



**EPHRAIM CITY COUNCIL
REGULAR MEETING AGENDA**
Council Chambers – Ephraim City Hall
5 South Main, Ephraim, Utah
Wednesday, September 16, 2026
7:00 PM

Today's meeting will be held in person in the Council Chambers and is open to the public. Members of the press and public are also invited to view this meeting live on YouTube.

To participate in the public comment period or any scheduled public hearings, please email cmaudsley@ephraim.gov before 3:00 PM on the day of the meeting.

Live Stream on YouTube at 7:00 P.M.
<https://www.youtube.com/@EphraimCityUtah/streams>

7:00 PM

CALL TO ORDER

- 1) ROLL CALL
- 2) PRAYER OR THOUGHT
- 3) PLEDGE OF ALLEGIANCE.

PUBLIC COMMENT

Members of the public may address the City Council regarding matters within the jurisdiction of Ephraim City or items appearing on the current agenda. Individuals wishing to speak should submit a public comment form to the Mayor prior to the public comment period. Comments are limited to three (3) minutes per person.

The Council may not take final action on matters raised during public comment that are not listed on the agenda but may briefly respond, request clarification, refer the matter to City staff, or request that the matter be placed on a future agenda.

Please state your name and city of residence for the record.

I. Presentations

- A. Culinary Water Supply and Current Water Conditions Update (Jeff Jensen)

II. Consent Items

- A. Ratification of the Warrant Register for August 29 through September 10, 2026

Pages 4-10

- B. Approval of August 19th and September 2, 2026, City Council Meeting Minutes

III. Study Agenda

Pages 11-12

- A. Discussion regarding Accessory Dwelling Unit (ADU) Regulations (Megan Spurling)

Page 13

- B. Discussion regarding Residential Development within Commercial Subdivisions and Commercial Zones (Megan Spurling)

- C. Discussion regarding Ground-Floor Commercial Requirements for New Construction along Main Street (Megan Spurling)

Pages 14-15

- D. Discussion regarding the Impact Fee Capital Facilities Plan Update and Impact Fee Analysis (Katie Witt)

Pages 16-18

- E. Discussion regarding a Proposed Change to the Fee Schedule for Bulk Water Meter Deposit and the addition of Short-term Rentals to Business License Fee Schedule. (Candice Maudsley)

IV. Action Agenda *(A five-minute public comment period will be provided for each action item.)*

- A. **Discussion and Consideration of Triggering Public Infrastructure Parcels** (Jenna Draper)

V. Reports

- A. Councilmember Reports
- B. City Manager Report

ADJOURNMENT

In accordance with the Americans with Disabilities Act, Ephraim City will make reasonable accommodations for individuals with disabilities who wish to attend this meeting. Requests for accommodations or interpretive services should be made at least three (3) working days prior to the meeting by contacting the Ephraim City Office at 435-283-4631.

CERTIFICATE OF POSTING

I, the undersigned duly appointed City Recorder for Ephraim City, hereby certify that the above notice and agenda were posted in accordance with the Utah Open and Public Meetings Act on the 14th day of September 2026.

Notice was posted:

- On the Utah Public Notice Website;
- On the Ephraim City website (ephraim.gov); and
- At a physical location at Ephraim City offices, a place reasonably accessible to the public.

Candice Maudsley
Ephraim City Recorder

CITY COUNCIL MEETING MINUTES

Meeting Date:	August 19, 2026
Meeting Time:	7:00 PM
Location:	City Hall Council Chambers, 5 S Main, Ephraim
Meeting Type:	TRUTH IN TAXATION AND BUDGET PUBLIC HEARING

Attendance

Official	Present	Absent
Mayor Chris Larsen	☐	☐
Councilmember Dennis Nordfelt	☐	☐
Councilmember Anthony Beal	☐	☐
Councilmember Loren Steck	☐	☐
Councilmember Jack Dalene	☐	☐
Councilmember Bud Powell	☐	☐

Call to Order

Mayor Larsen called the meeting to order at 7:00 p.m.

Public Hearing

I. PROPOSED PROPERTY TAX INCREASE (TRUTH IN TAXATION)

Mayor Larsen opened the Truth in Taxation public hearing at 7:02 p.m. The public hearing was held to receive public comment regarding Ephraim City's proposed property tax increase above the certified tax rate in accordance with Utah Code §59-2-919.

A. Staff Presentation - Proposed Property Tax Increase

Jon Knudsen, Budget Officer, presented the proposed Fiscal Year 2026–2027 property tax increase and the Property Tax Impact Schedule. It was stated that Ephraim City proposes to adopt a property tax rate of **0.001199**, which exceeds the City's certified tax rate, and that the proposed property tax rate is projected to generate approximately \$45,022 in additional ad valorem property tax revenue, excluding revenue attributable to new growth. The additional property tax revenue is proposed to be used for the following purposes:

- Fire Department equipment;
- Recreation skate park facility maintenance; and
- Canyon View and All Abilities Park infrastructure improvements and maintenance.

The Property Tax Impact Schedule was presented and made available for public review.

The combined ad compiled by the Sanpete County Auditor was presented at the public hearing and made available on the City's public website. No requests were made for printed copies.

B. Public Comment

Mayor Larsen opened the public comment portion of the Truth in Taxation hearing and invited interested people attending in person or electronically to provide comment regarding the proposed property tax increase.

No public comment was given in person or online.

Mayor Larsen closed the Truth in Taxation public hearing.

C. Resolution ECR 26-17 - Fiscal Year 2026–2027 Property Tax Rate

Councilmember Dalene moved to adopt Resolution ECR 26-17, adopting a property tax rate of 0.001199 for Fiscal Year 2026–2027 following completion of the Truth in Taxation process. Councilmember Beal seconded the motion. All were in favor, the motion carried.

II. PUBLIC HEARING - FINAL FY 2026–2027 BUDGET

Mayor Larsen opened the public hearing regarding the Final Fiscal Year 2026–2027 Budget at 7:13 p.m.

A. Staff Presentation – Final Fiscal Year 2026–2027 Budget

Jon Knudsen, Budget Officer, reviewed the Final Fiscal Year 2026–2027 Budget. Mr. Knudsen explained that the Final Budget was substantially unchanged from the Interim Budget previously adopted by the City Council, with the primary change being the finalization of the property tax revenue and tax rate following completion of the Truth in Taxation process.

B. Public Comment

Mayor Larsen invited interested persons attending in person or electronically to provide public comment regarding the Final Fiscal Year 2026–2027 Budget.

No public comment was given in person or online.

Mayor Larsen closed the Final Fiscal Year 2026–2027 Budget public hearing.

C. Resolution ECR 26-18 - Final Fiscal Year 2026–2027 Budget

Councilmember Steck moved to adopt Resolution ECR 26-18 adopting the Final Fiscal Year 2026–2027 Budget as presented. Councilmember Powell seconded the motion. All were in favor, the motion carried.

ADJOURNMENT

Councilmember Powell moved to adjourn.

Second: Councilmember Dalene.

The meeting adjourned at 7:15 p.m.

APPROVAL

Approved this 2nd day of September 2026.

Mayor Larsen

Attest:

City Recorder, Candice Maudsley

CITY COUNCIL MEETING MINUTES

Meeting Date:	September 2, 2026
Meeting Time:	7:00 PM
Location:	City Hall Council Chambers, 5 S Main, Ephraim
Meeting Type:	Regular

Attendance

Official	Present	Absent
Mayor Chris Larsen	☐	☐
Councilmember Dennis Nordfelt	☐	☐
Councilmember Anthony Beal	☐	☐
Councilmember Loren Steck	☐	☐
Councilmember Jack Dalene	☐	☐
Councilmember Bud Powell	☐	☐

Call to Order

Mayor Larsen called the meeting to order at 7:00 p.m.

Pledge of Allegiance & Prayer

Prayer given by Dennis Nordfelt

Pledge led by Jenna Draper

Public Comment

The Mayor opened the public comment period.

Vicki Anderson expressed concern regarding the City's water resources and future growth. She voiced support for the current development moratorium and stated that she does not want the City's growth to exceed its available water resources. She requested additional information regarding the condition and capacity of the City's wells and aquifer.

The Mayor closed the public comment period.

Presentations

OnPoint Community Survey Presentation

Ron Gailey with OnPoint Research presented the results of the recent Ephraim City community survey, which received responses from 712 residents. He reviewed respondent demographics and overall community sentiment and discussed residents' priorities and concerns.

The survey identified preservation of Ephraim's small-town character, water resources, growth and development, and housing as significant community issues. Results indicated that approximately two-thirds of respondents support some level of growth, while longer-term residents were generally more concerned about the direction and pace of change. Residents also identified recreation opportunities, walking and cycling paths, and additional family recreation, grocery, and medical services among community priorities. The survey results will be made available to the public on the City's website.

Consent Agenda

- Approval of August 5, 2026 City Council Meeting Minutes
- Approval of Warrant Register

Councilmember Dalene moved to approve the Consent Agenda. The motion was seconded by Councilmember Powell. The motion was unanimous. The motion carried, 5-0.

Study Agenda

Triggering Parcels within the Utah Inland Port Authority Project Area and Camino Verde Group Public Infrastructure District

Jenna Draper with the Utah Inland Port Authority (UIPA) reviewed the City's participation in the project area and explained how tax increment generated from triggered parcels is distributed and may be used for qualifying infrastructure improvements. She discussed the City's previous decision to trigger the Cobblestone Hotel parcel and explained the differences between that process and the Camino Verde Group Public Infrastructure District (PID) and associated bond financing.

Ms. Draper reviewed options for triggering additional parcels associated with Ephraim Crossing and discussed the timing and financial implications of each option. The Council discussed how triggering parcels could affect future tax increment revenues, taxing entities, infrastructure funding, and the City's ability to direct funds toward eligible projects within Ephraim. UIPA will provide additional financial information to the Council before further consideration.

Acceptable Use Policy

City Recorder Candice Maudsley presented a proposed Acceptable Use Policy governing the use of City technology and information systems. The Council discussed appropriate use of City-owned hardware and software, use of personal devices for City business, information security, and the use of artificial intelligence tools. The proposed policy prohibits entering confidential or personally identifiable City information into unauthorized AI systems.

The policy will receive additional review and employee feedback before returning to the Council for consideration.

Action Agenda

ECR 26-19 Personnel Policy Amendment for Hydro Systems and Overtime Pay

The Council considered a proposed amendment to the Personnel Policy regarding compensation for employees performing weekend hydro system checks. The proposed change would replace the existing practice of compensating approximately 30 minutes at an overtime rate with a minimum of one hour at the employee's regular rate, with the time counting toward overtime calculations.

Discussion included how hydro check compensation differs from on-call compensation, when overtime or compensatory time should apply, and whether compensatory time policies should be addressed consistently across City departments. Councilmembers requested additional clarification regarding current practices and expressed a desire to hear from affected department heads before establishing a broader policy

Councilmember Powell moved to table ECR 26-19 for consideration at a future City Council meeting and requested that affected department heads participate in the discussion so the Council could consider compensatory time on a City-wide basis. The motion was seconded by Councilmember Nordfelt. The motion carried unanimously, 5-0.

Conditional Use Permit – 44-Unit Multifamily Apartment Complex

The Council considered a Conditional Use Permit application for a proposed 44-unit multifamily apartment complex. Staff reviewed the application and the Planning Commission's recommendation for approval with conditions. Discussion focused on parking, density, drainage, fire apparatus access, water and sewer service, and impacts to surrounding infrastructure, particularly 200 East. The applicant proposed improving approximately 28 feet of asphalt along 200 East as part of the project, adding additional asphalt (a total of 28 feet along their frontage and to the intersection at 700 North).

Gilford Rand addressed the Council on behalf of the project and provided background regarding the developer and proposed development. He responded to questions regarding drainage, infrastructure improvements, and other concerns raised by the Council.

Councilmember Powell expressed concern that the project's adverse impacts were not adequately mitigated, particularly as they related to existing infrastructure, compatibility with surrounding development, and the condition and capacity of 200 East. He referenced **Utah Code § 10-20-506**, which governs the approval or denial of conditional uses and the mitigation of reasonably anticipated detrimental effects. The Council discussed the applicable conditional use standards of review and whether reasonable conditions could sufficiently mitigate the identified impacts.

Councilmember Powell moved to deny the Conditional Use Permit pursuant to Ephraim City Code § 10.12.070, finding that the proposal did not adequately mitigate the identified adverse impacts, specifically citing the applicable standards in Subsections C.1.b, C.1.c, C.1.e, and C.1.g.

Following the motion, a question was raised regarding the effect of a denial on any future application. It was clarified that denial would conclude the current application. Any future proposal would require submission of a new application, which could not proceed during the current development moratorium and would be subject to the development regulations in effect at the time the new application is submitted.

The motion was seconded by Councilmember Nordfelt. Councilmembers Dalene, Nordfelt, Beal, and Powell voted in favor; Steck opposed. The motion carried, 4-1

Council Reports

- **Councilmember Powell** reported on his attendance at the UAMPS conference. He also reported that the Cemetery Board continues to work with the City Attorney on revisions to the cemetery ordinance and related policies governing the City's cemeteries.
- **Councilmember Nordfelt** reported that the Scandinavian Festival Board would begin planning for next year's festival.
- The **Planning Commission** has begun reviewing proposed development standards and regulations as part of the work being completed during the development moratorium.
- Councilmember Beal reported that the Library Board is discussing the future needs of the library, including potential improvements or expansion and gathering community input regarding future library services.

ADJOURNMENT

Councilmember Beal moved to adjourn.

Second: Councilmember Nordfelt.

The meeting adjourned at 9:24 p.m.

APPROVAL

Approved this 16th day of September 2026.

Mayor Larsen

Attest:

City Recorder, Candice Maudsley

Accessory Dwelling Units

1. DADU's are a permitted use on single family lots of 11,000 square feet
2. Legally constructed buildings may be converted to a DADU so long as it meets zoning setbacks and health, fire and building codes.
3. DADU's are not permitted on single family lots less than 6,000 square feet.
4. DADU's are not permitted on multi-family lots, such as townhomes, duplexes, condos, etc.
5. Internal ADU's are not permitted on lots less than 5,000 square feet
6. Internal ADU's are not permitted on multi-family lots such as townhomes, duplexes, condos, etc.

Detached ADU's

1. Must provide 2 off-street parking spaces
2. Occupancy requirements: no more than 2 adults and any number of children
3. The main residence must be owner occupied at least 180 days out of the year
4. Only 1 DADU is allowed per single-family lot
5. DADU's may not be used as a short-term rental
6. Utilities must remain connected to the primary residence
7. Maximum size of 50% of the primary dwelling and be located behind the primary residence
8. Exterior design must be compatible with primary residence
9. Must comply with zoning set backs
10. Permanent foundation is required. Shipping containers, trailers, mobile homes and campers, etc are prohibit from being used as an ADU
11. Minimum landscaping requirement of 20% landscaping must be maintained
12. A maximum height of 16 feet or one story.
13. Must apply for a zoning permit through the City and a building permit through Sanpete County
14. Cannot subdivide

Internal ADU's

1. Allowed on any single-family lot 5,000 square feet or greater
2. Must provide 2 off-street parking spaces
3. Occupancy requirements: no more than 2 adults and any number of children
4. The primary residence must be owner occupied 180 days out of the year.
5. The home cannot be rented as a duplex in the owner's absence
6. Must use the existing utility connections

7. May not be used as a short term rental

Residential uses in Commercial Zones

https://ephraim.municipalcodeonline.com/book?type=ordinances#name=10.16.060_Commercial_Zones

1. Residential units on Main street and within the first 300 feet of main street must have a commercial component.
 - a. Main floor must be commercial
 - b. 2 stories max
 - c. Must abide by the 20% landscaping requirement if they are including residential with a minimum of 2 trees included in the landscaping
 - d. There are no parking reductions for mixed use commercial/residential units
 - e. These units must have a historic design on the facade of the building
 - f. Existing residential units on main street will be grandfathered in, but if torn down must abide by the existing code

https://ephraim.municipalcodeonline.com/book?type=ordinances#name=11_SUBDIVISION_REGULATIONS

1. Residential units are not allowed in recorded commercial subdivisions
 - a. An accessory apartment for the owner of the business may be considered but must be obtained by CUP
 - i. May only be used by the owner of the business
 - ii. May not be used as a short or long term rental
 - iii. Must be internal to the business and not as a detached unit
 - b. Residential uses will continue to be permitted in the C-2 zone where allowed by city code
 - i. Residential units in a mixed use commercial zone adhere to the R-4 requirements

Impact Fee Capital Facilities Plan Update and Impact Fee Analysis

Background:

Ephraim City currently assesses impact fees for several municipal services. The City is preparing to update its Impact Fee Capital Facilities Plans (IFCFP) and associated Impact Fee Analyses (IFA) to evaluate current levels of service, anticipated growth, future capital needs, and the portion of eligible improvements that may appropriately be funded through impact fees.

Sunrise Engineering has provided the City with a proposed scope of services for updates to Wastewater, Culinary Water, Roads, and Parks & Recreation impact fee studies. The proposed work would build upon the City's previous impact fee studies completed in 2019.

Proposed Scope:

The study is anticipated to include:

- Updating population, usage, capacity, and level-of-service information;
- Reviewing existing facilities and identifying current or projected capacity deficiencies;
- Updating capital improvement and project lists;
- Preparing updated cost estimates and financing information;
- Evaluating which project costs are eligible for consideration in calculating impact fees;
- Updating the applicable Impact Fee Capital Facilities Plans and Impact Fee Analyses; and
- Preparing draft and final reports, including required certifications under the Utah Impact Fees Act.

The Parks & Recreation portion is proposed as an amendment to the existing study and will incorporate information developed through the City's separate Trails Master Plan process.

Process and Schedule:

The proposed process includes a kickoff meeting, review of preliminary findings at approximately the 50% stage, review of 90% draft reports, and presentation of the final reports to the City Council. The Wastewater, Culinary Water, and Roads studies are anticipated to take approximately **180 days following a Notice to Proceed**. The Parks & Recreation update is anticipated to take approximately **90 days following a Notice to**

Proceed, with that portion beginning after the Trails Master Plan has progressed sufficiently to provide the necessary information.

Financial Information:

The consultant's proposed work release identifies estimated compensation for the identified services, including limited additional stakeholder coordination. The work release remains under review and has not yet been executed. Detailed contractual terms and consultant rate schedules are not included with this study-agenda summary.

Council Discussion:

Staff are seeking Council input regarding the proposed scope of the impact fee update, including the services to be evaluated, anticipated process, and any additional information Council would like considered as the studies move forward.

Stands, etc.)	Inspection	
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AFTER AMENDMENT

12.08.040 Business License Fees

All Businesses are subject to Fire Safety Inspection Fees in addition to Business License Fees. A Late fee of 1/2 the amount due is added to the Business License fee thirty (30) days after expiration date. * Conditional Use Permit Fees may apply in some zones.

Yearly	Fee	Renewal
Commercial/Industrial *	\$225.00	\$95.00
Apartments, Commercial Rentals, & Home Rentals – 3 or more units, <u>and Short-term Rentals</u>	\$225.00	\$95.00
Home Rentals—2 or less units	\$ 150.00	\$70.00
Commercial Beer License *	\$200.00 + \$ 1,000 Bond	\$ 200.00 + \$ 1,000 Bond
Home Based Business - Exempt	No Charge	No Charge
Home Based Business – Requesting License	\$ 35.00	\$35.00
Business License Print Fee	\$ 10.00	\$10.00

Temporary	3-6 Months	Less than 3 Months
Seasonal Vendor	\$ 75.00	\$ 20 per month
Transient Vendor (Door-to-door Background Check)		\$ 70 a day (Requires Utah State BCI check for employee)
Temporary/Special Events 1-3 Days (Craft Fairs, Firework Stands, etc.)	\$ 70.00 + \$50.00 Fire Inspection	

METER FEES **SUBJECT TO AVAILABILITY	
Meter Connection Fee	\$ 35.00
Additional Water Meter	\$ 300.00
City Water Purchased by Well Owners	\$ /gallon
*Metered bulk water is billed monthly.	

AFTER AMENDMENT

12.08.200 Water Fees And Rates

WATER RATE WITHIN CITY LIMITS *New rates effective 7/1/26, and will increase annually based on the CPI, but must be 3% or less, and reviewed every three years.	
Minimum for first 7,000 gallons	\$ 47.00
7,001 – 30,000 gallons	\$ 1.87/ 1,000 gallons
30,001 – 60,000 gallons	\$ 2.14/ 1,000 gallons
60,001 – 90,000 gallons	\$ 2.41/ 1,000 gallons
90,001 gallons and over	\$ 2.67/ 1,000 gallons

WATER RATES OUTSIDE CITY LIMITS	
Minimum for first 7,000 gallons	\$ 70.50
7,001 – 30,000 gallons	\$ 2.82/ 1000 gallons
30,001 – 60,000 gallons	\$ 3.21/ 1,000 gallons
60,001 – 90,000 gallons	\$ 3.62/ 1,000 gallons
90,001 gallons and over	\$ 4.01/ 1,000 gallons

NON-CONNECTED DAILY BULK WATER PURCHASES **SUBJECT TO AVAILABILITY		
TRUCK LOAD	FEE TO BE PAID IN ADVANCE	
Inside City Limits	Up to 2,000 gallons	\$ 50.00/load
Outside City Limits	Up to 2,000 gallons	\$ 100.00/load
Refundable Bulk Meter Deposit	(Refund Subject to Equipment being Returned Intact)	\$ 1,000.00 <u>1,500.00</u>

Bulk water taken by the truck load is not potable drinking water

All metered bulk water will be charged at the outside city water rate (see above)

METER FEES **SUBJECT TO AVAILABILITY

Meter Connection Fee	\$ 35.00
Additional Water Meter	\$ 300.00
City Water Purchased by Well Owners	\$ /gallon
*Metered bulk water is billed monthly.	

Scholzen Products
548 West 100 North
PO Box 628
Hurricane, UT 84737
Tel. 435-635-4441 Fax. 435-635-9403

OS: 068
WR: 68
LB: 124
DB: 124

REPRINT INVOICE
7008063-00
08/18/26
Mailing Copy

100981 (435)283-4631/
Bill To: EPHRAIM CITY
ACCTS PAYABLE DEPT
5 SOUTH MAIN STREET
EPHRAIM, UT 84627-1383
Ship To: 1 EPHRAIM CITY
780 S MAIN STREET
EPHRAIM, UT 84627

Customer P.O.#	Ship Date	W/H	Instructions	Tax Code	Ship Via
PRESTON	08/18/26	Scholzen Products - Hurricane		UTWASHIU 10TH DUE DT	Do Not Mail

Item #/Description/Comments	UM	Ordered	Shipped	Back Ordered	Unit Price	Amount
1 ME030FH 3" FIRE HYDRANT METER LESS VALV H31-A1-A03-A1	EA	1	1	0	1150.00	1150.00
2 BRHGV 2-1/2" HYDRANT GATE VALVE V116M	EA	1	1	0	362.45	362.45
3 BR2835-19 3" MIP X 2 1/2" FNST BRASS ADAPTER	EA	1	1	0	55.00	55.00

Date Rec'd 8-18-26
Dept. Water
Code 51-40-480
OK to Pay
Signature _____

#1,512.45

Merchandise	Misc	Tax	Freight	Total Due
1567.45	.00	.00	.00	1567.45

Complete Down Payment .00

Signature: _____ Printed Name: _____

STOCKING CHARGE MAY BE ASSESSED ON RETURNED MERCHANDISE.
OF SALE: The undersigned purchaser agrees to pay for the above merchandise at Hurricane, Utah on or before the 10th of the succeeding calendar month. Past due amounts are subject to finance s of 2% per month (apr 24%) from the billing date both before and after judgment until paid. Purchaser further understands that Scholzen may retain counsel or a collection agency to pursue collection nounts owed and agrees to pay attorneys fees and collection costs, including the contingent fee charged by Scholzen's collection agents or counsel. Jurisdiction and venue shall be in the court of n's choice.