



**RIVERTON CITY
REGULAR CITY COUNCIL MEETING
AND JOINT
PLANNING COMMISSION
AGENDA**

February 24, 2015

Notice is hereby given that the Riverton City Council will hold a **Regular City Council Meeting and Joint Planning Commission** beginning at **6:30 p.m.** on **February 24, 2015** at Riverton City Hall, located at 12830 South 1700 West, Riverton, Utah.

1. GENERAL BUSINESS

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Presentations/Reports
 1. Recognition of Boy Scouts
4. Public Comments

2. PUBLIC HEARINGS – *There are no Public Hearings scheduled.*

3. DISCUSSION/ACTION ITEMS

1. **Motion to Reconsider** Item 3.1 of the February 17, 2015 Riverton City Council Agenda (Taylor Cove Subdivision) – *Mayor Applegarth*

4. CONSENT AGENDA

1. **Minutes:** RCCM 02-17-15
2. **Bond Releases:**
3. 1. Timothy Meadows – 90% Performance Release

5. STAFF REPORTS – *Lance Blackwood, City Manager*

6. ELECTED OFFICIAL REPORTS

1. Mayor Bill Applegarth
2. Council Member Brent Johnson
3. Council Member Trent Staggs
4. Council Member Sheldon Stewart
5. Council Member Tricia Tingey
6. Council Member Paul Wayman

7. PRESENTATION

1. Overview of Development Process and Tracking Procedures – *Jason Lethbridge, Planning Manager*
2. Discussion of Development Process- *Mayor Applegarth*

8. UPCOMING MEETINGS

1. March 3, 2015 – 6:30 p.m. – Regular City Council Meeting
2. March 17, 2015 – 6:30 p.m. – Regular City Council Meeting
3. March 24, 2015 – 6:30 p.m. – Regular City Council Meeting

9. ADJOURN

Public Comment Procedure

At each Regular City Council Meeting any person wishing to comment on any item not otherwise on the Agenda may address the Governing Body during the Public Comment period. The comment period is limited to 30 minutes. Any person wishing to comment shall limit their comments to no more than three (3) minutes, unless additional time is authorized by the Mayor. Citizen groups will be asked to appoint a spokesperson, who shall limit their comments to no more than five (5) minutes. All comments shall be directed to the Mayor and City Council. No person addressing the Governing Body during the comment period shall be allowed to comment more than once during that comment period. Speakers should not expect any debate or dialogue with the Mayor, City Council or City Staff during the meeting.

The City Office is an accessible facility. Individuals needing special accommodations or assistance during this meeting shall notify the City Recorder's Office at 801-208-3126, at least two business days in advance of the meeting. Accessible parking and entrance are located on the south end of the building with elevator access to the City Council Chambers located on the second floor.

Certificate of Posting

I, Virginia Loader, the duly appointed and acting Recorder for Riverton City certify that, at least 24 hours prior to such meeting, the foregoing City Council Agenda was emailed to the Salt Lake Tribune, Deseret News and the South Valley Journal. A copy of the Agenda was also posted in the City Hall Lobby, on the City's Website at www.rivertoncity.com, and on the Utah Public Meeting Notice Website at <http://pmn.utah.gov>.

Dated this 20th day of February 2015

Virginia Loader, Recorder



Issue Paper

Item No. 3.1

Presenter/Submitted By:	Mayor Applegarth	
Subject: Motion To Reconsider Item 3.1 (Taylor Cove Subdivision) of the February 17, 2015 Riverton City Council Meeting.	Meeting Date: February 24, 2015	
	Fiscal Impact: N/A	
	Funding Source: N/A	
Background: Mayor Applegarth will present.		
Recommendation:		
Proposed Motion: "I move the City Council agree to reconsider the fencing standard identified under condition No. 1 for the Taylor Cove Subdivision, approved by the Riverton City Council on the date of February 17, 2015."		

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Riverton City
REGULAR CITY COUNCIL MEETING
Minutes
February 17, 2015

Riverton City Hall
12830 South 1700 West
Riverton, Utah 84065

10 **Attendance:**

11
12 Mayor William R. Applegarth

13
14 **Council Members:**

15 Council Member Brent Johnson (excused)
16 Council Member Trent Staggs
17 Council Member Sheldon Stewart
18 Council Member Tricia Tingey
19 Council Member Paul Wayman

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City Staff:

Lance Blackwood, City Manager
Joy Johnson, Deputy Recorder
Ryan Carter, City Attorney
Andrew Aagard, Planning Department
Trace Robinson, Public Works Director
Lisa Dudley, Finance Director
Sheril Garn, Parks and Recreation
Rod Norton, Chief UPD Riverton Precinct
Erik Sandstrom, UFA
Jeff Hawker, Asst. City Manager

Citizens: Michael Johnson, Wyoma Darlington, Tish Brouker

1. GENERAL BUSINESS

1. Call to Order and Roll Call

[6:29:11 PM](#) Mayor Applegarth

2. Pledge of Allegiance

[6:31:33 PM](#) Boy Scout

3. Presentations/Reports

1. Recognition of Boy Scout Troops

[6:32:24 PM](#) Mayor Applegarth

2. Report on Bangerter Highway Redwood Road Project – UDOT

[6:34:43 PM](#) UDOT Representative commented.

[6:39:52 PM](#) Trace Robinson commented.

[6:40:26 PM](#) UDOT Representative commented.

1 [6:42:09 PM](#) Mayor Applegarth commented.

2
3 [6:42:21 PM](#) Rod Norton commented.

4
5 [6:42:35 PM](#) Mayor Applegarth commented.

6
7 [6:43:15 PM](#) UDOT Representative commented.

8
9 **4. Public Comments**

10 [6:45:18 PM](#) Mayor Applegarth commented.

11
12 **2. PUBLIC HEARINGS** – There were no Public Hearings scheduled.

13
14 **3. DISCUSSION/ACTION ITEMS**

15 [6:45:48 PM](#) Andrew Aagard commented.

16
17 **1. Minor Subdivision, Taylor Cove, 1865 West 11860 South, 3 Lots, R-3 Zone,**
18 **Bridger Taylor, Applicant**

19 Andrew Aagard, Planning Department, explained that Bridger Taylor submitted an application
20 requesting that property located at 1865 West 11860 West be subdivided. The property is
21 currently zoned R-3 (Residential 14,000 square foot lots) as are the properties to the west. To the
22 north property is zoned RR-22 (Rural Residential ½ acre lots). To the east property is zoned RM-
23 8 (Residential multi-family 8 d.u. per acre) and RR-22. To the south property is currently zoned
24 R-4 (Residential 10,000 square foot lots) and is currently being developed as the Manchester
25 Fields Subdivision.

26
27 Mr. Aagard said the applicant is proposing to subdivide an existing 1.45 acre parcel into three
28 individual single-family lots. There is an existing residential use on the property and will remain
29 on the newly formed lot of 5A. Newer lots 5C and 5B will occur south of 5A. Each new lot is
30 larger than 16,000 square feet and thus complies with the minimum lot size requirement of the
31 R-3 Zone.

32
33 [6:48:47 PM](#) Sheldon Stewart commented.

34
35 [6:48:58 PM](#) Andrew Aagard commented.

36
37 [6:49:09 PM](#) Paul Wayman commented.

38
39 [6:49:36 PM](#) Trent Staggs commented.

40
41 [6:50:41 PM](#) Sheldon Stewart commented.

42
43 [6:51:28 PM](#) Mayor Applegarth commented.

44
45 [6:51:36 PM](#) Trent Staggs commented.

46
47 [6:51:48 PM](#) Sheldon Stewart commented.

48

1 6:52:15 PM Mayor Applegarth commented.

2
3 6:52:23 PM Trent Staggs **MOVED** the City Council approve Application #14-1009, Taylor
4 Cove Minor Subdivision, located at approximately 1865 West 11860 South with the
5 conditions outlined in the Staff Report. With the exception of 1. Solid masonry fencing
6 allowing that to be a, just a solid fencing product that meets the a, the, the needs of this
7 project.

8
9 6:53:03 PM

10 The motion failed for lack of a second.

11
12 6:53:09 PM Sheldon Stewart **MOVED** the City Council approve Application #14-1009,
13 Taylor Cove Minor Subdivision, located at approximately 1865 West 11860 South with the
14 conditions outlined in the Staff Report.

15
16 **Referenced in the motion are the following conditions forwarded by the Planning**
17 **Commission:**

- 18
19 1. Solid masonry fencing or other approved fencing able to withstand impacts from large
20 animals at a minimum of six (6) feet in height shall be installed along the east property
21 line adjacent where adjacent zoning is RR-22.
22 2. The private lane shall be paved with either concrete or asphalt to a minimum of
23 twenty five (25) feet in width extending from the public right-of-way to the
24 western property line of lot 5C as per Riverton City and the Unified Fire
25 Authority regulations.
26 3. Storm drainage systems and installation shall comply with Engineering Department
27 requirements and standards.
28 4. Any and all irrigation ditches associated with the property be addressed, with disposition
29 of the irrigation systems approved by Riverton City and the proper irrigation company or
30 users.
31 5. The subdivision comply with any and all applicable Riverton City standards and
32 ordinances, including the International Building and Fire Codes.
33 6. A blanket easement allowing storm water to drain across the subdivision be added to and
34 recorded on the subdivision plat.

35
36 6:53:25 PM Tricia Tingey **SECONDED** the motion. Mayor Applegarth called for discussion on
37 the motion;

38
39 6:53:35 PM Paul Wayman commented. So Sheldon is that solid masonry a condition, it didn't
40 say?

41
42 Sheldon Stewart commented. Yes, it calls for solid masonry. Point one is solid masonry.

43
44 Paul Wayman commented. Okay. So as I read the staff report I thought it left it open a little bit,
45 but it doesn't, solid masonry?

46
47 Sheldon Stewart commented. Yes it says at 3.1, solid masonry fencing or other approved fencing
48 able to withstand impacts from large animals at a minimum of six (6) feet in height.

1 Paul Wayman commented. So that leaves it open?

2
3 Ryan Carter commented. Yes it does. I think it does leave it open.

4
5 [6:53:53 PM](#) Sheldon Stewart commented. If you don't mind I think **I will amend it and make**
6 **point one so it requires solid masonry fencing to withstand, which will withstand impacts of**
7 **large animals.**

8
9 Mayor Applegarth commented. Is that okay, as a second?

10
11 [6:54:09 PM](#) Tricia Tingey commented. Yes, yes, that's fine.
12 The amended motion was **SECONDED.**

13
14 [6:54:26 PM](#) Trent Staggs Commented. If this is coming in front of us here in a couple of weeks,
15 I, you know I think, I think the applicant and probably others that want to use the SimTek or
16 similar product are going to argue that in instances where there might be failures, that it is more
17 due to installation rather than the actual product. In fact that is what exactly the SimTek
18 representative argued when he were here talking about this. So again, I, I feel like, as, as we've
19 been through several of these, it seems to me that this is it, again, is it functional or aesthetics?
20 And it sounds to me like were leaning more towards the aesthetics side of it. And to me it needs
21 to be more about functionality and what is less onerous for a developer. And that's really what I
22 am really in favor of as we, as we take a look at this. And not restricting it so much so in
23 changing the verbiage on this ordinance to just strictly say solid masonry and that's it.

24
25 [6:55:12 PM](#) Mayor Applegarth then called for a Roll Call Vote. The vote was as follows:
26 Johnson-excused, Staggs-Yes, Stewart-Yes, Tingey-Yes, and Wayman-Yes.

27 **The motion passed unanimously.**

28
29 [6:55:35 PM](#) Andrew Aagard commented.

30
31 [6:56:11 PM](#) Tricia Tingey commented.

32
33 [6:56:25 PM](#) Trent Staggs commented.

34
35 **4. CONSENT AGENDA**

36 [6:58:36 PM](#) Ryan Carter Removed Item 4.5 from the Consent Agenda

37
38 Mayor Applegarth presented the following Consent Agenda:

- 39
1. **Minutes:** RCCM 02-03-15
 2. **Bond Releases:**
 1. Spring Creek Medical Building – 90% Performance Release
 2. Riverton Clinic Building – 90% Performance Release
 3. Green Haven - 90% Performance Release
 4. South Valley Compounding Pharmacy (Riverton Meadows Lot 8) – 90% Performance Release
 3. **Resolution No. 15-18** – Authorizing the Mayor to enter into an Interlocal Agreement

with Salt Lake County Clerk Elections Division to receive the services of the County Clerk during the 2015 Primary and General Municipal Elections – *Virginia Loader, City Recorder*

4. **Resolution No. 15-19** – Adopting the Salt Lake County Multi-Jurisdictional Multi-Hazard Mitigation Plan – *Sheril Garn, Parks & Public Services Director*
5. **Resolution No. 15-20** - Approving the execution of a Land Lease Agreement between Riverton City and Verizon Wireless for the purpose of operating a Cellular Communications Tower – *Ryan Carter, City Attorney*

1
2 [6:59:13 PM](#) Tricia Tingey **MOVED the City Council approve Consent Agenda as listed, and**
3 **remove Item 4.5.** Council Member Stewart **SECONDED** the motion. Mayor Applegarth called
4 for discussion on the motion; he then called for a Roll Call Vote. The vote was as follows:
5 Johnson-excused, Staggs-Yes, Stewart-Yes, Tingey-Yes, and Wayman-Yes.

6 **The motion passed unanimously.**

7
8 [6:59:37 PM](#) Mayor Applegarth commented.

9
10 [7:00:08 PM](#) Ryan Carter commented.

11
12 [7:01:38 PM](#) Sheldon Stewart commented.

13
14 [7:02:38 PM](#) Trent Staggs commented.

15
16 [7:03:14 PM](#) Ryan Carter commented.

17
18 [7:03:22 PM](#) Trent Staggs **MOVED City Council Amend Resolution 15-20, authorizing the**
19 **Mayor to execute a ground lease agreement with Verizon Wireless (VAW) LLC to lease**
20 **ground from Riverton City for installation and operation of a cellular communications**
21 **tower and include section 1. \$30,000.00 per year, with an annual increase of 2.0%**
22 **thereafter.**

23
24 Sheldon Stewart **SECONDED** the motion. Mayor Applegarth called for discussion on the
25 motion; he then called for a Roll Call Vote. The vote was as follows: Johnson-excused, Staggs-
26 Yes, Stewart-Yes, Tingey-Yes, and Wayman-Yes.

27 **The motion passed unanimously.**

28
29 [7:04:05 PM](#) Mayor Applegarth commented.

30
31 [7:04:21 PM](#) Sheldon Stewart **MOVED City Council approve Resolution 15-20, authorizing**
32 **the Mayor to execute a ground lease agreement with Verizon Wireless (VAW) LLC to lease**
33 **ground from Riverton City for installation and operation of a cellular communications**
34 **tower, once said agreement is amended to state a rental amount of \$30,000.00 per year,**
35 **with an annual increase of 2.0% thereafter.**

36
37 Council Member Trent Staggs **SECONDED** the motion. Mayor Applegarth called for discussion
38 on the motion;

39
40 [7:04:56 PM](#) Paul Wayman commented.

1 Mayor, then called for a Roll Call Vote. The vote was as follows: Johnson-excused, Staggs-Yes,
2 Stewart-Yes, Tingey-Yes, and Wayman-Yes.

3 **The motion passed unanimously.**

4
5 [7:05:12 PM](#) Ryan Carter commented.

6
7 [7:05:19 PM](#) Sheldon Steward commented.

8
9 **5. STAFF REPORTS - City Manager Lance Blackwood**

10 [7:05:47 PM](#) Lance Blackwood commented.

11
12 **6. ELECTED OFFICIAL REPORTS**

13
14 **Mayor Bill Applegarth**

15 [7:07:29 PM](#) Mayor Applegarth commented.

16
17 **Council Member Brent Johnson (Excused)**

18
19 **Council Member Trent Staggs**

20 [7:14:56 PM](#) Trent Staggs commented.

21
22 **Council Member Sheldon Stewart**

23 [7:20:13 PM](#) Sheldon Stewart commented.

24
25 **Council Member Tricia Tingey**

26 [7:24:51 PM](#) Tricia Tingey commented.

27
28 **Council Member Paul Wayman**

29 [7:24:56 PM](#) Paul Wayman commented.

30
31 **7. UPCOMING MEETINGS**

32 [7:31:56 PM](#) Mayor Applegarth commented.

33
34 Mayor Applegarth reviewed the following upcoming meetings:

1. February 24, 2015 – 6:30 p.m. – Regular City Council Meeting – JT CC/PC Meeting
2. March 3, 2015 – 6:30 p.m. – Regular City Council Meeting
3. March 17, 2015 – 6:30 p.m. – Regular City Council Meeting
4. March 24, 2015 – 6:30 p.m. – Regular City Council Meeting

35
36 **8. ADJOURN**

37 [7:33:11 PM](#)

38 Council Member Council Member Trent Staggs **MOVED the City Council adjourn.** Council
39 Member Sheldon Stewart **SECONDED** the motion. Mayor Applegarth called for discussion on
40 the motion; there being none, he called for a Roll Call Vote. The vote was as follows: Johnson-
41 Yes, Staggs-Yes, Stewart-Yes, Tingey-Yes, and Wayman-Yes.

42 **The motion passed unanimously and the Regular City Council Meeting adjourned at 7:33**
43 **p.m.**

Item No. 4.2.3



Issue Paper

Presenter/Submitted By:	G Trace Robinson	
Subject: Performance Bond release for TIMOTHY MEADOWS SUBDIVISION	Meeting Date: 2/24/2015	
	Fiscal Impact: \$N/A	
	Funding Source: N/A	
Background: Engineering, Public Works and Water Departments have performed the necessary infrastructure inspections for the TIMOTHY MEADOWS SUBDIVISION and have found the site complete and constructed to Riverton City's standards. All improvements have been constructed and we recommend that approval be given for a Performance release of the bond and that the City accept the improvements.		
Recommendation: It is recommended that approval be give to release 90% of the bond and that the City accept the improvements.		
Recommended Motion: Motion for approval of bond release.		

**DESCRIPTION OF SUBDIVISION IMPROVEMENTS COMPLETED
AND THE DOLLAR AMOUNT REQUESTED FOR EACH.**

TIMOTHY MEADOWS SUBDIVISION Improvement	ORIGINAL BOND AMOUNT Improve First	80% RELEASE DATE	80% RELEASE AMOUNT	90% RELEASE DATE	90% RELEASE AMOUNT	100% RELEASE DATE	100% RELEASE AMOUNT	AMOUNT REMAINING
SEWER	Separate Agreement							
Culinary Water	\$ 4,757.36			2/24/2015	\$ 4,281.62			\$ 475.74
Secondary Water	4,514.12			2/24/2015	4,062.71			451.41
Demolition	-			2/24/2015	-			-
Storm Drain	-			2/24/2015	-			-
Streets	-			2/24/2015	-			-
Sidewalk & Signs	300.00			2/24/2015	270.00			30.00
Fencing & Landscaping	-			2/24/2015	-			-
Record Drawings & GIS	570.00			2/24/2015	513.00			57.00
Other	-			2/24/2015	-			-
								-
								-
								-
								-
								-
								-
Total	\$ 10,141.48		\$ -		\$ 9,127.33		\$ -	\$ 1,014.15

Total amount of bond release requested: \$ 9,127.33

**APPROVAL AND ACCEPTANCE STATUS
OF THE SUBJECT SUBDIVISION IMPROVEMENTS:**

Engineer's Certification: All work described above has been inspected and the above quantities verified. All work appears to have been completed in accordance with Riverton City Subdivision Standards and Specifications.


Public Works Director/ City Engineer

2-20-15
Date

City Inspection Certification: All work described above has been inspected and the appropriate testing requirements have been successfully completed or exceeded.

RIVERTON CITY
SUBDIVISION BOND REDUCTION REQUEST

DEVELOPER'S INFORMATION

1. Subdivision Name: **TIMOTHY MEADOWS SUBDIVISION**
2. Address: **13211 S 3600 W**
3. Subdivision Developer: **TIMOTHY, PRESLEY**
4. Bond Company: **Improve First**
5. **90%** Bond Release Request date: **January 12, 2015**
6. Date of bond release approval by City Council: **February 24, 2015**
7. Description of completed subdivision improvements (attached.)

CITY APPROVAL

Amount of bond release approved by Staff: \$ _____ -

Date of bond release approval by Staff: **February 12, 2015**

The bond amount for the subdivision shall be reduced by an amount equal to as shown above.

Mayor, Riverton City

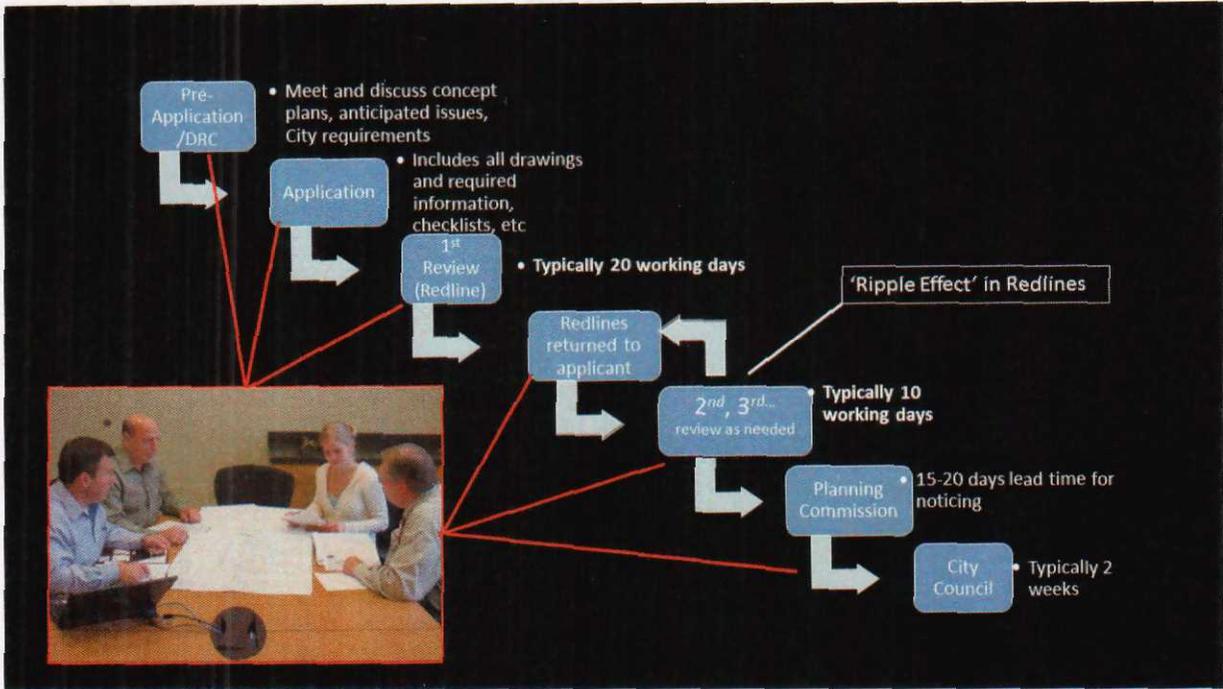
Date

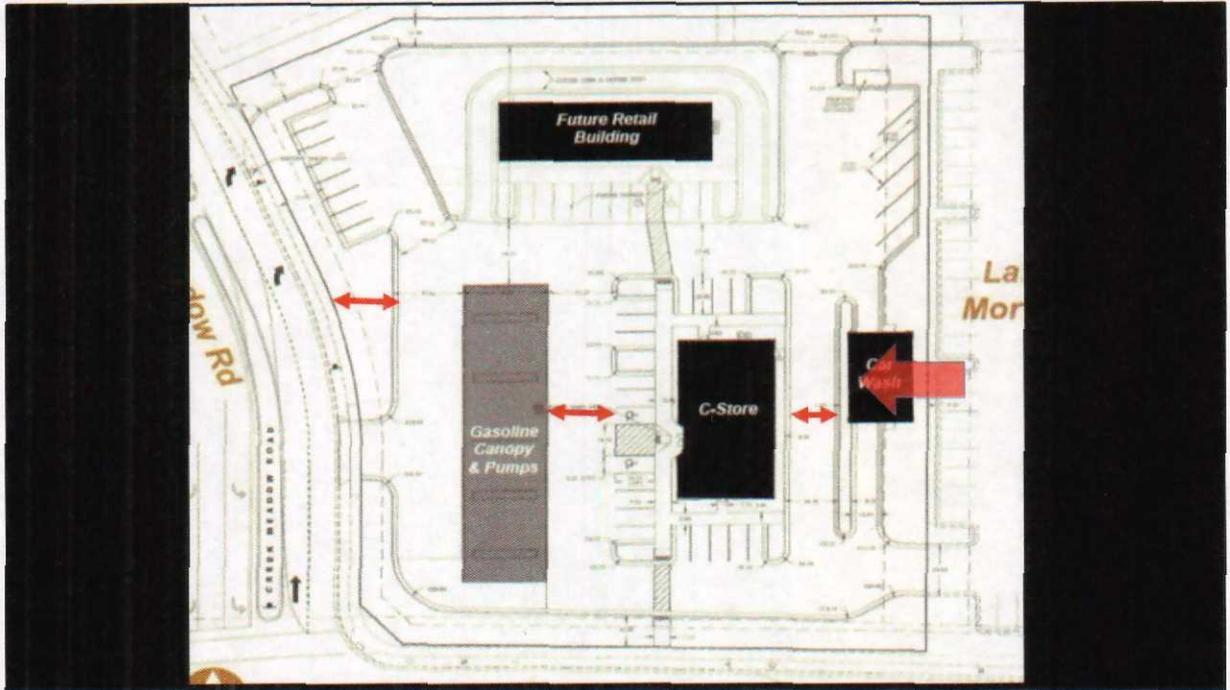
Attest:

Date

Development Review Process

- Approximately 2007 City initiated changes to process
 - No consistent tracking system
 - Fragmented review process
- Implemented software tracking
- Adopted 'typical' review times
- Looked for opportunities to streamline process





Development Review Committee

- Consists of all departments involved in review/recommendation of application
- Meets twice monthly and as needed
- Pre-application
 - Review can be of full plans, concept plans, sketches, etc
- Informal and not meant to be complete review
 - Identify issues and concerns
 - Ordinance and standards
 - Process and general timeline
- **Does not “Start the Clock” for official process**

Application

PRELIMINARY ENGINEERING PLAN REVIEW CHECKLIST (CONTINUED)

(Application will not be accepted unless responsible engineer initials all items as Submitted)

DEVELOPMENT NAME: _____

Required Submittals:

Submitted	Description	CITY USE ONLY	
		ACCEPTED	NA
initial	Geotechnical report including minimum pavement section	<input type="checkbox"/> Date ____/____/____	<input type="checkbox"/>
initial	Storm drainage calculations (not on drawings) for pipe system, surface runoff and detention/retention ponds. Reviewed and certified by a licensed professional engineer with the following verbiage: "I hereby certify that this report for the entire drainage of this development was prepared by me or under my direct supervision in accordance with the provisions of the Riverport City Storm Water Design Standards and Regulations, and was designed to comply with the provisions thereof. I understand that Riverport City does not and will not assume liability for drainage facilities design."	<input type="checkbox"/> Date ____/____/____	<input type="checkbox"/>
initial	Operation/Maintenance Plan for Post-Construction Storm Water Controls	<input type="checkbox"/> Date ____/____/____	<input type="checkbox"/>
initial	Record of Survey per UCL'S Standards, AND topographical map including all other relevant information.	<input type="checkbox"/> Date ____/____/____	<input type="checkbox"/>
initial	Letter of Approved street names by Salt Lake County	<input type="checkbox"/> Date ____/____/____	<input type="checkbox"/>
initial	Construction Plans on Diverse sheets	<input type="checkbox"/> Date ____/____/____	<input type="checkbox"/>
initial	Traffic study (as required by City Engineer)	<input type="checkbox"/> Date ____/____/____	<input type="checkbox"/>
initial	UGOT permit for vehicular access and/or storm drain connection to Railroad Plaza (1700 W) or 12000 South	<input type="checkbox"/> Date ____/____/____	<input type="checkbox"/>
initial	South Valley Water District permit for sanitary sewer connection	<input type="checkbox"/> Date ____/____/____	<input type="checkbox"/>
initial	CLERMONT flood application for property in FEMA 100 or flood plain	<input type="checkbox"/> Date ____/____/____	<input type="checkbox"/>
initial	Stream alteration permit from Utah Division of Water Rights if impacting Miles Creek or Hole Creek	<input type="checkbox"/> Date ____/____/____	<input type="checkbox"/>
initial	Permit from Salt Lake County Flood Control if impacting Miles Creek, Hole Creek, Utah & Salt Lake Distributing Canal, or Utah Lake Distribution Canal	<input type="checkbox"/> Date ____/____/____	<input type="checkbox"/>
initial	Permit from canal company if impacting a canal	<input type="checkbox"/> Date ____/____/____	<input type="checkbox"/>
initial	Original master plan of granty easements before & after development on a dedicated street including a list of all stakeholders with their addresses and phone numbers. The master plan shall include the following certification language: "As the developer of this property, I hereby certify that I understand: (1) how the existing granty easement system works in the vicinity of this property; (2) how my development of this property will affect the system and associated stakeholders; (3) that I take full responsibility for the changes I am making to this system; (4) that Riverport City does not and will not assume liability for changes I make to the system."	<input type="checkbox"/> Date ____/____/____	<input type="checkbox"/>
initial	Pushover data for storm drain crossings in existing roadways	<input type="checkbox"/> Date ____/____/____	<input type="checkbox"/>
initial	Necessary easement and consent documents	<input type="checkbox"/> Date ____/____/____	<input type="checkbox"/>

City and Engineering Department Fees

(Once application has been made, fees apply.)

Other fees as required



Commercial Site Plan Fees

Site Plan #	Area	Fee
01-01	0.1 - 0.5 acres	\$1,000.00
01-02	0.5 - 1.0 acres	\$1,500.00
01-03	1.0 - 2.0 acres	\$2,000.00
01-04	2.0 - 5.0 acres	\$2,500.00

Mobile Site Plan

Area	Fee
0.1 - 0.5 acres	\$1,000.00
0.5 - 1.0 acres	\$1,500.00
1.0 - 2.0 acres	\$2,000.00
2.0 - 5.0 acres	\$2,500.00

Final Site Plan (Drawing of Mobile Site Plan)

Area	Fee
0.1 - 0.5 acres	\$1,000.00
0.5 - 1.0 acres	\$1,500.00
1.0 - 2.0 acres	\$2,000.00
2.0 - 5.0 acres	\$2,500.00

Multi-Parcel/Code Development

Area	Fee
0.1 - 0.5 acres	\$1,500.00
0.5 - 1.0 acres	\$2,000.00
1.0 - 2.0 acres	\$2,500.00
2.0 - 5.0 acres	\$3,000.00

Professional Engineer or Geotechnical Engineer Site Plan

Hourly Submittal Fee	\$100.00
----------------------	----------

Miscellaneous Fees

Category	Amount
Conditional Use	\$50.00
Home Occupation	\$75.00
Sign Permit	
Accession Stamp	\$10.00 per year
Permit Sign	\$10.00 per year

Sub Total	
Total	

Application Process

- Application process managed through Iworq software
 - Database of applications
 - Tracks workflow
 - Maintains status of project
 - Notes and holds on project
 - Links to other permits

The screenshot shows a web-based application form. The top section is titled 'Plan Information' and contains various fields for project details. Below this is a 'Plan Properties' section with a table of attributes. The bottom section is 'Plan Review', which contains a table of review activities. This table is highlighted with a red border.

Date	Type	Description	Target Date	Completed Date	Assigned To	Status	
2/10/2015	Fire Marshal Review	INITIAL SITE PLAN FOR REVIEW	3/10/2015	2/11/2015	Dan DeVogdt	Approved	Edit
2/10/2015	Water Review	INITIAL SITE PLAN FOR REVIEW	3/10/2015		D. Scott Hill	Distributed	Edit
2/10/2015	Plan Review	INITIAL SITE PLAN FOR REVIEW	3/10/2015	2/18/2015	Andy Aagard	REVISIONS REQUIRED	Edit
2/10/2015	Engineering Review	INITIAL SITE PLAN FOR REVIEW	3/10/2015	2/12/2015	Gordon Mener	REVISIONS REQUIRED	Edit
2/10/2015	SMP Review	INITIAL SITE PLAN FOR REVIEW SMP not included with submittal	3/10/2015		Tom Beesley	REVISIONS REQUIRED	Edit

Document Flow

- Routing Memos
- Submission Tracking

RIVERTON CITY
 Project: Creek @ Lover's Ln
 Date: 2.19.15 PLZ 14-1001
 Dept: PLANNING
 Submittal # 1 2 3 4 5 6 7 8

SIGN IN / SIGN OUT FORM FOR PLANS

Before submitting subdivision Mylar's or copies of Mylar's, they MUST FIRST be checked by Plan at the Salt Lake County Plat Department. Riverton City CAN NOT accept, process or sign Mylar's that we have not received CONFIRMATION that the County has reviewed it.

DATE	TIME	PROJECT NAME	ITEMS PICKED UP OR DROPPED OFF	PRINT & SIGN NAME
7/10	9:30	Kamm Office	returned rollies	[Signature]
7/10	10:10	NRA Architects Riverton High Equine	2 sets of Plat lines 3 sets of Plat lines 3 sets of Plat lines	[Signature]
	4:45	Mindy Gentry	5 sets of Plat National redlines	[Signature]
	5:00	Arnette York	1000 - calls PLANS	[Signature]
	10:15	Big O'Neil	Redlines	[Signature]
7/12	2:15	Arnette York	Plat Mylar	[Signature]
7/19	5:00	Mindy Gentry	Redlines	[Signature]
7/19	10:00 AM	Kamm's Map. Department	Steel package	[Signature]
7/23	10:00	Riverton Department	expansions Kalmay's Architects	[Signature]
7/23	1:45	Map on Rollies	Plat of Rollies CO plat of Rollies	[Signature]
7/23	1:45	Alpha Warrant	Shipped off to	[Signature]
7/25	7:00	Mindy Gentry	Returned Comments	[Signature]
7/25	8:30	Mindy Gentry	Plat of Rollies	[Signature]

Planning Commission

- Noticing period is typically 10 days minimum prior to meeting for newspaper notice/ mailing
- Deadlines require 15 day lead time prior to agenda
- Planning Commission holds public hearing on items
- Forwards recommended action to the City Council
- Minutes typically require 5 days to transcribe.

City Council

- Hears all items except most Conditional Use Permits
- Reviews public comment and Planning Commission recommendation
- Makes final decision

Processing Times

- Utah State Code 10-9a-509.5.1.c: requires a city to accept an application as complete w/in 30 days of submittal, or respond with reason why
- 10-9a-509.5.2.b states that after a 'reasonable period' for review, an applicant can request action on a application w/in 45 days
- State Code allows a minimum of 75 days for processing a land use application and scheduling for approval following 'reasonable review time'

Application Times

Commercial
/Residential

Application to Planning Commission: Avg 104 days

Planning Commission
to City Council
Approval: 22 Days

Application Times: Commercial

- 2014 – 15 applications for Commercial Site Plan
 - Average 106 calendar days from application to Planning Commission
 - 77 work days
 - 86 calendar days when outliers are removed
 - Minimum process time was 50 total days
 - Maximum process time was 246 total days
 - Average 25 calendar days from Planning Commission to City Council approval

Application Times: Commercial

- 2014 – 15 applications for Commercial Site Plan
 - 1st Review Time (standard is 20 days)
 - Averaged 18 days
 - Met 20 day standard on 11/15
 - Below 10 days on 5/15
 - 2nd Review Time (standard is 10 days)
 - Averaged 12 days
 - Met 10 day standard on 8/14

Case Study – Commercial Site Plan

• Application made:	12/2/13
• Initial Staff Review Completed:	12/27/13 (22 work days)
• Applicant Picked Up Plans:	1/7/14 (7 work days)
• Applicant Returned Corrected Plans:	2/6/14 (23 work days)
• 2 nd Review Completed:	2/14/13 (7 work days)
• Applicant Picked Up Plans:	2/14/14
• Applicant Returned Corrected Plans:	2/20/14 (5 work days)
• Planning Commission:	2/27/14
• 3 rd Review Completed:	3/3/14 (12 work days)
• City Council:	3/11/14
• Applicant Returned Corrected Plans:	4/14/14 (32 work days)
• Plans Approved By Staff:	4/23/14 (8 work days)
• Total:	103 work days (142 total)

Case Study – Commercial Site Plan

- Application made: 10/23/13
- Initial Staff Review Completed: 11/19/13 (20 work days)
- Applicant Picked Up Plans: 11/20/13
- Applicant Returned Corrected Plans: 1/27/14 (49 work days)
- Staff Approved Plans for PC: 2/3/14 (6 work days)
- Planning Commission: 3/27/14 (delay @ applicants request)
- City Council: 4/15/14
- **Total:** **125 work days (174 total)**
- Total Application to Staff Approval: 74 work days (103 total)

Application Times: Residential

- 2014 – 8 applications for Residential Development
 - Average 159 calendar days from application to Planning Commission
 - 115 work days
 - 122 calendar days when outliers are removed
 - Minimum process time was 43 total days
 - Maximum process time was 189 total days
 - Average 22 calendar days from Planning Commission to City Council approval

Application Times: Residential

- 2014 – 8 applications for Residential Subdivision
 - 1st Review Time (standard is 20 days)
 - Averaged 21 days
 - Met 20 day standard on 5/8
 - 2nd Review Time (standard is 10 days)
 - Averaged 13 days
 - Met 10 day standard on 6/8
 - 3rd Review Time (standard is 10 days)
 - Averaged 10 days
 - Met 10 day standard on 4/7

Case Study - Residential

- Application Made: 8/25/14
- Initial Staff Review Completed: 9/24/14 (23 work days)
- Applicant Picked Up Plans: 9/25/14
- Applicant Returned Corrected Plans: 10/28/14 (24 work days)
- Staff 2nd Review Completed: 11/6/14 (8 days)
- Applicant Picked Up Plans: 11/7/14
- Applicant Returned Corrected Plans: 11/10/14 (3 work days)
- Staff 3rd Review Completed: 11/24/14 (12 work days)
- Applicant Picked Up Plans: 11/25/14
- Applicant Returned Corrected Plans: 12/18/14 (18 work days)
- Staff Approved Plans for PC: 12/31/14 (10 work days)
- Planning Commission: 1/8/15
- City Council: 2/3/15
- **Total:** **125 work days (174 total)**
- Total Application to Staff Approval: 74 work days (101 total)

Implemented Streamlining Measures

- Public Works
 - Reduced bond times from 2 years to 1 year
 - Streamlined inspections processes
 - In-house GIS work
- Planning
 - Centralized Tracking and Communications
 - Improved Information Flow prior to Application
 - Post approval coordination with Salt Lake County Recorder's Office

Opportunities to further streamline

- More thorough completeness review prior to acceptance
 - Review with Departments
 - Checklists, studies, documentation, etc
 - Projected Time Savings: approx. 5 days
- Weekly updates to applicant on status of project
 - Generated by Iworqs
 - Indicate where plans are in process
 - Create additional tracking for applicant and City
 - Projected Time Savings: approx. 10+ days
- Improved Direct Communication on 'Redline' Issues
 - Projected Time Savings: approx. 5+ days
- Periodic Reporting to Planning Commission/City Council

Planning Commission/ City Council

- Preliminary Subdivision Approval
 - Potential Time Savings – Average 22 days (17%)
- Final Subdivision Approval – Staff Level
 - Potential Time Savings – Average 10 days (8%)
- Commercial Site Plan / Multi-Family Projects
 - Potential Time Savings – Average 25 days (23%)
- Rezone Eliminate Public Hearing at Planning Commission
 - Potential Time Savings – Average 15 Days