governed by Utah law. Any legal proceedings shall be in the Fourth Judicial District Court of Utah County.

12.4 Severability. If any provision is held invalid or unenforceable, the remaining provisions shall continue in full force and effect.

12.5 Force Majeure. Neither Party shall be liable for delays or failures in performance due to causes beyond its reasonable control, including natural disasters, labor disputes, or government actions.

12.6 Notices. All notices shall be in writing and delivered to the addresses specified herein or as subsequently designated in writing.

12.7 Entire Agreement. This Agreement, including any attached exhibits, constitutes the entire agreement between the Parties and supersedes all prior agreements, understandings, or negotiations.

12.8 Headings. The descriptive headings of the paragraphs of this Agreement are inserted for convenience only and shall not control or affect the meaning or construction of any provision of this Agreement.

12.9 Counterparts. The Parties may execute this Agreement in one or more counterparts each of which is an original of this Agreement and all of which, when taken together, is the same agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

SALEM CITY

By: _____

Kurt L Christensen, Mayor

Date: _____

ATTEST: _____

Jeff Nielson, City Recorder

Approved as to Form: _____

Walter J. Bird, City Attorney



WOODLAND HILLS CITY

This Agreement has been executed by the Woodland Hills City effective _____,
2026.

Mayor Ben Hillyard

Attest:

Jody Stones, City Recorder

Approved as to Form:

J. Craig Smith, City Attorney

ROLL CALL VOTING:		
	YES	NO
Mayor Ben Hillyard	[]	[]
Council Member Steve Johns	[]	[]
Council Member Brian Hutchings	[]	[]
Council Member Janet Lunt	[]	[]
Council Member Kari Malkovich	[]	[]
Council Member Dan Roden	[]	[]

I move that this Resolution be adopted.

I second the foregoing motion.

RESOLUTION NO. 2026-21

A RESOLUTION BY WOODLAND HILLS CITY COUNCIL ADOPTING THE WILDLAND-URBAN INTERFACE AREA MAP

WHEREAS, the City Council has adopted Ordinance 2025-26 adopting the Utah Wildland Urban Interface Code; and

WHEREAS, Section 301.1 of the Utah Wildland Urban Interface Code requires the City's legislative body to declare the Wildland-Urban Interface Areas within the City; and

WHEREAS, the City's code official has cooperated with the Division of Forestry, Fire, and State Lands wildfire representative to create a Wildland-Urban Interface Area map for the City; and

WHEREAS, the City's code official recommends that the City Council adopt the map attached to this resolution as Exhibit "A" as the City's Wildland-Urban Interface Area; and

WHEREAS, the Woodland Hills City Council has reviewed the proposed map and hereby finds that adopting the map is in the best interests of the public's health, safety, and general welfare.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND HILLS, UTAH, as follows:

1. The City Council hereby adopts the map attached to this resolution as Exhibit "A" as the map delineating the Wildland-Urban Interface Areas within the City pursuant to the Utah Wildland Urban Interface Code.
2. This Resolution shall become effective immediately upon passage.
3. All other resolutions and policies in conflict herewith, either in whole or in part are hereby repealed.

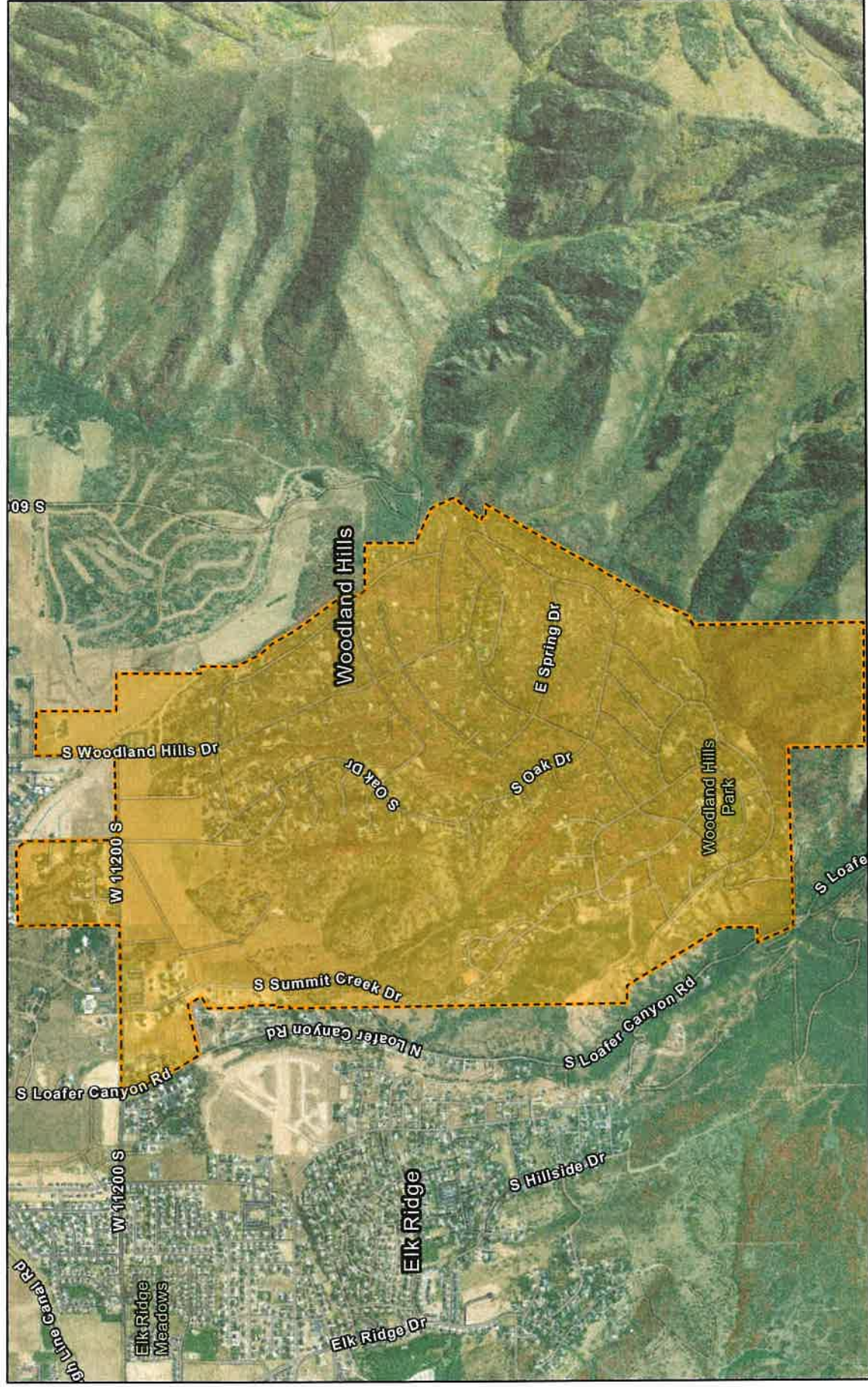
Adopted this 27th day of January, 2026.

Mayor Ben Hillyard

Attest:

Jody Stones, City Recorder

Woodland Hills Wildland Urban Interface Map



1/5/2026, 5:03:20 PM

City Boundary

Wildland Urban Interface (WUI)

World Imagery

Low Resolution 15m Imagery

High Resolution 60cm Imagery

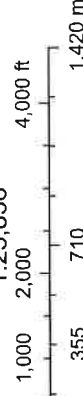
High Resolution 30cm Imagery

Citations

4.8m Resolution Metadata



1:25,858



Vanlor Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

ROLL CALL VOTING:		
	YES	NO
Mayor Ben Hillyard (tie only)	[]	[]
Council Member Brian Hutchings	[]	[]
Council Member Steve Johns	[]	[]
Council Member Janet Lunt	[]	[]
Council Member Kari Malkovich	[]	[]
Council Member Dan Roden	[]	[]

I move that this Ordinance be adopted.

Council Member

I second the foregoing motion.

Council Member

Ordinance 2026-02

AN ORDINANCE OF WOODLAND HILLS, UTAH, AMENDING CERTAIN SECTIONS OF THE CITY CODE BY REORGANIZING AND CONSOLIDATING EXISTING PROVISIONS FOR CLARITY AND CONTINUITY, WITHOUT SUBSTANTIVE CHANGE.

WHEREAS the City Council for Woodland Hills City finds that certain provisions of the City Code would benefit from reorganization to improve clarity, consistency, and continuity; and

WHEREAS the City Council desires to reorganize and consolidate existing code provisions using current language to improve structure and readability without altering the intent, meaning, or application of such provisions;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF Woodland Hills, UTAH, AS FOLLOWS:

Section 1. No Substantive Change Intended.

The amendments adopted by this ordinance are intended solely to reorganize, renumber, and consolidate existing provisions of the City Code for clarity and continuity. No substantive change in policy, standards, requirements, duties, or enforcement is intended or implied by the adoption of this ordinance.

Section 2. Amendment to 10.11.20 of the City Code is hereby amended and reorganized to read as follows:

10.11.20 Residential Driveways and Gates

A. Driveways shall be designed and constructed in accordance with applicable engineering standards, including drainage and load capacity. All driveway drainage, asphalt, and base designs shall be reviewed by the city engineer or the city engineer's designee prior to approval.

Driveways shall provide a minimum unobstructed width of twelve (12) feet and a minimum unobstructed vertical clearance of thirteen and one-half (13.5) feet. Driveway grades shall not exceed fifteen percent (15%) as measured along the driveway centerline; however, the city council may modify this requirement where compliance is not feasible due to grade.

On all lots, driveway approaches shall slope away from the edge of the asphalt at a minimum of two percent (2%) for a distance of at least three (3) feet. Driveway approaches within the city right-of-way shall not exceed a grade of four percent (4%).

Fifteen-inch drainage culverts shall be installed beneath all driveways. Unless directed city engineer or the city engineer's designee prior to approval.

The intersection of a driveway with a public roadway shall be constructed with a twenty-foot (20') radius beginning ten (10') back from the point where the driveway intersects the roadway.

B. Gates:

1. No part of the gate can be taller than six (6) feet, measured from the top of the driveway's hard surface to any part along the top of the gate.
2. Any fencing that connects to the gate along a street right-of-way cannot be taller than forty-two (42) inches in height and must otherwise comply with the city's fencing ordinance.
3. The gate must open inwardly towards the residential property and away from the city road, for any single or dual swinging gate. There must be an unobstructed driveway entrance of at least twelve (12) feet, side to side, including any upward swing of a driveway gate. Any gate-side monuments must be placed so that the driveway has a twelve (12) foot unobstructed view opening.
4. A gate must respond and open to a siren yelp sound, common to emergency vehicles.
5. A gate must have a fail-safe mechanism, such as removing a pin, that would allow the gate to be opened manually in an emergency. This manual opening control must be installed on the street side of the gate.
6. The city may manually test gates once yearly to ensure that they will open with the siren yelp sound. Any gate that fails to open may subject the property owners to a \$500 fine. Following a failure to open, the gate must be left open until it is repaired and functioning properly. The property owner must inform the city when the repair has been made, and the gate is functioning properly. The city may retest the gate operation once the repair is complete.
7. The gate design must allow the gate to automatically open and stay open if there is a power failure at the property.
8. If the gate needs repair to work properly, it must be left in an open condition until the repair is made and the gate is functioning properly.
9. Should the city need to be evacuated due to fire or other situations, the gate design must allow the gate to remain open for emergency vehicle and personnel access.
10. Any liability caused by a malfunctioning gate is the sole responsibility of the property owner.
11. The driveway gate must be at least nineteen (19) feet from the street property line.

Section 3. Amendment to 10.16.9 Entrances and Exits Serving Commercial, Public, and Private Facilities (Excluding Residential)

- A. **Location, Width, Number:** The location, width, and number of entrance and exit driveways serving accessory parking facilities shall be planned in such a manner as to interfere as little as possible with the use of adjacent property and the flow of traffic on the streets to which they connect.
- B. **Areas Up To Twenty Spaces:** Parking areas of up to twenty (20) spaces shall have at least one (1) two (2) lane driveway located at least fifty feet (50') from the right-of-way line of the nearest intersecting street, except as modified by the planning commission.
- C. **More Than Twenty Spaces:** Parking areas of more than twenty (20) spaces should, if possible, have two (2) two (2) lane driveways located not less than fifty feet (50') from the right-of-way line of the nearest intersecting street, except as modified by the planning commission.
- D. **Width:** Entrance or exit driveways shall not exceed three (3) lanes in width and be designed so that all cars can be driven forward into the street. The width of such driveways, measured at the street right-of-way line, shall conform with the following schedule, except as modified by the planning commission:

Width of Driveway		
Number of Lanes	Minimum Feet	Maximum Feet
1	12	14
2	20	28
3	31	42

Section 4. Repealer.

All ordinances or portions of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

Section 5. Severability.

If any provision of this ordinance is held invalid or unenforceable, such invalidity shall not affect the remaining provisions, which shall remain in full force and effect.

Section 6. Effective Date.

PASSED AND ADOPTED by the City Council of Woodland Hills, Utah, this _____ day of _____, 2026.

Ben Hillyard
Mayor of Woodland Hills, Utah

ATTEST:

Jody Stones, City Recorder

CERTIFICATE OF POSTING ORDINANCE

For the City of Woodland Hills

I, Jody Stones, the duly appointed Recorder for the City of Woodland Hills, hereby certify that copies of the foregoing Ordinance No. 2026- were posted at three public places within the municipality this _____ th day _____ of 2026 which public places are:

1. Utah Public Notice Website
2. Woodland Hills City Center, 690 S. Woodland Hills Drive
3. Woodland Hills Web Site, www.woodlandhills-ut.gov

Dated this _____ day of _____, 2026.

Jody Stones, Recorder

<p style="text-align: center;">Woodland Hills Operations Policy and Procedure</p>
--

TITLE	POLICY NUMBER-ADOPTED
Amending the Procedures for the Parks, Trails, and Recreation Committee	2026-01 Effective Date: _____

The Parks, Trails, and Recreation Committee is an advisory body only and shall:

- Seek and relay public input on issues related to the City’s parks, trails, and public recreational facilities.
- Conduct research and, when requested, provide non-binding recommendations or proposals to the City Council and Mayor regarding the use, enhancement, or preservation of the City’s public lands and recreational resources.
- Offer assistance and feedback, upon request, regarding consistency with the City’s General Plan.
- Assist City staff and elected officials, when requested, in identifying potential grant opportunities or other funding sources for capital projects on the City’s public facilities.
- Provide advisory input, when requested, on potential remediation, rehabilitation, maintenance, or improvement concepts on the City’s public facilities.
- Support City-sponsored events, activities, or programs, at the direction of the City, that enhance the quality of life for the residents of Woodland Hills.

Nothing in this policy shall be construed to delegate decision-making authority, control, or oversight of City property, finances, staff, or programs to the Committee. All recommendations are advisory only and are not binding on the Mayor or City Council.

A. Committee Membership

- The Committee consists of at least five residents appointed by the Mayor and ratified by the City Council.
- Committee members shall serve for a period of two years. They may be reappointed at the end of their term.
- In addition, at least one City Council Member (assigned by the Mayor) shall be an ex officio liaison of the Committee.
- The Committee shall appoint a chair and a secretary from the appointed residents.
- The Committee, by a majority vote of the members, may create Ad hoc subcommittees, with the concurrence of the Committee Chair and Council liaison, for limited advisory purposes only. Subcommittees shall have no independent authority.

B. Committee Meetings

- The Parks, Trails, and Recreation Committee will meet at the discretion of the assigned City Council liaison and the Committee Chair, based on City needs and priorities.
- The Committee may meet in person, via teleconference or via electronic conference.
- The Committee Chair shall publish an agenda in advance of the Committee meetings in coordination with the City Recorder, the City Council liaison, and communicate meeting details to the Committee members in a timely manner.
- All meetings shall be noticed and adhere to all applicable requirements under the Utah State Code § 52-4 (Utah Open and Public Meetings Act).

C. Reports

- The Parks, Trails, and Recreation Committee shall submit minutes of noticed meetings to the City Recorder.
- The Committee shall provide informational or advisory reports to the City Council upon request. No minimum reporting frequency is required.

ROLL CALL VOTING:	YES	NO
Mayor Ben Hillyard	[]	[]
Council Member Steve Johns	[]	[]
Council Member Brian Hutchings	[]	[]
Council Member Janet Lunt	[]	[]
Council Member Kari Malkovich	[]	[]
Council Member Dan Roden	[]	[]

I move that this Resolution be adopted.

Council Member

I second the foregoing motion.

Council Member

RESOLUTION NO. 2026-22

A RESOLUTION OF THE CITY COUNCIL OF WOODLAND HILLS CITY, UTAH, DISSOLVING THE PUBLIC WORKS COMMITTEE

WHEREAS, the City Council of Woodland Hills City has previously established a Public Works Committee to provide advisory input and assistance to the City Council on matters related to public works, infrastructure, and related municipal services; and

WHEREAS, the City Council retains the authority to create, modify, or dissolve advisory committees as deemed necessary to effectively conduct City business and governance; and

WHEREAS, the City Council has determined that the continued operation of the Public Works Committee is no longer necessary or efficient for the administration of City public works functions, and that such matters may be addressed directly by the City Council and City staff; and

WHEREAS, the dissolution of the Public Works Committee will not impair the City's ability to conduct public works operations, maintain transparency, or receive public input on matters within the Council's jurisdiction.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Woodland Hills City, Utah, as follows:

Section 1: Dissolution of Committee

The Public Works Committee of Woodland Hills City is hereby dissolved effective immediately upon adoption of this Resolution.

Section 2: Termination of Appointments

Any appointments, assignments, or terms of service associated with the Public Works Committee shall terminate as of the effective date of this Resolution.

Section 3: Transfer of Responsibilities

Any advisory functions previously assigned to the Public Works Committee shall revert to the City Council and/or City staff, as directed by the City Council.

Section 4: Repeal of Conflicting Actions

Any prior resolutions, motions, or actions of the City Council that are inconsistent with this Resolution are hereby repealed to the extent of such conflict.

Passed and approved this 27th day of January, 2026.

Mayor Ben Hillyard

Attest:

Jody Stones, City Recorder

ROLL CALL VOTING:		
	YES	NO
Mayor Ben Hillyard	[]	[]
Council Member Steve Johns	[]	[]
Council Member Brian Hutchings	[]	[]
Council Member Janet Lunt	[]	[]
Council Member Kari Malkovich	[]	[]
Council Member Dan Roden	[]	[]

I move that this Resolution be adopted.

Council Member

I second the foregoing motion.

Council Member

RESOLUTION NO. 2026-23

A resolution to appoint a Mayor Pro-Tempore for the Woodland Hills City Council

Section 1. The Woodland Hills City Council hereby resolves that Council Member _____ be appointed to serve as the Mayor Pro-Tempore in the absence of Mayor Hillyard.

Section 2. This resolution supersedes all previous authorizations, which are hereby repealed.

Section 3. EFFECTIVE DATE. This resolution shall take effect on January 27th, 2026.

Mayor Ben Hillyard

Attest:

Jody Stones, City Recorder

ROLL CALL VOTING:		
	YES	NO
Mayor Ben Hillyard	[]	[]
Council Member Steve Johns	[]	[]
Council Member Brian Hutchings	[]	[]
Council Member Janet Lunt	[]	[]
Council Member Kari Malkovich	[]	[]
Council Member Dan Roden	[]	[]

I move that this Resolution be adopted.

Council Member

I second the foregoing motion.

Council Member

RESOLUTION NO. 2026-24

A resolution to appoint an Individual to serve as an Alternate to the MAG/COG Board

Section 1. The Woodland Hills City Council hereby resolves that Council Member _____ be appointed to serve as an alternate to the MAG/COG Board.

Section 2. This resolution supersedes all previous authorizations, which are hereby repealed.

Section 3. EFFECTIVE DATE. This resolution shall take effect on January 27th, 2026.

Mayor Ben Hillyard

Attest:

Jody Stones, City Recorder

ROLL CALL VOTING:		
	YES	NO
Mayor Ben Hillyard	[]	[]
Council Member Steve Johns	[]	[]
Council Member Brian Hutchings	[]	[]
Council Member Janet Lunt	[]	[]
Council Member Kari Malkovich	[]	[]
Council Member Dan Roden	[]	[]

I move that this Resolution be adopted.

Council Member

I second the foregoing motion.

Council Member

RESOLUTION NO. 2026-25

A resolution to appoint individuals to serve as voting members for Woodland Hills City on the Utah League of Cities and Towns

Section 1. The Woodland Hills City Council hereby appoints _____, _____ as voting members for the Woodland Hills City on the Utah League of Cities and Towns.

Section 2. This resolution supersedes all previous authorizations, which are hereby repealed.

Section 3. EFFECTIVE DATE. This resolution shall take effect on January 27th, 2026.

Mayor Ben Hillyard

Attest:

Jody Stones, City Recorder

ROLL CALL VOTING:		
	YES	NO
Mayor Ben Hillyard	[]	[]
Council Member Steve Johns	[]	[]
Council Member Brian Hutchings	[]	[]
Council Member Janet Lunt	[]	[]
Council Member Kari Malkovich	[]	[]
Council Member Dan Roden	[]	[]

I move that this Resolution be adopted.

Council Member

I second the foregoing motion.

Council Member

RESOLUTION NO. 2026-26

A resolution to appoint individuals to serve on the Woodland Hills City Finance Committee

Section 1. The Woodland Hills City Council hereby appoints _____ and _____ to the Woodland Hills City Finance Committee for a term to expire on December 31st, 2027.

Section 2. This resolution supersedes all previous authorizations, which are hereby repealed.

Section 3. EFFECTIVE DATE. This resolution shall take effect on January 27th, 2026.

Mayor Ben Hillyard

Attest:

Jody Stones, City Recorder

ROLL CALL VOTING:		
	YES	NO
Mayor Ben Hillyard (tie only)	[]	[]
Council Member Brian Hutchings	[]	[]
Council Member Steve Johns	[]	[]
Council Member Janet Lunt	[]	[]
Council Member Kari Malkovich	[]	[]
Council Member Dan Roden	[]	[]

I move that this Ordinance be adopted.

Council Member

I second the foregoing motion.

Council Member

Ordinance 2026-03

An Ordinance Amending City Code 10.8.5 Schedule of Minimum Area, Yard and Height Regulations

WHEREAS, the Woodland Hills City Planning Commission has reviewed and made a recommendation to the City Council to amend Woodland Hills Municipal City Code Title 10.8.5 Schedule of Minimum Area, Yard and Height Regulations; and

WHEREAS, a public hearing before the Planning Commission of Woodland Hills City was held on January 21, 2026, after being duly advertised as required by law; and

WHEREAS, the City Council of Woodland Hills City finds that said amendment of the Woodland Hills Municipal City Code Title 10.8.5 Schedule of Minimum Area, Yard and Height Regulations be amended;

NOW, THEREFORE, BE IT ORDAINED by the City Council of Woodland Hills City, Utah, that the City Code 10.8.5 Schedule of Minimum Area, Yard and Height Regulations be amended per EXHIBIT A:

PASSED AND ADOPTED by the City Council of Woodland Hills, Utah, this _____ day of _____, 2026.

Ben Hillyard
Mayor of Woodland Hills, Utah

ATTEST:

Jody Stones, City Recorder

CERTIFICATE OF POSTING ORDINANCE

For the City of Woodland Hills

I, Jody Stones, the duly appointed Recorder for the City of Woodland Hills, hereby certify that copies of the foregoing Ordinance No. 2026- were posted at three public places within the municipality this _____ th day _____ of 2026 which public places are:

1. Utah Public Notice Website
2. Woodland Hills City Center, 690 S. Woodland Hills Drive
3. Woodland Hills Web Site, www.woodlandhills-ut.gov

Dated this _____ day of _____, 2026.

Jody Stones, Recorder

EXHIBIT A

District	Dwelling Type	Min. Lot Area	Min. Lot Width (ft.)	Min. Front Setback (ft.)	Min. Side Setback (ft.)	Min. Rear Setback (ft.)	Min Corner Lot Setback Front/Side (ft.) ***	Height Max.	Driveway Setback (ft.)	Lot Coverage By Bldg. (Max %)
RR1-10	One-family dwelling	10 acres	300	50	40	40	50	35 ft.	20	10%
R1—2	One-family dwelling	2 acres	200	50	30	30	50	35 ft.	20	25%
*R1-2 PUD	One-family dwelling	2 acres	200	50	15	30	50	35 ft	20	25%
R1-1	One-family dwelling	1 acre	150	50	30	30	50	35 ft	20	35%
*R1-1 PUD	One-family dwelling	1 acre	150	50	30	30	50	35 ft	20	35%
R1-80	One-family dwelling	80,000 sq. feet	200	50	30	30	50	35 ft	10	25%
R1-40	One-family dwelling	40,000 sq. feet	150	50	30	30	50	35 ft	10	35%
R1-19	One-family dwelling	19,00 sq. feet	100	30	20/15	30	30	35 ft	7.5	25%
**Mountain Villa Overlay Zone	One-family dwelling	19,00 sq. feet	60/65	25	Varies	20	30	35 ft	5	50%

COM	T&D	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Public Facilities	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Public Facilities Mitigation Zone	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Public Facilities Mitigation Zone- No Trespassing	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
* Setback requirements for R1-1 PUD and R1-2 PUD are as shown, unless changed or modified in article 10-10A governing planned unit development zones (PUDs)										
** Setback requirements for the mountain villa overlay zone are as shown unless changed or modified in article 10-10B, governing the mountain villa overlay zone. This zone comprises two lot sizes. One, an Estate Lot (larger lot) which is one-half acre or larger, and a Village Lot (smaller) which is less than one-half acre in size. Setbacks for Estate lots are the same as for the R1-19 zoning; while setbacks for the Village Lot are as stated in section 10-10B-6.										
*** Corner lots shall have a side yard setback on the street side equal to the front yard setback for the zoning district. In the case of a rear yard of a corner lot abutting a side yard of an adjacent lot, the rear yard setback of the corner lot shall be equal to the side yard setback of the adjacent lot.										

ROLL CALL VOTING:		
	YES	NO
Mayor Ben Hillyard (tie only)	[]	[]
Council Member Brian Hutchings	[]	[]
Council Member Steve Johns	[]	[]
Council Member Janet Lunt	[]	[]
Council Member Kari Malkovich	[]	[]
Council Member Dan Roden	[]	[]

I move that this Ordinance be adopted.

Council Member

I second the foregoing motion.

Council Member

Ordinance 2026-04

An Ordinance Amending City Code 10-8-10 Lighting

WHEREAS, the Woodland Hills City Planning Commission has reviewed and made a recommendation to the City Council to amend Woodland Hills Municipal City Code Title 10-8-10; and

WHEREAS, a public hearing before the Planning Commission of Woodland Hills City was held on January 21, 2026, after being duly advertised as required by law; and

WHEREAS, the City Council of Woodland Hills City finds that said amendment of the Woodland Hills Municipal City Code Title 10-8-10 Lighting;

NOW, THEREFORE, BE IT ORDAINED by the City Council of Woodland Hills City, Utah, that the City Code 10-8-10 Lighting be amended to read:

Intent of lighting ordinance: The purpose of the Woodland Hills lighting ordinance is to establish regulations and guidelines for outdoor lighting that enhance public safety and security while preserving the night sky.

Any light source which exceeds one thousand one hundred (1,100) lumens (75-watt incandescent bulb, 13-watt LED or equivalent) must have its light source shielded such that:

- A. The lighting element itself (light bulb) is not visible outside of the lot it is on, and lighting fixtures must be fully shielded or recessed if the light is greater than 75 watts incandescent or 13 watts LED or equivalent.
- B. Uplighting for landscaping and/or structures shall be avoided whenever possible, except in the displaying of a United States, State, or City flag.
- C. The lighting element is not shining directly on any surface (such as a wall) that would amplify its light output. (Note: This says that a resident must shield their lights if they are brighter than 1,100 lumens. The city restricts lighting exceeding 1,100 lumens unless installed for security purposes, including on any city-owned property, and exceptions are noted in paragraphs D and E of this ordinance. For comparison, the following information is provided:
 1. One thousand six hundred (1,600) lumens would be a one-hundred-watt (100-watt) bulb or a 16-18-watt LED light.

2. Eleven hundred (1,100) lumens would be a seventy-five (75) watt incandescent bulb, or a 13-watt LED;
 3. Eight hundred (800) lumens would be a sixty (60) watt incandescent bulb or a 9-10 LED bulb; and
 4. Four hundred fifty (450) lumens would be a forty (40) watt incandescent bulb or a 6-watt LED bulb.
- D. Temporary lighting is approved for up to 24 hours, which may emit light stronger than 1100 lumens, for special outside productions, sporting events, and other similar activities, as long as no safety hazard is created.
- E. Seasonal lighting is allowed from November 1 to January 31, which may exceed the approved lumens output of 1100 lumens, provided it does not create any safety hazard to passing vehicle traffic.
- F. No streetlights shall be erected on city streets.

PASSED AND ADOPTED by the City Council of Woodland Hills, Utah, this _____ day of _____, 2026.

Ben Hillyard
Mayor of Woodland Hills, Utah

ATTEST:

Jody Stones, City Recorder

CERTIFICATE OF POSTING ORDINANCE

For the City of Woodland Hills

I, Jody Stones, the duly appointed Recorder for the City of Woodland Hills, hereby certify that copies of the foregoing Ordinance No. 2026- were posted at three public places within the municipality this _____ th day _____ of 2026 which public places are:

1. Utah Public Notice Website
2. Woodland Hills City Center, 690 S. Woodland Hills Drive
3. Woodland Hills Website, www.woodlandhills-ut.gov

Dated this _____ day of _____, 2026.

Jody Stones, Recorder

ROLL CALL VOTING:		
	YES	NO
Mayor Ben Hillyard (tie only)	[]	[]
Council Member Brian Hutchings	[]	[]
Council Member Steve Johns	[]	[]
Council Member Janet Lunt	[]	[]
Council Member Kari Malkovich	[]	[]
Council Member Dan Roden	[]	[]

I move that this Ordinance be adopted.

Council Member

I second the foregoing motion.

Council Member

Ordinance 2026-05

An Ordinance Amending City Code 11-9-2 Natural Hazard and Flood Hazard Study: Requirement to Conduct

WHEREAS, the Woodland Hills City Planning Commission has reviewed and made a recommendation to the City Council to amend Woodland Hills Municipal City Code Title 11-9-2 Natural Hazard and Flood Hazard Study: Requirement to Conduct; and

WHEREAS, a public hearing before the Planning Commission of Woodland Hills City was held on January 21, 2026, after being duly advertised as required by law; and

WHEREAS, the City Council of Woodland Hills City finds that said amendment of the Woodland Hills Municipal City Code Title 11-9-2 Natural Hazard and Flood Hazard Study: Requirement to Conduct;

NOW, THEREFORE, BE IT ORDAINED by the City Council of Woodland Hills City, Utah, that the City Code 11-9-2 Natural Hazard and Flood Hazard Study: Requirement to Conduct be amended to read:

A natural hazard study ~~shall~~ may be required for every an application for occupied structures and habitable spaces where the lot on which the structure will be located has been identified through governmental-sponsored studies, research, surveys, analysis, etc., as an area that may be susceptible to a natural hazard, as identified on the City's Natural Hazard Map No. 1. ~~With the exception of a permit for renovation, remodel, or repair of an existing occupied structure or habitable space if the proposed application does not expand the footprint or scale of the existing occupied structure or habitable space.~~ The city engineer/community development director will determine whether a study is required. The individual submitting the building plans will designate, on the building permit request, whether a natural hazard study has been identified for the building lot and acknowledge it. The owner/builder shall assume all liability and responsibility for the build should a natural hazard be discovered.

PASSED AND ADOPTED by the City Council of Woodland Hills, Utah, this _____ day of _____, 2026.

Ben Hillyard
Mayor of Woodland Hills, Utah

ATTEST:

Jody Stones, City Recorder

CERTIFICATE OF POSTING ORDINANCE

For the City of Woodland Hills

I, Jody Stones, the duly appointed Recorder for the City of Woodland Hills, hereby certify that copies of the foregoing Ordinance No. 2026- were posted at three public places within the municipality this _____ th day _____ of 2026 which public places are:

1. Utah Public Notice Website
2. Woodland Hills City Center, 690 S. Woodland Hills Drive
3. Woodland Hills Web Site, www.woodlandhills-ut.gov

Dated this _____ day of _____, 2026.

Jody Stones, Recorder

ROLL CALL VOTING:		
	YES	NO
Mayor Ben Hillyard	[]	[]
Council Member Steve Johns	[]	[]
Council Member Brian Hutchings	[]	[]
Council Member Janet Lunt	[]	[]
Council Member Kari Malkovich	[]	[]
Council Member Dan Roden	[]	[]

I move that this Resolution be adopted.

Council Member

I second the foregoing motion.

Council Member

RESOLUTION NO. 2026-27

A RESOLUTION OF THE CITY COUNCIL OF WOODLAND HILLS CITY, UTAH, RECOGNIZING AND SUPPORTING THE AMERICA 250 COMMEMORATION

WHEREAS, July 4, 2026, marks the **250th anniversary of the signing of the Declaration of Independence**, a foundational document asserting the principles of liberty, self-governance, and equal justice under law; and

WHEREAS, the **America 250** initiative, led nationally by the U.S. Semiquincentennial Commission and supported by state and local partners, encourages communities across the nation to reflect on the nation's history, celebrate its achievements, and engage residents in civic education and service; and

WHEREAS, the commemoration provides an opportunity to honor the diverse people, events, and ideals that have shaped the United States, including the ongoing pursuit of freedom, opportunity, and democratic participation; and

WHEREAS, local communities play a vital role in preserving history, fostering civic pride, and promoting public engagement through educational programs, cultural events, and volunteerism; and

WHEREAS, the City Council desires to acknowledge this historic milestone and encourage appropriate community participation consistent with local resources and priorities;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WOODLAND HILLS CITY, UTAH, THAT:

1. **Recognition of America 250.**

The City Council hereby recognizes and supports the **America 250** commemoration marking the 250th anniversary of the founding of the United States of America.

2. **Community Engagement.**

The City encourages residents, schools, civic organizations, and community groups to participate in educational, historical, and civic activities that commemorate America 250 in a respectful and inclusive manner.

3. **Local Participation.**

City staff and advisory bodies may, as appropriate and subject to budgetary and operational constraints, coordinate or support commemorative activities that align with the goals of America 250 and the City's mission.

4. **No Financial Obligation.**

This Resolution does not authorize or require the expenditure of City funds beyond those lawfully appropriated by the City Council.

Passed the 27th day of January, 2026.

Mayor Ben Hillyard

Attest:

Jody Stones, City Recorder

ROLL CALL VOTING:		
	YES	NO
Mayor Ben Hillyard (tie only)	[]	[]
Council Member Brian Hutchings	[]	[]
Council Member Steve Johns	[]	[]
Council Member Janet Lunt	[]	[]
Council Member Kari Malkovich	[]	[]
Council Member Dan Roden	[]	[]

I move that this Ordinance be adopted.

Council Member

I second the foregoing motion.

Council Member

Ordinance 2026-06

AN ORDINANCE ADOPTING REVISED DEVELOPMENT STANDARDS AND EXHIBITS FOR WOODLAND HILLS CITY

WHEREAS, Woodland Hills City has adopted land use regulations pursuant to its authority under Utah Code Title 10, Chapter 9a, the Municipal Land Use, Development, and Management Act; and

WHEREAS, the City Council finds it necessary and appropriate to periodically review and update its Development Standards and related Exhibits to ensure clarity, consistency, and alignment with current planning objectives, engineering standards, and best practices; and

WHEREAS, revised Development Standards and Exhibits have been prepared to better implement the City's General Plan and land use ordinances; and

WHEREAS, the Woodland Hills City Planning Commission held a duly noticed public hearing on Wednesday, January 21, 2026, to consider the proposed revised Development Standards and Exhibits, and following such hearing, unanimously recommended adoption of the revised Development Standards and Exhibits to the City Council; and

WHEREAS, the City Council has determined that adoption of the revised Development Standards and Exhibits serves the public health, safety, and welfare of the residents of Woodland Hills City;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF WOODLAND HILLS CITY, UTAH, AS FOLLOWS:

Section 1. Adoption of Revised Development Standards and Exhibits.

The City Council hereby adopts the Revised Development Standards and Exhibits, as presented and on file with the Office of the City Recorder, which are incorporated herein by reference as though fully set forth in this ordinance.

Section 2. Applicability.

The adopted Revised Development Standards and Exhibits shall apply to all development applications, permits, reviews, and approvals submitted on or after the effective date of this ordinance, unless otherwise expressly stated.

Section 3. Repealer.

All prior Development Standards, Exhibits, or portions thereof that are inconsistent with the provisions adopted by this ordinance are hereby repealed to the extent of such inconsistency.

Section 4. Severability.

If any provision of this ordinance, or the application thereof to any person or circumstance, is held invalid by a court of competent jurisdiction, such invalidity shall not affect the validity of the remaining provisions.

Section 5. Effective Date.

This ordinance shall take effect upon passage and publication according to law.

PASSED AND ADOPTED by the City Council of Woodland Hills, Utah, on this ____ day of _____ 2026.

Ben Hillyard
Mayor of Woodland Hills, Utah

ATTEST:

Jody Stones, City Recorder

CERTIFICATE OF POSTING ORDINANCE

For the City of Woodland Hills

I, Jody Stones, the duly appointed Recorder for the City of Woodland Hills, hereby certify that copies of the foregoing Ordinance No. 2026- were posted at three public places within the municipality this _____th day _____ of 2026 which public places are:

1. Utah Public Notice Website
2. Woodland Hills City Center, 690 S. Woodland Hills Drive
3. Woodland Hills Website, www.woodlandhills-ut.gov

Dated this _____ day of _____, 2026.

Jody Stones, Recorder

WOODLAND HILLS DEVELOPMENT AND CONSTRUCTION STANDARDS

WOODLAND HILLS CITY
JANUARY 2026



Woodland Hills Development and Construction Standards

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WOODLAND HILLS DEVELOPMENT AND CONSTRUCTION STANDARDS

TECHNICAL SPECIFICATIONS



2.1 General Improvement Requirements

2.1.1 General

The provisions of these Development Standards are supplementary to the Subdivision Ordinance of Woodland Hills City found in Section 11 of the municipal code. These standards provide general requirements for subdivision development improvements, including city-owned infrastructure and facilities.

The improvements shall include all street improvements in front of all lots and along all dedicated streets and any public utility easement that connects to existing improvements of the same kind or to the boundary of the subdivision nearest the existing improvements. The layout must provide for future extension to adjacent development and be compatible with the contour of the ground for proper drainage. All improvements and any buried conduit shall be installed to the boundary lines of the subdivision or development.

The city adopts the American Public Works Association (APWA) standards for infrastructure development to include roadways, storm drains, water systems, sewer systems, underground electrical, landscaping, and traffic control, along with any existing or future amendments that are made. Some supplemental conditions specific to the city are included in these provisions. Both references should be used side-by-side.

HISTORY:

(Ord. passed 04-28-20)

2.1.2 Fees

Fees may be charged by the Mayor and City Council for defraying expenses of all work performed by the city or its agent in connection with processing or approving the application for subdivision or for inspecting or installing any fixtures or apparatus in any subdivision. Such fees shall in no case be less than the fee charged for similar services provided by the city to persons who are not subdividers.

2.1.3 Improvement Installations

All improvements shall be installed in accordance with the "Development Standards". The expense of all such improvements and installations, including but not limited to expenses for all of the foregoing items and for area-wide topographical drainage, engineering, ecological or other work or study, shall be borne by the owner or sub-divider or developer subject to such terms and conditions as may be required by the City Council by way of ordinance, resolution, contract, development agreement, or otherwise.

The failure of any owner or sub-divider to comply with the terms of this provision or their failure to complete the installation of all foregoing installations, fixtures, or improvements, or such others as may be required by the City Council from time to time, shall, upon declaration of the City Council, result in the forfeiture of the bond or other security posted.

No construction, installation, improvement or other permit shall be issued to any developer, builder, sub-divider or to any business entity having a full or limited partner, owner, shareholder or officer who has once failed to comply with the provisions hereof or who has failed to complete the installation of all improvements, fixtures and installations required by this section or by the City Council on any previous construction or improvement project or subdivision. Any subdivision not in full compliance with this section shall not be connected to or receive any of its municipal services, including but not limited to water, sewer, electricity, or refuse removal services.

2.2 Concept Plan, Preliminary Plan, And Final Plat

2.2.1 Concept Plan

The subdivider may submit to the planning commission and/or city staff a concept plan of a subdivision, including any items listed in the concept plan application and checklist. The purpose of the concept plan is to provide the subdivider an opportunity to meet with the planning commission for advice and assistance from the city

2.2.2 Final Plat

Whenever a subdivision final plat is filed, one (1) 24x36 copy, one (1) 11x17 copy, and one electronic copy of the plat shall be prepared and submitted. All other required documentation and fees shall be submitted along with the plat as outlined in Title 11 of the Woodland Hills City ordinance. Only complete applications will be considered.

2.3 Streets

2.3.1 General

The developer shall construct all streets required by the subdivision as specified by the City Council in accordance with the city's "Development Standards". All public and private streets shall be constructed pursuant to standards recommended by the city engineer or his/her designee. The developer shall be responsible for constructing all streets required in the final plat, and as a condition of final plat approval, to the standards required by the city engineer or their designee. The developer shall be required to provide an engineered design for the street sub-grade construction.

2.3.2 Street Widths

Arterial and collector streets shall conform to the width assigned on the major street plan whenever applicable to the proposed subdivision. For a territory where such a street plan has not been completed at the time of submission of the plans, street width shall be provided as directed by the Planning Commission:

1. Minor street dedications shall have a minimum width of *fifty-six (56) feet.
2. Collector street dedications shall have a minimum width of fifty-six (56) feet.
3. Arterial street dedications shall have a minimum width of sixty-six (66) feet.
4. Minimum width of the paved portion of a street shall be as follows:
 - A. Minor Streets: 32 feet
 - B. Collector Streets: 32 feet
 - C. Arterial Streets: 42 feet
 - D. Cul-de-sacs: 32 feet

*Dedication of minor streets in the real property described in the *Annexation and Development Agreement for the Villages at Woodland Meadows Project, Woodland Hills, Utah County, Utah*, dated December 19, 1997, shall have a minimum width of 50 feet.

2.3.3 Trails and Walkways

All trails shall conform to the width and type assigned in Woodland Hills City's general plan. Refer to the city's standard detail for construction and design details of an asphalt trail. Any deviations must be approved by the city engineer.

All hiking trails as designated in the general plan shall conform to standards as set forth by the United States Forest Service.

2.3.4 Access to Property

Access to property shall be in accordance with 11-5-2-D of the Woodland Hills City Code.

2.3.5 Cul-De-Sacs

Where required for the full and best utilization of the property, cul-de-sacs may be allowed. The maximum permissible length of a cul-de-sac shall be 1000 feet and shall have a minimum width of *56 feet right-of-way for the entrance. Each cul-de-sac shall be provided at its closed end with a turnaround having a diameter at the outside of the roadway pavement of at least 100 feet, and a property line diameter of at least one hundred (120) feet. Surface water must drain away from the turnaround or toward catch basins at the discretion of the city engineer. Emergency exits may be required at the end of any cul-de-sac at the discretion of the city engineer. The maximum grade on a cul-de-sac bulb shall not exceed 5%.

The length of a cul-de-sac shall be measured from the centerline of the adjoining street to the center of the bulb of the cul-de-sac.

*Cul-de-sacs within the real property described in the *Annexation and Development Agreement for the Villages at Woodland Meadows Project, Woodland Hills, Utah County, Utah*, dated December 19, 1997, shall have a minimum right-of-way of 50 feet.

Refer to the city Construction Standards for cul-de-sac layout.

2.3.6 Half Streets

Half streets shall be in accordance with 11-5-2-E of the Woodland Hills City Code.

2.3.7 Dead-End Streets/Temporary Turnarounds

Temporary turnarounds are to be provided on all streets that are more than one (1) lot from a road intersection. The turnaround is to be 100 feet in diameter and recorded as an easement with the final plat. The turnaround must be constructed consistently with the asphalt, road-base, and sub-base of the adjoining street, with the following exception:

If the roadway is expected to continue before the end of the durability period, the developer may choose to install a turnaround consisting of 6 inches of road base and 2.5 inches of asphalt. Should the roadway not be extended before the end of the durability period, the developer will be responsible for reinstalling the turnaround consistently with the asphalt, road-base, and sub-base of the adjoining street prior to release of the durability retainer.

2.3.8 Curves

Reverse curves shall have a tangent of at least 100 feet unless, in the opinion of the Planning Commission, it is not necessary. Two curves in the same direction shall be separated by a tangent of at least 200 feet, except that the Planning Commission may authorize a tangent of less than 200 feet where it can be shown that no appreciable traffic hazard will result there from.

2.3.9 Street Intersections

Streets shall intersect each other as near as possible at right angles. Street jogs with centerline offsets of less than 125 feet shall be prohibited. Where streets intersect major arteries, their alignment shall be continuous. Minor streets shall approach arterial or collector streets at an angle of not less than 80 degrees for a distance of at least 100 feet. Streets converging at one point shall be reduced to the least practical number.

2.3.10 Clear Vision Area

The unobstructed corner shall mean a triangular area formed by the street rights-of-way lines connecting them at points 35 feet from the intersection of the street lines, or in the case of a rounded property corner, from the intersection of the street lines, produced along the sub-tangents of the curve to said point of the intersection.

HISTORY:

(amd. [Ord. 2022-24](#), 08-23-2022)

2.3.11 Street Grades

Minimum street grades of 0.5% shall be required and a maximum grade of 10% will be allowed, except that the Planning Commission may allow up to a maximum of 12% for a total distance not greater than 1000 feet in any 2000 feet of street distance; and further, up to 500 feet of said 1,000 feet may exceed 12%, but not more than 14% when, in the opinion of the Planning Commission and the city engineer, it is in the best and safest development of the land. The maximum grade on a cul-de-sac bulb shall not exceed 5%.

Intersection shall be designed with a flat grade, where required by the city engineer. In hilly or rolling areas, at the approach to an intersection, a leveling area shall be provided along minor streets having less than a 2% slope for a distance of 60 feet, measured from the nearest rights-of-way line of the intersecting street.

2.3.12 Street Curves

Where the street lines within a block deflect from each other at any one point more than 10 degrees, there shall be a connecting curve. The radius of the curve for the inner street line shall be not less than 350 feet for arterial streets, 250 feet for collector streets, and 100 feet for minor streets.

2.3.13 Horizontal Alignment

The centerline of pavement shall coincide with the centerline of the rights-of-way, except for irregular rights-of-way.

2.3.14 Survey Monuments

Survey monuments shall be placed in the subdivision as required by the city engineer.

All property corners shall be marked with a rebar corner marker. Corners must be marked before acceptance of a subdivision's improvements by the city. The rebar must be offset 2 to 4 inches by a steel T-post 4 feet out of the ground on the property line alignment. Where a curb is present, the alignment of the side property line for each lot in the subdivision shall be marked on the top back of the curb with a lot line witness marker.

2.3.15 Bridges and Culverts

All bridges and culverts shall be constructed to support a gross vehicle weight of 75,000 pounds minimum.

2.3.16 Parking Lots

Parking shall meet the requirements of the zoning ordinance and the city Construction Standards.

Parking lots shall be designed to meet appropriate engineering standards, including the number of parking stalls, handicap stalls, drainage, and load capacity. All drive and parking lot drainage, asphalt, and base design shall be reviewed by the city engineer or their designee before approval.

2.3.17 Intersection Radius

All intersections shall have a radius of 25 feet as measured at the edge of the asphalt. All culverts are to be extended to provide and accommodate the asphalt radius and the installation of required road base, shoulder, and rock-lined ditch.

2.3.18 Geotechnical Design

All roadways to be constructed within Woodland Hills City shall be improved according to a geotechnical investigation and pavement design as prepared by a licensed professional geotechnical engineer in the State of Utah. All pavement designs shall include traffic study results and/or traffic assumptions, which must be submitted to the city engineer for review and approval. The city engineer may require higher traffic counts based on future development and planning requirements.

2.3.19 Street Signs

See APWA 32 01 05 & 32 01 06

Additionally, Street name Signs shall be an earth brown color with white lettering. All street sign bases shall be incased in concrete. Concrete bases shall use class 4000 concrete, be a minimum of 24 inches in diameter, a minimum of 6 inches thick and use a No. 4 rebar hoop that is 16 inches in diameter.

2.4 Inspection

2.4.1 All Work Subject to Inspection

All construction work involving the installation of improvements in subdivisions that shall be dedicated to the city shall be subject to inspection by the city. The developer shall be responsible for providing inspection and certified reports from a qualified testing lab or engineering firm for the following inspections:

1. Compaction of all trenches.
2. Pressure tests on water mains.
3. Inspection and testing of sewer and other utilities as required by the city.
4. Slump tests, compression tests, and air entrainment on all concrete work.
5. Compaction test on all sub-base, untreated base course, and bituminous surface course.

Certain types of construction shall have continuous inspection, while others may have only periodic inspections. It shall be at the discretion of the city engineer for the continuous inspections. It is the responsibility of the developer/subdivider to ensure that all contractors give the city appropriate notice to allow scheduling of the inspections.

Inspections shall be required on the following types of work:

1. Laying of street surfacing.
2. Installation of drainage pipe, water pipe, sewer lines, valves, fire hydrants, and testing.
3. Sub-grade.
4. Street grading and gravel base.
5. Excavations for structures.
6. Trenches for installing pipe.
7. Forms for structures. No work shall be started except in the presence of, or with the prior approval of the city engineer or their designee.

2.4.2 Inspection Fees

Inspection fees and/or connection fees required by city ordinance shall be paid, and required permits shall be obtained before the recording of the final plat.

2.4.3 Security for Improvements Required

All requirements for the security for improvements shall be in accordance with Section 11-4-4 of the Woodland Hills City Code.

2.4.4 Acceptance of Improvements

Inspections made by the city to determine compliance with the specifications do not imply acceptance of the work. The city requires completion of all facilities before any are accepted for maintenance. Final acceptance of improvements will be made by the city engineer, following inspection and written approval by the city engineer. All improvements shall operate as intended, be tested, and be free from defects or damage at the time of inspection.

2.4.5 Underground Utilities

All private utilities, including electrical, telephone, and cable television lines, shall be underground except when the city feels that such underground lines are not in the best interest of the City. Refer to Section 11-5-8 of the Woodland Hills City code.

HISTORY:

(amd [Ord. 2021-16](#), 06-22-2021)

2.4.6 Access to Premises

See APWA 00 72 00 part 13.2

2.4.7 Requests for Inspection

Requests for inspection shall be made to the city by the person responsible for the construction. Requests for inspection on work requiring continuous inspection shall be made three (3) days before the commencement of the work. Notice shall also be given one (1) day in advance (excluding weekends) of the start of work requiring periodic inspection.

2.4.8 Pre-Construction Meeting

See APWA 01 31 19

2.4.9 Construction Completion Inspection

See APWA 00 72 00 part 13.3

In addition to APWA:

One (1) year after the Contractor or Developer passes the end of construction inspection, he or she must schedule a formal acceptance inspection.

It is further agreed and understood that the determination of the necessity of repairs and maintenance of the work rests with the city engineer or their designee. Their decision upon the matter shall be final and binding upon the developer, and the warranty hereby stipulated shall extend to and include, but shall not be limited to the entire street base, and all pipes, joints, valves, backfill and compaction as well as the working surface, curb, gutter and other accessories that are, or may be affected by the construction operations, and whenever in the judgment of the city engineer or their designee, shall cause a written notice to be served to the developer and thereupon the developer shall undertake and complete such repairs, maintenance or rebuilding. If the developer fails to do so within ten (10) days from the date of the service of such notice, the city engineer or their designee shall have such repairs made, and the cost of such repairs shall be paid by the developer together with an additional 20% for stipulated damages for such failure on the part of the developer to make the repairs.

2.4.10 Work Without Inspection

Any work performed without proper inspections, as required above, will give the city the option to hold the bond covering that portion of the improvements in violation or require removal and replacement of the work not inspected. The city shall have the option of retaining part or the entire bond for two (2) years after installation of improvements in violation of this chapter. It is pertinent that the developer ensures their contractors request all necessary inspections.

2.4.11 Record Documents

See APWA 01 78 39

2.4.12 Testing

See APWA 01 45 00

In addition to APWA:

1. Submittals
 - A. Field Test Report: When possible, submit the original report immediately to the engineer or inspector, but in no case later than the end of the current day.
 - B. Laboratory Test Report: Submit the original report to the engineer within 48 hours after test results are determined.
2. Sampling

- A. The city engineer or city Inspector may require that sampling be performed in their presence, in which case the developer or contractor shall be notified of this requirement in writing at the time the building permit is issued, or at the preconstruction meeting, or when construction drawings are released by the city for construction, as applicable.
- B. The presence of a city Inspector shall not relieve the developer/contractor of any requirement in Section 2.4.9.
- C. Each sample or test shall be accompanied by the following written data, which shall be reported to the city with test results:
 - a. Name of Project
 - b. Name of Developer/Contractor
 - c. Project Street Address
 - d. Appropriate Test Name
 - e. Date of Sampling
 - f. Sample Number (if more than one sample per day)
 - g. Name of technician who performed the testing
 - h. Location of sample

3. Testing Agency

- A. All materials testing, whether in a laboratory or in the field, shall be conducted by a testing agency approved by the city.

2.4.13 Occupancy

Occupancy shall be in accordance with 10-4-7 of the Woodland Hills City Code.

2.5 Prerequisites of Contractors

2.5.1 Licensed Contractor

All work performed in accordance with this title shall be performed by a contractor licensed to perform such work by the State of Utah.

2.5.2 Prequalification

1. Insurance

A. The contractor shall not commence work on city property, streets, easements, or rights-of-way until he has obtained, as a minimum, the insurance required hereunder, and evidence of such insurance has been submitted to and approved by the city. The submittal of said evidence to the city shall not relieve or decrease the liability of the contractor hereunder.

B. Workers' Compensation & Employers' Liability Insurance.

a. As required by State law.

b. Commercial General Liability Insurance - ISO Form CG 00 01 (11/85) or equivalent, occurrence policy, with the following information:

(i) Limits of not less than –

- i. General Aggregate - \$1,000,000
- ii. Products - Comp/OPS Aggregate - \$1,000,000
- iii. Personal and Advertising Injury - \$500,000
- iv. Each Occurrence - \$500,000
- v. Fire Damage (any one fire) - \$50,000
- vi. Medical Expense (any one person) - \$5,000

(ii) Endorsements attached thereto, including the following or their equivalent:

- i. ISO Form CG 25 03 (11/85), Amendment of Limits of Insurance (Designated Project or Premises), describing the subject contract and specifying limits as shown above.
- ii. ISO Form CG 20 10 (11/85), Additional Insured-Woodland Hills, Lessees, or Contractors (Form B), naming the City as additional insured and containing the following statement, "This Endorsement Also Constitutes Primary Coverage in the Event of any Occurrence, Claim, or Suit".
- iii. Automobile Liability Insurance, with
 - a. Limits of not less than \$1,000,000 Combined Single Limit per accident.
 - b. Coverage applying to any auto.

Woodland Hills City requires all contractors doing work in or on any city property, street, easement, or right-of-way to pre-qualify. A current contractor's license, insurance information, and an information sheet must be on file with the engineer's office before any construction in present or proposed city streets.

A bond will be required with each project. Prior to any construction being completed in or on city property, streets, easements, or rights-of-way, a permit must be submitted and approved. The permit must be completed forty-eight (48) hours before construction. A notice must be given to the city engineer or their designee 24 hours before inspections. Failure to obtain a permit or proceeding without notification shall constitute grounds for legal action. The city will inspect all work. The contractor must make arrangements with the city for inspections. If work is performed without proper inspections or without pre-qualifying, the city may hold that portion of the bond for five (5) years after completion of the improvements or require reinstallation.

Before starting construction, the developer shall schedule, with the city engineer or their designee, a pre-construction meeting with all contractors and subcontractors. Contractors are required to meet with the city engineer or his/her designee before commencing construction.

2.5.3 Street Encroachment Permits

For a street encroachment permit to be approved, Woodland Hills City requires the following information: (1) Copy of contractor's license; (2) Certificate of Insurance; (3) Surety Bond of \$5,000.00; and (4) Detailed drawing of proposed work and traffic control (4 copies).

The contractor is given a copy of the signed permit and the signed/approved plan after the city engineer or their designee has approved and signed the application. Time limits may be set, and the permit can be suspended for non-compliance.

2.6 Earthwork

2.6.1 General

This section defines the requirements for excavation and backfill for structures, construction requirements for embankments and fills, and sub-grade preparation for pavements and other surface improvements.

2.6.2 Sub-grade Soil

See APWA 31 23 23

2.6.3 Backfill Around Structures

See APWA 31 23 23

2.6.4 Construction of Embankments and Fills

See APWA 32 05 10 part 3.5

2.6.5 Compacting Earth Materials

See APWA 31 23 26

2.6.6 Road Subgrade Preparation

See APWA 31 23 26 & 32 05 10

Additionally, in both cut and fill areas, the paving sub-grade shall be scarified to a depth of 10 inches. Rough sub-grades shall be shaped and graded to within a tolerance of 0.15 feet of design grade, and drainage shall be maintained at all times. The developer shall provide to the city engineer or their designee the results of a sub-surface investigation performed by the developer's engineer and the recommendation as to whether existing material is adequate for road construction. Sub-surface investigations should be done to determine if a bank run is needed under the road base.

During the rolling operation, the moisture content of the sub-grade layer shall be maintained at no less than ninety-seven (97) or more than 105% of the optimum moisture content. Rolling shall be continued until the entire roadbed (to one foot back of road) is compacted to the specified density to a minimum depth of 10 inches.

2.6.7 Slope Safety

All slope construction shall be in accordance with all city, state, and federal regulations. Plans and specifications for structures must be approved by the city if the excavation is greater than 5 feet. No permanent slopes steeper than 3:1 shall be allowed

without a retaining structure unless otherwise approved in writing by the city engineer or their designee. The width of the excavation shall be increased if necessary to provide space for sheeting, bracing, shoring, and/or other supporting installations. Unsafe slopes will be the cause for the immediate shutdown of the project.

2.6.8 Water Settling

Water settling may be permitted with pre-approval by the city engineer or their designee, depending upon the type of soil and location. When water settling is approved, a city representative shall be at the job site during the compaction. When the material has dried sufficiently to allow compaction tests, the contractor shall dig test holes for compaction tests at locations and depths required by the city engineer or their designee.

2.6.9 Removal and Replacement Of Defective Fill

Fill not conforming to the requirements of this specification shall be reworked to the requirements or removed and replaced with acceptable fill.

2.7 Excavation and Backfill for Trenches

2.7.1 General

These specifications cover excavation and backfill of trenches for the installation of storm sewer, sanitary sewer, and water lines in streets and subdivisions.

2.7.2 Trench Safety

See APWA 00 72 00 part 6.12

Additionally, all construction shall be done in accordance with the provisions of the Utah State Industrial Commission and OSHA regulations. No trenches shall be left open at any time unless guarded with adequate barricades, warning lamps, and signs.

When required, excavation shall be braced and shored to support the walls of the excavation to eliminate sliding and settling, and as may be required to protect the workers, the work in progress, and existing utilities and improvements. All such sheeting, bracing, and shoring shall comply with the requirements of the Utah State Industrial Commission and OSHA.

Any injury or damage resulting from lack of adequate bracing and shoring shall be the responsibility of the developer/contractor, and the developer/contractor shall, at their own expense, effect all necessary repairs or reconstruction resulting from such damage. No inspections will be done in unsafe trenches, and this will be the cause for immediate shutdown of the project.

2.7.3 Dewatering Excavation Area

See APWA 31 23 16 part 3.6

2.7.4 Gravel Foundation for Pipe

See APWA 33 05 20 and APWA plan 382

2.7.5 Disposal of Materials

See APWA 31 23 16, part 1.5

Additionally, storm ditches shall always be kept clean of excavated material.

2.7.6 Trench Backfill

See APWA 33 05 20 and APWA plan 381 & 382

2.7.7 Backfill for Pipe on Hard Foundations

In no case shall pipe be laid directly on rock, hard clay, shale, or other hard material. Where foundations are of this nature, the contractor shall excavate a space below the pipe and backfill it with bedding material. Under these circumstances, the depth of the bedding material shall not be less than one-half inch (½") per foot of height of fill above the pipe, with a minimum allowable thickness of 4 inches. The remaining backfill shall be in accordance with the procedure outlined in Section 2.7.4.

2.7.8 Backfilling Above Pipe Zone and Consolidation Of Backfill

See APWA 33 05 20 & 31 23 26

2.7.9 Compaction and Consolidation of Backfill

See APWA 33 05 20 & 31 23 26

1. Consolidation of Backfill

- A. When authorized by the city engineer or their designee, the work shall be accomplished by those methods in which water is used as the essential agent to produce the desired condition of density and stability. Water shall be applied by jetting unless flooding is specifically authorized by the city engineer or his/her designee. Authorization by the city engineer or their designee to use any consolidation method does not relieve the contractor of their responsibility to meet the specified density requirements. Water for consolidation shall be furnished by the contractor at their own expense.
- B. In the jetting procedure, the jets shall be inserted at not more than 4-foot intervals (staggered) throughout the length of the backfilled area and shall be slowly forced down to the bottom of the trench or top of the previously jetted lift and held until the trench backfill is completely saturated with water. Depth of the jetted lift shall not exceed 5 feet. All water consolidation shall be performed as per Section 2.6.9.

2.7.10 Cutting of Asphalt

See APWA 02 41 14

Additionally, cutting of the asphalt will be made with an asphalt saw.

2.7.11 Testing

See APWA 00 72 00 part 13.3

2.7.12 Blasting

See APWA 31 23 17

Additionally, blasting will not be allowed except by permission from the city engineer or their designee. The contractor shall comply with all laws, ordinances, and applicable safety code requirements and regulations relative to the handling, storage, and use of explosives and protection of life and property. The contractor shall be fully responsible for all damage attributable to their blasting operations.

Excessive blasting or overshooting will not be permitted, and any material outside the authorized cross-section that may be shattered or loosened by blasting shall be removed by the contractor.

2.8 Water Lines

2.8.1 General

These specifications cover the installation of culinary water lines. Special and unusual piping and plumbing for equipment or structures are treated as separate items and are not included in this specification.

See APWA Division 33

2.8.2 Pipe Installation

See APWA 33 11 00

Additionally:

1. General
 - A. Under no circumstances will any pipe be laid until inspection is complete and selected samples have adequately passed the requirements of the applicable specification
2. Connection to Existing Water Lines
 - A. Information on the drawings regarding existing water lines is taken from "as-constructed" drawings from the city or utility company files and may or may not be accurate as to size, type of material, or location.
 - B. The contractor will be responsible for determining the proper fittings and materials required, obtaining the city engineer's or their designee's approval of the planned connection, and suitably performing the construction.
 - C. Where fitting sizes, such as Tees and Crosses, are shown on the plans, those sizes will be used. However, no attempt has been made to show all the needed fittings or materials.

2.8.3 Ductile Iron Pipe

See APWA 33 05 05

2.8.4 Polyvinyl Chloride Pipe

See APWA 33 05 07.

2.8.5 Valves

See APWA 33 12 16

2.8.6 Fire Hydrants

See APWA 33 12 19

2.8.7 Water Main Locations

Water mains shall be located on either the north or east sides of a roadway and ten feet from the centerline.

Water mains shall be minimum one (1) foot vertical above the sewer. Separation between water and sewer mains shall be 10 feet (horizontally) minimum unless authorized in writing by the City engineer or their designee.

2.8.8 Water Meters and Service Lines

See APWA 33 12 33 & 33 11 00

Additionally:

(Water Meters to be provided and installed by the city unless otherwise noted)

Prior to the installation of the water service line, the engineer retained by the developer shall stake out the water meter location and provide the grade at which the lid is to be set. All water service lines shall be a minimum of 1 1/2" in diameter and shall start with a corporation stop at the main and shall be of SDR-9 CTS 200 PSI Blue Polypropylene Pipe or type "K" copper if approved by the city engineer, and meter setters of twenty-one (21) inch or taller and are braced and meet height specs in a twenty-four (24) inch can with four (4) inch ring lid and shall be used and installed with the top of the setter at a depth of not less than eighteen inches and not more than twenty- two (22) inches from the lid of the meter box. Setters shall have dual check valves. Meter boxes shall be placed in the city right-of-way within two (2) feet of the property line. All water meter lids shall have a hole for the touch pad also known as pit pak module. Hole shall be 1 3/4 "to 1 7/8 "in diameter. Meter boxes shall be in good repair and relatively free from obstruction to ensure ease in maintenance and reading (not full of dirt past the base of the meter, having trash present, and being badly bent to create a hazard). Damaged boxes shall be replaced. Meter boxes shall be from level to one inch high from the final grade. See detail. Water meter lids placed within the driveway or driveway approach must be 18" cast iron lids.

HISTORY:

(amd. [Ord. 2022-20](#), 06-14-2022)

2.8.9 Water Meter Standards

If a water meter must be moved, the maximum lateral movement is 24 inches. If it must be moved more than 24 inches, a new service line must be installed, and the old service lines must be shut off and abandoned.

HISTORY:

(amd. [Ord. 2022-20](#), 06-14-2022)

2.8.10 Tapping of Water Lines

See APWA 33 11 00

Additionally, tapping valves may only be used when previously approved by the City engineer or his/her designee. Tapping saddles with an “O” ring may be used if the water main line to be tapped is larger than the new water main line.

Service taps shall be a minimum of 24 inches apart. No taps will be allowed within 24 inches of the end of the pipe.

2.8.11 Water Supply

Each developer shall connect the subdivision to the city water system with all appurtenances and shall make such water available to each lot within the subdivided area. The city engineer or their designee shall establish the adequacy of supply and the sizes of water mains. Workmanship and details of construction shall be in accordance with the city’s “Development Standards” and/or standards adopted by the city. All work in connection with water services shall be done as directed and under the supervision of the city engineer or their designee.

2.8.12 Testing and Flushing

A minimum pressure 50% more than the maximum line operation pressure shall be maintained on the portion being tested for a minimum period of two (2) hours, using either pneumatic or hydraulic means to maintain the pressure.

After pressure testing, all pipelines shall be flushed. Flushing shall be accomplished through hydrants or, if a hydrant does not exist at the end of the line, the contractor shall install a tap sufficient in size to provide for a 2.5 feet-per-second flushing velocity in the line.

A leakage test shall be conducted concurrently with the pressure test.

1. Leakage shall be defined as the quantity of water that must be supplied into the newly laid pipe, or any valved section thereof, to maintain pressure within 5 psi of the specified

test pressure after the air in the pipeline has been expelled and the pipe has been filled with water.

2. Allowable leakage - No pipe installation will be accepted if the leakage is greater than that determined by the following formula:

$$L = \frac{SD (P)^{0.5}}{133.200}$$

in which L is the allowable leakage, in gallons per hour; S is the length of pipeline tested in feet; D is the nominal diameter of the pipe, in inches; and P is the average test pressure during the leakage test, in pounds per square inch gage.

A. Allowable leakage at various pressures is shown in Table 1.

B. When testing against closed metal-seated valves, an additional leakage per closed valve of 0.0078gal/hr/in. of nominal valve size shall be allowed.

C. When hydrants are in the test section, the test shall be made against the closed hydrant.

3. Acceptance of Installation - Acceptance shall be determined based on allowable leakage. If any test of pipe laid discloses leakage greater than specified, the contractor shall, at its own expense, locate and repair the defective material until the leakage is within the specified allowance. All visible leaks are to be repaired regardless of the amount of leakage.

4. All new water systems or extensions to existing systems shall be thoroughly flushed before being placed in service. Flushing shall be accomplished through hydrants or end-of-line blow-off assemblies at a minimum flushing velocity of 2.5 feet-per-second.

5. The following is the flow quantity required to provide a 2.5 feet-per-second flushing velocity.

Pipe Size (Inches)	Flow (G.P.M)
4	100
6	220
8	390
10	610
12	880

2.8.13 Disinfection of Water Lines

Disinfection of water mains shall be done in accordance with the latest edition of AWWA C651.

The pipe shall be clean before disinfection. If, in the opinion of the city, contamination is such that it cannot be removed by flushing, the pipe shall be cleaned by mechanical means and then swabbed with a one percent (1%) hypochlorite disinfection solution.

The pipeline shall be disinfected as outlined in AWWA C651. The tablet method shall consist of placing calcium hypochlorite tablets at the specified rate in the main during construction at the upstream end of each section of pipe. The tablet shall be attached with an adhesive, such as Permatex No. 1 or equal. The line shall then be filled slowly (velocities less than 1 ft/sec), expelling all air pockets and maintaining the disinfection solution in the line for at least twenty-four (24) hours, forty-eight (48) hours if the water temperature is less than forty-one degrees (41) F. The disinfection solution shall have a concentration of at least twenty-five (25) mg/l of available chlorine. The continuous feed shall be done exactly as outlined in AWWA C651 and shall have twenty-five mg/l available Chlorine after twenty-four (24) hours. Under both methods, the contractor shall not be allowed to flush the line until the chlorine residual test has been passed by the city.

After the chlorination, the line shall be thoroughly flushed with velocities greater than 2.5 feet-per-second with clean water, and if necessary, re-chlorinated until satisfactory bacteriological testing is obtained. If any of the tests fail, the contractor shall be responsible for the fees of additional tests. All new lines shall be isolated from existing lines when tested.

Following the approval of the testing and installation of a water main, the entire water line will be flushed through the end of the main via an approved outlet.

1. The developer shall take bacteria samples at the sites designated by the City engineer or his/her designee for each job, based on the following formula:
 - A. Minimum of 1 sample up to 200 feet.
 - B. Minimum of 2 samples up to 600 feet. (One in the middle and one on the end).
 - C. Minimum of 1 sample every 600 feet.

D. Sampling points to be established during the pre-construction meeting for each project.

2. If any sample point fails on the first test, the line will be flushed and re-tested at all sample points.
3. If any sample point fails a second time the complete line will re-disinfected and re-tested at all sample points.
4. If any samples come back marked “presence”, which means coliform bacteria is present, the line will be re-disinfected and re-tested at all sample sites.

Water services will not be installed until bacteria sample results have been approved by the city engineer or their designee.

2.9 Sanitary Sewer

2.9.1 General

See APWA 33 31 00,

Additionally:

1. Dry Pipe - Developers are required to install the specified sewer facilities regardless of whether sanitary sewage treatment facilities are available.
2. Size - The city must approve the sizes of all proposed sewer lines. The minimum size of pipe is 8-inch diameter for main lines and 4-inch diameter for services.
3. Location - Sanitary Sewer mains shall be located on either the south or west sides of a street 10 feet from the centerline. Separation from culinary water pipelines shall be consistent with the State Code. A maximum of 400 feet of pipe shall be allowed between manholes.
4. Minimum Slopes - Slopes shall be designed to have a 2-feet-per-second velocity unless otherwise approved by the city engineer. The following table lists the minimum slopes for sanitary sewer for each size of pipe:

MINIMUM SANITARY SEWER SLOPES	
Pipe Diameter (inches)	Minimum Slopes (%)
4	2.000
6	1.000
8	0.334
10	0.248
12	0.194
14	0.158
15	0.144
16	0.132
18	0.113
21	0.092

5. Sewer Lift Stations - Sewer lift stations, which are required in a development, shall be designed by the developer's engineer, and the design shall be submitted to the city engineer or his/her designee for review. Lift stations will only be allowed when it is demonstrated that no option is available for a gravity feed system. Lift stations, if allowed, will be the wet well/dry well type, will have standby power, telemetry, and will be designed for large areas, not individual subdivisions.
6. Unusual Piping and Plumbing - Special and unusual piping and plumbing for equipment or structures are treated as separate items and are not included in these standards. Any such items must be submitted to the city engineer or his/her designee for review and approval.

2.9.2 Sanitary Sewer and Sanitary Sewage Facilities

All new developments within the "Master Plan Development Area" as depicted by the Woodland Hills Sewer Master Plan Map are required to install sanitary sewer lines according to Section 2.9 Sanitary Sewer of Woodland Hills Development and Construction Standards. Each lot must have the capability to discharge sanitary sewer to a sewer main fronting each lot, either by gravity through a lateral or by an individual lift station. Until such time as a city sewer treatment facility is available, septic tank/fill drain systems will be allowed on each lot pursuant to Utah County health department regulations.

Further, new builds on existing property or remodels that will exceed fifty (50) percent of the current residential floor space and are used for human occupancy shall be required to connect to the city's sewer system as part of the building permitting process if the property line is within three hundred feet (300) of the city's sewer system line. The connection will include running the main sewer line to the property and connecting the sewer lateral from the residential property to the main sewer line.

2.9.3 Installation

See APWA 33 31 00

2.9.4 Reinforced Concrete Pipe

See APWA 33 05 02

2.9.5 Polyvinyl Chloride Pipe

See APWA 33 05 07

2.9.6 Manholes and Appurtenances

APWA 33 31 00 and Plan 411

2.9.7 Services

See APWA 33 31 00

Clean-outs - Any bend in a service line between the main line and the property line greater than 22.5° requires a clean-out.

Temporary Plugs - Manholes shall be installed at each end of a new development unless otherwise approved by the city engineer. Suitable temporary plugs shall be installed at the receiving or discharging ends of these manholes.

2.9.8 Cleaning

1. General - After sewer lines have been laid and trench back-filled, they shall be thoroughly cleaned and tested for leakage and alignment in the presence of the city engineer or their designee before acceptance by the city. Cleaning shall be done using a high-pressure jet cleaning machine, producing a minimum of 800 p.s.i. Wastewater and debris shall not be permitted to enter sewer lines in service, but shall be removed at the lowest manhole of the extension. Such cleaning shall be done by private crews at the expense of the owner.
2. Displacement Test - The displacement test shall be conducted by the developer and inspector in the presence of the engineer. All sewer mains shall be washed and inspected using a television inspection unit. The city must approve the video inspection company. The TV inspection of any mains that reveal broken, misaligned, or displaced pipe, or other defects, as designated by the city engineer or their designee, shall be remedied by the contractor. A tape of video inspection and log report shall be submitted by the inspection company to the City Engineer. After cleaning and inspection have been completed, the line shall be tested for leakage.
3. Leakage Tests - The Low-Pressure Air Test shall be conducted by the following method under the direction of the city engineer or their designee with equipment equal to Cherne Industrial, Inc. All wyes, tees, or ends of lateral stubs shall be suitably capped and braced to withstand the internal test pressures. Caps shall be easily removable for future lateral connections or extensions. After a manhole-to-manhole section of line has been backfilled and cleaned, it shall be plugged at each manhole with pneumatic plugs.

- A. Low-pressure air shall be introduced into the sealed line until the internal air pressure reaches 4 PSIG greater than the average back pressure of any groundwater that may be over the pipe. At least two (2) minutes shall be allowed for the air pressure to stabilize.
- B. The pipe section being tested will be accepted if it does not lose air at a rate higher than 0.003 cubic feet per minute for each square foot of internal pipe surface. The minimum allowable air loss is 2.0 cubic feet per minute, and the test must be done at an average of 3.0 PSIG higher than any groundwater pressure above the pipe.
- C. The pipe and joints shall also be considered acceptable when the time required in minutes for pressure to decrease from 3.5 to 2.5 PSIG (greater than the average back pressure of any groundwater that may be over the pipe) shall not be less than the time shown for the given diameters in the following table:

Pipe Diameter (inches)	Time (min)
4	2.0
6	3.0
8	4.0
10	5.0
12	5.5
15	7.5
18	8.5
21	10.0
24	11.5

- D. If the installation fails to meet this requirement, the contractor shall determine at their own expense the source of the leakage. They shall repair all defective materials and /or workmanship.

See APWA 33 31 00 & 33 08 00,

2.10 Stormwater

2.10.1 General

These specifications will cover the installation of storm drains when required. Excavation and backfill of trenches are covered in Section 2.7. All developments will be responsible for providing a storm drain system on-site that will contain a specific storm event, depending on the type of system installed. The maximum allowable stormwater discharge from any development will be limited to 0.2 cfs/acre of development.

The following rainfall intensities (inches/hour) for 10-year, 25-year, and 100-year storms shall be used in determining storm runoff quantities:

Time (min)	10-Year (inches/hr)	25-Year (inches/hr)	100-Year (inches/hr)
5	3.55	4.62	6.67
10	2.71	3.52	5.08
15	2.24	2.91	4.20
30	1.51	1.96	2.83
60	0.93	1.21	1.75
120	0.54	0.70	0.99
180	0.40	0.50	0.69
360	0.24	0.29	0.38
720	0.15	0.18	0.23
1440	0.09	0.11	0.13

2.10.2 Drainage

The developer shall install a storm water drainage system pursuant to standards recommended by the city engineer or their designee. Potential groundwater or subsurface drainage problems may require additional requirements; further requirements will be reviewed and approved by the city engineer or his/her designee. Pumping of groundwater across sidewalks or into gutters will not be allowed.

No building permit will be allowed before approval of said facilities.

2.10.3 Pipe

See APWA 33 41 00

1. Pipe Markings

A. Mark pipes continuously to identify:

- a. Manufacturer's name (or trademark) and code.
- b. Nominal size.
- c. Polyethylene code designation.
- d. SDR rating. (Not applicable to corrugated polyethylene.)
- e. Date of manufacture.
- f. Pressure class. (Not applicable to corrugated polyethylene.)
- g. ASTM or AWWA designation number.

2.10.4 Laying

See APWA 33 41 00

2.10.5 Manholes

See APWA 33 41 00

2.10.6 Manhole Base

See APWA 33 41 00

2.10.7 Minimum Slopes

Minimum slopes for different-sized pipes are as follows:

Pipe Diameter (inches)	Minimum Slope (%)
12	0.194
14	0.158
15	0.144
16	0.132
18	0.113

21	0.092
24	0.077
27	0.066
30	0.057
36	0.045

2.10.8 Cleaning

Cleaning shall be done using a high-pressure jet cleaning machine, producing a min. of 800 psi.

See APWA 33 41 00

2.10.9 Sumps

Sumps shall be located as staked in the field and indicated on the plans. They shall be to the grade indicated by the cut-sheets and as staked in the field. Excavation and backfill shall conform to Section 2.7 of these specifications. If the sump is located in an area where the earth is stratified with gravel layers, care shall be taken during backfill to be sure that these layers are not sealed off from the sump, beginning three (3) feet below the bottom of the sump up to the top of the sub-grade. Two (2) to four (4) inch diameter drain rock shall be used. The original material shall be removed, and the total backfill shall be done with imported drain rock. After backfilling is completed, the entire excavation shall be thoroughly flooded to ensure that settlement is complete. Grates shall be set in place and adjusted for final elevation and alignment. The city may require a fabric barrier between the drain rock and road base (or other backfill) when there is the possibility of road base moving into the void space of the drain rock.

Sumps will be constructed of reinforced concrete, pre-cast sections, and shall meet the requirements of ASTM C478-73 in accordance with standard detail drawing. Either class shall have eccentric lids to ensure adjustments in alignment.

2.10.10 Inlet Structures

See APWA 33 41 00 and Plan 315-317.

1. Inlet Grates and Frames.

- A. Material. All castings shall be of ASTM A-48, Class 35 iron free from blowholes and shrinkage defects. Castings shall be free from fins and burrs and shall be shot-blasted to remove sand and other foreign matter. Freedom

from cracks and defects shall be ascertained by the engineer prior to installation.

B. The type of grate and frame shall be D&L 1-3516 or approved equivalent.

2. Each inlet structure shall have a minimum 12" drainpipe extending to the storm drain main line.

2.10.11 Retention/Detention Basins

1. Retention Basin

- A. All retention basins shall be constructed with a maximum water depth of 36 inches. All retention basins shall have a series of interconnected sumps connected to curb inlet boxes or storm drain main lines. All retention basins shall be landscaped in accordance with city Standards.
- B. All retention basins shall be constructed for drainage areas designated in the flood study. Basins for smaller areas may be allowed only with prior written approval of the city engineer or their designee.

2. Detention Basins

- A. All detention basins shall be constructed with a maximum water depth of 36 inches; with that depth remaining for no longer than a 48-hour period. Detention basins may be constructed in landscape or parking areas.

2.10.12 Low Impact Development (LID)

1. Refer to Section 12, Chapter 7 of the Woodland Hills City Code for design guidelines.

2.10.13 Design Storm

1. Frequency

- A. Minor system facilities shall be designed to collect and convey stormwater runoff from a storm with a return frequency of 10 years. Minor system facilities include local catch basins, storm drainpipes, and manholes.
- B. Major system facilities shall be designed to collect and convey storm runoff from a storm with a return frequency of 100 years. Major system facilities include streets, storm drainpipes to regional facilities, open channels, and culverts and bridges.

- C. Detention basins shall be designed to detain runoff from a storm with a return frequency of 25 years. Retention basins shall be designed to retain runoff from a storm with a return frequency of 100 years.

2. Depth and Intensity

- A. Rainfall depth and intensity shall be obtained from the table listed above in Section 2.10.1

3. Distribution and Duration

- A. The rational method is to be used to evaluate and design the storm drain conveyance facilities (i.e. pipes, culverts). The 10-year 24-hour storm duration shall be evaluated.
- B. The rational method is to be used to evaluate and design the storm drain storage facilities (i.e. detention and retention basins). The 10, 25, and 100-year 24-hour storm durations shall be evaluated. The maximum peak volume from these three storm durations shall be used to evaluate and design the storage facility.

2.11 Restoration of Surface Improvements

2.11.1 General

The contractor shall be responsible for the protection and the restoration or replacement of any improvements existing on public or private property at the start of work or placed there during the progress of the work.

Existing improvements shall include, but are not limited to, permanent surfacing, ditches, driveways, culverts, fences, walls, and landscaping. All improvements shall be reconstructed to equal or better, in all respects. The contractor shall be responsible for maintaining a road surface suitable for travel by the public. The contractor shall be responsible for all dust control and all claims and damages resulting from failure to maintain the construction area. All road cuts shall be repaired within two (2) working days unless otherwise approved by the city engineer.

2.11.2 Road Base

1. Where trenches are excavated through gravel-surfaced areas, such as roads and driveways, etc., the gravel surface shall be restored and maintained as follows:
2. The gravel shall be placed deep enough to provide a minimum of 6 inches of material.
3. The gravel shall be placed in the trench at the time it is backfilled. The surface shall be maintained by blading, sprinkling, rolling, adding gravel, etc., to maintain a safe, uniform surface satisfactory to the city engineer. Excess material shall be removed from the premises immediately.
4. Material for use on gravel surfaces shall be obtained from sound, tough, durable gravel or rock meeting AASHTO T-27 requirements. The following requirements for grading shall be met:

Sieve Size	Percent Passing
1-inch	100%
3/4 inch	85%-100%
No. 4	45%-65%
No. 10	30%-30%
No. 200	5%-10%

2.11.3 Bituminous Surface

See APWA 33 05 25 and plan 255.

2.11.4 Cold Weather Patching

Trenches cut during winter months or when asphalt plants are not operating shall be patched the same day of the cut with a good-quality cold mix and maintained until asphalt plants open. When asphalt plants open, the cold patch shall be removed, and a new patch of hot mix asphalt shall be placed within twenty (20) days of plant opening.

See APWA 32 12 16.19 & 33 05 25

2.11.5 Concrete Surfaces

See APWA 33 05 25

2.12 Street Surfacing

2.12.1 General

These specifications cover the preparation of sub-grade, the placing of base gravel, and the placing of asphalt surface on any city street.

See APWA 32 12 05

2.12.2 Traffic Control

See APWA 01 55 26

2.12.3 Excavation and Fill

See APWA Division 32

2.12.4 Sub-Grade Preparation

See APWA 32 11 23

2.12.5 Gravel Base

See APWA 32 11 23

2.12.6 Bituminous Surface Course

See APWA 32 12 03 & 32 12 05

2.12.7 Manholes and Valve Boxes

All manhole covers and valve boxes shall be raised to the proper grade after the placement of pavement. The cover shall be removed and raised to the proper elevation, with concrete setting the frame 1/4" below the pavement grade. Concrete rings need to be around valve boxes and manholes.

See APWA 33 05 14

2.12.8 Cross Gutters

Bituminous surface course shall be three (3) inches thick within thirty (30) feet of a cross gutter.

2.13 Concrete

2.13.1 General

The work shall consist of curb and gutter, sidewalk, combination curb, gutter, and sidewalk, cross gutters, curb, and other related concrete return constructed where indicated on the plans or as directed by the engineer and conforming in all respects to the specified lines, grades, and dimensions. A minimum slope along any curb and gutter shall be .4%, and on cross-gutter shall be 0.4%.

2.13.2 Concrete Materials

See APWA 03 30 04

2.13.3 ADA Requirements

All pedestrian facilities will conform to the current Federal ADA Standards.

2.13.4 Base Material

There shall be a minimum of 4" crushed gravel road base under all concrete.

2.13.5 Testing and Inspection

See APWA 03 30 05

Flow Tests - All curb and gutter and cross-gutters will have a flow test before final inspection to determine any low or high spots. (The city will be present)

2.13.6 Concrete Mixes

See APWA 03 30 04

2.13.7 Mixing, Conveying, and Placing

See APWA 03 30 10

2.13.8 Excavation and Backfill

See APWA 31 23 23

2.13.9 Forms

See APWA 03 11 00

2.13.10 Slip Forming

Strike lines are every 10 feet. The #4 rebar, 2' O.C., is 12 inches in length, placed 4 inches into the curb and 8" into the sidewalk. This is placed 2.5" below the finished top-back-curb.

2.13.11 Finishing

See APWA 03 35 00

2.13.12 Curing

See APWA 03 39 00

2.13.13 Cold Weather Concrete

Concrete shall not be placed when a descending air temperature in the shade and away from artificial heat falls below 35°F. Concrete shall not be poured on frozen ground. Where high temperatures are likely to descend below 32°F, concrete shall be covered or otherwise protected against freezing; add mixtures that are allowed.

2.13.14 Clean Gutter

Once the curb and gutter and surface course are in place, they shall be kept as clean as possible. When equipment is required to cross over the sidewalk, bridging will be provided to protect the concrete. Dirt and gravel will not be placed in the gutter or on the street. Gutter will always flow freely.

2.13.15 Right-of-Way

1. Construction within Right-of-Way - To the extent feasible, Utility's distribution and transmission lines and appurtenances will be constructed within the right-of-way boundaries of streets, roads, and alleys. Whenever, in the opinion of Utility, it is not practical to construct and install its facilities within the limits of streets, alleys, and other public thoroughfares, Utility will construct and install such facilities on private rights-of-way.
2. Furnishing of the Right-of-Way - Whenever a utility must occupy private rights-of-way, the property owner shall furnish or assist in acquiring, without charge to utility, such right-of-way as is necessary and will assist the utility in securing such other right-of-way as may be necessary to provide service to the consumer.

2.14 Hillside Site Development

2.14.1 Average Slope - Definition

For this chapter, the definition of "average" slope shall be as follows: The average slope of the parcel of land or any portion thereof shall be computed by applying the formula,

$$S = \frac{0.00229 \text{ I L}}{A}$$

to the natural slope of the land before any grading is commenced, as determined from a topographic map having a scale of not less than one-inch equals 100 feet and a contour interval of not less than 5 feet, where:

0.00229 = A conversion factor of square feet to acres

S = Average percent slope

I = Contour interval, in feet

L = Summation of the length of contour lines, in feet, within the subject parcel

A = Areas in acres of the parcel being considered.

2.14.2 Certified Report Required

It shall be unlawful for the owner, developer, or any contractor or other person to excavate, grade, level, or build upon any property within the city when the average slope of the lot exceeds twenty (20) percent, nor shall any person grade, level, or improve in any manner any parcel of land which is crossed by a natural or manmade water course or existing utility, before such person has submitted to the chief building official a certified report from a qualified civil engineer licensed in the State of Utah containing the information outlined in the following section.

2.14.3 Certified Report Specifications

1. The certified report required in the previous section shall contain at least the following information:
 - A. A plat of the property showing the following:
 - B. Contour lines at two (2) foot intervals. Existing contours shall be indicated by dashed lines and proposed contours by solid lines.
 - C. Elevations at the corners of foundations and at the corners of driveways.

- D. Show or reference any existing or potential groundwater flows that may cause unstable conditions, such as debris flow or slides.
- 2. Assessment of the civil engineer as to the seriousness of any development problems, such as erosion, drainage, flood, and geologic hazards or unstable soil conditions, and their potential effect on adjoining properties and on any proposed improvements to be built on the property.
- 3. The proposed method for handling the problems noted in “#2” above. No grading shall take place on a hillside area until the proposed method of handling said problems is submitted to and approved by the city engineer. Owner, developer, or contractor shall comply with the following conditions:
 - A. Any subdivision containing a hillside area (any areas within the subdivision with slopes exceeding 25 percent) shall comply with the provisions of this section, as well as this chapter.
 - B. No grading shall take place on a hillside area until a grading plan has been submitted to and approved by the city engineer.
 - C. Any area within a subdivision that has a slope of thirty-five (35%) or greater shall remain ungraded, unless approved by the planning commission and city council.
 - D. Any area within a subdivision which has a percent slope between twenty (20%) and thirty-four (34%) may be graded: provided, however, the grading area shall be less than one-half of the area of such slope.
 - E. Any fill material shall be prepared and compacted as specified in the Construction Standards and Specifications for Woodland Hills City.
 - F. Cut slopes shall be no steeper than one and one-half feet horizontal to one foot vertical (1 ½:1) and shall be designed with an acceptable erosion control system. An erosion control system is generally composed of a combination of long-term non-degradable erosion mat, structural geogrid, and/or geo-textile. These materials can be used alone or in combination.
 - G. Fill slopes shall be no steeper than two feet horizontal to one foot vertical (2:1) and shall be designed with an acceptable erosion control system. An erosion control system is generally composed of a combination of long-term non-degradable erosion mat, structural geo-grid and/or geo-textile. These materials can be used alone or in combination.

- H. Tops or toes of slopes shall be set back from property boundaries a minimum distance of five (5) feet. (Excluding Roads).
- I. Areas which have been graded shall be planted with stabilizing plant materials within one hundred twenty (120) days after the completion of final grading. If an area has been determined by the city as being an area subject to erosion danger, then the subdivider shall plant acceptable stabilizing plant material. If final grading is completed between October 15 and March 15 of the next year, then organic cover material shall be placed on the graded area to eliminate erosion until the soil can be permanently planted.
- J. Natural vegetation shall remain in areas where grading is not permitted. The city may require additional landscaping in areas that were graded in order to supplement the natural vegetation and to prevent erosion and slope failures.
- K. Surface water runoff drainage improvements shall be designed and installed to prevent both on-site flooding and erosion. Such drainage design shall channel water runoff away from cut and fill slopes and away from all buildings.
- L. Any buildable area or portion of a buildable area shall not be closer than thirty feet (30') to the high-water flow area of any man-made or natural drainage channel as determined by field investigation, engineering analysis, or otherwise approved by the city engineer.
- M. All drainage areas shall be kept free of debris and soil sedimentation during subdivision development and building construction.

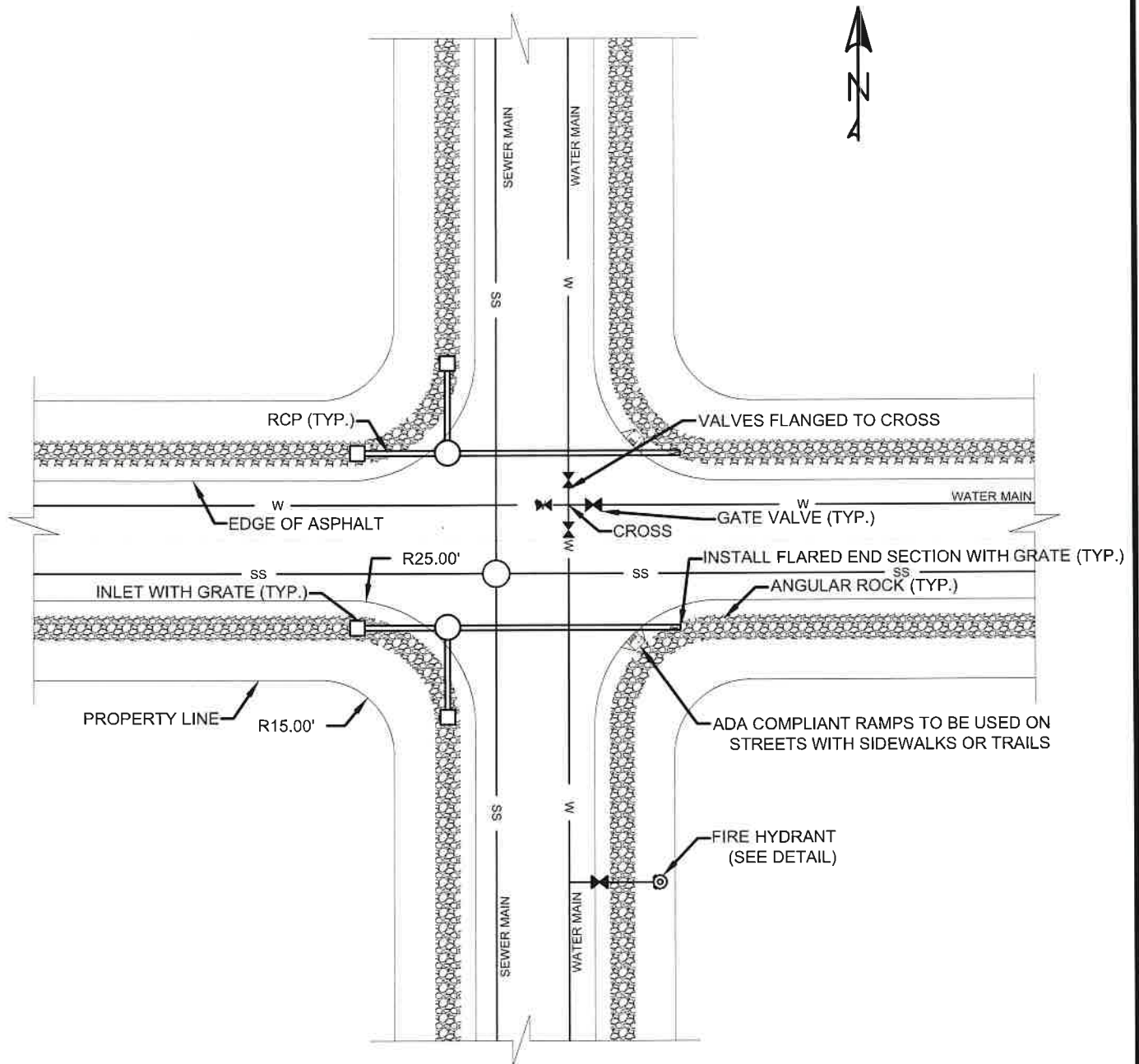
2.14.4 Liability

The purpose of this chapter is to point out to the owner and/or developer of any property that the liability and responsibility of such persons to protect the integrity of their own and adjoining properties, existing water courses, and utilities lies upon the person doing the development and upon the owner of the property being developed and not upon the city or any other person. The city may require additional information on any development or building that may have potential hazards.

WOODLAND HILLS DEVELOPMENT AND CONSTRUCTION STANDARDS

STANDARD DRAWINGS





NOTES:

1. WATER MAINS TO BE LOCATED ON THE NORTH & EAST SIDES OF THE STREETS.
2. WATER MAIN AND SEWER MAIN SHALL BE 3' MIN FROM CURB
3. WATER MAIN SHALL BE 10' MIN FROM SEWER MAIN

STANDARD #

1

DRAWN BY:

JSB

CHECKED BY:

MDH

SCALE:

N.T.S.

DATE:

12/5/2025

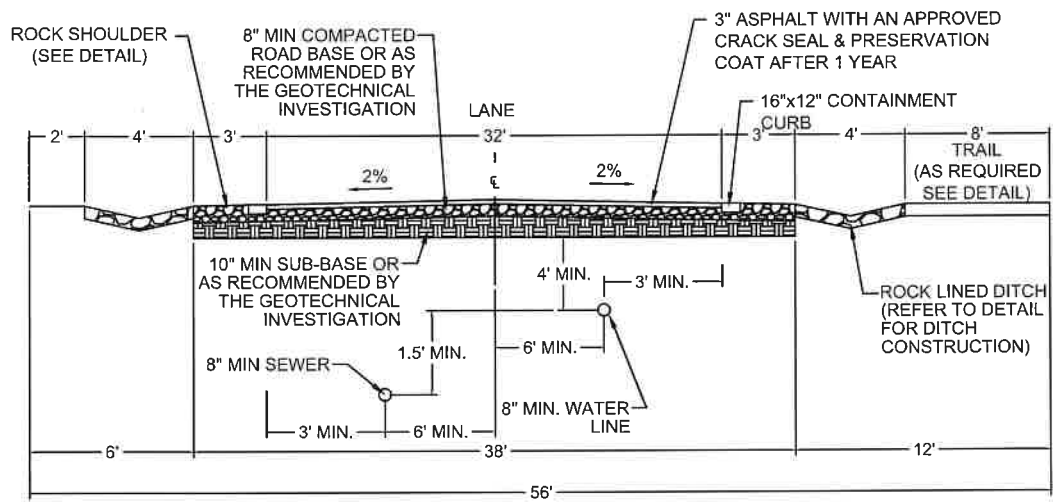
CONSTRUCTION STANDARDS

TYPICAL STREET INTERSECTION (56' RIGHT OF WAY)

680 S. Woodland Hills Dr.
Woodland Hills, UT 84653
Phone: 801-423-1862
Fax: 801-423-1862
www.woodlandhills-ut.gov



WOODLAND HILLS



NOTE: 1. WATER MAINS TO BE LOCATED ON THE NORTH & EAST SIDES OF THE STREETS.

2. SEWER MAINS TO BE LOCATED ON THE SOUTH & WEST SIDES OF THE STREETS.

STANDARD #

2

DRAWN BY:

JSB

CHECKED BY:

MDH

SCALE:

N.T.S.

DATE:

12/5/2025

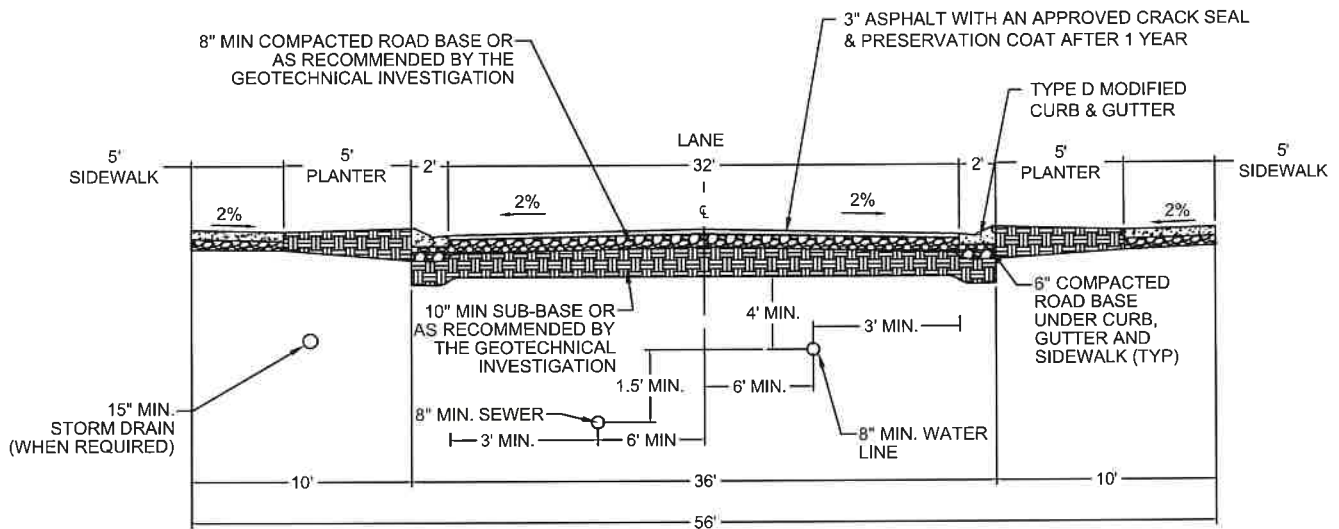
CONSTRUCTION STANDARDS

56' COLLECTOR STREET CROSS SECTION WITH SWALE

680 S. Woodland Hills Dr.
Woodland Hills, UT 84653
Phone: 801-223-1962
Fax: 801-223-1964
www.woodlandhills-ut.gov




WOODLAND HILLS

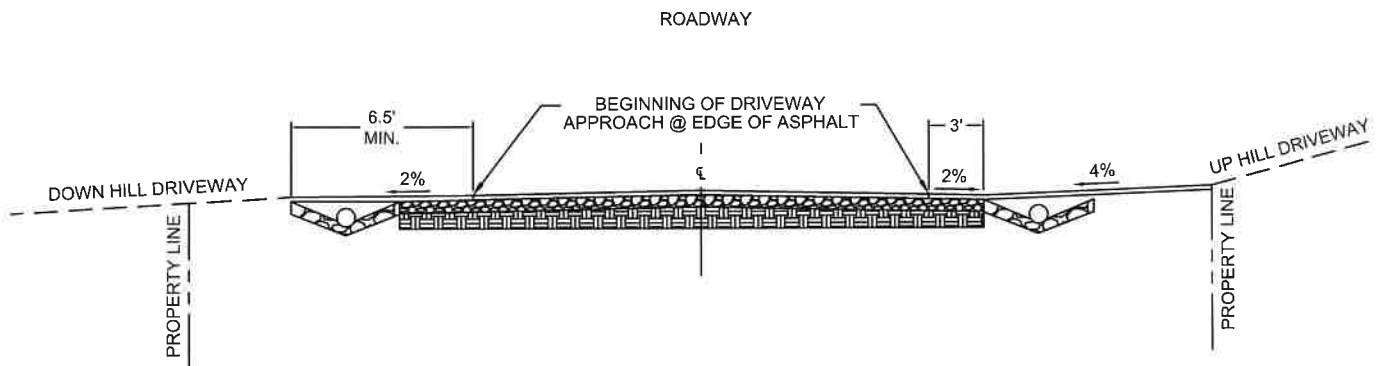


NOTE: 1. WATER MAINS TO BE LOCATED ON THE NORTH & EAST SIDES OF THE STREETS.

2. SEWER MAINS TO BE LOCATED ON THE SOUTH & WEST SIDES OF THE STREETS.

3. INSTALL SUMPS ON THE SOUTH & WEST SIDE OF THE STREET PER DETAIL AS REQUIRED BY ENGINEER

<p>STANDARD #</p> <p>3</p>	<p>DRAWN BY:</p> <p>JSB</p> <p>CHECKED BY:</p> <p>MDH</p> <p>SCALE:</p> <p>N.T.S.</p> <p>DATE:</p> <p>12/5/2025</p>	<p>CONSTRUCTION STANDARDS</p> <p>56' COLLECTOR STREET CROSS SECTION WITH CURB</p>	<p>680 S. Woodland Hills Dr. Woodland Hills, CA 91367 Phone: 818.343.1501 Fax: 818.343.1502 www.woodlandhills-ca.gov</p>	<p></p> <p>WOODLAND HILLS</p>
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NOTES:

1. DRIVEWAY APPROACHES SHALL SLOPE AWAY FROM ASPHALT AT 2% FOR A MINIMUM 6.5' BEYOND THE EDGE OF ASPHALT FOR DOWNHILL LOTS AND A MINIMUM OF 3' FOR UPHILL LOTS.
2. DRIVEWAY APPROACHES WITHIN THE CITY RIGHT OF WAY SHALL NOT EXCEED A GRADE OF 4%

STANDARD #

4

DRAWN BY:

JSB

CHECKED BY:

MDH

SCALE:

N.T.S.

DATE:

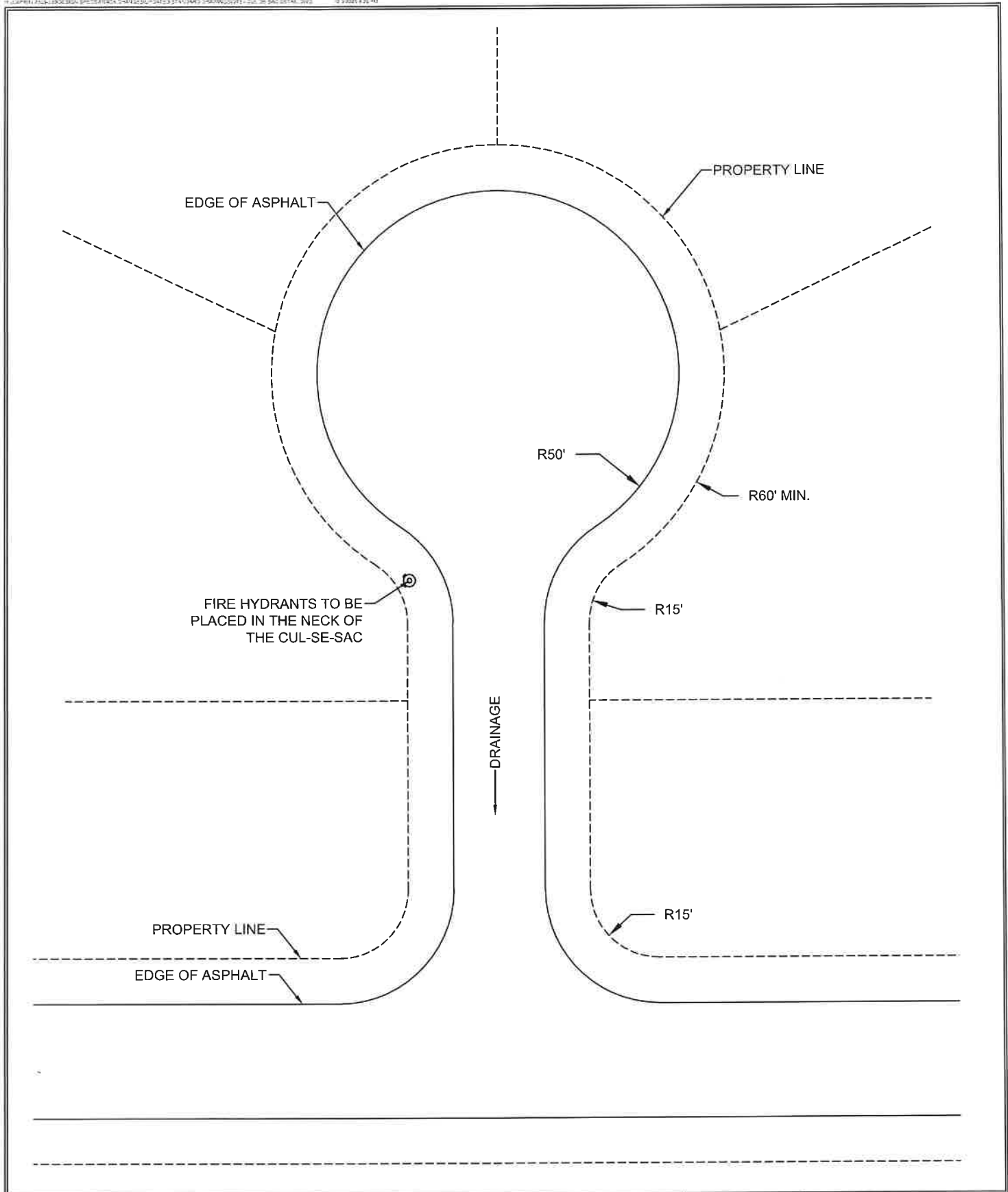
12/5/2025

CONSTRUCTION STANDARDS

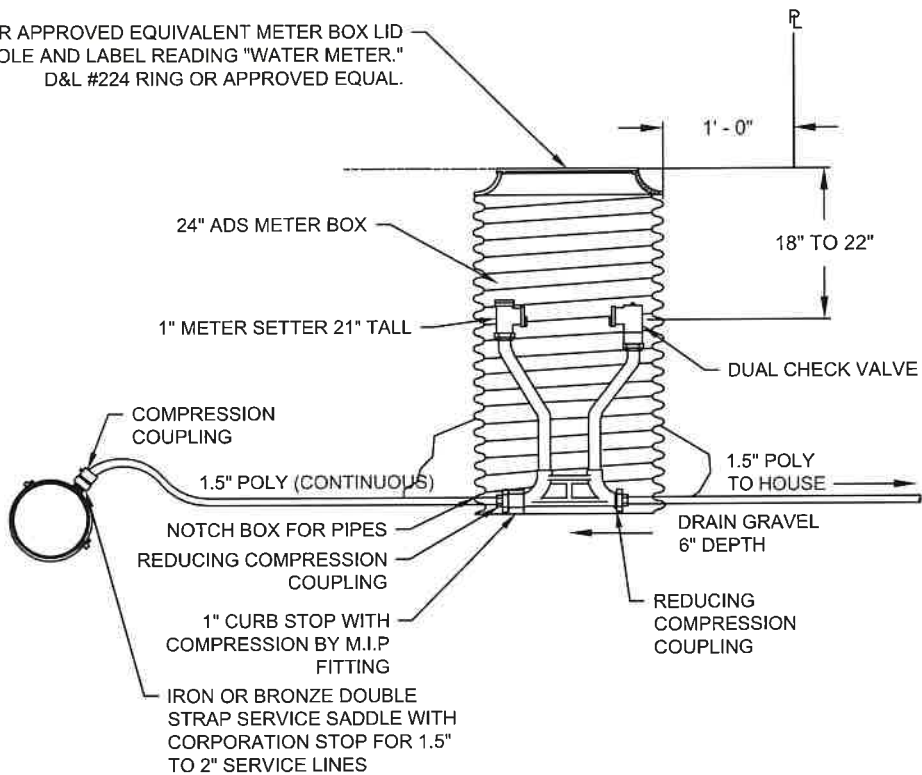
TYPICAL DRIVE WAY CROSS SECTION

680 S. Woodland Hills Dr.
Woodland Hills, UT 84653
Phone: 801-423-1962
Fax: 801-423-1962
www.woodlandhills-ut.gov





D&L #L2240-10 OR APPROVED EQUIVALENT METER BOX LID
WITH 2.25" HOLE AND LABEL READING "WATER METER."
D&L #224 RING OR APPROVED EQUAL.



NOTE:

1. 1.5" AND LARGER WATER METERS SHALL CONFORM TO STANDARDS FOR LARGE METERS.
2. TRACER WIRE SHALL BE CONTINUOUS THROUGHOUT.

STANDARD #

6

DRAWN BY:
JSB

CHECKED BY:
MDH

SCALE:
N.T.S.

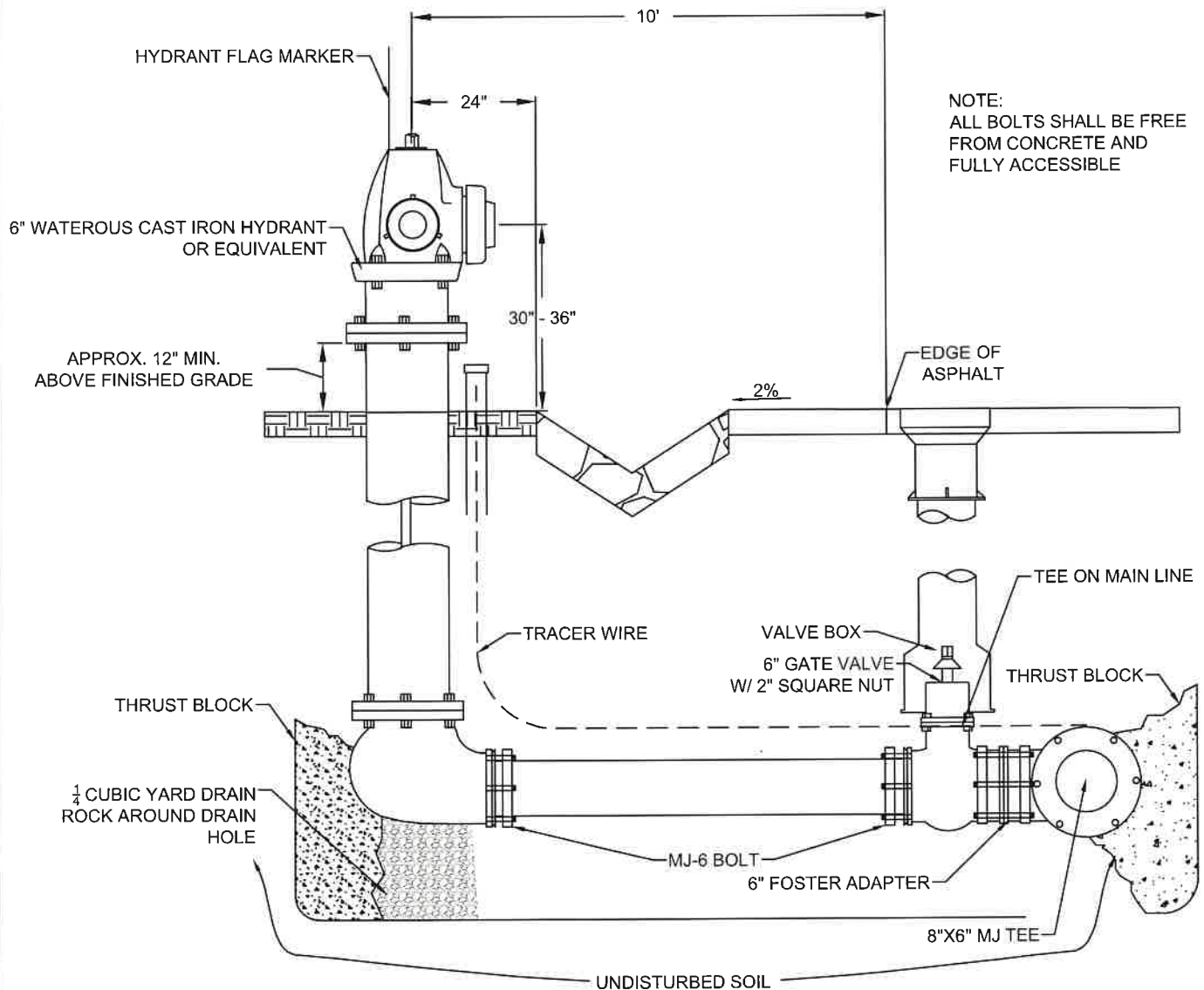
DATE:
12/9/2025

CONSTRUCTION STANDARDS

WATER SERVICE DETAIL

680 S. Woodland Hills Dr.
Woodland Hills, UT 84068
Phone: 801-423-3501
Fax: 801-423-3501
www.woodlandhills-ut.gov

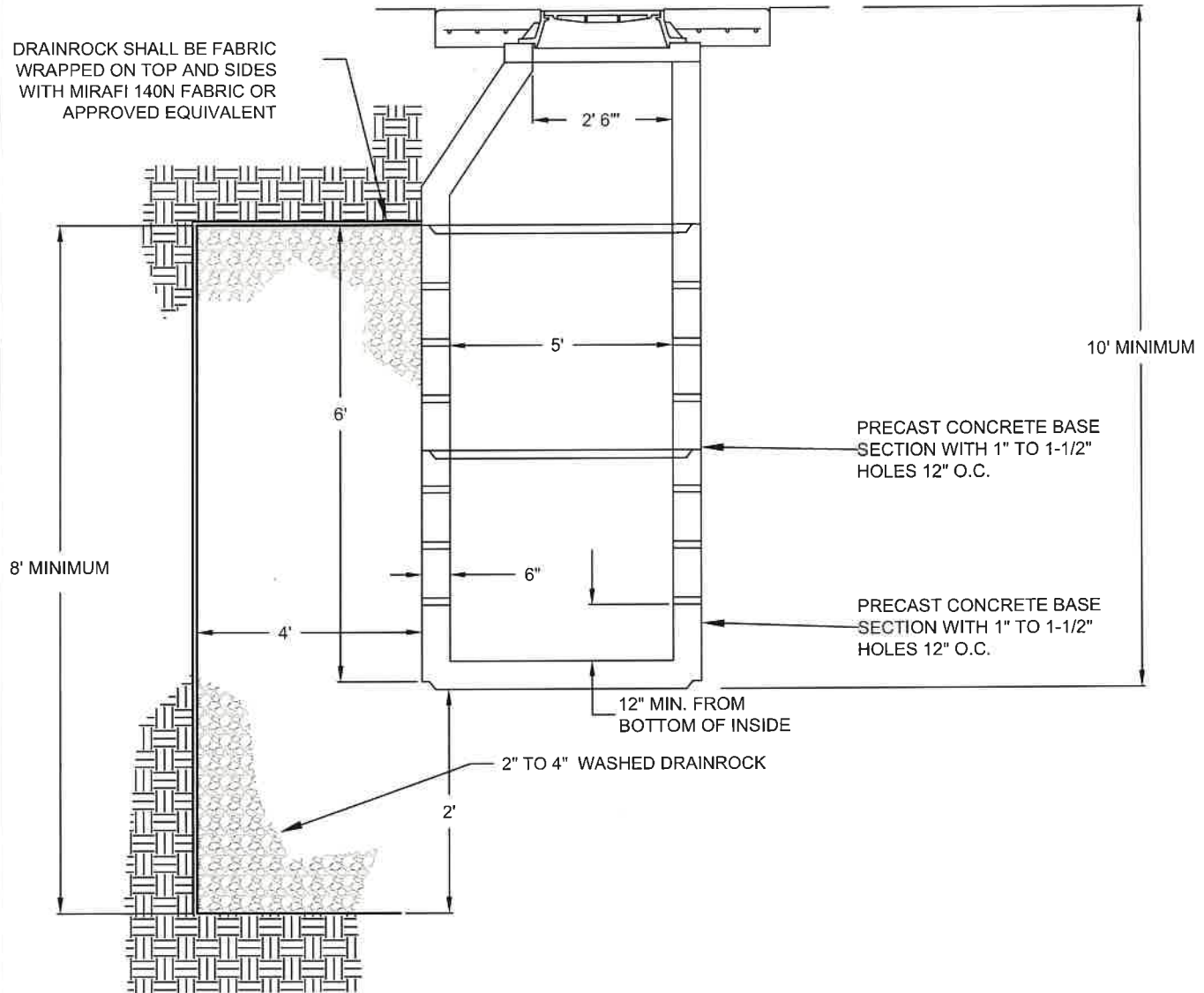




NOTES:

1. HYDRANT VALVE TO BE PLACED AT THE MAIN LINE TEE
2. TRACER WIRE TO BE ATTACHED TO A 1.5" X 24" PVC PIPE WITH CAP PLACED WITHIN 6" OF THE HYDRANT.

DRAINROCK SHALL BE FABRIC WRAPPED ON TOP AND SIDES WITH MIRAFI 140N FABRIC OR APPROVED EQUIVALENT



NOTES:

1. THERE SHALL BE NO DIRECT INLET INTO SUMPS. WATER MUST FIRST BE COLLECTED IN IN A CURB FACE DROP INLET BOX WITH OIL AND DEBRIS SEPARATION (SEE STANDARD DRAWING).
2. SUMP MANHOLES SHALL BE MADE OF REINFORCED CONCRETE
3. THERE SHALL BE A 4' WIDE GRAVEL ENVELOPE AROUND THE BOTTOM 6' OF THE SUMP. GRAVEL SHALL BE 2" TO 4" IN SIZE.
4. CONCRETE SECTIONS SHALL HAVE 1" TO 1.5" HOLES 12" O.C.
5. MANHOLE MUST MEET ALL THE REQUIREMENTS FOR A STANDARD MANHOLE IN ADDITION TO THE DROP MANHOLE REQUIREMENTS.

STANDARD #

8

DRAWN BY:

JSB

CHECKED BY:

MDH

SCALE:

N.T.S.

DATE:

12/9/2025

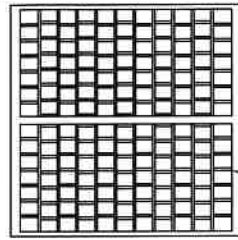
CONSTRUCTION STANDARDS

CONCRETE MANHOLE SUMP DETAIL

680 S. Woodland Hills Dr.
Woodland Hills, CA 91367
Phone: 818-344-4483
Fax: 818-344-4483
www.woodlandhills-ca.gov

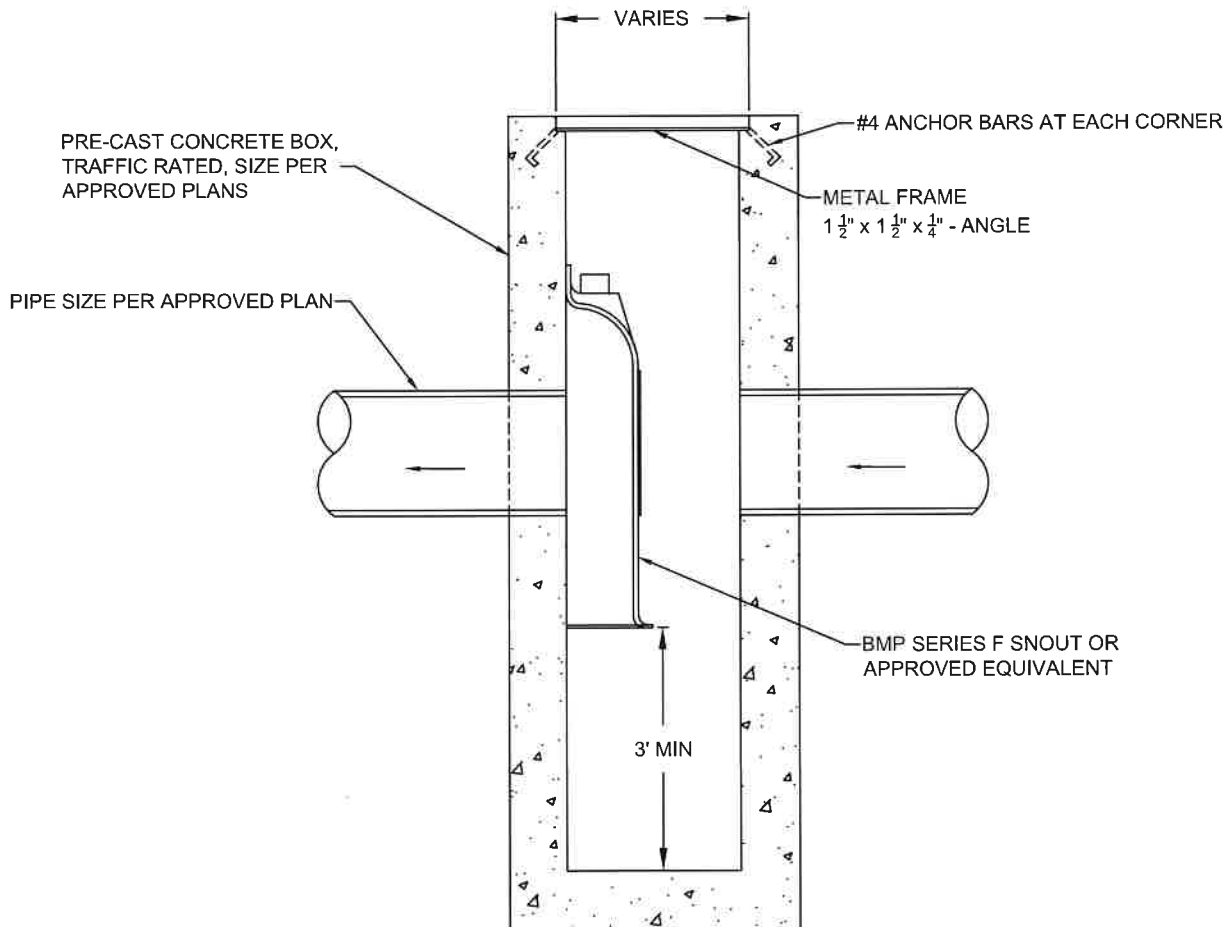
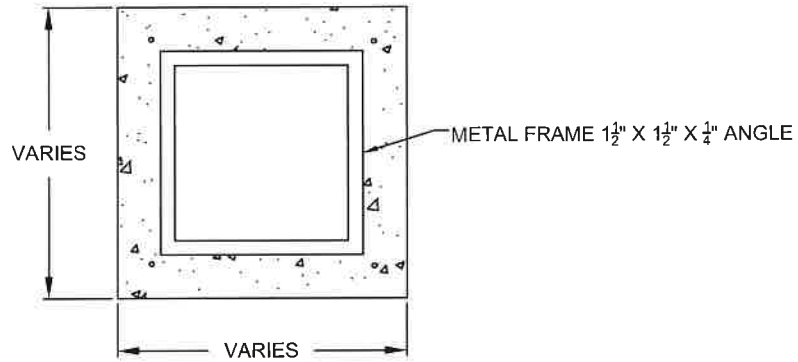


WOODLAND HILLS



D&L I-9040 GRATE OR EQUIVALENT

NOTE: BICYCLE SAFE GRATE TRAFFIC RATED



STANDARD #

9

DRAWN BY:

JSB

CHECKED BY:

MDH

SCALE:

N.T.S.

DATE:

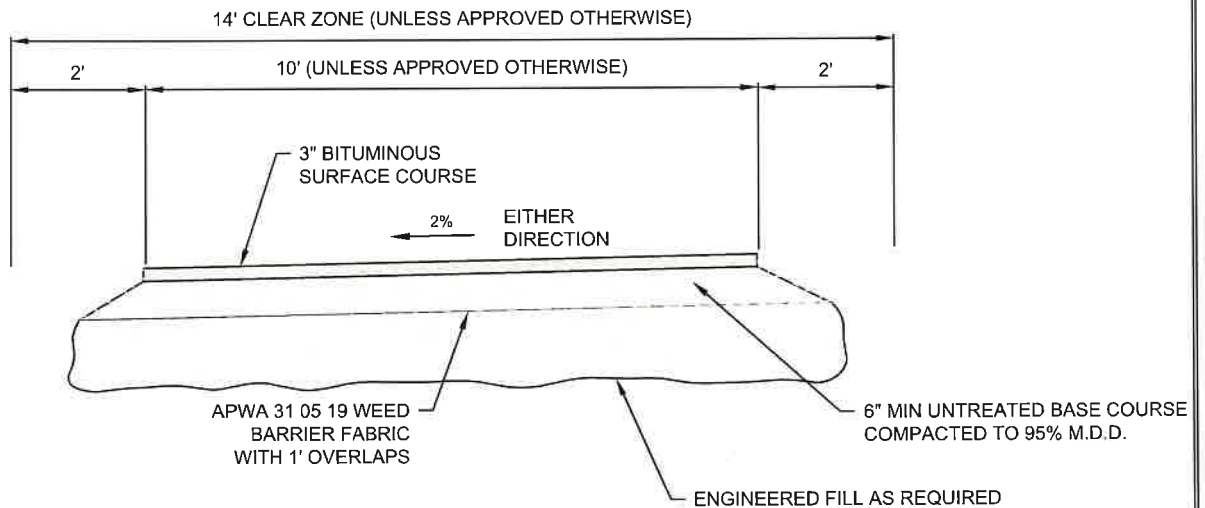
12/9/2025

CONSTRUCTION STANDARDS

PRE-TREATMENT STORMWATER BOX DETAIL

680 S. Woodland Hills Dr.
Woodland Hills, CA 91367
Phone: 801-423-1982
Fax: 801-423-3501
www.woodlandhills-ut.gov





NOTES:

1. CROSS SECTION MAY BE ADJUSTED DEPENDING ON EXISTING CONSTRAINTS AS APPROVED BY THE CITY ENGINEER.
2. SLOPE TRAIL AS NECESSARY TO AVOID PONDING. PROVIDE DRAINAGE IMPROVEMENTS ALONG TRAIL AS REQUIRED TO CONVEY POSSIBLE STORM FLOWS.
3. ALL TREES, SHRUBS, AND OTHER VEGETATION SHALL BE REMOVED FROM THE CLEAR ZONE.
4. ALL WEEDS SHALL BE SPRAYED & KILLED w/ ROUNDUP OR APPROVED EQUIVALENT ONE WEEK BEFORE ANY WORK MAY BE PERFORMED, & WITHIN 3 WEEKS OF THE PLACEMENT OF UNTREATED BASE COURSE.

STANDARD #

10

DRAWN BY:
JSB

CHECKED BY:
MDH

SCALE:
N.T.S.

DATE:
12/9/2025

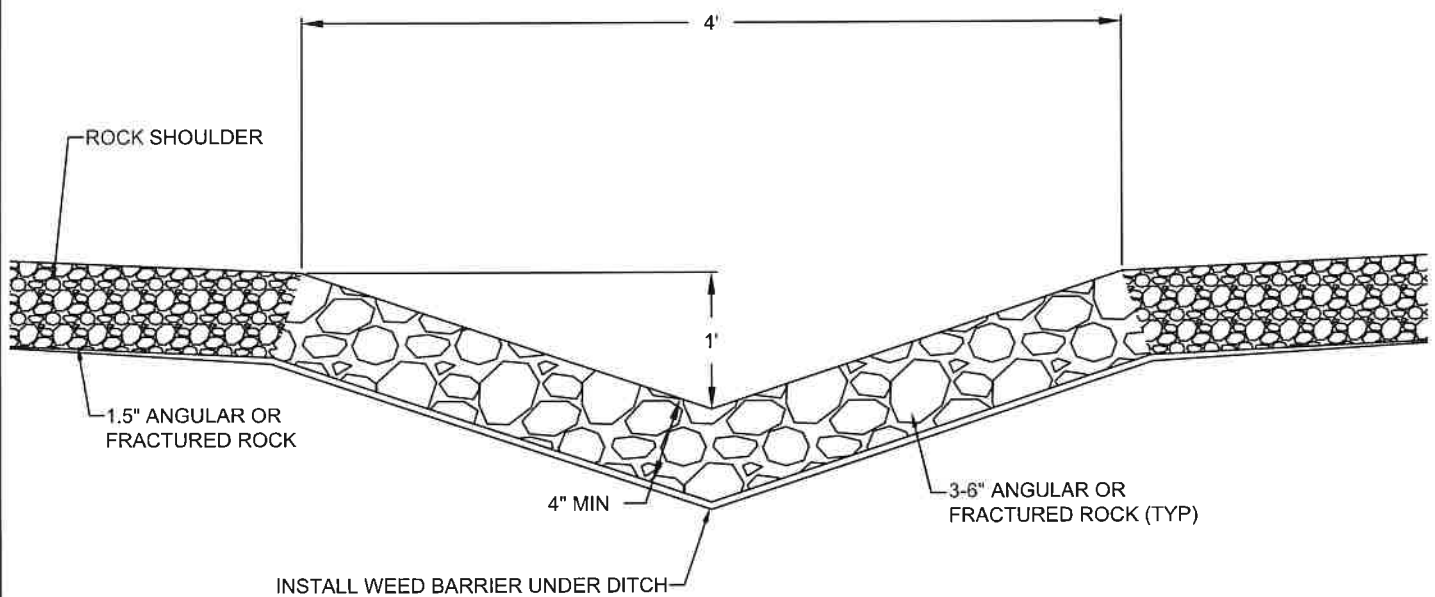
CONSTRUCTION STANDARDS

TRAIL SECTION DETAIL

680 S. Woodland Hills, Dr.
Woodland Hills, UT 84653
Phone: 801-423-1962
Fax: 801-423-3501
www.woodlandhills-ut.gov



WOODLAND HILLS



NOTES:

1. ROCK LINED DITCHES MAY BE REQUIRED TO BE DEEPER AT DRIVEWAY CULVERT CROSSINGS. REFER TO STANDARD DETAIL 13 FOR GRADING REQUIREMENTS AT DRIVEWAY CULVERT CROSSINGS.

STANDARD #

11

DRAWN BY:

JSB

CHECKED BY:

MDH

SCALE:

N.T.S.

DATE:

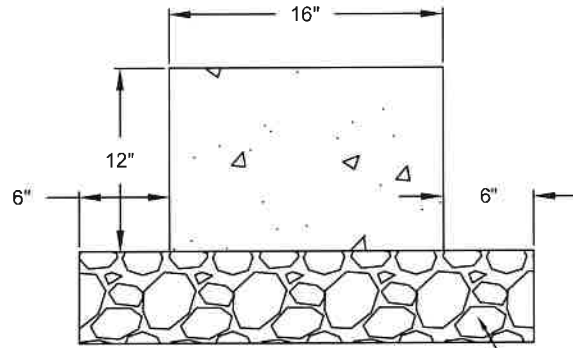
12/9/2025

CONSTRUCTION STANDARDS

ROCK LINED DITCH DETAIL

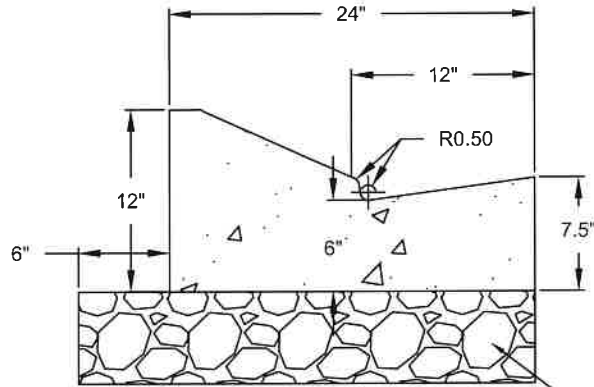
680 S. Woodland Hills Dr.
Woodland Hills, UT 84653
Phone: 801.423.3501
Fax: 801.423.3501
www.woodlandhills-ut.gov





CONTAINMENT CURB

UNTREATED BASE
COURSE (6" MIN.)
COMPACTED TO
95% M. D. D.



TYPE D MODIFIED CURB

UNTREATED BASE
COURSE (6" MIN.)
COMPACTED TO
95% M. D. D.

STANDARD #

12

DRAWN BY:

JSB

CHECKED BY:

MDH

SCALE:

N.T.S.

DATE

12/9/2025

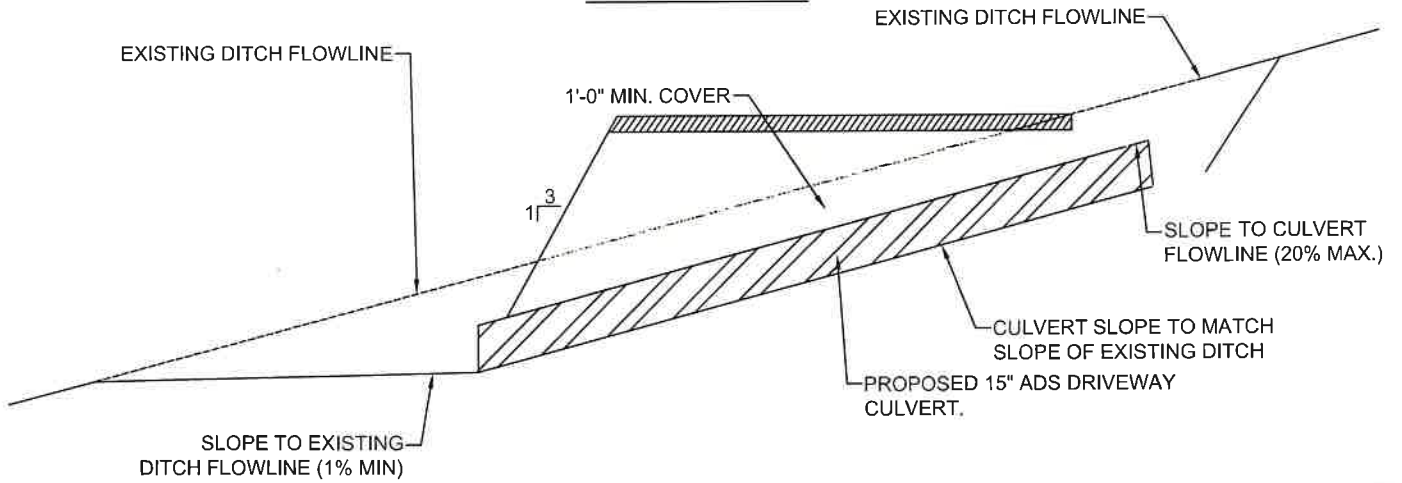
CONSTRUCTION STANDARDS

CURB DETAILS

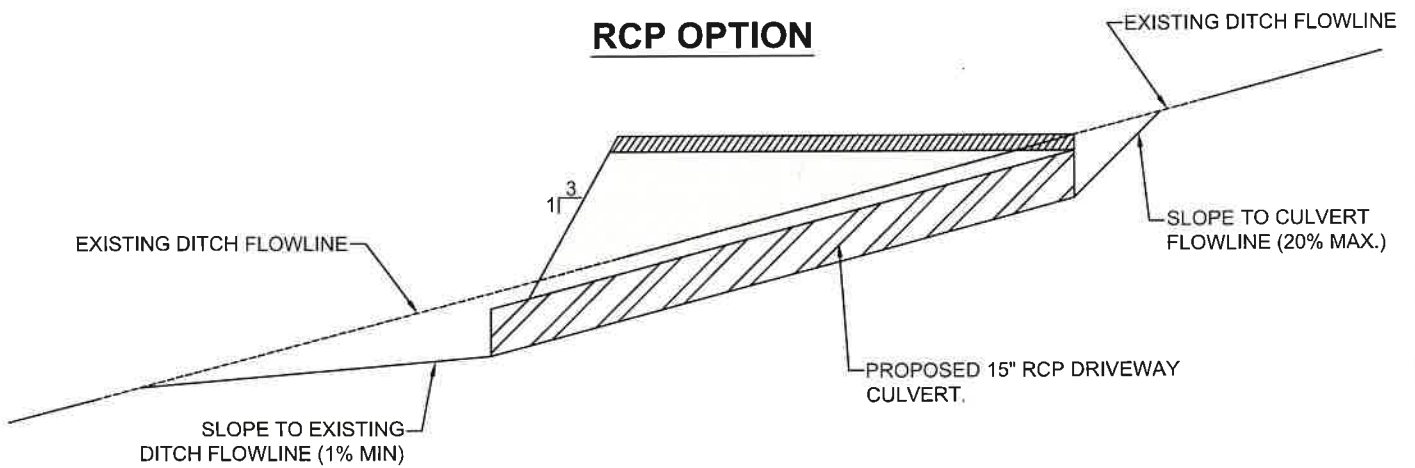
680 S. Woodland Hills Dr.
Woodland Hills, UT 84653
Phone: 801.423.3802
Fax: 801.423.3803
www.woodlandhills-ut.gov



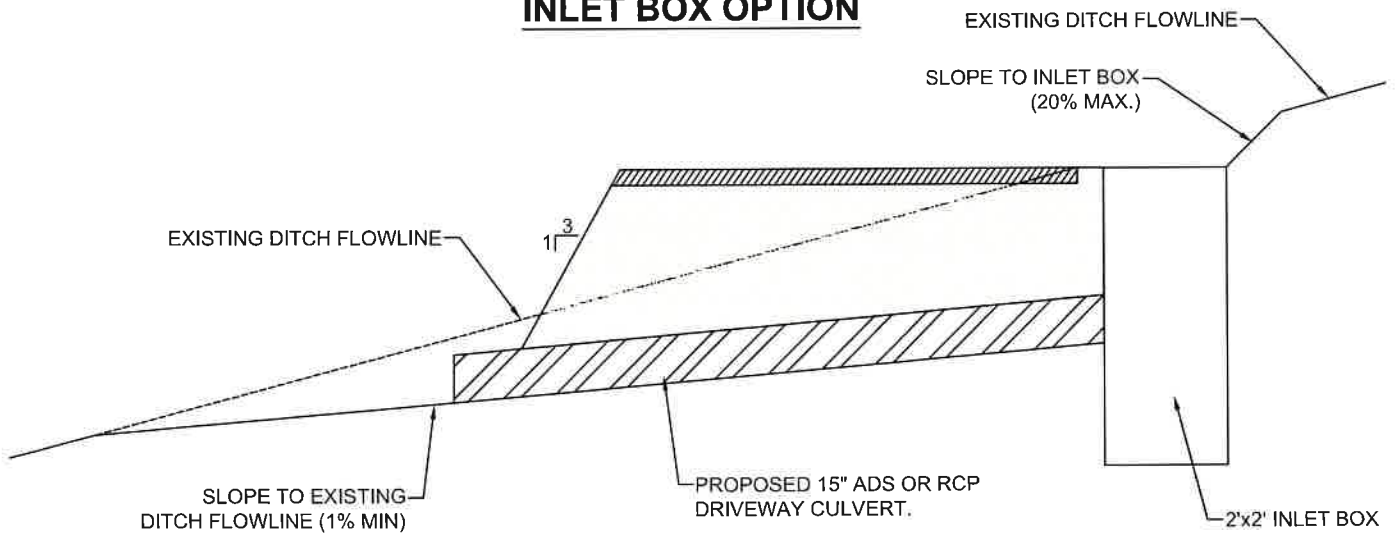
ADS OPTION



RCP OPTION



INLET BOX OPTION



STANDARD #

13

DRAWN BY:

JSB

CHECKED BY:

MDH

SCALE:

N.T.S.

DATE:

12/9/2025

CONSTRUCTION STANDARDS

CULVERT CROSSING OPTIONS AT DRIVEWAYS

680 S. Woodland Hills Dr.
Woodland Hills, UT 84653
Phone: 801.225.3502
Fax: 801.225.3502
www.woodlandhillsut.com



SERVICE LEVEL AGREEMENT

This Service Level Agreement (“Agreement”) is entered into by and between Nebo Interactive, LLC (“Provider”) and Woodland Hills City (“Customer”).

1. TERM AND FEES

- **Effective Date:** January 1, 2026.
 - **Initial Term:** Twelve (12) months from the Effective Date.
 - **Automatic Renewal:** This Agreement will automatically renew for successive twelve (12) month periods unless either party provides at least thirty (30) days’ written notice of non-renewal prior to the end of the current term.
 - **Monthly Fee:** \$1,000, payable on the first day of each month.
 - **Annual Hardware/Software Upgrade Fee:** In addition to the monthly fee an allocation of \$3,600 per year for hardware and/or software upgrades. No markup will be applied to hardware or software items by the Provider.
 - **Late Payment:** A late fee of 15% of the outstanding amount will be applied if payment is not received within thirty (30) days of the invoice date. This fee will be compounded every two months until the balance is paid in full.
-

2. SCOPE OF SERVICES

The Provider shall deliver the following services to the Customer:

- Maintenance
- Remote Support
- Workstation Management
- Server Management
- Network Management
- Online Backup (up to 10TB)

Service Hours: The Customer is entitled to ten (10) hours of helpdesk or service requests per month. Additional hours will be billed at the rates specified in Section 3.

3. ADDITIONAL WORK AND RATES

Work not included in Section 2 will be billed as follows:

Service Type	Rate (per hour)
Data Recovery	\$250
Other Work	\$150
After Hours Service*	150% of above

*After Hours Service is defined as any service provided outside of 9:00 AM – 7:00 PM, Monday through Friday.

4. SERVICE STANDARDS & MAINTENANCE

- **Critical Response:** Provider will respond within two (2) hours of notification for major system failures.
- **Routine Maintenance:** Provider will perform monthly maintenance, including:
 - Reviewing error logs
 - Applying patches
 - Optimizing disk space
 - Verifying backups
 - Monitoring resource utilization
- **Uptime Monitoring:** Provider will provide real-time electronic monitoring 24/7 and alert technicians of potential issues.

5. LIMITATION OF LIABILITY

- **No Warranty:** Provider disclaims all express or implied warranties regarding services.
 - **Sole Remedy:** Customer's exclusive remedy is prompt repair, resolution, or a refund of fees directly attributable to the problem.
 - **Business Disruption:** Provider is not liable for loss of business opportunity, client relations, or accounts receivable due to network disruption.
 - **Virus Coverage:** Provider does not guarantee the Customer will remain virus-free. Coverage is only provided if Customer uses Provider-approved software and adheres to Safe Usage Guidelines.
-

6. CUSTOMER OBLIGATIONS

- **Authorizations:** Customer must provide written authorization for any requested services.
 - **Purchases:** All hardware and software purchases require pre-payment.
 - **System Integrity:** Customer must not modify backup systems, network configurations, or hardware without prior coordination with Provider.
-

7. CLIENT SECURITY RESPONSIBILITY

Cybersecurity is a shared responsibility. Customer agrees to follow reasonable security recommendations provided by Provider. Provider is not liable for incidents resulting from Customer's refusal or delay in implementing such recommendations.

8. CYBER INSURANCE

Customer is strongly encouraged to maintain cyber liability insurance. If Customer elects not to obtain such insurance, Customer assumes all related risks.

9. TERMINATION & CANCELLATION

- **Termination for Cause:** Either party may terminate this Agreement if a reported issue is not satisfactorily resolved within thirty (30) days of written notice.
 - **Early Termination Fee:** If Customer terminates this Agreement for convenience before the end of the initial term, Customer shall pay an early termination fee equal to the lesser of the remaining contract value or three (3) months of service fees.
-

10. AUTHORIZED ACCESS & CONFIDENTIALITY

- **Access Authorization:** Customer grants Provider full access to its computer networks and databases, in compliance with applicable laws.
- **Provider Confidentiality:** Provider will access Customer data only as necessary to fulfill service obligations and will take reasonable precautions to secure or destroy any data wrongfully disclosed.

- **Customer Confidentiality:** Customer agrees to keep pricing and terms of this Agreement confidential and not to disclose Provider's proprietary methods, technology, or processes to any third party.
 - **Ownership of Data:** All property or data protected by patent, trademark, or trade secret remains the sole property of the original owner.
-

11. WAIVER & INDEMNIFICATION

- **Waiver of Liability:** Customer waives and releases Provider from any liability or claims for direct, indirect, incidental, or consequential damages arising from the performance of this Agreement.
 - **No Indirect Damages:** Provider shall not be liable for loss of business opportunity, client relations, or prospective economic relations due to network disruptions.
 - **Indemnification:** Customer shall defend, indemnify, and hold Provider harmless against any third-party or Customer claims (including attorney fees and costs) arising out of the services provided or resulting from Customer's negligence, gross negligence, or willful conduct.
-

12. GENERAL PROVISIONS

- **Entire Agreement:** This Agreement, together with any signed Network System Analysis or Lease Agreements, constitutes the entire agreement between the parties and supersedes all prior understandings.
 - **Governing Law:** This Agreement shall be governed by the laws of the State of Utah.
 - **Attorney Fees:** The prevailing party in any dispute arising from this Agreement shall be entitled to recover reasonable attorney's fees, interest, and court costs, whether or not a suit is filed.
 - **Force Majeure:** Neither party shall be liable for failure to perform due to acts of God, war, terrorism, strikes, or other matters beyond their reasonable control, excluding financial exigency.
 - **Severability:** If any provision of this Agreement is found to be unenforceable or invalid, the remaining provisions shall remain in full force and effect.
-

13. SIGNATURES

Customer:

Signature: _____

Date: _____

Print Name/Title: _____

Provider:

Signature: _____

Date: _____

Print Name/Title: _____