



**NOTICE AND AGENDA
REDEVELOPMENT AGENCY
BRIGHAM CITY COUNCIL MEETING**

Thursday, July 16, 2026 6:00 PM

City Council Chambers, 20 North Main

To View Live Meeting Visit:

<https://www.bcutah.gov/mayor-and-city-council.htm> **or**
www.youtube.com/brighamcitycorp

Thought, Reading, or Invocation: Tom Kotter, Brigham City 29th Ward
Pledge of Allegiance

6:00 REGULAR CITY COUNCIL MEETING

6:03 CONSENT

1. Request to Write Off Utility Accounts due to Bankruptcy or Being Sent to Collections
2. Approval of June 18, 2026 City Council Meeting Minutes

6:05 SCHEDULED DELEGATION

The Firefly Population In Brigham City – Todd Love

6:15 EMPLOYEE RECOGNITION

Recognition of New Hires in Administration, Public Works, Recreation and Community Center

6:20 PUBLIC HEARING *(Items may be brought to a vote following the public hearing as deemed necessary)*

1. Storm Water Management Plan Updates – Mike Waite
2. Storm Water Management Plan – Mike Waite
3. Consideration of Ordinance Adopting Compensation Increases for Executive Municipal Officers – Jeff Schmitt

6:45 PUBLIC COMMENTS ¹ *(Per Utah Code, Council will receive input only, no decision can be made)*

6:50 COUNCILMEMBER AND CITY ADMINISTRATOR COMMENTS

6:55 ACTION ITEMS

1. Consideration of Ordinance Amending Brigham City General Plan, Transportation Master Plan, to include future proposed public roadways that would extend and connect 100 West Street from 700 South to Fishburn Drive and Lakeview Drive from 200 West to Main Street - Tabled Item From January 15, 2026 – Mark Bradley
2. Approval of American Way Storage Subdivision Preliminary Plat located at 350 North and 900 West (American Way) – Mark Bradley
3. Consideration of Resolution Updating Employee Policies for Retirement Benefits and Holiday Pay – Derek Oyler

7:30 ADJOURN TO REDEVELOPMENT AGENCY MEETING

1. Approval of June 18, 2026 RDA Meeting Minutes
2. Consideration of Resolution approving payment of Impact Fees for Habitat for Humanity Home – Tom Kotter

7:45 CLOSED SESSION

Consideration to enter a closed session to discuss: purchase/exchange/lease of real property; pending litigation; cyber security; or character/professional competence or physical/mental health of an individual.

Assigned times may vary depending on length of discussion or agenda alteration. In compliance with the Americans with Disabilities Act, individuals needing special accommodations should notify the City Recorder (435-734-6621) at least 48 hours in advance of the meeting. City Council members may participate in council meetings electronically. Public is welcome to join the meeting in person at City Hall or to view the meeting electronically at the link above.

CERTIFICATE OF POSTING

The undersigned duly appointed City Recorder does hereby certify that the above notice and agenda was posted in three public places within the Brigham City limits. A copy was also provided to the Box Elder News Journal and posted on the City website and the State Public Meeting Notice website on July 10, 2026.

Kristina Rasmussen, City Recorder

¹ Each individual is limited to three minutes. Total input period is limited to 15 minutes.

BRIGHAM CITY
AGENDA ITEM FOR CITY COUNCIL MEETING

1. INITIATED BY: Jeff Schmitt

2. DEPARTMENT OR DIVISION: Administration

3. DATE INITIATED: July 8, 2026

4. BRIEF EXPLANATION OF PROPOSED ACTION (ATTACH OTHER DOCUMENTATION AS NECESSARY):

Attached is a list of customers that have either been sent to the Collection Agency for nonpayment or have taken out bankruptcy.

I am requesting Council's permission to have these accounts removed from the City's computer system.

5. ESTIMATED TIME NEEDED: 5 minutes

6. PROPOSED DATE FOR COUNCIL ACTION: July 16, 2026

7. EXPLANATION OF DEADLINE, IF APPLICABLE:

8. REVIEW

<u>Date</u>	<u>Name</u>	<u>Signature</u>	<u>Attachment</u>
<u>07.08.2026</u>	<u>Jeff Schmitt</u>		<u>xx</u>
<u> </u>	<u> </u>		<u> </u>

9. MAYOR'S SIGNATURE: _____

ACCOUNTS TO BE WRITTEN OFF

July 16, 2026

Account Number	Final Balance
76.00696.7	\$ 183.07
63.02321.5	\$ 193.78
81.05566.3	\$ 75.56
84.11650.7	\$ 270.29
5.04203.5	\$ 262.37
53.03207.7	\$ 476.05
76.00855.3	\$ 113.23
84.11302.6	\$ 318.37
76.00757.3	\$ 307.69
47.00401.6	\$ 494.99
	\$2,695.40

**REGULAR SESSION OF THE
BRIGHAM CITY COUNCIL**

June 18, 2026

6:00 p.m.

PRESENT:	D.J. Bott Dave Hipp Dave Jeffries Ryan Smith Robin Troxell	Mayor Councilmember Councilmember – <i>via Zoom (left at 6:45 PM)</i> Councilmember Councilmember
EXCUSED:	Matthew Jensen	Councilmember
ALSO PRESENT:	Nicole Cottle Alec Hansel Angie Johnson Tom Kotter Derek Oyler Jeremy Poppleton Tyler Pugsley Chad Reyes Jeff Schmitt Mike Waite	City Attorney Fire Marshal HR Supervisor Community and Economic Development Director City Administrator Assistant Fire Chief Power Director Police Chief Finance Director Public Works Director

At 6:15 PM the City Council came back into regular session following a Municipal Building Authority Meeting.

CONSENT ITEMS

Mayor Bott presented the Consent Agenda, consisting of the following items:

1. Request to Write Off Utility Accounts Due to Bankruptcy or Being Sent to Collections.
2. Request to Write Off Library Accounts Due to Bankruptcy or Being Sent to Collections.
3. Approval of the June 4, 2026 City Council Meeting and Work Session Minutes and the June 10, 2026 Work Session Minutes.
4. Appointment of Kurt Manship and Lene Ayotte to the Library Board.
5. Request for Acceptance of a Petition for Annexation of approximately 87.74 acres located west of the railroad tracks between SR-13 and 1500 North.

Council Member Smith requested clarification regarding the location of the proposed annexation area. Staff explained that the request before the Council was only to accept the annexation petition and initiate the statutory review process. The proposed annexation area included multiple parcels generally located west of the railroad tracks, extending to 1000 West and between 1500 North and SR-13. Staff noted that the annexation request involved property owned by three property owners and that a public hearing would be held following the state-mandated waiting period before any final annexation action would be considered.

MOTION: Councilmember Troxell made a motion to approve the consent items.
Councilmember Hipp seconded the motion. Motion passed unanimously.

PUBLIC HEARINGS

Consideration of Resolution Adjusting the FY 2025-26 Budget

Community and Economic Development Director Tom Kotter presented the proposed Fiscal Year 2025-26 budget adjustments. He explained that the amendments were necessary to maintain compliance with state requirements for a balanced budget and to address year-end budget adjustments across several departments.

Mr. Kotter reviewed significant adjustments, including increased expenditures within the Cemetery Fund for perpetual care projects, funding adjustments related to dispatch services, police department overtime and standby costs, parks operations, fire and ambulance services, inspections, recreation programming, UTOPIA lien releases, and various capital projects. He noted that the police department overtime expenditures were largely associated with Brigham City's assistance to the City of Tremonton following the tragic events that occurred there during the year.

Mayor Bott expressed appreciation for Brigham City's police officers and acknowledged the support provided by neighboring law enforcement agencies that assisted Brigham City while local officers were helping Tremonton. Council members also expressed gratitude for the cooperation and assistance received from agencies throughout the state.

Mr. Kotter further explained adjustments within the Cemetery Capital Project Fund, Capital Project Fund, and Utility Fund, noting that revenues and available fund balances were sufficient to offset the proposed expenditures and maintain a balanced budget.

MOTION: Councilmember Hipp made a motion to open the public hearing for the Resolution adjusting the FY 2025-26 Budget. Councilmember Troxell seconded the motion.

There were no public comments.

MOTION: Councilmember Smith made a motion to close the public hearing for the Resolution adjusting the FY 2025-26 Budget. Councilmember Troxell seconded the motion.

MOTION: Councilmember Smith made a motion to adopt the Resolution adjusting the FY 2025-26 Budget. Councilmember Hipp seconded the motion.

Roll Call:

Councilmember Troxell— Aye; Councilmember Jeffries — Aye; Councilmember Smith — Aye;
Councilmember Hipp - Aye

Consideration of Resolution Transferring Enterprise Funds for FY 2026-27

Finance Director Jeff Schmitt presented the proposed resolution authorizing the transfer of enterprise fund revenues to the General Fund for Fiscal Year 2026-27. He noted that the agenda incorrectly referenced Fiscal Year 2025-26 and clarified that the proposed transfer applied to Fiscal Year 2026-27.

Mr. Schmitt explained that the City proposed transferring \$5,070,386 from the Utility Fund to the General Fund. He reviewed the purpose of the Utility Fund, which includes revenues generated through the City's electric, water, sewer, sanitation, and other utility services. Because the transfer involved enterprise fund revenues, state law required a public hearing before the transfer could be approved.

Staff reviewed the benefits of Brigham City's municipally owned utility system and explained how utility revenues help support community services. Key points included:

- The proposed transfer represents approximately 13.5% of annual utility fund revenues.
- Utility revenues can be reinvested directly into City operations and services rather than distributed to private investors.
- The transfer helps support General Fund services and reduces the need for additional property tax increases.
- Utility revenues provide a broader funding source because all utility customers contribute, while not all residents pay property taxes.
- Generating the same amount of revenue through property taxes would require a significant tax increase.

Mayor Bott emphasized that the transfer represented 13.5% of annual utility revenues and not 13.5% of the Utility Fund balance.

MOTION: Councilmember Hipp made a motion to open the public hearing for the Resolution transferring enterprise funds for FY2026-27. Councilmember Troxell seconded the motion.

There were no public comments.

MOTION: Councilmember Smith made a motion to close the public hearing for the Resolution transferring enterprise funds for FY2026-27. Councilmember Troxell seconded the motion.

MOTION: No motion was made at this time. The council will come back to the motion after the action items.

MOTION: Councilmember Hipp made a motion to approve the resolution authorizing the 13.5% transfer of enterprise fund revenues to the General Fund for FY 2026-27. Councilmember Troxell seconded the motion.

Roll Call:

Councilmember Troxell– Aye; Councilmember Smith – Aye; Councilmember Hipp - Aye

Consideration of Resolution Adopting the FY 2026-27 Interim Budget

Finance Director Jeff Schmitt presented the proposed Fiscal Year 2026-27 Interim Budget and reviewed the budget adoption timeline.

Mr. Schmitt reviewed the upcoming Truth-in-Taxation process and explained that a public hearing regarding the proposed property tax increase was scheduled for August 13, 2026. He noted that affected property owners would receive valuation notices from the county at the end of July showing the parcel-specific impact of the proposed tax increase.

Staff reviewed the proposed interim budget and property tax impact statement. Key discussion points included:

- The proposed property tax increase included in the interim budget had been reduced from the originally projected 12.93% increase presented in May to approximately 3.38% following receipt of updated certified tax rate information from Box Elder County.

- Based on the current proposal, the annual impact on a residence valued at \$400,000 would be approximately \$12.98 per year.
- The annual impact on a commercial property valued at \$1.2 million would be approximately \$70.80 per year.
- The revised proposal would generate approximately \$129,843 in additional property tax revenue, significantly less than the original estimate of approximately \$455,000.
- The Parks Department seasonal staffing request originally funded at \$110,000 had been reduced to \$55,000 following Council discussion during budget work sessions.
- Dispatch expenditures had increased by approximately \$26,961 from the budget originally presented in May.

Mr. Schmitt explained that state law requires the City to adopt an interim budget prior to the start of the fiscal year and that expenditures associated with the proposed property tax increase would remain restricted until completion of the Truth-in-Taxation process and adoption of the final budget. He recommended that the additional property tax revenues be tied to the City Attorney position until final budget decisions were made by the Council.

City Administrator Derek Oyler discussed the challenges associated with developing the annual budget before final certified tax rate information is available. He explained that the Mayor's proposed budget was presented in May using the best information available at the time and that the certified tax rate was not received until June 9. Mr. Oyler noted that significant growth within the community contributed to changes in projected revenues and required adjustments during the final stages of the budget process.

MOTION: Councilmember Hipp made a motion to open the public hearing for the Resolution adopting the FY2026-27 Interim Budget. Councilmember Smith seconded the motion.

Philip Zieseniss - stated that he is generally cautious about tax increases but expressed support for funding related to the proposed fire training facility. Drawing on his experience as a firefighter, he emphasized the importance of training facilities in preparing firefighters to effectively suppress fires and conduct search and rescue operations. He stated that training is a critical component of firefighter preparedness and public safety and voiced his support for the investment.

MOTION: Councilmember Smith made a motion to close the public hearing for the Resolution adopting the FY2026-27 Interim Budget. Councilmember Hipp seconded the motion.

MOTION: No motion was made at this time. The council will come back to the motion after the action items.

MOTION: Councilmember Smith made a motion to approve the resolution adopting the FY 2026-27 Interim Budget as presented. Councilmember Hipp seconded the motion.

Prior to the vote, Council members discussed several budget assumptions and requested clarification regarding adjustments that had been incorporated into the interim budget, including the reduction of temporary parks staffing funding from \$110,000 to \$55,000, increased dispatch costs, and revised property tax revenue projections. Staff explained that the interim budget reflected the direction provided during previous budget discussions and noted that additional budget refinements could still be considered prior to adoption of the final budget following the Truth-in-Taxation process.

The motion failed on a roll-call vote, with Council Members Hipp and Smith voting for the motion and Council Member Troxell voting against the motion.

Following additional discussion, Council Member Troxell expressed support for restoring the \$55,000 reduction in temporary parks staffing funding and continuing to evaluate the issue prior to final budget adoption in August. Staff reviewed the resulting budget impacts and explained that restoring the funding would increase the proposed property tax increase to 4.81%. Staff further reported that the estimated impact on a residence valued at \$400,000 would be approximately \$18.48 annually.

Council Member Troxell then moved to adopt the Fiscal Year 2026-27 Interim Budget with the restoration of the additional \$55,000 for temporary parks staffing. The motion was seconded by Council Member Smith.

Roll Call:

Councilmember Troxell– Aye; Councilmember Smith – Aye; Councilmember Hipp - Aye

The adopted interim budget included a proposed property tax increase of 4.81% and a general fund tax rate of \$0.001824. Staff noted that the budget would return to the Council for further review and final adoption on August 20, 2026 following the Truth-in-Taxation process.

PUBLISHING OF THE PROPERTY TAX IMPACT SCHEDULE

This Agenda item is intended to demonstrate compliance with 59-2-919(4)(a)(i) and 59-2-924(8)(b) by providing a Property Tax Impact Schedule as attached to this Agenda. The impact statement will be included at the end of the minutes.

PUBLIC COMMENT

There was no Public Comment

COUNCILMEMBER COMMENTS

Councilmember Hipp

- Thanked City staff, particularly Finance Director Jeff Schmitt, for their efforts throughout the budget process and for helping clearly explain the purpose and benefits of the utility fund transfer.
- Commented on the importance of the proposed fire training facility, noting that conversations with current and retired firefighters reinforced the value of training in preparing emergency personnel for emergency situations.
- Emphasized that effective training helps firefighters respond safely and efficiently during critical incidents and supports the protection of both residents and first responders.

Councilmember Smith

- Expressed appreciation for the budget process and the discussions held among council members, staff, and members of the public.
- Emphasized the importance of public participation and understanding how budget decisions are made.
- Discussed the use of impact fees to fund eligible portions of the proposed fire training facility and noted that future impact fee revenues would reimburse project costs as development occurs within the community.
- Expressed enthusiasm for the upcoming Fourth of July celebrations.

Mayor Bott

- Recognized the Brigham City Museum staff for receiving a national Award of Excellence for a temporary exhibit highlighting the experiences of Japanese Americans in Box Elder County during and after World War II.
- Thanked City staff, council members, and members of the public for their participation and engagement throughout the budget process.
- Announced that the July 2, 2026 City Council meeting had been canceled and that the next regular meeting would be held on July 16, 2026.
- Announced a ribbon-cutting ceremony for the new Forest Street bridge on July 7, 2026, and noted that additional information regarding the event would be provided through City communication channels.
- Encouraged residents to participate in the community's Fourth of July celebrations and reflect on the nation's history as part of the upcoming 250th anniversary of the Declaration of Independence.

ACTION ITEMS

Approval of Interlocal Agreement for Mutual Aid Fire and EMS Services with Logan City Fire Department

Assistant Chief Jeremy Poppleton presented an interlocal agreement for mutual aid fire and EMS services between Brigham City and Logan City Fire Department. He explained that the agreement was part of an ongoing effort by Chief Theuson and staff to establish mutual aid agreements with surrounding jurisdictions. He noted that the Council had previously approved similar agreements with Weber Fire District, Ogden City, North View Fire District, Tremonton City, and Garland City.

Assistant Chief Poppleton explained that mutual aid agreements provide reciprocal assistance during emergencies and ensure that additional personnel and equipment are available when needed. He noted that Brigham City's mutual aid partners recently assisted during a structure fire response and highlighted the importance of maintaining strong cooperative relationships among neighboring agencies.

In response to a question from Council Member Smith regarding how frequently mutual aid agreements are utilized, Assistant Chief Poppleton explained that usage varies depending on emergency activity. He provided examples of recent incidents in which agencies assisted one another, including a structure fire response and an ambulance transfer that allowed another department to remain focused on a wildfire response.

MOTION: Councilmember Troxell made a motion to approve the Interlocal Agreement for Mutual Aid Fire and EMS Services with Logan City Fire Department. Councilmember Smith seconded the motion. Motion passed unanimously.

Consideration of an Ordinance Amending Title V, Consolidated Fee Schedule, Relating to Water Service Fees

City Administrator Derek Oyler presented a proposed ordinance amending the City's water service fees. He explained that the proposed rates were consistent with those included in the Mayor's proposed budget and were based on recommendations from the City's water rate study. The proposed changes included increases to base water rates, excess usage rates, secondary water rates, and construction water meter rental rates.

Mr. Oyler reviewed the City's water utility funding needs and explained that current revenues were insufficient to fully fund system replacement, facility maintenance, and future capital improvements. He

noted that even with the proposed increases, the City would still be funding infrastructure improvements at levels below those recommended by the City's engineering consultants.

The Council discussed several aspects of the proposed fee adjustments, including:

- The relationship between utility revenues, infrastructure maintenance, and long-term system reliability.
- The requirement that utility revenues remain within the Utility Fund except through the public transfer process authorized by state law.
- The City's historical utility fund transfer percentage and efforts made in recent years to reduce the transfer from utility revenues to the General Fund.
- The impact of weather, water consumption, and utility usage patterns on annual utility revenues.
- The balance between maintaining affordable rates for residents and providing sufficient funding for aging infrastructure and future capital needs.
- The financial impact of large infrastructure repairs, rising construction costs, and future water meter replacement needs.

Council Member Smith expressed support for maintaining a healthy Utility Fund and stated that he would like to see as much revenue as possible remain within the utility system to address future infrastructure needs. He also expressed concern about the impact of increased utility costs on residents, particularly those with lower water usage.

Mayor Bott and staff discussed the importance of making incremental adjustments over time rather than delaying improvements and facing larger rate increases in future years. Staff noted that Brigham City's water rates remain among the lowest in the region while significant infrastructure replacement needs continue to grow.

Following discussion, Council members expressed support for modifying the Mayor's proposed water rate increase. Discussion to adjust the monthly base water rate from the proposed \$30 to \$28 for a three-quarter-inch and one-inch connection while increasing the excess water usage tiers to \$2.50, \$3.00, and \$3.50 per thousand gallons. Staff reviewed the financial impacts of the proposed adjustments and discussed options for balancing the corresponding budget impacts.

MOTION: Councilmember Hipp made a motion to approve the ordinance amending Title V, Consolidated Fee Schedule, relating to water service fees. The motion included a monthly base rate of \$30 for three-quarter-inch and one-inch water connections and increased excess water usage rates of \$2.50, \$3.00, and \$3.50 per thousand gallons for the respective usage tiers. Council Member Troxell proposed the amendment to increase the excess usage rates by an additional \$0.50 per tier above the Mayor's original proposal, which was accepted by Council Member Hipp. Prior to the vote, Council Member Smith acknowledged the difficulty of approving utility rate increases but stated that maintaining a reliable and functional water system required adequate funding for infrastructure maintenance and replacement. He noted that after extensive consideration, he supported the proposed rates as necessary to protect the long-term health of the City's water system. Councilmember Smith seconded the motion.

Roll Call:

Councilmember Troxell— Aye; Councilmember Smith — Aye; Councilmember Hipp - Aye

Council went back to the motions above for the two public hearings. The motions are above under each public hearing.

At 8:20 PM Councilmember Smith made a motion to adjourn and move into a closed session to discuss property and pending litigation. The motion was seconded by Councilmember Hipp. Motion passed unanimously.

At 9:47 PM the council returned to an open session and adjourned.

The undersigned duly appointed Recorder for Brigham City Corporation hereby certifies that the foregoing is a true, accurate and complete record of the June 18, 2026 City Council Meeting.

Dated this 17th of July, 2026.

Kristina Rasmussen, City Recorder

** These meeting minutes were generated with the assistance of artificial intelligence and have been reviewed, edited and approved by Brigham City Staff.



PROPERTY TAX IMPACT SCHEDULE

Pursuant to 59-2-919(4)(a)(i) and 59-2-924(8)(b), the proposed tax rate increase is summarized as follows:

Revenue Impact

- Estimated additional property tax revenue: \$455,000
- Percentage increase in total property tax revenue: 12.93%

Taxpayer Impact

- Average residential property (\$400,000):
 - Prior year tax: \$370.80
 - Proposed tax: \$418.76
 - Annual Increase: \$47.96
 - Percentage Increase: 12.93%
- Average commercial property (\$1,200,000):
 - Prior year tax: \$2,022.31
 - Proposed tax: \$2,283.87
 - Annual Increase: \$261.56
 - Percentage Increase: 12.93%

Departmental Budget and Operational Impact

The proposed tax rate increase will impact the following departments:

Mayor's Office

Budget Impact (\$140,000): This change is attributable to personnel costs associated with transitioning from a contracted attorney to a full-time City Attorney position, including wages and benefits that were not previously provided under the contract arrangement.

Operational Impact: Approval of the proposed tax rate increase will allow the City to maintain consistent legal services following the anticipated conclusion of the current contract. While the City has greatly benefited from a highly effective contracted attorney, the transition to a full-time City Attorney is intended to provide dedicated, on-site legal support and ensure continuity of services moving forward.

A full-time attorney will offer increased day-to-day availability, more direct integration with City staff and operations, and the ability to provide timely review of contracts, ordinances, and policies. This position will also support ongoing legal needs related to economic development, personnel matters, and regulatory compliance.

Without the proposed increase, the City would need to secure alternative contracted legal services, which may result in variability in availability, higher hourly costs over time, or reduced consistency depending on the provider.

Parks Department

Budget Impact (\$110,000): This change is due to increased temporary wage costs to address seasonal staffing needs and rising service demands.

Operational Impact: Approval of the proposed tax rate increase will allow the department to enhance service levels by adding temporary staff to better maintain the City's parks system. This includes improved mowing schedules,



PROPERTY TAX IMPACT SCHEDULE

landscaping, cleanliness, and overall park appearance. Additional staffing will help the department keep pace with increased usage and expectations as the City continues to grow.

Without the proposed increase, the department would likely continue to fall behind on routine maintenance and upkeep, resulting in declining park conditions, reduced aesthetic quality, and potential impacts to public use and community satisfaction.

Police Department

Budget Impact (\$205,000): This increase is driven by personnel costs related to adding an Administrative Sergeant position, as well as market-based wage adjustments for animal control officers and staff.

Operational Impact: Approval of the proposed tax rate increase will allow the department to enhance service levels by adding an Administrative Sergeant to oversee animal control, school crossing guards, IT functions, and key administrative responsibilities, including policy updates and accreditation standards. Adjustments to animal control wages will help the City remain competitive in the labor market and support retention of qualified staff. These changes will improve overall operational efficiency and allow sworn officers to focus more directly on core public safety duties.

Without the proposed increase, the department would likely need to delay or forego adding the Administrative Sergeant and may face challenges in retaining animal control staff, resulting in continued strain on existing personnel and reduced capacity to effectively manage administrative and support functions.

REQUEST TO APPEAR BEFORE THE BRIGHAM CITY COUNCIL

MEETINGS ARE HELD THE 1ST AND 3RD THURSDAY OF EACH MONTH AT 6PM. What is your preferred date to appear before the council? July 16th

NAME: TODD LOVE

FULL ADDRESS: 728 E 675 S Brigham City

PHONE NUMBER: (714) 271-6446

EMAIL: WMITODD.Love@gmail.com

PLEASE GIVE A DETAILED DESCRIPTION OF YOUR REQUEST.

I would like to speak to city council about the firefly population and protecting them

WILL YOU BE ASKING THE COUNCIL FOR ANY ASSISTANCE, FINANCIAL OR OTHERWISE?

Yes

IF YOU ARE REPRESENTING AN ORGANIZATION OR BUSINESS PLEASE ENTER THE NAME:

NO

Requester Signature



For City Use Only:

Approvals:

City Administrator:

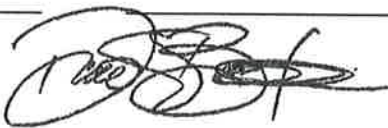
Mayor:



**BRIGHAM CITY
AGENDA ITEM FOR CITY COUNCIL MEETING**

1. INITIATED BY: Angie Johnsen
2. DEPARTMENT OR DIVISION: Human Resources
3. DATE INITIATED: July 07, 2026
4. BRIEF EXPLANATION OF PROPOSED ACTION (ATTACH OTHER DOCUMENTATION AS NECESSARY):
Angela Bounds - Community Center Activity Coordinator
Austin Daugherty - Accounting Clerk
Katie Abney Perry - Accounting Clerk
Jordan Claridge - Parks Lead
Baxter Wise - Recreation Coordinator
5. ESTIMATED TIME NEEDED: 3-5 minutes
6. PROPOSED DATE FOR COUNCIL ACTION: July 16, 2026
7. EXPLANATION OF DEADLINE, IF APPLICABLE:

8. REVIEW

<u>Date</u>	<u>Name</u>	<u>Signature</u>	<u>Attachment</u>
July 07, 2026	Angie Johnsen	eSigned via GovOS.com  Key: 323521ea-7128-4d35-b69a-a3d90f6ade1e	
			

9. MAYOR'S SIGNATURE:

**BRIGHAM CITY
AGENDA ITEM FOR CITY COUNCIL MEETING**

1. INITIATED BY: Sammy Oberg
2. DEPARTMENT OR DIVISION: Public Works - WWT
3. DATE INITIATED: July 08, 2026
4. BRIEF EXPLANATION OF PROPOSED ACTION (ATTACH OTHER DOCUMENTATION AS NECESSARY):
Action item to adopt our recently updated SWMP.

5. ESTIMATED TIME NEEDED: 10 minutes
6. PROPOSED DATE FOR COUNCIL ACTION: July 16, 2026
7. EXPLANATION OF DEADLINE, IF APPLICABLE:

8. REVIEW

<u>Date</u>	<u>Name</u>	<u>Signature</u>	<u>Attachment</u>
July 08, 2026	Bryce Lofthouse	eSigned via GovOS.com  Key: 323521ea-7128-4d35-b60a-a3d956ade4fe	

9. MAYOR'S SIGNATURE:

eSigned via GovOS.com

Key: 605b8e0c-e6b3-440c-bdc6-2708b4e1b2c



**CITY ATTORNEY
LEGAL DOCUMENT REVIEW**

Document Name: Storm Water Management Plan

Name of Person Requesting Legal Review: Sammy Oberg - Bryce Lofthouse

Date Sent: 06/09/2026 Review Date Deadline: 06/22/2026

Reviewed by Attorney:  Date: 6/17/26

☐ Reviewed and acceptable as submitted

☒ See suggested changes:

Returned to: Sammy Oberg Date: 6/17/26

☐ Accepted as Received

Submitted to Mayor's Office By: _____ Date: _____

Reviewed by Mayor's Office: _____
Derek Oyler, City Administrator

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Introduction

Purpose

The purpose of the Brigham City Storm Water Management Program (SWMP) is for the development and implementation of the City's Plan to fulfill requirements under the State of Utah Small MS4 General UPDES Permit No. UTR090000 in accordance with ~~Section 402(p)(3)(B) of the Federal Clean Water Act, and the State of Utah Storm Water Regulations (UAC R317-8-3.9)~~ the provisions of the Utah Water Quality Act, ~~and the State of Utah Storm Water Regulations (UAC R317-8-3.9)~~. This plan details the ~~actions that Brigham City proposes to take between November 1, 2021 and November 1, 2025.~~ Utah Code Title 19, Chapter 5 and the Federal Water Pollution Control Act (33 U.S.C. §§ 1251 et. seq., as amended to date), and the rules and Regulations made pursuant to those statutes.

This Plan was reviewed and updated in January 2026 and details the actions that Brigham City proposes to take between June 2026 and December 2030.

The NPDES Program

The National Pollutant Discharge Elimination System (NPDES) is a program created under the Federal Clean Water Act with the intent of protecting and restoring water quality in lakes and streams so they can support "beneficial uses" such as fishing and swimming. Governmental and private entities wishing to discharge water or wastewater to surface water regulated by the Federal Government (Waters of the US) must obtain permits and comply with certain conditions or face fines and other penalties. In general, the Storm Water Program regulates storm water discharges from three potential sources: municipal separate storm sewer systems, construction activities, and industrial activities.

~~In Utah, the US Environmental Protection Agency has delegated the authority over NPDES permits to the Utah Department of Environmental Quality—Water Quality (DEQ). DEQ has issued a General Permit for discharges to waters of the State of Utah resulting from a Small Municipal Separate Storm Sewer System (Small MS4). The General Permit applies to cities with a population less than 100,000 (based on the 2010 census), located within an urbanized area, and that operate a MS4 which discharges to a water of the State of Utah.~~ In Utah, the U.S. Environmental Protection Agency has delegated authority for the National Pollutant Discharge Elimination System (NPDES) program to the Utah Department of Environmental Quality (DEQ), Division of Water Quality, which administers the program as the Utah Pollutant Discharge Elimination System (UPDES). DEQ has issued a General UPDES Permit for discharges of stormwater to waters of the State of Utah from Small Municipal Separate Storm Sewer Systems (Small MS4s). The General Permit applies to regulated Small MS4 operators that are located fully or

partially within a Census-designated urbanized area and that discharge stormwater to waters of the State of Utah, provided they are not otherwise required to obtain an individual MS4 permit.

UPDES Small MS4 Permit

Brigham City has been identified as a Small MS4 permittee and therefore must establish a stormwater program that complies with conditions of the UPDES MS4 Permit UTR090000. The Permit allows municipalities to discharge stormwater from systems it owns and operates into “waters of the state” such as rivers, lakes, streams, and groundwater as long as they implement six (6) minimum control measures (MCM) to reduce pollutants in stormwater to the “maximum extent practicable.” The MCM’s are as follows:

1. Public Education and Outreach on Stormwater Impacts (*General Permit 4.2.1*)
2. Public Involvement / Participation (*General Permit 4.2.2*)
3. Illicit Discharge Detection and Elimination (IDDE) (*General Permit 4.2.3*)
4. Construction Site Stormwater Runoff Control (*General Permit 4.2.4*)
5. Long-Term Stormwater Management in New Development and Redevelopment (Post-Construction Stormwater Management) (*General Permit 4.2.5*)
6. Pollution Prevention and Good Housekeeping for Municipal Operations (*General Permit 4.2.6*)

Annual Review and Modification

The SWMP will be reviewed on an annual basis and any changes or modifications will be described and submitted to the DEQ. This review will include a review of the status of program implementation and permit compliance and a review of any revisions or changes of BMPs during the year (See Annual Review and Checklist SOP). The DEQ will be notified in writing of any changes to the implementation of BMPs. This notification will include the rationale supporting the modifications; an overall assessment of goals and direction of the SWMP and effectiveness of BMPs; a review of monitoring data, any changes in monitoring methods and parameters, and an assessment of the overall monitoring program.

In addition, the Permit requires the City to submit an Annual Compliance Report by October 1st of each year that details actions taken in the previous year to achieve compliance. The full text of the Permit can be viewed at: <https://lf-public.deq.utah.gov/WebLink/ElectronicFile.aspx?docid=696389&eqdocs=DWQ-2026-002666>

General System Overview

Brigham City is the county seat of Box Elder County and is in eastern Box Elder County. The population of the community was 19,650 at the 2020 census. The city has a total area of 24.92 square miles and has a good mix of residential, agricultural, industrial, and commercial uses.

The storm drain system is comprised of pipes, detention basins, and ditches and eventually empties into the Box Elder Creek (DEQ Assessment Unit IDs: UT16010204-001_00 and UT16010204-005_00) and the Black Slough (DEQ Assessment Unit ID: UT16010204-001_00). New developments are required to detain storm water before releasing it. The streets use curbs and gutters to collect storm water runoff. The Bear River flows west/southwest of Brigham City and Box Elder Creek flows westward through Box Elder Canyon toward the valley near and through portions of Brigham City.

Local Water Quality Concerns

The water quality within Brigham City is relatively good. The city drains into Box Elder Creek and the Black Slough, both of which have portions identified as being impaired due to dissolved oxygen and E-

coli and able to support Use Class 2B infrequent primary contact recreation; Use Class 3C non-game fishery/aquatic Life; and Use Class 4 agricultural crop irrigation, stock watering.

The purpose of this SWMP is to maintain that status and, where possible, improve the current water quality. The following Best Management Practices (BMPs) have been identified to help control the discharge of potential pollutants (e.g. release from vehicle wear; building materials from areas such as parking lots, roofs, siding materials, streetlights, roof gutters; and construction site-runoff).

These BMPs can be found in the following locations as noted below.

1. Storm Water Ordinance, Title 15, Chapter 154 of the City Code, updated and adopted January 2025 *(See City's website)*
2. City Public Works Standards for Design, Development, and Construction, updated and adopted December 2024 *(See City's website)*
3. Public Education and Outreach *(See MCM 1 Additional Information Section)*
4. Vehicle & Equipment Maintenance *(See MCM 6 Additional Information Section, SOPs)*
5. Vehicle and Equipment Storage *(See MCM 6 Additional Information Section, SOPs)*
6. Vehicle and Equipment Washing & Cleaning *(See MCM 6 Additional Information Section, SOPs)*

Nitrogen & Phosphorus Reduction

Nutrients are often found in storm water. These nutrients can result in excessive or accelerated growth of harmful algal blooms, reduced oxygen in the water, changes in water chemistry and pH. In addition, un-ionized ammonia (one of the nitrogen forms) can be toxic to fish.

Brigham City is supplementing the activities of the Golden Spike Storm Water Coalition for this control measure as part of an Interlocal Agreement aimed at collecting data and sampling analysis from the county to attribute information to a comprehensive plan. This plan is intended to enhance the efforts of the Brigham City MS4, as well as other MS4s within Box Elder County. Targeted sources for the reduction in nitrogen and phosphorus discharges are being evaluated and determined through the actions and participation of the Golden Spike Storm Water Coalition and designated subcommittee, of which the Brigham City's MS4 is an active participant.

The City has identified three pollutant sources for added focus:

- **Responsible Fertilizer Use:** Using low or no-phosphorus fertilizers and applying them at appropriate times.
- **Leaf and Debris Management:** Keeping leaves, grass clippings, and other organic materials off streets and away from storm drains, as they can be sources of phosphorus.
- **Pet / Animal Waste Management:** Properly disposing of animal waste to prevent bacterial and nutrient contamination.

The target audience for these three specific sources are residential, agricultural, and commercial property owners, especially those with less than one acre, and dog owners / users of the local dog parks. The educational materials are distributed to the appropriate group and/or target sources as available. Equivalent educational sources that are specific for Brigham City include ongoing monthly / bi-weekly / quarterly utility billing mailers and information on the City's website (see MCM 1 for additional info) . In

addition, specific information and face-to-face advisory is provided during all new business license application processes and all new construction permit application processes. The City Staff, specifically members of the Public Works Department and Building / Construction Inspectors, are also trained to identify and report materials in the street, follow-up per applicable Standard Operating Procedures for enforcing storm water requirements. Violations and enforcement actions will be documented.

Current and Planned Activities

The SWMP Plan describes the set of actions and activities the City has implemented or plans to implement to maintain permit compliance. The Plan is organized to address the program components noted in Section 4.2 of the Permit.

The following sections of the SWMP Plan describe how Brigham City is currently meeting the requirements of the Permit, and how the City plans to continue to meet those requirements over the next five (5) years.

Coordination and Responsibilities

Compliance with the Permit requires coordination and documentation of activities between several City departments, the Bear River Health Department, and the Golden Spike Storm Water Coalition (See MOU in Appendix). The Public Works Department will coordinate City efforts and will meet with staff from other departments and entities regularly to verify that current and planned activities meet Permit requirements. Activities required for Permit compliance will be carried out by the Public Works, Planning and Building, Parks, City Administration, Finance, Fire, Police, and the Bear River Health Department.

Main Point of Contact & Roles/Responsibilities:

Mike Waite
Public Works Director
(801) 821-0640
mwaite@bcutah.gov

Role/Responsibility: Oversees the operations of the City, Administration of SWMP, Authority for Enforcement Actions and Signing of Documents.

Kyler Hardman
Storm Water Coordinator
435-226-1444
thardman@bcutah.gov

Role/Responsibility: Responsible for implementing the MS4 program, Authority for Enforcement Actions and Signing of Documents, Coordination with all other Departments/Agencies, RSI Inspector.

Bryce Lofthouse
Assistant Public Works Director/Wastewater Treatment Plant Manager
435-226-1441
blofthouse@bcutah.gov

Role/Responsibility: Oversees the Storm Water Department, which includes the MS4 program, Authority for Enforcement Actions and Signing of Documents.

Public Works Employees
Role/Responsibility: RSI Maintenance

Cami Sabin

Public Information Officer

435-734-6617

csabin@bcutah.gov

Role/Responsibility: *Public information and outreach through social media, newsletters, and city website.*

Brett Jones

City Engineer (Jones & Associates)

801-391-0034

brettj@jonescivil.com

Role/Responsibility: *Responsible for review of all new developments to ensure meets standards*

Table 1. Permit Requirements Deadlines / Frequencies

General Permit Section	Requirements	Year (by Quarter)				2026				2027				2028				2029				2030																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
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Table 2. Inspections (General)

General Permit Section	Area / Type	Frequency
4.2.3 Illicit Discharge Detection and Elimination	High-Priority Areas	Annual
	Dry Weather Screening	Every 5 Years
4.2.4 Construction Site Stormwater Runoff Control	Priority Construction Sites	Bi-Weekly
	Construction Sites	Monthly
4.2.5 Long-Term Stormwater Management	City-Owned High-Priority / Visual	Monthly
	Structural BMPs	Bi-Annual
	New Construction Structural / Permanent BMPs	Annual
4.2.6 Pollution Prevention and Good Housekeeping for Municipal Operations	High-Priority / Visual	Monthly
	High-Priority / Comprehensive	Bi-Annual
	High Priority / Visual Observation Discharges	Annual

Ongoing Documentation of SWMP

The City currently utilizes several BMPs, storm water design standards, and standard operating procedures to manage storm water quantity and quality throughout the City.

Brigham City has an online and GIS based record keeping process through both ComplianceGo and the City's GIS mapping tools. All completed forms, reports, and documents are added to the database and searchable by location. The Storm Water Inspector utilize the same system to complete facility inspections, dry weather screening, Illicit Discharge Detection and Elimination (IDDE), tracking the progress of post construction BMPs, as well as construction inspections using the State forms.

This database serves as the digital archive for all storm water program activities. This documentation method will be periodically reevaluated to investigate improved method, expanded, and/or modified as needed to ensure compliance, efficiency, and ease of use for the crews.

Documentation includes:

1. Pre-construction meetings
2. Construction site SWPPP reviews
3. Construction site Water Quality Report reviews
4. Storm drain cleaning activities
5. Street sweeping activities
6. Inspections of key city facilities
7. Participation with the Gold Spike Storm Water Coalition meetings

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8. Newsletters
 9. Storm water education materials and programs
 10. Dry weather screening
 11. Wet weather monitoring
 12. Training
 13. IDDE inspections
 14. Enforcement actions
 15. Spill Response Incidents
 16. Construction site inspections
 17. Inspections of Low Impact Development facilities during construction
 18. Long-term Storm Water Management Facility inspections
 19. Long-term Storm Water Management maintenance activities



MCM 1 - Public Education and Outreach on Stormwater Impacts

Brigham City provides and participates in a variety of stormwater education and outreach programs designed to build general awareness; reduce or eliminate behaviors and practices that cause or contribute to adverse stormwater impacts; and encourage the public to participate in stewardship activities. The City aims to educate and reach a variety of audiences including residents, institutions and commercial facilities, developers and contractors (construction), and MS4-owned and operated facilities. The City will work on its own and participate with the Golden Spike Storm Water Coalition to coordinate public education and outreach efforts to target the groups identified below.

Brigham City's Plan to Meet the Requirements of the Permit *(General Permit 4.2.1)*

Areas of Focus

- **Regional Participation:** Brigham City is an active participant in regional education and outreach programs.
 - Brigham City will continue to coordinate with other permittees in Northern Utah through the Golden Spike Storm Water Coalition and the Bear River Health Department.
 - ~~Brigham City is working with the Golden Spike Stormwater Coalition to create educational videos to be shared through social media, website, etc.~~
 - Brigham City has purchased educational videos to be shared through social media, website, etc.
 - ~~Starting in 2022, Brigham City will participate in a local Safety Fair (this event is planned to become a regional event in the future).~~
- **General Awareness Programs:** Brigham City will continue to provide general awareness education and outreach programs for a variety of target audiences.
 - General awareness promotion through a variety of media including utility bill inserts, direct mail, direct outreach, social media, or fliers.
 - Installation and/or replacement of curb markers on catch basins throughout the city.
 - Updates **and maintenance** of the City's Stormwater webpage to include helpful information and activities to prevent pollution in our stormwater.
 - Technical assistance and outreach to businesses for managing potential sources of pollutants on their property.
- **Education and Outreach (Training):** Brigham City will continue to provide education and outreach for a variety of target audiences and should typically complete this annually in the second quarter of the year.
 - Provide annual training opportunity for institutions, industrial, and commercial facilities about illicit discharges and improper disposal of waste and the impacts to water quality associated with these types of discharges.
 - Provide annual education to engineers, construction contractors, developers, development review staff, and land use planners concerning the development of stormwater pollution prevention plans (SWPPPs) and Best Management Practices (BMPs) used to reduce adverse impacts from stormwater runoff from development sites.
 - Provide education to city staff, development and plan review staff, land use planners and other pertinent parties about Low Impact Development (LID) practices, green

infrastructure practices, and the specific requirements for post-construction control and the associated Best Management Practices (BMPs) chosen within the SWMP.

Target Specific Pollutants and Sources

The City has determined that the targeted pollutants for each of the four audience groups described in the Permit requirements are as follows:

Audience Group	Sediments	Nutrients	Heavy Metals	Trash & Debris	Oil & Grease	Bacteria & Viruses	Herbicides & Pesticides	Hazardous Waste
General Public	X	X		X			X	X
Institutional Facilities	X	X		X			X	X
Industrial Facilities	X	X		X			X	X
Commercial Facilities	X	X		X			X	X
Engineers, Construction, Contractors, Developers, Development Review Staff, Land Use Planners	X	X		X			X	X

Education efforts for each audience group focus on that group's targeted pollutants. Messages promote good behavior and educate individuals on how to avoid, minimize, reduce, and/or eliminate the adverse impacts of storm water discharges. Many of the education and outreach materials are available through the Golden Spike Storm Water Coalition. Those prepared by the City are available in the *Additional Information / Resources Section for this MCM*. Whenever information is provided, it shall be documented on the appropriate tracking log (*See Additional Information / Resources Section for this MCM*).

Annual Education and Outreach Audiences and Program

Audience	Suggested Topics
General Public	Maintenance of septic systems; effects of outdoor activities such as lawn care (use of pesticides, herbicides, and fertilizers); benefits of onsite infiltration of storm water; effects of automotive work and car washing on water quality; proper disposal of swimming pool water; proper management of pet waste; and any other relevant topics specific to the MS4 (e.g. frequent violations / issues noted)
Institutions, Industrial, and Commercial Facilities	Proper lawn maintenance (use of pesticides, herbicides and fertilizer); benefits of appropriate onsite infiltration of storm water; building and equipment maintenance (proper management of waste water); use of salt or other deicing materials (cover/prevent runoff to storm system and contamination to ground water); proper storage of materials (emphasize pollution prevention); proper management of waste materials and dumpsters (cover and pollution prevention); proper management of parking lot surfaces (sweeping); and any other relevant topics specific to the MS4 (e.g. frequent violations / issues noted)

Engineers, Construction, Contractors, Developers, Development Review Staff, Land Use Planners	SWPPP development, BMP use, impacts from runoff from development sites
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Specific Goals with Methods of Evaluation and Rationale

To ensure Brigham City is meeting the requirements of the Public Education and Outreach – MCM 1 section of the General Permit, the following specific goals have been established.

- **Regional Participation Goal:** Brigham City's Storm Water Coordinator will actively participate in regional coordination and public outreach efforts by attending at least 75% of the Golden Spike Storm Water Coalition Meetings and providing 100% (of the determined share) monetary support towards regional public outreach efforts.

Methods of Evaluation:

- Attendance records.
- Meeting minutes.
- Proof of monetary support of coalition costs.

Completion: This goal should be evaluated and completed annually.

Rationale: By working together with partners within the Region, larger efforts are financially possible for the City to participate in.

- **General Awareness Programs Goal:** On an annual basis, Brigham City will provide information and promote stormwater awareness through a variety of methods and on a variety of topics as outlined in the tables above to each of the audience groups.

Methods of Evaluation:

- Copies of information sent and documentation of when and where sent.
- Documentation of number of curb markers installed / replaced.
- Photos.
- Documentation on Tracking Sheet (See MCM 1. Additional Information/Resources Section)

Completion: This goal should be evaluated and completed annually.

Rationale: By using a variety of methods, the City will be able to reach a larger audience – some people may receive the message multiple times, while others may only receive the information once.

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- **Education and Outreach (Training) Goal:** On an annual basis, Brigham City will either attend or host a training for each of the areas as described in the “Education and Outreach (Training)” items listed on the previous page.

Methods of Evaluation:

- Attendance rolls.
- Copies of presentation / training materials.

Completion: This goal should be evaluated and completed annually.

Rationale: By providing training to all of these entities, it will ensure that each is staying up-to-date with BMPs and the latest issues and topics.

~~**Record Keeping:** Brigham City will continue to track and maintain records of public education and outreach activities and summarize these activities in the Annual Compliance Report.~~

**Additional Information / Resources for
MCM 1 - Public Education and Outreach on Stormwater Impacts**

MCM 2 - Public Involvement / Participation

Brigham City is committed to providing ongoing opportunities for the public to provide input into the development of the SWMP and into other initiatives and plans designed to improve water quality.

Brigham City's Plan to Meet the Requirement of the Permit *(General Permit 4.2.2)*

Areas of Focus

- **Opportunities for Public Input:** The City welcomes comments from the public throughout the year.
 - To facilitate public comment, Brigham City will provide a copy of the SWMP, contact information, and basic stormwater practices on the City's Storm Water webpage.
 - The public is notified and invited to attend City Council Meetings related to the development, implementation, and updates to the SWMP and related Ordinances. Notice for these meetings is done in compliance with all current State and City noticing requirements.
 - Brigham City also seeks to involve the public in other stormwater management and clean water related decisions by engaging people during the planning of stormwater infrastructure projects and during development of stormwater related policy and master plans.
- **Accessibility:** A copy of the SWMP will be available online via the City's website.
- **Transparency:** In general, all documents related to stormwater management are public record and available under the Government Records Access Management Act (GRAMA).

Specific Goals with Methods of Evaluation and Rationale

To ensure Brigham City is meeting the requirements of the Public Involvement/Participation - MCM 2 section of the General Permit, the following specific goal has been established.

- **Opportunities for Public Input Goal:** Bi-Annually, Brigham City will hold a public hearing to obtain public comments related to stormwater.

Methods of Evaluation:

- Copies of public notices issued.
- Meeting minutes.

Completion: This goal should be evaluated and completed bi-annually (July and December).

Rationale: Public comments will be welcome anytime of the year. By holding public hearings twice per year, there will be a specific opportunity for the public to provide input to the City.

~~**Record Keeping:** Brigham City will continue to track and maintain records of public involvement and participation activities and summarize these activities in the Annual Compliance Report.~~

MCM 3 - Illicit Discharge Detection and Elimination

Brigham City's Illicit Discharge and Elimination (IDDE) program is designed to prevent contamination of surface water and groundwater by monitoring, tracking, and removing non-stormwater discharges into the stormwater drainage system.

Brigham City's Plan to Meet the Requirement of the Permit *(General Permit 4.2.3)*

Areas of Focus

- **Ongoing IDDE program to detect and address non-stormwater discharges and illicit connections:** The City's on-going IDDE program is designed to characterize, trace the source, and eliminate illicit discharges, including spills and illicit connections, into the municipal stormwater system.
 - In conjunction with the Bear River Health Department, Public Works responds to and investigates all calls and reports regarding environmental concerns such as illegal dumping, spills, illicit discharges, and illicit connections.
 - Spills Hotline: (435) 734-6600. The City's hotline for reporting of spills and water quality concerns such as illegal dumping, and is publicized as a 24-hour, 7-days a week.
 - After-hours calls are answered through the City's "Answer Connect" system. The Caller selects the option for reporting a stormwater issue and the call is automatically routed to the on-call employee. In addition to the phone call, the Answer Connect system generates an email with the caller's information and the address and description of the issue and sends it to the on-call employee.
 - The hotline is publicized and promoted on the City's website and part of information distributed.
 - Brigham City takes pride in exceeding permit requirements of IDDE program response and in most cases spill responses and investigation is performed the day of reporting.
 - Documentation of IDDE procedures is detailed in the City's IDDE Standard Operating Procedures (SOP) Manual.
 - Brigham City educates public employees, businesses, and the public about illicit discharges and hazards associated with improper disposal of waste through the various methods as described in the "Public Education and Outreach" Section.
 - Brigham City keeps an updated GIS stormwater system map that identifies all of the outfalls and priority areas (as determined by the City).
 - Brigham City's website promotes services for the collection of household hazardous waste provided by the ~~Box Elder County Landfill~~ Logan City Landfill.
- **Brigham City Municipal Code Title 15, Chapter 154, Storm Water:**
 - Brigham City Municipal Code ~~24.06 Title 15, Chapter 154~~ prohibits non-stormwater, illicit discharges into the City's stormwater system and provides the regulatory authority and framework for enforcement. These code sections are updated periodically to support the SWMP, *with the last update being completed in 2025. The Code can be found on the City's website.*
 - Code Implementation:
 - The on-going IDDE compliance strategy strives to achieve compliance initially through public education and technical assistance. When education, technical assistance, and voluntary correction agreements do not achieve compliance,

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- City Code ~~24.06.130~~ ~~15-154.042~~ provides for progressive enforcement by the City through the Code Enforcement Officer, Storm Water Inspector, and/or Public Works employee issuing verbal and written warnings, administrative fines, notices of violation, and (where applicable) stop work orders (See City Code for detailed process).
- Pollution discharged into the municipal storm drain system and/or surface and ground waters (illicit discharges) violate ~~24.06~~ City Code and subjects the violator(s) to fines and/or cleanup costs imposed by the City and/or State agencies ~~(24.06.130)~~ (See City Code).
- **MS4 Screening:** Brigham City has an on-going program to screen the stormwater system for potential sources of non-stormwater discharges and illicit connections. Brigham City performs this screening through outfall inspection. During each inspection, Staff observe the structural integrity of the outfall and its adjoining pipes, sediment accumulation levels, and if there is any unusual flow, odor, color, or other visual indicators that would suggest a pollutant is present. If there is a water quality concern, the Staff will then report a spill through the spill hotline. This will trigger notification to the storm maintenance crew to respond and maintain storm structures and the water quality team for further investigation and follow up.
- Brigham City screens on average 33% of the stormwater outfalls each year and annually tracks the percentage screened as well as the total percentage screened.
 - Outfalls are screened at a minimum of once every five (5) years.
- **Training:** ~~Brigham City has an on-going training program for City Staff on the identification, reporting, and response to illicit discharges into the municipal stormwater system. All new employees receive training within 60 days of hire. Brigham City will provide annual training to all employees (regardless of position/role) on illicit discharge topics relating to illicit non-storm water discharges including: 1) identification and reporting; 2) investigation, termination, clean-up, and enforcement procedures; 3) investigation documentation requirements; and 4) Standard Operating Procedures and documentation. Training shall focus on the topics most relevant to the employee's position to ensure protection of water quality. This training will be provided by the City Engineer's Office (Annual SWMP PowerPoint Presentation). All new employees shall receive individual / small group training within 60 days of the date of hire.~~
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Specific Goals with Methods of Evaluation

To ensure Brigham City is meeting the requirements of the Illicit Discharge Detection and Elimination – MCM 3 section of the General Permit, the following specific goals have been established.

- **Ongoing IDDE Efforts Goal:** Brigham City will continue to keep a database and update written SOPs for all inspections, spills, illicit discharges, and illicit connections. ~~The SOP updates will be completed by July 2022 and maintained on an ongoing basis thereafter.~~
- The SOP will be reviewed, and any necessary updates will be completed annually in January of each year.
 - All documentation from IDDE incidents reported, actions taken, and subsequent public education actions will be reviewed annually in January of each year. Any resulting updates to SOPs shall be implemented.

Methods of Evaluation:

- Inspection Logs.

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- Spills, Illicit Discharge, Illicit Connection Tracking Sheets.
 - Photos.
 - SOP Manual.

- **MS4 Screening Goal:** Brigham City will inspect 33% of the stormwater outfalls on an annual basis.

Methods of Evaluation:

- Inspection Logs.

- **Training Goal:** Brigham City will provide annual training to all employees (regardless of position/role) on illicit discharge and illicit connection detection on an annual basis. This training will be provided by the Storm Water Coordinator. All new employees shall receive individual / small group training within 60 days of the date of hire.

Methods of Evaluation:

- Attendance Rolls.
- Presentation Materials.

Record Keeping: ~~Brigham City will continue to track and maintain records of illicit discharge detection and eliminations activities and summarize these activities in the Annual Compliance Report. Bear River Health Department, HAZMAT, and other responding Agencies track and maintain their own separate records.~~ Brigham City will continue to track and maintain records of illicit discharge detection and eliminations activities and summarize these activities in the Annual Compliance Report. *The Bear River Health Department, HAZMAT, and other responding Agencies track and maintain their own separate record. If the record / information is not directly shared with the City, then the City has the right and ability to make a request for the information needed specific to an incident.

**Additional Information / Resources for
MCM 3 - Illicit Discharge Detection and Elimination**

MCM 4 - Construction Site Stormwater Runoff Control

Brigham City reviews development plans and inspects development sites during construction to ensure erosion and sediment control best management practices are in place and stormwater facilities are installed and maintained as designed.

Brigham City's Plan to Meet the Requirement of the Permit *(General Permit 4.2.4)*

Areas of Focus

- **Ongoing Program for Stormwater Management Standards for Development, Redevelopment, and Construction Sites:** The program applies to private and public development, including infrastructure projects.
 - Brigham City Code ~~24.07 Title 15, Chapter 154 Storm Water Regulations~~ requires stormwater construction activity permits, stormwater connection permits, NOIs, SWPPPs, and BMPs to be put in place.
- **Review Plans and Inspect Construction Sites:**
 - Brigham City reviews all permits and development plans, inspects sites during construction, and takes enforcement action against those failing to follow approved guidelines or to provide facilities as required in the approved plans.
 - The review process includes civil/site plan review, an approval process (as required in ~~City Code Title 15, Chapter 155 Subdivision Regulations to be in compliance with Chapter 153.006 Adoption of Public Works Standards~~, inspections, and enforcement to meet standards established by the permit for qualifying new and redevelopment sites. The City's oversight of new and redevelopment occurs in phases: (1) prior to construction during the plan review and acceptance process; (2) before the site is cleared during an initial site construction inspection; (3) during construction via construction site inspections; and (4) post construction as part of the stormwater infrastructure acceptance inspection. Proposals for public and private projects are reviewed by the City Engineer for compliance with Brigham City's Public Works and Development Standards, including LID requirements. City staff inspect qualifying public and private construction sites and/or review the Contractor's electronic inspection reports on a continuous basis to ensure the proper temporary erosion and sediment control measures have been selected, properly placed, and installed correctly.
 - City Inspectors inspect the stormwater drainage system that can potentially be impacted by development construction activity. This occurs, at a minimum, every month until the development has been built-out or when construction has stopped, and the site is stabilized. If facilities and stormwater conveyance require cleaning during construction, responsible parties perform maintenance / cleaning.
 - Brigham City Inspectors have the authority to enforce the Brigham City Code, ~~as stated in Title 15~~, using corrective action notices and stop work orders, to ensure the protection of receiving waters from construction impacts.
- **Notice of Intent:** Brigham City will continue to provide links to the "Notice of Intent for Construction Activity" and "Notice of Intent for Industrial Activity" to applicants as part of the development and redevelopment permit / approval process.
- **Training:** All Staff whose primary job duties are related to implementing the construction storm water program, including permitting, plan review, construction site inspections, and

enforcement are annually trained to conduct these activities by the Storm Water Coalition and/or the City Engineer. Training should include enforcement and inspection SOPs. All training should be documented and tracked through sign-in sheets and copies of agenda/presentation materials. **All new employees shall receive individual / small group training within 60 days of the date of hire.**

Specific Goals with Methods of Evaluation

To ensure Brigham City is meeting the requirements of the Construction Site Stormwater Runoff Control – MCM 4 section of the General Permit, the following specific goals have been established.

- **Review Plans and Inspect Construction Sites Goal:** Brigham City will keep accurate records of construction sites reviewed and approved, and construction sites evaluated and inspected, and any enforcement actions taken.

Methods of Evaluation:

- Database Tracking Developments (Reviewed, Approved, Completed).
- Pre-Construction SWPPP Review Checklists.
- Pre-Construction Attendance Rolls / Meeting Notes.
- Inspection Logs.
- Enforcement Tracking Log.

- **SOP and Checklist Goal:** ~~By July 2022~~, **Annually, in October of each year**, Brigham City will update SOPs for inspections and stormwater enforcement of construction sites.

Methods of Evaluation:

- SOP Manual.
- Checklists.

Record Keeping: Brigham City will continue to track and maintain records of actions related to controlling runoff from development, redevelopment, and construction sites and summarize these activities in the Annual Compliance Report.

**Additional Information / Resources for
MCM 4 - Construction Site Stormwater Runoff Control**

MCM 5 - Long-Term Stormwater Management

The Long-Term Stormwater Management (Post-Construction Stormwater Management) in New Development and Redevelopment is designed to prevent and reduce pollutants in runoffs from areas of existing development and newly constructed development that discharge to the stormwater system by implementing an educational program, inspection routine, and enforcement process. In addition, the City requires the use of Low Impact Development (LID) stormwater practices and principles.

Brigham City's Plan to Meet the Requirement of the Permit *(General Permit 4.2.5)*

Areas of Focus

- **Post-Construction Control Standards / Ordinance:** Brigham City Code ~~24.08 and 25.14 Title 15~~ adopts Standards to prevent or minimize impact to water quality – these include structural and non-structural BMPs to address pollutants known to be or have the potential to be discharged from the site.
- **Method for Calculating Hydrology:** ~~To ensure consistent sizing of structural BMPs, Brigham City Code 24.08.060 defines the specific hydrology method(s) for calculating runoff volumes and flow rates. In June 2019, the City updated their current Public Works Standards to include these requirements and the new updates found in the General Permit requirements 4.2.5.1.2. To ensure consistent sizing of structural BMPs, the Brigham City Public Works Standards include these requirements and the new updates found in the General Permit requirements 4.2.5.1.2.~~
- **Low Impact Development (LID) Practices:** ~~The City is working on additions to the Public Works Standards and adopting the Utah Department of Environmental Quality (UDEQ) "A Guide to Low Impact Development within Utah" (Guide), dated December 2018. These changes will be included with the upcoming revisions. Brigham City has adopted the Utah Department of Environmental Quality (UDEQ) "A Guide to Low Impact Development within Utah" (Guide), dated December 2018, in the City Public Works Standards (See City Website).~~
- **Source Control Program Development:** ~~This new program will require the following activities to be completed. Brigham City will deploy this program in July 2023. Brigham City has completed the required activities using GIS mapping, ComplianceGo, and information as found in the Additional Information / Resources for this MCM. Keeping this information updated will be an ongoing process for the City.~~
 - **Establish an Inventory:** The GIS inventory identifies all post-construction structural storm water control measures installed and implemented for both public and private sector sites. The inventory contains (1) a short description of each storm water control measure; (2) a short description of maintenance requirements; and (3) inspection information. (See General Permit 4.2.5.4.1).
 - **Agreements for Private Sector Sites:** For private sector sites, the City ~~may require~~ the Developer to list the ownership and maintenance information on the recorded plat and/or as part of the CC&Rs for the development. In general, the plat states who is responsible for maintenance and the CC&Rs outline the responsibility for maintenance and establish the right for the City to conduct inspections annually and require action if found to not be properly maintained. ~~Where applicable; this information is also outlined in the Long-Term Storm Water Agreement that is signed and recorded and the Post-Construction Storm Water Regulatory Measures Inspections and Enforcement SOP (See Additional Information / Resources Section for this MCM).~~

-
- **Maintenance of Inventory:** The Inventory shall be updated when changes occur in property ownership or as changes to control measures implemented at the site. **An annual review shall be conducted to ensure information is kept up to date.**
 - **Establish Inspection and Enforcement Program:** Brigham City ~~will be implementing~~ **has an inspection** and enforcement program that supports these sites applying operational and/or structural BMPs to prevent illicit discharges or violations of surface water, ground water, or sediment management standards as well as practices to reduce pollution from the application of pesticides, herbicides, and fertilizers. Annually, staff completes the number of inspection equal to 20% of the businesses or sites listed in the inventory and 100% of sites identified through credible complaints.
 - **Training:** Storm Water Managers, Inspectors, and Public Works employees continue to increase their knowledge by remaining current with new/revised stormwater regulations, along with attending internal and external training on erosion control, LID techniques, stormwater design models, standards, and practices. At a minimum, training is completed annually and is provided by either the City Engineer's Office or through the Golden Spike Storm Water Coalition's annual training event.

Training topics should be relevant to the employee's position and include 1) fundamentals of long-term storm water management; 2) plan review; 3) inspections; 4) enforcement; 5) LID and green infrastructure practices; and 6) the specific requirements for post-construction control and the associated storm water controls identified in the SWMP. All new storm water or public works employees shall receive individual / small group training within 60 days of the date of hire.

Specific Goals with Methods of Evaluation

To ensure Brigham City is meeting the requirements of the Post Construction Stormwater Management – MCM 5 section of the General Permit, the following specific goals have been established.

- **Source Control Standards / Ordinance Goal:** Annually, Brigham City will review and update, as needed, the City's Ordinances and Public Works Standards to follow the requirements of the General Permit.

Methods of Evaluation:

- Ordinance.
- Public Works Standards.

- **Maintain Source Control Program Development Goal:** ~~By July 2023~~ **Annually**, Brigham City will review and update the source control program as outlined in the "Source Control Program Development" items listed on the previous page.

Methods of Evaluation:

- Standard Operating Procedures.
- Completed Inventory.
- Inspection Logs.

Record Keeping: Brigham City will maintain program records including documentation of each site visit, inspection records, denial of entry occurrences, warning letters, notices of violation, and other enforcement records that demonstrate an effort to bring sites into compliance.

**Additional Information / Resources for
MCM 5 - Long-Term Stormwater Management**

MCM 6 - Pollution Prevention and Good Housekeeping for Municipal Operations

Brigham City is pursuing a robust Operations and Maintenance program that ensures that runoff and stormwater discharges from City owned and/or operated facilities to the stormwater system are inspected and maintained in a manner that prevents or reduces potential impacts to stormwater drainage and receiving waters.

Brigham City's Plan to Meet the Requirements of the Permit (General Permit 4.2.6)

Areas of Focus

- **Maintenance Standards:** Brigham City implements maintenance standards and is working to create written SOPs for defining these standards.
- **Ongoing Program to Inspect and Maintain the MS4:** Brigham City inspects all municipally owned catch basins and inlets every 2 years. If inspection indicates that cleaning or repair is needed, those activities are completed within the permit allowed timelines, generally within 6 months.
 - Brigham City inspects all municipally owned and operated water quality treatment and flow control facilities. If inspection indicates that cleaning or repair is needed, those activities are completed within the permit allowed timelines, generally within 1 year.
 - Brigham City will continue to maintain compliance by achieving at least ~~95%~~75% of required inspections.
- **Inventory Assessment:** City-owned facilities were assessed as to their risk for discharge potential and proximity to receiving waters. Most potential pollutants include sediments, nutrients, and hydrocarbons from petroleum products. These are a result from parks maintenance activities, roadway maintenance activities, exterior building maintenance activities (law maintenance or other activities including chemicals and nutrients), sediment and trash collected from the storm drains, and trash and hydrocarbons found in parking lots. All these pollutants pose the highest risk of entering the storm drain system from city-owned facilities.
- **Practices, Policies, and Procedures to Reduce Stormwater Impacts of Municipal Operations:** The City operations and maintenance program implements Standard Operating Procedures, policies, and procedures to reduce stormwater impacts associated with runoff from land owned and maintained by Brigham City and road maintenance activities.
- **Stormwater Pollution Prevention Plan (SWPPP) for Brigham City's "High-Priority" Facilities:** Brigham City has five City-owned "high priority" facilities: the Brigham City Airport; Compost Facility; Brigham City Golf Course; the Brigham City Power Plant; and then Public Works Shops and Yard. These sites have been added to the City's GIS mapping and a SWPPP for each location has been created detailing the descriptions of the operational and structural BMPs in use, inspection schedule and results, an inventory of materials and equipment stored on-site, a list of activities conducted that may be exposed to rain, a map of the facility's stormwater drainage, discharge points, and areas of potential pollutant exposure, and a plan for responding to spills.
- **New Flood Management Controls:** For all new projects, both public and private, that discharge to the City's storm water system, water quality and hydrology impacts will be evaluated by the City Engineer on a case-by-case basis. The requirements to comply with low impact development and the new retention standards are likely to address most impacts; however,

where the City Engineer determines that the controls proposed via low impact development and retention are inadequate, they may require additional controls be added to the project.

- **Existing Flood Management Controls:** During the annual inspection, existing flood management control structures will be assessed to determine whether changes, additions, or retrofitting is required to improve water quality. If it is determined that retrofitting is required, the City Engineer will work with Staff to develop a plan for prioritizing and completing the needed retrofit(s).
- **Retrofit Plan:** Several years ago, the City adopted a regional stormwater storage approach. Rather than have many small local storage facilities, the decision was made to construct fewer but larger regional detention basins. The idea is to reduce the number of facilities needing maintenance and attention. This same general approach is being adopted relative to water quality. The City is working on compiling a formal list of water quality projects that can be implemented on a regional basis. Projects for retrofitting are ranked based on proximity to waterbody; current assessment of waterbody with a goal to improve and protect; hydrologic condition of receiving waterbody; proximity to sensitive ecosystem of protected area; any sites that could be further enhanced by retrofitting.

The City is currently (2026) updating the formal Storm Drain Capital Facilities Plan. The last update was completed in 2009. This Plan is specific to stormwater - creating a systematic process for improvements to aid in fiscal accounting for the projects.

During routine inspections – basins and devices are considered for retrofit, repair, or both. The project is then ranked (as stated above) and placed in the budget for consideration and approval. If funds are allocated, the Project is either completed in-house by City Staff or formally bid on following the City's procurement policy and completed by an outside Contractor.

Most projects are aimed at improving drainage in existing roadways and lessening the negative impacts that water has on roads. Retrofitting and implementing a water quality element on these projects is typically not applicable

The following locations have been identified and will be completed within the next ten years (budget allowing):

- Eagle Mountain Golf Course Drainage Project
 - 1200 West Storm Drain Outfall & Walker Regional Detention Basin Project
- **Training:** Brigham City's Public Works Staff receives annual training on the importance of protecting water quality during maintenance operations, inspection procedures, relevant water quality and operations and maintenance standards, selecting appropriate BMPs, ways to perform their job activities to prevent or minimize impacts to water quality, SOPs for operation and maintenance activities, SWPPP's for high priority facilities, illicit discharges and improper disposal of waste, and procedures for reporting water quality concerns. This training is part of the annual SWMP training conducted by the City Engineer. (See MCM 3 for additional info and documentation method.). All new storm water or Public Works employees shall receive individual / small group training within 60 days of the date of hire.

Specific Goals with Methods of Evaluation

To ensure Brigham City is meeting the requirements of the Pollution Prevention and Good Housekeeping for Municipal Operations – MCM 6 section of the General Permit, the following specific goals have been established.

- **Practices, Policies, and Procedures to Reduce Stormwater Impacts of Municipal Operations**
Goal: ~~By July 2023~~, **Annually, in October of each year**, review and maintain standard operating procedures as required by the General Permit.

Methods of Evaluation:

- Standard Operating Procedure Manuals.
 - Checklists.
 - Inventory of floor drains located inside City-owned facilities.
- **Retrofit / Capital Improvements Plan:** On or before December 2026 (contingent upon available budget), the City will reanalyze the Capital Facilities Plan and provide a more detailed list of existing infrastructure that can be retrofit as described above. This plan will be created and then systematically implemented (implementation will be largely dictated by available funding).

Methods of Evaluation:

- Capital Facilities Plan updated.

Record Keeping: Brigham City will maintain program records including documentation of each site visit, inspection records, denial of entry occurrences, warning letters, notices of violation, and other enforcement records that demonstrate an effort to bring sites into compliance.

**Additional Information / Resources for
MCM 6 - Pollution Prevention and Good Housekeeping
for Municipal Operations**

Certification

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Public Works Director

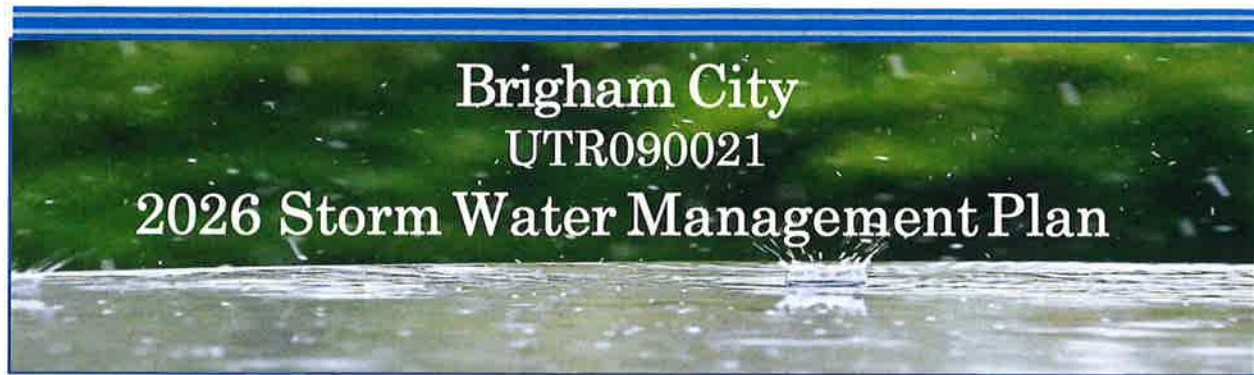
Date: _____

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Introduction

Purpose

The purpose of the Brigham City Storm Water Management Program (SWMP) is for the development and implementation of the City's Plan to fulfill requirements under the State of Utah Small MS4 General UPDES Permit No. UTR090000 in accordance with the provisions of the Utah Water Quality Act, Utah Code Title 19, Chapter 5 and the Federal Water Pollution Control Act (33 U.S.C. §§ 1251 et. seq., as amended to date), and the rules and Regulations made pursuant to those statutes.

This Plan was reviewed and updated in January 2026 and details the actions that Brigham City proposes to take between June 2026 and December 2030.

The NPDES Program

The National Pollutant Discharge Elimination System (NPDES) is a program created under the Federal Clean Water Act with the intent of protecting and restoring water quality in lakes and streams so they can support "beneficial uses" such as fishing and swimming. Governmental and private entities wishing to discharge water or wastewater to surface water regulated by the Federal Government (Waters of the US) must obtain permits and comply with certain conditions or face fines and other penalties. In general, the Storm Water Program regulates storm water discharges from three potential sources: municipal separate storm sewer systems, construction activities, and industrial activities.

In Utah, the U.S. Environmental Protection Agency has delegated authority for the National Pollutant Discharge Elimination System (NPDES) program to the Utah Department of Environmental Quality (DEQ), Division of Water Quality, which administers the program as the Utah Pollutant Discharge Elimination System (UPDES). DEQ has issued a General UPDES Permit for discharges of stormwater to waters of the State of Utah from Small Municipal Separate Storm Sewer Systems (Small MS4s). The General Permit applies to regulated Small MS4 operators that are located fully or partially within a Census-designated urbanized area and that discharge stormwater to waters of the State of Utah, provided they are not otherwise required to obtain an individual MS4 permit.

UPDES Small MS4 Permit

Brigham City has been identified as a Small MS4 permittee and therefore must establish a stormwater program that complies with conditions of the UPDES MS4 Permit UTR090000. The Permit allows municipalities to discharge stormwater from systems it owns and operates into "waters of the state" such as rivers, lakes, streams, and groundwater as long as they implement six (6) minimum control

measures (MCM) to reduce pollutants in stormwater to the “maximum extent practicable.” The MCM’s are as follows:

1. Public Education and Outreach on Stormwater Impacts (*General Permit 4.2.1*)
2. Public Involvement / Participation (*General Permit 4.2.2*)
3. Illicit Discharge Detection and Elimination (IDDE) (*General Permit 4.2.3*)
4. Construction Site Stormwater Runoff Control (*General Permit 4.2.4*)
5. Long-Term Stormwater Management in New Development and Redevelopment (Post-Construction Stormwater Management) (*General Permit 4.2.5*)
6. Pollution Prevention and Good Housekeeping for Municipal Operations (*General Permit 4.2.6*)

Annual Review and Modification

The SWMP will be reviewed on an annual basis and any changes or modifications will be described and submitted to the DEQ. This review will include a review of the status of program implementation and permit compliance and a review of any revisions or changes of BMPs during the year (See Annual Review and Checklist SOP). The DEQ will be notified in writing of any changes to the implementation of BMPs. This notification will include the rationale supporting the modifications; an overall assessment of goals and direction of the SWMP and effectiveness of BMPs; a review of monitoring data, any changes in monitoring methods and parameters, and an assessment of the overall monitoring program.

In addition, the Permit requires the City to submit an Annual Compliance Report by October 1st of each year that details actions taken in the previous year to achieve compliance. The full text of the Permit can be viewed at: <https://lf-public.deq.utah.gov/WebLink/ElectronicFile.aspx?docid=696389&eqdocs=DWQ-2026-002666>

General System Overview

Brigham City is the county seat of Box Elder County and is in eastern Box Elder County. The population of the community was 19,650 at the 2020 census. The city has a total area of 24.92 square miles and has a good mix of residential, agricultural, industrial, and commercial uses.

The storm drain system is comprised of pipes, detention basins, and ditches and eventually empties into the Box Elder Creek (DEQ Assessment Unit IDs: UT16010204-001_00 and UT16010204-005_00) and the Black Slough (DEQ Assessment Unit ID: UT16010204-001_00). New developments are required to detain storm water before releasing it. The streets use curbs and gutters to collect storm water runoff. The Bear River flows west/southwest of Brigham City and Box Elder Creek flows westward through Box Elder Canyon toward the valley near and through portions of Brigham City.

Local Water Quality Concerns

The water quality within Brigham City is relatively good. The city drains into Box Elder Creek and the Black Slough, both of which have portions identified as being impaired due to dissolved oxygen and E-coli and able to support Use Class 2B infrequent primary contact recreation; Use Class 3C non-game fishery/aquatic Life; and Use Class 4 agricultural crop irrigation, stock watering.

The purpose of this SWMP is to maintain that status and, where possible, improve the current water quality. The following Best Management Practices (BMPs) have been identified to help control the discharge of potential pollutants (e.g. release from vehicle wear; building materials from areas such as parking lots, roofs, siding materials, streetlights, roof gutters; and construction site-runoff).

These BMPs can be found in the following locations as noted below.

-
1. Storm Water Ordinance, Title 15, Chapter 154 of the City Code, updated and adopted January 2025 *(See City's website)*
 2. City Public Works Standards for Design, Development, and Construction, updated and adopted December 2024 *(See City's website)*
 3. Public Education and Outreach *(See MCM 1 Additional Information Section)*
 4. Vehicle & Equipment Maintenance *(See MCM 6 Additional Information Section, SOPs)*
 5. Vehicle and Equipment Storage *(See MCM 6 Additional Information Section, SOPs)*
 6. Vehicle and Equipment Washing & Cleaning *(See MCM 6 Additional Information Section, SOPs)*

Nitrogen & Phosphorus Reduction

Nutrients are often found in storm water. These nutrients can result in excessive or accelerated growth of harmful algal blooms, reduced oxygen in the water, changes in water chemistry and pH. In addition, un-ionized ammonia (one of the nitrogen forms) can be toxic to fish.

Brigham City is supplementing the activities of the Golden Spike Storm Water Coalition for this control measure as part of an Interlocal Agreement aimed at collecting data and sampling analysis from the county to attribute information to a comprehensive plan. This plan is intended to enhance the efforts of the Brigham City MS4, as well as other MS4s within Box Elder County. Targeted sources for the reduction in nitrogen and phosphorus discharges are being evaluated and determined through the actions and participation of the Golden Spike Storm Water Coalition and designated subcommittee, of which the Brigham City's MS4 is an active participant.

The City has identified three pollutant sources for added focus:

- Responsible Fertilizer Use: Using low or no-phosphorus fertilizers and applying them at appropriate times.
- Leaf and Debris Management: Keeping leaves, grass clippings, and other organic materials off streets and away from storm drains, as they can be sources of phosphorus.
- Pet / Animal Waste Management: Properly disposing of animal waste to prevent bacterial and nutrient contamination.

The target audience for these three specific sources are residential, agricultural, and commercial property owners, especially those with less than one acre, and dog owners / users of the local dog parks. The educational materials are distributed to the appropriate group and/or target sources as available. Equivalent educational sources that are specific for Brigham City include ongoing monthly / bi-weekly / quarterly utility billing mailers and information on the City's website (see MCM 1 for additional info). In addition, specific information and face-to-face advisory is provided during all new business license application processes and all new construction permit application processes. The City Staff, specifically members of the Public Works Department and Building / Construction Inspectors, are also trained to identify and report materials in the street, follow-up per applicable Standard Operating Procedures for enforcing storm water requirements. Violations and enforcement actions will be documented.

Current and Planned Activities

The SWMP Plan describes the set of actions and activities the City has implemented or plans to implement to maintain permit compliance. The Plan is organized to address the program components noted in Section 4.2 of the Permit.

The following sections of the SWMP Plan describe how Brigham City is currently meeting the requirements of the Permit, and how the City plans to continue to meet those requirements over the next five (5) years.

Coordination and Responsibilities

Compliance with the Permit requires coordination and documentation of activities between several City departments, the Bear River Health Department, and the Golden Spike Storm Water Coalition (See MOU in Appendix). The Public Works Department will coordinate City efforts and will meet with staff from other departments and entities regularly to verify that current and planned activities meet Permit requirements. Activities required for Permit compliance will be carried out by the Public Works, Planning and Building, Parks, City Administration, Finance, Fire, Police, and the Bear River Health Department.

Main Point of Contact & Roles/Responsibilities:

Mike Waite
Public Works Director
(801) 821-0640
mwaite@bcutah.gov

Role/Responsibility: Oversees the operations of the City, Administration of SWMP, Authority for Enforcement Actions and Signing of Documents.

Kyler Hardman
Storm Water Coordinator
435-226-1444
kharden@bcutah.gov

Role/Responsibility: Responsible for implementing the MS4 program, Authority for Enforcement Actions and Signing of Documents, Coordination with all other Departments/Agencies, RSI Inspector.

Bryce Lofthouse
Assistant Public Works Director/Wastewater Treatment Plant Manager
435-226-1441
blofthouse@bcutah.gov

Role/Responsibility: Oversees the Storm Water Department, which includes the MS4 program, Authority for Enforcement Actions and Signing of Documents.

Public Works Employees
Role/Responsibility: RSI Maintenance

Cami Sabin
Public Information Officer
435-734-6617
csabin@bcutah.gov

Role/Responsibility: *Public information and outreach through social media, newsletters, and city website.*

Brett Jones
City Engineer (Jones & Associates)
801-391-0034
brettj@jonescivil.com

Role/Responsibility: *Responsible for review of all new developments to ensure meets standards*

Table 1. Permit Requirements Deadlines / Frequencies

General Permit Section	Requirements	Year (by Quarter)		2026				2027				2028				2029				2030																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
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Table 2. Inspections (General)

General Permit Section	Area / Type	Frequency
4.2.3 Illicit Discharge Detection and Elimination	High-Priority Areas	Annual
	Dry Weather Screening	Every 5 Years
4.2.4 Construction Site Stormwater Runoff Control	Priority Construction Sites	Bi-Weekly
	Construction Sites	Monthly
4.2.5 Long-Term Stormwater Management	City-Owned High-Priority / Visual	Monthly
	Structural BMPs	Bi-Annual
	New Construction Structural / Permanent BMPs	Annual
4.2.6 Pollution Prevention and Good Housekeeping for Municipal Operations	High-Priority / Visual	Monthly
	High-Priority / Comprehensive	Bi-Annual
	High Priority / Visual Observation Discharges	Annual

Ongoing Documentation of SWMP

The City currently utilizes several BMPs, storm water design standards, and standard operating procedures to manage storm water quantity and quality throughout the City.

Brigham City has an online and GIS based record keeping process through both ComplianceGo and the City's GIS mapping tools. All completed forms, reports, and documents are added to the database and searchable by location. The Storm Water Inspector utilize the same system to complete facility inspections, dry weather screening, Illicit Discharge Detection and Elimination (IDDE), tracking the progress of post construction BMPs, as well as construction inspections using the State forms.

This database serves as the digital archive for all storm water program activities. This documentation method will be periodically reevaluated to investigate improved method, expanded, and/or modified as needed to ensure compliance, efficiency, and ease of use for the crews.

Documentation includes:

1. Pre-construction meetings
2. Construction site SWPPP reviews
3. Construction site Water Quality Report reviews
4. Storm drain cleaning activities
5. Street sweeping activities
6. Inspections of key city facilities
7. Participation with the Gold Spike Storm Water Coalition meetings

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8. Newsletters
 9. Storm water education materials and programs
 10. Dry weather screening
 11. Wet weather monitoring
 12. Training
 13. IDDE inspections
 14. Enforcement actions
 15. Spill Response Incidents
 16. Construction site inspections
 17. Inspections of Low Impact Development facilities during construction
 18. Long-term Storm Water Management Facility inspections
 19. Long-term Storm Water Management maintenance activities

MCM 1 - Public Education and Outreach on Stormwater Impacts

Brigham City provides and participates in a variety of stormwater education and outreach programs designed to build general awareness; reduce or eliminate behaviors and practices that cause or contribute to adverse stormwater impacts; and encourage the public to participate in stewardship activities. The City aims to educate and reach a variety of audiences including residents, institutions and commercial facilities, developers and contractors (construction), and MS4-owned and operated facilities. The City will work on its own and participate with the Golden Spike Storm Water Coalition to coordinate public education and outreach efforts to target the groups identified below.

Brigham City's Plan to Meet the Requirements of the Permit (General Permit 4.2.1)

Areas of Focus

- **Regional Participation:** Brigham City is an active participant in regional education and outreach programs.
 - Brigham City will continue to coordinate with other permittees in Northern Utah through the Golden Spike Storm Water Coalition and the Bear River Health Department.
 - Brigham City has purchased educational videos to be shared through social media, website, etc.
- **General Awareness Programs:** Brigham City will continue to provide general awareness education and outreach programs for a variety of target audiences.
 - General awareness promotion through a variety of media including utility bill inserts, direct mail, direct outreach, social media, or fliers.
 - Installation and/or replacement of curb markers on catch basins throughout the city.
 - Updates and maintenance of the City's Stormwater webpage to include helpful information and activities to prevent pollution in our stormwater.
 - Technical assistance and outreach to businesses for managing potential sources of pollutants on their property.

- **Education and Outreach (Training):** Brigham City will continue to provide education and outreach for a variety of target audiences and should typically complete this annually in the second quarter of the year.
- Provide annual training opportunity for institutions, industrial, and commercial facilities about illicit discharges and improper disposal of waste and the impacts to water quality associated with these types of discharges.
 - Provide annual education to engineers, construction contractors, developers, development review staff, and land use planners concerning the development of stormwater pollution prevention plans (SWPPPs) and Best Management Practices (BMPs) used to reduce adverse impacts from stormwater runoff from development sites.
 - Provide education to city staff, development and plan review staff, land use planners and other pertinent parties about Low Impact Development (LID) practices, green infrastructure practices, and the specific requirements for post-construction control and the associated Best Management Practices (BMPs) chosen within the SWMP.

Target Specific Pollutants and Sources

The City has determined that the targeted pollutants for each of the four audience groups described in the Permit requirements are as follows:

Audience Group	Sediments	Nutrients	Heavy Metals	Trash & Debris	Oil & Grease	Bacteria & Viruses	Herbicides & Pesticides	Hazardous Waste
General Public	X	X		X			X	X
Institutional Facilities	X	X		X			X	X
Industrial Facilities	X	X		X			X	X
Commercial Facilities	X	X		X			X	X
Engineers, Construction, Contractors, Developers, Development Review Staff, Land Use Planners	X	X		X			X	X

Education efforts for each audience group focus on that group's targeted pollutants. Messages promote good behavior and educate individuals on how to avoid, minimize, reduce, and/or eliminate the adverse impacts of storm water discharges. Many of the education and outreach materials are available through the Golden Spike Storm Water Coalition. Those prepared by the City are available in the *Additional Information / Resources Section for this MCM*. Whenever information is provided, it shall be documented on the appropriate tracking log (*See Additional Information / Resources Section for this MCM*).

Annual Education and Outreach Audiences and Program

Audience	Suggested Topics
General Public	Maintenance of septic systems; effects of outdoor activities such as lawn care (use of pesticides, herbicides, and fertilizers); benefits of onsite infiltration of storm water; effects of automotive work and car washing on water quality; proper disposal of swimming pool water; proper management of pet waste; and any other relevant topics specific to the MS4 (e.g. frequent violations / issues noted)
Institutions, Industrial, and Commercial Facilities	Proper lawn maintenance (use of pesticides, herbicides and fertilizer); benefits of appropriate onsite infiltration of storm water; building and equipment maintenance (proper management of waste water); use of salt or other deicing materials (cover/prevent runoff to storm system and contamination to ground water); proper storage of materials (emphasize pollution prevention); proper management of waste materials and dumpsters (cover and pollution prevention); proper management of parking lot surfaces (sweeping); and any other relevant topics specific to the MS4 (e.g. frequent violations / issues noted)
Engineers, Construction, Contractors, Developers, Development Review Staff, Land Use Planners	SWPPP development, BMP use, impacts from runoff from development sites

Specific Goals with Methods of Evaluation and Rationale

To ensure Brigham City is meeting the requirements of the Public Education and Outreach – MCM 1 section of the General Permit, the following specific goals have been established.

- **Regional Participation Goal:** Brigham City's Storm Water Coordinator will actively participate in regional coordination and public outreach efforts by attending at least 75% of the Golden Spike Storm Water Coalition Meetings and providing 100% (of the determined share) monetary support towards regional public outreach efforts.

Methods of Evaluation:

- Attendance records.
- Meeting minutes.
- Proof of monetary support of coalition costs.

Completion: This goal should be evaluated and completed annually.

Rationale: By working together with partners within the Region, larger efforts are financially possible for the City to participate in.

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- **General Awareness Programs Goal:** On an annual basis, Brigham City will provide information and promote stormwater awareness through a variety of methods and on a variety of topics as outlined in the tables above to each of the audience groups.

Methods of Evaluation:

- Copies of information sent and documentation of when and where sent.
- Documentation of number of curb markers installed / replaced.
- Photos.
- Documentation on Tracking Sheet (*See MCM 1. Additional Information/Resources Section*)

Completion: This goal should be evaluated and completed annually.

Rationale: By using a variety of methods, the City will be able to reach a larger audience – some people may receive the message multiple times, while others may only receive the information once.

- **Education and Outreach (Training) Goal:** On an annual basis, Brigham City will either attend or host a training for each of the areas as described in the “Education and Outreach (Training)” items listed on the previous page.

Methods of Evaluation:

- Attendance rolls.
- Copies of presentation / training materials.

Completion: This goal should be evaluated and completed annually.

Rationale: By providing training to all of these entities, it will ensure that each is staying up-to-date with BMPs and the latest issues and topics.

**Additional Information / Resources for
MCM 1 - Public Education and Outreach on Stormwater Impacts**

MCM 2 - Public Involvement / Participation

Brigham City is committed to providing ongoing opportunities for the public to provide input into the development of the SWMP and into other initiatives and plans designed to improve water quality.

Brigham City's Plan to Meet the Requirement of the Permit *(General Permit 4.2.2)*

Areas of Focus

- **Opportunities for Public Input:** The City welcomes comments from the public throughout the year.
 - To facilitate public comment, Brigham City will provide a copy of the SWMP, contact information, and basic stormwater practices on the City's Storm Water webpage.
 - The public is notified and invited to attend City Council Meetings related to the development, implementation, and updates to the SWMP and related Ordinances. Notice for these meetings is done in compliance with all current State and City noticing requirements.
 - Brigham City also seeks to involve the public in other stormwater management and clean water related decisions by engaging people during the planning of stormwater infrastructure projects and during development of stormwater related policy and master plans.
- **Accessibility:** A copy of the SWMP will be available online via the City's website.
- **Transparency:** In general, all documents related to stormwater management are public record and available under the Government Records Access Management Act (GRAMA).

Specific Goals with Methods of Evaluation and Rationale

To ensure Brigham City is meeting the requirements of the Public Involvement/Participation - MCM 2 section of the General Permit, the following specific goal has been established.

- **Opportunities for Public Input Goal:** Bi-Annually, Brigham City will hold a public hearing to obtain public comments related to stormwater.

Methods of Evaluation:

- Copies of public notices issued.
- Meeting minutes.

Completion: This goal should be evaluated and completed bi-annually (July and December).

Rationale: Public comments will be welcome anytime of the year. By holding public hearings twice per year, there will be a specific opportunity for the public to provide input to the City.

MCM 3 - Illicit Discharge Detection and Elimination

Brigham City's Illicit Discharge and Elimination (IDDE) program is designed to prevent contamination of surface water and groundwater by monitoring, tracking, and removing non-stormwater discharges into the stormwater drainage system.

Brigham City's Plan to Meet the Requirement of the Permit *(General Permit 4.2.3)*

Areas of Focus

- **Ongoing IDDE program to detect and address non-stormwater discharges and illicit connections:** The City's on-going IDDE program is designed to characterize, trace the source, and eliminate illicit discharges, including spills and illicit connections, into the municipal stormwater system.
 - In conjunction with the Bear River Health Department, Public Works responds to and investigates all calls and reports regarding environmental concerns such as illegal dumping, spills, illicit discharges, and illicit connections.
 - Spills Hotline: (435) 734-6600. The City's hotline for reporting of spills and water quality concerns such as illegal dumping, and is publicized as a 24-hour, 7-days a week.
 - After-hours calls are answered through the City's "Answer Connect" system. The Caller selects the option for reporting a stormwater issue and the call is automatically routed to the on-call employee. In addition to the phone call, the Answer Connect system generates an email with the caller's information and the address and description of the issue and sends it to the on-call employee.
 - The hotline is publicized and promoted on the City's website and part of information distributed.
 - Brigham City takes pride in exceeding permit requirements of IDDE program response and in most cases spill responses and investigation is performed the day of reporting.
 - Documentation of IDDE procedures is detailed in the City's IDDE Standard Operating Procedures (SOP) Manual.
 - Brigham City educates public employees, businesses, and the public about illicit discharges and hazards associated with improper disposal of waste through the various methods as described in the "Public Education and Outreach" Section.
 - Brigham City keeps an updated GIS stormwater system map that identifies all of the outfalls and priority areas (as determined by the City).
 - Brigham City's website promotes services for the collection of household hazardous waste provided by the Logan City Landfill.
- **Brigham City Municipal Code Title 15, Chapter 154, Storm Water:**
 - Brigham City Municipal Code prohibits non-stormwater, illicit discharges into the City's stormwater system and provides the regulatory authority and framework for enforcement. These code sections are updated periodically to support the SWMP, with the last update being completed in 2025. The Code can be found on the City's website.
 - Code Implementation:
 - The on-going IDDE compliance strategy strives to achieve compliance initially through public education and technical assistance. When education,

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- technical assistance, and voluntary correction agreements do not achieve compliance, City Code provides enforcement by the City through the Code Enforcement Officer, Storm Water Inspector, and/or Public Works employee issuing verbal and written warnings, administrative fines, notices of violation, and (where applicable) stop work orders (See City Code for detailed process).
 - Pollution discharged into the municipal storm drain system and/or surface and ground waters (illicit discharges) violate City Code and subjects the violator(s) to fines and/or cleanup costs imposed by the City and/or State agencies (See City Code).
 - **MS4 Screening:** Brigham City has an on-going program to screen the stormwater system for potential sources of non-stormwater discharges and illicit connections. Brigham City performs this screening through outfall inspection. During each inspection, Staff observe the structural integrity of the outfall and its adjoining pipes, sediment accumulation levels, and if there is any unusual flow, odor, color, or other visual indicators that would suggest a pollutant is present. If there is a water quality concern, the Staff will then report a spill through the spill hotline. This will trigger notification to the storm maintenance crew to respond and maintain storm structures and the water quality team for further investigation and follow up.
 - Brigham City screens on average 33% of the stormwater outfalls each year and annually tracks the percentage screened as well as the total percentage screened.
 - Outfalls are screened at a minimum of once every five (5) years.
 - **Training:** Brigham City will provide annual training to all employees (regardless of position/role) on illicit discharge topics relating to illicit non-storm water discharges including: 1) identification and reporting; 2) investigation, termination, clean-up, and enforcement procedures; 3) investigation documentation requirements; and 4) Standard Operating Procedures and documentation. Training shall focus on the topics most relevant to the employee's position to ensure protection of water quality. This training will be provided by the City Engineer's Office (Annual SWMP PowerPoint Presentation). All new employees shall receive individual / small group training within 60 days of the date of hire.
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Specific Goals with Methods of Evaluation

To ensure Brigham City is meeting the requirements of the Illicit Discharge Detection and Elimination – MCM 3 section of the General Permit, the following specific goals have been established.

- **Ongoing IDDE Efforts Goal:** Brigham City will continue to keep a database and update written SOPs for all inspections, spills, illicit discharges, and illicit connections.
 - The SOP will be reviewed, and any necessary updates will be completed annually in January of each year.
 - All documentation from IDDE incidents reported, actions taken, and subsequent public education actions will be reviewed annually in January of each year. Any resulting updates to SOPs shall be implemented.

Methods of Evaluation:

- Inspection Logs.

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- Spills, Illicit Discharge, Illicit Connection Tracking Sheets.
 - Photos.
 - SOP Manual.

- **MS4 Screening Goal:** Brigham City will inspect 33% of the stormwater outfalls on an annual basis.

Methods of Evaluation:

- Inspection Logs.

- **Training Goal:** Brigham City will provide annual training to all employees (regardless of position/role) on illicit discharge and illicit connection detection on an annual basis. This training will be provided by the Storm Water Coordinator. All new employees shall receive individual / small group training within 60 days of the date of hire.

Methods of Evaluation:

- Attendance Rolls.
- Presentation Materials.

Record Keeping: Brigham City will continue to track and maintain records of illicit discharge detection and eliminations activities and summarize these activities in the Annual Compliance Report. **The Bear River Health Department, HAZMAT, and other responding Agencies track and maintain their own separate record. If the record / information is not directly shared with the City, then the City has the right and ability to make a request for the information needed specific to an incident.*

**Additional Information / Resources for
MCM 3 - Illicit Discharge Detection and Elimination**

MCM 4 - Construction Site Stormwater Runoff Control

Brigham City reviews development plans and inspects development sites during construction to ensure erosion and sediment control best management practices are in place and stormwater facilities are installed and maintained as designed.

Brigham City's Plan to Meet the Requirement of the Permit *(General Permit 4.2.4)*

Areas of Focus

- **Ongoing Program for Stormwater Management Standards for Development, Redevelopment, and Construction Sites:** The program applies to private and public development, including infrastructure projects.
 - Brigham City Code requires stormwater construction activity permits, stormwater connection permits, NOIs, SWPPPs, and BMPs to be put in place.
- **Review Plans and Inspect Construction Sites:**
 - Brigham City reviews all permits and development plans, inspects sites during construction, and takes enforcement action against those failing to follow approved guidelines or to provide facilities as required in the approved plans.
 - The review process includes civil/site plan review, an approval process (as required in City Code Public Works Standards, inspections, and enforcement to meet standards established by the permit for qualifying new and redevelopment sites. The City's oversight of new and redevelopment occurs in phases: (1) prior to construction during the plan review and acceptance process; (2) before the site is cleared during an initial site construction inspection; (3) during construction via construction site inspections; and (4) post construction as part of the stormwater infrastructure acceptance inspection. Proposals for public and private projects are reviewed by the City Engineer for compliance with Brigham City's Public Works and Development Standards, including LID requirements. City staff inspect qualifying public and private construction sites and/or review the Contractor's electronic inspection reports on a continuous basis to ensure the proper temporary erosion and sediment control measures have been selected, properly placed, and installed correctly.
 - City Inspectors inspect the stormwater drainage system that can potentially be impacted by development construction activity. This occurs, at a minimum, every month until the development has been built-out or when construction has stopped, and the site is stabilized. If facilities and stormwater conveyance require cleaning during construction, responsible parties perform maintenance / cleaning.
 - Brigham City Inspectors have the authority to enforce the Brigham City Code, using ~~corrective~~ action notices and stop work orders, to ensure the protection of receiving waters from construction impacts.
- **Notice of Intent:** Brigham City will continue to provide links to the "Notice of Intent for Construction Activity" and "Notice of Intent for Industrial Activity" to applicants as part of the development and redevelopment permit / approval process.
- **Training:** All Staff whose primary job duties are related to implementing the construction storm water program, including permitting, plan review, construction site inspections, and enforcement are annually trained to conduct these activities by the Storm Water Coalition

and/or the City Engineer. Training should include enforcement and inspection SOPs. All training should be documented and tracked through sign-in sheets and copies of agenda/presentation materials. All new employees shall receive individual / small group training within 60 days of the date of hire.

Specific Goals with Methods of Evaluation

To ensure Brigham City is meeting the requirements of the Construction Site Stormwater Runoff Control – MCM 4 section of the General Permit, the following specific goals have been established.

- **Review Plans and Inspect Construction Sites Goal:** Brigham City will keep accurate records of construction sites reviewed and approved, and construction sites evaluated and inspected, and any enforcement actions taken.

Methods of Evaluation:

- Database Tracking Developments (Reviewed, Approved, Completed).
- Pre-Construction SWPPP Review Checklists.
- Pre-Construction Attendance Rolls / Meeting Notes.
- Inspection Logs.
- Enforcement Tracking Log.

- **SOP and Checklist Goal:** Annually, in October of each year, Brigham City will update SOPs for inspections and stormwater enforcement of construction sites.

Methods of Evaluation:

- SOP Manual.
- Checklists.

Record Keeping: Brigham City will continue to track and maintain records of actions related to controlling runoff from development, redevelopment, and construction sites and summarize these activities in the Annual Compliance Report.

**Additional Information / Resources for
MCM 4 - Construction Site Stormwater Runoff Control**

MCM 5 - Long-Term Stormwater Management

The Long-Term Stormwater Management (Post-Construction Stormwater Management) in New Development and Redevelopment is designed to prevent and reduce pollutants in runoffs from areas of existing development and newly constructed development that discharge to the stormwater system by implementing an educational program, inspection routine, and enforcement process. In addition, the City requires the use of Low Impact Development (LID) stormwater practices and principles.

Brigham City's Plan to Meet the Requirement of the Permit *(General Permit 4.2.5)*

Areas of Focus

- **Post-Construction Control Standards / Ordinance:** Brigham City Code adopts Standards to prevent or minimize impact to water quality – these include structural and non-structural BMPs to address pollutants known to be or have the potential to be discharged from the site.
- **Method for Calculating Hydrology:** To ensure consistent sizing of structural BMPs, the Brigham City Public Works Standards include these requirements and the new updates found in the General Permit requirements 4.2.5.1.2.
- **Low Impact Development (LID) Practices:** Brigham City has adopted the Utah Department of Environmental Quality (UDEQ) “A Guide to Low Impact Development within Utah” (Guide), dated December 2018, in the City Public Works Standards (See City Website).
- **Source Control Program Development:** Brigham City has completed the required activities using GIS mapping, ComplianceGo, and information as found in the Additional Information / Resources for this MCM. Keeping this information updated will be an ongoing process for the City.
 - **Establish an Inventory:** The GIS inventory identifies all post-construction structural storm water control measures installed and implemented for both public and private sector sites. The inventory contains (1) a short description of each storm water control measure; (2) a short description of maintenance requirements; and (3) inspection information. (See General Permit 4.2.5.4.1).
 - **Agreements for Private Sector Sites:** For private sector sites, the City may require the Developer to list the ownership and maintenance information on the recorded plat and/or as part of the CC&Rs for the development. In general, the plat states who is responsible for maintenance and the CC&Rs outline the responsibility for maintenance and establish the right for the City to conduct inspections annually and require action if found to not be properly maintained. Where applicable; this information is also outlined in the Long-Term Storm Water Agreement that is signed and recorded and the Post-Construction Storm Water Regulatory Measures Inspections and Enforcement SOP (See Additional Information / Resources Section for this MCM).

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- **Maintenance of Inventory:** The Inventory shall be updated when changes occur in property ownership or as changes to control measures implemented at the site. An annual review shall be conducted to ensure information is kept up to date.
 - **Establish Inspection and Enforcement Program:** Brigham City has an inspection and enforcement program that supports these sites applying operational and/or structural BMPs to prevent illicit discharges or violations of surface water, ground water, or sediment management standards as well as practices to reduce pollution from the application of pesticides, herbicides, and fertilizers. Annually, staff completes the number of inspection equal to 20% of the businesses or sites listed in the inventory and 100% of sites identified through credible complaints.
 - **Training:** Storm Water Managers, Inspectors, and Public Works employees continue to increase their knowledge by remaining current with new/revised stormwater regulations, along with attending internal and external training on erosion control, LID techniques, stormwater design models, standards, and practices. At a minimum, training is completed annually and is provided by either the City Engineer's Office or through the Golden Spike Storm Water Coalition's annual training event.

Training topics should be relevant to the employee's position and include 1) fundamentals of long-term storm water management; 2) plan review; 3) inspections; 4) enforcement; 5) LID and green infrastructure practices; and 6) the specific requirements for post-construction control and the associated storm water controls identified in the SWMP. All new storm water or public works employees shall receive individual / small group training within 60 days of the date of hire.

Specific Goals with Methods of Evaluation

To ensure Brigham City is meeting the requirements of the Post Construction Stormwater Management – MCM 5 section of the General Permit, the following specific goals have been established.

- **Source Control Standards / Ordinance Goal:** Annually, Brigham City will review and update, as needed, the City's Ordinances and Public Works Standards to follow the requirements of the General Permit.

Methods of Evaluation:

- Ordinance.
- Public Works Standards.

- **Maintain Source Control Program Development Goal:** Annually, Brigham City will review and update the source control program as outlined in the "Source Control Program Development" items listed on the previous page.

Methods of Evaluation:

- Standard Operating Procedures.
- Completed Inventory.
- Inspection Logs.

Record Keeping: Brigham City will maintain program records including documentation of each site visit, inspection records, denial of entry occurrences, warning letters, notices of violation, and other enforcement records that demonstrate an effort to bring sites into compliance.

**Additional Information / Resources for
MCM 5 - Long-Term Stormwater Management**

MCM 6 - Pollution Prevention and Good Housekeeping for Municipal Operations

Brigham City is pursuing a robust Operations and Maintenance program that ensures that runoff and stormwater discharges from City owned and/or operated facilities to the stormwater system are inspected and maintained in a manner that prevents or reduces potential impacts to stormwater drainage and receiving waters.

Brigham City's Plan to Meet the Requirements of the Permit (General Permit 4.2.6)

Areas of Focus

- **Maintenance Standards:** Brigham City implements maintenance standards and is working to create written SOPs for defining these standards.
- **Ongoing Program to Inspect and Maintain the MS4:** Brigham City inspects all municipally owned catch basins and inlets every 2 years. If inspection indicates that cleaning or repair is needed, those activities are completed within the permit allowed timelines, generally within 6 months.
 - Brigham City inspects all municipally owned and operated water quality treatment and flow control facilities. If inspection indicates that cleaning or repair is needed, those activities are completed within the permit allowed timelines, generally within 1 year.
 - Brigham City will continue to maintain compliance by achieving at least 75% of required inspections.
- **Inventory Assessment:** City-owned facilities were assessed as to their risk for discharge potential and proximity to receiving waters. Most potential pollutants include sediments, nutrients, and hydrocarbons from petroleum products. These are a result from parks maintenance activities, roadway maintenance activities, exterior building maintenance activities (law maintenance or other activities including chemicals and nutrients), sediment and trash collected from the storm drains, and trash and hydrocarbons found in parking lots. All these pollutants pose the highest risk of entering the storm drain system from city-owned facilities.
- **Practices, Policies, and Procedures to Reduce Stormwater Impacts of Municipal Operations:** The City operations and maintenance program implements Standard Operating Procedures, policies, and procedures to reduce stormwater impacts associated with runoff from land owned and maintained by Brigham City and road maintenance activities.
- **Stormwater Pollution Prevention Plan (SWPPP) for Brigham City's "High-Priority" Facilities:** Brigham City has five City-owned "high priority" facilities: the Brigham City Airport; Compost Facility; Brigham City Golf Course; the Brigham City Power Plant; and then Public Works Shops and Yard. These sites have been added to the City's GIS mapping and a SWPPP for each location has been created detailing the descriptions of the operational and structural BMPs in use, inspection schedule and results, an inventory of materials and equipment stored on-site, a list of activities conducted that may be exposed to rain, a map of the facility's stormwater drainage, discharge points, and areas of potential pollutant exposure, and a plan for responding to spills.
- **New Flood Management Controls:** For all new projects, both public and private, that discharge to the City's storm water system, water quality and hydrology impacts will be evaluated by the City Engineer on a case-by-case basis. The requirements to comply with low impact development and the new retention standards are likely to address most impacts; however,

where the City Engineer determines that the controls proposed via low impact development and retention are inadequate, they may require additional controls be added to the project.

- **Existing Flood Management Controls:** During the annual inspection, existing flood management control structures will be assessed to determine whether changes, additions, or retrofitting is required to improve water quality. If it is determined that retrofitting is required, the City Engineer will work with Staff to develop a plan for prioritizing and completing the needed retrofit(s).
- **Retrofit Plan:** Several years ago, the City adopted a regional stormwater storage approach. Rather than have many small local storage facilities, the decision was made to construct fewer but larger regional detention basins. The idea is to reduce the number of facilities needing maintenance and attention. This same general approach is being adopted relative to water quality. The City is working on compiling a formal list of water quality projects that can be implemented on a regional basis. Projects for retrofitting are ranked based on proximity to waterbody; current assessment of waterbody with a goal to improve and protect; hydrologic condition of receiving waterbody; proximity to sensitive ecosystem of protected area; any sites that could be further enhanced by retrofitting.

The City is currently (2026) updating the formal Storm Drain Capital Facilities Plan. The last update was completed in 2009. This Plan is specific to stormwater - creating a systematic process for improvements to aid in fiscal accounting for the projects.

During routine inspections – basins and devices are considered for retrofit, repair, or both. The project is then ranked (as stated above) and placed in the budget for consideration and approval. If funds are allocated, the Project is either completed in-house by City Staff or formally bid on following the City's procurement policy and completed by an outside Contractor.

Most projects are aimed at improving drainage in existing roadways and lessening the negative impacts that water has on roads. Retrofitting and implementing a water quality element on these projects is typically not applicable

The following locations have been identified and will be completed within the next ten years (budget allowing):

- Eagle Mountain Golf Course Drainage Project
 - 1200 West Storm Drain Outfall & Walker Regional Detention Basin Project
- **Training:** Brigham City's Public Works Staff receives annual training on the importance of protecting water quality during maintenance operations, inspection procedures, relevant water quality and operations and maintenance standards, selecting appropriate BMPs, ways to perform their job activities to prevent or minimize impacts to water quality, SOPs for operation and maintenance activities, SWPPP's for high priority facilities, illicit discharges and improper disposal of waste, and procedures for reporting water quality concerns. This training is part of the annual SWMP training conducted by the City Engineer. (See MCM 3 for additional info and documentation method.). All new storm water or Public Works employees shall receive individual / small group training within 60 days of the date of hire.

Specific Goals with Methods of Evaluation

To ensure Brigham City is meeting the requirements of the Pollution Prevention and Good Housekeeping for Municipal Operations – MCM 6 section of the General Permit, the following specific goals have been established.

- **Practices, Policies, and Procedures to Reduce Stormwater Impacts of Municipal Operations**
Goal: Annually, in October of each year, review and maintain standard operating procedures as required by the General Permit.

Methods of Evaluation:

- Standard Operating Procedure Manuals.
- Checklists.
- Inventory of floor drains located inside City-owned facilities.

- **Retrofit / Capital Improvements Plan:** On or before December 2026 (contingent upon available budget), the City will reanalyze the Capital Facilities Plan and provide a more detailed list of existing infrastructure that can be retrofit as described above. This plan will be created and then systematically implemented (implementation will be largely dictated by available funding).

Methods of Evaluation:

- Capital Facilities Plan updated.

Record Keeping: Brigham City will maintain program records including documentation of each site visit, inspection records, denial of entry occurrences, warning letters, notices of violation, and other enforcement records that demonstrate an effort to bring sites into compliance.

**Additional Information / Resources for
MCM 6 - Pollution Prevention and Good Housekeeping
for Municipal Operations**

Certification

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Public Works Director

Date: _____

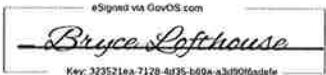
Appendix

**BRIGHAM CITY
AGENDA ITEM FOR CITY COUNCIL MEETING**

1. INITIATED BY: Sammy Oberg
2. DEPARTMENT OR DIVISION: Public Works - WWT
3. DATE INITIATED: July 08, 2026
4. BRIEF EXPLANATION OF PROPOSED ACTION (ATTACH OTHER DOCUMENTATION AS NECESSARY):
Public Hearing SWMP. Twice a year we are required to have public hearing to allow public to comment on our Storm Water Management Plan

5. ESTIMATED TIME NEEDED: 10 minutes
6. PROPOSED DATE FOR COUNCIL ACTION: July 16, 2026
7. EXPLANATION OF DEADLINE, IF APPLICABLE:

8. REVIEW

<u>Date</u>	<u>Name</u>	<u>Signature</u>	<u>Attachment</u>
July 08, 2026	Bryce Lofthouse	eSigned via GovOS.com  Key: 323521ea-7128-4d35-b60a-a3d90f6ade1e	

9. MAYOR'S SIGNATURE:

eSigned via GovOS.com

Key: 605b8e0c-af63-440c-bdc6-2708fb4eb2c

**BRIGHAM CITY
AGENDA ITEM FOR CITY COUNCIL MEETING**

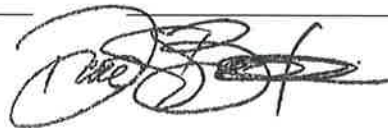
1. INITIATED BY: Jeff Schmitt
2. DEPARTMENT OR DIVISION: Administration
3. DATE INITIATED: July 8, 2026
4. BRIEF EXPLANATION OF PROPOSED ACTION (ATTACH OTHER DOCUMENTATION AS NECESSARY):

Consideration of Ordinance Adopting Compensation Increases for Executive Municipal Officers

5. ESTIMATED TIME NEEDED: 10 Minutes
6. PROPOSED DATE FOR COUNCIL ACTION: July 16, 2026
7. EXPLANATION OF DEADLINE, IF APPLICABLE:
8. REVIEW

<u>Date</u>	<u>Name</u>	<u>Signature</u>	<u>Attachment</u>
<u>07.08.2026</u>	<u>Jeff Schmitt</u>	<u></u>	<u>x</u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>

9. MAYOR'S SIGNATURE:





Reviewed by Mayor's Office: _____
Derek Oyler, City Administrator

Ordinance _____

**AN ORDINANCE SETTING THE COMPENSATION OF
ELECTIVE AND STATUTORY OFFICERS**

WHEREAS, Utah law 10-3-818 provides that elective and statutory officers in municipalities may only receive compensation for services pursuant to ordinance enacted by the legislative body following a public hearing;

NOW THEREFORE, BE IT ORDAINED by the City Council of Brigham City, that

Section I: The annual compensation for elective and statutory officials is as follows:

The following salaries are according to performance reviews, market studies, and approval of the recommended COLA raise. They include any vehicle allowances, deferred salaries, or budgeted bonuses for the 2026-27 Fiscal Year.

Position	Expected Compensation
Mayor	\$ 22,899
Council Member	\$ 9,389
City Administrator	\$ 207,000
Assistant City Administrator/Public Power Director	\$ 173,388
City Attorney	\$ 200,000
Community & Economic Development Director	\$ 162,752
Finance Director	\$ 156,069
Fire Chief	\$ 151,788
Assistant Fire Chief	\$ 137,985
Information Technology Director	\$ 148,534
Library Director	\$ 100,988
Police Chief	\$ 161,441
Police Commander	\$ 138,575 - \$139,907
Public Power Superintendent	\$ 155,108 - \$159,083
Public Works Director	\$ 157,510
Assistant Public Works Director	\$ 141,239

Currently other positions within the City do not require disclosure but are currently on a salary scale that is adjusted at the same rate as COLA raises. Each employee currently falls within the required range and is available upon request. Other Officers for the City are contracted from outside organizations and will be paid according to the agreed upon contract.

Section II: Effective Date. This Ordinance shall become effective July 1, 2026.

PASSED AND ADOPTED BY THE CITY COUNCIL OF BRIGHAM CITY, STATE OF UTAH, ON THIS _____
DAY OF _____, 2026.

ATTEST:

BRIGHAM CITY

Kristina Rasmussen, City Recorder

Mayor Dennis J. Bott

**BRIGHAM CITY
AGENDA ITEM FOR CITY COUNCIL MEETING**

1. INITIATED BY: Mark Bradley
2. DEPARTMENT OR DIVISION: Community & Economic Development
3. DATE INITIATED: 6/9/26
4. BRIEF EXPLANATION OF PROPOSED ACTION (ATTACH OTHER DOCUMENTATION AS NECESSARY):

Consideration of Ordinance Amending Brigham City General Plan, Transportation Master Plan to include future proposed public roadways that would extend and connect 100 West Street from 700 South to Fishburn Drive, and Lakeview Drive from 200 West to Main Street. Brigham City Corporation, applicant.

5. ESTIMATED TIME NEEDED: 15 minutes
6. PROPOSED DATE FOR COUNCIL ACTION: 7/16/26
7. EXPLANATION OF DEADLINE, IF APPLICABLE:
See attached material.

8. REVIEW

<u>Date</u>	<u>Name</u>	<u>Signature</u>	<u>Attachment</u>
<u>6/9/26</u>	<u>Mark Bradley</u>	<u></u>	<u>X</u>
<u> </u>	<u>Tom Kotter</u>	<u></u>	<u> </u>

9. MAYOR'S SIGNATURE:





CITY ATTORNEY
LEGAL DOCUMENT REVIEW

Document Name: Ordinance to Amend Brigham City General Plan, Transportation Master Plan

Name of Person Requesting Legal Review: Mark Bradley

Date Sent: June 9, 2026 Review Date Deadline: June 16, 2026

Reviewed by Attorney: [Signature] Date: 6/10/26

X Reviewed and acceptable as submitted
 See suggested changes

Returned to: Mark Bradley Date: 6/10/26

X Accepted as Received

Submitted to Mayor's Office By: MB Date: 6/23/26

Reviewed by Mayor's Office: [Signature]
Derek Oyler, City Administrator



MEMORANDUM

To: Mayor Bott, City Council Members

From: Mark Bradley *MB*

Subject: Amend Brigham City General Plan, Transportation Master Plan (App #25-097)

Date: June 9, 2026

City Council Agenda:
July 16, 2026

Overview:

On January 15, 2026, the City Council held a public hearing, received public input, and tabled the application requesting additional information. This is a petition by Brigham City to amend the General Plan, Transportation Master Plan to include future proposed public roadways that would extend and connect the following streets with development and redevelopment of properties:

- (1) 100 West Street from 700 South to Fishburn Drive, and
- (2) Lakeview Drive from 200 West to Main Street.

The current Brigham City General Plan was adopted by the City Council on March 6, 2025, and included the required transportation and traffic circulation element pursuant to Utah Code. Since the adoption, Brigham City has become aware of the long-term plans for Lake View Elementary school, including the school district's desire to find a new site for a future replacement elementary school. In addition, the City has continued to experience challenges related to access, traffic circulation, and street connectivity for the surrounding area.

As a result of this information and the ongoing issues associated with limited accessibility, circulation, and connectivity, Brigham City re-evaluated its long-range plans for this area and began the amendment process. Through this re-evaluation, the City identified the need to incorporate future proposed public roadways on the General Plan, Transportation Master Plan that would extend and connect the said streets with the development and redevelopment of properties.

Planning Commission Recommendation:

The Planning Commission held a public hearing on December 16, 2025, and recommended disapproval to the City Council with a 4-2 vote. The Commission expressed support for master planned roads, street connectivity, and planning for the future, but struggled with the potential impact on the existing property owners.

Attachments:

1. Staff Evaluation dated December 11, 2025
2. City Council Meeting Minutes, January 15, 2026
3. Prepared Ordinance

**BRIGHAM CITY, UTAH
PLANNING COMMISSION
STAFF EVALUATION**

APPLICANT: Brigham City Corporation	APPLICATION NO.: 25-097
PROPERTY OWNER: Multiple Owners	AREA: N/A
LOCATION: 100 W (between 700 S and Fishburn Drive) Lakeview Drive (between 200 W and Main Street)	ZONING DISTRICT: GC/R-1-8
PARCEL NO: Multiple Parcels	DATE: December 11, 2025

PLANNING COMMISSION MEETING:	December 16, 2025
APPLICATION TYPE:	Legislative
PLANNING COMMISSION ROLE:	Recommending Body to City Council

NATURE OF REQUEST:
Amend General Plan – Transportation Master Plan

OVERVIEW:

This is a request to amend to the General Plan – Transportation Master Plan to include future proposed public roadways that would extend and connect the following streets with development and redevelopment of properties:

- (1) 100 West Street from 700 South to Fishburn Drive, and
- (2) Lakeview Drive from 200 West to Main Street.

Notice letters were mailed to all affected and adjacent properties.

STAFF COMMENTS:

Community and Economic Development Department:

- 1. Support the proposed amendment to the Transportation Master Plan.
- 2. The extension and connection of these two streets is beneficial for the development and redevelopment of the area and would improve access and circulation.

Engineering Department:

- 1. We understand that City administration and Public Works prefer that the asphalt width of 100 W between 700 S and Fishburn Dr match the width north of 700 S. This width is approximately 53 feet. This could be accomplished by:
 - a. matching the 99-foot right-of-way, sidewalk widths, and park strip widths north of 700 S.
 - b. applying an 80-foot right-of-way with 5' park strips and 4' sidewalks.
 - c. reducing the pavement width to 49-feet, eliminating park strips, and constructing 6' sidewalks.

We recommend administration and public works review utility and access needs and make a right-of-way and roadway width determination.

- 2. We support a pavement width that accommodates on-street parking and large trucks if any commercial accesses are planned for 100 W.
- 3. If a cul-de-sac is constructed at the south end of 100 W, it will need to meet the Public Works Standard (PWS) right-of-way diameter requirement of 120 feet.

4. If a subdivision is proposed in the area, the developer will need to construct all required public improvements including: sanitary sewer, storm drain, culinary water, secondary water, public power, communications, curb and gutter, sidewalk, asphalt roadway, street lighting, signage, and landscaping.
5. A new 8" diameter PVC C-900 culinary water main will need to be installed in the 100 W roadway extension including a fire hydrant for blow-off purposes at any dead ends.
6. A new 4" diameter PVC C-900 secondary water main will need to be installed in the 100 W roadway extension.
7. A new 8" diameter PVC SDR-35 sanitary sewer main will need to be installed in the 100 W roadway extension and connected to the sewer in 700 S.
8. Drainage improvements for a proposed subdivision in this area will be required per the PWS.

Fire Department:

1. The continuation of the streets need to match the width and weight of what is currently there.

Police Department:

1. No comments

Public Power Department:

1. No concerns on this application

Public Works Department:

(Culinary Water, Street, and Wastewater Treatment/ Storm Drain Divisions)

1. Public Works Supports this application along with roadway with requirement as discussed in the DRT meeting. See Engineering Department comments.

PLANNING COMMISSION RESPONSIBILITY:

1. The Planning Commission holds the required public hearing.
2. The Planning Commission is the recommending body to the City Council.
3. The Planning Commission recommends approval, disapproval, or request additional information in order to make a recommendation to the City Council.

STAFF RECOMMENDATIONS:

1. Staff supports the amendment.

STIPULATIONS:

1. N/A

FINDINGS OF FACT:

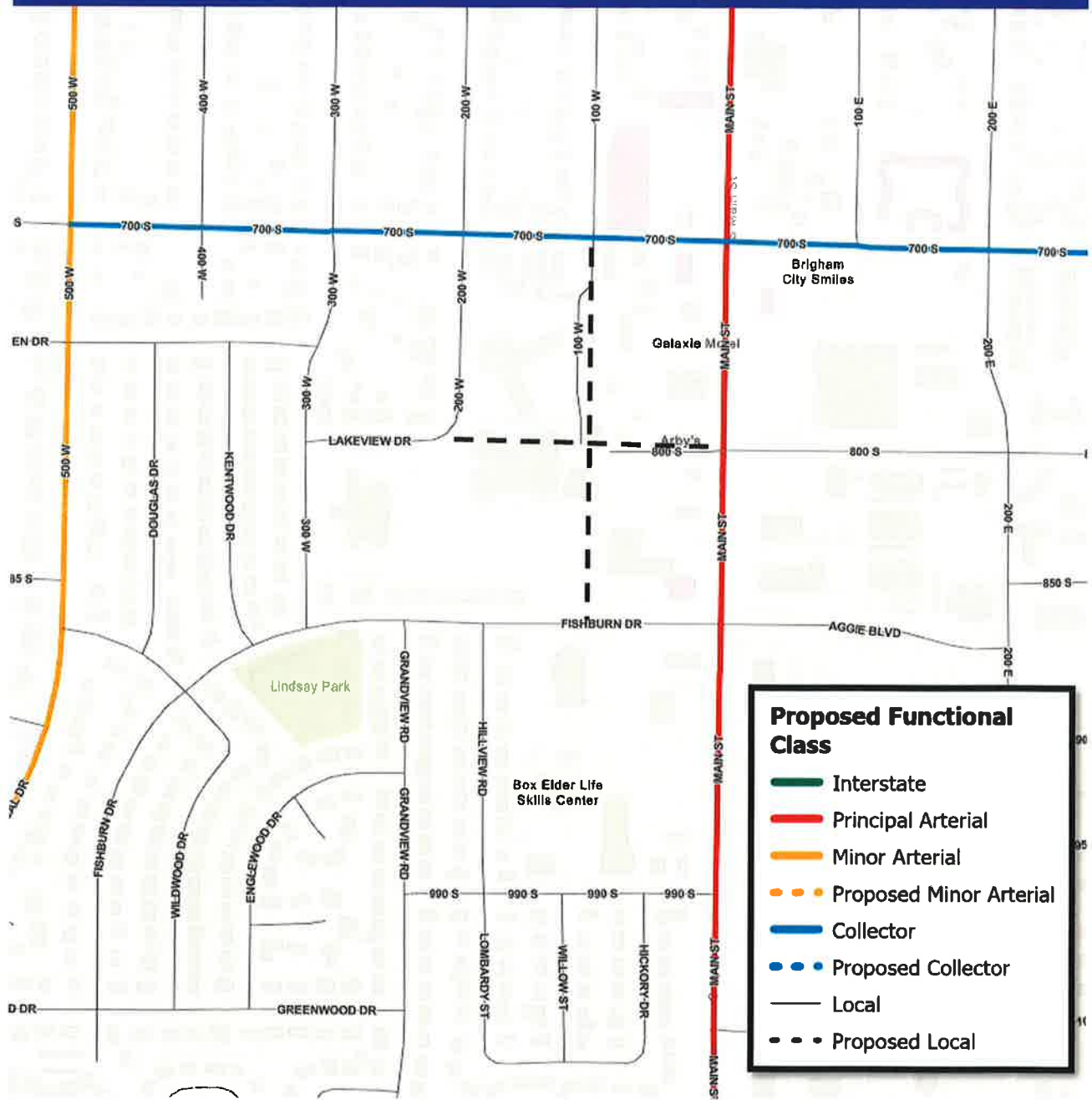
1. Brigham City adopted a General Plan as required by Utah Municipal Code 10-20-401, which plan is to serve as a comprehensive, long-range general plan for present and future needs of the city, and growth and development of all or any part of the land within the city. The general plan may include several elements as outlined in the Utah Municipal Code 10-20-404(2)(a), but at a minimum, with accompanying maps, charts, and descriptive and explanatory matter, shall include the planning commission's recommendations for the following plan elements:

- A. land use element
 - B. transportation and traffic circulation element
 - C. moderate income housing element
 - D. water use and preservation element
2. The transportation and traffic circulation element that (10-20-404(2)(a)(ii):
 - A. provides the general location and extent of existing and proposed freeways, arterial and collector streets, public transit, active transportation facilities, and other modes of transportation that the planning commission considers appropriate;
 - B. for a city that has access to a major transit investment corridor, address the city's plan for residential and commercial development around major transit investment corridors to maintain and improve the connections between housing, employment, education, recreation, and commerce;
 - C. for a city that does not have access to a major transit investment corridor, addresses the city's plan for residential and commercial development in areas that will maintain and improve the connections between housing, transportation, employment, education, recreation, and commerce; and
 - D. correlates with the population projections, the employment projections, and the proposed land use element of the general plan.
 3. Brigham City identified a need to include future proposed public roadways that would extend and connect 100 West Street from 700 South to Fishburn Drive and Lakeview Drive from 200 West Street to Main Street for proper development and redevelopment of the area to improve access and circulation.
 4. Notice letters were mailed to all affected and adjacent properties.
 5. Per Utah Municipal Code (10-20-405):
 - A. The Planning Commission shall schedule and hold a public hearing on the proposed amendment.
 - B. The Planning Commission shall provide notice of the public hearing.
 - C. After the public hearing, the Planning Commission may modify the proposed amendment.
 - D. The Planning Commission shall forward the proposed amendment to the City Council.
 - E. The City Council may adopt, reject, or make any revisions to the proposed amendment that the Council considers appropriate.
 - F. If the City Council rejects the proposed amendment, the Council may provide suggestions to the Planning Commission for the Planning Commission's review and recommendation.

ATTACHMENTS:

1. Brigham City General Plan – Transportation Master Plan
2. Site and Parcel Map

Brigham City Transportation Master Plan



Proposed Public Roadways — — — — —

Extend and Connect:

- (1) 100 West Street from 700 South to Fishburn Drive
- (2) Lakeview Drive from 200 West to Main Street

**REGULAR SESSION OF THE
BRIGHAM CITY COUNCIL
JANUARY 15, 2026
6:00 p.m.**

PRESENT:	DJ Bott	Mayor
	Dave Hipp	Councilmember
	Dave Jeffries	Councilmember
	Matthew Jensen	Councilmember
	Ryan Smith	Councilmember
	Robin Troxell	Councilmember

ALSO PRESENT:	Mark Bradley	City Planner
	Tom Cooper	Power Director
	Nicole Cottle	City Attorney – <i>Arrived at 6:07</i>
	Tom Kotter	Community and Economic Development Director
	Derek Oylar	City Administrator
	Tyler Pugsley	Assistant City Administrator
	Kristina Rasmussen	City Recorder
	Chief Reyes	Police Chief
	Chief Thueson	Fire Chief

Mayor Bott called the meeting to order at 6:00 p.m. The invocation was offered by Bishop Mark Wilcox of the Brigham City 7th Ward. The Pledge of Allegiance followed.

SWEARING IN OF NEWLY ELECTED CITY COUNCIL MEMBERS AND MAYOR

The Mayor opened the meeting with the Swearing In and Oaths of Office for re-elected City Council members and the Mayor. He stated that Judge Morgan, a longtime friend of the City, had been invited to administer the oaths. Council Member Jensen and Council Member Smith were invited to join the Mayor at the front of the chambers. Judge Morgan administered the oath of office.

ELECTION OF MAYOR PRO TEMPORE

The Mayor then moved to the Election of the Mayor Pro Tempore for the new year and asked for nominations from the Council. Councilmember Jensen nominated Councilmember Hipp, and the motion was seconded by Councilmember Smith. The motion was approved.

CONSENT AGENDA

Mayor Bott introduced five consent items:

1. Approval of the December 18, 2025 City Council Meeting Minutes.
2. Request to Write Off Utility Accounts totaling \$7,208.60 due to accounts being sent to collections.
3. Appointments to the Planning Commission
4. Request for Acceptance of Petition for Annexation of 5.59 Acres (Parcel No. 03-074-0007) Located at Approximately SR 13 and 2400 West
5. Request for Acceptance of Petition for Annexation of 495.17 Acres (Parcel Nos. 04-002-0020, 04-002-0022, 04-002-0024, 03-257-0004, 03-075-0054, 03-003-0050, 03-067-0029 and 03-075-0023) located at approximately SR-13 and 1200 West and the north side of the Brigham City Airport.

Councilmember Jensen made a motion to approve the consent item as presented. Councilmember Hipp seconded the motion. The vote was unanimous in favor.

EMPLOYEE RECOGNITION

The Mayor recognized four new employees: Jorge Morales, Equipment Operator in Public Works; Ryan Hamblin, Park Lead in Parks; Allison Cervantes, Utility Billing Clerk in Finance; and Mikel De La Luca, Recreation Administrative Assistant in Public Works.

PUBLIC HEARING

Consideration of Ordinance Adopting Compensation Increase for Executive Municipal Officer and Oath of Office For New Community and Economic Development Director

Derek Oyler explained that the Community and Economic Development Director is an appointed position, and that recent changes to state code now require a public hearing and ordinance whenever compensation changes are proposed for appointed or elected officials.

Mr. Oyler stated that the Mayor would be appointing Tom Kotter as the new Community and Economic Development Director for Brigham City Corporation. He explained that the compensation adjustment being considered was tied to an expanded scope of responsibilities associated with the position.

In response to Council questions, Mr. Oyler confirmed that no budget revision was required for the proposed compensation adjustment. He explained that the department head's salary is allocated across multiple General Fund budgets and that the adjustment would be absorbed within existing appropriations.

MOTION: Councilmember Smith made a motion to open the public hearing regarding compensation Increase for Executive Municipal Officer – Economic Development Director. Councilmember Jensen seconded the motion.

There were no public comments.

MOTION: Councilmember Jeffries made a motion to close the public hearing. Councilmember Jensen seconded the motion. The motion passed unanimously.

MOTION: Councilmember Troxell made a motion to approve the ordinance adopting a compensation increase for an executive municipal officer – Community and Economic Development Director. Councilmember Hipp seconded the motion. The motion passed unanimously.

Roll Call: Councilmember Jensen – Aye; Councilmember Jeffries – Aye; Councilmember Hipp – Aye; Councilmember Troxell – Aye; Councilmember Smith – Aye

MOTION: Councilmember Hipp made a motion to appoint Tom Kotter as the Community and Economic Development Director. Councilmember Jeffries seconded the motion. The motion passed unanimously.

The swearing in/Oath of Office was administered to Tom Kotter by City Recorder, Kristina Rasmussen.

Consideration of Ordinance Amending the General Plan - Transportation Master Plan

Derek Oyler explained the item had previously been reviewed by the Planning Commission and that the proposed amendment is tied to long-term planning for the area around Lakeview Elementary (south end of town). He shared that the School District currently anticipates Lakeview Elementary will likely remain

in service for approximately 5–10 years, but City staff began evaluating the block due to potential future redevelopment if the school were no longer used as a school.

Mr. Oyler described the area as challenging for traffic circulation and noted an existing partial street segment that dead-ends, reflecting long-standing connectivity issues. He reviewed general zoning in the area and explained the City requested the amendment because staff were concerned about future development in a General Commercial area without adequate public street access.

Mr. Oyler emphasized that a Transportation Master Plan amendment is long-range planning and does not mean the City would build a road immediately. Instead, roadway improvements would be evaluated and potentially required as redevelopment occurs through the normal review process. He clarified that “change of use” (not change of ownership) is what could trigger roadway requirements, and that existing residents can continue existing nonconforming residential use unless a change of use is proposed.

He also explained that the master plan does not set exact road width or final alignment; those details would be determined later through engineering, staff review, and coordination with property owners as specific projects come forward. Councilmembers asked clarifying questions about change of use, redevelopment of the school site, impacts to existing businesses, and ADU-related concerns previously discussed at Planning Commission. Mr. Oyler reiterated that impacts would be addressed case-by-case based on specific applications and code requirements.

Key points highlighted by staff:

- The amendment is intended to improve north–south connectivity in the block over time.
- The plan does not require immediate construction; it guides future redevelopment review.
- Roadway obligations, if any, would generally be triggered by a change of use.
- Existing homes and businesses may continue current use without change; details would be handled case-by-case during permitting.

MOTION: Councilmember Hipp made a motion to open the public hearing for the consideration of Ordinance Amending the General Plan: Transportation Master Plan. Councilmember Jensen seconded the motion. The motion passed unanimously.

Dennis Gailey - expressed strong opposition to the proposed amendment. He stated that the City was planning for a need far in the future and placing unnecessary restrictions on current property owners. He emphasized that zoning in the area had changed over time and argued that long-term speculative planning should not limit what property owners can do today. Mr. Gailey felt the proposal created uncertainty and unfairly constrained property rights without a clear or immediate need.

Monty Worthy - owner of several businesses in the area, including Burgers and Scoops and the Arby's property, acknowledged staff's detailed explanations but expressed concern that placing the roadway on the Transportation Master Plan could negatively affect property value and marketability. He stated that the uncertainty could impact his plans to sell and retire and asked the Council to consider delaying action until there is more clarity regarding the future of Lakeview Elementary and potential roadway design.

Randy Navarro - owner of property in the affected area, stated that he felt constrained in his ability to redevelop his property. He indicated that had he known about the proposed planning amendment earlier, he may have reconsidered purchasing the property. Mr. Navarro expressed concern that the amendment limited investment and redevelopment opportunities.

Randy Dea -, speaking on behalf of his sister as power of attorney and associated with the Brighton Beaker Plaza, expressed concern about the lack of detailed engineering information. He stated that

without knowing exact road placement or design, it was difficult to assess how access, parking, and existing business operations might be affected.

Julianna Larson - spoke about process and transparency. She emphasized the importance of ensuring affected property owners are fully informed and understood how long-term planning decisions could impact property values and future use.

MOTION: Councilmember Hipp made a motion to close the public hearing. Councilmember Jeffries seconded the motion. The motion passed unanimously.

Following closure of the public hearing, the Council engaged in discussion and asked clarifying questions of Mr. Oyler regarding how roadway requirements would be triggered if only one property within the affected block were to change use.

Mr. Oyler explained that development requirements would generally apply parcel by parcel, not automatically cascade to neighboring properties. If a property experienced a change of use, the owner would typically be required to construct the portion of the public roadway adjacent to their frontage, subject to engineering and utility constraints. Other parcels would not be forced to redevelop unless they independently proposed a change of use.

Mr. Oyler further explained that some parcels in the area currently lack public road access and would be unable to redevelop without addressing access issues. He stated that roadway construction would likely occur in segments over time, as redevelopment occurs, similar to how partial roadways have historically been constructed and stopped where development ended.

Discussion continued regarding concerns raised during public comment, including the potential impact on long-time property owners, uncertainty surrounding the future of Lakeview Elementary, and the difficulty of making long-term decisions based on unknown future conditions. Several Councilmembers expressed concern about placing additional constraints on existing properties when redevelopment timing remains uncertain.

Councilmembers acknowledged that the issue of roadway connectivity in the area has been discussed previously due to fire access, emergency services, and traffic circulation concerns, but also recognized the unique challenge posed by existing development and ownership patterns.

MOTION: Councilmember Smith made a motion to table the consideration of the ordinance amending the General Plan – Transportation Master Plan, requesting additional information be brought before approval. Councilmember Jensen seconded the motion. All councilmembers voted in favor of tabling.

PUBLIC COMMENT

Andrew Lewis - thanked the Council for the opportunity to provide public comment and expressed appreciation for positive things he has seen and heard about the City. He shared general concerns about issues that may not always be visible and emphasized the importance of inclusion, transparency, and recognizing that every individual's voice matters within the community.

COUNCILMEMBER COMMENTS

Councilmember Smith - reported he had attended a Chamber of Commerce meeting and noted the Chamber is preparing for a business summit in March, including classes and programming that may

benefit small and large businesses in the county. He thanked those who attended and spoke during the meeting, stating public input helps the Council.

Councilmember Troxell – thanked Mr. Lewis for coming forward and speaking, noting that public comments matter and that transparency and openness are important. She invited Mr. Lewis and other residents to contact her directly to discuss concerns and stated she believes the Council is committed to communicating with community members.

Councilmember Hipp - commented that the Council is starting the year by hearing from residents in multiple settings and that public input helps Council better understand how decisions affect individuals. He referenced the earlier discussion and the Council's decision to table the transportation master plan item to allow more consideration. Councilmember Hipp also thanked the City's public safety leadership and staff, referencing recent discussion about changes involving the dispatch center. He stated that although public safety leaders may face criticism on social media, he believes the changes are in the best interest of the community and employees, and he expressed appreciation for the Mayor and Council taking a stand.

Councilmember Jeffries - shared that the Boys and Girls Club's new gym floor was scheduled to begin installation the following day and announced a Boys and Girls Club casino night event on Saturday, February 7. He thanked those who attended the ribbon cutting and grand opening the previous week. Councilmember Jeffries also addressed his new job responsibilities requiring frequent travel between Brigham City and Seattle and reaffirmed his commitment to continue serving on the City Council.

Councilmember Jensen - referenced a letter to the editor by Sarah Yates regarding the food pantry and commented on the number of meals served, noting the significant volunteer effort and the benefit to those in need. He also shared that he and Councilmember Hipp attended a presentation at Utah State University and encouraged residents to review upcoming lecture series and symposiums, referencing a recent presentation on the Constitution and the Declaration of Independence. Councilmember Jensen concluded by reiterating Council support for the City's chiefs and stated the Council fully backs them.

Mayor Bott – shared comments regarding recent decisions involving City leadership, public safety, and Council deliberations. He referenced a phrase printed on the City employee T-shirts given as a gift from the Mayor, stating his guiding principle is to “do what is right and let the consequences follow.” He noted that consequences are not always punitive, but can include standing alone when making difficult but correct decisions.

The Mayor explained that decisions in Brigham City are made through open discussion with senior staff and department directors, where differing opinions are encouraged and considered without prejudice. He stated this collaborative process led to the City's recent decisions regarding police, fire, and dispatch services, emphasizing that those actions were taken based on professional expertise and what leadership believed was in the best interest of the community.

The Mayor also referenced the Council's decision earlier in the meeting to table the Transportation Master Plan amendment, noting it demonstrated that decisions are not predetermined and that Council deliberation occurs publicly, as required by law and expected by residents. He expressed appreciation for the Council's willingness to listen, deliberate, and take the time necessary to make informed decisions.

The Mayor concluded by expressing gratitude to City employees, department chiefs, and their families for the trust placed in City leadership. He stated that he takes seriously the responsibility of serving as Mayor and supporting the professionals who serve the community, emphasizing unity, transparency, and accountability in City governance.

CITY ADMINISTRATOR COMMENTS

There were no comments made by City Administrator.

ACTION ITEMS

Consideration of Approval of Fire Departmental Policy 205 – Revision to Bereavement Leave

Tom Kotter explained that staff had recently completed a review of the City's employee handbook and personnel policies and identified that the existing bereavement leave policy did not adequately account for Fire Department employees. He noted that Fire Department personnel work a 48/96 schedule, meaning two days on duty followed by four days off, which differs from the schedules of other City departments.

Mr. Kotter stated that the proposed revision would ensure Fire Department and EMS employees receive bereavement leave equivalent to that provided to other City employees, adjusted appropriately to reflect their work schedule. He emphasized that the revision was intended to ensure fairness and consistency across departments.

MOTION: Councilmember Jensen made a motion to approve the revision to Employee Policy 9-7, Bereavement Leave. Councilmember Hipp seconded the motion. The motion passed unanimously.

At 7:34 PM Councilmember Smith made a motion to proceed into closed session to discuss the purchase/exchange/lease of real property. The motion was seconded by Councilmember Jeffries.

Roll Call:

Councilmember Hipp – Aye; Councilmember Jensen – Aye; Councilmember Smith – Aye;
Councilmember Troxell – Aye; Councilmember Jeffries – Aye

At 8:55 PM The council returned to opened and a motion was made by Councilmember Smith to adjourn. Seconded by Councilmember Hipp and approved unanimously.

The undersigned duly appointed Recorder for Brigham City Corporation hereby certifies that the foregoing is a true, accurate and complete record of the January 15, 2026 City Council Meeting.

Dated this 6th of February 6, 2026.

Kristina Rasmussen

Kristina Rasmussen, City Recorder

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE BRIGHAM CITY
GENERAL PLAN, TRANSPORTATION MASTER PLAN**

WHEREAS, Brigham City is a political subdivision of the State of Utah; and

WHEREAS, Utah Code section 10-20-401 requires each municipality to prepare and adopt a general plan; and

WHEREAS, Utah Code section 10-20-404 requires the general plan to address and include a transportation and traffic circulation element; and

WHEREAS, the current Brigham City General Plan was adopted by the Brigham City Council by ordinance on March 6, 2025, and included the required transportation and traffic circulation element; and

WHEREAS, since the adoption of the current Brigham City General Plan, Brigham City has become aware of the long-term plans for Lake View Elementary school, including the school district's desire to find a new site for a future replacement elementary school, and in addition, has continued to experience challenges related to access, traffic circulation, and street connectivity for the surrounding area; and

WHEREAS, as a result of this information and the ongoing issues associated with limited accessibility, circulation, and connectivity, Brigham City re-evaluated its long-range plans for this area and began the amendment process; and

WHEREAS, through this re-evaluation, Brigham City identified the need to incorporate future proposed public roadways on the General Plan, Transportation Master Plan that would extend and connect 100 West Street from 700 South Street to Fishburn Drive and extend and connect Lakeview Drive from 200 West Street to Main Street with the development and redevelopment of properties; and

WHEREAS, the extension and connection of said streets with development and redevelopment would address and improve access, traffic circulation, and street connectivity; and

WHEREAS, following necessary public notice and public hearing, the Brigham City Planning Commission reviewed the petition and recommended to the Brigham City Council disapproval of the amendment to the Brigham City General Plan, Transportation Master Plan with a 4-2 vote; and

WHEREAS, the Planning Commission expressed support for master planned roads, street connectivity, and planning for the future, but struggled with the potential impact on the existing property owners; and

WHEREAS, on January 15, 2026, the City Council held a public hearing, received public input, considered the recommendation by the Planning Commission, and tabled the application requesting additional information; and

WHEREAS, on July 16, 2026, the City Council revisited the tabled application and addition information and determined that the said amendment to the Brigham City General Plan, Transportation Master Plan is in the best interest of the community's long-range plan, accessibility, circulation, connectivity, and economic development.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF BRIGHAM CITY, STATE OF UTAH, AS FOLLOWS:

Section I:

The Brigham City General Plan, Transportation Master Plan is amended as provided in Exhibit "A", attached hereto and made a part by reference.

Section II. Effective Date.

This ordinance shall take effect upon posting and publication in a manner as required by law.

PASSED AND APPROVED this ____ Day of _____, 2026.

Mayor Dennis J. Bott

[SEAL]

ATTEST:

Kristina Rasmussen

City Recorder

Brigham City General Plan – Transportation Master Plan
(Enlarged Section)



**BRIGHAM CITY
AGENDA ITEM FOR CITY COUNCIL MEETING**

1. INITIATED BY: Mark Bradley
2. DEPARTMENT OR DIVISION: Community & Economic Development
3. DATE INITIATED: 6/26/26
4. BRIEF EXPLANATION OF PROPOSED ACTION (ATTACH OTHER DOCUMENTATION AS NECESSARY):
American Way Storage Subdivision Preliminary Plat located at 350 North and 900 West (American Way). Lindee Bess, American Way Storage LLC

5. ESTIMATED TIME NEEDED: 7 minutes
6. PROPOSED DATE FOR COUNCIL ACTION: 7/16/26
7. EXPLANATION OF DEADLINE, IF APPLICABLE:
See attached material.

8. REVIEW

<u>Date</u>	<u>Name</u>	<u>Signature</u>	<u>Attachment</u>
<u>6/26/26</u>	<u>Mark Bradley</u>	<u></u>	<u>X</u>
<u>6/29/26</u>	<u>Tom Kotter</u>	<u></u>	<u></u>

9. MAYOR'S SIGNATURE:





**CITY ATTORNEY
LEGAL DOCUMENT REVIEW**

Document Name: American Way Storage Subdivision Preliminary Plat

Name of Person Requesting Legal Review: Mark Bradley _____

Date Sent: June 26, 2026 ____ Review Date Deadline: July 1, 2026 _____

Reviewed by Attorney: Nicole Cottle _____ Date: 6/26/26 _____

☒ Reviewed and acceptable as submitted

☐ See suggested changes:

Returned to: MARK BRADLEY Date: 6/26/26

☒ Accepted as Received

Submitted to Mayor's Office By: MB Date: 6/30/26

Reviewed by Mayor's Office: _____
Derek Oyler, City Administrator



MEMORANDUM

To: Mayor Bott, City Council Members

From: Mark Bradley, City Planner *MB*

Subject: American Way Storage Subdivision Preliminary Plat
Application #26-055

Date: June 26, 2026

City Council Agenda:
July 16, 2026

Overview:

The applicant owns two parcels of land along 900 West Street (American Way) and would like to create a four-lot industrial subdivision plat to develop a storage unit facility on proposed Lot 1 (see Application #26-056). The subdivision plat also includes the street dedication for 350 North. Roadway improvements will be installed with this plat, which includes a proposed retaining wall along 900 West and portion of 350 North. Due to the jurisdictional wetlands, the applicant is proposing a 6 ft wide sidewalk along both 900 West and 350 North streets rather than the typical sidewalk and park strip. See attached American Way Storage Sheets 6, 7, and 14.

Note: At the Planning Commission meeting, Jim Flint, Civil Engineer with Hansen & Associates, representing his client (the applicant), mentioned they are looking at removing the retaining walls from the proposed construction design and that they prefer to subdivide the property into four lots based on financing rather than combine into two large lots. They will change Parcel A and B to Lot 3-R and 4-R.

Planning Commission Recommendation:

On June 16, 2026, the Planning Commission considered the application and recommended approval to the City Council (5-0 vote) subject to staff comments, stipulations, and the Findings of Fact as noted in the Staff Evaluation, including support of the 6 ft wide sidewalk against curb option based on discussion regarding challenges and restrictions with the wetlands.

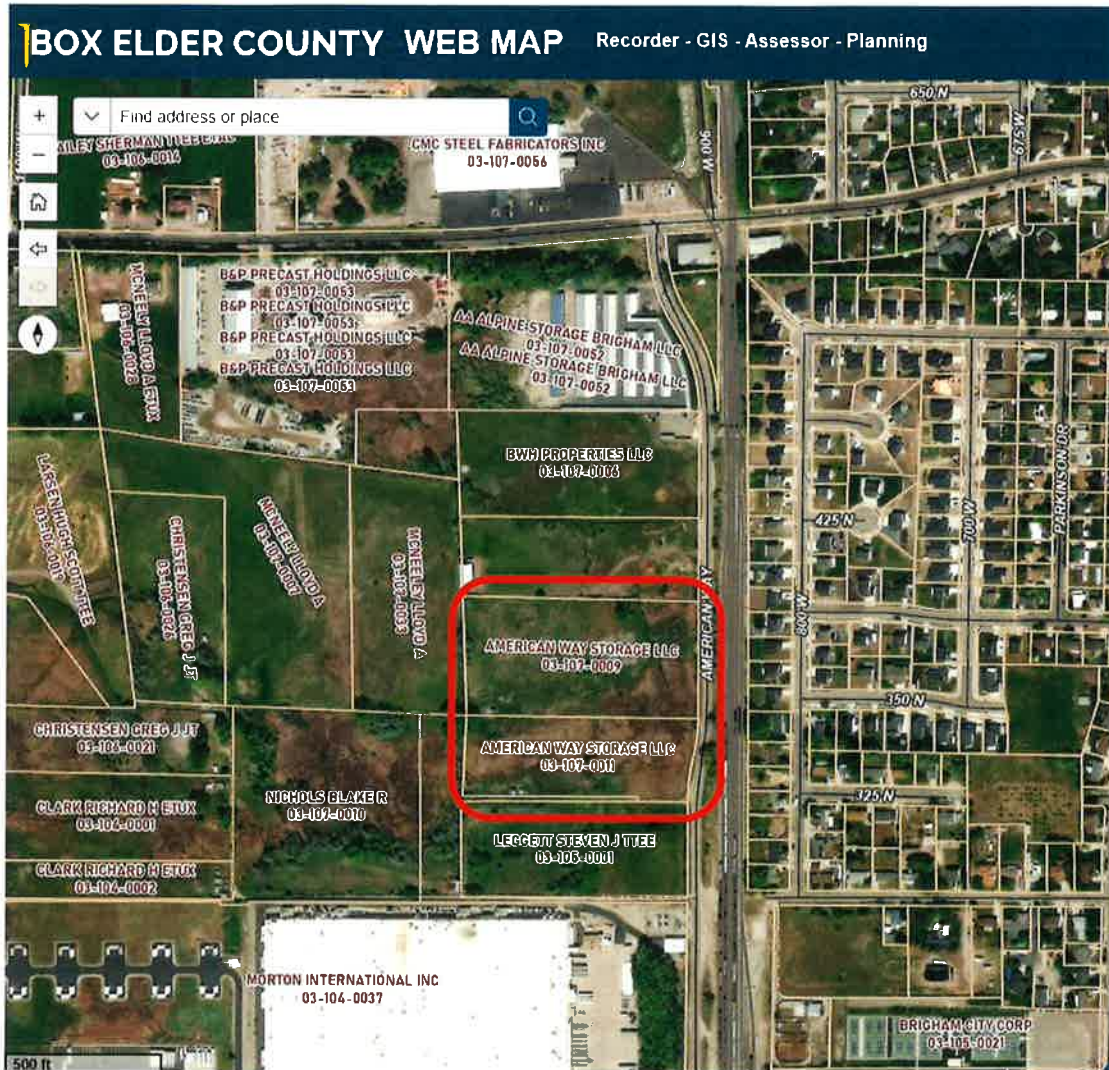
Attachments:

1. Locator and Parcel Maps
2. American Way Storage Subdivision - Preliminary Plat
3. Staff Evaluation dated June 11, 2026
4. American Way Storage Sheet 6 – American Way Street Plan & Profile
5. American Way Storage Sheet 7 – Grading Plan
6. American Way Storage Sheet 14 – Retaining Wall
7. Box Elder County – Redline Review

LOCATOR MAP



PARCEL MAP



Brigham City, Box Elder County, Utah
A Part of the Northeast Quarter of Section 14,
Township 9 North, Range 2 West, Salt Lake Base & Meridian

SIGNED THIS DAY OF

K. GREG HANSEN P.L.S.
UTAH LAND SURVEYOR LICENSE NO. 167819

[illegible]

KNOW ALL MEN BY THESE PRESENTS THAT WE, THE UNDERSIGNED OWNERS OF THE ABOVE DESCRIBED TRACT OF LAND HAVING CAUSED THE SAME TO BE SUBDIVIDED INTO TWO SECTIONS, TO-WIT: THE FIRST AND SECOND SECTIONS, AND THE AMERICAN WATER SUBDIVISION AND HEREINSET MAP OF THE SAME, AND CONVEYED THE SAME TO THE SEVERAL PARTIES OF ALL THOSE PARTS OR PORTIONS OF SAID TRACT OF LAND DISTINGUISHED BY EASTINGS, FOR THE PUBLIC UTILITY AND PURPOSES AS SHOWN HEREON, THE SAME TO BE USED FOR THE INSTALLATION, MAINTENANCE AND OPERATION OF PUBLIC UTILITY SERVICE LINES AND DRAINAGE AS MAY BE AUTHORIZED BY BRIGHAM CITY.

IN WITNESS WE HAVE HEREUNTO SET OUR SIGNATURE THIS ____ DAY OF _____

[illegible]

ON THIS DAY OF _____, 2036, PERSONALLY APPEARED BEFORE ME, CHRIS L ANDERSON, WHO BEING BY ME DULY SWORN, LLC, A UTAH LIMITED LIABILITY COMPANY, A MANAGER/MEMBER OF AMERICAN VUE STORAGE, LLC, A UTAH LIMITED LIABILITY COMPANY ("LLC"), WHICH LLC IS THE OWNER OF THE REAL PROPERTY LISTED HEREIN, AND EXECUTED THE FOREGOING INSTRUMENT AS THE AUTHORIZED AGENT OF THE LLC, AND THAT SAID AUTHORIZATION TO SIGN ON BEHALF OF THE LLC CAME PURSUANT TO A RESOLUTION OF THE MANAGERS, THE CERTIFICATE OF ORGANIZATION, AND/OR THE OPERATING AGREEMENT OF THE

STATE OF UTAH NOTARY PUBLIC _____ COMMISSION NUMBER _____ NOTARY
PRINTED NAME _____ MY COMMISSION EXPIRES _____

The Purpose of this Survey was to Establish and set the Property Corners of the two Lot Subdivision as shown and described herein. This survey was ordered by Lindee Bass of Bessif Realty. The control used to establish the property corners was the existing Brigham City Street Monumentation along 300 West Street along with the section corner monumentation of section 14, T. 9 N., R. 2 W., S.16&M. The basis of bearing is the east line of said section 14 which bears North 00°05'10" West, Utah North, State Plane. Calculated N.A.D.83 Bearing.

I Heresby Certify that the Box Elder County Surveyor's Office has Reviewed this plat for Mathematical Correctness, Section Corner Data, and for Harmony with Linear and Measurements on Record in County Offices. The Approval of this Plat by the Box Elder County Surveyor does not Relieve the Licensed Land Surveyor who Executed this Plat from the Responsibilities and/or Liabilities Associated Therewith.

County Supervisor

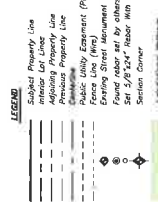
THEY THAT I HAVE HAD THIS PLAT EXAMINED AND THAT IT IS CORRECT AND IN ACCORDANCE WITH THE INFORMATION ON FILE IN THIS OFFICE.

[illegible]

REVIEW TEAM THIS _____ DAY OF _____ A.D.,
APPROVED AND ACCEPTED BY THE BRIGHAM CITY DEVELOPMENT
ATTORNEY AND ACCURATE

BY: _____ DATE: _____

County Recorder's No. _____
 State of Utah, County of Box Elder, Recorded and
 Indexed in _____
 Date of the Request of _____
 Date _____ Time _____ Fee _____
 Indexed _____
 Indexed _____
 Filed in: _____ File of Plats _____
 County Recorder _____



Lloyd A. McNamara
03-107-0033



Scale: $1'' = 60'$

Scale in Feet

0 60 120

(Units in Brackets in Report)

NOTE:

- 1 - All public utility easements (P.U.E.) are 10.0 feet wide unless otherwise noted.
- 2 - Rear and cap set on all back lot corners with curb notes set in top back of curb and gutter on all side yard projections.
- 3 - Parcels "A" and "B" are non-buildable lots at this time. No improvements are allowed until such time as the parcels have been relinquished or conveyed from those parcels.



Developer:
Lundee Bess Bessal Realty
50 South Main
Brigham City, UT 84302
lundeeb@brrpvt.com

HAI

HANSEN & ASSOCIATES, INC.
Consulting Engineers and Land Surveyors
3-08 North Main Street, Brighton, Utah 84307
Visit us at www/hai-inc.net

Birmingham City Open Logan
(434) 202-5411 (801) 886-4805 (435) 262-2772

20-9-3 20-9-3 20-9-3 20-9-3

**BRIGHAM CITY, UTAH
PLANNING COMMISSION
STAFF EVALUATION**

APPLICANT: Lindee Bess

OWNER'S NAME: American Way Storage LLC

PROPERTY ADDRESS: 350 N & 900 W (American Way)

PARCEL NO.: 03-107-0009, 03-107-0011

APPLICATION NO.: 26-055

PARCEL AREA: 10.745 ac

ZONING DISTRICT: M-D

DATE: June 11, 2026

PLANNING COMMISSION MEETING: June 16, 2026

APPLICATION TYPE: Legislative

PLANNING COMMISSION ROLE: Recommending Body to City Council

NATURE OF REQUEST:

Subdivision Preliminary Plat – American Way Storage Subdivision

OVERVIEW:

The applicant owns two parcels of land along 900 West Street (American Way) and would like to create a four-lot industrial subdivision plat to develop a storage unit facility on proposed Lot 1 (see Application #26-056). The subdivision plat also includes the street dedication for 350 North. Roadway improvements will be installed with this plat, which includes a proposed retaining wall along 900 West and portion of 350 North. Due to the jurisdictional wetlands, the applicant is proposing a 6 ft wide sidewalk along both 900 West and 350 North streets rather than the typical sidewalk and park strip. See attached American Way Storage Sheets 6, 7, and 14.

STAFF COMMENTS:

Box Elder County Recorder's Office/GIS:

1. If possible, add a tie to the SW corner of 03-107-0011 for 546.83' call.
2. 642.71' call does not match the distance on the drawing. 659.22' vs 642.71'.
3. The distance for 350 N centerline overshoots. Seems to work if it was 742.26'.
4. There should be a temporary turnaround since 350 N will be a dead end road.
5. Curve 2 does not match what is in the boundary description.
6. There are two curves labeled as curve 4 and that info only works for C4 along 900 W.
7. 350 N street is not included in the owners dedication to be dedicated to Brigham City.
8. We do not have a tie sheet for the NE corner of Sec 14 - If there is a monument, please file a tie sheet.
9. A county surveyor signature is not necessary since this is a Brigham City plat.
10. See attached subdivision plat redlines.

Community and Economic Development Department:

1. Lot numbering.
 - A. Our department is struggling to understand the benefit of creating non-buildable parcels/lots where there is usable space on said parcels that could be utilized with Lots 1 and 2.
 - B. Recommend Parcel A and B be included with Lot 1 and 2. If not, they should be identified as Lot 3 and 4 with an "R" for restriction.

2. Notes.
 - A. Update note #1 to 15 ft PUE. Appears to be an older reference.
 - B. Please update note #3 to reference Lots 3 and 4 instead of Parcels A and B and revise note language to include "R" - Restriction – Lots 3 and 4 are non-buildable lots ..."
 - C. Add a note regarding the temporary turnaround. See Stuart Farms for example.
 - D. If the temporary turnaround is placed on Lot 2, add a note regarding responsibility of roadway improvements and timing (similar to note #4 Stuart Farms). As a general comment, where this is a larger lot, the City would be supportive of allowing Lot 2 to be developed with responsibility of lot owner to install curb, gutter, sidewalk, and asphalt extension improvements once 350 North extends west.
3. Addresses. The following are preliminary address options:
 - Lot 1. 926, 928, 930, 932 W
 - Lot 2. 929, 931, 933, 935, 937, 939 W
 - Lot 3. 914, 916, 918, 920 W
 - Lot 4. 915, 917, 919 W
4. Signature blocks.
 - A. Include a Planning Commission block.
 - B. Revise Approval and Acceptance block to Brigham City Council.
 - C. Remove County Surveyor's Certificate block.
5. Temporary turnaround. Provide a temporary turnaround at the west end of 350 North Street.
 - A. Preference - Work with adjacent property owner to allow standard temporary turnaround on their property. This preference works best with installation of roadway improvements and utilities. They may be supportive of this option with new access to their property.
 - B. Default – Can place temporary turnaround on Lot 2 as applied on 575 West Street in the Stuart Farms Subdivision.
 - C. Include language in Owner's Dedication and notes on the plat.
6. On retaining wall detail show property line/right-of-way line.
7. 900 West (American Way) roadway improvements and safety/guard rail. See Application #26-056 Engineering Department comments.

Engineering Department:

1. Parcel "A" and "B" should be labeled as Lots "3" and "4".
2. The Lloyd A. McNeeley property is "LLOYD" not "LOYD". Please correct the spelling.
3. A temporary turnaround will be required at the end of 350 North. If possible, it is preferable that the turnaround be built on the neighboring property so that the utilities can be extended/stubbed to the property line.
4. Please include a note that the stormwater infrastructure within the site after the last catch basin in 350 North will be privately owned and maintained.
5. There are two curves labeled as "C4". It appears one of those curves is missing from the curve table.
6. In the SURVEYORS CERTIFICATE, please change to ...SAID TRACT INTO TWO (2) LOTS AND TWO REMAINDER PARCELS, KNOWN HEREFTER AS...
7. In the boundary description, the 642.71 FEET does not match the drawing as well as 135.47 FEET, 135.10 FEET, and 14*38'43".

8. Please change "...SOUTH 90*00'00" West 546.83..." to "...*NORTH* 90*00'00" WEST 546.83..." so it matches the drawing.
9. It appears that the eastern edge of Parcel A should be 307.?? Feet instead of 237.40'. Please verify that dimension.
10. In the northwest corner of Lot 1, the 659.22' dimension does not match the description. Please verify that dimension and correct.
11. Please label the basis of bearing.
12. In the OWNERS DEDICATION, please dedicate the street to Brigham City as well.
13. Please remove the COUNTY SURVEYOR'S CERTIFICATE.
14. Please add a signature block for PLANNING COMMISSION APPROVAL.
15. In the APPROVAL AND ACCEPTANCE signature block, please change BRIGHAM CITY DEVELOPMENT REVIEW TEAM to BRIGHAM CITY COUNCIL.

GIS Division:

1. The label on the plat for Curve 4 shows a length of 47.98', the curve table shows the length of Curve 4 as 9.96', please reconcile.
2. The sum of the interior dimensions on the west side of the plat does not match the exterior dimension of 659.22', please reconcile.
3. The Curve 2 length and central angle in the legal description do not match those found for C2 in the curve table.
4. Please confirm the labeled interior dimensions at the east side of Parcel A, across 350 N Street (39.36' and 30.06').

Fire Department:

1. Provide a turnaround on 350 North.

Police Department:

1. No comments

Public Power Department:

1. The Power Department will confirm the power pole location in relation to the new 350 North road alignment.
2. The Power Department is requesting CAD drawings to begin the power system design process.

Public Works Department:

(Culinary Water, Street, and Wastewater Treatment/ Storm Drain Divisions)

1. No comments

PLANNING COMMISSION RESPONSIBILITY:

1. The Planning Commission is the recommending body for this application.
2. The Planning Commission is to forward a recommendation to the City Council.
3. The Planning Commission may recommend approval as submitted, approval with modifications and stipulations, or request additional information to help make a recommendation.

STAFF RECOMMENDATIONS:

1. Recommend the applicant provide additional information on reason/purpose of creating non-buildable parcels/lot. What are the benefits and implications?

2. Support the application subject to staff comments being addressed.

STIPULATIONS:

1. Address staff comments and update subdivision plat.
2. Submit updated plat, response to comments, and construction drawings with final plat application.
3. Next review will be the final plat application.

FINDINGS OF FACT:

1. The proposed subdivision is in the M-D Manufacturing-Distribution District.
 2. An industrial subdivision plat is presented to the Planning Commission for their review and recommendation to the City Council.
 3. 350 North Street is a planned roadway on the City's General Plan Transportation Master Plan.
-

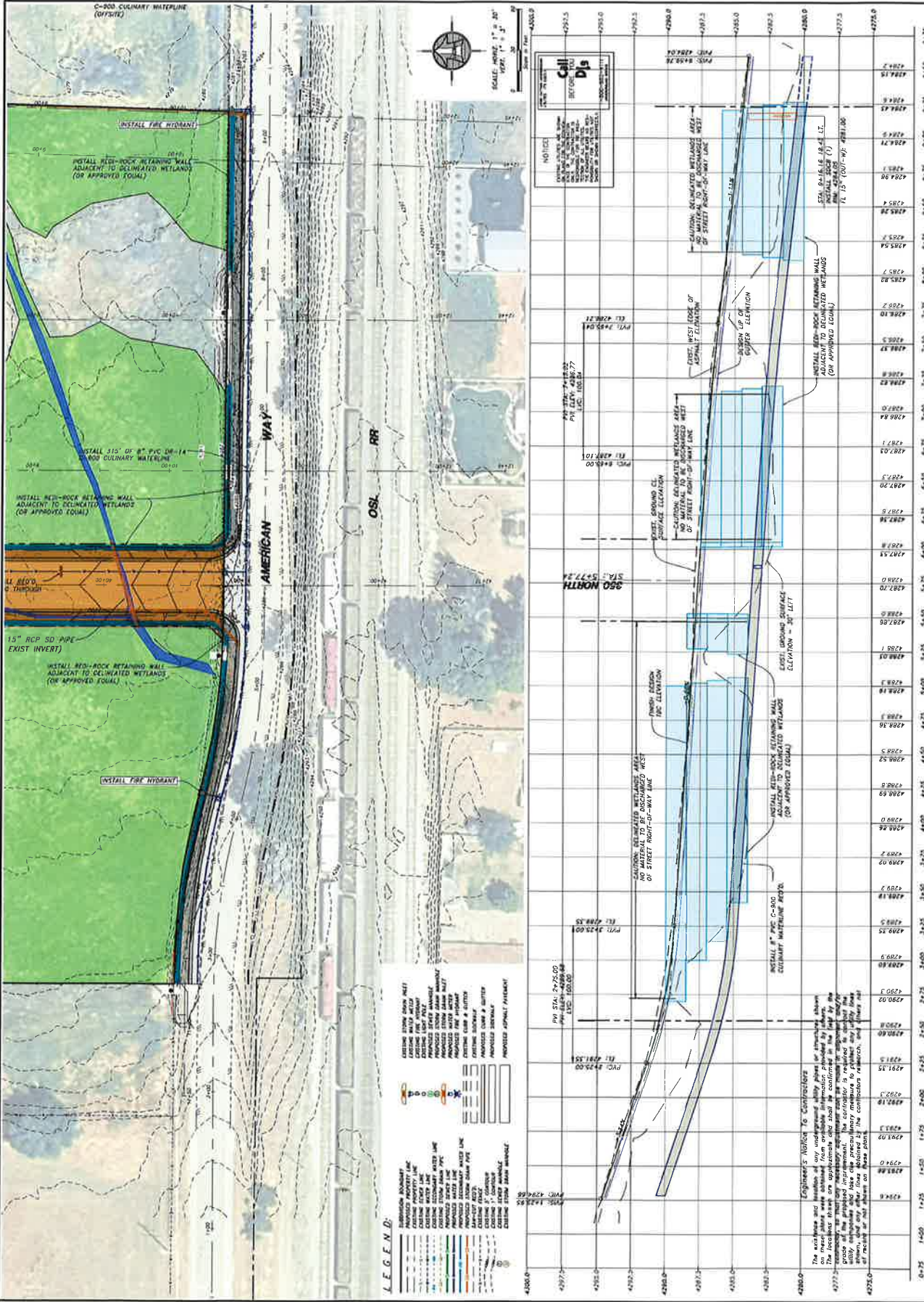
ATTACHMENTS:

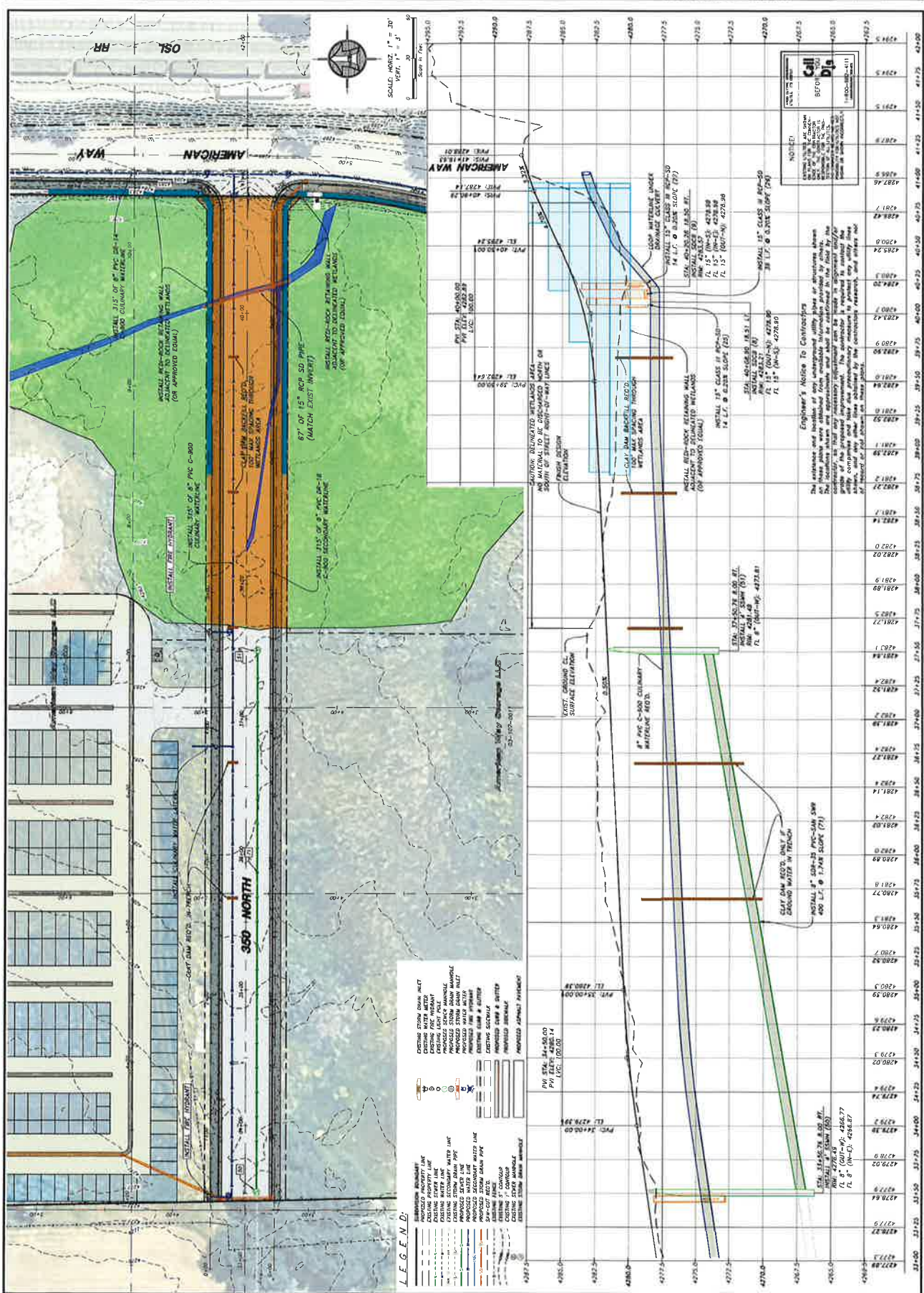
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4. American Way Storage Sheet 14 – Retaining Wall
5. Box Elder County – Redline Review
6. American Way Storage Subdivision - Preliminary Plat

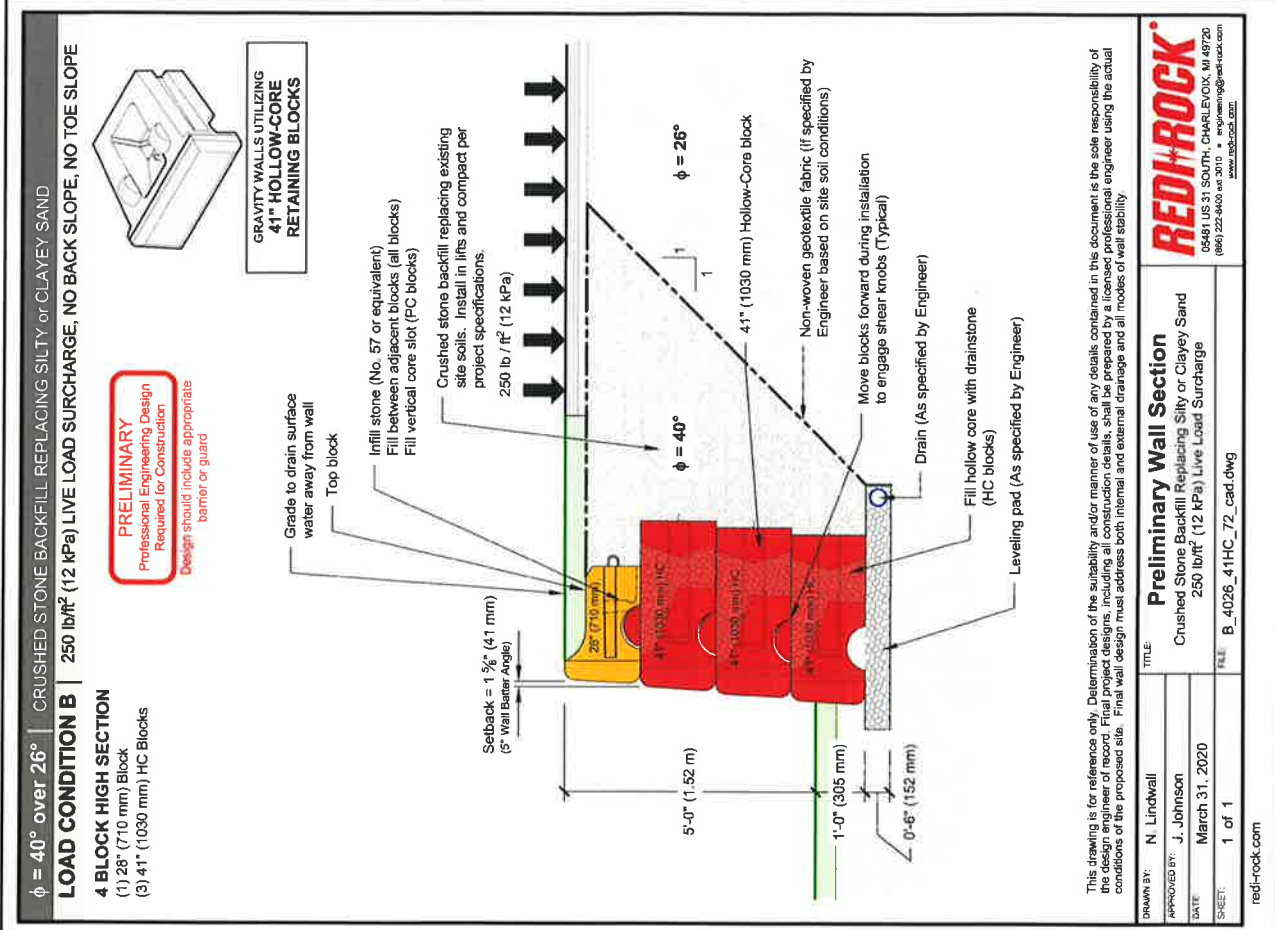
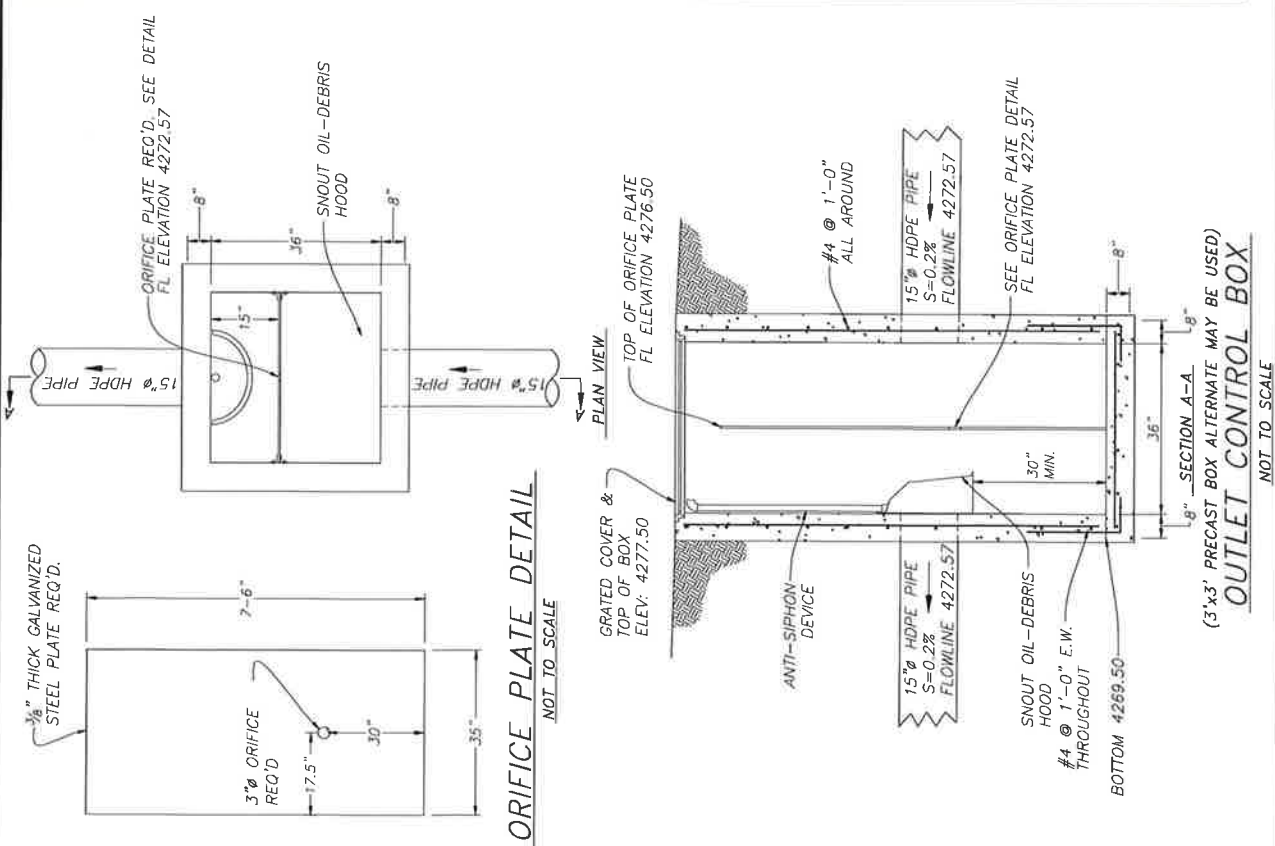
A Part of the Southeast Quarter of Section 14,
Township 9 North, Range 2 West, S.1.B.M.

DRIVING FILE: 22-5-2
JOB NUMBER: 22-5-2

HANSEN & ASSOCIATES, INC.
Consulting Engineers and Land Surveyors
538 North Main Street, Bogota, Utah 84302
Visit us at www.hansen.net
Bogota, Utah
(801) 733-4400 (fax) 732-4422
Celebrating over 50 Years of Business

[illegible]





BRIGHAM CITY
AGENDA ITEM FOR CITY COUNCIL MEETING

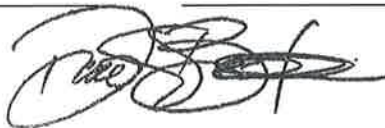
1. INITIATED BY: Jeff Schmitt
2. DEPARTMENT OR DIVISION: Finance
3. DATE INITIATED: 7/8/26
4. BRIEF EXPLANATION OF PROPOSED ACTION (ATTACH OTHER DOCUMENTATION AS NECESSARY):
Update to Employee Policies & Procedures, Chapter 10 Retirement Benefits

5. ESTIMATED TIME NEEDED: 5 min
6. PROPOSED DATE FOR COUNCIL ACTION: 7/16/26
7. EXPLANATION OF DEADLINE, IF APPLICABLE:

8. REVIEW

<u>Date</u>	<u>Name</u>	<u>Signature</u>	<u>Attachment</u>
<u>07/07/2026</u>	<u>Jeff Schmitt</u>	<u></u>	<u>x</u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>

9. MAYOR'S SIGNATURE:





CHAPTER 10 RETIREMENT BENEFITS

- 10-1 Retirement System
- 10-2 401(k) and 457 Retirement Savings Plans

10-1 Retirement System

All full-time Tier I and Tier II benefited employees are eligible for Utah State Retirement System (URS) benefits.

All Tier I and Tier II non-benefited employees, including council members and part-time elected Mayor, are ineligible for URS benefits.

The Utah State Retirement System (URS) classifies employees who began participation in the Utah Retirement System on or after July 1, 2011, as Tier II employees.

Brigham City will pay the employees' contribution portion to the Tier II Hybrid plans and will match this amount for Tier II Defined Contribution. This portion will be paid:

- directly to URS if allowed by State Code, or
- directly to the employee as a non-performance-based bonus

URS exempt eligible employees may exempt out of the URS program and enroll in the ICMA RC retirement program if they so desire. The cost of this program is paid for by the City and employee in the percentages set by action of the City Council or as determined by State and Federal Law.

When specific employee retirements are deemed to be in the best interest of the City, the Mayor and City Council may approve retirement incentives to further that end.

10-2 401(k), 457 and Roth IRA Retirement Plans

All full-time employees, who are eligible for Utah Retirement Systems (URS), may enroll in a 401(k) and/or 457 plan or Roth IRA administered by URS and make voluntary contributions. Participation in these plans provides employees with a way to accumulate money for retirement through payroll deduction.

For details concerning the System, benefits derived under the System, and retirement options, employees should contact the Human Resource Department, consult written literature describing the System, or contact URS directly.

Brigham City Corporation will match full-time employees' 401(k) contributions as follows:



Tier I Full-time Employees

URS Retirement	Fund	Employee Contributions	Employer Contributions
Public Employee	15	1.0% 2.0% 3.0%	1.0% 2.0% 3.0% (max)
Police	75	City cannot contribute	
Fire	31	1.0% 2.0% 3.0%	1.0% 2.0% 3.0% (max)

The City cannot match 401(k) contributions made by employees who are currently receiving a retirement pension from URS.

Tier II Full-time Employees

URS Retirement	Fund	Employee Contributions	Employer Contributions
Public Employee	111 211	1.0% 2.0% 3.0% 4.0% 5.0%	0.00% 0.70% 1.70% 2.20% 2.7% (max)
Police	122 222	1.0% 2.0% 3.0% 4.0% 5.0%	0.0% 0.0% 0.0% 0.0% 0.0% (max)
Fire	132 232	1.0% 2.0% 3.0% 4.0% 5.0%	0.0% 0.0% 0.0% 0.0% 0.00% (max)

Brigham City Corporation will match full-time Tier II employee's 401(k) plan account contributions less the Utah Retirement System Tier II Hybrid employee contribution rate that is being "picked up" by the City. If this "picked-up" contribution rate exceeds the maximum employer contribution rate, the City would not offer a 401(k)-match amount.

Example: If an employee elects 5% of their compensation be withheld for 401(k) contributions, Brigham City's match would be calculated as follows: 4.00% - 5.98% (Employee Contribution Rate) = (1.98%). Based on the rates used in this example, the Employee Contribution Rate exceeds Brigham City's 401(k) match percentage. As a result, the City would not offer a 401(k) match amount in this example.



CHAPTER 10 RETIREMENT BENEFITS

- 10-1 Retirement System
- 10-2 401(k) and 457 Retirement Savings Plans

10-1 Retirement System

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- directly to the employee as a non-performance-based bonus

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URS Retirement	Fund	Employee Contributions	Employer Contributions
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Police	122 222	1.0% 2.0% 3.0% 4.0% 5.0%	0.0% 0.0% 0.0% 0.0% 0.0% (max)
Fire	132 232	1.0% 2.0% 3.0% 4.0% 5.0%	0.0% 0.0% 0.0% 0.0% 0.00% (max)

Brigham City Corporation will match full-time Tier II employee's 401(k) plan account contributions less the Utah Retirement System Tier II Hybrid employee contribution rate that is being "picked up" by the City. If this "picked-up" contribution rate exceeds the maximum employer contribution rate, the City would not offer a 401(k)-match amount.

Example: If an employee elects 5% of their compensation be withheld for 401(k)



contributions, Brigham City's match would be calculated as follows: $4.00\% - 5.98\%$ (Employee Contribution Rate) = (1.98%) . Based on the rates used in this example, the Employee Contribution Rate exceeds Brigham City's 401(k) match percentage. As a result, the City would not offer a 401(k) match amount in this example. $4.73\% = (0.73\%)$. Based on the rates used in the above example, the City would not offer a 401(k) match amount.

1 **Brigham City Redevelopment Agency**

2 **Date:** Thursday, June 18, 2026

3 **Time:** 6:00 PM

4 **Location:** City Council Chambers, 20 North Main

5
6 **PRESENT:** D.J. Bott Committee Chair
7 Dave Hipp Committee Member
8 Dave Jeffries Committee Member – *via Zoom*
9 Ryan Smith Committee Member
10 Robin Troxell Committee Member

11 **EXCUSED:** Matthew Jensen Committee Member

12 **ALSO PRESENT:** Nicole Cottle City Attorney
13 Alec Hansel Fire Marshal
14 Angie Johnson HR Supervisor
15 Derek Oyler City Administrator
16 Jeremy Poppleton Assistant Fire Chief
17 Tyler Pugsley Power Director
18 Chad Reyes Police Chief
19 Jeff Schmitt Finance Director
20 Mike Waite Public Works Director
21

22 The Redevelopment Agency meeting was called to order at approximately 6:00 PM. The meeting began
23 with an invocation offered by Bishop Olschewski of the 19th Ward. This was followed by the Pledge of
24 Allegiance.

25 **Approval of Minutes**

- 26 • Motion: Committee Member Smith moved to approve the RDA meeting minutes from May 6,
27 2025.
28 • Second: Committee Member Troxell.
29 • Discussion: None.
30 • Vote: Motion passed unanimously without amendment.

31 **Public Hearing – Consideration of Resolution Adopting FY 2026-27 Final RDA Budget**

32 Finance Director Jeff Schmitt presented the budget and stated that no changes had been made since the
33 budget was introduced during the budget process in May. He explained that the budget included funding
34 for redevelopment project areas throughout the city and briefly reviewed how tax increment financing
35 functions within those project areas. Once a project area expires, the associated property tax revenue
36 returns to the affected taxing entities.

37 **Motion to Open the Public Hearing**

- 38 • Motion: Committee Member Hipp moved to open the public hearing for consideration of the
39 RDA FY 2026-27 Budget.
40 • Second: Committee Member Smith.
41 • Vote: Unanimously approved.

42 Public Comment

- 43 • Result: No members of the public came forward to comment.

44 Motion to Close the Public Hearing

- 45 • Motion: Committee Member Hipp.
46 • Second: Committee Member Troxell
47 • Vote: Unanimous.

48 Budget Adoption

49 With no additional discussion, the board moved to formal adoption of the resolution to approve the
50 RDA's budget for the coming fiscal year.

- 51 • Motion: Committee Member Smith moved to adopt the resolution approving the FY 2026–2027
52 RDA budget.
53 • Second: Committee Member Hipp.
54 • Discussion: None.
55 o Committee Member Jeffries; Aye
56 o Committee Member Troxell; Aye
57 o Committee Member Smith; Aye
58 o Committee Member Hipp; Aye

59 Adjournment

60 The RDA meeting was formally adjourned with a motion:

- 61 • Motion: Committee Member Smith moved to adjourn the RDA meeting and transition to the
62 Municipal Building Authority (MBA) meeting.
63 • Second: Committee Member Hipp
64 • Vote: Unanimous.

65
66 *The undersigned duly appointed Recorder for Brigham City Corporation hereby certifies that the foregoing*
67 *is a true, accurate and complete record of the June 18, 2026 Redevelopment Agency Meeting.*
68

69 *Dated this _____ day of _____, 20____.*
70
71

72
73 *Kristina Rasmussen, Secretary*
74

75

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78

**BRIGHAM CITY
AGENDA ITEM FOR CITY COUNCIL MEETING**

1. INITIATED BY: Tom Kotter
2. DEPARTMENT OR DIVISION: Community & Economic Development
3. DATE INITIATED: July 07, 2026
4. BRIEF EXPLANATION OF PROPOSED ACTION (ATTACH OTHER DOCUMENTATION AS NECESSARY):

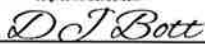
Consider approval of a resolution authorizing the allocation of affordable housing funds generated within the Northwest EDA Project Area to reimburse the City for impact fees waived for the Habitat for Humanity home being constructed within Brigham City.

5. ESTIMATED TIME NEEDED: 5 minutes
6. PROPOSED DATE FOR COUNCIL ACTION: July 07, 2026
7. EXPLANATION OF DEADLINE, IF APPLICABLE:

8. REVIEW

<u>Date</u>	<u>Name</u>	<u>Signature</u>	<u>Attachment</u>
July 07, 2026	Tom Kotter	eSigned via GovOS.com  Key: 323521ea-7129-4d35-b68a-a3d90f0ade1e	
_____	_____	_____	_____

9. MAYOR'S SIGNATURE:

eSigned via GovOS.com

Key: 605b8a0c-e603-440c-bdce-2708b14f121c



**CITY ATTORNEY
LEGAL DOCUMENT REVIEW**

Document Name: RESOLUTION OF THE BRIGHAM CITY REDEVELOPMENT
AGENCY AUTHORIZING THE USE OF AFFORDABLE
HOUSING FUNDS

Name of Person Requesting Legal Review: Kotter

Date Sent: 07/07/26 Review Date Deadline: 07/09/26

Reviewed by Attorney: [Signature] Date:

- ☒ Reviewed and acceptable as submitted
☐ See suggested changes:

Returned to: Date:

☐ Accepted as Received

Submitted to Mayor's Office By: Date:

Reviewed by Mayor's Office:

Derek Oyler, City Administrator

**BRIGHAM CITY REDEVELOPMENT AGENCY
RESOLUTION NO. RDA 26-_____**

**A RESOLUTION OF THE BRIGHAM CITY REDEVELOPMENT AGENCY
AUTHORIZING THE USE OF AFFORDABLE HOUSING FUNDS GENERATED
BY THE NORTHWEST ECONOMIC DEVELOPMENT AREA (EDA) PROJECT
AREA TO ASSIST WITH IMPACT FEES FOR A HABITAT FOR HUMANITY
HOME CONSTRUCTED WITHIN BRIGHAM CITY.**

WHEREAS, the Brigham City Redevelopment Agency (RDA) has established the Northwest Economic Development Area (EDA) Project Area; and

WHEREAS, Utah law authorizes redevelopment agencies to use housing allocation funds to increase, improve, or preserve the supply of affordable housing; and

WHEREAS, Habitat for Humanity is constructing a new affordable single-family home within Brigham City that will provide homeownership opportunities for a qualifying low-income family; and

WHEREAS, the Brigham City RDA finds that assisting with the payment of municipal impact fees for this home serves a significant public purpose by reducing the cost of affordable housing and supporting homeownership opportunities within the community; and

WHEREAS, the Brigham City RDA desires to commit affordable housing funds generated by the Northwest EDA Project Area to reimburse or pay the impact fees associated with the Habitat for Humanity home.

NOW, THEREFORE, BE IT RESOLVED by the Brigham City Redevelopment Agency that:

1. The RDA hereby authorizes the use of affordable housing funds generated by the Northwest EDA Project Area to pay or reimburse the municipal impact fees associated with the Habitat for Humanity home being constructed within Brigham City.
2. The amount of funding shall not exceed the actual impact fees assessed for the project, subject to the availability of housing funds within the Northwest EDA Project Area.

3. The Executive Director and RDA staff are authorized to take all administrative actions necessary to implement this Resolution and coordinate payment of the approved impact fees.
4. The Agency finds that this expenditure promotes the preservation and expansion of affordable housing opportunities within Brigham City and is consistent with the purposes authorized under Utah redevelopment law.

ADOPTED AND PASSED by the Brigham City Redevelopment Agency this 16th day of July 2026.

BRIGHAM CITY REDEVELOPMENT AGENCY

Dennis J. Bott, Chair

ATTEST:

Kristina Rasmussen, Executive Secretary