



## CITY COUNCIL MEETING

Thursday, February 05, 2026 at 6:30 PM  
Council Chambers, 60 West Main, Hyrum, Utah

### AGENDA

Public notice is hereby given of a Hyrum City Council Meeting to be held in the Council Chambers, 60 West Main, Hyrum, Utah at 6:30 PM, February 05, 2026. The proposed agenda is as follows:

1. **ROLL CALL**
2. **CALL TO ORDER**
3. **WELCOME**
4. **PLEDGE OF ALLEGIANCE**
5. **INVOCATION**
6. **APPROVAL OF MINUTES**
7. **AGENDA ADOPTION**
8. **PUBLIC COMMENT**
9. **PUBLIC HEARING**
  - A. [To receive public comment to establish the pay range of a City Administrator and to adjust the pay range of the City Engineer for fiscal year 2025-2026 and amending Section 2.12.010 of the Hyrum City Municipal Code.](#)
10. **SCHEDULED DELEGATIONS**
  - A. [Adam Jacobson - To a request a Home Occupation Business License for Adventure HQ, LLC. at 716 East 1250 South for teaching outdoor skills and the sale of outdoor equipment.](#)
11. **INTRODUCTION AND APPROVAL OF RESOLUTIONS AND ORDINANCES**
  - A. [Resolution 26-05 – A resolution amending an agreement between Hyrum City \("City"\) and the Paddle Pickleball LLC \("Paddle"\) for indoor recreation programming and community engagement initiatives to establish unified program fees.](#)
  - B. [Resolution 26-06 a resolution amending the Hyrum City Rodeo Grounds Rental Fee and Deposit Schedule and the Rodeo Grounds Rental Agreement and Contract.](#)
  - C. [Ordinance 26-03 – An ordinance amending Title 17 Zoning of the Hyrum City Municipal Code to create Chapter 17.62 Short-term Rental; amend 17.04.070 Definitions to define and include "Short-term Rental"; and amend Use Regulations](#)

in sections 17.28.010, 17.44.020, and 17.45.020 to include Short-term Rental as a conditional use in the Residential Zones R-1 and R-2, commercial Zones C-1 and C-2. Application #25-037.

- D. **Ordinance 26-04** – An ordinance amending Title 17 Zoning of the Hyrum City Municipal Section Code 17.04.070 Definitions to establish a maximum front yard setback for a dwelling unit and clarify innerblock development may be permitted through an approved Planned Unit Development. Application #25-043.
- E. **Ordinance 26-05** – An ordinance amending Title 17 Zoning of the Hyrum City Municipal Code Sections 17.44.080 and 17.45.150 Gas Service Station Criteria to establish requirements and regulations for gas service stations, fuel dispensing, and fuel storage tanks; and amend 17.04.070 Definitions to define and include “Fuel Dispensing”, “Fuel Storage Tank”, “Fuel Storage Tank Aboveground” and “Gas Service Station.” Application #25-041.
- F. **Ordinance 26-06** – An ordinance amending Title 17 Zoning of the Hyrum City Municipal Code to create Chapter 17.63 Home-Based Microschool And Micro-Education Entity; amend 17.04.070 Definitions to define and include “Home-Based Microschool” and “Micro-Education Entity”; and amend Use Regulations in sections 17.22.030, 17.28.010, 17.30.010, 17.32.010, 17.36.010, 17.38.010, 17.44.020, 17.45.020, 17.48.020, 17.49.020, and 17.050.020 to include Home-Based Microschool And Micro-Education Entity as a permitted use in all zoning districts. Application #25-040.
- G. **Ordinance 26-07** - An ordinance amending Chapter 2.12, Section 2.12.010 Salaries of the Hyrum City Municipal Code, to set the salaries of the Hyrum City Administrator an Hyrum City Engineer.
- H. **Ordinance 26-08** - An ordinance creating Chapters 2.09 City Administrator and 2.10 City Engineer of the Hyrum City Municipal Code.

## **12. OTHER BUSINESS**

- A. Mayor and City Council reports.

## **13. ADJOURNMENT**

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**Stephanie Fricke**  
**City Recorder**

Council Members may participate in the meeting via telephonic communication. If a Council Member does participate via telephonic communication, the Council Member will be on speakerphone. The speakerphone will be amplified so that the other Council Members and all other persons present in the Council Chambers will be able to hear all discussions. In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Hyrum City at 435-245-6033 at least three working days before the meeting.

**CERTIFICATE OF POSTING** - The undersigned, duly appointed and acting City Recorder of Hyrum City, Utah, does hereby certify that a copy of the foregoing Notice was emailed to The Herald Journal, Logan, Utah, posted on the Utah Public Notice Website and Hyrum City's Website, provided to each member of the governing body, and posted at the City Offices, 60 West Main, Hyrum, Utah, this **2nd day of February, 2026**. Stephanie Fricke, MMC, City Recorder.



## NOTICE OF PUBLIC HEARING

The Hyrum City Council will hold a public hearing Thursday, February 5<sup>th</sup>, 2026 at 6:30 p.m. in the City Council Chambers, 60 West Main, Hyrum, Utah to receive public comment on establishing the pay range of a City Administrator and to adjust the pay range of the City Engineer for fiscal year 2025-2026 and amending Section 2.12.010 of the Hyrum City Municipal Code to include the following:

HYRUM CITY 2025-2026 CITY ADMINISTRATOR & CITY ENGINEER PAY								
POSITION	TYPE	PAY RANGE -2025-2026			PHONE	SALARY	SAFETY	APPRECIATION
		MINIMUM	MID	MAXIMUM	ALLOWANCE PER MONTH		INCENTIVE MONTHLY	
CityAdministrator	Salary	\$125,000.00	\$145,000.00	\$165,000.00	\$85.00	0.81%	\$10.00	\$433.13
CityEngineer	Salary	\$110,000.00	\$140,000.00	\$170,000.00	\$85.00	0.81%	\$10.00	\$433.13

The public is invited and encouraged to attend this hearing.

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Stephanie Fricke  
Hyrum City Recorder

Published and Posted on: January 26, 2026  
State Public Notice Website, Hyrum City Website,  
Hyrum City Office, Hyrum Senior Center, Hyrum Library,  
Ridleys Grocery Store, Cache Valley Bank, and Short  
Stop.



60 West Main Street  
Hyrum, Utah 84319  
Ph. (435) 245-6033  
www.hyrumcity.gov

## City Council Agenda Information

**To:** Mayor Steve Miller and City Council

**From:** Stephanie Fricke, City Recorder

**Date:** January 30, 2026

**Subject:** **Public Hearing and Ordinance 26-07 – An ordinance amending Chapter 2.12, Section 2.12.010 Salaries of the Hyrum City Municipal Code, to set the salaries of the Hyrum City Administrator and Hyrum City Engineer.**

**Summary:** Utah State Code Section 10-3-818 requires a public hearing and for the compensation or compensation schedule to be set by Ordinance for Elected Officials, Appointed Officers (including City Administrator and City Engineer), City Department Heads, and Assistant Department Heads.

After conducting a salary survey and wage comparison with similar cities (population; utilities power, water, sewer, and irrigation; general fund departments library, museum, senior center, and fire station; and budget) the following pay ranges are being proposed:

POSITION	TYPE	PAY RANGE -2025-2026			PHONE	SALARY ENHANCEMENT	SAFETY INCENTIVE MONTHLY	APPRECIATION BONUS
		MINIMUM	MID	MAXIMUM	ALLOWANCE PER MONTH			
City Administrator	Salary	\$125,000.00	\$145,000.00	\$165,000.00	\$85.00	0.81%	\$10.00	\$433.13
City Engineer	Salary	\$110,000.00	\$140,000.00	\$170,000.00	\$85.00	0.81%	\$10.00	\$433.13

New employees shall generally be hired within the minimum to midpoint of the established pay range for the position. In exceptional circumstances, where a candidate demonstrably exceeds the qualifications and experience required for the role, the Mayor may authorize a starting salary within the midpoint to maximum range. Such exceptions are intended to be rare and should not constitute standard practice.

## ORDINANCE 26-07

AN ORDINANCE AMENDING CHAPTER 2.12, SECTION 2.12.010 SALARIES OF THE HYRUM CITY MUNICIPAL CODE, TO SET THE SALARIES OF THE HYRUM CITY ADMINISTRATOR AND HYRUM CITY ENGINEER.

WHEREAS, Senate Bill 91 modified Section 10-3-818 that provides provisions relating to the compensation of certain City employees; and

WHEREAS, Utah State Code Section 10-3-818 requires a public hearing and for the compensation or compensation schedule to be set by Ordinance for Elected Officials, Appointed Officers (including City Administrator and City Engineer), City Department Heads, and Assistant Department Heads.

BE IT ORDAINED by the City Council of Hyrum City, Cache County, State of Utah, that Chapter 2.12, Section 2.12.010 of the Code of Revised Ordinances of Hyrum City is amended to read:

1. The salaries of the City Administrator and City Engineer of Hyrum City shall be paid in the amount as below specified:

HYRUM CITY 2025-2026 CITY ADMINISTRATOR & CITY ENGINEER PAY								
POSITION	TYPE	PAY RANGE -2025-2026			PHONE ALLOWANCE PER MONTH	SALARY ENHANCEMENT	SAFETY INCENTIVE MONTHLY	APPRECIATION BONUS
		MINIMUM	MID	MAXIMUM				
CityAdministrator	Salary	\$125,000.00	\$145,000.00	\$165,000.00	\$85.00	0.81%	\$10.00	\$433.13
CityEngineer	Salary	\$110,000.00	\$140,000.00	\$170,000.00	\$85.00	0.81%	\$10.00	\$433.13

This ordinance shall be effective February 5, 2026.

ADOPTED AND PASSED this 5<sup>th</sup> day of February, 2026.

HYRUM CITY

BY: \_\_\_\_\_  
Steve Miller  
Mayor

Ord. 26-07

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ATTEST:

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Stephanie Fricke  
City Recorder

Posted:

<b>Roll Call Vote -</b>	<b>Aye</b>	<b>Nay</b>	<b>Absent</b>
Councilmember Steve Adams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Rebecca Foulger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Michael Nelson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember NaLyn Nelson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Craig Rasmussen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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www.hyumcity.gov

## City Council Agenda Information

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**To:** Mayor Miller and City Council

**From:** Keesha Rinderknecht, Business License Specialist

**Date:** January 28, 2026

**Subject:** Consideration and Approval of a Home Occupation Business License Policy for Submission Process and Deadline for City Council Agenda Items.

**Summary:** **Business License Clerk is recommending approval of the Home Occupation Business License for Adventure HQ LLC**

**Summary:**

The proposed application was submitted by Adam Jacobson for Adventure HQ LLC for teaching outdoor skills classes, selling outdoor gear & planning outdoor treks located at 716 East 1250 South in Hyrum. Application has been reviewed and meets all requirements of Hyrum City's Municipal Code Section 5.04.200.

**Recommendation:**

Business License Specialist Keesha Rinderknecht is recommending approval to the City Council with the following recommendations:

1. Business license meets requirements of Business License Home Occupation Code.

**City Council Meeting Details:**

- Meeting Date: February 5, 2026
- Council Role: Legislative with Vote

**Attachments:**

1. Business License Application
2. Home Occupation Business License Application
3. Hyrum Fire Department Self Inspection Worksheet





60 West Main Street  
Hyrum, Utah 84319  
435-245-6033  
www.hyumcity.com

## BUSINESS LICENSE APPLICATION

Business Name: Adventure HQ LLC

Doing Business As: Adventure HQ

Business Address: 716 E 1250 S

Business Phone: 801-641-5737

E-mail: adam@adv-hq.com Fax No.

Mailing Address: 716 E 1250 S

City, State, Zip: Hyrum

State Tax ID: 14618827-0160 State Lic.#

Nature of Business: Teaching outdoor skills and planning/guiding treks. Sell outdoor equipment

Owner Name: Adam Jacobson

Manager Name: Adam Jacobson Manager Phone: 8016415737

Manager Address: 716 E 1250 S Hyrum Ut, 84319

I certify that I am authorized agent for the above named business, and that all information is true and correct.

Adam Jacobson 1/9/2026  
Signature Date

### Office Use Only

Approved by:  Date Approved:  Acct.#

Date Paid:  Amount:  Receipt #:



60 West Main Street  
Hyrum, Utah 84319  
435-245-6033  
www.hyrumcity.com

## HOME OCCUPATION BUSINESS LICENSE APPLICATION

For businesses operating within a residence in Hyrum City limits.

Applicant(s) Name: \_\_\_\_\_

Date Submitted: Adam Jacobson

Address: 716 E 1250 S Hyrum UT, 84319

Telephone #: 801-641-5737

Name of Business: Adventure HQ LLC

1. What is the proposed home occupation? \_\_\_\_\_

Teaching outdoor skills classes, selling outdoor gear, planning outdoor treks

2. How many clients will be coming to the home at any one time during a daily interval? \_\_\_\_\_

6-8

3. What provisions are available for off street parking? \_\_\_\_\_

5-7 parking spaces

4. What type of equipment, materials, machinery, tools, and merchandise stock are involved in the home occupation? \_\_\_\_\_

outdoor recreational equipment

5. What type of modifications to the residential structure are anticipated because of the home occupation? \_\_\_\_\_

no modifications required

ALL HOME OCCUPATIONS MUST COMPLY WITH THE FOLLOWING REQUIREMENTS OF ZONING ORDINANCE 5.04.200 (please initial)

AJ

A. "Home occupation" means an occupation performed wholly within a residence or the yard and accessory buildings being a part of such residence. Home occupations shall not change the character of the residence or the residential neighborhood. A business license is required for some home occupations. They shall be issued for a one-year period and are renewable. The City Council may review a license in reaction to neighbor's complaints and may revoke it if evidence warrants this action.

- AJ B. Two levels of home occupations exist. Both are required to maintain all of the standards of a home occupation business license. Because of the potential negative impact on residential area, the following businesses are prohibited as home occupations: auto/RV repairs, salvage yards, major appliance repair, or service.
- AJ C. Level one applicants are in occupation categories that the City Council has determined have virtually no negative impact on residential neighborhoods and do not require a license. Occasional businesses operated by a minor are not required to obtain a business license.
- AJ D. All applicants whose home occupations receive commercial delivery service, has signage advertising the business, performs services in view or hearing of the public, or has customers coming to the residence, are considered level two home occupations and require a license. They also may be required to meet with the City Council and explain how their home occupation is in conformance with the home occupation standards. The City Council may attach limitations or conditions to their licenses.
- E. Home occupation standards:
- AJ 1. The exterior of the home will not be modified in any way to accommodate the home occupation (i.e. loading ramps, loading doors, etc).
- AJ 2. The occupation will be conducted entirely within the house, yard, and existing outbuildings.
- AJ 3. The home occupation license covers only residents of the home.
- AJ 4. No outside storage of goods or materials is permitted.
- AJ 5. Pedestrian and vehicular traffic will not be in excess of that normally associated with a residential neighborhood.
- AJ 6. One sign will be permitted on the property. It must meet the requirements of 17.72.010 "Name Plate".
- AJ 7. The home occupation must be operated in full conformity with fire, health, building, electrical, plumbing codes, and all State and City laws and ordinances.
- AJ 8. No noise, odor, light, vibrations or dust in excess of that normally associated with a residential neighborhood shall pass beyond the premises.
- AJ 10. State licenses will be required for "Professional Child Care".
- AJ F. The City Council may, at their discretion, waive certain of the above standards for the elderly or handicapped.

In order to guarantee that the Home Occupation, once authorized, will not become a nuisance to the neighbors, the City Council may impose other reasonable conditions initially and also subsequently to protect the public health, safety, peace, and welfare of the residents of the surrounding area.

Applicant's Affidavit: I (we), Adam Jacobson, affirm that I (we) am (are) the owner(s) or authorized agent(s) of the owner of property involved in the attached application and that the statements and answers therein contained and the information provided in the attached plans and other exhibits are complete, to the best of my (our) knowledge and, that the statements and information above referred to are in all respects true and correct to the best of my (our) knowledge and belief.

Property Owner(s) Signature: Adam Jacobson

Applicants Signature: Adam Jacobson

**Hyrum City Fire Department**  
**30 North 100 West**  
**Hyrum, Utah 84319**  
**(435)245-7634**



**Tony Stauffer**  
**FIRE CHIEF**

**Chris Crockett**  
**ASST. CHIEF/FIRE OPERATIONS**

**LUKE SCHMID**  
**ASST. CHIEF/EMS OPERATIONS**

### **Home Occupation Self-Inspection Worksheet**

Business Name: Adventure HQ LLC

Owner: Adam Jacobson Phone #: 801-641-5737

Business Address: 716 E 1250 S Hyrum, Utah 84319

Business Description: Teaching outdoor skills classes, selling outdoor gear, planning outdoor treks

"Home Occupation" means an occupation performed wholly within a residence or the yard and accessory buildings being a part of such residence. Home occupations shall not change the character of the residence or the residential neighborhood.

This business qualifies as a "Home Occupation" as defined above. ☒ YES ☐ NO

**Directions:** Respond to the following questions as you do a walk-through inspection of your home. Mark the appropriate boxes. All items marked NO must be corrected and marked YES before returning this form. **Sign and return the form to Hyrum City.** If you need assistance or have any questions, please contact the Hyrum City Fire Department.

Are the address numbers on your home and visible from the street? ☒ YES ☐ NO

Is the yard around your home free from combustible debris and weeds? ☒ YES ☐ NO

Do you have a working fire extinguisher? ☒ YES ☐ NO

Is the travel path to all electrical panels is 30" wide and 72" high? ☒ YES ☐ NO

Are all circuit breakers and/or fuses properly labeled? ☒ YES ☐ NO

Are extension cords used properly and only for temporary purposes? ☒ YES ☐ NO

Is there a 36" clearance around household heat sources?  
 (example: water heaters, furnaces, fireplace, wall heaters, and/or other appliances) ☒ YES ☐ NO

Have all smoke detectors been tested/new batteries within the last year? ☒ YES ☐ NO

Have all carbon monoxide detectors been tested/new batteries within the last year? ☒ YES ☐ NO

Do you have a fire escape plan for your home and business? ☒ YES ☐ NO

\*Have you practiced the plan?\*

Business Owner Signature Adam Jacobson Date: 1/24/26

I declare under penalty of perjury under the laws of the State of Utah that the above is true and that I have personally ascertained and seen that all items checked "YES" are correct to the best of my knowledge.



60 West Main Street  
Hyrum, Utah 84319  
Ph. (435) 245-6033  
www.hyrumcity.gov

## City Council Agenda Information

**To:** Mayor Steve Miller and City Council

**From:** Robert Stroud, Recreation Manager

**Date:** January 30, 2026

**Subject:** Resolution 26-05 – A resolution amending an agreement between Hyrum City (“City”) and the Paddle Pickleball LLC (“Paddle”) for indoor recreation programming and community engagement initiatives to establish unified program fees.

**Summary:** **This resolution proposes updating the existing partnership parameters with Paddle Pickleball LLC by removing age-specific requirements and establishing consistent pricing guidelines across all programs. The intent is to allow additional leagues, clinics, and lessons to be offered within approved parameters without requiring further City Council action.**

Under this resolution, the Hyrum Recreation Department would be authorized to set program pricing with Paddle Pickleball LLC between \$40–\$50 per session, based on session length. Pricing flexibility would account for shortened or adjusted schedules due to holidays, school breaks, or other planned calendar changes. These pricing parameters would apply to all leagues, clinics, and lessons offered through this partnership.

The existing 80/20 revenue split would remain in effect until the partnership is no longer needed, consistent with the terms outlined in the previous council resolution.

Since the adoption of the prior resolution, 35 community members have participated in pickleball lessons and 12 participants have enrolled in league play, with participant ages ranging from 4 years old to 70+. Removing age restrictions will allow the Recreation Department to continue expanding access and offering responsive programming based on community interest.

### **Examples of proposed upcoming programs include:**

#### **Event 1**

Youth Lessons ages 9 to 11, and 12+

For students looking to learn and improve on the fundamentals of pickleball. Groups will be created by skill at the coaches discretion. There will be 8 kids per coach and these lessons are for beginner through intermediate.

Minimum Players: 8, Maximum players 18

Times: Tuesday’s 4:00 to 5:10

Dates: March 3, 5, 10, 12, 17, 19, 24, 26

Cost: \$45.00/child per session

## **Event 2**

### **Youth Lessons ages 4 & 5, and 6 to 8**

For students looking to learn and improve on the fundamentals of pickleball. Groups will be created by skill at the coaches discretion. There will be 8 kids per coach and these lessons are for beginner through intermediate.

\* For students in the 4–5 age group, the overall goal is to create a positive first exposure to pickleball while learning basic motor skills, and feeling comfortable on the court. Students will play games and run basic drills with a coach.

Minimum Players: 8, Maximum players 18

Times: Tuesday's 5:15 to 6:00

Dates: March 3, 5, 10, 12, 17, 19, 24, 26

Cost: \$45.00/child per session

## **Event 3**

### **Beginner Open Play**

Who: Men and women 18+

Times: Monday's 8:00 to 9:30 PM

Dates: February 23, March 2, 9, 16, 23

Minimum players: 4, maximum players: 12

Cost: \$40/person

Style of play: Guided Open Play

*"For players who are new to Pickleball! A coach will be on-site to explain rules and scoring as needed, provide technique instruction, and organize gameplay."*

## **Event 4**

### **Women's Morning League**

Who: Women 18+

Skill level: 3.0+ DUPR

Times: Wednesdays from 9:00 to 10:30 AM

Dates: February 25, March 4, 11, 18, 25

Minimum players: 8, maximum players: 14

Cost: \$45/person

Style of play: King of the Court - Leap Frog Edition

*"The goal is to be the King of the Court in the last round! Players will compete in 3 games each round — the best of 3 moves up a court, while the worst of 3 moves down a court."*

## **Event 6**

### **Learn to Play Seniors**

Who: Men and women, 50+

Times: Thursdays from 10 to 11:30 AM

Dates: February 26, March 5, 12, 19, 26

Minimum players: 4, maximum players: 12

Cost: \$40/person

Style of play: A coach will cover the basics and guide the group in games and drills.

*“For players who are new or never played pickleball. Learn the basics, rules and scoring.  
90 minutes of half instruction half play. Make new friends and stay active!”*

## RESOLUTION 26-05

A RESOLUTION AMENDING AN AGREEMENT BETWEEN HYRUM CITY ("CITY") AND THE PADDLE PICKLEBALL LLC ("PADDLE") FOR INDOOR RECREATION PROGRAMMING AND COMMUNITY ENGAGEMENT INITIATIVES TO ESTABLISH UNIFIED PROGRAM FEES.

WHEREAS, Hyrum City is committed to promoting community well-being through recreation, healthy living, and lifelong learning; and

WHEREAS, the Paddle is a locally owned indoor recreation facility offering high-quality pickleball courts and amenities that align with Hyrum City's mission to provide accessible and engaging opportunities for residents; and

WHEREAS, Hyrum City desires to expand recreation programming options for residents during the winter months and provide year-round opportunities that support community health and connection; and

WHEREAS, both Hyrum City and the Paddle recognize the value of collaboration between public and private parties to enhance recreation opportunities and strengthen community engagement; and

WHEREAS, this partnership supports the City's guiding pillars of Connecting, Healthy Living, and Lifelong Learning by offering residents accessible indoor recreation experiences and promoting physical and social activity across all ages; and

WHEREAS, rather than establishing recreation fees based on individual class type, age group, or specific program, Hyrum City desires to establish a standardized session fee range by resolution, and to authorize the Recreation Manager to apply a fee within that approved range to individual classes, lessons, or programs based on operational needs and program characteristics.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Hyrum City, Cache County, State of Utah, the terms and conditions of the agreement attached hereto as "Exhibit A" are hereby approved.

APPROVED AND PASSED by the City Council of Hyrum City, Cache County, Utah, this 5th day of February, 2026.



HYRUM CITY CORP.

By: \_\_\_\_\_  
Steve J. Miller  
Mayor

ATTEST:

\_\_\_\_\_  
Stephanie Fricke  
City Recorder

Roll Call Vote -	Aye	Nay	Absent
Councilmember Steve Adams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Rebecca Foulger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Michael Nelson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Nalyn Nelson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Craig Rasmussen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## **Recreation Agreement between Hyrum City and The Paddle Pickleball LLC for Indoor Pickleball.**

This Agreement is made between Hyrum City ("City") and The Paddle Pickleball LLC ("Paddle") to define the terms for operating indoor pickleball using Paddle's facilities.

### **1. Purpose and Program Scope.**

The purpose of this agreement is to provide indoor pickleball leagues, and clinics, for residents of Hyrum City in cooperation with The Paddle facility, beginning January 2026 and continuing as mutually agreed upon.

This Agreement establishes a formal partnership for programs that operates independently from City-run programs but aligns with City recreation goals.

### **2. Financial Arrangements.**

- A. Participants will register through Hyrum City's recreation system, and facility usage fees will be determined through mutual agreement (attached) between Hyrum City and The Paddle prior to each program season.
- B. No long-term financial commitment shall be implied beyond the terms of the jointly approved program schedule.
- C. Each party will retain financial responsibility for its own staff, equipment, and operational costs unless otherwise specified in a written addendum.

The City agrees to compensate the Paddle for the use of its facilities and administrative support through a revenue split of 80% to the Paddle and 20% to Hyrum City Recreation of the program's registration revenue. Hyrum City will reimburse the Paddle's portion of registration fees within (30) days of the program's completion.

### **3. Fees.**

All program fees shall be established on a per-session basis and shall range from forty dollars (\$40.00) to fifty dollars (\$50.00) per session, based on session length. Hyrum City Recreation Manager is hereby authorized to determine and apply the specific fee for each class, lesson, or program within the approved range, taking into consideration session length, program costs, and operational needs.

**4. City, Paddle, Facilities and Priority.**

- A. The Paddle will provide access to its indoor courts, scheduling coordination, and facility supervision for approved city programs.
- B. Hyrum City will oversee registration, and program promotion through its recreation channels.
- C. Both parties will collaborate on scheduling, marketing materials, participant communication, and community outreach to ensure a seamless participant experience.

**5. Termination**

This Agreement is effective until terminated by either party. Termination by Notice: Either the City or the Paddle may terminate this Agreement by providing 30 days' written notice.

**6. Indemnification**

The Paddle agrees to indemnify, defend, and hold harmless Hyrum City, its officers, employees, agents, and representatives from and against any and all claims, damages, losses, liabilities, costs, and expenses (including reasonable attorney's fees) arising out of or resulting from:

- A. Any theft, damage, or loss of property; and/or
- B. Any injury, illness, or death to any person, arising directly or indirectly from the acts, omissions, negligence, or willful misconduct of the Indemnitor, its employees, contractors, or agents, in connection with this Agreement.

**7. Agreement.**

The parties hereto acknowledge that they have both participated in the preparation of this AGREEMENT and, in the event that any question arises regarding its interpretation, no presumption shall be drawn in favor of or against any party hereto with respect to the drafting hereof.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT as of the \_\_\_\_ day of \_\_\_\_\_, 2026.

HYRUM CITY CORP.

By: \_\_\_\_\_  
Steve J. Miller  
Mayor

ATTEST:

\_\_\_\_\_  
Stephanie Fricke  
City Recorder

THE PADDLE PICKLEBALL LLC

By: \_\_\_\_\_

President

WITNESS:

\_\_\_\_\_



60 West Main Street  
Hyrum, Utah 84319  
Ph. (435) 245-6033  
www.hyumcity.gov

## City Council Agenda Information

---

**To:** Mayor Steve Miller and City Council

**From:** Stephanie Fricke, City Recorder

**Date:** January 30, 2026

**Subject:** **Resolution 26-06 a resolution amending the Hyrum City Rodeo Grounds Rental Fee and Deposit Schedule and the Rodeo Grounds Rental Agreement and Contract.**

**Summary:** Staff is proposing an increase to the rental and deposit fees for all commercial rentals at the Hyrum Rodeo Grounds. Hyrum City provides key amenities to support renters, including restrooms, dumpsters, and a tractor for grounds maintenance. Recent facility improvements include the installation of new bleachers, resulting in a total seating capacity of 2,135.

In setting the proposed fees, staff reviewed rental rates at comparable regional facilities. Both Logan and West Haven rodeo grounds charge \$1,000 per day, and aligning Hyrum's fees with these local standards ensures the city maintains fair and competitive pricing while supporting the continued upkeep and operation of the grounds.

RESOLUTION 26-06

A RESOLUTION AMENDING THE HYRUM CITY RODEO GROUNDS RENTAL FEE AND DEPOSIT SCHEDULE AND THE RODEO GROUNDS RENTAL AGREEMENT AND CONTRACT.

WHEREAS, Hyrum City owns and operates a Rodeo Arena which is mainly used by the groups or organizations to hold rodeo events for profit; and

WHEREAS, a rental and deposit fee for use of the Rodeo Grounds for private and/or commercial use is necessary to recoup Hyrum City's costs; and

WHEREAS, the Hyrum City Parks Department is recommending amending the rental fee and deposit schedule for use and reservation of these facilities.

NOW, THEREFORE, be it resolved that the Hyrum City Council hereby approves and adopts the Hyrum City Rodeo Grounds Rental Fee and Deposit Schedule attached hereto as Exhibit "A". These fees and deposits may be revised from time to time by resolution.

BE IT FURTHER RESOLVED, that this resolution shall become effective upon adoption.

ADOPTED AND PASSED by the City Council this 5<sup>th</sup> day of February, 2026.

HYRUM CITY

\_\_\_\_\_  
Steve J. Miller  
Mayor

ATTEST:

\_\_\_\_\_  
Stephanie Fricke  
City Recorder

Roll Call Vote	Aye	Nay	Absent
Councilmember Steve Adams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Rebecca Foulger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Michael Nelson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Nalyn Nelson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Craig Rasmussen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# RODEO GROUNDS RENTAL AGREEMENT AND CONTRACT

Section 11. Item B.

Approved ~~3-21-24~~ ~~2-5-26~~ Res ~~24-12~~ ~~26-05~~

Date of Event:	Type:	Time In:	Time Out:
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Name:	Today's Date:
Email:	Phone #:
Number of participants:	

**\$1,000.00 FINE FOR RESERVING ARENA FOR INCORRECT USE OR A USE NOT ALLOWED**

Receipt # \_\_\_\_\_

**MASS GATHERING PERMIT - Capacity 2,135 people**

RODEO ARENA	
<input type="checkbox"/> Rental Fee Per Day <u>Commercial Event</u> \$350.00 <del>1,000.00</del>	Additional Fees:
<input type="checkbox"/> Deposit Per Day <u>Commercial Event</u> \$300.00 <del>1,000.00</del>	<input type="checkbox"/> Lights Per Day \$100.00
<input type="checkbox"/> Rental Fee Per Hour \$40.00	<input type="checkbox"/> Lights Per Hour \$35.00
<input type="checkbox"/> Deposit \$100.00	

**\$1,000 FINE FOR RESERVING RODEO ARENA FOR INCORRECT USE OR FOR DAMAGE TO THE PROPERTY (including hamburger stand): PLEASE SIGN NAME: \_\_\_\_\_**

☐ \$1,000 fine paid in cash

☐ \$1,000 fine charged to Credit Card

If the arena needs broken down after or in between events there will be a fee of \$150 per hour with a minimum of 1 hour. A private tractor can be used upon approval of Hyrum City.

## **Rodeo Grounds Inspection and Release Form**

The Hyrum Rodeo Grounds arena and area used by \_\_\_\_\_ on \_\_\_\_\_  
(organization) (date)

has been inspected for damage and/or cleanup. The amount of deposit to be returned is \$\_\_\_\_\_.

\_\_\_\_\_  
Hyrum City Representative Signature

**INITIAL EACH SECTION TO VERIFY YOU HAVE READ AND UNDERSTAND THE RULES AND TERMS OF THIS AGREEMENT:**

# RODEO GROUNDS RENTAL AGREEMENT & CONTRACT

## **\$1,000.00 FINE FOR RESERVING RODEO ARENA FOR INCORRECT USE OR FOR DAMAGE TO THE PROPERTY: *Initial* \_\_\_\_\_**

Applicants who rent the rodeo arena under the pretense of a different activity so that he/she can use the arena for a prohibited use will be charged a \$1,000.00 fine or for any damage caused to City property. The \$1,000.00 fine will be paid immediately to the City and/or a credit card placed on file by the applicant will be charged the \$1,000.00 fine immediately.

## **RENTAL REQUIREMENTS BEFORE RESERVATION: *Initial* \_\_\_\_\_**

Applicant is required to provide Hyrum City the following before a reservation is finalized:

- \_\_\_\_\_ Rodeo Arena Agreement & Contract Initialed in all required areas.
- \_\_\_\_\_ Applicant must provide a copy of a minimum of \$1,000,000 liability insurance policy with Hyrum City's name included for arena rental.
- \_\_\_\_\_ Rental Fee paid upon reservation of the rodeo arena.
- \_\_\_\_\_ Mass gathering permit through Bear River Health Department is required for events with more than 1,000 people and must be provided to Hyrum City.
- \_\_\_\_\_ If using the hamburger stand, a Food Handlers Permit must be obtained through the Health Department, provided to Hyrum City, and posted on-site.

## **CANCELLATION POLICY: *Initial* \_\_\_\_\_**

A refund will only be given if cancellation is made before 14 days prior to event.

## **ENTRY TIMES AND EXIT TIMES: *Initial* \_\_\_\_\_**

Entry into the arena can be made no earlier than reserved time the day of your reservation.

Exit from the arena (including all clean-up) must be by the reserved time made on your reservation.

If there is early entry or late exit you will forfeit your deposit.

## **HYRUM CITY'S RIGHT TO CLOSE RODEO ARENA / CANCEL RESERVATION: *Initial* \_\_\_\_\_**

Hyrum City reserves the right to cancel, restrict, and/or limit the use of any reservation at any given time to prevent excessive damage to the rodeo arena. Closures may result from poor conditions or damage which could create hazardous safety conditions for the public and/or excessive repair work to bring the arena back to a usable condition. It is the user's responsibility to obtain arena closure information. Call the Hyrum City Office for an up-to-date report on arena closures.

Hyrum City is not responsible for any costs occurred by applicant if reservation is cancelled.

## **RODEO ARENA RULES: *Initial* \_\_\_\_\_ I understand that if the arena & surrounding grounds has not been left clean or if I have broken any of these rules that I will ***be charged a fine.*****

These activities, beverages, and items are NOT permitted in or on the rodeo grounds.

1. Rodeo arena is open from dawn to dusk unless otherwise posted as reserved.



# RODEO GROUNDS RENTAL AGREEMENT & CONTRACT

2. Smoking, E-cigarettes, Tobacco, Alcoholic Beverages (Prohibited in all Hyrum City parks & parking lots)
3. No organized events without the written approval of the Hyrum City Parks Department
4. Hyrum City may close the facility for unforeseen circumstances, weather conditions, or misuse.
5. Participants are expected to inspect and make sure arena is safe and dry before using.
6. Please report any damage or hazardous conditions to the Hyrum City Parks Department.
7. Disruptive, destructive, hazardous, lewd or illegal activity.
8. Absolutely no stock or horses will be allowed on the lawns around the arena.

**RESTROOMS: *Initial*\_\_\_\_\_** I understand that it is my responsibility to ensure the restrooms are not damaged and have been left clean as listed below and that if there is any damage and/or have not been left clean I will ***be charged a fine***. If large groups over 50/100 attend – rental of porta potties will be required by the renter.

Hyrum City provides restrooms that will be unlocked during the reserved time of the arena. Applicant is responsible for:

1. Flushing all toilets before leaving.
2. Ensuring sinks and toilets are not plugged.
3. All sink taps are turned off.
4. No Litter on Floors.
5. Garbage in restrooms emptied.

**GARBAGE, LITTER, AND/OR DEBRIS: *Initial*\_\_\_\_\_** I understand that if litter and/or debris have been left in the park; I will ***be charged a fine***.

Hyrum City provides cans and dumpsters for the disposal of garbage. Applicant is responsible to ensure all litter and/or debris has been picked up and removed from the park. Applicant must also provide liners for the garbage cans.

**DAMAGE TO THE ARENA: *Initial*\_\_\_\_\_**

Any costs that are a direct result of the renter's event, per this contract, will be paid by the renter. The renter will be responsible for all repairs or for payment (per a cost estimate obtained by Hyrum City) to return the arena to its original condition.

**OTHER: *Initial*\_\_\_\_\_**

Renter is responsible to pay for garbage pickup, porta potties, and lights.

# RODEO GROUNDS RENTAL AGREEMENT & CONTRACT

## AGREED TO AND ACCEPTED:

By signing this rental agreement, I hereby certify that I understand the terms, rules, and rental contract, that I am responsible for the facilities covered under this agreement, including any and all damage beyond normal wear to arena and restrooms, and that I personally am using said facilities for legitimate, legal purposes, allowed under City policy.

I understand that any violation of City policies retaining to rental or use of this facility will result in forfeiture of my deposit plus the cost of repair or replacement of any and all damages or loss resulting from the rental or use of said facility.

I understand if I break or violate any of these rules I will lose my deposit and rights to rent Hyrum City property in the future.

---

Signature of Responsible Party

---

Date Signed

---

Name – Print

---

Telephone Number

---

Address

City

State

Zip



60 West Main Street  
Hyrum, Utah 84319  
Ph. (435) 245-6033  
www.hyumcity.gov

## City Council Agenda Information

**To:** Mayor Miller and City Council

**From:** Tony Ekins, City Planner

**Date:** January 27, 2026

**Subject:** Ordinance 26-03 – An ordinance amending Title 17 Zoning of the Hyrum City Municipal Code to create Chapter 17.62 Short-term Rental; amend 17.04.070 Definitions to define and include "Short-term Rental"; and amend Use Regulations in sections 17.28.010, 17.44.020, and 17.45.020 to include Short-term Rental as a conditional use in the Residential Zones R-1 and R-2, commercial Zones C-1 and C-2. Application #25-037.

### Summary:

The proposed application is initiated by Hyrum City to create a Short-Term Rental ordinance that aims to regulate residential rental structures and units for fewer than thirty (30) consecutive days in duration.

### Planning Commission Recommendation:

On December 11, 2025, the Planning Commission held the required public hearing and made a motion (3-0) recommending approval to the City Council.

### City Council Meeting Details: (Continued)

- Meeting Date: January 6, 2026
- The City Council continued the prepared ordinance for staff to complete the following:
  1. Staff review how many STRs may be currently operating in the city limits and how many of the STRs property parcel ownerships are addressed outside of city limits.
  2. Staff consider not regulating the quantity of STRs by population and regulate quantity of STRs by compliance with the ordinance.
    - a. Staff removed 17.62.F.1. which required STR quantity by population.
    - b. Staff added additional text in 17.62.H.2. that will revoke STRs business license and conditional use permits for noncompliance.
  3. Staff consider removing 17.62.D.2. requiring the owner or operator of a STR that does not live within the city limits shall provide a property manager and property manager checklist.
    - a. Staff removed the text. Through discovery of STR review, there appears to be 2 STRs operated by absentee property owners out of State.
  4. Staff consider providing other parking regulations rather than requiring all guest parking on site.
    - a. Staff revised parking regulations in 17.62.I. to eliminate certain parking restrictions.
    - b. Staff supports regulating the parking of guest trailers, boats, ATVs, or similar pull-behind equipment remain contained to the site without public right of way parking impacts.
  5. Staff respond to the miscellaneous clean-up items:

- a. 17.64.D. Operational Strategy Plan Required.
- b. 17.64.F. Locations.
- c. 17.64.H. Standards.

**City Council Meeting Details:**

- Meeting Date: February 5, 2026
- Council Role: Legislative with Roll Call Vote

**Attachments:**

1. Prepared Ordinance

## ORDINANCE 26-03

WHEREAS, on January 6, 1994, the Hyrum City Council passed and posted an ordinance adopting the "Hyrum City Municipal Code", a recodification of municipal ordinances encompassing the "Revised Ordinances of Hyrum City" and ordinances adopted through July 15, 1993; and

WHEREAS, Title 17 of the Hyrum City Municipal Code is known as the Zoning Ordinance of Hyrum City and sets forth regulations governing land use within the municipal limits; and

WHEREAS, Section 17.04.040 allows Title 17 of the Hyrum City Municipal Code, the Zoning Ordinance, to be amended by the City Council following fourteen days' notice and a public hearing; and

WHEREAS, the City Council has determined there is a need to amend Title 17 to further clarify those regulations governing zoning and other regulations controlling land use and development within Hyrum City.

NOW THEREFORE, upon recommendation of the Planning Commission and following a public hearing as required by Section 17.04.040, the Hyrum City Council hereby adopts, passes, and publishes the following:

AN ORDINANCE AMENDING TITLE 17 ZONING OF THE HYRUM CITY MUNICIPAL CODE TO CREATE CHAPTER 17.62 SHORT-TERM RENTAL; AMEND 17.04.070 DEFINITIONS TO DEFINE AND INCLUDE "SHORT-TERM RENTAL"; AND AMEND USE REGULATIONS IN SECTIONS 17.28.010, 17.44.020, AND 17.45.020 TO INCLUDE SHORT-TERM RENTAL AS A CONDITIONAL USE IN THE RESIDENTIAL ZONES R-1 AND R-2, COMMERCIAL ZONES C-1 AND C-2.

1. Section 17.04.070 Definitions of the Hyrum City Municipal Code is hereby added to read as follows:

Short-Term Rental (STR) - "Short-Term Rental" means a residential unit or any portion of a residential unit that the owner of record or the lessee of the residential unit offers for occupancy for fewer than 30 consecutive days.

2. Section 17.28.010 Use Regulations of the Hyrum City Municipal Code is hereby added to read as follows:

17.28.010 Use Regulations

C. Conditional uses:

3. Short-Term Rental.

3. Section 17.44.020 Use Regulations of the Hyrum City Municipal Code is hereby added to read as follows:

17.44.020 Use Regulations

C. Conditional uses:

4. Short-Term Rental.

4. Section 17.45.020 Use Regulations of the Hyrum City Municipal Code is hereby added to read as follows:

17.45.020 Use Regulations

C. Conditional uses:

4. Short-Term Rental.

5. Section 17.62 Short-Term Rental of the Hyrum City Municipal Code is hereby added to read as follows:

17.62 Short-Term Rental

A. Definitions. For the purpose of this section, the following definitions shall apply:

1. Residential Unit - "Residential Unit" means a residential structure or any portion of a residential structure that is occupied as a residence.

B. Purpose and Intent.

1. The purpose and intent of this chapter is to provide short-term rental (STR) options intended for fewer than thirty (30) consecutive days in certain zoning districts in a residential unit or any portion of a residential unit.

C. Conditional Use Permit and ~~Short-Term Rental~~ Business License Required.

1. No residential unit shall be occupied or rented as an STR without first obtaining a Hyrum City conditional use permit and ~~short-term rental~~ business license.

D. Operational Strategy Plan Required.

1. The owner or operator of a STR shall submit with the conditional use permit an operational strategy plan that outlines the operation and property management and post ~~the post~~ the approved operational strategy plan on-site. The operational strategy of the STR shall include the following:
  - a. On-site parking plan with parking designations.
  - b. Routine outdoor property maintenance.
  - c. Temporary garbage and refuse storage and collections.
  - d. Emergency existing plan.
  - e. Emergency contact lists.
  - f. Contact information of the ~~direct~~ person in direct charge of the STR.
- ~~2. The owner or operator of a STR that does not live within the city limits shall provide a property manager and property manager contact list.~~

#### E. Plot Plan and Floor Plan Required.

1. A plot plan, as part of the conditional use permit, that includes property lines, location of all building structures including setbacks from property lines, entrances, and designated off-street parking.
2. A floor plan drawn to scale with labels on rooms indicating the proposed uses and include the square feet clear floor space area of each room.
3. Site plan approval may be required as regulated by this Title.
4. Zoning clearance may be required as regulated by this Title.

#### F. Locations.

- ~~1. No more than one (1) STR shall be permitted per 500 (500) people of the Hyrum City total population as estimated by the current Utah State Tax Commission Population (i.e., 10849 population / 500 people = 22 STR permits).~~
- ~~2.1.~~ The STR shall only be permitted in a single-family and multi-family residential structure; or within a permitted development specifically planned as a mixed-use commercial residential site with a qualifying residential unit. No STR shall be permitted within a detached accessory building, tents, yurts,

recreational vehicles, campers, or any other similar structure that cannot be permitted for permanent residential occupancy.

3.2. No more than one (1) STR shall be permitted in a multi-family residential structure. (i.e., if the multi-family residential structure is a fourplex only one (1) unit may be permitted as a STR).

4.3. No STR shall be permitted within six-hundred-sixty (660) feet of a property line that is owned or operated by a private or public school.

~~5. No STR shall be permitted within a detached accessory building, tents, yurts, recreational vehicles, campers, or any other similar structure that cannot be permitted for permanent residential use.~~

#### G. Occupancy.

1. The STR maximum occupancy shall be no more than one (1) occupant per two hundred (200) square feet of open-floor space area of the residential structure or portion of residential structure that is occupied as a STR. (i.e., if the open-floor space area is 2,400 square feet, the maximum occupancy shall be no more than twelve (12) occupants).

#### H. Standards.

1. The STR is subject to Hyrum City zoning ordinance, business license ordinance, and conditional use permits ordinance.

2. The STR is subject to Hyrum City nuisance ordinances regarding garbage collection and disposal, weed control, noise disturbance, and offenses against public peace, morals, and welfare. ~~More than three (3) violations within a calendar year may result in the revocation of the conditional use permit and business license.~~

~~3. The STR exterior lighting shall prevent glare onto adjacent properties and shall be dark-sky sensitive.~~

4.3. The STR sleeping rooms shall provide emergency egress that meets current building code.

5.4. The STR sleeping rooms shall be equipped with smoke detectors.

6.5. The STR shall be limited to two (2) dogs on the premises.



~~7.6.~~ The STR signage is limited to one (1) non-internally illuminated sign, no larger than three (3) square feet, and shall only be mounted to the wall of the building.

#### I. Parking Requirements.

1. A total of one (1) additional off-street parking space will be provided per two (2) rooms.

~~2. Parking stalls are to be nine (9) feet by twenty (20) feet and of a hard surface such as asphalt, cement, brick, gravel or road base.~~

~~3.2. All required~~ STR parking must provide adequate provision of ingress and egress by standard-sized automobiles ~~and be of a hard surface such as asphalt, pavement, cement, gravel or road base.~~

~~4.3. All required STR off-street parking and the~~ The parking of trailers, boats, ATVs, or similar ~~pull-behind equipment vehicles~~ associated with the guest use shall be contained on the lot or parcel of the licensed STR ~~and shall not be parked within the public right of way.~~

~~5. No on-street parking or parking within the public right of way is permitted for vehicles associated with the guest use.~~

#### J. Fire Safety Inspection Required.

1. The STR business license application shall be referred for approval to the Hyrum City Fire Department for investigation and inspection as to whether or not all ordinances and codes pertaining to fire and safety compel compliance prior to the issuance of a Short-term Rental Business license.

2. Automatic sprinklers may be required based on International Fire Code mandates for building occupancy, size, occupant load, and hazardous materials stored.

6. REPEALER. All ordinances, resolutions, and zoning maps of the city, or parts thereof inconsistent herewith, are hereby repealed, but only to the extent of such inconsistency. This repealer shall not be construed as reviving any law, order, resolution or ordinance or part thereof.

7. DECLARATION OF SEVERABILITY. Should any provision, clause, or paragraph of this ordinance or the application thereof to any person or circumstance be declared by a court of competent jurisdiction to be invalid, in whole or in part, such invalidity shall not affect the other provisions or applications of this ordinance or the Hyrum City Municipal Code to which these amendments apply. The valid part of any provision, clause, or paragraph of this ordinance shall be given independence from the invalid provisions or applications and to this end the parts, sections, and subsections of this ordinance, together with the regulations contained therein, are hereby declared to be severable.

8. EFFECTIVE DATE. This ordinance shall become effective upon posting three (3) copies in three (3) public places within Hyrum City.

9. ADOPTION. This ordinance is hereby adopted and passed by the Hyrum City Council this 5<sup>th</sup> day of February, 2026.

HYRUM CITY

BY: \_\_\_\_\_  
Steve J. Miller  
Mayor

ATTEST:

\_\_\_\_\_  
Stephanie Fricke  
City Recorder

Posted: \_\_\_\_\_

<b>Roll Call Vote -</b>	<b>Aye</b>	<b>Nay</b>	<b>Absent</b>
Councilmember Steve Adams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Rebecca Foulger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Michael Nelson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Nalyn Nelson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Craig Rasmussen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



60 West Main Street  
Hyrum, Utah 84319  
Ph. (435) 245-6033  
www.hyumcity.gov

## City Council Agenda Information

**To:** Mayor Miller and City Council

**From:** Tony Ekins, City Planner

**Date:** January 27, 2026

**Subject:** Ordinance 26-04 – An ordinance amending Title 17 Zoning of the Hyrum City Municipal Section Code 17.04.070 Definitions to establish a maximum front yard setback for a dwelling unit and clarify innerblock development may be permitted through an approved Planned Unit Development. Application #25-043.

### Summary:

The proposed amendment is initiated by Hyrum City to establish a maximum front yard setback to clarify the definition of innerblock development.

### Planning Commission Recommendation:

On December 11, 2025, the Planning Commission held the required public hearing and made a motion (3-0) recommending approval to the City Council.

### City Council Recommendation:

On January 6, 2026, the City Council discussed the proposed ordinance amendment and requested the following recommendations be made:

1. Staff clarify the locations of existing blocks as they are represented on the Map of Hyrum City.
  - a. Staff included in the definition reference to the Map of Hyrum City dated January 25, 1892.
  - b. Staff is also open to discussion with the Council to consider the innerblock boundary to be within 300 North, 400 West, 300 South, and 600 East streets. This option still considers the original block platted areas of Hyrum with the original city hall and downtown centralized: Innerblock development - "Innerblock development" means residential development of any dwelling units within the interior of existing blocks of 300 North, 400 West, 300 South, and 600 East Streets. Innerblock development is only permitted in the R2A zone or approved as a planned unit development. For the purpose of this definition, any dwelling unit setback further than two time (2x) the regulated zoning front yard front yard setback is considered Innerblock development.

### City Council Meeting Details:

- Meeting Date: February 5, 2026
- Council Role: Legislative with Roll Call Vote

### Attachments:

1. Prepared Ordinance
2. Map of Hyrum City dated January 25, 1892.

## ORDINANCE 26-04

WHEREAS, on January 6, 1994, the Hyrum City Council passed and posted an ordinance adopting the "Hyrum City Municipal Code", a recodification of municipal ordinances encompassing the "Revised Ordinances of Hyrum City" and ordinances adopted through July 15, 1993; and

WHEREAS, Title 17 of the Hyrum City Municipal Code is known as the Zoning Ordinance of Hyrum City and sets forth regulations governing land use within the municipal limits; and

WHEREAS, Section 17.04.040 allows Title 17 of the Hyrum City Municipal Code, the Zoning Ordinance, to be amended by the City Council following fourteen days' notice and a public hearing; and

WHEREAS, the City Council has determined there is a need to amend Title 17 to further clarify those regulations governing zoning and other regulations controlling land use and development within Hyrum City.

NOW THEREFORE, upon recommendation of the Planning Commission and following a public hearing as required by Section 17.04.040, the Hyrum City Council hereby adopts, passes, and publishes the following:

AN ORDINANCE AMENDING TITLE 17 ZONING OF THE HYRUM CITY MUNICIPAL CODE SECTION 17.04.070 DEFINITIONS TO ESTABLISH A MAXIMUM FRONT YARD SETBACK FOR A DWELLING UNIT AND CLARIFY INNERBLOCK DEVELOPMENT MAY BE PERMITTED THROUGH AN APPROVED PLANNED UNIT DEVELOPMENT.

1. Section 17.04.070 Definitions of the Hyrum City Municipal Code is hereby added to read as follows:

Innerblock development - "Innerblock development" means residential development of any dwelling units within the interior of existing blocks represented on the Map of Hyrum City dated January 25, 1892. Innerblock development is only permitted in the R2A zone or approved as a planned unit development. For the purpose of this definition, any dwelling unit setback further than two time (2x) the regulated zoning front yard front yard setback is considered Innerblock development.

2. REPEALER. All ordinances, resolutions, and zoning maps of the city, or parts thereof inconsistent herewith, are hereby repealed,

but only to the extent of such inconsistency. This repealer shall not be construed as reviving any law, order, resolution or ordinance or part thereof.

3. DECLARATION OF SEVERABILITY. Should any provision, clause, or paragraph of this ordinance or the application thereof to any person or circumstance be declared by a court of competent jurisdiction to be invalid, in whole or in part, such invalidity shall not affect the other provisions or applications of this ordinance or the Hyrum City Municipal Code to which these amendments apply. The valid part of any provision, clause, or paragraph of this ordinance shall be given independence from the invalid provisions or applications and to this end the parts, sections, and subsections of this ordinance, together with the regulations contained therein, are hereby declared to be severable.

4. EFFECTIVE DATE. This ordinance shall become effective upon posting three (3) copies in three (3) public places within Hyrum City.

5. ADOPTION. This ordinance is hereby adopted and passed by the Hyrum City Council this 5<sup>th</sup> day of February, 2026.

HYRUM CITY

BY: \_\_\_\_\_  
Steve J. Miller  
Mayor

ATTEST:

\_\_\_\_\_  
Stephanie Fricke  
City Recorder

Posted: \_\_\_\_\_

<b>Roll Call Vote -</b>	<b>Aye</b>	<b>Nay</b>	<b>Absent</b>
Councilmember Steve Adams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Rebecca Foulger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Michael Nelson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Nalyn Nelson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Craig Rasmussen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Hyrum, Utah 84319  
Ph. (435) 245-6033  
www.hyumcity.gov

## City Council Agenda Information

**To:** Mayor Miller and City Council

**From:** Tony Ekins, City Planner

**Date:** January 27, 2026

**Subject:** Ordinance 26-05 – An ordinance amending Title 17 Zoning of the Hyrum City Municipal Code Sections 17.44.080 and 17.45.150 Gas Service Station Criteria to establish requirements and regulations for gas service stations, fuel dispensing, and fuel storage tanks; and amend 17.04.070 Definitions to define and include “Fuel Dispensing”, “Fuel Storage Tank”, “Fuel Storage Tank Aboveground” and “Gas Service Station.” Application #25-041.

### Summary:

The proposed application is initiated by Hyrum City to establish requirements for gas service station, fuel dispensing, and fuel storage tanks to create general site and building requirements, fuel dispensing requirements, fuel storage tank locations, and external-tertiary containment requirements for aboveground fuel storage tanks that are located within three-hundred-fifty (350) feet of an existing open waterbody. The ordinance has received input, review, and support from City Staff, Hyrum City Fire Department, Utah Department of Water Quality, Utah State Fire Marshal's Office, Planning Commission, and the City Attorney.

### Planning Commission Recommendation:

On January 8, 2026, the Planning Commission held the required public hearing and made a motion (4-0) recommending approval to the City Council, with the following recommendations:

1. Combine Subsections E and F General Site Requirements.

### City Council Workshop Discussion:

On January 15, 2026, the Staff discussed the draft ordinance goals and objectives with the Mayor and City Council.

### City Attorney Recommendation:

On January 20, 2026, the Hyrum City Attorney reviewed the draft ordinance following the City Council Workshop Discussion and provided the following suggestions to the draft ordinance:

1. Add language to the 'storage tank' definitions along the lines "whether such tanks are affixed to the ground, moveable, or suspended above ground". Removal of the "rests directly on the ground" language from the "Fuel Storage Tank Aboveground". Here are the relevant definitions from the ordinance with suggested changes in **RED**:

Fuel Storage Tank – “Fuel Storage Tank” means a tank that has the capacity to hold 501 gallons or more and is underground or aboveground containing bulk storage of petroleum or



other regulated substances that is incidental to the use of the premises where such tank is located **whether such tanks are affixed to the ground, moveable, or suspended above ground.**

Fuel Storage Tank Aboveground – “Fuel Storage Tank Aboveground” means a fuel storage tank that has the capacity to hold 501 gallons or more and is by volume less than ten percent (10%) buried in the ground, **affixed to the ground, moveable, or suspended above ground.** [or rests directly on the ground. **REMOVED**]

**City Council Meeting Details:**

- Meeting Date: February 5, 2026
- Council Role: Legislative with Roll Call Vote

**Attachments:**

1. Prepared Ordinance

## ORDINANCE 26-05

WHEREAS, on January 6, 1994, the Hyrum City Council passed and posted an ordinance adopting the "Hyrum City Municipal Code", a recodification of municipal ordinances encompassing the "Revised Ordinances of Hyrum City" and ordinances adopted through July 15, 1993; and

WHEREAS, Title 17 of the Hyrum City Municipal Code is known as the Zoning Ordinance of Hyrum City and sets forth regulations governing land use within the municipal limits; and

WHEREAS, Section 17.04.040 allows Title 17 of the Hyrum City Municipal Code, the Zoning Ordinance, to be amended by the City Council following fourteen days' notice and a public hearing; and

WHEREAS, the City Council has determined there is a need to amend Title 17 to further clarify those regulations governing zoning and other regulations controlling land use and development within Hyrum City.

NOW THEREFORE, upon recommendation of the Planning Commission and following a public hearing as required by Section 17.04.040, the Hyrum City Council hereby adopts, passes, and publishes the following:

AN ORDINANCE AMENDING TITLE 17 ZONING OF THE HYRUM CITY MUNICIPAL CODE SECTIONS 17.44.080 AND 17.45.150 GAS SERVICE STATION CRITERIA TO ESTABLISH REQUIREMENTS AND REGULATIONS FOR GAS SERVICE STATIONS, FUEL DISPENSING, AND FUEL STORAGE TANKS; AND AMEND 17.04.070 DEFINITIONS TO DEFINE AND INCLUDE "FUEL DISPENSING", "FUEL STORAGE TANK", "FUEL STORAGE TANK ABOVEGROUND" AND "GAS SERVICE STATION."

1. Section 17.04.070 Definitions of the Hyrum City Municipal Code is hereby added to read as follows:

Fuel Dispensing - "Fuel Dispensing" means activities, processes, fugitive emissions, leaks and flares associated with the transfer of fuel.

Fuel Storage Tank - "Fuel Storage Tank" means a tank that has the capacity to hold 501 gallons or more and is underground or aboveground containing bulk storage of petroleum or other

regulated substances that is incidental to the use of the premises where such tank is located whether such tanks are affixed to the ground, moveable, or suspended above ground.

Fuel Storage Tank Aboveground - "Fuel Storage Tank Aboveground" means a fuel storage tank that has the capacity to hold 501 gallons or more and is by volume less than ten percent (10%) buried in the ground, affixed to the ground, moveable, or suspended above ground.

Gas Service Station - "Gas Service Station" means any premises used for the dispensing, sale or offer for sale automobile and other vehicle fuels and oils.

2. Section 17.44.080 and 17.45.150 Gasoline Service Station Criteria of the Hyrum City Municipal Code is hereby added to read as follows:

A. Purpose.

1. The purpose of this section is to establish requirements for gas service stations, fuel dispensing, and fuel storage tank sites.

~~Gasoline pumps shall be set back not less than eighteen (18) feet from any roadway or property line, as approved through the site plan approval process.~~

B. Requirements and Regulations.

1. All gas service stations, fuel dispensing, and fuel storage tanks (under or above ground) shall comply with the requirements of this section and all other applicable requirements and regulations of the State of Utah and International Fire Code. In case of conflicting provision in any of the above-listed requirements and regulations, the strictest shall apply.
2. The Hyrum City Council may waive requirements and regulations in this section for government entity gas service stations, fuel dispensing, and fuel storage tanks provided government entities meet all applicable Federal and State Regulations through separate Federal and State application and approval requirements.

3. Fuel storage tanks used for agricultural operations as defined by Utah Administrative Rulemaking Act are exempt from requirements and regulations of this section.

~~Canopies over service stations may not extend beyond the property line on frontage adjoining streets or to within fifteen (15) feet of a neighboring residential lot. On corner lots they must be emplaced with the lower edge a minimum of twelve (12) feet above ground level so as to not impede vision of traffic on intersecting streets.~~

C. Site Plan Approval Required.

1. Site plan approval shall be required prior to the installation of any gas station, fuel dispensing, and fuel storage tanks.

D. Operational Permit Required.

1. Operational permit approval shall be required prior to the operations of dispensing and storing motor fuels.

E. General Site Requirements.

1. All portions of fuel delivery and vehicles being fueled shall be located on the premises of the gas service station, fuel dispensing, and fuel storage tanks.
2. Driveways shall be designed and located to ensure safe and efficient movement of traffic and pedestrians on and off the site and be located as far from the nearest intersection as possible to avoid traffic conflicts at intersections.
3. Stacking lanes, fuel dispensing devices, and pump islands shall provide adequate on-site maneuvering and circulation areas and be arranged to avoid conflicts with site access points, parking, loading spaces, and impeding traffic on abutting streets.
4. Primary and secondary buildings shall meet the minimum setback requirements for the zoning district in which it is located.
5. A car wash structure, drying of vehicles, and vacuum accessories shall meet the minimum setback requirements for the zoning district in which it is located and shall not be located abutting a residential use lot line.

F. Fuel Dispensing and Pump Islands.

1. Fuel dispensing and pump islands shall be located:

- a. Eighteen (18) feet or more from any roadway or property line.
- b. Twenty (20) feet or more from fixed sources of ignition.
- c. Ten (10) feet or more from buildings.

G. Canopies.

- 1. Canopies may not extend beyond the property line or frontage adjoining streets or within fifteen (15) feet of a neighboring residential lot line.
- 2. Canopies may not extend upon or above a public utility easement or within ten (10) feet of each side of a public utility to maintain an overall twenty (20) feet clearance.
- 3. Canopies and signage shall not impede vision of traffic on intersecting streets.
- 4. Canopy signage shall comply with the sign ordinance and canopy signs shall be included in the overall maximum allowable sign area.
- 5. Canopy lighting fixtures shall be recessed within the canopy soffit and directed downward toward the ground.
- 6. Canopy fascia illumination shall be designed to prevent glare onto adjacent properties and be dark-sky sensitive.

H. Fuel Storage Tanks.

- 1. Underground and aboveground fuel storage tanks shall be regulated by Utah Department of Environmental Quality.
- 2. Fuel storage tanks and gas vents shall be a minimum of thirty (30) feet from any adjacent property line.
- 3. Aboveground fuel storage tanks shall have a maximum height of twenty (20) feet from the finished grade.
- 4. Aboveground fuel storage tanks or aboveground fuel storage tank basins shall have a minimum clearance of twenty-five (25) feet from combustible materials, storage areas,

parking/backing areas, and all buildings on the property parcel.

5. Aboveground fuel storage tanks and piping shall provide vehicle impact protection as required by the International Fire Code.

6. Aboveground fuel storage tanks that are out of service shall be removed off the site as required by the International Fire Code.

I. External-tertiary Containment Required.

1. Aboveground fuel storage tanks, single or double walled, that is located within three-hundred-fifty (350) feet of an existing open waterbody (i.e., wetland, swamp, natural pond, river, stream, canal, ditch, etc.) the following shall be required:

a. External-tertiary containment area shall be provided to contain a capacity of at least one-hundred-ten (110%) percent of the overall volume of the largest above ground fuel storage tank; and

b. External-tertiary containment shall be constructed of cast-in-place concrete walls and concrete floor; coated or internally lined; to prevent accidental discharge of liquid from entering existing open waterbody. Masonry or cinder block shall not be used.

J. Nonconforming Gas Service Stations, Fuel Dispensing, and Fuel Storage Tanks.

1. An existing gas service station, fuel dispensing, fuel storage tank, and associated equipment may replace tanks and associated equipment in substantially the same location without having to comply with this section except for external-tertiary containment requirements for existing and new aboveground fuel storage tanks.

3. REPEALER. All ordinances, resolutions, and zoning maps of the city, or parts thereof inconsistent herewith, are hereby repealed, but only to the extent of such inconsistency. This repealer shall not be construed as reviving any law, order, resolution or ordinance or part thereof.

4. DECLARATION OF SEVERABILITY. Should any provision, clause, or paragraph of this ordinance or the application thereof to any person or circumstance be declared by a court of competent jurisdiction to be invalid, in whole or in part, such invalidity shall not affect the other provisions or applications of this ordinance or the Hyrum City Municipal Code to which these amendments apply. The valid part of any provision, clause, or paragraph of this ordinance shall be given independence from the invalid provisions or applications and to this end the parts, sections, and subsections of this ordinance, together with the regulations contained therein, are hereby declared to be severable.

5. EFFECTIVE DATE. This ordinance shall become effective upon posting three (3) copies in three (3) public places within Hyrum City.

6. ADOPTION. This ordinance is hereby adopted and passed by the Hyrum City Council this 5<sup>th</sup> day of February, 2026.

HYRUM CITY

BY: \_\_\_\_\_  
Steve J. Miller  
Mayor

ATTEST:

\_\_\_\_\_  
Stephanie Fricke  
City Recorder

Posted: \_\_\_\_\_

Roll Call Vote -	Aye	Nay	Absent
Councilmember Steve Adams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Rebecca Foulger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Michael Nelson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Nalyn Nelson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Craig Rasmussen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





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## City Council Agenda Information

**To:** Mayor Miller and City Council

**From:** Tony Ekins, City Planner

**Date:** January 27, 2026

**Subject:** Ordinance 26-06 – An ordinance amending Title 17 Zoning of the Hyrum City Municipal Code to create Chapter 17.63 Home-Based Microschool And Micro-Education Entity; amend 17.04.070 Definitions to define and include “Home-Based Microschool” and “Micro-Education Entity”; and amend Use Regulations in sections 17.22.030, 17.28.010, 17.30.010, 17.32.010, 17.36.010, 17.38.010, 17.44.020, 17.45.020, 17.48.020, 17.49.020, and 17.050.020 to include Home-Based Microschool And Micro-Education Entity as a permitted use in all zoning districts. Application #25-040.

### Summary:

The proposed application is initiated by Hyrum City to create a Home-Based Microschool And Micro-Education Entity ordinance as allowed by Utah Code to address business license, parking, traffic, hours of operation and applicable zoning and land use regulations that do not conflict with Utah Code 10-20-304.

### City Attorney Recommendation:

On November 11, 2025, the Hyrum City Attorney reviewed the draft ordinance and provided the following suggestions to the draft ordinance:

1. Clarify “Home-Based Microschool” definition to include education services to 16 or fewer students.
2. While parking requirements for micro-education or home-based microschools cannot exceed the requirements of schools or other institutional public uses, we should pass a requirement for parking for schools. Example: 0.1 stall per student.
  - a. The current Hyrum City Code for similar use (places for public assembly) require one (1) space for each five (5) fixed seats and one (1) space for fifty (50) square feet of floor area for moveable seats under maximum seating arrangement. This occurs in commercial and residential zoning districts. Staff contacted the Cache County Development Department for information regarding parking counts for public and private schools and staff was advised they rely on the proposed parking counts provided by design engineers, and they only verify the number of ADA stalls per overall parking stall quantity. Comparably, staff reached out to Logan City to determine parking counts public and private schools, and staff was advised they allow an alternative approach whereas the applicant provides a parking plan with rational for meeting sufficient parking stalls. This option requires a parking study that includes estimates of parking demand.

### Planning Commission Recommendation:

On November 13, 2025, the Planning Commission held the required public hearing and made a motion (4-0) recommending approval to the City Council with the following recommendations:

1. Clarify “Home-Based Microschool” definition to include education services to 16 or fewer students.
2. In the parking section, clarify parking requirements shall comply with Hyrum City off-street parking requirements.
3. In the traffic section, clarify the traffic plan shall address impacts on the site and surrounding community without obstructing traffic.

**City Council Meeting Details: (Continued)**

- Meeting Date: November 20, 2026
- The City Council continued the prepared ordinance for staff to complete the following:
  1. Verify if “Home-Based Microschool” can be regulated to only be homeowner occupied.
    - a. The State Bill treats all Home-Based Microschools as a permitted land use in any zone and removes occupancy restrictions beyond that applies to the primary home. This request is not an option.
  2. Staff review any unforeseen parking and traffic impacts.
    - a. State and city roads are public and for the use of public transportation. When an application is submitted to the city, the draft ordinance will require the applicant to provide a desired route for transportation and staff can include recommendations for routes that could better minimize traffic impacts on neighborhoods.
    - b. Staff contacted Cache County and Logan City who review school district site plans for parking quantities and staff provided parking language consistent with the intent of the draft ordinance to include a parking plan, review, and approval process in 17.63.C. Parking.

**City Council Meeting Details:**

- Meeting Date: February 5, 2026
- Council Role: Legislative with Roll Call Vote

**Attachments:**

1. Prepared Ordinance

## ORDINANCE 26-06

WHEREAS, on January 6, 1994, the Hyrum City Council passed and posted an ordinance adopting the "Hyrum City Municipal Code", a recodification of municipal ordinances encompassing the "Revised Ordinances of Hyrum City" and ordinances adopted through July 15, 1993; and

WHEREAS, Title 17 of the Hyrum City Municipal Code is known as the Zoning Ordinance of Hyrum City and sets forth regulations governing land use within the municipal limits; and

WHEREAS, Section 17.04.040 allows Title 17 of the Hyrum City Municipal Code, the Zoning Ordinance, to be amended by the City Council following fourteen days' notice and a public hearing; and

WHEREAS, the City Council has determined there is a need to amend Title 17 to further clarify those regulations governing zoning and other regulations controlling land use and development within Hyrum City.

NOW THEREFORE, upon recommendation of the Planning Commission and following a public hearing as required by Section 17.04.040, the Hyrum City Council hereby adopts, passes, and publishes the following:

An ordinance amending Title 17 Zoning of the Hyrum City Municipal Code to create Chapter 17.63 Home-Based Microschool And Micro-Education Entity; amend 17.04.070 Definitions to define and include "Home-Based Microschool" and "Micro-Education Entity"; and amend Use Regulations in sections 17.22.030, 17.28.010, 17.30.010, 17.32.010, 17.36.010, 17.38.010, 17.44.020, 17.45.020, 17.48.020, 17.49.020, and 17.50.20 to include Home-Based Microschool And Micro-Education Entity as a permitted use in all zoning districts.

1. Chapter 17.63 Home-Based Microschool And Micro-Education Entity shall be added to read as follows:

17.63 Home-Based Microschool And Micro-Education Entity.

A. Purpose and Intent. The purpose and intent of this section is to establish requirements, in addition to the requirements of Utah Code 10-20-304, for home-based microschools and micro-education entities regarding:

1. Business License.
2. Parking.
3. Traffic.
4. Hours of Operation.
5. Applicable Zoning and Land Use Regulations.

B. Business License.

1. No home-based microschool or micro-education entity shall be occupied without first obtaining a business license. The provisions set forth in the code shall be controlling as to all matters relating to the requirements for and issuance and renewal of a business license.
2. ~~A~~The home-based microschool or micro-education entity shall meet all applicable building, fire and life safety codes, and shall obtain a fire safety inspection.
3. A local health department permit will be required if a home-based microschool or micro-education entity prepares and serves food.

C. Parking.

1. The number of required off-street parking spaces for home-based microschool or micro-education entity shall be in accordance with the following:
  - a. Parking Plan. A parking plan shall be proposed depicting sufficient parking spaces and needed parking facilities for employees and customers, and the rationale for such a proposal.
  - b. Review. The review and approval of the parking plan will be determined by density, area, location, and parameters of the use that may be estimated to parking requirements. The City Council is authorized to require a parking study that shall include estimates of parking demand based on recommendations of the Institute of Traffic Engineers (ITE) Parking Generation Manual. The Parking study shall be prepared by a professional licensed by the State of Utah.
  - c. Approval. The City Council is authorized to review and act upon the approval of the parking plan.
2. In addition to the number of required off-street parking spaces, the home-based microschool or micro-education entity is subject to standards within each zone pertaining to off-site parking requirements and driveway locations.
3. On sites where the home-based microschool or micro-education entity includes an other use or uses, the other use or uses are subject standards within each zone pertaining to off-site parking requirements and driveway locations.
- ~~1. The home-based microschool or micro-education entity shall provide a parking plan that is in compliance with Hyrum City code off-street parking requirements with the zone in which it exists.~~

~~2. In addition to the parking requirements listed in Hyrum City code, the dwelling unit or residential property used for a home-based microschool shall provide additional sufficient parking space and needed parking facilities for employees and customers completely and entirely on the homeowners land containing the primary dwelling or adjacent property parcel owned by the homeowner.~~

D. Traffic.

1. ~~A~~The home-based microschool or micro-education entity shall provide a traffic plan depicting the desired routes for all modes of transportation.
2. The traffic plan shall address picking up or dropping off locations in a manner that the vehicle will be legally parked and will not interfere with the flow of traffic on or off the site.
3. The traffic plan shall address impacts of attendance and activities on the surrounding community without obstructing traffic in a manner not consistent with the zone in which it exists.

E. Hours of Operation.

1. The hours of operation for all activities of a home-based microschool or micro-education entity shall be between seven (7:00) a.m. and ten (10:00) p.m.

F. Applicable Zoning and Land Use Regulations.

1. The home-based microschool is not subject to additional occupancy requirements beyond occupancy requirements that apply to a primary dwelling.
2. The home-based microschool or micro-education entity is subject to city ordinances and regulations that do not conflict with Utah Code 10-20-304.
3. The ~~home-based microschool and~~ micro-education entity is subject to standards within each zone pertaining to setback, height, bulk and massing regulations, ~~off-site parking, driveway access locations, and traffic circulations.~~
4. The home-based microschool or micro-education entity is subject to regulations on the location that are necessary to avoid risks to health or safety.

2. 17.04.070 Definitions shall be amended to include Home-Based Microschool And Micro-Education Entity and read as follows:

Home-Based Microschool - "Home-Based Microschool" means an individual or association of individuals that: registers as a business entity in accordance with state and local laws; and for compensation, provides

kindergarten through grade 12 education services to 16 or fewer students from an individual's residential dwelling, accessory dwelling unit, or residential property. Home-based microschool does not include a daycare.

Micro-Education Entity - "Micro-Education Entity" means an individual or association of individuals that: registers as a business entity in accordance with state and local laws; and for compensation, provides kindergarten through grade 12 education services to 100 students or fewer. A micro-education entity does not include: a daycare; a home-based microschool; a private school; or a school within the public education system.

3. 17.22.030 Use Regulations shall be read as follows:

A. Permitted uses:

9. Home-Based Microschool And Micro-Education Entity.

4. 17.28.010 Use Regulations shall be read as follows:

A. Permitted uses:

11. Home-Based Microschool And Micro-Education Entity.

5. 17.30.010 Use Regulations shall be read as follows:

A. Permitted uses:

12. Home-Based Microschool And Micro-Education Entity.

6. 17.32.010 Use Regulations shall be read as follows:

A. Permitted uses:

9. Home-Based Microschool And Micro-Education Entity.

7. 17.36.010 Use Regulations shall be read as follows:

A. Permitted uses:

9. Home-Based Microschool And Micro-Education Entity.

8. 17.38.010 Use Regulations shall be read as follows:

A. Permitted uses:

9. Home-Based Microschool And Micro-Education Entity.

9. 17.44.020 Use Regulations shall be read as follows:

A. Permitted uses:

18. Home-Based Microschool And Micro-Education Entity.

10. 17.45.020 Use Regulations shall be read as follows:

A. Permitted uses:

18. Home-Based Microschool And Micro-Education Entity.

11. 17.48.020 Use Regulations shall be read as follows:

A. Permitted uses:

13. Home-Based Microschool And Micro-Education Entity.

12. 17.49.020 Use Regulations shall be read as follows:

A. Permitted uses:

14. Home-Based Microschool And Micro-Education Entity.

13. 17.50.020 Use Regulations shall be read as follows:

A. Permitted uses:

5. Home-Based Microschool And Micro-Education Entity.

14. REPEALER. All ordinances, resolutions, and zoning maps of the city, or parts thereof inconsistent herewith, are hereby repealed, but only to the extent of such inconsistency. This repealer shall not be construed as reviving any law, order, resolution or ordinance or part thereof.

15. DECLARATION OF SEVERABILITY. Should any provision, clause, or paragraph of this ordinance or the application thereof to any person or circumstance be declared by a court of competent jurisdiction to be invalid, in whole or in part, such invalidity shall not affect the other provisions or applications of this ordinance or the Hyrum City Municipal Code to which these amendments apply. The valid part of any provision, clause, or paragraph of this ordinance shall be given independence from the invalid provisions or applications and to this end the parts, sections, and subsections of this ordinance, together with the regulations contained therein, are hereby declared to be severable.

16. EFFECTIVE DATE. This ordinance shall become effective upon posting three (3) copies in three (3) public places within Hyrum City.

17. ADOPTION. This ordinance is hereby adopted and passed by the Hyrum City Council this 5<sup>th</sup> day of February, 2026.

HYRUM CITY

BY: \_\_\_\_\_  
Steve J. Miller  
Mayor

ATTEST:

\_\_\_\_\_  
Stephanie Fricke  
City Recorder

Posted: \_\_\_\_\_

Roll Call Vote -	Aye	Nay	Absent
Councilmember Steve Adams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Rebecca Foulger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Michael Nelson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Nalyn Nelson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Craig Rasmussen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





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## City Council Agenda Information

**To:** Mayor Steve Miller and City Council

**From:** Stephanie Fricke, City Recorder

**Date:** January 30, 2026

**Subject:** **Public Hearing and Ordinance 26-07 – An ordinance amending Chapter 2.12, Section 2.12.010 Salaries of the Hyrum City Municipal Code, to set the salaries of the Hyrum City Administrator and Hyrum City Engineer.**

**Summary:** Utah State Code Section 10-3-818 requires a public hearing and for the compensation or compensation schedule to be set by Ordinance for Elected Officials, Appointed Officers (including City Administrator and City Engineer), City Department Heads, and Assistant Department Heads.

After conducting a salary survey and wage comparison with similar cities (population; utilities power, water, sewer, and irrigation; general fund departments library, museum, senior center, and fire station; and budget) the following pay ranges are being proposed:

POSITION	TYPE	PAY RANGE -2025-2026			PHONE	SALARY ENHANCEMENT	SAFETY INCENTIVE MONTHLY	APPRECIATION BONUS
		MINIMUM	MID	MAXIMUM	ALLOWANCE PER MONTH			
City Administrator	Salary	\$125,000.00	\$145,000.00	\$165,000.00	\$85.00	0.81%	\$10.00	\$433.13
City Engineer	Salary	\$110,000.00	\$140,000.00	\$170,000.00	\$85.00	0.81%	\$10.00	\$433.13

New employees shall generally be hired within the minimum to midpoint of the established pay range for the position. In exceptional circumstances, where a candidate demonstrably exceeds the qualifications and experience required for the role, the Mayor may authorize a starting salary within the midpoint to maximum range. Such exceptions are intended to be rare and should not constitute standard practice.

## ORDINANCE 26-07

AN ORDINANCE AMENDING CHAPTER 2.12, SECTION 2.12.010 SALARIES OF THE HYRUM CITY MUNICIPAL CODE, TO SET THE SALARIES OF THE HYRUM CITY ADMINISTRATOR AND HYRUM CITY ENGINEER.

WHEREAS, Senate Bill 91 modified Section 10-3-818 that provides provisions relating to the compensation of certain City employees; and

WHEREAS, Utah State Code Section 10-3-818 requires a public hearing and for the compensation or compensation schedule to be set by Ordinance for Elected Officials, Appointed Officers (including City Administrator and City Engineer), City Department Heads, and Assistant Department Heads.

BE IT ORDAINED by the City Council of Hyrum City, Cache County, State of Utah, that Chapter 2.12, Section 2.12.010 of the Code of Revised Ordinances of Hyrum City is amended to read:

1. The salaries of the City Administrator and City Engineer of Hyrum City shall be paid in the amount as below specified:

<b>HYRUM CITY 2025-2026 CITY ADMINISTRATOR &amp; CITY ENGINEER PAY</b>								
<b>POSITION</b>	<b>TYPE</b>	<b>PAY RANGE -2025-2026</b>			<b>PHONE ALLOWANCE PER MONTH</b>	<b>SALARY ENHANCEMENT</b>	<b>SAFETY INCENTIVE MONTHLY</b>	<b>APPRECIATION BONUS</b>
		<b>MINIMUM</b>	<b>MID</b>	<b>MAXIMUM</b>				
CityAdministrator	Salary	\$125,000.00	\$145,000.00	\$165,000.00	\$85.00	0.81%	\$10.00	\$433.13
CityEngineer	Salary	\$110,000.00	\$140,000.00	\$170,000.00	\$85.00	0.81%	\$10.00	\$433.13

This ordinance shall be effective February 5, 2026.

ADOPTED AND PASSED this 5<sup>th</sup> day of February, 2026.

HYRUM CITY

BY: \_\_\_\_\_  
Steve Miller  
Mayor

Ord. 26-07  
Page 2

ATTEST:

\_\_\_\_\_  
Stephanie Fricke  
City Recorder

Posted:

Roll Call Vote -	Aye	Nay	Absent
Councilmember Steve Adams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Rebecca Foulger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Michael Nelson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember NaLyn Nelson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Craig Rasmussen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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## City Council Agenda Information

**To:** Mayor Steve Miller and City Council  
**From:** Stephanie Fricke, City Recorder  
**Date:** January 30, 2026  
**Subject:** Ordinance 26-08 – An ordinance creating Chapters 2.09 City Administrator and 2.10 City Engineer of the Hyrum City Municipal Code.

**Summary:** **This ordinance creates the City Administrator and the City Engineer position. Both of these positions are appointed positions and should be created and defined in the Hyrum City Municipal Code.**

### CITY ADMINISTRATOR:

Mayor Miller is recommending hiring a City Administrator rather than creating the City Manager position. Hyrum City has not been operating under a City Manager form of government, and has been operating with a City Administrator position since 1997.

The main differences between a City Administrator and a City Manager are:

A City Manager is appointed by and works for the City Council and is the Chief Executive of the City, not the Mayor. They manage day-to-day city operations; implements policies set by the City Council; prepares the budget; oversees Department Heads and all employees; has authority to hire and fire staff. A City Manager form of government significantly reduces the Mayor's administrative power and can leave them with a ceremonial, legislative, or presiding role rather than executive control.

A City Administrator is appointed by advice of the Mayor and consent of the City Council. The Mayor retains its legislative responsibility as the Chief Executive and Administrative Officer of the City. A City Administrator works under the direction and guidance of the Mayor and secondarily the City Council. A City Administrator oversees specific duties as set forth in a job description and by the Mayor.

A City Manager can only exist if the city council adopts an ordinance establishing that position. The council cannot delegate the mayor's legislative or judicial powers, or the mayor's position as chair of the council, to the manager.

Unlike "City Manager," the term "City Administrator" is not directly defined in Utah's statewide municipal code (Title 10 of the Utah Code). Utah's statutes do not contain a section like § 10-3-830 for administrators. In other words: there is no statewide, statutory definition or role for "City Administrator" in general Utah law.

The City Manager is defined as the chief administrative officer of the city. They manage administrative affairs, operations and often supervise department heads. Specific powers, such as hiring, supervising staff, preparing budgets, and implementing policies that are spelled out in the city's own municipal code or ordinance.

A City Administrator acts as an assistant to the Mayor. The specific powers, reporting structure, duties, and authority of a City Administrator are set in the job description for a City Administrator and are not set by state statute.

<b>Feature</b>	<b>City Manager</b>	<b>City Administrator</b>
Defined by state statute	Yes — authorized under Utah Code § 10-3-830	No — not defined in state code
Existence depends on local ordinance	Yes	Yes
Appointing authority	City Council (in manager form) from City Council	Recommended by Mayor with consent City Council
Duties and authority	Set by ordinance after council-form is adopted City Council (and sometimes mayor, per ordinance)	Entirely set by city's local manager ordinance/job description
Reports to		Mayor first and then City Council
<b>CITY ENGINEER:</b>		

Utah State Code Section 10-3-917 establishes the framework for the Office of Municipal Engineer and prescribes the duties and obligations of a City Engineer. Hyrum City previously repealed the City Engineer position through Resolution 24-06, however, the City Council did not intend to eliminate the position. The City has determined that appointment of a qualified City Engineer remains necessary to protect the public health, safety, and welfare by ensuring that public and private development projects are properly designed, reviewed, inspected, and constructed.

Accordingly, the Mayor and City Council of Hyrum City find it necessary to formally create and codify the positions of City Administrator and City Engineer within the Hyrum City Municipal Code. This ordinance establishes Chapters 2.09 and 2.10 of Title 2, defining the offices, appointment processes, terms, duties, and compensation provisions for each position, thereby promoting effective administration, professional oversight, and sound governance for the City.

## ORDINANCE 26-08

WHEREAS, on January 6, 1994, the Hyrum City Council passed and posted an ordinance adopting the "Hyrum City Municipal Code", a recodification of municipal ordinances encompassing the "Revised Ordinances of Hyrum City" and ordinances adopted through July 15, 1993; and

WHEREAS, Title 2 of the Hyrum City Municipal Code sets forth certain regulations pertaining to administration and personnel, including the establishment of several positions within the City; and

WHEREAS, Utah State Code Title 10 authorizes municipalities to employ administrative officers necessary for the proper administration of City affairs; and

WHEREAS, due to growth, complexity, and operational demands of Hyrum City, the City requires a professional City Administrator to ensure efficient, effective, and accountable municipal services; and

WHEREAS, effective coordination among City departments is essential to avoid duplication of effort, reduce operational costs, ensure timely implementation of policies adopted by the Mayor and City Council, enhance fiscal responsibility and long-term strategic planning for the City; and

WHEREAS, the City is subject to increasing state and federal mandates, budgeting requirements, and reporting obligations that require dedicated administrative oversight and expertise; and

WHEREAS, the City Administrator shall serve under the direction of the Mayor of Hyrum and serve as a point of communication between the Mayor, City Council, City staff, and the public, improving transparency and responsiveness in municipal governance; and

WHEREAS, Utah State Code 10-3-917 permits the city to establish the Office of Municipal Engineer and prescribes duties consistent therewith; and

WHEREAS, the appointment of a City Engineer promotes the protection of public health, safety, and welfare by ensuring that public and private development projects within the City are properly designed and constructed; and

WHEREAS, a City Engineer shall serve as the City's designated professional engineer for purposes of plan review, inspections,

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certifications, and other engineering functions as required by law or assigned by the governing body;

WHEREAS, the Mayor and City Council of Hyrum City have found it necessary to create the positions of City Administrator to promote and enhance coordination among departments, and City Engineer to ensure that public and private development projects within the City are properly designed and constructed.

NOW, THEREFORE, the City Council hereby adopts, passes and publishes the following:

AN ORDINANCE CREATING CHAPTERS 2.09 CITY ADMINISTRATOR AND 2.10 CITY ENGINEER OF THE HYRUM CITY MUNICIPAL CODE.

BE IT ORDAINED by the City Council of Hyrum City, Cache County, State of Utah, as follows:

1. Chapter 2.09 City Administrator of Title 2 of the Hyrum City Municipal Code is hereby added as follows:

**Chapter 2.09 City Administrator**

**2.09.010 Office Created**

**2.09.020 Appointment**

**2.09.030 Term of Office**

**2.09.040 Duties**

**2.09.050 Office**

**2.09.060 Other Employment**

**2.09.070 Compensation**

**2.09.010 Office Created.**

The office of City Administrator has heretofore been established and shall continue in force and effect as an appointed office of the City.

**2.09.020 Appointment.**

The Mayor of Hyrum City, by and with the consent of the City Council, shall appoint a qualified person to the office of City Administrator. If the Mayor deems an employment contract is necessary the salary, benefits, duties and termination of the City Administrator shall be set out in such written contract prior to the time of appointment, which contract shall be negotiated and approved by written resolution of the City Council.

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**2.09.030 Term of Office.**

After initial hiring by the Mayor with the advice, consent, and appointment of the City Council, the individual is appointed to the position and serves in that position, with no specific term, and until replaced by the Mayor with the advice and consent of the City Council. The City Administrator may be removed and the employment contract terminated with or without cause by the recommendation of the Mayor, and a majority vote of the City Council.

**2.09.040 Duties.**

The City Administrator performs duties specified by ordinance, position description, and as delegated by the Mayor, and shall serve as an assistant to the Mayor. The City Administrator reports directly to and is evaluated by the Mayor, and performs the duties assigned consistent with Utah State Law, city ordinance, by the Mayor, by position description and as otherwise determined necessary.

**2.09.050 Office.**

The City Administrator shall maintain an office in City Hall and shall spend such time in the performance of his/her duties as is necessary or as may be required from time to time by the Mayor, but not less than forty (40) hours per week.

**2.09.060 Other Employment.**

The City Administrator shall not accept any outside employment in addition to employment by the City without prior annual written approval of the Mayor and City Council.

**2.09.070 Compensation.**

The salary, benefits, and other compensation of the City Administrator shall be set from time to time by the City Council in accordance with Utah Code 10-3-818.

2. Chapter 2.10 City Engineer of Title 2 of the Hyrum City Municipal Code is hereby added as follows:

**Chapter 2.10 City Engineer**

**2.10.010 Office Created**

**2.10.020 Appointment**

**2.10.030 Duties**

**2.10.040 Records**

**2.10.050 Recording**

**2.10.060 Fees**



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**2.10.070 Seal**

**2.10.080 Additional Duties**

**2.10.010 Office Created.**

The office of City Engineer has been heretofore established and shall continue in force and effect as an appointed office of the City.

**2.10.020 Appointment.**

The Mayor of Hyrum City, by and with the consent of the City Council, shall contract with, retain, or appoint a qualified person to the office of City Engineer. Any person appointed or retained as a City Engineer shall be a registered professional engineer under Title 58, Chapter 22 of the Utah State Code, as amended and with sufficient experience to perform municipal engineering duties. If the City hires or appoints a person to act as City Engineer, such position is deemed an at will position and is exempt from the protections of Utah Code Annotated section 10-3-1105(1)(a), as amended. As such, any person hired or appointed to act as the City Engineer may be terminated with or without cause and shall not be entitled to due process appeal procedures as set forth in Utah Code Annotated section 10-3-1106, as amended.

**2.10.030 Duties.**

The City Engineer shall perform such duties and have such responsibilities as are provided in the City Engineer Job Description and perform the duties prescribed by Utah State Code.

**2.10.040 Records.**

The city and/or the City Engineer shall maintain all maps, plans, plats, profiles, drawings, final estimates, specifications and contracts which in any way relate to the public improvements and engineering affairs of the City and the holder of such records shall ensure public accessibility to the same as required by law.

**2.10.050 Recording.**

The City Engineer shall record and file all drawings and documents pertaining to public lands and improvements of the City, and shall maintain such records and files in good condition allowing no alteration, mutilation or changes to be made. The recording or filing of any drawing or instrument with the City shall not conflict in any way with the recording or filing of the same in other offices of record.

**2.10.060 Fees.**

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The City Engineer shall not record any drawings or instruments, file any papers or notices, furnish any copies, or render any service connected with his or her official duties, until the required fees for the same are paid or tendered as required by law or city ordinance.

**2.10.070 Seal.**

The City Engineer shall have a seal, which seal shall be affixed to every certification approval.

**2.10.080 Additional Duties.**

The City Engineer shall perform such other and further duties as the City Council may provide by ordinance, resolution, regulation or directive.

3. REPEALER. All ordinances, and resolutions of the City, or parts thereof inconsistent herewith, are hereby repealed, but only to the extent of such inconsistency. This repealer shall not be construed as reviving any law, order, resolution or ordinance or part thereof.

4. DECLARATION OF SEVERABILITY. Should any provision, clause, or paragraph of this ordinance or the application thereof to any person or circumstance be declared by a court of competent jurisdiction to be invalid, in whole or in part, such invalidity shall not affect the other provisions or applications of this ordinance or the Hyrum City Municipal Code to which these amendments apply. The valid part of any provision, clause, or paragraph of this ordinance shall be given independence from the invalid provisions or applications and to this end the parts, sections, and subsections of this ordinance, together with the regulations contained therein, are hereby declared to be severable.

5. EFFECTIVE DATE. This ordinance shall become effective upon posting three (3) copies in three (3) public places within Hyrum City.

6. ADOPTION. This ordinance is hereby adopted and passed by the Hyrum City Council this 5<sup>th</sup> day of February, 2026.

HYRUM CITY

BY: \_\_\_\_\_  
Steve J. Miller

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Mayor

ATTEST:

\_\_\_\_\_  
Stephanie Fricke  
City Recorder

Posted: \_\_\_\_\_