NOTICE OF PUBLIC MEETING
OF THE
PLEASANT GROVE CITY COUNCIL

Notice is hereby given that the Pleasant Grove City Council will hold a meeting at **6:00 p.m. on Tuesday April 21, 2015** in the City Council Chambers 86 East 100 South Pleasant Grove, Utah. This is a public meeting and anyone interested is invited to attend.

AGENDA

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. OPENING REMARKS

4. APPROVAL OF MEETING'S AGENDA

5. OPEN SESSION

6. CONSENT ITEMS: (Consent items are only those which have been discussed beforehand, are non-controversial and do not require further discussion)

a. City Council Meeting Minutes:

City Council Minutes for the January 2015 Budget Planning Retreat.

City Council Minutes for the March 17, 2015 meeting.

City Council Minutes for the March 24, 2015 Joint City Council and Planning Commission Meeting.

b. To consider for approval Payment Request No. 4 for S&L Inc. for the Shannon Fields Softball Complex – Phase Two.

PLEASE NOTE: THE ORDER OF THE FOLLOWING ITEMS MAY BE SUBJECT TO CHANGE.

7. BOARD, COMMISSION, COMMITTEE APPOINTMENTS:

A. To consider for approval the appointment of Peter Steele as a Planning Commission Alternate Member.

8. PRESENTATIONS:

A. Bike and Park Design Presentation and Proposal.

9. ACTION ITEMS READY FOR VOTE:

A. To consider awarding Condie Construction the bid for the FY2014-2015 Sanitary Sewer Improvement Project located on 100 West between Center Street and 400 North. *Presenter: Engineer Lewis*

B. To consider for adoption a Resolution **(2015-010)** authorizing the Pleasant Grove City Parks and Recreation Department Director to submit application for the 2015 Utah County Commission Municipal Recreation Grant for improvements to be made to recreational facilities throughout the City; and providing for an effective date. *Presenter: Director Giles*

C. To consider for adoption a Resolution **(2015-011)** adopting the Water Conservation Awareness and Education Plan; and providing for an effective date. *Presenter: Director Giles*

D. To consider for approval the creation of a Website Enhancement Ad-Hoc Committee and appointing Council Member Cyd LeMone as Chair.

10. ACTION ITEMS WITH PUBLIC DISCUSSION:

A. **Public Hearing** to consider for adoption an Ordinance (**2015-15)** enacting Section 3-3E of the Pleasant Grove City Code adopting a franchise fee upon the city utilities for use of city streets, establishing the maximum rate, and other related matters; and providing for an effective date. (**CITY WIDE)** *Presenter: Administrator Darrington*

B. **Public Hearing** to consider for adoption an Ordinance **(2015-16)** amending the Pleasant Grove City Municipal Code Section 10-14-24-1-C: "Permitted and Conditional Uses" to allow reception centers in The Grove Zone Commercial Sales Subdistrict. **(SAM WHITE'S LANE NEIGHBORHOOD)** (Alan Higley, Applicant) *Presenter: Director Young* **Note: this item will be continued to the April 28, 2015 meeting.**

C. **Public Hearing** to consider for adoption an Ordinance **(2015-17)** to rezone approximately 5.56 acres by applying the Residential Agriculture Overlay (RAO) to properties at approx. 4145 North & 4097 North 900 West in The R-R (Rural Residential) Zone. **(MANILA NEIGHBORHOOD)** (Abigail Fowles, Applicant) *Presenter: Director Young*

D. Discussion and possible action regarding the installation of a sewer line in 4000 North *Presenter: Administrator Darrington*

11. ITEMS FOR DISCUSSION – NO ACTION:

A. Discussion on Cedar Hills letter regarding 100 East. *Presenter: Administrator Darrington*

12. DISCUSSION ITEMS FOR THE APRIL 28, 2015 MEETING.

13. NEIGHBORHOOD AND STAFF BUSINESS.

14. MAYOR AND COUNCIL BUSINESS.

15. SIGNING OF PLATS.

16. REVIEW CALENDAR.

17. EXECUTIVE SESSION TO DISCUSS PENDING OR REASONABLY IMMINENT LITIGATION. (UCA 52-4-205 1 (c))

18. ADJOURN.

CERTIFICATE OF POSTING:
I certify that the above notice and agenda was posted in three public places within Pleasant Grove City limits and on the State (http://pmn.utah.gov) and City (www.plgrove.org) websites.

Posted by: /s/ Kathy T. Kresser, City Recorder
Date: April 17, 2015
Time: 5:00 p.m.
Place: City Hall, Library and Community Development Building.
Public Hearing Notices published in the Daily Herald on April 10, 2015

Supporting documents can be found online at: *http://www.plgrove.org/pleasant- grove-information-25006/staff-reports-78235*

*Note: If you are planning to attend this public meeting and due to a disability, need assistance in understanding or participating in the meeting, please notify the City Recorder, 801-785-5045, forty-eight hours in advance of the meeting and we will try to provide whatever assistance may be required.

APPLICATION FOR PAYMENT NO. FOUR
TO: PLEASANT GROVE CITY
CONTRACT FOR: Shannon Fields Softball Complex - Phase 2
CONTRACTOR: S&L Inc. ENGINEERS PROJECT NO. 50-14-043
FOR WORK ACCOMPLISHED THROUGH THE DATE OF 31-Mar-15

APP. NO.	WORK COMPLETED+ MATERIALS	RETAINAGE	PAYMENT
1	$24,730.60	$1,236.53	$23,494.07
2	$106,886.44	$5,344.32	$101,542.11
3	$155,408.35	$7,770.42	$147,637.93
4	$142,127.31	$7,106.37	$135,020.95
5	$0.00	$0.00	$0.00
6	$0.00	$0.00	$0.00
7			
8			
9			
10			
11			
12			
	$429,152.70	$21,457.64	$407,695.07

AMOUNT DUE - MATERIALS ON-SITE		$0.00
AMOUNT DUE - WORK COMPLETED	29.69%	$429,152.70
GROSS AMOUNT DUE		$429,152.70
LESS RETAINAGE	5.00%	$21,457.64
AMOUNT DUE TO DATE		$407,695.07
LESS PREVIOUS PAYMENTS		$272,674.12
AMOUNT DUE FROM PLEASANT GROVE CITY		$142,127.31
RETAINAGE TO BE WITHELD		$7,106.37
AMOUNT DUE TO S&L INC. THIS APPLICATION		**$135,020.95**

ACCOMPANYING DOCUMENTATION: Contractor invoice showing work completed this period detail.

CONTRACT TIME COMMENCED	25-Nov-14
CONTRACT TIMES	
SUBSTANTIAL COMPLETION - Days	228
FINAL COMPLETION - Days	242
FINAL COMPLETION DATE	24-Jul-15
CONTRACT TIME ELAPSED	52.48%

CONTRACTORS CERTIFICATION:
The undersigned CONTRACTOR certifies that (1) all previous progress payments received from OWNER on account of Work done under the Contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with Work covered by prior Applications for Payment numbered 1 through __3__ inclusive; and (2) title to all materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to OWNER at time of payment free and clear of all liens, claims, security interest and encumbrances (except such as covered by Bond acceptable to OWNER).

Dated _____, 2015 S&L Inc. BY _____

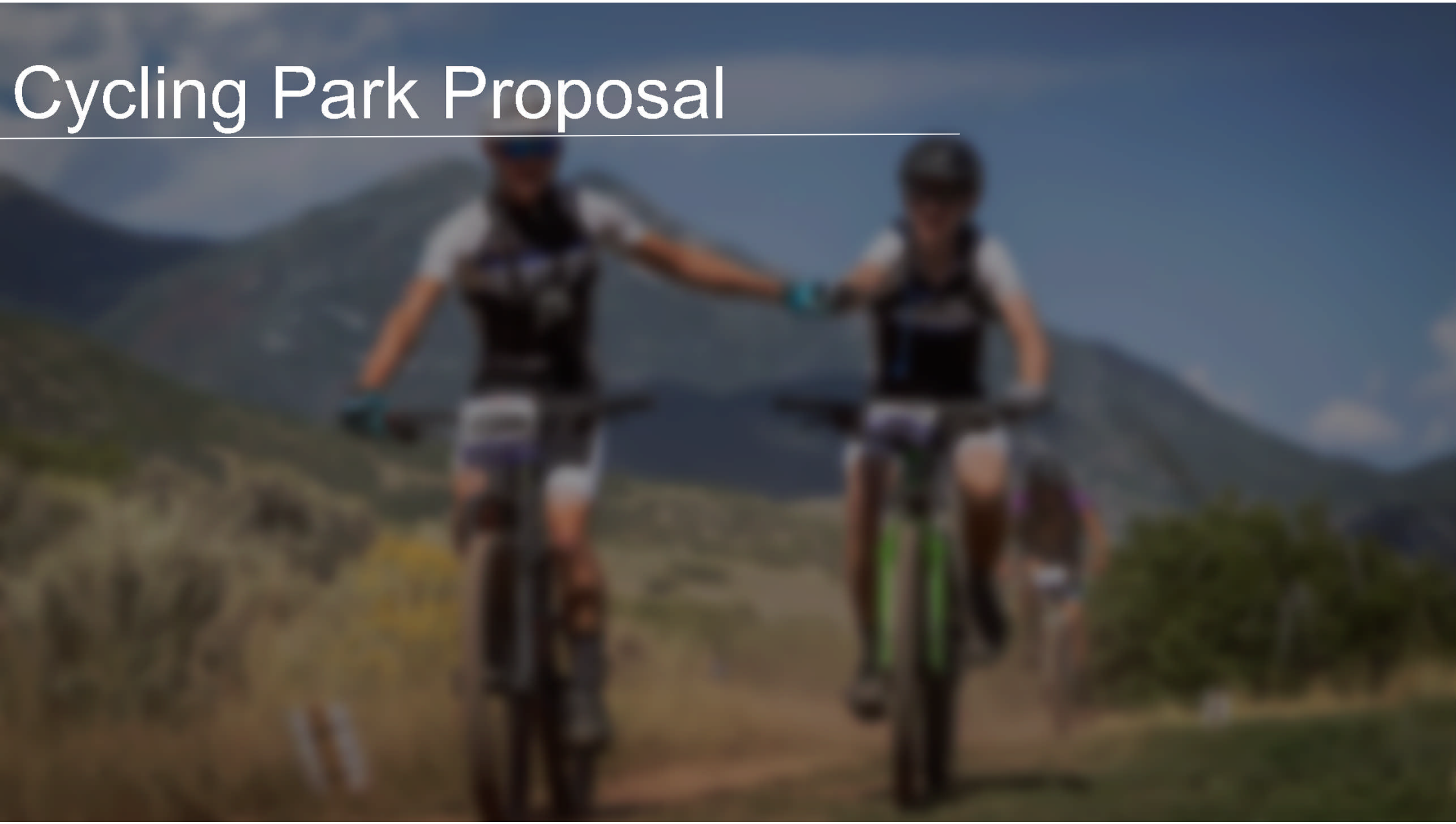
Payment of the AMOUNT DUE THIS APPLICATION is recommended.

Dated _____, 2015 J-U-B Engineers, Inc. BY _____

Payment of the above AMOUNT DUE THIS APPLICATION is approved.

Dated _____, 2015 Pleasant Grove City BY _____

Cycling Park Proposal



Cycling Park Proposal

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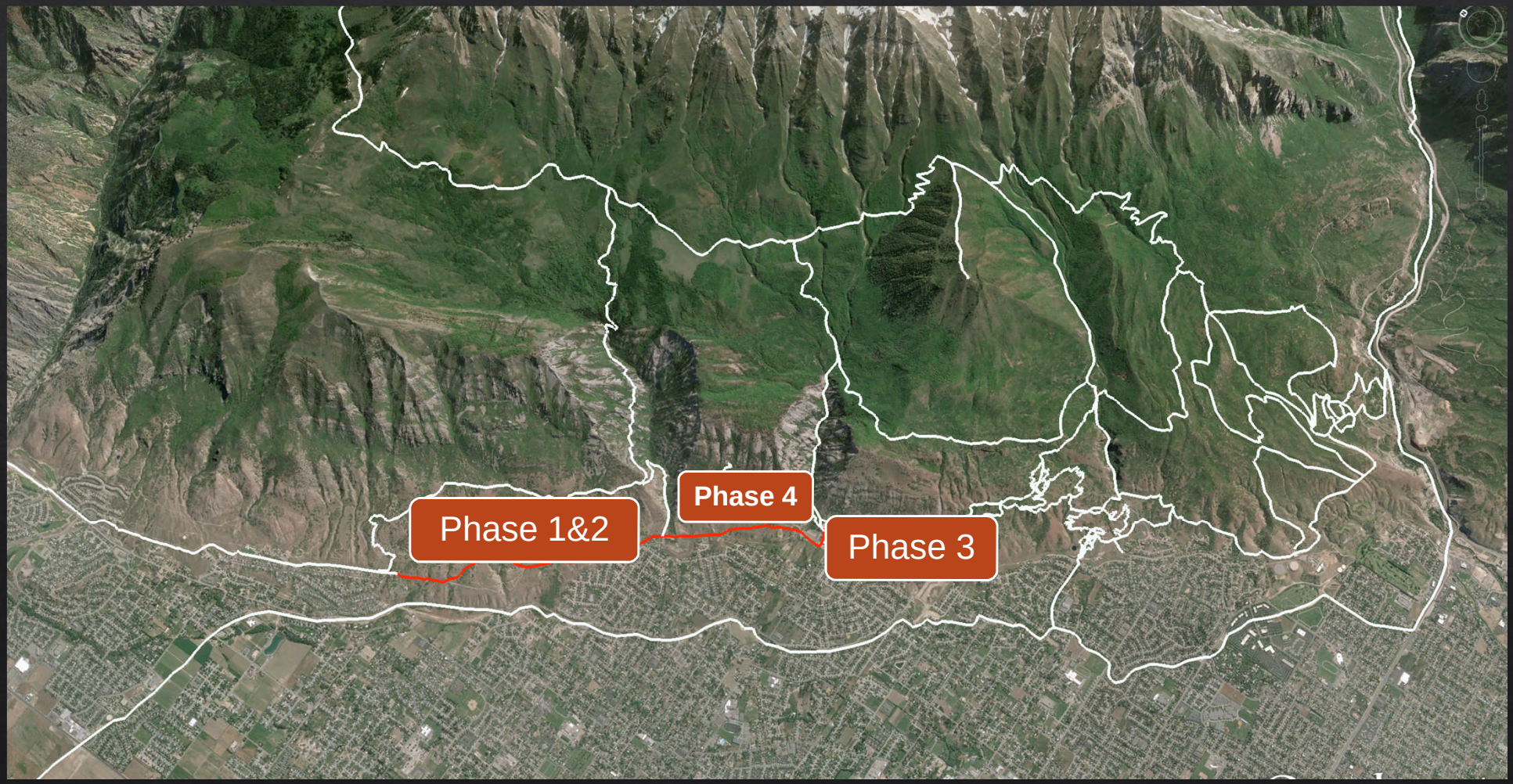

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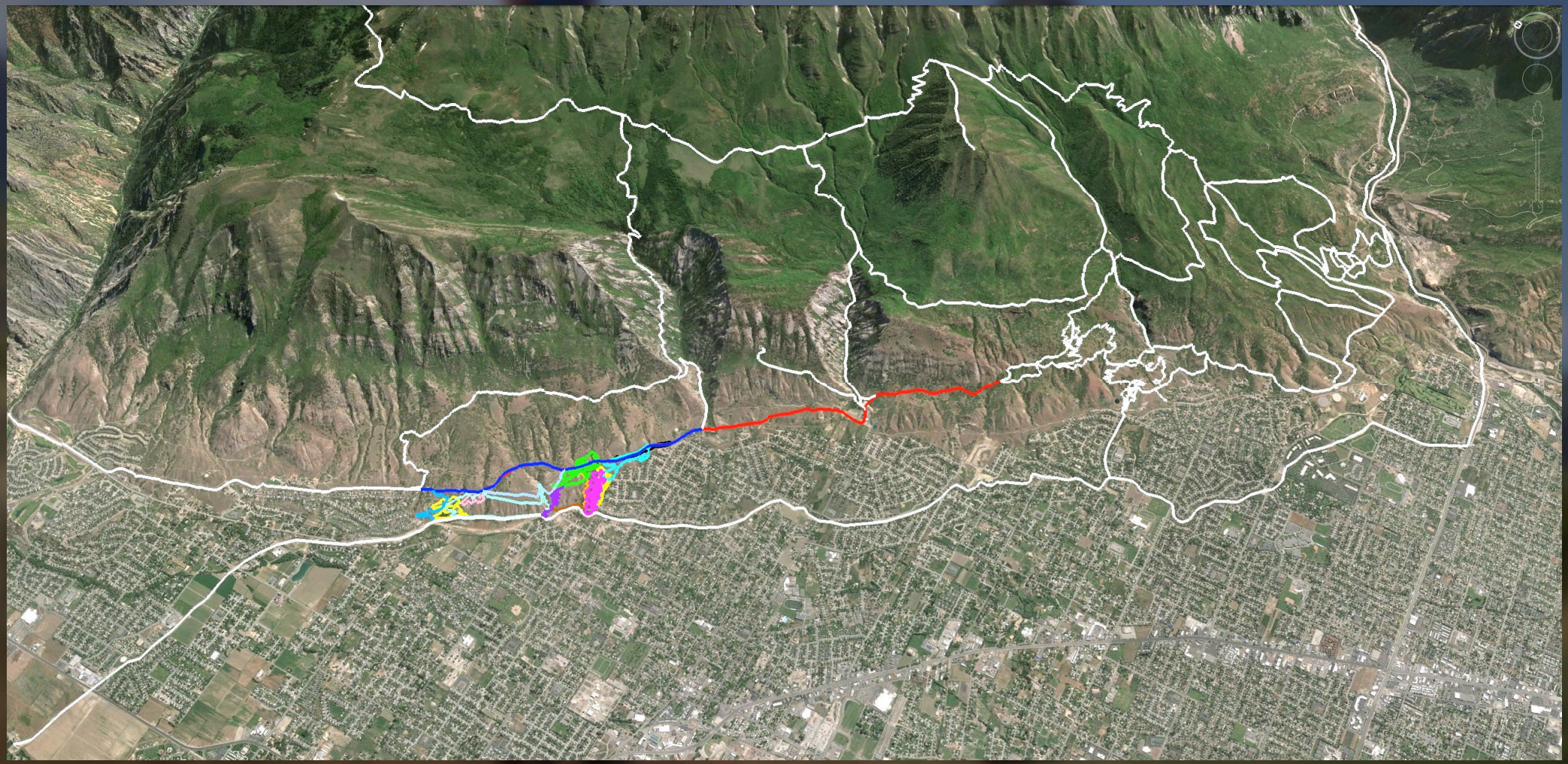

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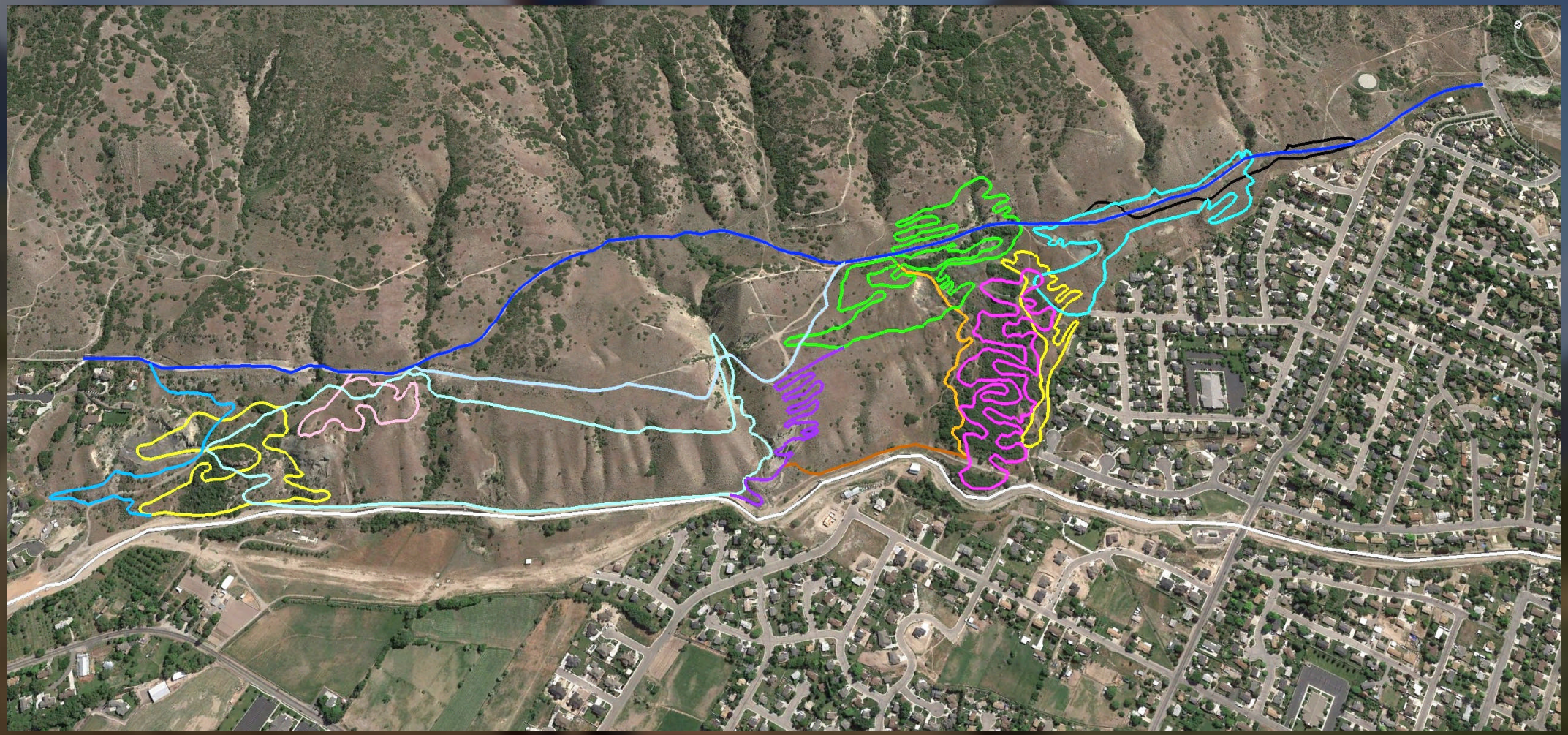

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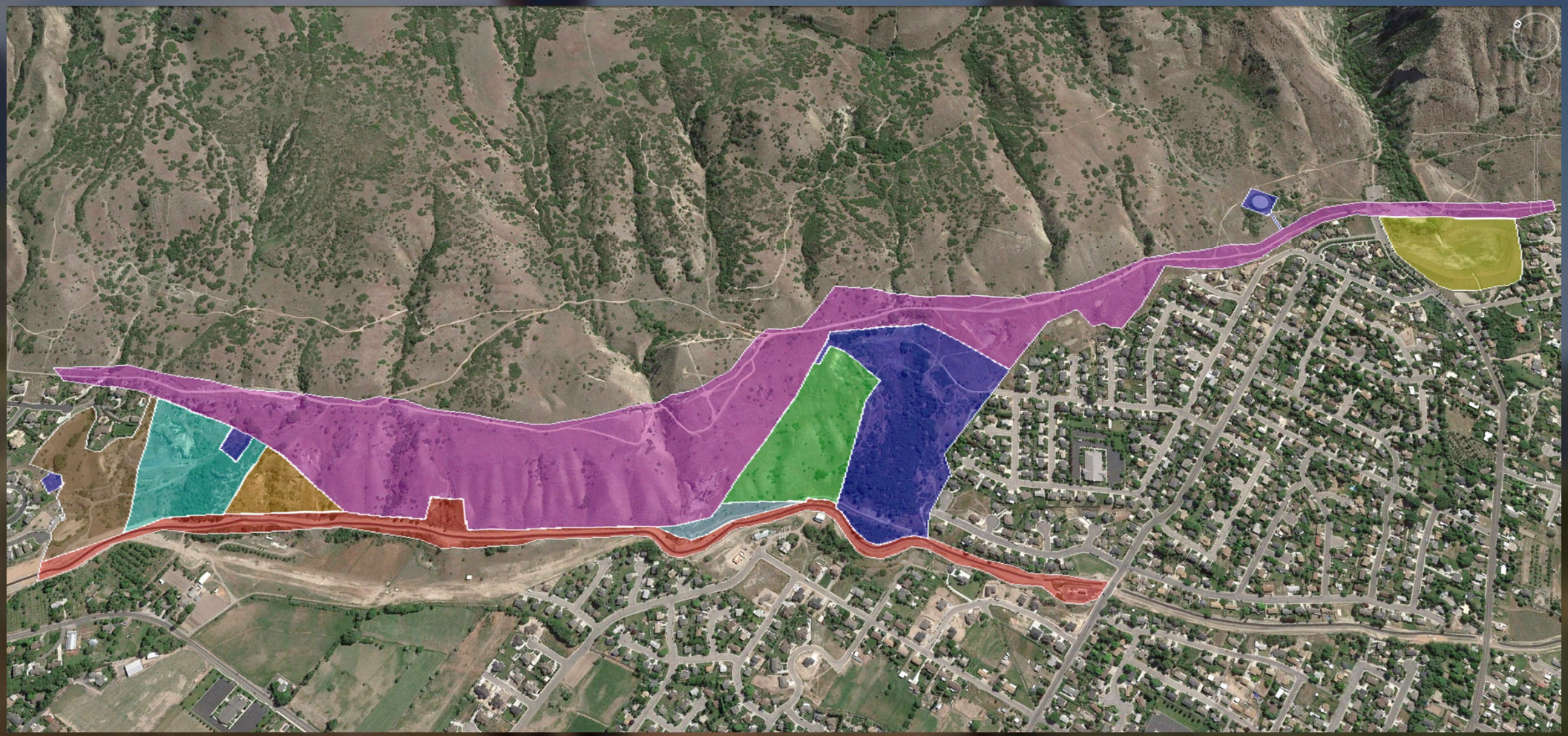

Cycling Park Proposal

Why should we do this?

- Environmental stewardship
- Promote healthy living
- Strengthen USFS relationship
- Enhance city image
- Generate community spirit
- Attract businesses
- Support youth programs
- Make Pleasant Grove a destination
- Financially responsible project
- Support citizen’s lifestyle
- Attract tourism and visitors
- Citizen interest in outdoor recreation
- Set an example for our neighbors
- Increase citizen trust

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Cycling Park Proposal

Cycling Park Proposal

Cycling Park Proposal

HIGH SCHOOL

UTAH

CYCLING LEAGUE

Cycling Park Proposal

2162 West Grove Parkway, Suite 400
Pleasant Grove, Utah 84062
www.horrocks.com

HORROCKS ENGINEERS

Tel: 801.763.5100
Salt Lake line: 532.1545
Fax: 801.763.5101
In state toll free: 800.662.1644

April 15, 2015

Degen Lewis, P.E.
Pleasant Grove City Engineer
70 South 100 East
Pleasant Grove, Utah 84062

Subject: FY 2014-15 Sanitary Sewer Improvements Project Bid Award

Dear Degen:

The purpose of the project is to up-size an existing sanitary sewer main to meet the demands of growth. The project is located on 100 West between Center Street and 400 North. See attached map. The contractor has the option of waiting until after Strawberry Days to begin the work or start before with a requirement that they have all roads repaired and cleaned up during Strawberry Days. No work will be allowed during that week. 100 West will be closed to all but local traffic. Center Street is to remain open with at least one lane of traffic in each direction.

Attached is the bid tabulation for the FY 2014-15 Sanitary Sewer Improvements Project. The low bidder was Condie Construction. Their base bid was for $365,900.00 which was 2 percent under the engineer's estimate. There were a total of 4 bidders on this project with an average bid price of $405,465.75.

We recommend the project be awarded to Condie Construction. We have checked their license, bonding, and references and have found everything in order. Attached are three (3) copies of the Notice of Award if the City so chooses to award this project to Condie Construction.

If you have any questions please call.

Sincerely,
HORROCKS ENGINEERS

John E. Schiess, P.E.
Senior Engineer

cc: Lynn Walker, Pleasant Grove City Public Works Director
Greg Woodcox, Pleasant Grove City Public Works
Kathy Kresser, City Recorder
file

O:\!2014\PG-058-1401 Pleasant Grove General\122 FY2014-15 Sewer Pipeburst 100 West\Project Data\Documentation\Correspondance Out\FY 2014-15 Sanitary Sewer Improvements Bid Award Recommendation Letter.docx

DOCUMENT 003600

NOTICE OF AWARD

To: Condie Construction, Co Inc.
53 North 1650 West
Springville, Utah 84663

PROJECT Description: Pleasant Grove City – FY 2014-15 Sanitary Sewer Improvements Project.

The OWNER has considered the BID submitted by you for the above described WORK in response to its Advertisement for Bids dated March 29, 2015, and Information for Bidders.

You are hereby notified that your BID has been accepted for items in the total amount of $365.900.00.

You are required by the Information for Bidders to execute the Agreement and furnish the required CONTRACTOR'S Performance Bond, Payment Bond, and Certificates of Insurance within ten (10) calendar days from the date of this notice to you.

If you fail to execute said Agreement and to furnish said Bonds within ten (10) days from the date of this Notice, said OWNER will be entitled to consider all your rights arising out of the OWNER'S acceptance of your BID as abandoned and as a forfeiture of your Bid Bond. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this Notice of Award to the OWNER.

Dated this_____ day of _____, 2015.

Pleasant Grove City
Owner

By_____

Title _____

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged

By_____

this the_____ day of _____
2015.

By_____

Title_____

Engineer's Estimate
Horrocks Engineers

Project Manager: John E. Schiess, P.E.
Project Engineer: Bradley C. Conder, P.E.

Construction Cost Index: 9962

Bid Opening: www.BidSync.com
Date: April 14, 2015
Time: 2:00 PM

For: FY 2014-15 Sanitary Sewer Improvements Project
Pleasant Grove City
70 South 100 East
Pleasant Grove, Utah 84062

Base Bid

Contractors	**Bid**
Condie Construction Co. Inc.	$365,900.00
Allied Underground Technology	$375,813.00
Fusion Pipeline Inc.	$436,850.00
Whitaker Construction Co. Inc.	$443,300.00
Average	$405,465.75
Engineer's Estimate	$396,900.00
Percent Difference	-2%

Base Bid				Engineer's Estimate		Bidder 1 Condie Construction Co. Inc.		Bidder 2 Allied Underground Technology		Bidder 3 Fusion Pipeline Inc.		Bidder 4 Whitaker Construction Co. Inc.		Average	
ITEM NO.	**DESCRIPTION**	**QUANTITY**	**UNITS**	**UNIT PRICE**	**TOTAL AMOUNT**	**UNIT PRICE**	**TOTAL AMOUNT**	**UNIT PRICE**	**TOTAL AMOUNT**	**UNIT PRICE**	**TOTAL AMOUNT**	**UNIT PRICE**	**TOTAL AMOUNT**	**UNIT PRICE**	**TOTAL AMOUNT**
1	Mobilization	1	LS	$18,900.00	$18,900.00	$40,000.00	$40,000.00	$28,900.00	$28,900.00	$36,000.00	$36,000.00	$55,000.00	$55,000.00	$39,975.00	$39,975.00
2	14" HDPE (Pipebursting)	1400	LF	$140.00	$196,000.00	$147.25	$206,150.00	$108.67	$152,138.00	$165.00	$231,000.00	$135.00	$189,000.00	$138.98	$194,572.00
3	Re-connection of Sewer Laterals	26	EA	$2,500.00	$65,000.00	$2,100.00	$54,600.00	$2,200.00	$57,200.00	$2,300.00	$59,800.00	$1,800.00	$46,800.00	$2,100.00	$54,600.00
4	Class "A" Road Repair	5000	SF	$6.00	$30,000.00	$3.75	$18,750.00	$6.75	$33,750.00	$5.25	$26,250.00	$6.00	$30,000.00	$5.44	$27,187.50
5	Import Backfill	2500	SF	$15.00	$37,500.00	$9.65	$24,125.00	$16.13	$40,325.00	$12.00	$30,000.00	$17.00	$42,500.00	$13.70	$34,237.50
6	By-Pass Pumping	1	LS	$30,000.00	$30,000.00	$14,700.00	$14,700.00	$45,000.00	$45,000.00	$35,750.00	$35,750.00	$65,000.00	$65,000.00	$40,112.50	$40,112.50
7	Traffic Control	1	LS	$12,000.00	$12,000.00	$3,250.00	$3,250.00	$12,500.00	$12,500.00	$12,050.00	$12,050.00	$8,000.00	$8,000.00	$8,950.00	$8,950.00
8	Testing (Compaction and Video)	1	LS	$7,500.00	$7,500.00	$4,325.00	$4,325.00	$6,000.00	$6,000.00	$6,000.00	$6,000.00	$7,000.00	$7,000.00	$5,831.25	$5,831.25
	TOTAL BID				**$396,900.00**		**$365,900.00**		**$375,813.00**		**$436,850.00**		**$443,300.00**		**$405,465.75**

*** denotes a math error**

I hereby certify that this is a true and correct Bid Tabulation for the FY 2014-15 Sanitary Sewer Improvements Project

REGISTERED PROFESSIONAL ENGINEER
CIVIL
NO. 2774620
BRADLEY C. CONDER
04/14/2015
ELECTRONIC SEAL
STATE OF UTAH

Bradley C. Conder, P.E.

RESOLUTION NO. 2015-010

A RESOLUTION TO AUTHORIZE THE PLEASANT GROVE CITY PARKS AND RECREATION DEPARTMENT DIRECTOR TO SUBMIT APPLICATION FOR THE 2014 UTAH COUNTY COMMISSION MUNICIPAL RECREATION GRANT FOR IMPROVEMENTS TO BE MADE TO BONNEVILLE SHORELINE TRAIL AND BIKE PARK.

WHEREAS, the Board of County Commissioners, Utah County, Utah has adopted the guidelines and procedures for applications for the 2015 Utah County Commission Municipal Recreation Grants which comply with the provisions of Title 59, Chapter 12, Part 601, Utah Annotated, 1953 as amended and Section 21-4-1 et seq, Utah County Code; and

WHEREAS, Pleasant Grove City wishes to apply for the 2015 Utah County Commission Municipal Recreation Grant; and

WHEREAS, Pleasant Grove City will utilize the 2015 Utah County Commission Municipal Recreation Grant to design the Bonneville Shoreline Trail and Bike Park at Wade Springs; and

WHEREAS, upon approval of application Pleasant Grove City will complete proposed projects prior to the October 30, 2015 deadline; and

WHEREAS, the Council finds that it is in the best interest of the citizens of Pleasant Grove City to authorize the Pleasant Grove City Parks and Recreation Department to apply for the 2015 Utah County Commission Municipal Recreation Grant.

NOW THEREFORE, be it resolved by the City Council of Pleasant Grove City, Utah County, Utah, as follows:

SECTION 1.

1. The Mayor hereby authorizes the Pleasant Grove City Parks and Recreation Department Director to apply for the 2015 Utah County Commission Municipal Recreation Grant.

SECTION 2. Effective Date. This Resolution shall take effect upon its adoption by the City Council of Pleasant Grove.

ADOPTED by the City Council of Pleasant Grove City, Utah, this 21st day of April 2015.

_____

Michael W. Daniels, Mayor

ATTEST: (SEAL)

_____

Kathy T. Kresser, CMC, City Recorder

Utah County Commissioners
Attn: Casey Allen
100 East Center, Suite 2300
Provo, Utah 84606

RE: 2015 Municipal Recreation Grants

Dear Commission,

Pleasant Grove City is excited for the opportunity to apply for the 2015 Municipal Recreation Grant. With the current economy situation and most government agencies finding it harder to achieve the growing demand of public recreation areas; we have discussed many options within the city and propose the following request.

Pleasant Grove City is applying for $19,204.44 which will help design the Bonneville Shoreline Trail and Wade Springs Bike Park and start construction to the Trail System.

Project Details:
Contract with International Mountain Bike Association to design, flag and field design the Bonneville Shoreline Trail from Grove Creek north to the Cedar Hills Boarder. The Trail System will be a Multi-Use Trail System.

Scope of Work;
Task 1- Project Preparation and Preliminary Analysis
Task 2- Field Work
Task 3- Conceptual Design Report and Maps
Task 4- NICA Fieldwork and Design.

The estimated cost for Design and field work is approximately $32,214.00. Installation of the trail will be complete by volunteers, scout groups, bicycle clubs and city staff.

Funding for this project would greatly enhance the outdoor recreation opportunity for not only the residents in the area, but also those visiting our community and those currently utilizing the Bonneville Shoreline Trail Corridor.

Thank you for your continuing efforts on our behalf.

Sincerely,

Deon Giles
Pleasant Grove City
Parks and Recreation Director

Utah County
Commission

2015 Municipal Recreational Grants
APPLICATION

Municipality: Pleasant Grove City
Name of Preparer/Contact Person: Deon Giles
Mailing Address: 70 S. 100 E. Pleasant Grove, Utah 84062
Phone: 801-785-5045 E-mail: dgiles@pgcity.org

Grant Amount Requested: $ 19,204.44

Project Name: Bonneville Shoreline Trail & Bike Park
Project Location: Grove Creek Canyon to Cedar Hills Boarder
Project Type: (Please check all that apply.)

- ☒ Physical Facilities (Construction)
- ☐ Cultural Facility
- ☒ Recreational Facility
- ☐ Convention Facility
- ☒ Tourist Facility

PLEASE ATTACH A DETAILED PROJECT DESCRIPTION

APPLICATIONS MUST BE RECEIVED BY 5:00 P.M. ON May 1, 2015.

Date Approved by Municipal Council: _____

Mayor Signature _____ Date _____

For Internal Use Only

Application Received	Attorney Review	Commission Approval	Agreement Signed	Verification Received	Funds Paid

RESOLUTION NO. 2015-011

A RESOLUTION OF PLEASANT GROVE CITY, UTAH COUNTY, UTAH, ADOPTING THE WATER CONSERVATION AWARENESS AND EDUCATION PLAN FOR THE PLEASANT GROVE CITY CULINARY AND PRESSURIZED IRRIGATION SYSTEMS.

WHEREAS, Pleasant Grove City operates both culinary and pressurized irrigation water systems; and

WHEREAS, Pleasant Grove City desires to meet the requirements of the Utah Water Conservation Plan Act (UCA 73-10-32); and

WHEREAS, the City Council understands the pressing need to use water in a more efficient manner to allow for future sustained growth of the community; and

WHEREAS, it would be in the best interest of the citizens to adopt the Water Conservation Awareness and Education Plan; and

WHEREAS, the City Council finds that adopting a Water Conservation Awareness and Education Plan would protect the health, safety and welfare of the citizens of the City of Pleasant Grove.

NOW THEREFORE, be it resolved by the City Council of Pleasant Grove City, Utah County, Utah, as follows:

SECTION 1.

1. That the City of Pleasant Grove adopts the Water Conservation Awareness and Education Plan. Attached hereto as Exhibit A and incorporated herein.

SECTION 2. Effective Date. This Resolution shall take effect upon its adoption by the City Council of Pleasant Grove.

ADOPTED by the City Council of Pleasant Grove City, Utah, this 21st day of April 2015.

_____

Michael W. Daniels, Mayor

ATTEST: (SEAL)

_____

Kathy T. Kresser, CMC, City Recorder

Water Conservation Awareness and Education Plan

A proposal to: **Pleasant Grove City**

Presented on: **April 14, 2015**

"Water is the life-blood of Utah's environment… water holds everything together--making the land inhabitable by people and wildlife."

conservewater.utah.gov

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1 Current Situation

Water is our most precious natural resource in the state of Utah and in our wonderful City. The proper use of this resource makes Pleasant Grove City a beautiful and inviting place to live, work, and play. The overuse of this resource will cause us and our posterity serious problems in the near and far future. We must protect and conserve water whenever and wherever possible.

Our use of our water resources makes our city a beautiful, and inviting place to live, work, and play.

Our current consumption of water within the City is well above what we need and what we can afford. According to Pleasant Grove Public Works, the implementation of unmetered secondary irrigation increased our consumption of secondary water by almost four times. (see PG Public Works Department report on Water Usage) and is continually increasing. If left unchecked, this could create major shortage of water resources for future generations.

We can do better, we must do better, we will do better. With this Water Conservation Awareness and Education Plan, we can help our current and future generations be aware of the need to conserve, how to conserve, and how to help others conserve our water resources. Without some significant changes in our water usage in the next several years, we will see our resource dwindle and our beloved City become less inviting and self-sustaining.

2 Solution

The Pleasant Grove Beautification and Shade Tree Commission (hereafter referred to as the Commission) believes that we can change our water future by educating the Pleasant Grove residents on the need to conserve and how to conserve. We believe that with education, regulation, and monitoring, we can not only lessen the amount of water we currently use, but benefit the residents of Pleasant Grove City with lower water costs, healthier yards and green space, and a unified community approach to water conservation

The Commission recommends we focus on **three key elements** to affect positive change. These three elements include **education, regulation, and monitoring.** The Commission recommends these elements to be implemented with light volume consumers (individual residents) and large volume consumers (public services, city grounds and parks, schools, churches and businesses). The Commission believes efforts with these two consumer types will prove effective in reducing the amount of water we consume now and for future generations. The Commission believes this approach over 5-20 years will bring positive change in the way our community views, uses, and conserves our water resources.

The Commission is partnering with Public Works to help in the water conservation effort. Public Works will maintain and implement the Water Conservation Plan. This plan is extensive and includes actionable items for water conservation and water use growth, focusing on the **regulation and monitoring** of water usage. The Commission will use the Water Conservation Awareness and Education Plan (hereafter referred to as the Education Plan) and focus on **education and awareness** for Pleasant Grove citizens and businesses.

2.1 Objectives

The objective of the Education Plan is:

"Help all residents, churches, schools, and businesses conserve water by informing and educating on the what, why, and how of water conservation in PG City."

To measure the success of this program, there must be clearly defined goals which can be measured. Therefore the following goals are proposed:

- Reduce the consumption of all water by light volume (residents, homeowners) and large volume consumers (public services, city grounds and parks, schools, churches and businesses), by 30% within 10 years.
- Provide an ongoing educational and awareness program for all consumers within 3 years, beginning with light volume consumers and working into large volume consumers.
- Develop a self-perpetuating program of awareness, education, and monitoring within 10 years and review/adjust this plan every 5 years.
- Create a sense of urgency, responsibility, and community collaboration to protect our water resources and help one another be accountable within 10 years.

2.2 Approach

It has been shown that education and awareness is key to helping a community embrace the concepts and actions related to water conservation. This is a long term process that will take collaboration between the Commission, PG citizens and business owners. The Commission will lead out in promoting water conservation and awareness.

To accomplish the stated goals, customized education will be provided for large volume and light volume consumers. The education of light volume consumers will differ from that of large volume consumers in that it is a broader group and will require longer saturation time to get the message ingrained into the community. The Commission believes helping the light volume consumers reduce their consumption is the first priority as it will make the deepest impact on our resources. Educating the large volume consumers will be enhanced by having our citizens aware and involved in the efforts. The details are outlined in the Implementation Plan below.

2.3 Benefits

We are confident awareness and education will help carry on efforts of citizens to be water wise. We are confident that water conservation measures taken now will benefit and positively impact many generations to come. Failure to implement this plan will result in lack of essential water in the near and far future. The benefits will include, but are not limited to:

- Citizens will have more available water resources for a longer period of time.
- An educated and responsible core of residents and businesses who will help transfer knowledge and practical application to future generations.
- The City will be setting a local precedent to influence not only our local community but other adjacent communities and possibly the entire state of Utah.

The benefit of following this plan is the protected resource of water for our future generations.

3 Implementation Plan

The implementation plan consists of several phases with a step-by-step approach designed to help the City achieve the objectives. Research shows many communities taking up to twenty years to really see a shift in the way their citizens think about conserving water; however, proponents believe this shift will occur more quickly in Pleasant Grove due to the current state-wide conservation campaigns and initiatives.

The phases are associated with years of the plan and create a stratagem to follow/adapt as needed.

Implementation Plan Phases		
Phase	**Focused Efforts On:**	**Actions:**
Phase I (Years 1-5)	Light Volume Customers	• Identify and develop distribution channels such as door hangers, flyers, website, social media, parade, school assemblies, water audits, etc. • Build schedule for each distribution channel. • Launch the Water Wise Pledge • Complete 50% of educating light volume consumers
Phase I (Years 4-5)	Large Volume Customers	• Work with Public Works to implement metering • Create an Information Packet to be distributed to all large volume consumers (include in Welcome packet from City)
Phase II (Years 6-10)	Light Volume Customers	• Work with Public Works to implement metering with an Information Packet • Increase education saturation through our communities • Complete 100% of educating light volume consumers
Phase II (Years 6-10)	Large Volume Customers	• Focus on the Water Wise Pledge for large volume consumers • Determine a rewards system for large volume consumers that reduce their consumption by 30%
Phase III (Years 10-20	Light Volume Consumers AND Large Volume Consumers	• Continue education plan through identified channels and on schedule • Adjust plan for new technology and environmental changes • Adjust information available • Consider a reward system for those consumers leading the way

3.1 Phase I – Years 1-5

The first five years of the Education Plan are the most crucial. To ensure longevity of the Plan, there must be clearly defined roles and strategies. It will define what efforts are made on an annual basis to promote the Plan to all consumers in the City.

3.1.1 Light Volume Consumers

Identify and develop distribution channels such as door hangers, website, social media, parade, school assemblies, water audits, etc.

- ***Website:*** The **beautiful.plgrove.org** website will hold the bulk of the educational materials. Other channels of distribution will share limited pieces of information and encourage citizens to visit and use the website as a resource
- ***Social Media:*** Social media is a great channel to communicate with and engage the younger populations. Reminders, announcements, and informational tips will be shared through social media channels and encourage further education with resources on the website. To reduce duplication, the City social media channels will be used until momentum demands dedicated channels.
- ***Flyer/Door hangers:*** These materials will be developed from information assets on the website and can be changed as needed through the years. Some examples are ways to conserve water indoors, suggestions on how to reduce water consumption in the yard, helpful tips on where to get more information, etc. This information will be used as handouts at all Commission functions, the Strawberry Days celebrations (parade and garden tour), etc.
- ***Magnets:*** A magnet will be made available to remind people of key information about conserving water. This information will need to be more static (not changing) in nature and will lead people back to the website. Distribution of the magnets can be accomplished through the utility bill mailing in the spring or through door hanger packets.
- ***Parade entry:*** With a large number of our PG citizens at the parade (and others from surrounding communities), it is a great opportunity for a mass publicity push. A simple vehicle entry with a Banner and handouts could help spread the word about the water conservation movement and help educate the citizens and point them to the website for more information
- ***Free Water Checks:*** Sprinkler water checks can be performed for individual residents by a Commission member or a volunteer (Eagle scout projects). This will help tremendously with the education for water conservation and help the residents understand their role in helping in this effort. Training will be provided for volunteers/scouts and will be based solely on the www.SlowTheFlow.org initiative.
- ***Assemblies With Activity Book (4th grade):*** The Commission will coordinate with elementary schools within the City limits for assemblies in the Fall and the Spring to help educate the 4th grade students on water conservation as part of their studies of Utah. The Fall assemblies will focus on indoor water conservation and the Spring assemblies will focus on outdoor water conservation.
- ***Coloring Books:*** These coloring books will be available to our younger citizens (under 4th grade) as a way to help educate them about water conservation and living in a desert state. The coloring books can be handed out at different City and Commission events such as the Arbor Day Celebration, Garden Tour, etc.

All of these channels will focus on education and promoting actions to be taken to conserve water including having a free water check and taking the Water Wise Pledge.

3.1.2 Large Volume Consumers

In Phase I, the main focus will be for the Commission to work with the PG City Public Works Department to implement metering on each large volume consumer water system. This will enable true measurements of usage and monitoring. Included with this metering will be a general information packet about the conservation efforts in PG and what is expected from large volume consumers.

- Metering: It is understood that Public Works is planning on metering secondary water usage for large volume consumers during the first phase of this Plan. When these meters are installed, an information packet will be issued to the consumer and will include the information described below. With this information and the metering, the large volume consumers should find the financial benefits along with the community efforts encouraging their involvement and participation in the Plan.
- Information Packet: The information packet for large volume consumers will be provided by the Commission and Public Works and will consist of the following information:
    - Letter from the City or the Commission
    - Information on our current water situation and our goals
    - Suggestions on how to save water indoors and outdoors for a large volume consumer
    - How to take the Water Wise Pledge
    - Guidelines on watering techniques and suggestions for outdoor conservation
    - How to contact the Commission for further information
- During the last year of Phase I, Public Works will be metering all large volume consumers to help reduce water consumption. This step may need to be adjusted based on available funding, technology, and resources.

3.1.3 The Water Wise Pledge

To increase involvement and consumer engagement with these efforts, the Water Wise Pledge will be launched. This pledge will require a consumer to take certain steps in their conservation efforts. To encourage participation, a drawing could be held monthly for a simple prize for all those who pledge during that month. To complete the Water Wise Pledge a consumer must

- Complete a Free Water Check from the Commission and implement suggested adjustments to conserve water
- Discuss as a family the water saving information on the beautiful.plgrove.org website regarding how your family can conserve water indoors and outdoors
- Implement at least three water reduction techniques indoors immediately

Once a consumer has completed the Water Wise Pledge, the Commission will send them a “I Am Water Wise” window display for them to help promote the Plan. They will also be entered into a drawing (to be held every 2 months) for a simple prize.

3.2 Phase II – Years 6-10

The second five years of the Education Plan are very important to stabilize the education and regulations put forth in phase I. In Phase II, the actions are as follows.

3.2.1 Light Volume Consumers

- After reaching 50% PG residents with the education campaign efforts in Phase I, work with Public Works to implement metering. Metering efforts for large water consumers will occur in the latter part of Phase I. Based on success and timing of those meters, the details of metering light volume consumers will be implemented during Phase II. Public works will determine the implementation schedule and details while the Commission will provide an information packet to be distributed as metering is installed. The packet will include many of the education and communication pieces developed in Phase I.
- Increase education saturation through our communities: With 50% education reached during Phase I, it will be important to continue the education efforts into Phase II. All the same channels will be used and will be adjusted as needed to reach all members of our communities by the end of Phase II.

3.2.2 Large Volume Consumers

- Focus on the Water Wise Pledge for large volume consumers: Once large volume consumers are metered and the light volume consumers are taking the Water Wise Pledge regularly, it will be a natural process to then focus on helping the large volume consumers participate more fully by taking the Water Wise Pledge themselves. This will be a big step as it will show that schools, churches, and businesses are involved in our community and willing to conserve our resources.
- Determine a rewards system for large volume consumers that reduce their consumption by 30%: Because the large volume consumers will be metered, measuring the reduction begin immediately. Showing our appreciation for a significant effort to reduce consumption will be very important to maintain momentum in our conservation efforts. A “special” window badge to promote a 30% decrease in consumption could be beneficial. Also, some reward should be considered to add value to this effort.

3.3 Phase III – The Second Decade

The Commission believes that the first two Phases will be very successful in water conservation education and involvement of the residents. The second decade of this plan will be used to continue our water conservation efforts. This phase will be adjusted according to the needs of our communities at that time. The goals will be:

- Continue implementation of education plan through identified channels
- Adjust plan for new technology and environmental changes
- Make adjustments as new information becomes available
- Consider reward system for consumers leading the way

4 Budget

The cost of doing nothing is far greater than any cost of implementing this Water Conservation Awareness and Education Plan. The monetary expenses to implement this Plan are minuscule compared to the long term benefits from teaching a generation to conserve our natural resources.

In the beginning of this program, there will be a budgetary need for this Plan from the City. This budget is outlined in the budget schedule below. However, after metering is implemented for large volume consumers, some of the revenue from overuse fees could be used to continue funding this Plan.

Metering is not included as a cost of this awareness and education plan. It will be a cost directly associated with the Public Works department as they move forward with their metering plans. It is only suggested here as a way to measure and reduce water consumption. The water over use fees resulting from metering could partially be used to fund the ongoing education and awareness efforts of this plan, thus reducing the need for constant budget items for the Commission.

The cost of doing nothing is far greater than any cost of implementing this Water Conservation Plan.

Education Channel	Amount	Each	Yearly Cost
Maintenance of website	1	$200.00	$200.00
Flyers	2000	$0.25	$500.00
Door Hanger bags	2000	$0.05	$100.00
Magnets	2000	$0.30	$600.00
Banner for parades, events, etc. (2)	2	$60.00	$120.00
Activity Book for 4th graders	1000	$0.82	$820.00
Coloring Books	1000	$0.61	$610.00
Information packets	200	$0.50	$100.00
I Am Water Wise window sticker	500	$4.31	$2,155.00
Pledge drawing prizes	6	$50.00	$300.00
Business Windows badge recognition	200	$4.54	$908.00
Totals			**$6,413.00**

Education Channel	Phase I Years					Phase II Years				
	1	2	3	4	5	6	7	8	9	10
Website	X	X	X	X	X	X	X	X	X	X
Social Media			X	X	X	X	X	X	X	X
Flyers/door hangers	X	X	X	X	X	X	X	X	X	X
Magnets	X	X		X		X		X		X
Parade entry	X	X	X	X	X	X	X	X	X	X
Assembly presentations		X	X	X	X	X	X	X	X	X
Free water checks	X	X	X	X	X					
Coloring books and info offered at events	X	X	X	X	X	X	X	X	X	X
Info packets to large water consumers						X	X	X	X	X
The Water Pledge (window sticker/drawing)	X	X	X	X	X	X	X	X	X	X
Large consumer window badge program						X	X	X	X	X

- The Public Works department has funding for $1000 per year to put toward the Plan costs.
- Donations and fund raising will be used to fund $1313 of the yearly costs.
- With that funding available and with each channel of education being implemented on different years, the budget requested from PG City to fund this Plan is **$4000** per year for up to 20 years.
- This budget request does not include any current Commission budget. This is an additional on-going budget request.

5 Conclusion

Now is the time for Pleasant Grove to conserve water. Pleasant Grove residents, businesses, schools, and churches must be educated regarding the needs, problems, benefits, and responsibilities surrounding water conservation. If we act now, we can take advantage of the state wide conservation education efforts being sponsored by State officials. Through this 20+ year plan, Pleasant Grove City can lead the state in water conservation, and be an example to other cities and communities. Together we can raise the next generation of informed citizens and extend this most precious water resource for generations to come.

COMMUNITY DEVELOPMENT DEPARTMENT
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Pleasant Grove, UT 84062
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CITY COUNCIL
STAFF REPORT

Meeting Date: April 21, 2015

Item: 10C

Rezone of Fowles Property by Adding an Residential Agriculture Overlay at approx. 4145 North and 4097 North 900 West.

Public Hearing

APPLICANT:
Russ and Abigail Fowles

ZONE
R-R

GENERAL PLAN DESIGNATION
Very Low Density Residential

ATTACHMENTS:
- rezone approx. 5.56 acres adding a Residential Agriculture Overlay to property located at approx. 4145 North and 4097 North 900 West
- Aerial Photo
- Zoning Map

REPORT BY:
- Ken Young, Community Development Director
- Royce Davies, City Planner

BACKGROUND
In late 2014 the applicant approached the City with a proposal to modify buildings on lots located at approx. 4097 North and 4145 North 900 West. These modifications were intended to maintain a rural feel on the property and allow for maintenance of a rural aesthetic. In the course of determining the best course of action for the development, Planning Staff has been challenged with applying residential regulations designed for the residential zone in which the lots are found while still maintaining a rural feel on the properties.

Because of this challenge, Planning Staff has recommended that the applicant explore the possibility of applying a Residential Agriculture Overlay (RAO) to the property which would allow for the current rural use of the property to be more easily maintained now and in the future.

The applicant requests that the properties be rezoned to apply the RAO that will allow for maintenance of rural activities and aesthetics on properties located at approx. 4097 North and 4145 North 900 West in the R-R (Rural Residential) Zone.

ANALYSIS
The proposed rezone is the result of the applicant's desire to protect the current rural use and feel of their two properties while providing for possible expansion of rural uses in the future.

The minimum lot size requirement for standalone properties in the RAO is 2 acres. If the property is adjacent to another property already in the RAO, it may be less than 2 acres. Both properties are approximately 2.78 acres which exceeds the minimum 2 acre requirement.

The City Code establishes the following concerning the RAO:

> The existing agricultural land in Pleasant Grove makes an important contribution to the quality of life within the city by preserving open space, providing diversity in the economy and the use of land within the city, and preserving an important part of the heritage of the city. The residential agriculture overlay is designed to encourage the preservation of agricultural uses within the city to the extent that they are compatible with residential uses.

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The Code further specifies that additional purposes of the RAO are to: "To encourage the preservation and permit the increased production of existing agricultural uses within the city in areas where residential and agricultural uses are compatible." and "To provide owners and prospective owners of property located near property in the residential agriculture overlay with notice of the potential positive and negative effects that may be associated with the agricultural use of the property."

The applicant has expressed a desire to maintain the existing open space, produce agricultural product, preserve agricultural uses, and potentially increase production of existing agricultural uses on the property. These desires are all in accordance with the purposes set forth in the RAO section of the City Code quoted above.

The RAO is limited to properties in residential zones. The property is compliant with this requirement as it is located in the R-R (Rural Residential Zone). Applicants are also required to send a notice out to all newly subdivided properties within 300 feet of a property that is within the RAO. The applicant has been made aware of this requirement and has agreed to comply.

On April 9, 2015 the Planning Commission recommended that the City Council approve the proposed rezone.

Based on positive review of the property proposed to be added to the Residential Agriculture Overlay, Staff recommends approval of this item.

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RECCOMMENDATION

Staff recommends that the City Council approve the proposed rezone approx. 5.56 acres adding a Residential Agriculture Overlay to property located at approx. 4145 North and 4097 North 900 West, in the R-R (Rural Residential) Zone with the following conditions:

1. All Final Planning, Engineering, and Fire Department requirements are met.

MODEL MOTIONS

Approval – "I move the City Council approve the proposed rezone approx. 5.56 acres adding a Residential Agriculture Overlay to property located at approx. 4145 North and 4097 North 900 West, in R-R (Rural Residential) Zone; and adopting the exhibits, conditions and findings of the staff report, and as modified by the conditions below:

1. List any additional conditions….

Continue – "I move the City Council continue the review of the proposed rezone approx. 5.56 acres adding a Residential Agriculture Overlay to property located at approx. 4145 North and 4097 North 900 West, in the R-R (Rural Residential) Zone, until (give date), based on the following findings:"

1. List reasons for tabling the item, and what is to be accomplished prior to the next meeting date…

Denial – "I move the City Council deny the proposed rezone approx. 5.56 acres adding a Residential Agriculture Overlay to property located at approx. 4145 North and 4097 North 900 West, in the R-R (Rural Residential) Zone, based on the following findings:"

1. List findings for denial…

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REZONE APPROX. 5.56 ACRES ADDING A RESIDENTIAL AGRICULTURE OVERLAY TO PROPERTY LOCATED AT APPROX. 4145 NORTH AND 4097 NORTH 900 WEST

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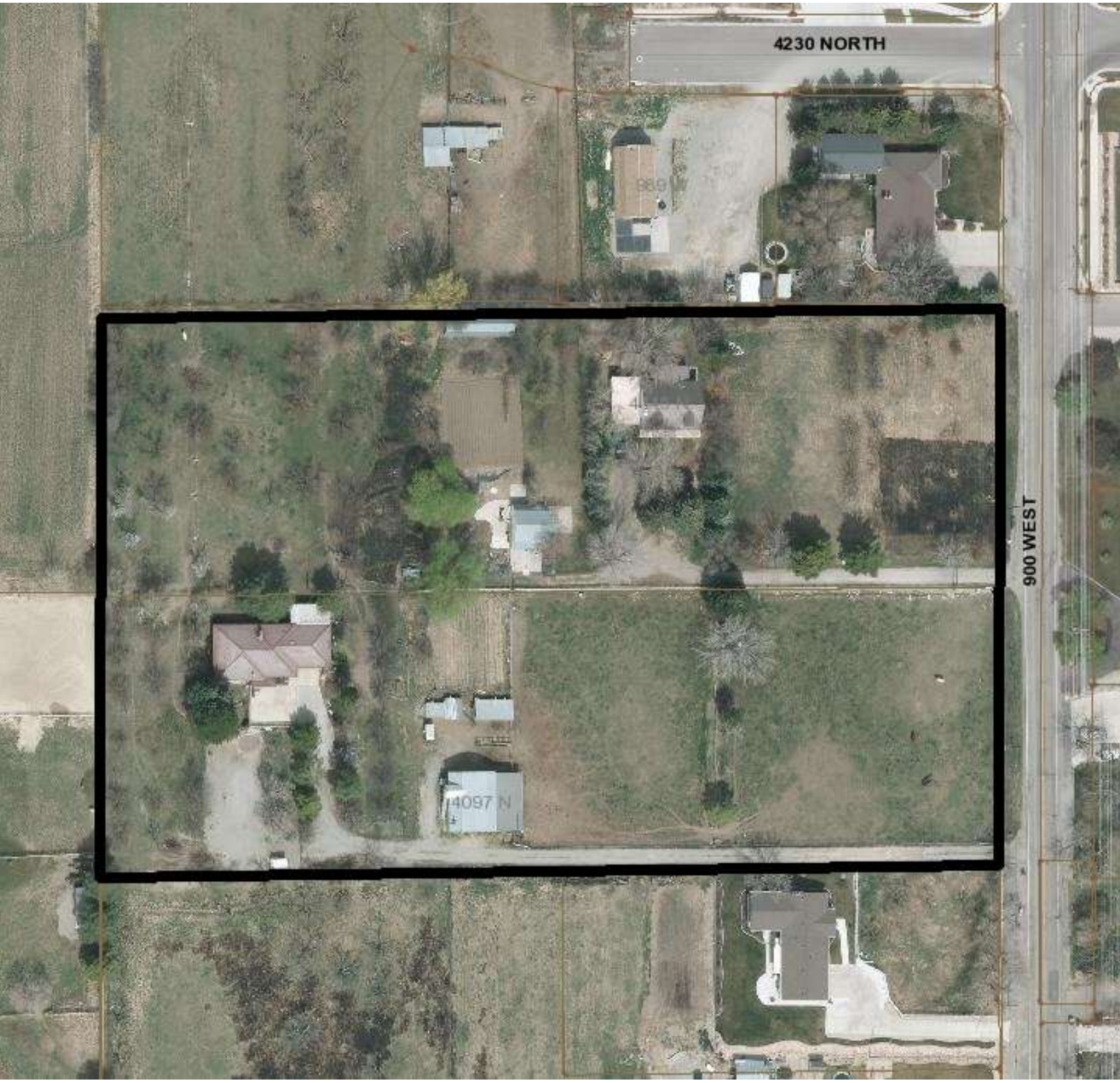
AERIAL PHOTO



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ZONING MAP

ORDINANCE NO. 2015-17

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF PLEASANT GROVE CITY, RE-ZONING 5.56 ACRES LOCATED AT APPROXIMATELY 4145 NORTH AND 4097 NORTH 900 WEST, ADDING THE RAO (RESIDENTIAL AGRICULTURE OVERLAY) ON PROPERTY CURRENTLY ZONED R-R (RURAL RESIDENTIAL). RUSS AND ABIGAIL FOWLES, APPLICANT.

WHEREAS, the applicant owns and is authorized by affidavit to rezone the two properties, and is seeking to maintain the current rural use of the properties under the regulations of the Residential Agriculture Overlay; and

WHEREAS, on April 9, 2015 the Pleasant Grove City Planning Commission held a public hearing to consider the re-zone request; and

WHEREAS, at its public hearing the Planning Commission found that the rezone request was in the public's interest and is consistent with the written goals and policies of the General Plan; and

WHEREAS, the Pleasant Grove Planning Commission recommended to the Pleasant Grove City Council that the rezone request be approved; and

WHEREAS, on April 21, 2015 the Pleasant Grove City Council held a meeting to consider the request; and

WHEREAS, at its meeting the Pleasant Grove City Council was satisfied that the re-zoning request was in the best interest of the public and was consistent with the written goals and policies of the General Plan; and

WHEREAS, at its meeting the Pleasant Grove City Council approved the request that the properties totaling 5.56 acres be rezoned to be included in the Residential Agriculture Overlay.

THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PLEASANT GROVE:

SECTION 1: The entire 5.56 acres located at approximately 4145 North and 4097 North 900 West in the City of Pleasant Grove is hereby reclassified as R1-12, Single Family Residential; said property being described as shown on Exhibit "A".

SECTION 2: The Official Zoning Map showing such changes shall be filed with the Pleasant Grove City Recorder.

SECTION 3. The Pleasant Grove City Council finds that the zone change is in the best interest of the public and is consistent with the written goals and policies of the City's General Plan.

SECTION 4. SEVERABILITY. The sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable. If any such section, paragraph, sentence, clause, or phrase shall be declared invalid or unconstitutional by the valid judgment or decree of a Court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any of the remaining sections, paragraphs, sentences, clauses, or phases of this Ordinance.

SECTION 5: This ordinance shall take effect immediately upon its passage and shall be posted or published as required by law.

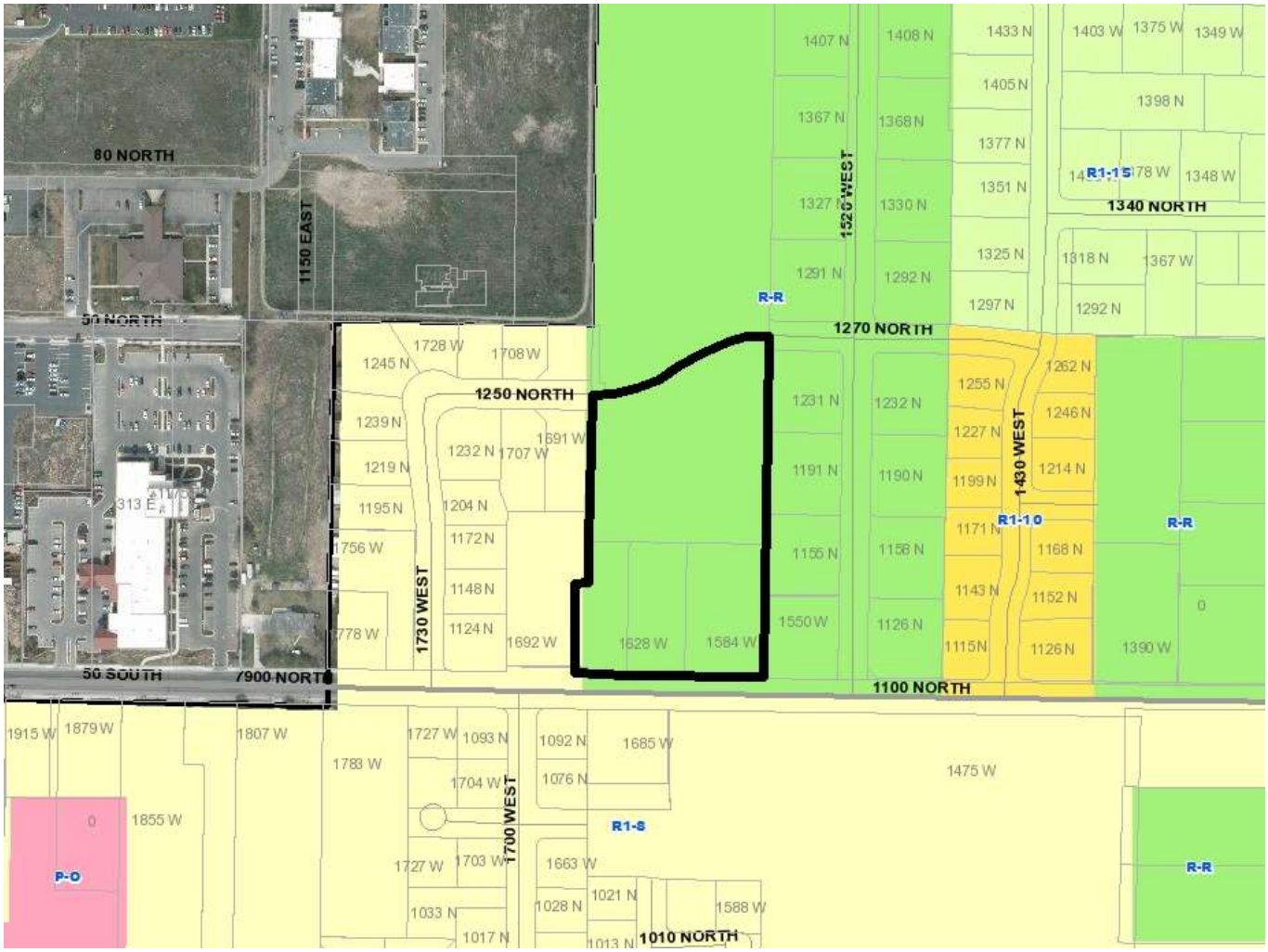
SECTION 6. **APPROVED AND ADOPTED AND MADE EFFECTIVE** by the City Council or Pleasant Grove City, State of Utah, on this 21st day of April, 2015.

_____.
Michael W. Daniels, Mayor

ATTEST:

_____. (SEAL)
Kathy T. Kresser,
City Recorder

Exhibit "A"


80 NORTH
1150 EAST
50 NORTH
50 SOUTH
7900 NORTH
1250 NORTH
1270 NORTH
1340 NORTH
1100 NORTH
1010 NORTH
1730 WEST
1700 WEST
1526 WEST
1430 WEST
R-R
R1-15
R1-10
R1-8
P-O
1407 N
1408 N
1433 N
1403 W
1375 W
1349 W
1405 N
1398 N
1367 N
1368 N
1377 N
1351 N
1348 W
1330 N
1325 N
1318 N
1367 W
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1292 N
1297 N
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1728 W
1708 W
1245 N
1239 N
1232 N
1707 W
1691 W
1219 N
1195 N
1204 N
1756 W
1172 N
1148 N
1124 N
1778 W
1692 W
1628 W
1584 W
1231 N
1232 N
1255 N
1262 N
1246 N
1227 N
1214 N
1191 N
1190 N
1199 N
1171 N
1168 N
1155 N
1156 N
1143 N
1152 N
1550 W
1126 N
1115 N
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1915 W
1879 W
1807 W
1783 W
1727 W
1093 N
1092 N
1685 W
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1727 W
1703 W
1663 W
1033 N
1028 N
1021 N
1588 W
1017 N
1013 N

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7 Neighborhood Chair meeting 5:30 p.m. City Council Meeting 6:00 p.m.	8 Curbside Recycle Pickup Day South Route	9 Planning Commission Meeting 7:00 p.m.	10	11
12	13	14 City Council Meeting 6:00 p.m.	15 Curbside Recycle Pickup Day North Route	16 Board of Adjustment Meeting 7:00 p.m. Historical Preservation Committee Meeting 7:00 p.m.	17	18
19	20	21 Neighborhood Chair meeting 5:30 p.m. City Council Meeting 6:00 p.m.	22 Curbside Recycle Pickup Day South Route	23	24	25
26	27	28 City Council Meeting 6:00 p.m.				

Department Staff Meetings

Administrative Services: 1st and 3rd Wed at 9:00 a.m.

Community Development: Wednesdays at 7:30 a.m.

Department Heads: Tuesday at 2:00 p.m.

Fire/EMS: 1st Wednesday of the month at 7:00 a.m.

Library: 1st Friday of the month

Parks: Tuesday at 7:00 a.m. - Recreation: Monday at 4:00 p.m.

Public Safety: 1st Friday of the month at 7:00 a.m.

Public Works: Wednesdays at 6:30 a.m.

APRIL 2015

NOTICE OF PUBLIC MEETING
OF THE
PLEASANT GROVE CITY COUNCIL

Notice is hereby given that the Pleasant Grove City Council will hold a meeting at **6:00 p.m. on Tuesday April 28, 2015** in the City Council Chambers 86 East 100 South Pleasant Grove, Utah. This is a public meeting and anyone interested is invited to attend.

AGENDA

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. OPENING REMARKS

4. APPROVAL OF MEETING'S AGENDA

5. OPEN SESSION

6. CONSENT ITEMS: (Consent items are only those which have been discussed beforehand, are non-controversial and do not require further discussion)

a. City Council Meeting Minutes:

b. To consider approval of paid vouchers for April 23, 2015

PLEASE NOTE: THE ORDER OF THE FOLLOWING ITEMS MAY BE SUBJECT TO CHANGE.

7. BOARD, COMMISSION, COMMITTEE APPOINTMENTS:

8. PRESENTATIONS:

A. North Utah County Transit Study

9. ACTION ITEMS READY FOR VOTE:

A. To consider for approval the request of Francis D. Eickbush for a vacation of lots 7 and 8 of Kloey's Cove Subdivision Plat A and create lots 9 and 10 of Kloey's Cove Subdivision Plat B located at approx. 1227 West 2180 North in the R1-20 (Single Family Subdivision) zone. **(MANILA NEIGHBORHOOD)**

DRAFT

10. ACTION ITEMS WITH PUBLIC DISCUSSION:

A. **Continued Public Hearing** to consider for adoption an Ordinance **(2015-16)** amending the Pleasant Grove City Municipal Code Section 10-14-24-1-C: "Permitted and Conditional Uses" to allow reception centers in The Grove Zone Commercial Sales Subdistrict. **(SAM WHITE'S LANE NEIGHBORHOOD)** (Alan Higley, Applicant) *Presenter: Director Young* (Continued from the April 21, 2015 meeting)

11. ITEMS FOR DISCUSSION – NO ACTION:

12. DISCUSSION ITEMS FOR THE May 5, 2015 MEETING.

13. NEIGHBORHOOD AND STAFF BUSINESS.

14. MAYOR AND COUNCIL BUSINESS.

15. SIGNING OF PLATS.

16. REVIEW CALENDAR.

17. ADJOURN.

CERTIFICATE OF POSTING:
I certify that the above notice and agenda was posted in three public places within Pleasant Grove City limits and on the State (http://pmn.utah.gov) and City (www.plgrove.org) websites.

Posted by: /s/ Kathy T. Kresser, City Recorder
Date: April 24, 2015
Time: 5:00 p.m.
Place: City Hall, Library and Community Development Building.
Public Hearing Notices published in the Daily Herald on April 10, 2015

Supporting documents can be found online at: *http://www.plgrove.org/pleasant- grove-information-25006/staff-reports-78235*

*Note: If you are planning to attend this public meeting and due to a disability, need assistance in understanding or participating in the meeting, please notify the City Recorder, 801-785-5045, forty-eight hours in advance of the meeting and we will try to provide whatever assistance may be required.

DRAFT