

# **REGULAR MEETING**

# Memo

To: Mayor and City Council  
From: Mark K. Anderson  
Date: 07/09/2015  
Re: City Council Agenda Items for July 16, 2015

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## REGULAR MEETING

**Item 1 - Accept/Reject the Cook Annexation Petition, a Request to Annex 7.45 Acres of Land Located at the Northeast Corner of 2400 South and US Highway 40:** The City has received an annexation petition for 7.45 acres of land from three property owners located on the northeast corner of 2400 South Highway 40.

On initial review, the petition is signed by all private property owners which represents 100% of the appraised value of the property and the land is contained within the City Master Plan boundaries. The requested zoning is consistent with the General Plan. The City is in a position to provide culinary water service, and sewer services should be developed in the area as other pending annexations develop. The Council needs to accept or reject the petition. Staff would recommend that the annexation petition be accepted and referred to the Planning Commission for further study.

**Item 2 – Approve Offer to Purchase Land for Future Right-of-Way located on Daniel Road:** The Council has expressed interest in protecting right-of-way on Daniel Road for future transportation needs in this area. Attached is a map of the parcels the Council has expressed interest in. It is anticipated that the property would be obtained with Road Impact Fees, but may be eligible for reimbursement from the Corridor Preservation Fund. The Council may want to go into closed session to discuss any last details before they approve any offer that would be submitted to the property owner.

**Item 3 – Approve Amendment #2 to Attachment F to Professional Services Agreement Between Heber City and Armstrong Consultants, Inc., to Perform an AGIS Study:** Enclosed is a proposed professional services agreement with Armstrong Consulting to perform an AGIS survey at the Heber City Airport. This survey is being requested by the FAA and was included in the recently adopted budget. The FAA would contribute 90.63% of the costs from the existing runway/apron rehab grant. UDOT

Aeronautics and Heber City would each be required to contribute 4.685% or \$5,622. Staff would recommend approval.

**Item 4 – Three Strings LLC, Request for Final Approval of the Power Industrial Subdivision located at approximately 601 West Airport Road:** Staff is still waiting for final drawings on this project and it may or may not be ready for approval on July 16<sup>th</sup>.

# MINUTES

1 Heber City Corporation  
2 City Council Meeting  
3 June 18, 2015  
4 5:30 p.m.

5  
6 WORK MEETING

7  
8 The Council of Heber City, Wasatch County, Utah, met in **Work Meeting** on June 18, 2015, in  
9 the City Council Chambers in Heber City, Utah

10  
11 I. Call to Order

12  
13 [City Manager Memo](#)

14  
15 Present: Mayor Alan McDonald  
Council Member Robert Patterson  
Council Member Jeffery Bradshaw  
Council Member Erik Rowland  
Council Member Heidi Franco  
Council Member Kelleen Potter

Also Present: City Manager Mark Anderson  
City Engineer Bart Mumford  
Chief of Police Dave Booth

16 Others Present: Kraig J. Powell, William Otley, Kelly Ash, Stephen Henderson, George  
17 Bennett, Mark Haroldsen, Joy Hardman, Tracy Taylor, Ronald R. Crittenden, Brad Lyle, Tammy  
18 Parker, David Nelson, D.R. Glismeyer, Joe Walker, Lewis Scovil, Terry Edwards, Mike  
19 Johnston, Justin Johnston, Dianna Johnston, Paul Berg, Rob Heywood, and others whose names  
20 were illegible.

21  
22 1. [Southern Bypass Traffic Study Presentation](#)  
23 [City Engineer Memo on Traffic Study](#)  
24 [Southern Bypass Traffic Study](#)

25  
26 Kelly Ash with Horrocks Engineers explained the results of Horrocks' traffic study concerning a  
27 proposed southern bypass. The study, based on the Mountainland Association of Governments'  
28 travel demand model, analyzed how the traffic would divert through the area, both with and  
29 without a bypass between SR-189 and US-40. The study found that the bypass would result in a  
30 reduction of traffic at the Hub intersection. The micro-simulation, which depicted individual  
31 vehicle travel, indicated that the traffic at the Hub intersection was at an acceptable level, with or  
32 without the bypass.

33  
34 Ash further explained that Horrocks reviewed options concerning how the bypass could be  
35 aligned. Projecting maps and video simulation of the traffic study, Ash stated that 6,000 daily

36 trips were projected on the bypass for 2040. As a result of their study, Horrocks concluded that  
37 the intersection on Daniels Road was projected to carry a higher demand, thus a "T" intersection  
38 connection with a westbound to northbound free right turn movement would function better in  
39 that area and provide a better level of service in the future.

40

41 Ash stated that the 2040 model assumed other roadway improvements throughout the City,  
42 including the proposed bypass road west of the City. Council Member Franco felt the study  
43 should have included a scenario that did not assume the west bypass road, so that the resulting  
44 data could be presented to the State legislature to demonstrate the need.

45

46 Further discussion and inquiry ensued regarding the data on which the study was based,  
47 including current and projected levels of traffic flow. Ash confirmed that the study assumed  
48 UDOT did nothing with the Hub intersection. Currently, the Hub intersection was operating at a  
49 level "C", averaging approximately 30 seconds delay per vehicle. Ash added that the "T" model  
50 would result in level service F, approximately 50 seconds of delay per vehicle turning left.

51

52 In response to an inquiry by Council Member Franco, Ash stated that the model would operate at  
53 a level service A if the intersection were signalized, but added he would be surprised if it met the  
54 warrants outlined in the Manual on Uniform Traffic Control Devices ("MUTCD") for a signal.  
55 Another option would be to install a four-way stop to force gaps for the left turn. Horrocks did  
56 not model the study for a roundabout, which would require a bigger footprint and more right-of-  
57 way. The model as proposed would allow Daniel Road traffic to move through more freely.

58

59 Mumford confirmed that the concept regarding the proposed bypass roadway was the same,  
60 whether it used the portion of the Probst property, or it was located farther south. Council  
61 Member Franco was concerned with the potential of creating an "island" of land with the Turner  
62 and Burton properties by moving the bypass road farther south. Mumford explained that there  
63 were many variables when considering the foregoing, including how the Turner property would  
64 be developed, and how the access to that property was addressed. He also clarified that the  
65 bypass was more of a through road, no stopping, whereas a "T" intersection was more of a local  
66 road, serving the local area, more than trying to bypass the Hub.

67

68 Council Member Rowland confirmed that using the "T" option, alignment with the cul-de-sac  
69 directly to the west of the "T" would be the preferred connection. If the cul-de-sac did not exist,  
70 then the roadway could be moved farther south. Council Member Franco asserted that Main  
71 Street would benefit most from a bypass, and added that the County gave its assurance that they  
72 were willing to fund a limited access bypass alignment, including frontage roads, with corridor  
73 preservation funds. If any other alternative was used, then the county would not provide the  
74 corridor funds. Franco further added that the funds were necessary, and tied to the safety of the  
75 citizens.

76

77 Mumford clarified that the county passed a resolution supporting the commitment of corridor  
78 preservation funds if the City approached this as a restricted access bypass. A "T" intersection  
79 would not be considered a bypass and the funding would not be available. He further explained  
80 that the funds could only be used for right-of-way acquisition, and could not be used for

81 condemnation. If the City just had a through road with no access, the county would support  
82 using corridor preservation funds.

83  
84 Mumford provided some background concerning the western and southern bypasses, and stated  
85 the objective had evolved over many years. It was determined that the western bypass was very  
86 important to ease the Park City/Provo traffic off of Main Street. However, based on models, the  
87 southern bypass added two to three times more distance to the route, and the only way to divert  
88 Strawberry/Park City traffic would be to force them. He added that the Federal government  
89 would probably not support a truck route in our area, by forcing traffic on a federal road to travel  
90 the longer way around. Thus, it was found that the southern component of the bypass road  
91 would only help the Strawberry to Provo traffic. However, the team continued to believe that  
92 there would still be some benefit derived by taking some pressure off the Hub intersection traffic.  
93 Mumford then stated that the recent study found that the reduced pressure at the Hub intersection  
94 (about 20%) was based on the assumption that the western bypass would be operational, so the  
95 southern bypass would not have a significant impact on that intersection, as previously believed.  
96 Mumford added that the southern bypass as proposed would not benefit Main Street, since the  
97 trucks would not take it. He stated that an east-west connection, not necessarily a bypass, from  
98 U.S. 40 to Daniels Road would not be so much a necessity, but rather a convenience, and should  
99 therefore not be something the City should spend millions of dollars on to construct. Mumford  
100 concluded that the east-west connection would be more of a local road and local traffic would  
101 derive the most benefit; he added that the City should work with developers as it normally did to  
102 achieve that. The one exception to this scenario would be if the decision was made to forego the  
103 west bypass road, but Mumford believed that bypass road was more important than the southern  
104 bypass. Further, Mumford stated that if somehow the City could persuade the State and Federal  
105 government to mandate usage of the bypass and force trucks to take twice as long on the bypass,  
106 that would be the only way to benefit Main Street, and from an engineering perspective, he  
107 believed the probability of success was very small.

108  
109 Mumford did not believe the southern bypass would achieve the kind of result the Council was  
110 expecting, based on current assumptions used in the study, and suggested the next step would be  
111 to work with developers to construct a "T" intersection in the area. He thought the City could  
112 preserve land in order to do so, and buy more if they needed. Mumford believed the most critical  
113 area was in front of the Probst/Burton property, because a bottleneck would result if they were to  
114 build up to the edge of the property, so he suggested the City at least preserve that piece of land.  
115 In so doing, Mumford explained the City would buy some time to engage in further discussions  
116 with the County.

117  
118 The Council posed several questions concerning how a "T" intersection with a sweeping right  
119 turn might impact the need for land. Mumford confirmed that Burton Lumber no longer needed  
120 the south access previously depicted on its site plan. He further indicated that if they were to  
121 elect to proceed with a "T" configuration with a sweeping right turn, it could be positioned closer  
122 to Burton's property. Mumford suggested they could see if Burton would be amenable to selling  
123 additional property if needed, but it would need to be reviewed with more detail. Mumford  
124 questioned the purpose of installing such a roadway, buying additional land from Probst and  
125 possibly Burton, if the City wouldn't derive much benefit from it. He explained that they shifted

126 the position of the proposed roadway to the south so they wouldn't have to deal with Probst, and  
127 potentially work with a more willing developer.

128  
129 Council Members Franco and Bradshaw asserted that the presence of tankers and semi trucks on  
130 Main Street were very problematic, and the majority of citizens wanted this issue addressed.  
131 Further, Bradshaw stated that if they couldn't do anything to relieve that flow, then something  
132 was really quite wrong.

133  
134 Mayor McDonald polled the Council on whether they were in favor of a true southern bypass,  
135 with a sweeping right turn, or a "T" intersection. The majority were in favor of the true bypass,  
136 and Mayor McDonald instructed City staff to look into how to achieve that, and how much  
137 property the City would need to purchase to do so.

138  
139 Mumford stated the City needed to make a decision on whether to purchase the Probst property.  
140 The piece fronting Daniels Road would cost approximately \$60,000 to \$70,000. Mumford  
141 wondered whether the southern piece would be needed for the bypass. Probst indicated they  
142 would give the City until July 6 to make a decision.

143  
144 Mumford asserted the sweeping bypass would create a big traffic blockage on Daniels Road,  
145 where all cars would be stopping. Ash stated that Horrocks would look into some alternate  
146 configurations to make the traffic flow work better. Mumford expressed his opinion that the  
147 Council envisioned spending approximately \$1 million now in hopes of one day persuading  
148 federal government to enforce moving the truckers off Main Street and onto the bypass route.  
149 Council Member Potter stated they would need to discuss the issue with the County, to see what  
150 configuration would be acceptable to them for their contribution of corridor preservation funds.  
151 Mumford indicated the County's corridor preservation fund had been expended on purchasing  
152 property for the west bypass, and it was hoping to replenish the fund within the next five years as  
153 unneeded property was sold off. Mayor McDonald added that in order for the County to provide  
154 their corridor preservation funds, it would require that the southern bypass not provide any local  
155 business access to that roadway.

156  
157 Mayor McDonald directed Mumford to explore whether Burton would be willing to sell  
158 additional property for the bypass. Mumford indicated Burton was willing to push their building  
159 back an additional 25 feet to accommodate the corridor, but they were unwilling to sell off  
160 another chunk for the sweeping right turn. Mumford stated they would need to analyze whether  
161 locating the road farther south would benefit, allowing more time to explore other options, he  
162 added there were many variables to consider: namely whether the City would purchase all the  
163 land, whether it would need to condemn property, whether another developer would participate  
164 on the Turner property. After further discussion, Anderson suggested presenting this issue at the  
165 next interlocal meeting. Council Member Franco suggested they present this to the County prior  
166 to the interlocal meeting. Mumford indicated they would return before the Council with a  
167 proposal that would work to implement the Council's directive.

168  
169 [2. Discuss Development Fees for Proposed Best Western Hotel](#)  
170 [Best Western Impact Fees](#)

171

172 Mayor McDonald stated that Mumford reviewed the fees and reduced the City's impact fees to  
173 approximately \$56,000, but noted that the Heber Valley Special Service District fees were still  
174 the largest. Mayor McDonald added that his position, with the support of City staff, was to stand  
175 hard on the impact fees, explaining that the City needed to be fair to everyone. Anderson  
176 indicated that the impact fees had been reduced by \$81,000 and the water rights by 10.3 acre-  
177 feet, which was not an incentive, but rather based on Mumford's further analysis of the numbers  
178 as to what the fees were to be based on the projected impact. Stephen Henderson of Best  
179 Western indicated they had not yet met with Heber Valley Special Service District to discuss  
180 their impact fees.

181  
182 Henderson expressed that it was Best Western's desire to build a hotel in Heber but they wanted  
183 to justify the investment, and have a reasonable expectation for a return on that investment. He  
184 indicated other municipalities had offered to postpone transient room tax, or allowed those funds  
185 to go back into the project over a period of time. He requested that the City's impact fees be  
186 prorated over a specified period of time to allow construction to proceed without the large up  
187 front cost. Henderson added that they hoped to achieve \$2 million in revenue per year, which  
188 would also generate income to other businesses in the community.

189  
190 Henderson asked whether it would be possible to consider a special zone for hospitality, to  
191 benefit not only hotels, but for the good of the community long-term. Anderson responded that  
192 the impact fees needed to be done in a non-discriminatory manner. He added that the City  
193 subsidized 45% of the traffic impact fees for all commercial businesses, and stated he didn't  
194 know how the City could structure impact fees for hotels vs. other commercial business. The  
195 current impact fees were calculated based on projected demand: how much sewer and water  
196 would the hotel demand so the services would be adequate.

197  
198 Council Member Rowland opined that because the City relied on the business revenue to keep  
199 property taxes low, the City should explore prorating the impact fees, which could create a more  
200 business-friendly environment. He questioned why business impact fees needed to be paid up  
201 front, when the impact on usage wouldn't commence until the business was up and running.  
202 Council Member Bradshaw agreed, adding that the benefit of another hotel and other hospitality  
203 businesses in town would only benefit the City in the future. He stated that they needed to  
204 consider how to structure impact fees to help minimize upfront costs, but to apply fees fairly to  
205 all, to avoid being viewed as arbitrary or capricious, which could potentially expose the City to  
206 legal action.

207  
208 Council Member Franco expressed concern with the City's cost to construct the infrastructure for  
209 the hotel, however Anderson responded that the City installed oversized water and sewer lines in  
210 the vicinity of the hotel when 1200 South was extended to 600 East, so the impact fees had  
211 already been spent to develop that area. He added that the City was currently trying to install  
212 infrastructure to develop the northeast end of town, and the City did not currently have sufficient  
213 impact fees to cover that.

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215 In closing this agenda item, Mayor McDonald indicated the Council would work to see whether  
216 it could come up with some other thoughts concerning impact fees, but stressed the need to apply  
217 the fees fairly to all.

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- 3. Discuss Proposed Amendments to Chapter 5.05, Solicitors, Peddlers, Vendors, and Transient Salesman (Transient Sales), Section 5.05.030, Definitions; and Section 5.05.080, Written Disclosures, of the Heber City Municipal Code  
Staff Report for Proposed Solicitor Ordinance Change  
Proposed Ordinance to Amend Solicitor Code

Anderson noted 5.05.080 (H) needed to be changed regarding processing of applications, to the next day. He also noted that the provision relating to solicitor fees needed to be changed to state that such fees would be found on the Consolidated Fee Schedule. Anderson stated the revised document would be presented before the Council. Council Member Franco added that the language at page 5.05.080 (J) needed to clarify whether the updated badge(s) would be issued on the same day, or next day. The Council was favorable to the remaining amendments contained in the rest of the proposed ordinance.

- 4. Review Revised Draft of the Mountain Valley RV Resort Zone Change and Covenants Running With the Land  
Staff Report re Millstream RV Park Agreement  
Zone Change Agreement

Mayor McDonald stated this item would be continued to the next Council meeting.

5. Other Items as Needed

With regard to 4th of July fireworks, the Council was not in favor of restricting the use of fireworks, as in the prior year.

With no further business, the meeting was adjourned.

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Allison Lutes, Deputy City Recorder

1 Heber City Corporation  
2 City Council Meeting  
3 June 18, 2015  
4 7:11 p.m.

5  
6 REGULAR MEETING

7  
8 The Council of Heber City, Wasatch County, Utah, met in **Regular Meeting** on June 18, 2015,  
9 in the City Council Chambers in Heber City, Utah.

10  
11 I. Call to Order  
12 [City Manager Memo](#)

13  
14 Present: Mayor Alan McDonald  
Council Member Robert Patterson  
Council Member Jeffery Bradshaw  
Council Member Erik Rowland  
Council Member Heidi Franco  
Council Member Kelleen Potter

Also Present: City Manager Mark Anderson  
City Engineer Bart Mumford  
Chief of Police Dave Booth  
Deputy City Recorder Allison Lutes

15  
16 Others Present: Kraig J. Powell, William Otley, Kelly Ash, Mark Haroldsen, Joy Hardman,  
17 Tracy Taylor, Ronald R. Cittenden, Brad Lyle, Tammy Parker, David Nelson, D.R. Glissmeyer,  
18 Joe Walker, Lewis Scovil, Terry Edwards, Mike Johnston, Justin Johnston, Dianna Johnston,  
19 Paul Berg, Rob Heywood, and others whose names were illegible.

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21 II. [Pledge of Allegiance: Council Member Erik Rowland](#)

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23 III. [Prayer/Thought: Council Member Jeffery Bradshaw](#)

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25 IV. [Minutes for Approval: May 21, 2015 Work and Regular Meetings](#)  
26 [May 21, 2015 Draft Work Meeting Minutes](#)  
27 [May 21, 2015 Draft Regular Meeting Minutes](#)

28  
29 Council Member Rowland moved to approve the minutes of the May 21, 2015 Work and  
30 Regular Meetings. Council Member Patterson made the second. Voting Aye: Council Members  
31 Patterson, Bradshaw, Rowland, Franco, and Potter.

32  
33 V. [Open Meeting for Public Comments](#)

34 Mayor McDonald invited those in the audience who wished to address the Council on items not  
35 on the agenda to come forward. No comments were given.

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1. [Public Hearing - Resolution 2015-09: A Resolution Adopting the 2015-2016 Operating Budget and Amendment of the 2014-2015 Operating Budget to Allow for Additional Revenues and Expenditures](#)  
[Public Hearing PowerPoint](#)  
[Resolution 2015-09](#)  
[2015-16 Proposed Budget Amendments](#)

Anderson projected a PowerPoint to summarize and review the budget and to define the purpose of the public hearing. Anderson explained three budgetary items on which the City was required to hold public hearings pursuant to State code: 1) compensation for statutory employees, e.g. Chief of Police, City Recorder, City Treasurer, and City Attorney; 2) contributions the City was considering to outside agencies; and 3) proposed changes to the 2014-2015 operating budget. Concerning the General Fund, the City projected \$40,000 less in building permit revenue; sales tax revenue was projected to be up 6%-8%; and General Fund surplus was estimated to be approximately \$302,000, which would need to be appropriated to properly fund the budget. Anderson added that there was an unappropriated surplus of approximately \$1,131,000, which represented approximately 14.35% of the General Fund budget. Pursuant to State statute, the City was required to maintain 5-25% reserve of the General Fund budget; Heber City retained approximately 14%. Anderson then proceeded to discuss the specifics of the PowerPoint presentation.

Anderson turned the discussion to a memo of the same date, which contained additional amendments to the 2015-16 proposed budget, which he detailed for those present at the meeting.

Mayor McDonald invited public comment on the proposed budget. Ron Crittenden approached the podium and posed a question concerning the proposed Best Western Hotel impact fees, as discussed during the evening's work meeting. Crittenden asked what effect the proposed Best Western impact fees would have on any potential budget reductions. Anderson responded that the budget reflected impact fees anticipated during the following year. The budget was based on historical activity, noting that an average year for the City would be \$150,000 collected in sewer impact fees. Anderson stated he did not believe the Best Western impact fees would have a significant impact on the budget, adding it could reduce the money the City would need to borrow to complete the northwest sewer line project, if those funds were available. Anderson clarified that impact fees could only be utilized for installing infrastructure in support of new growth.

Mayor McDonald closed the public hearing and solicited comments from the Council. Council Members Bradshaw, Franco and Potter expressed their appreciation to City staff for their work on the budget.

Council Member Bradshaw moved to approve Resolution 2015-09 adopting the 2015-2016 Operating Budget and amendment of the 2014-2015 Operating Budget. Council Member Potter made the second. Voting Aye: Council Members Patterson, Bradshaw, Rowland, Franco, and Potter.

81 Following the vote, Mayor McDonald added his comments and expressed his appreciation to the  
82 Council and staff for their united work on the budget process.

83  
84 2. [Approve Resolution 2015-10, a Resolution Adopting a Certified Tax Rate for Fiscal Year](#)  
85 [2015-2016](#)  
86 [Resolution 2015-10](#)

87  
88 Anderson explained that the County and State provided the tax rate during the week prior to this  
89 meeting. The tax rate decreased from the prior year, which represented the increase in valuation  
90 of property in the city: as values rose, rates decreased.

91  
92 Council Member Patterson moved to approve Resolution 2015-10, adopting a Certified Tax Rate  
93 for Fiscal Year 2015-2016. Council Member Bradshaw made the second. Voting Aye: Council  
94 Members Patterson, Bradshaw, Rowland, Franco, and Potter.

95  
96 3. [Public Hearing on Unbilled Services for City Consumed Water, Sewer and Utility](#)  
97 [Services](#)  
98 [Presentation on Public Hearing on Unbilled Services](#)

99  
100 Anderson projected a PowerPoint presentation and explained that the City was required to hold a  
101 public hearing regarding the City not charging itself for its services, pursuant to Utah Code  
102 §10.6.135. Anderson then detailed the water, sewer and utility services the City provided to the  
103 General Fund at no charge. Following Anderson's presentation, Mayor McDonald invited  
104 members of the audience to come forward to address the Council or staff concerning the  
105 foregoing. No comments were given. Mayor McDonald closed the public hearing and solicited  
106 comments from the Council; none were given.

107  
108 Council Member Rowland moved to approve the continuation of the City's practice to not bill  
109 itself for utility services such as consumed water, sewer and utility. Council Member Patterson  
110 made the second. Voting Aye: Council Members Patterson, Bradshaw, Rowland, Franco, and  
111 Potter.

112  
113 4. [Terry Edwards, Request Donation for Memorial Hill](#)

114  
115 Terry Edwards, spokesman of the Memorial Hill Wasatch County committee introduced himself,  
116 Lieutenant Colonel Tom Walker (ret.) and Captain Lewis Scovil. Edwards explained the  
117 committee was requesting funding for a new monument to add names to the plaque, and offered  
118 a preliminary project plan for the Council's review. He explained that while the hill was owned  
119 by Wasatch County, the committee felt it only fair that each city within the County participate in  
120 funding. Edwards noted that Midway had provided them with \$5,000 for the last 3 years. The  
121 committee was requesting \$15,000 from Heber City to launch the project. Edwards estimated  
122 the total project cost would run approximately \$60,000 - \$65,000. He indicated they had a  
123 meeting scheduled with Midway City Council on July 1. Edwards also stated that the bronze  
124 casting would take three months, and since the gate to the hill was closed every Veterans' Day  
125 until May 1, they had a good window of time to work on the project. Edwards further explained  
126 they needed to make room for 100 more names on the plaques, which was what prompted the

127 project. Once the City contributions had been made, Wasatch County would need to provide the  
128 remaining funds. Edwards said they hoped to have participation by all in the area, since many  
129 veterans resided in the valley, and in Heber City in particular. Council Member Rowland  
130 confirmed with Anderson that funds formerly designated for a veterans' memorial in Heber City  
131 had not been earmarked since for any other project. Rowland opined that he didn't think the  
132 requested donation was excessive, and believed \$15,000 was a small amount given the sacrifices  
133 the veterans had made. He added that a donation of this amount represented a small percentage  
134 of the funds proposed for the Heber City veterans' memorial project that had never commenced.  
135 The Council expressed its support for a \$15,000 donation toward the Memorial Hill project.

136  
137 5. Approve Ordinance 2015-14, an Ordinance Amending Heber City's Land Use Map  
138 Ordinance 2015-14  
139 Memo re 2015 Land Use Map Amendment  
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141 Council Member Rowland moved to approve Ordinance 2015-14, amending Heber City's Land  
142 Use Map. Council Member Patterson made the second. Voting Aye: Council Members  
143 Patterson, Bradshaw, Rowland, Franco, and Potter.  
144

145 6. Discuss Approval of the Memorandum of Understanding (MOU) with Three Strings  
146 Holdings  
147 Three Strings Holdings MOU  
148

149 Anderson explained that Three Strings had been anxious for the City to make a decision on what  
150 land, if any, it would want to acquire from them for the purpose of protecting the area for a  
151 proposed bypass. As a result of the traffic study which the Council viewed during the evening's  
152 work meeting, staff was recommending the City acquire the 25.88 x 344 feet of property fronting  
153 Daniels Road. Anderson believed there was still more work to do pertaining to whether to  
154 purchase the other forty feet of property. Anderson also expressed his concern with Paragraph  
155 IIIB of the Memorandum of Agreement ("MOA"), which stated, "The termination of this  
156 Agreement shall constitute a legally enforceable waiver of Buyer's right to acquire the 25.88 and  
157 40.0." Anderson added that staff recommended the City indicate its intent to acquire the 25.88  
158 foot parcel on Daniels Road, but it would not agree to sign the MOA, and would meet with  
159 Wasatch County and the City of Daniel to discuss the results of the traffic study. Anderson  
160 projected the map of the area for reference, and indicated the area in blue on the map was the  
161 25.88 foot parcel the staff was recommending the City purchase. Anderson indicated that if the  
162 City were to indicate its intent to purchase the 25.88 foot portion, it should satisfy Three Strings  
163 for the time being. Mumford clarified that the blue area on the map, the 25.88 foot parcel,  
164 needed to extend all the way to the property line. The current map indicated it intersected with  
165 and terminated at the orange, 40 foot parcel. Anderson was fairly confident Three Strings would  
166 be willing to sell the 25.88 foot parcel extending to the property line, but it would be predicated  
167 upon its having access to the rear of the property as an alternative access point to the property.  
168 Anderson added that Three Strings' deadline for the City's decision as to the two parcels was July  
169 6.

170  
171 Council Member Potter moved that the Council not approve the Memorandum of Agreement as  
172 currently drafted, but that the Council offer to purchase the 25.88 foot parcel, extending all the

173 way down to the end of the property line. Council Member Franco made the second. After  
174 further discussion, Council Member Potter withdrew her motion.

175  
176 Council Member Potter moved that the Council accept the Memorandum of Agreement  
177 contingent upon the deletion of Paragraph IIIB, and that the 25.88 foot parcel extended to the far  
178 south edge of the property. Council Member Potter withdrew the motion.

179  
180 The Council solicited input from City Attorney Smedley concerning articulating the motion.  
181 Council Member Potter moved that the Council abstain from approving the Memorandum of  
182 Agreement in its current form, but to put forth terms of an agreement that followed the City's  
183 intent to purchase the 25.88 foot portion of the property to include the entire length of the  
184 western boundary of the property. Council Member Franco made the second. Voting Aye:  
185 Council Members Patterson, Bradshaw, Rowland, Franco and Potter.

186  
187 **7. Approve Memorandum of Understanding (MOU) and Draft Request for Proposals (RFP)**  
188 **for Transfer of Development Rights**  
189 **Transfer of Development Rights MOU**

190  
191 Council Member Potter understood that the County defeated this Memorandum of  
192 Understanding ("MOU") based on some concerns, but she was not clear on the nature of the  
193 County's concerns. Anderson clarified City Planner Kohler indicated to him that Mike Davis  
194 expressed concern that the water rights were inadequate to redevelop downtown Heber in the  
195 densities proposed. Anderson added that the City of Midway was not interested in participating  
196 financially. Anderson confirmed that there had been no formal communication with the County  
197 on this issue. The Council agreed that the motion should be approved and then to initiate further  
198 dialogue with the County on the issue.

199  
200 Council Member Franco moved to approve the Memorandum of Understanding (MOU) and  
201 Draft Request for Proposals (RFP) for Transfer of Development Rights.

202  
203 After further discussion, Council Member Franco amended the motion to state as follows:  
204 motion to approve the Memorandum of Understanding (MOU) and Draft Request for Proposals  
205 (RFP) for Transfer of Development Rights; the City would seek the County's feedback and  
206 communicate in a formalized manner. Council Member Bradshaw seconded the motion. Voting  
207 Aye: Council Members Patterson, Bradshaw, Rowland, Franco and Potter.

208  
209 Anderson stated the staff would reach out to the County, per the Council's directive on this item.

210  
211 **8. Approve the Northwest Sewer Bid Award**  
212 **Staff Report re Northwest Sewer Contract Award**  
213 **Sewer Revenue Bonds Calendar of Events**

214  
215 Mumford explained that additional bids had been received. The project costs were significantly  
216 higher than originally anticipated, due to the depth of the sewer that was proposed to service the  
217 entire northeast area of Heber. He further explained that Geneva Rock's bid was significantly  
218 lower because they had crews coming off other projects that could be allocated to the sewer

219 project. Further, Geneva reviewed its costs and believed the project would come in at the stated  
220 figure, but indicated it wanted to start construction at the first of July, or risk losing its window  
221 of opportunity. Anderson stated he had a meeting with the property developers on Monday, June  
222 22 at 3:30 p.m., and proposed that he communicate with the council via email the results of that  
223 meeting. Anderson further suggested that after communicating with the Council, he could be  
224 given the authorization to award the bid or hold off. Anderson noted different payment options,  
225 of which bonding was one. He added he wanted more time to determine what the City could do  
226 to borrow from itself to avoid the \$20,000 bond issuance cost. Anderson indicated he should be  
227 able to complete his analysis regarding the funding of the project in the early part of the  
228 following week.

229  
230 Council Member Rowland moved to allow Mark Anderson to award the bid contingent upon the  
231 anticipated meetings in the following week, and give him the authorization to make a decision.  
232 Council Member Franco offered a clarification concerning developer pre-payment, or timely  
233 payment, and to ensure the developers were aware that impact fees would not cover the entire  
234 cost of the project, and that the City's need to borrow would be minimized.

235  
236 After further discussion, Council Member Rowland amended his motion as follows: motion to  
237 allow Mark Anderson to meet with the developers as scheduled and authorize him to make a  
238 decision to award the bid after communicating with the Council and soliciting their approval of  
239 same, to be ratified at a subsequent City Council meeting. Council Member Bradshaw made the  
240 second. Voting Aye: Council Members Patterson, Bradshaw, Rowland, Franco and Potter.

241  
242 9. [Approve Amsource Heber, LLC's Request for Approval of a Small Subdivision/Lot Split](#)  
243 [to be Located at Approximately 650 South Main Street, the Former Wasatch High School](#)  
244 [Memo re Amsource Subdivision at 601 South Main Street](#)  
245 [Amsource Subdivision Agreement](#)

246  
247 Council Member Franco expressed concern that the north sidewalk widening was not addressed  
248 in the materials as presented. Mumford stated this was addressed in the subdivision agreement,  
249 however upon review, he noted that the most current agreement was not included within the  
250 meeting materials. Mumford projected a current marked version of the agreement that included  
251 the integration of sidewalks on 600 North. Mumford suggested including in the motion that  
252 approval was subject to the developer reviewing and approving the most current agreement.

253  
254 Council Member Franco moved to approve the June 11, 2015 version of the Amsource 6th and  
255 Main Commercial Subdivision Agreement, the version that was emailed to the staff and  
256 discussed during the June 18, 2015 Council meeting. Council Member Rowland made the  
257 second. Voting Aye: Council Members Patterson, Bradshaw, Rowland, Franco and Potter.

258  
259 10. [Approve Watts' Enterprises' Request for Subdivision Final Approval of Ranch Landing](#)  
260 [Cottages - Plat B to be Located at 980 South 600 East](#)  
261 [Memo re Ranch Landing Plat A Final Approval](#)

262  
263 Council Member Potter moved to approve Watts' Enterprises' request for subdivision final  
264 approval of Ranch Landing Cottages, subject to the conditions outlined by the Planning

265 Commission. Council Member Rowland made the second. Voting Aye: Council Members  
266 Patterson, Bradshaw, Rowland, Franco and Potter.

267  
268 After the vote, Council Member Patterson noted that the staff report indicated Plat A, but the  
269 request related to Plat B. Council Member Potter revised the motion as follows: motion to  
270 approve Watts' Enterprises' request for subdivision final approval of Ranch Landing Cottages,  
271 Plat B, subject to the conditions outlined by the Planning Commission. Council Member  
272 Patterson made the second. Voting Aye: Council Members Patterson, Bradshaw, Rowland,  
273 Franco and Potter.

274  
275 With no further business, the meeting was adjourned.

276  
277  
278  
279  
280 \_\_\_\_\_  
Allison Lutes, Deputy City Recorder

281  
282  
283  
284

DRAFT

# TAB 1

July 2, 2015

Heber City Corporation  
Heber City Recorder  
75 North Main  
Heber City, Utah 84032

Attn: Michelle Kellogg

Dear Michelle,

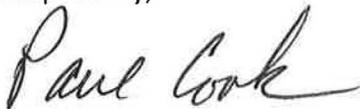
Old Mill Investments has recently submitted a petition for annexation into Heber City, which is set to be heard at the July 16, 2015 meeting.

We would also like to request city approval to connect to the water line on 2400 south. This request is for the purpose of installing a fire hydrant and meeting the fire protection requirements for our office facility's closed pressurized system system.

We have been informed that at some future date we would be required to meet this requirement. We are requesting this now as we are upgrading our current fire system, and hope to avoid spending money on a temporary fix, and then being required to connect at a future date.

Thank you for your consideration. Please feel free to contact me with any questions at 465-714-0038 or [plcook5@msn.com](mailto:plcook5@msn.com)

Respectfully,

A handwritten signature in black ink that reads "Paul Cook". The signature is written in a cursive style with a large, looped "P" and "C".

Paul Cook  
Old Mill Investments, LLC

## PETITION FOR ANNEXATION

We the undersigned owners of certain real property lying contiguous to the present municipal limits of Heber City hereby submit this Petition for Annexation and respectfully represent the following:

1. This petition is made pursuant to the requirements of Section 10-2-403, Utah Code Annotated:
2. The property subject to this petition is an unincorporated area contiguous to the boundaries of Heber City and the annexation thereof will not leave or create an unincorporated island or peninsula;
3. The signatures affixed hereto are those of the owners of private real property that:
  - a. is located within the area proposed for annexation;
  - b. covers a majority of the private land area within the area proposed for annexation;
  - c. is equal in value to at least 1/3 of the value of all private real property within the area proposed for annexation; and
  - d. lies contiguous to the present boundary of Heber City's corporate limits and is described in the attached **Exhibit A** and located AT NORTHEAST CORNER OF 2400 SOUTH AND US HWY 40.  

---

---

(briefly describe street address and/or location)
4. Title to the property by those signing this petition is as shown in the deeds or title report attached hereto as **Exhibit B**. (Copies of the deeds or title report must accompany this petition.)
5. The manner in which it was established that at least 1/3 of the value of all the private property sought to be annexed is owned by the signers of this petition is shown in the attached **Exhibit C**. ALL PRIVATE LAND IS SIGNED BY PETITIONERS
6. The **total** acres and **total** assessed value of **all** the lands sought to be annexed are 7.45 acres and \$ 359,256 assessed value; and the ownership interests and assessed values of the lands owned by the signers of this petition are as follows:

<u>RECORD OWNER</u>	<u>NO. OF ACRES</u>	<u>ASSESSED VALUE</u>	<u>WASATCH COUNTY TAX NUMBER</u>
<u>OLD MILL INVESTMENTS</u>	<u>0.71</u>	<u>\$ 141,425</u>	<u>00-0020-1311</u>
<u>OLD MILL VENTURES</u>	<u>2.40</u>	<u>\$ 154,081</u>	<u>00-0014-2484</u>
<u>KAYBRAY, LC</u>	<u>2.00</u>	<u>\$ 63,750</u>	<u>00-0021-0839</u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>

7. The petitioners have caused an accurate plat or map of the above-described property to be prepared by a licensed surveyor, which plat or map is filed herewith;

8. This petition does not propose annexation of all or a part of an area proposed for annexation in a previously filed petition that has not been denied, rejected, or granted;

9. This petition does not propose annexation of all or a part of an area proposed to be incorporated in a request for a feasibility study under Section 10-2-103 U.C.A. or a petition under Section 10-2-125, U.C.A. if:

- a. the request or petition was filed before the filing of the annexation petition, and
- b. the request, a petition under Section 10-2-109 based on that request, or a petition under Section 10-2-125 is still pending on the date the annexation petition is filed;

10. The petitioners request the property, if annexed, to be zoned C-2 COMMERCIAL

11. The names and mailing addresses of all the owners of the parcels of land located within 300 feet of the area proposed to be annexed are as follows and shown as **Exhibit D** (use additional paper, if necessary):

12. Per the Heber City Annexation Policy Plan, a Concept Plan is attached as Exhibit E. This Concept Plan is a very preliminary plan -- the petitioner is not strictly bound by it. However, it is the hope of the Heber City Council that the Concept Plan submitted is the primary intention of the developer at the time annexation is being requested.

WHEREFORE, the Petitioners hereby request that this Petition be considered by the Heber City Council at its next regular meeting, or as soon thereafter as possible; that a resolution or motion be adopted or passed as required by law accepting this Petition for Annexation for further consideration; and that the governing body take such steps as required by law to complete the annexation herein petitioned.

DATED this 25 day of JUNE, 2015, \_\_\_\_\_.

PETITIONER(S)

ADDRESS AND PHONE NUMBER

Old Mill Investments, LLC  
Paul Cook  
Contact Sponsor/Petitioner (Print and Sign Name)

100 So Mill Road  
Heber City, UT 84032

Old Mill Ventures, LLC  
Douglas Cook  
Sponsor/Petitioner (Print and Sign Name)

445 So. Mill Rd  
Heber City UT  
84032

Key Bray LLC  
[Signature]  
Sponsor/Petitioner (Print and Sign Name)

2217 North Redwood Rd  
S.L.C. UT. 84116

\_\_\_\_\_  
Sponsor/Petitioner (Print and Sign Name)

\_\_\_\_\_  
Sponsor/Petitioner (Print and Sign Name)

\_\_\_\_\_  
Petitioner (Print and Sign Name)

\_\_\_\_\_  
Petitioner (Print and Sign Name)

\_\_\_\_\_  
Petitioner (Print and Sign Name)



**EXHIBIT 'B'**

Ent 410122 Bk 1125 Pg 588 - 589  
ELIZABETH M PALMIER, Recorder  
WASATCH COUNTY CORPORATION  
2015 Mar 19 11:35AM Fee: \$12.00 JP  
For: First American - Heber City  
ELECTRONICALLY RECORDED

Recording Requested by:  
First American Title Company, LLC  
150 North Main Street, Suite 103A  
Heber, UT 84062  
(435)654-1414

AFTER RECORDING RETURN TO:  
Old Mill Investments, LLC  
445 South Mill Road  
Heber, UT 84032

SPACE ABOVE THIS LINE (3 1/2" X 5") FOR RECORDER'S USE

## WARRANTY DEED

Escrow No. **380-5670646 (nh)**  
A.P.N.: **00-0020-1311**

**Jeffs Family Investments, LLC, a Utah limited liability company, Grantor, of Heber City, Wasatch County, State of UT, hereby CONVEY AND WARRANT to**

**Old Mill Investments, LLC, a Utah limited liability company, Grantee, of Heber, Wasatch County, State of UT, for the sum of Ten Dollars and other good and valuable considerations the following described tract(s) of land in Wasatch County, State of Utah:**

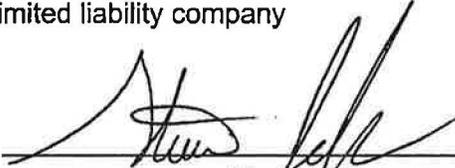
**BEGINNING NORTH 49.50 FEET AND WEST 569.36 FEET FROM THE PRIOR LOCATION (PER WASATCH COUNTY SURVEY NO. 1223) OF THE SOUTHEAST CORNER OF SECTION 8, TOWNSHIP 4 SOUTH, RANGE 5 EAST, SALT LAKE BASE AND MERIDIAN (SAID POINT OF BEGINNING BEING NORTH 89°59'34" WEST 567.07 FEET FROM THE CURRENT WASATCH COUNTY BRASS CAP SURVEY MONUMENT), THENCE WEST 222.07 FEET TO THE EASTERLY RIGHT-OF-WAY LINE OF U.S. HIGHWAY 40; THENCE NORTH 37°50' WEST 141.25 FEET ALONG SAID RIGHT-OF-WAY LINE; THENCE NORTH 84°52'54" EAST 267.49 FEET MORE OR LESS TO AN EXISTING FENCE LINE WITH GILES; THENCE ALONG SAID FENCE SOUTH 17°20'29" EAST 141.87 FEET TO THE POINT OF BEGINNING.**

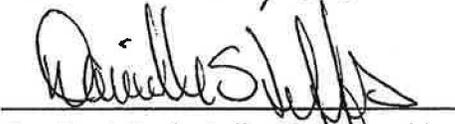
Subject to easements, restrictions and rights of way appearing of record or enforceable in law and equity and general property taxes for the year **2015** and thereafter.

Witness, the hand(s) of said Grantor(s), this

March 18, 2015

Jeffs Family Investments, LLC, a Utah limited liability company

  
By: Steven Jeffs, Managing Member

  
By: Danielle S. Jeffs, Managing Member

STATE OF UTAH )  
County of WASATCH )ss.

On March 18, 2015, before me, the undersigned Notary Public, personally appeared **Steven Jeffs and Danielle S. Jeffs, Managing Members of Jeffs Family Investments, LLC**, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies) and that his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

My Commission Expires: 6/4/18

  
Notary Public



Recording Requested by:  
First American Title Company, LLC  
150 North Main Street, Suite 103A  
Heber, UT 84062  
(435)654-1414

AFTER RECORDING RETURN TO:

Old Mill Ventures, LLC  
445 South Mill Road  
Heber City, UT 84032

SPACE ABOVE THIS LINE (3 1/2" X 5") FOR RECORDER'S USE

## WARRANTY DEED

Escrow No. **380-5690912 (nh)**  
A.P.N.: **00-0014-2484**

**Phil K. Sweat and Verna L. Sweat, Trustees and to their successors in trust of the Sweat Family Trust U/A/D March 26, 1996**, Grantor, of Heber City, Wasatch County, State of UT, hereby CONVEY AND WARRANT to

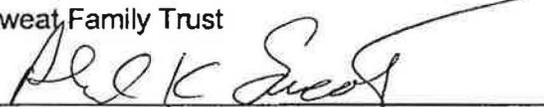
Old Mill Ventures, LLC, a Utah limited liability company, Grantee, of Heber City, Wasatch County, State of UT, for the sum of Ten Dollars and other good and valuable considerations the following described tract(s) of land in Wasatch County, State of Utah:

**SEE ATTACHED EXHIBIT "A"**

Subject to easements, restrictions and rights of way appearing of record or enforceable in law and equity and general property taxes for the year **2015** and thereafter.

Witness, the hand(s) of said Grantor(s), this 23, March, 2015.

Sweat Family Trust



Phil K. Sweat, Trustee



Verna L. Sweat, Trustee

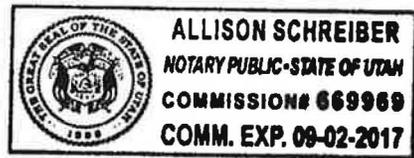
STATE OF Utah )  
County of Washington ) ss.

On March 23, 2015, before me, the undersigned Notary Public, personally appeared **Phil K. Sweat and Verna L. Sweat, Trustees Sweat Family Trust U/A/D March 26, 1996**, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies) and that his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

My Commission Expires: 9.2.2017

A. Schreiber  
Notary Public



**EXHIBIT "A "**

Escrow No. **380-5690912 (nh)**  
A.P.N.: **00-0014-2484**

**PARCEL 1:**

BEGINNING AT A POINT ON THE EASTER RIGHT-OF-WAY LINE OF U.S. HWY 40 THAT IS NORTH 49.50 FEET AND WEST 791.43 FEET AND NORTH 37°50' WEST 141.25 FEET FROM THE PRIOR LOCATION (PER WASATCH COUNTY SURVEY NO. 1223)) OF THE SOUTHEAST CORNER OF SECTION 8, TOWNSHIP 4 SOUTH, RANGE 5 EAST, SALT LAKE BASE AND MERIDIAN (SAID POINT OF BEGINNING ALSO BEING NORTH 79°33'16.7" WEST 888.337 FEET FROM THE CURRENT WASATCH COUNTY BRASS CAP SURVEY MONUMENT), THENCE ALONG SAID HIGHWAY RIGHT-OF-WAY NORTH 37°50' WEST 330.28 FEET; THENCE NORTH 52°10'00" EAST 90.00 FEET; THENCE NORTH 89°10'40" EAST 305.35 FEET MORE OR LESS TO AN EXISTING FENCE LINE WITH GILES, THENCE SOUTH ALONG SAID FENCE SOUTH 17°20'29" EAST 310.70 FEET; THENCE ALONG THE NORTHERN BOUNDARY OF THE JEFFS FAMILY INVESTMENTS PROPERTY SOUTH 84°52'54" WEST 267.49 FEET TO THE POINT OF BEGINNING.

**PARCEL 2:**

A RIGHT OF WAY FOR INGRESS AND EGRESS AS RESERVED IN THAT CERTAIN WARRANTY DEED FROM PHIL K. SWEAT AND VERNA L. SWEAT TO STEVEN JEFFS AND DANIELLE JEFFS RECORDED MAY 15, 2002, AS ENTRY NO. 244856 IN BOOK 559 AT PAGE 488 OF OFFICIAL RECORDS AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

A 30 FOOT WIDE RIGHT OF WAY FOR INGRESS AND EGRESS ALONG THE EAST PROPERTY LINE OF THAT CERTAIN PARCEL LESS AND EXCEPTED HEREINABOVE FROM PARCEL 1 AND COMING FROM THE CENTER CREEK ROAD (2400 SOUTH).

Ent 410125 Bk 1125 Pg 615 - 617  
ELIZABETH M PALMIER, Recorder  
WASATCH COUNTY CORPORATION  
2015 Mar 19 11:35AM Fee: \$15.00 JP  
For: First American - Heber City  
ELECTRONICALLY RECORDED

Recording Requested by:  
First American Title Company, LLC  
150 North Main Street, Suite 103A  
Heber, UT 84062  
(435)654-1414

AFTER RECORDING RETURN TO:  
KayBray, LC, a Utah  
2375 South Highway 40  
Heber City, UT 84032

SPACE ABOVE THIS LINE (3 1/4" X 5") FOR RECORDER'S USE

## WARRANTY DEED

Escrow No. **380-5672969 (nh)**  
A.P.N.: **00-0014-2484**

**Sweat Family Trust U/A/D March 26, 1996**, Grantor, of , County, State of , hereby CONVEY AND WARRANT to

KayBray, LC, a Utah, Grantee, of **Heber City, Wasatch** County, State of **UT**, for the sum of Ten Dollars and other good and valuable considerations the following described tract(s) of land in **Wasatch** County, State of **Utah**:

**SEE ATTACHED EXHIBIT "A"**

**RESERVING UNTO GRANTOR ANY AND ALL WATER RIGHTS.**

Subject to easements, restrictions and rights of way appearing of record or enforceable in law and equity and general property taxes for the year **2015** and thereafter.

Witness, the hand(s) of said Grantor(s), this March 18, 2015

Sweat Family Trust U/A/D March 26, 1996

Phil K. Sweat  
Phil K. Sweat, Trustee

Verna L. Sweat  
Verna L. Sweat, Trustee

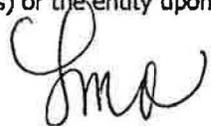
A.P.N.: 00-0014-2484

Warranty Deed - continued

File No.: 380-5672969 (nh)

STATE OF Utah )  
County of Washington )ss.

On March 18, 2015, before me, the undersigned Notary Public, personally appeared **Phil K. Sweat and Verna L. Sweat, Trustees of the Sweat Family Trust U/A/D March 26, 1996**, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within Instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies) and that his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.



WITNESS my hand and official seal.

My Commission Expires: 06/03/2017

\_\_\_\_\_  
Notary Public



**EXHIBIT "A "**

Escrow No. **380-5672969 (nh)**  
A.P.N.: **00-0014-2484**

PARCEL 1:

BEGINNING AT A POINT ON THE EASTERN RIGHT-OF-WAY LINE OF U.S. HWY 40 THAT IS NORTH 49.50 FEET AND WEST 791.43 FEET AND NORTH 37°50' WEST 471.53 FEET FROM THE PRIOR LOCATION (PER WASATCH COUNTY SURVEY NO. 1223) OF THE SOUTHEAST CORNER OF SECTION 8, TOWNSHIP 4 SOUTH, RANGE 5 EAST, SALT LAKE BASE AND MERIDIAN (SAID POINT OF BEGINNING ALSO BEING NORTH 68°35'35" WEST 1155.946 FEET FROM THE CURRENT WASATCH COUNTY BRASS CAP SURVEY MONUMENT), THENCE ALONG SAID HIGHWAY RIGHT-OF-WAY NORTH 37°50' WEST 301.45 FEET; THENCE EAST 505.56 FEET MORE OR LESS TO AN EXISTING FENCE LINE WITH GILES; THENCE ALONG SAID FENCE SOUTH 17°20'29" EAST 187.00 FEET; THENCE SOUTH 89°10'40" WEST 305.35 FEET; THENCE SOUTH 52°10'00" WEST 90.00 FEET TO THE POINT OF BEGINNING.

PARCEL 2:

A RIGHT OF WAY FOR INGRESS AND EGRESS AS RESERVED IN THAT CERTAIN WARRANTY DEED FROM PHIL K. SWEAT AND VERNA L. SWEAT TO STEVEN JEFFS AND DANIELLE JEFFS RECORDED MAY 15, 2002, AS ENTRY NO. 244856 IN BOOK 559 AT PAGE 488 OF OFFICIAL RECORDS AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

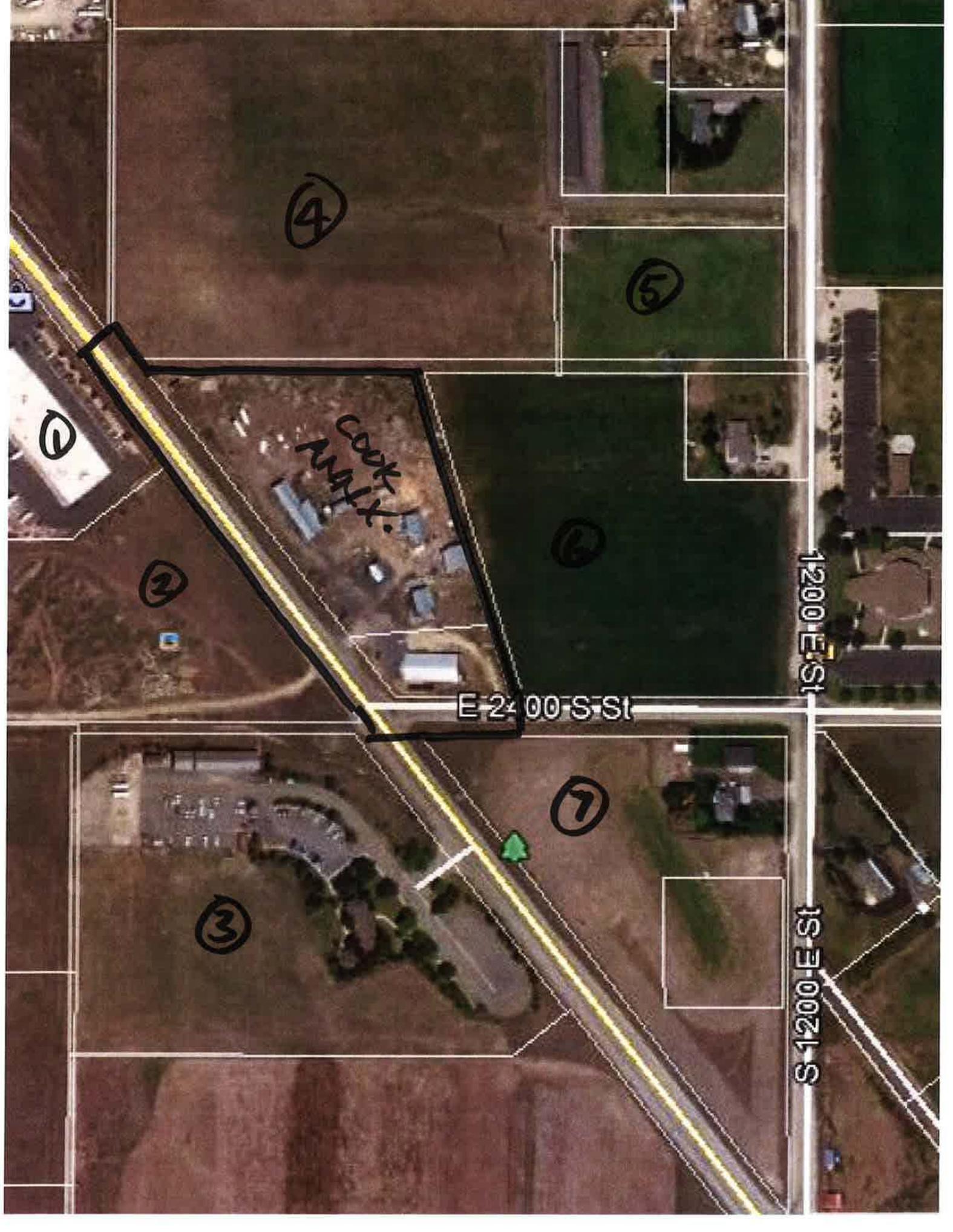
A 30 FOOT WIDE RIGHT OF WAY FOR INGRESS AND EGRESS ALONG THE EAST PROPERTY LINE OF THAT CERTAIN PARCEL LESS AND EXCEPTED HEREINABOVE FROM PARCEL 1 AND COMING FROM THE CENTER CREEK ROAD (2400 SOUTH).

**EXHIBIT 'C'**

**EXHIBIT 'D'**

EXHIBIT 'D'

- ① OHE-1687-0-008-045 / 00-0020-1131  
SHELTON SYNDI P  
2111 E COTTONWOOD COVE LN  
SALT LAKE CITY UT 84121-0000
- ② OHE-1687-1-008-045 / 00-0020-2536  
SHELTON VAUN A TR  
SHELTON VELDA TR  
685 S 600 W  
HEBER CITY UT 84032-0000
- ③ OHE-1690-1-017-045 / 00-0020-1135  
UNITED STATES OF AMERICA  
USA BUREAU OF RECLAMATION  
SALT LAKE CITY UT 84111-0000
- ④ OWC-1616-0-008-045 / 00-0009-1608  
VIZION FAMILY LIMITED PARTNERSHIP  
% VISION FLP  
PO BOX 1681  
DRAPER UT 84020-0000
- ⑤ OWC-1616-2-008-045 / 00-0013-1578  
CUMMINGS JAY B TR  
2140 S MILL RD  
HEBER CITY UT 84032-0000
- ⑥ OWC-1633-0-008-045 / 00-0009-1780  
GILES LEWIS C  
GILES LEISA M (JT)  
951 S 2400 E  
HEBER CITY UT 84032-0000
- ⑦ OWC-1909-2-017-045 / 00-0014-5628  
KEYSER CRAIG R  
KEYSER CRAIG R & NANCY (JT)  
2450 S MILL RD  
HEBER CITY UT 84032-0000



④

⑤

①

②

⑥

1200 E St

E 2400 S St

⑦

③

S 1200 E St

COOK WALK

# TAB 2



**TAB 3**

**AMENDMENT #2  
TO  
ATTACHMENT F TO PROFESSIONAL SERVICES AGREEMENT  
BETWEEN OWNER AND ENGINEER,  
DATED \_\_\_\_\_, 2015**

**FURTHER DESCRIPTION OF SERVICES OF ENGINEER**

1. This Amendment is made a part of and incorporated by reference into Attachment F to Professional Services Agreement made on February 19, 2009 between **HEBER CITY, UTAH (Owner)** and **ARMSTRONG CONSULTANTS, INC., (Engineer)** providing for professional engineering services. The Services of Engineer as described in Section 1 of the Agreement are amended or supplemented as indicated below and the time periods for the performance of certain services are stipulated as indicated below.

2. **WORK PROGRAM** – See Attachment F dated November 3, 2014.

3. **FEES** - The fees will be as noted below. Elements 1 and 2 fees remain unchanged. (All lump sums)

**Attachment – Aeronautical Survey**

\$120,000.00

**OWNER:  
HEBER CITY, UTAH**

**ENGINEER:  
ARMSTRONG CONSULTANTS, INC.**

By \_\_\_\_\_  
Alan McDonald, Mayor

By \_\_\_\_\_  
Dennis Corsi, President

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# SCOPE OF SERVICES – AERONAUTICAL SURVEY TECHNICAL APPROACH FOR SURVEY AT HEBER CITY MUNI - RUSS MCDONALD FIELD (36U) IN HEBER CITY, UT

36U is requesting data to support an Airspace Analysis for instrument approach and departure procedures into runway approaches 04/22. The FAA requires aeronautical survey and mapping services that meets the standards outlined in the **FAA Advisory Circulars 150/5300-16A, -17C and -18B**, with further guidance from the FAA Northwest Mountain Region (ANM), and the Office of Airports Safety and Standards (AAS) in Washington, D.C.. The survey requirements will be completed for:

- Instrument Procedure Development – RVG approach for runway 04/22 at HEBER CITY MUNI - RUSS MCDONALD FIELD.

The surveyor will provide the deliverables required as identified in Table 2-1 of AC-18B. See Appendix A for the required tasks for the survey type.

## Survey Specifications and Standards

The FAA requires the use of the survey specifications and standards published as Advisory Circulars for all survey and relevant airport safety critical data. The specifications define the geodetic control, aerial imagery, survey, and data delivery requirements to the FAA for successful procedure development. The following Advisory Circulars will be used throughout the survey process:

- Federal Aviation Administration. *Advisory Circular: General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey*. AC No. 150/5300-16A. Washington: February 13, 2006. **Herein referred to as AC-16A.**
- Federal Aviation Administration. *Advisory Circular: Standards for Using Remote Sensing Technologies in Airport Surveys*. AC No. 150/5300-17C. Washington: September 30, 2011. **Herein referred to as AC-17C.**
- Federal Aviation Administration. *Advisory Circular: General Guidance and Specifications for Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards*. AC No. 150/5300-18B. Washington: May 21<sup>st</sup>, 2009. **Herein referred to as AC-18B.**

## Project Specifications and Deliverables

Table 1 defines the survey specifications required for this survey. The type of obstruction identification surfaces are outlined for each runway approach.

<b>Table 1: Survey Specification Breakdown</b>		
<b>Survey Locations</b>	<b>Survey Specifications Required</b>	<b>Comments</b>
<b>Runway 04/22</b>	Vertically Guided Approach Surface (VGAS)	Approach surface extending 20,000 feet from end of the VGRPS.
<b>Additional Surfaces</b>	Vertically Guided Runway Primary Surface (VGRPS)	1,000 foot wide rectangular surface longitudinally centered on the runway centerline.
	Vertically Guided Primary Connection Surface (VGPCS)	Connection between the VGRPS and the VGATS.
	Vertically Guided Protection Surface (VGPS)	A trapezoidal surface sloping at 62.5:1 beginning at the threshold extending outward 6,000 feet.
	Vertically Guided Approach Transitional Surface (VGATS)	Surface aligned with VGPCS and sloping upward toward the VGHS.
	Vertically Guided Horizontal Surface (VGHS)	Horizontal plane established 150 feet above the airport elevation for a distance of 10,000 feet.
	Vertically Guided Conical Surface (VGCS)	Sloping surface extending upward and outward from the VGHS for a distance of 7,000 feet.

Table 2 provides a breakdown of the deliverable requirements defined in the Advisory Circulars and the scope of this project. The National Geodetic Survey (NGS) will receive copies of deliverables for validation of the survey. Due to the staggered deliveries required they have been placed in order and the triggers for each are identified.

<b>Table 2: Required Deliverables</b>		
<b>Deliverable</b>	<b>Initiation Information</b>	<b>Comments</b>
<b>Statement of Work</b>	Describes what work is to be performed for AGIS	Delivered to the FAA GIS system via the web portal.
<b>Survey Work and Quality Control Plan</b>	Official Notice to Proceed, or Execution of contract	Defines survey and project operation details and quality control practices. Delivered to the FAA GIS system via the web portal.
<b>Imagery Acquisition Plan</b>	Official Notice to Proceed, or Execution of contract	Defines technical aspects for acquisition of the stereo aerial photography. Delivered to the FAA GIS system via the web portal.
<b>Aerial Photograph Report</b>	Completion of Aerial Triangulation	Required for the NGS to use during the validation of the survey data submitted to the FAA via external hard drive.
<b>Airport Survey Digital Data File</b>	Completion of Airside Survey and Imagery Analysis	AutoCAD data file delivered to 36U for review.

<b>Final Surveyors Report</b>	36U approval of digital data file contents.	The report is a compilation of project summary and digital data collected during the survey project. Delivered to FAA GIS system via the web portal.
<b>Digital Data Delivery</b>	36U approval of digital data file contents.	The survey data collected during the survey project will be formatted to allow the data to be digested directly into the FAA's Airport GIS system via the web portal. Submitted simultaneous to Final Surveyor Report.

## Survey Requirements

### Datum Reference

The surveys will be based on the North American Datum of 1983, 2011 adjustment at epoch 2010.0 (NAD83(2011)). Elevations are referenced to the North American Vertical Datum of 1988 (NAVD88). Geoid heights will come from the NGS GEOID12A model. Grid coordinates will be reported in UT-C zone (4302) in units of U.S. Survey Foot.

### Preparations and Communications

Prior to and throughout the survey project, the surveyor will effectively communicate with appropriate airport officials to established safety, communication, airside restrictions and future airfield construction activity considerations. The surveyor will conduct interviews with key airport staff at the start of the field activities to solidify items to be considered throughout the survey project. Interviews with the airport manager, engineering staff, and maintenance personnel will be conducted.

### Safety Considerations

It is anticipated that additional site safety and coordination training may take place prior to the start of field activities. We will also use clearly identified company vehicles with integrated safety lighting to move safely about the airfield. All survey vehicles located on the airfield will be outfitted with two-way, air-band radios because communication with the air traffic is critical to guarantee safety.

### Summary of Survey Activities

- **Geodetic Control:** The necessary geodetic control stations will be defined on the airport to be used for the duration of the project. The control used will be directly tied to the National Spatial Reference System (NSRS) by use of the Continually Operating Reference System (CORS) and local vertical benchmarks.
- **Aerial Photography:** Aerial imagery is required by both the NGS specifications and internally for both Quality Control (QC) purposes and efficient obstruction analysis. The photogrammetry team will develop a flight plan, coordinate the acquisition of the photography, process and analyze the imagery.
- **Aeronautical Survey:** Obstruction and airside surveys will be completed that encompass surfaces and procedures defined by the FAA in AC-18B. The survey will be completed utilizing

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multiple types of survey techniques for performing runway, NAVAID, control and obstruction observations. Once complete, the deliverable items listed above will be produced and delivered to the client.

## **Survey Task A: Geodetic Control Survey**

As part of our initial research for Primary and/or Secondary Airport Control Stations (PACS/SACS), we reviewed the National Spatial Reference System (NSRS) database for evidence of existing geodetic control on the airfields. 36U does possess geodetic control marks published as PACS and SACS. The surveyor will attempt to recover the existing control marks and validate their geodetic physical status and geodetic positions in accordance with AC-18B. If the existing marks are found disturbed, unusable or destroyed, The surveyor will create Temporary Survey Marks (TSM) in accordance with AC-16A to provide a temporary tie to the NSRS.

## **Survey Task B: Aerial Photography Control and Acquisition**

### **Photogrammetric Control Surveys**

All ground control shall be determined for optimum location, quality, and accuracy for controlling the aero-triangulation solution. The surveyor will determine the horizontal and vertical positions of each photo control point using Static and/or RTK GPS techniques. The control positions will be determined with direct ties to the PACS and/or SACS (or TSM's) at 36U. After reviewing and identifying the required approach and obstruction surfaces for 36U, the photogrammetrists will build a flight layout based on the specifications outlined in the source materials.

### **Aerial Photography Acquisition and Geo-Referencing**

The capture of aerial photography will be completed once the ground control stations are set, or the decision is made to utilize photo identifiable (PID) locations, and the tree canopies are in full bloom, providing full 'leaf-on' conditions. The photography flight crew will collect the imagery as defined in the flight layout, encompassing the critical areas of the obstruction identification surfaces. The surveyor will collect imagery that will meet the specifications outlined in AC-17C. The surveyor will use a large format digital sensor to ensure quality high resolution imagery, producing high contrast out. The imagery collected will be at a 6 inch GSD and will be edited and tested to ensure it meets the specifications in AC-17C before being geo-referenced. Extents of the 6" GSD extents are defined by the 18-B airport airspace analysis surfaces see Exhibit A.

After the acquisition and post processing of the aforementioned aerial photography, the images will be checked for completeness, cleanliness, and image quality at the workstation and will conform to Intel TIFF (continuous tone raster graphics/non-compressed) file format. The resulting ground resolution of the images will be 6" in size. The digital images will be geo-referenced (aerialtriangulated) in digital format to fix the imagery to real-world coordinates by utilizing the previously established ground control features or targets. Once the imagery is geo-referenced, the stereo models produced will be utilized for obstruction analysis. In the instance the imagery does not meet the standards required in AC-17C, the surveyor will propose a plan for collection of new imagery that does meet the standards.

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## **Task C: Runway Surveys**

### **Profile Surveys**

The surveyor will perform an RTK GPS survey measuring the center profile survey, and reduced to provided points every 50 feet along the centerline of the runway. This is not a Certified Part 139 airfield, therefore additional profiles will not be collected at 10 foot offsets right and left at 10 foot intervals. The RTK base station will be set-up on the PACS and/or SACS (or TSM's) for conducting the profile survey. As a measure of quality control, the field team will make periodic RTK observation checks into either of the other two airport control stations. The profile survey will be conducted by performing two independent RTK GPS surveys, and then combined to produce the final alignment. The profile survey and deliverables will be conducted as accordance to AC-18B.

### **Critical Point Surveys**

If an existing runway endpoint monument does not already exist at each runway end, displaced threshold, and stop-way point, a survey nail and washer, pre-stamped with the letters '2015' will be set to aid in future identification. A field recovery sketch and five digital photographs as required by AC-18B will be developed for each runway end, displaced threshold, and stop-way.

The surveyor will determine runway lengths from the positions of the runway end points using NGS' INVERSE3D software. Runway lengths will be computed while at the airport and will also be compared to the lengths published in the airport facility directory. If the computed length, rounded to the nearest foot, differs from the published length by more than a foot, the surveyor will contact the airport for further information on the reasons for the difference. If the lengths are consistent with the published length, no additional information will be required.

## **Task D: Obstruction Survey and Analysis**

The surveyor will utilize a combination of photogrammetric and ground survey measurements to concisely compile the obstruction information. The surfaces that will be analyzed and reported against are found in Table 1 of this proposal.

### **Photogrammetric Surveys**

The surveyor will utilize the ClearFlite software developed by BAE for dual purposes. One, to measure and record obstructions, and two, to quality control any obstruction analysis completed via ground survey. The triangulated stereo models generated from the imagery are inspected for features (points, lines and polygons) that penetrate the required surfaces. ClearFlite software is designed specifically for obstruction surface analysis and measurement, with the accuracy of measurements dependent on scale of photography and ground control measurements.

### **Ground Surveys**

The surveyor will utilize a variety of survey techniques for acquisition of features that are suspected of penetrating the obstruction identification surfaces. Direct measurement (angle and distance), triangulation (angles from multiple locations) or RTK-GPS survey operations are among the most commonly used.

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Field measurements will be tied directly to the PACS and/or SACS (or TSM's) at 36U. The field surveyors will be armed with a digital terrain model of the obstruction surfaces loaded in the data collection system that will allow for real-time analysis of features.

## **Obstruction Data Analysis**

The obstruction data collected from the ground and photogrammetric surveys will be analyzed simultaneously in a 3D AutoCAD environment. The surfaces, points, lines and polygons collected will be inserted into AutoCAD and inspected to calculate and attribute the penetrations of the OIS. The obstructions will be inserted in the final deliverable to the FAA. Obstructions will be analyzed and delivered based on the as-built runway positions.

## **Task E: Navigation Aids (NAVAIDS) Inventory**

The surveyor will identify and survey all electronic and visual NAVAIDs associated to the airport that are required in AC-18B. The surveyor will utilize airport officials for assistance in identifying specific information about 36U's NAVAID systems. Assistance from the Airport and FAA will be vital in identifying any additional NAVAIDs that have been recently constructed, planned construction or relocation. This assistance will be particularly important in identifying NAVAIDs located off the airport property or somehow unique.

The surveyor will determine the horizontal and/or vertical positions of each NAVAID using conventional total station surveys, RTK GPS, Static GPS, or a combination thereof. The type of survey technique will be determined by multiple considerations. These considerations are if particular NAVAIDs radio waves interfere with the GPS frequencies, location of NAVAID, and physical attributes of NAVAID structure.

## **Task F: Progress Reporting and Final Project Completion Report**

### **Progress Reporting**

The survey project manager will be responsible for providing the airport a monthly progress report via email to effectively convey the team's progress throughout the project. Each progress report will contain progress updates and significant issues with the project including any deviations from the planned schedule.

### **Survey Reports**

The surveyor will deliver the data files and reports defined in AC 150/5300-16A, 17C, and 18B. The AC's require that a geodetic control report is to be sent to the NGS if new control is to be published, an aerial imagery report is to be sent to the NGS for use in validation, and a final project completion report.

The final project completion report is an integral portion of the airport survey. The report is designed to convey all necessary survey information for the successful completion of approach/departure procedure development. The report will include a complete synopsis of each of the survey tasks listed above, the surveyor summary, runway/stopway specific surveys, NAVAIDs survey, obstruction survey, and control information.

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## Digital Survey Data File Delivery

The surveyor will develop a digital file deliverable in the appropriate format to be uploaded to the Airports GIS (<https://airports-gis.faa.gov/airportsgis/>). AC-18B outlines the requirements the FAA Feature Dictionary digital deliverable must follow. The data packet delivered will be in AutoCAD delivery file format. The digital deliverable will be delivered through the FAA Airports GIS web portal, and will also be provided to the airport. The data file will contain the critical items identified in Table 2-1 in AC-18B.

## Task G: Development of Ortho Photography

### Requirements and Options

AC-17C requires the delivery of orthophotography for the area that stereo aerial photography is collected for completion of the airport airspace analysis. The pixel resolution of the orthos will be a minimum of 1-foot, dependent on the source. The surveyor is prepared to develop new orthophotography from the aerial photography collected in accordance with AC-17C; however, alternative sources may be available through the State-wide Ortho Photography Program, or recently acquired County-wide projects. The surveyor will attempt to retrieve existing orthoimagery that meets the specifications defined in AC-17C. A cost estimate option has been provided as a 'worst case' scenario where a new Digital Elevation Model (DEM) is not available from an existing source (State-wide, County-wide, United States Geological Survey, etc.) and new orthophotography will need to be developed. If the surveyor is required to develop new orthophotography, the pixel resolution will be ½-foot for the area defined in Exhibit A.

**Image Rectification.** The DTM will be used in conjunction with a digital photogrammetric workstation. ImageStation Ortho Pro (ISOP) software enables the technician to use an input image and a terrain modeler grid file to create a digital orthophoto. The surveyor will use the center portion of each image to minimize the effects of relief displacement (building lean).

**Interactive Image Mosaicing.** All images will be merged to help eliminate mismatches between tiles in brightness and tonal quality and to ensure that radically displaced features, such as buildings, are not distorted when ortho tiles are edge-matched. Care will be taken to ensure tonal matching and feathering between images at technician-defined positions. Tiles will then be clipped from the mosaiced image.

**Final Image Quality Check.** Each digital orthophoto image will be checked to ensure proper and consistent tone, density, contrast, and brightness. Also, each image will be checked on the screen at the appropriate output scale for image defects such as scratches or other blemishes.

**Sheet Layout.** The orthophoto tiling format will follow a modular layout, covering by orthophotography the defined mapping limits. The tiles will be clipped to eliminate overlap between adjacent tiles.

**Data Delivery.** The final digital orthophoto image tiles will be furnished in 24-bit, color, in TIFF. The data will include appropriate information for geo-referencing. Sample digital image files will be provided for review and approval before delivery.

### MrSID Data Sets

The MrSID Image will be Compression 1:20 and will be made and delivered after approval of final delivery of the Orthophotography.

## APPENDIX A – AC-18B, TABLE 2-1 TASKS

Intended End Use of the Data ➤	AC Reference	Instrument Procedure Development
Required Tasks ▼		
Provide a Survey and Quality Control Plan	150/5300-16/17/18	•
Establish or validate Airport Geodetic Control	150/5300-16	•
Perform, document and report the tie to National Spatial Reference System (NSRS)	150/5300-16	•
Survey runway end(s)/threshold(s)	150/5300-18	•
Monument runway end(s)/threshold(s)	150/5300-18	•
Document runway end(s)/threshold location(s)	150/5300-18	•
Identify and survey any displaced threshold(s)	150/5300-18	N/A
Monument displaced threshold(s)	150/5300-18	N/A
Document displaced threshold(s) location	150/5300-18	N/A
Determine or validate runway length	150/5300-18	•
Determine or validate runway width	150/5300-18	•
Determine runway profile using 50 foot stations	150/5300-18	•
Determine runway profile using 10 foot stations	150/5300-18	N/A
Determine the touchdown zone elevation (TDZE)	150/5300-18	•
Determine and document the horizontal extents of any Stopways	150/5300-18	N/A
Determine any Stopway profiles	150/5300-18	N/A
Survey clearway to determine objects penetrating the slope	150/5300-18	N/A
Determine runway true azimuth	150/5300-18	•
Determine or validate and document the position of navigational aids	150/5300-18	•
Determine or validate and document the position of runway abeam points of navigational aids	150/5300-18	•
Perform or validate and document an airport airspace analysis	150/5300-18	•
Collect and document helicopter touchdown lift off area (TLOF)	150/5300-18	N/A
Collect and document helicopter final approach and takeoff area (FATO)	150/5300-18	N/A
Perform or validate a topographic survey	150/5300-18	N/A
Document features requiring digital photographs	150/5300-18	•
Document features requiring sketches	150/5300-18	•
Collect imagery	150/5300-17	•
Provide a final Project Report	150/5300-16/18	•

• = Required Task

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## APPENDIX B – ADDITIONAL REFERENCES UTILIZED

- *AC 150/5300-16A* “General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey.”
- *AC 150/5300-17C* “Standards for Using Remote Sensing Technologies in Airport Surveys.”
- *AC 150-5300-18B* “General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards.”
- National Geodetic Survey. *Runway End, Stopway End, and Displaced Threshold Identification for Surveyors*. 1<sup>st</sup> ed. Washington: January 1998.
- Federal Aviation Administration. *Advisory Circular: Standards for Airport Markings (Change 1 to Advisory Circular 150/5340-1H)*. AC # 150/5340-1H. Washington: December 2000.
- Federal Aviation Administration. *Advisory Circular: Ground Vehicle Operations on Airports*. AC # 150/5210-20. Washington: June 2002
- Federal Aviation Administration. *Advisory Circular: Standards for Airport Sign Systems*. AC # 150/5340-18C. Washington: July 1991.
- *Directory of Common Aviation Acronyms*. Carter & Burgess, 2003.
- Woolpert LLP. *Navigational Aids: Images of ILS Facilities and Other Surveyed Features* by NGS. June 2003.
- National Geodetic Survey. *Requirements for Digital Photographs of Survey Control*. Version 10. Washington: January 2002. Herein referred to as Digital Photo Requirements.

# TAB 4

**There are no physical  
materials for this  
agenda item.**