



**MAYOR AND COUNCIL DINNER - 5:00 P.M.**

The Mayor and Council will meet in the Multi-Purpose Room for informal discussion and dinner. No action will be taken on any items.

No decisions will be made at this meeting. The public is invited to observe the work session. Public comment generally is not taken during work sessions.

**CALL TO ORDER**

**COUNCIL BUSINESS**

**1. Calendar**

- Mar 08 - Work/Study Meeting 5:30 p.m.
- Mar 13 - Daylight Savings (clocks ahead one hour)
- Mar 15 - Work/Study Meeting 5:30 p.m., Regular Meeting 7:00 p.m.

**2. DISCUSSION ON THIS EVENING'S REGULAR MEETING AGENDA ITEMS**

- a) Invocation - Councilmember Crandall
- b) Pledge of Allegiance - Councilmember Snelson
- c) Consent Agenda
  1. Approval of minutes for for the work study and regular meetings held on February 15, 2022
  2. Approval of the Mayors appointment of Cindy Sumsion to the Springville Library Board
  3. Approval of a Resolution adopting the Voter Participation Area Map as prepared by the Utah County Elections Office - Kim Crane, City Recorder
  4. Approval of an agreement with Hansen, Allen, & Luce, Inc., for the preparation of an update to the Storm Drain Master Plan, IFFP and IFA Update in the amount of \$109,859.37 - Jeff Anderson, City Engineer

**3. DISCUSSIONS/PRESENTATIONS**

- a) Springville City Library Annual Presentation
- b) Lakeside Area Annexation Discussion - Troy Fitzgerald, City Administrator

**MAYOR, COUNCIL, AND ADMINISTRATIVE REPORTS**

**CLOSED SESSION, IF NEEDED - TO BE ANNOUNCED IN MOTION**

The Springville City Council may temporarily recess the meeting and convene in a closed session as provided by UCA 52-4-205.

**ADJOURNMENT**

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CERTIFICATE OF POSTING - THIS AGENDA IS SUBJECT TO CHANGE WITH A MINIMUM OF 24-HOURS NOTICE- POSTED 02/25/2022

In compliance with the Americans with Disabilities Act, the City will make reasonable accommodations to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Recorder at (801) 489-2700 at least three business days prior to the meeting.

Meetings of the Springville City Council may be conducted by electronic means pursuant to Utah Code Annotated Section 52-4-207. In such circumstances, contact will be established and maintained by telephone or other electronic means and the meeting will be conducted pursuant to Springville City Municipal Code 2-4-102(4) regarding electronic meetings. s/s - Kim Crane, CMC, City Recorder





**CALL TO ORDER**

**INVOCATION**

**PLEDGE**

**APPROVAL OF THE MEETING'S AGENDA**

**MAYOR'S COMMENTS**

**PUBLIC COMMENT** - Audience members may bring any item, not on the agenda to the Mayor and Council's attention. Please complete and submit a "Request to Speak" form. Comments will be limited to two or three minutes, at the discretion of the Mayor. State Law prohibits the Council from acting on items that do not appear on the agenda.

**CONSENT AGENDA** - The Consent Agenda consists of items that are administrative actions where no additional discussion is needed. When approved, the recommendations in the staff reports become the action of the Council. The Agenda provides an opportunity for public comment. If after the public comment the Council removes an item from the consent agenda for discussion, the item will keep its agenda number and will be added to the regular agenda for discussion, unless placed otherwise by the Council.

1. Approval of minutes for the work study and regular meetings held on February 15, 2022
2. Approval of the Mayors appointment of Cindy Sumsion to the Springville Library Board
3. Approval of a Resolution adopting the Voter Participation Area Map as prepared by the Utah County Elections Office - Kim Crane, City Recorder
4. Approval of an agreement with Hansen, Allen, & Luce, Inc., for the preparation of an update to the Storm Drain Master Plan, IFFP and IFA Update in the amount of \$109,859.37 - Jeff Anderson, City Engineer

**PUBLIC HEARING AGENDA**

5. Public Hearing for consideration of a Resolution and amendment to the Springville City FY2022 Budget - Bruce Riddle, Assistant City Administrator/Finance Director

**REGULAR AGENDA**

6. Consideration of an Ordinance amending Title 5 of the Springville City Code; Commissions and Boards - Troy Fitzgerald, City Administrator

**MAYOR, COUNCIL, AND ADMINISTRATIVE REPORTS**

**CLOSED SESSION, IF NEEDED - TO BE ANNOUNCED IN MOTION**

The Springville City Council may adjourn the regular meeting and convene into a closed session as provided by UCA 52-4-205.

**ADJOURNMENT**

---

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2 MINUTES OF THE WORK/STUDY MEETING OF THE SPRINGVILLE CITY COUNCIL HELD ON  
TUESDAY, FEBRUARY 15, 2022 AT 5:30 P.M. AT THE CIVIC CENTER, 110 SOUTH MAIN STREET,  
4 SPRINGVILLE, UTAH.

6 **Presiding and Conducting:** Mayor Matt Packard

8 **Elected Officials in Attendance:** Liz Crandall  
Craig Jensen  
10 Jason Miller  
Mike Snelson  
12 Chris Sorensen

14 **City Staff in Attendance:** City Administrator Troy Fitzgerald, Assistant City Administrator/City Attorney  
John Penrod, Assistant City Administrator/Finance Director Bruce Riddle, City Recorder Kim Crane,  
16 Building and Grounds Director Bradley Neel, Community Development Director Josh Yost, Public Safety  
Director Lance Haight, Administrative Services Director Patrick Monney, Power Director Leon  
18 Fredrickson, Public Works Director Brad Stapley, Recreation Director Stacey Child, and Museum of Art  
Director Rita Wright.

20 **CALL TO ORDER** - Mayor Packard welcomed everyone and called the Work/Study meeting to order at  
22 5:30 p.m.

24 **COUNCIL BUSINESS**

1. Calendar

- 26 • Feb 21 - Presidents Day Observed (City Offices Closed - Monday)
- Mar 01 - Work/Study Meeting 5:30 p.m., Regular Meeting 7:00 p.m.
- 28 • Mar 08 - Work/Study Meeting 5:30 p.m.
- Mar 13 - Daylight Savings (clocks ahead one hour)

30 Mayor Packard asked if there were any questions or additions to the calendar. There were none.  
32

2. **Discussion on this evening's Regular Meeting agenda items**

- 34 a) Invocation - Councilmember Miller
- b) Pledge of Allegiance - Councilmember Crandall
- 36 c) Consent Agenda

1. Approval of minutes for the work study and regular meetings held February 01, 2022, and the  
38 work study meeting held February 08, 2022.

40 Mayor Packard asked if there was any discussion on tonight's consent agenda. There was none.

42

### 3. DISCUSSIONS/PRESENTATIONS

44 a) **Youth City Council Update - Craig and Kim Bingham, Advisors**

46 Kim Bingham serves along with her husband Craig as the advisors for the Youth City Council. Kim  
48 read the mission statement of the Youth City Council and reported on the past year's accomplishments.  
50 She said they meet once a month and try to have community leaders as guest speakers as often as  
52 possible. They tour local government buildings and put together comfort kits and donated them to the  
54 Springville Police Department to give out to those in need. This year's upcoming speakers will include  
56 Mayor Matt Packard, Councilmember Liz Crandall, and Police Chief Lance Haight to name a few.

58 Mayor Packard thanked them for their service and the involvement they have created for the  
60 youth.

62 b) **Discussion Regarding City Street Trees - Bradley Neel, Building and Grounds Director**

64 Director Neel reported on a proposed ordinance where residents may request waiving a street  
66 tree. The proposed ordinance would be coming to the council for approval with the process and policy.

68 A discussion was had about the process if a resident waives a street tree being planted in their  
70 park strip and a future owner requested one later. Director Neel will bring more information to the council  
72 when the ordinance is ready.

74 Councilmember Sorensen asked to have staff contact the residents who voiced concern about  
76 street trees.

78 c) **1600 South Planning Scenarios - Josh Yost, Community Development Director**

80 Director Yost reported on the project study for 1600 South. He explained the process was started  
82 last September with a consultant. The current General Plan shows the area south of 1600 south in mostly  
84 agriculture. He asked the council why do a plan now.

86 Councilmember Sorensen stated things have changed, and it is now considered a future freeway  
88 interchange.

90 Councilmember Snelson expressed pressure from developers.

92 Councilmember Jensen commented the area was becoming popular with Spanish Fork and now  
94 into Springville. By planning, we can get ahead of it with transportation and safety.

96 Councilmember Crandall stated if we fail to plan, we plan to fail.

98 Councilmember Miller stated the need to plan for it to make sense.

100 Councilmember Sorensen said he was curious about the landowners if they were involved and  
102 what they want to see.

104 Mayor Packard commented there are not many opportunities for planning traffic and commercial  
106 opportunities and this would give the city the opportunity.

108 Director Yost reported staff was looking for clear policy guidance and implementation tools. We  
110 can stay with the plan we have and face the political reaction or can change the plan from one degree or  
112 another. He provided different scenarios for the council to review and give input.

114 Councilmember Sorensen said he would like to see more information on the commercial areas  
116 and see what the property owners would like.

118 Councilmember Jensen said he would like to see a better representation of where the commercial  
120 and residential zones would be.

122 Councilmember Sorensen stated he sees 1600 South as being a collector road to get traffic in  
124 and out, with commercial having interior roads.

126 Director Yost reported Staff would provide more information to the council with the various  
128 scenarios and will come back to the work study meeting on March 01, 2022. Between now and the  
130 meeting staff will request landowners contact councilmembers.

90 Councilmember Crandall expressed the need to consider the small-town feel we say we want as well as density and crime. Chief Haight added poverty and income level play a role. Councilmember Crandall commented to keep quality of life in mind when deciding.

92 Councilmember Miller requested a satellite image to get a whole picture.

94 Mayor Packard would like to give property owners a chance to voice opinions and suggested a special meeting with public comment.

96 Kevin Pritchett a Developer spoke up about the boundary between Spanish Fork and Springville along the parkway. Administrator Fitzgerald stated most of the access is from Spanish Fork and they would need to decide on what they would like for their city.

98  
100 d) **Development Staffing Discussion - Troy Fitzgerald, City Administrator**

100 This discussion was moved to the regular meeting.

102 **MAYOR, COUNCIL, AND ADMINISTRATIVE REPORTS**

104 Mayor Packard asked for any other comments. There were none.

106 **5. CLOSED SESSION**

106 *The Springville City Council may temporarily recess the regular meeting and convene in a closed session as provided by Utah Code Annotated Section 52-4-205*

108 **ADJOURNMENT**

110  
112 COUNCILMEMBER MILLER MOVED TO ADJOURN THE WORK/STUDY MEETING OF THE SPRINGVILLE CITY COUNCIL AT 6:48 P.M.

114 COUNCILMEMBER SNELSON SECONDED THE MOTION, ALL VOTED AYE.

116  
118 *This document constitutes the official minutes for the Springville City Council Work/Study meeting held on Tuesday, February 15, 2022.*

120 *I, Kim Crane do hereby certify that I am the duly appointed, qualified, and acting City Recorder for Springville City, of Utah County, State of Utah. I do hereby certify that the foregoing minutes represent a true, accurate, and complete record of this meeting held on Tuesday, February 15, 2022*

124 DATE APPROVED: \_\_\_\_\_  
126 \_\_\_\_\_  
126 Kim Crane  
126 City Recorder

128

MINUTES OF THE REGULAR MEETING OF THE SPRINGVILLE CITY COUNCIL HELD ON TUESDAY,  
FEBRUARY 15, 2022, AT 7:00 P.M. AT THE CIVIC CENTER, 110 SOUTH MAIN STREET,  
SPRINGVILLE, UTAH.

**Presiding and Conducting:** Mayor Matt Packard

**Elected Officials in Attendance:** Liz Crandall  
Craig Jensen  
Jason Miller  
Mike Snelson  
Chris Sorensen

**City Staff in Attendance:** City Administrator Troy Fitzgerald, Assistant City Administrator/City Attorney John Penrod, Assistant City Administrator/Finance Director Bruce Riddle, and City Recorder Kim Crane. Building and Grounds Director Bradley Neel, Power Director Leon Fredrickson, Public Safety Director Lance Haight, Administrative Services Director Patrick Monney, Community Development Director Josh Yost, Public Works Director Brad Stapley, Recreation Director Stacey Child, and Museum of Art Director Rita Wright

#### CALL TO ORDER

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

#### INVOCATION AND PLEDGE

Councilmember Miller offered the invocation, and Councilmember Crandall led the Pledge of Allegiance.

#### APPROVAL OF THE MEETING'S AGENDA

COUNCILMEMBER SORENSEN MOVED TO APPROVE THE AGENDA AS WRITTEN. COUNCILMEMBER SNELSON SECONDED, AND ALL PRESENT VOTED AYE.

#### MAYORS COMMENTS

Mayor Packard welcomed the Council, staff, and those in attendance.

#### CEREMONIAL AGENDA

##### 1. Presentation of the Mayor's Awards - Shannon Acor, Prevention Coordinator

Coordinator Acor introduced students who were being recognized for Mayor Awards. Samuel Denison a 10<sup>th</sup> Grade Student from Springville High School and Lexi Christensen a 12<sup>th</sup> Grade Student from Springville High School.

#### PUBLIC COMMENT

Mayor Packard introduced the Public Comment section of the agenda. He asked if there were any written requests to speak submitted.

Wyatt Keel with Landmark Excavation stated they were working on the Westfield Central project and a traffic control plan was submitted to the city in order to close a road to install utilities. The dates

46 given were for when school was out for summer. He expressed this would delay the project and paving  
47 deadlines. He asked if they could close it during school Spring Break.

48 Harry Gardener stated his family owns property in Hobble Creek Canyon across from Jolley's  
49 Ranch and next to the defunct Camp Jeremiah Johnson. He said their property was a retreat and  
50 peaceful, the scout camp came in and they had issues. Now the scouts are no longer using the property  
51 and it falls to the city with five useable acres. His family was requesting guidelines from the city and noted  
52 the property lines were in question, and before the city does anything they would like a survey. They  
53 would like to solve any issues before the family's next generation. They ask the city to consult with them  
54 before any plans with the property that would impact their property. They fear having another campground  
55 and would like to preserve their property and peacefulness.

56 Attorney Penrod stated there have been problems in the past getting a surveyor to the property  
57 because of it being a difficult piece of property.

58 Mayor Packard turned the time over to Director Stapley.

59 Director Stapley reported staff has have been working with the Westfield Central Development.  
60 The utilities need to be installed and the roadways are critical roads and the timing was critical. Staff  
61 suggested closing the road when school was out for summer or during spring break. Stapley gave details  
62 of the work needing to be done and Staff recommended closing the road during Spring Break with no  
63 extensions. Administrator Fitzgerald explained Engineering had been granted administrative approval.

64 Councilmember Sorensen stated there should be penalties if the work is not completed on time.

## 66 **CONSENT AGENDA**

67 2. Approval of minutes for the work study and regular meetings held February 01, 2022, and the  
68 work study meeting held February 08, 2022.

69 COUNCILMEMBER SNELSON MOVED TO APPROVE THE CONSENT AGENDA AS  
70 WRITTEN.

71 COUNCILMEMBER JENSEN SECONDED, AND ALL PRESENT VOTED AYE.

## 74 **REGULAR AGENDA**

75 **Mayor Packard allowed time for a presentation scheduled for the work session to be presented in  
76 the regular meeting.**

### 78 **d) Development Staffing Discussion - Troy Fitzgerald, City Administrator**

79 Administrator Fitzgerald reported on current projects ongoing in the Public Works, Engineering,  
80 and Community Development Departments. He outlined the full-time positions needed; a Planner I/II,  
81 Building Inspector I/II/III, Public Works Inspector I/II, and a Blue Stake Technician. He explained some of  
82 the budget impacts to the current budget and next year.

83 Councilmember Miller asked if this was for current projects or a future forecast. Administrator  
84 Fitzgerald said the positions were needed now for current projects. If demand goes down they would have  
85 to look at decreasing staffing. The forecast was increasing over the next four years.

86 Councilmember Snelson asked what the likelihood was to be able to hire someone for the  
87 positions. Administrator Fitzgerald said it would be difficult because of the demand for these types of  
88 positions. Some positions may be easier to fill and for those that we are unable to, we could use an  
89 outside source.

90

92

94 3. **Consideration of a Resolution and amendment to the City Fee Schedule regarding Art City Days**  
96 **Vendors and Approved Positions List - Troy Fitzgerald, City Administrator**

96 Administrator Fitzgerald reported the City had authorized a variety of projects and developments  
98 over the past six months. The projects were not anticipated during the budget development process in  
the spring of 2021. The upcoming surge of development will require additional employees to meet  
100 development demand. Revenues would cover the costs of the employees, but most of the revenues would  
be captured in the fiscal year 2023 budget year. He stated the request would change the Approved  
Positions List and add the following full-time positions. Planner I/II, Building Inspector I/II/III, Public Works  
102 Inspector I/II, and a Blue Stake Technician.

104 COUNCILMEMBER SNELSON MOVED TO APPROVE RESOLUTION #2022-05 ADOPTING AN  
AMENDED APPROVED POSITIONS LIST AND COMPREHENSIVE FEE SCHEDULE.

106 COUNCILMEMBER MILLER SECONDED THE MOTION.

108 Mayor Packard asked Director Child to address the Art City Day fee schedule changes.

Director Child reported the current Springville City Comprehensive Fee Schedule did not include  
110 several fees directly related to Art City Days. Vendor fees and other Art City Days entry fees were studied  
and updated to offset costs. Many activities held during Art City Days are free to the community. However,  
112 there were some fees associated with Art City Days, including vendor booth fees and entry fees. Those  
fees were not currently a part of the Comprehensive Fee Schedule and would need to be added. The  
114 proposed fees would be assessed for the upcoming 2022 Art City Days. The Fun Run was no longer  
being administered by Nestle the city would be organizing the event.

116 THE VOTE WAS RECORDED AS FOLLOWS:

118	COUNCILMEMBER CRANDALL	AYE
	COUNCILMEMBER JENSEN	AYE
120	COUNCILMEMBER MILLER	AYE
	COUNCILMEMBER SNELSON	AYE
122	COUNCILMEMBER SORENSEN	AYE

124 **RESOLUTION #2022-05 APPROVED**

126 Administrator Fitzgerald reported staff did a year-end review of the Brightview contract, where  
they did the lawns in city parks and city facilities over the last year. Based on current city staffing Building  
and Grounds requested remaining services be turned over to an outside source and the bid was out for  
128 all landscaping services. He explained staff would still provide services for cemeteries, tree programs,  
canyon parks, and pavilions.

130 4. **Consideration of approving a ten-year natural gas purchase for the Nebo Power Plant and**  
132 **Whitehead Power Plant - Shawn Black, Power Generation Superintendent**

134 Superintendent Black reported during the summer of 2020 and 2021 the Whitehead Power Plant  
burned more fuel than they had hedged. This occurred during June, July, August, and September. Market  
spot prices for fuel were fairly low in the summer of 2020 and for the first part of 2021. Prices started to  
136 rise substantially during the last half of the run season in August and September 2021. Staff would like to  
add additional fuel to these months in order to insulate the operation from market uncertainty. The past  
138 hedges made by the council helped the city generate at low prices for the summer, limiting losses to the  
budget that would have been incurred if the city paid market electricity prices. Superintendent Black stated  
140 market prices had increased since last summer.



142 Councilmember Miller commented this would provide stability and with new development, it will  
require more power generation.

144 Whitehead Natural Gas Purchase

146 COUNCILMEMBER MILLER MOTIONED TO APPROVE A PURCHASE UP TO 1,010,400  
MMBTU OF NATURAL GAS FOR THE PERIOD OF TIME NOT TO EXTEND BEYOND 2033 AT A PRICE  
148 NOT TO EXCEED \$3.70 PER MMBTU, WHICH AMOUNT WILL NOT EXCEED \$3,738,480.00 FOR THE  
WHITEHEAD POWER PLANT AS APPROVED BY THE POWER DIRECTOR AND GENERATION  
SUPERINTENDENT.

150 COUNCILMEMBER CRANDALL SECONDED THE MOTION, THE VOTE WAS RECORDED AS  
FOLLOWS:

152	COUNCILMEMBER CRANDALL	AYE
	COUNCILMEMBER JENSEN	AYE
154	COUNCILMEMBER MILLER	AYE
	COUNCILMEMBER SNELSON	AYE
156	COUNCILMEMBER SORENSEN	AYE

THE MOTION PASSED WITH A UNANIMOUS VOTE

158

160 Nebo Power Plant Natural Gas Purchase

162 COUNCILMEMBER SNELSON MOTIONED TO APPROVE A PURCHASE UP TO 2,550,380  
MMBTU OF NATURAL GAS FOR THE PERIOD OF TIME NOT TO EXTEND BEYOND 2033 AT A PRICE  
164 NOT TO EXCEED \$3.95 PER MMBTU, WHICH AMOUNT WILL NOT EXCEED \$10,028,382.00 FOR  
THE NEBO POWER PLANT AS APPROVED BY THE POWER DIRECTOR AND GENERATION  
SUPERINTENDENT.

166 COUNCILMEMBER JENSEN SECONDED THE MOTION, THE VOTE WAS RECORDED AS  
FOLLOWS:

168	COUNCILMEMBER CRANDALL	AYE
	COUNCILMEMBER JENSEN	AYE
170	COUNCILMEMBER MILLER	AYE
	COUNCILMEMBER SNELSON	AYE
172	COUNCILMEMBER SORENSEN	AYE

THE MOTION PASSED WITH A UNANIMOUS VOTE

174

176 Mark Lamoureux a member of the Power Board stated he appreciated the forward-thinking of  
Director Fredrickson and Superintendent Black and what they do along with the Power Board.

178 5. **Consideration of Resolution to enter into a purchase agreement for approximately 10.21 acres of  
property with Parcel No. 26:049:0051 - John Penrod, Assistant City Administrator/City Attorney**

180 Attorney Penrod reported the City currently owns 43 acres of property at the location of the old  
Suntana Raceway. There are approximately 10.21 acres of property that the City has discussed  
182 purchasing that is located immediately west of the City's property. The proposed purchase agreement  
would allow the City to purchase the property for the future I-15 interchange that will be constructed off of  
184 I-15 onto 1600 South, the City would then be reimbursed for property going to UDOT and to combine with  
the City's 43 acres for future economic development in Springville.

186 He explained the property would need to be annexed into Springville. The agreement was for \$3.2  
million at \$7.19 a square foot for 10.21 acres. There is no access to the property only through property

188 owned by the city. He reviewed the requirement for due diligence and noted there were billboards on the  
189 property.

190 Administrator Fitzgerald reported UDOT was aware of the property purchase and when they  
191 needed the property it would be for market value.

192  
193 COUNCILMEMBER JENSEN MOVED TO *APPROVE* **RESOLUTION #2022-07** AUTHORIZING  
194 SPRINGVILLE CITY TO ENTER INTO A PROPERTY PURCHASE AGREEMENT WITH THE CREER  
195 GIUDICE LAND LLC AND THE GIUDICE'S WHEREIN THE CITY WOULD PURCHASE  
196 APPROXIMATELY 10.21 ACRES OF PROPERTY, WITH PARCEL NO. 26:049:0051.

197 COUNCILMEMBER SORENSEN SECONDED THE MOTION. THE VOTE WAS RECORDED AS  
198 FOLLOWS:

199	COUNCILMEMBER CRANDALL	AYE
200	COUNCILMEMBER JENSEN	AYE
201	COUNCILMEMBER MILLER	AYE
202	COUNCILMEMBER SNELSON	AYE
203	COUNCILMEMBER SORENSEN	AYE

204 **RESOLUTION #2022-07 APPROVED**

205 6. **Consideration of a Resolution to combine properties located at 1364 East 1200 South, Springville,**  
206 **and properties located at 538 West 2000 North, Mapleton into one lot, with the property taxes**  
207 **coming to Springville - John Penrod, Assistant City Administrator/City Attorney**  
208 Mayor Packard excused himself from the meeting as his wife owns the property.

209  
210 COUNCILMEMBER JENSEN MOTIONED TO HAVE COUNCILMEMBER MILLER SERVE AS  
211 MAYOR PRO-TEM.

212 COUNCILMEMBER SNELSON SECONDED THE MOTION, AND ALL PRESENT VOTED AYE.

213  
214 Attorney Penrod reported Lucille Ann Packard, a trustee of the Lucille Ann Packard Revocable  
215 Trust, owns adjoining properties in Springville and Mapleton. The Springville properties are located at  
216 1364 East 1200 South, and the Mapleton properties are located at 538 West 2000 North. Mrs. Packard  
217 is asking the City to sign a letter of understanding that would allow the properties to be combined. The  
218 Packards would then need to get Mapleton to sign the letter and work out the details of combining the  
219 properties with the County.

220 Councilmember Miller asked how utilities were being provided. Attorney Penrod replied currently  
221 the Mapleton property was a vacant lot. If a home was to be built on the property it would need to be  
222 subdivided and utilities acquired from Mapleton.

223  
224 COUNCILMEMBER CRANDALL MOVED TO *APPROVE* **RESOLUTION #2022-06**  
225 AUTHORIZING SPRINGVILLE CITY TO SIGN A LETTER OF UNDERSTANDING AND ANY OTHER  
226 DOCUMENTS THAT WOULD ALLOW LUCILLE ANN PACKARD TO COMBINE PROPERTIES THAT  
227 ARE LOCATED IN BOTH SPRINGVILLE AND MAPLETON INTO ONE LOT, WITH THE PROPERTY  
228 TAXES COMING TO SPRINGVILLE.

229 COUNCILMEMBER SNELSON SECONDED THE MOTION. THE VOTE WAS RECORDED AS  
230 FOLLOWS:

231	COUNCILMEMBER CRANDALL	AYE
232	COUNCILMEMBER JENSEN	AYE
233	COUNCILMEMBER MILLER	AYE
234	COUNCILMEMBER SNELSON	AYE

236 COUNCILMEMBER SORENSEN AYE

**RESOLUTION #2022-06 APPROVED**

238 **MAYOR, COUNCIL, AND ADMINISTRATIVE REPORTS**

240 Mayor Packard asked if there were any comments. There were none.

242 **CLOSED SESSION AND ADJOURN**

244 *The Springville City Council may temporarily recess the regular meeting and convene in a closed session as provided by UCA 52-4-205.*

246 COUNCILMEMBER JENSEN MOVED TO ADJOURN THE REGULAR MEETING OF THE  
248 SPRINGVILLE CITY COUNCIL AND GO INTO A CLOSED SESSION REGARDING PROPERTY AND LITIGATION AT 8:21 P.M.

250 COUNCILMEMBER SNELSON SECONDED THE MOTION. THE VOTE WAS RECORDED AS FOLLOWS:

252	COUNCILMEMBER CRANDALL	AYE
252	COUNCILMEMBER JENSEN	AYE
254	COUNCILMEMBER MILLER	AYE
254	COUNCILMEMBER SNELSON	AYE
256	COUNCILMEMBER SORENSEN	AYE

258

260

262 *This document constitutes the official minutes for the Springville City Council Regular Meeting held on Tuesday, February 15, 2022.*  
264 *I, Kim Crane, do hereby certify that I am the duly appointed, qualified, and acting City Recorder for Springville City, of Utah County, State of Utah. I do hereby certify that the foregoing minutes represent a true, accurate, and complete record of this meeting held on Tuesday, February 15, 2022.*

266 DATE APPROVED: \_\_\_\_\_

268 \_\_\_\_\_  
Kim Crane  
City Recorder



## STAFF REPORT

**DATE:** February 25, 2022

**TO:** Honorable Mayor and City Council

**FROM:** Kim Crane, City Recorder

**SUBJECT: VOTER PARTICIPATION AREAS**

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**Recommended Motion:**

Motion to approve Resolution No. \_\_\_\_\_ adopting the Voter Participation Areas and Map as prepared by the Utah County Elections Office.

(Roll Call Vote.)

**Executive Summary:**

The proposed resolution amends the Voter Participation Areas and new Voter Precincts using the 2020 census blocks and balancing the population (as much as possible) between the four quadrants of the voter participation area.

Q1	Census Population	Q2	Census Population	Q3	Census Population	Q4	Census Population
SP301	1210	SP306	2093	SP402	1124	SP410	1362
SP302	1809	SP307	1805	SP404	1827	SP411	1024
SP304	1681	SP308	2377	SP405	1699	SP412	2065
SP305	4618	SP310	1218	SP406	932	SP414	2753
		SP401	1931	USP406	0	SP415	145
				SP408	2292	SP416	2173
				SP409	1728		
	9318		9424		9602		9522
Total Census Population:			37,866				
VPA Median Population:			9,466				

**Background:**

During the 2019 Legislative General, Session HB 119 was adopted relating to Initiatives, Referenda, and other Political Activities. HB 119 included the requirement for municipalities to establish “Voter Participation Areas”

UCA 20A-7-401.3(1)(a)(ii) a metro township with a population of 10,000 or more, a city of the third or fourth class, or a county of the third or fourth class shall, no later than January 1, 2020, again on January 1, 2022, and January 1 every 10 years after 2022, divide the metro township, city, or county into four contiguous and compact Voter Participation Areas of substantially equal population.

The purpose of the Voter Participation Areas is for petition verification processing. Springville City worked with Utah County in establishing Voter Participation Areas that follow precinct boundaries and are listed in the attached map (Exhibit A). Each quadrant is balanced by a population.

On December 21, 2021, the City Council adopted previous Voter Participation Areas until the Utah County Clerks Election Office amended them with recent census data. Utah County recently submitted the amended Voter Participation Areas and new voter precincts for the city to adopt according to UCA 20A-7-401.3.

**Fiscal Impact:**

None.

*Kim Crane*

Kim Crane  
City Recorder

**RESOLUTION #2022-XX**

**A RESOLUTION ADOPTING THE VOTER PARTICIPATION AREA MAP AS PREPARED BY THE UTAH COUNTY ELECTIONS OFFICE.**

**WHEREAS**, in accordance with State Code §20A-7-401.3, the city shall, no later than January 1, 2020, again on January 1, 2022, and January 1 every 10 years after 2022, divide the city into four contiguous and compact voter participation areas of substantially equal population for the purpose of obtaining signatures for initiatives and referenda; and

**WHEREAS**, the Utah County Elections Office has prepared the Voter Participation Area Maps (Exhibit A) for each municipality, including the City of Springville.

**WHEREAS**, the voter participation areas were created using the 2020 census blocks and balancing the population (as much as possible) between the four quadrants of the voter participation area.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Springville, Utah as follows:

**PASSED AND APPROVED** this 01<sup>st</sup> day of March 2022.

\_\_\_\_\_  
Matt Packard, Mayor

ATTEST:

\_\_\_\_\_  
Kim Crane, City Recorder

# Exhibit A

## Voter Participation Area Map

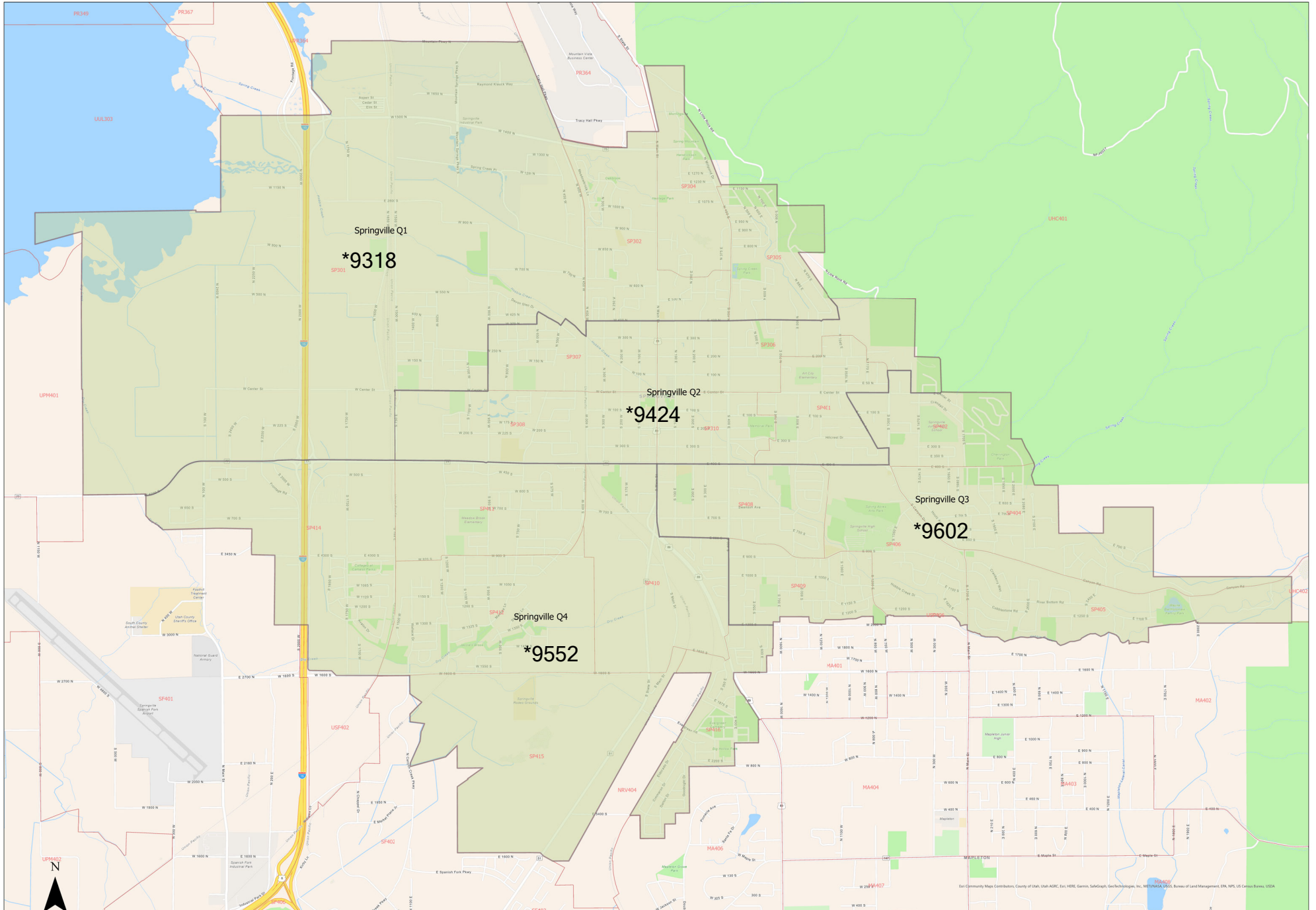
# Springville City Voter Participation Areas - 2022

\*Population from 2020 census

Q1	Q2	Q3	Q4
SP301	SP306	SP402	SP410
SP302	SP307	SP405	SP411
SP304	SP308	SP406	SP412
SP305	SP310	USP406	SP414
	SP401	SP408	SP415
		SP409	SP416

Utah County Clerk/Auditor  
 100 E Center St, Rm 3100  
 Provo, UT 84606  
 (801) 851-8128

Map Date: 2/3/2022



For Community Maps Contributors, County of Utah, Utah AGRC, Esri, HERE, Garmin, Swatch, GeoEye, GeoEye, Inc., METRIS/Aerial, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA





## STAFF REPORT

**DATE:** February 23, 2022  
**TO:** Honorable Mayor and City Council  
**FROM:** Jake Nostrom, Waste Water and Storm Water Superintendent  
**SUBJECT:** STORM WATER MASTER PLAN, IFFP AND IFA UPDATE

---

### **Recommended Motion:**

Motion to the authorize the Finance Director/Assistant City Administrator to execute an agreement with Hansen, Allen, & Luce, Inc., for the preparation of an update to the Storm Drain Master Plan, IFFP and IFA Update in the amount of \$109,859.37; And, to execute a master agreement with Hansen, Allen, & Luce, Inc. to provide general on-call storm drain engineering services to the City for a period of five (5) years.

### **Executive Summary:**

In December of 2021 Springville published a request for qualifications (RFQ) for qualified engineering firms to prepare and update to the Storm Drain Master Plan, Impact Fee Facilities Plan (IFFP) and the Impact Fee Analysis (IFA). In addition to the master plan update, the selected firm would also be contracted as the on-call storm drain engineering consultant for the City for a period of five years. The City had three (3) firms submit proposals which were all qualified for this project and after review and scoring of the proposals, HAL Engineers was selected as the winning firm.

### **Focus of Action:**

The focus of this award is to execute the agreement to award the Storm Drain Master Plan, IFFP and IFA Update to Hansen, Allen & Luce, Inc. and execute the multi-year master agreement making Hanse, Allen, & Luce, Inc. the on-call storm drain engineering consultant for the City for period of five (5) years.

### **Background:**

Springville City is currently using a 2013 Master Plan, IFFP and IFA. Springville City likes to update Master Plans every 5 years as growth projection, boundaries and costs often change. The IFFP and IFA are also done at the same time to ensure fees are properly accessed for community growth. The Storm Water Master was scheduled to be updated in 2018 and a consultant was awarded the project. After working with the consultant for 3 years we were not able to obtain the proper documents and terminated

the contract. We did receive an existing conditions model of which we did pay for and will be used by HAL.

Springville City is currently experiencing rapid growth in the West Field and the current 2013 Master Plan is not current for the development being considered.

## **Discussion:**

### **SCOPE OF WORK**

#### **Phase 1 - Update Storm Drain Model**

- Compare the current Springville City GIS data to the existing storm drain system model to identify areas with discrepancies and locations where the model needs to be updated. Update the model to accurately represent the existing system.. This updated model will be provided to the consultant to use and work for this item should require reduced effort to complete.
- Update the drainage sub-catchments to reflect recent development installation of new storm drains, or modifications to the existing system.
- Create new sub-catchments for the future development areas of the City. The same level of detail used in modeling the sub-basins in the existing conditions model provided by the City shall be used when creating these new sub-catchments. Sub-catchments shall be sized to provide adequate information of pipe sizing and routing of run-off to trunk lines or detention ponds.
- Incorporate (as applicable) the new EPA LID and retention requirements, which were mandated by the State and Federal Government. Identify what requirements can be met in the City and where, and what cannot and what must be done to justify a variance from the requirements.
- Model scenarios: The Consultant will be required to model various scenarios including existing conditions, conditions 6-10 years out (IFFP time period) and build-out conditions. These scenarios should include current City boundaries and proposed future annexation areas. Build-out conditions will be defined by the City according to the current Official Zoning Map and General Plan. Future scenarios should be developed in conjunction with the Master Plan and the recommendations made therein. Future scenarios will depend upon City requirements for new development to detain or retain runoff.
- Use the model to determine any existing and future system deficiencies regarding pipe capacities, pipe sedimentation, detention basin capacity/operation, and known water quality deficiencies.
- Model/Design Assumptions:
  - Hydrologic Method - Modified Rational
  - Rainfall Distribution - Modified Farmer Fletcher
  - Recurrence Interval
    - Conduits - 10-year storm
    - Detention - 25-year storm
  - Allowable Discharge - 0.15 cfs/acre
  - Minimum pipe size - 15-inch

- Some drainage facilities are irrigation/storm drain and handle both flows. Irrigation base flow will need to be accounted for in the “near” future projections.
- Control the point of discharge and flooding hazard of the 100-year storm
- Utilize roadways (ROW to ROW) to convey/contain 100-year storm
- 80<sup>th</sup> Percentile Storm Depth - 0.5 inches
- Time of Concentration - calculated for each sub-basin with 5-minute minimum.
- Any change to these assumptions will need to be proposed to and approved by City Staff prior to implementing the changes

## **Phase 2 - Update Storm Drain Master Plan**

- Review existing plans and studies. The selected Consultant will be required to conduct a review of the existing Storm Drain Master Plan, as well as other pertinent reports and studies that have been conducted in recent years. Previous CIP projects (whether fully completed or phased) will be identified and incorporated into the proposed CIP improvements.
- The updated Storm Drain Master Plan shall meet all of the requirements of the State of Utah and EPA.
- Develop a system deficiency list to address deficiencies identified by the Model and deficiencies identified by City Staff.
- Review City Code for storm runoff requirements for future development and make any necessary recommendations for modifications to the code. Analyze system needs for proposed new development areas.
- Recommend prioritized improvements to the system to create a Capital Improvements Plan (CIP). A schedule should be included with the prioritized CIP to match available annual funding and facilitate the calculation of impact fees.
- Develop a Storm Drain Design Standards manual for the City. Update the current Storm Drain Design Criteria (on Springville.org) to reflect the new Master Plan assumptions/ recommendations, including design storm frequency, duration and distribution, rainfall-runoff calculation methods, etc., and include it in the manual. Include design standards for all elements of the storm drain network, bridges, culverts, pipes manholes, basins, etc. Include the recommended LID practices (pertinent to Springville) and provide design guides for the implementation of these. Include standard details (possibly from the Utah State LID Manual) for developers/engineers to utilize to meet the LID and retention requirements set forth by the State and EPA.
- The Master Plan should also include any projections that are necessary for future impact fee studies.

## **Phase 3 - Impact Fees**

- Prepare an Impact Fee Facility Plan based on the CIP in accordance with the Impact Fees Act.
- Prepare an Impact Fee Analysis in accordance with the Impact Fees Act.

**Other Considerations**

- Hansen Allen and Luce will be contracted as the On-call Storm Drain Engineering Consultant for the City for a period of **5 years**. Possible work covered under this on-call contract will include, but not be limited to, general engineering services relating to Storm Drain management, design, StormCAD model maintenance, scenario creation and evaluation, etc. and subsequent Master Plan Updates. Springville City retains the right to negotiate the terms of related future work with the selected engineering firm or go through an additional procurement process at their discretion.

**Alternatives:**

Three firms submitted proposals for their work. Each firm was ranked/scored based on their similar project experience, the proposed project team, their proposed approach and methodology, the project schedule and fee with point values established in a scoring matrix included in the RFQ. The subsequent firm rankings are shown below:

- Jones and DeMille Engineering 66.5
- Bowen Collins & Associates 79.5
- Hansen Allen and Luce, Inc. 92.5 (selected firm)

**Fiscal Impact:**

With the refund of money from the previous update, the City has \$60,000 in the FY 21-22 budget for this update. Director Riddle has included an additional \$60,000 in the budget re-opening (which will be brought to City Council on March 1, 2022) bringing the total available funds to \$120,000.

*Jake Nostrom*  
Jake Nostrom



## STAFF REPORT

**DATE:** February 23, 2022  
**TO:** Honorable Mayor and City Council  
**FROM:** Bruce Riddle, Finance Director  
**SUBJECT:** FY 2022 BUDGET AMENDMENT

---

### **RECOMMENDED MOTION**

The Finance Department recommends adopting Resolution \_\_\_\_\_ to open and amend the General Fund, Capital Improvement Fund, and Storm Water Fund budgets for operating and capital expenses applying to the Fiscal Year ending June 30, 2022 as outlined in Exhibit A (attached).

### **EXECUTIVE SUMMARY**

This budget amendment will appropriate funds from both grant and donation revenues as well as reserves for activities not budgeted in the original FY 2022 budget. These amendments will affect the General Fund (Art Museum), Capital Improvement Fund (Art Museum and Administration) and Storm Water Fund as specified in the attached Exhibit A.

### **SUMMARY OF ISSUES/FOCUS OF ACTION**

The Uniform Fiscal Procedures Act for Utah Cities sets forth the procedures for the governing body to review and increase or decrease the appropriations in operating and capital budgets of the city. The resolution will provide the budget authority for the city to proceed with the projects detailed in the report.

### **BACKGROUND**

Unexpected revenues and expenses have emerged since the beginning of the budget year. In order to proceed with addressing the variations from the original budget, The Council will need to act through amending the budget.

### **DISCUSSION**

In response to new developments and after reviewing the various fund budgets the Finance Department recommends the following budget amendment. Requests for

appropriation as well as the funding sources are summarized in Exhibit A (attached). A brief description of the recommended action is as follows:

- *General Fund*
  - Museum. The museum received a one-time, carry-over appropriation from the State for use in the POPS division of the Art Museum in the current fiscal year. This \$55,577 will be used for a variety of PT personnel, materials, education programs and training opportunities related to art education and the mission of the POPS program.  
Additionally, Zion's Bank unexpectedly sponsored the Utah Senate's awards in the Art Museum's High School Show and is sending \$7,500 to be redistributed to students as scholarships.
  
- *Capital Improvement Fund.*
  - Museum. The Art Museum applied for and received a Cultural Capital Facility grant from the Utah Division of Arts & Museums for reconstruction of the main floor restroom at the museum to bring it into ADA compliance. Design work has already been completed using existing budget and a different grant. This new \$50,000 grant will allow for the construction of the improvements.
  - Administration. The City is under contract to purchase approximately 10 acres of property near the future 1600 S. I-15 interchange. This amendment appropriates an additional \$1,500,000 from CIP reserves to close on the purchase of the property.
  
- *Storm Water Fund.*
  - There is a separate staff report for an agenda item approving a multi-year consulting agreement for the Storm Water utility. This budget amendment appropriates reserves to cover additional costs from the competitive RFP process for a Storm Water Master Plan update. The winning proposal will require an additional \$60,000 to be appropriated from reserves to cover the cost of the master plan update.

## ALTERNATIVES

The Council has the alternative of considering different funding sources than those recommended by staff in Exhibit A. However, taking no action at all on the resolution will leave the staff without the budget authority to proceed with this project.

## FISCAL IMPACT

The fiscal impacts of the proposed appropriations are included in Exhibit A.



**Exhibit A  
City of Springville  
Budget Amendment Form**

*Fiscal Year Ending June 30, 2022*

<i>Item</i>	<i>Fund</i>	<i>Dept.</i>	<i>Acct.</i>	<i>Description</i>	<i>Beginning Budget</i>	<i>Increase</i>	<i>Decrease</i>	<i>Amended Budget</i>	<i>Purpose and Funding Source</i>
<b>Revenues</b>									
	10	3300	301	Museum POPS Grant	301,312	55,577		356,889	State Museum POPS Grant
	10	3600	362	Corporate Museum Contributions	9,700	7,500		17,200	Corporate Donation
	45	3600	360	Grant Revenue	2,453,326	50,000		2,503,326	State Museum Grant
	Utilize Reserves					1,660,000			
	Total Revenue Amendments					<b>1,773,077</b>			
<b>Expenditures</b>									
	10	4530	173	Scholarships	3,950	7,500		11,460	Student Scholarships; donation
	10	4531	120	Payroll - PT	91,520	12,577		104,097	Additional PT hours; grant
	10	4531	236	Training & Education	2,000	3,000		5,000	NAEA Conf. and training; grant
	10	4531	240	Office Expense	2,000	5,000		7,000	Education program supplies
	10	4531	310	Professional Services	1,085	35,000		36,085	Virtual field trips, update education videos; grant
	45	4130	251	Property Purchases	2,000,000	1,600,000		3,600,000	Property purchase; reserves
	45	4530	703	Museum ADA Restroom	15,000	50,000		65,000	Restroom ADA compliance; State grant
	55	5500	310	Professional Services	87,700	60,000		147,700	Storm Drain master plan update; reserves
	Total Expenditure Amendments					<b>1,773,077</b>			

**RESOLUTION #2022-XX**

**A RESOLUTION OPENING AND AMENDING THE GENERAL FUND, CAPITAL IMPROVEMENT FUND AND STORM WATER FUND BUDGETS FOR OPERATING AND CAPITAL EXPENSES APPLYING TO THE FISCAL YEAR ENDING JUNE 30, 2022 AS OUTLINED IN EXHIBIT A.**

**WHEREAS**, the City Council has received a recommendation from the Administration that the Springville City General Fund, Capital Improvement Fund, and Storm Water Fund budgets be opened and amended for operating and capital expenses; and,

**WHEREAS**, on March 1, 2022 the City Council held a duly noticed public hearing to ascertain and discuss the facts regarding this matter, which facts and comments are found in the meeting record; and,

**WHEREAS**, after considering the Administration's recommendation, and facts and comments presented to the City Council, the Council finds the proposed appropriations reasonably further the health, safety, and general welfare of the citizens of Springville City.

**NOW, THEREFORE**, be it resolved by the City Council of Springville, Utah as follows:

**PART I:**

The Budget Officer is hereby authorized and directed to amend the budgets in the General Fund, Capital Improvement Fund, and Storm Water Fund for operating and capital expenses as outlined in Exhibit A.

**PART II:**

This resolution shall take effect immediately.

**END OF RESOLUTION.**

**PASSED AND APPROVED** this 01<sup>st</sup> day of March, 2022.

---

Matt Packard, Mayor

ATTEST:

---

Kim Crane, City Recorder



**Exhibit A  
City of Springville  
Budget Amendment Form**

*Fiscal Year Ending June 30, 2022*

<i>Item</i>	<i>Fund</i>	<i>Dept.</i>	<i>Acct.</i>	<i>Description</i>	<i>Beginning Budget</i>	<i>Increase</i>	<i>Decrease</i>	<i>Amended Budget</i>	<i>Purpose and Funding Source</i>
<b>Revenues</b>									
	10	3300	301	Museum POPS Grant	301,312	55,577		356,889	State Museum POPS Grant
	10	3600	362	Corporate Museum Contributions	9,700	7,500		17,200	Corporate Donation
	45	3600	360	Grant Revenue	2,453,326	50,000		2,503,326	State Museum Grant
	Utilize Reserves					1,660,000			
	Total Revenue Amendments					<b>1,773,077</b>			
<b>Expenditures</b>									
	10	4530	173	Scholarships	3,950	7,500		11,460	Student Scholarships; donation
	10	4531	120	Payroll - PT	91,520	12,577		104,097	Additional PT hours; grant
	10	4531	236	Training & Education	2,000	3,000		5,000	NAEA Conf. and training; grant
	10	4531	240	Office Expense	2,000	5,000		7,000	Education program supplies
	10	4531	310	Professional Services	1,085	35,000		36,085	Virtual field trips, update education videos; grant
	45	4130	251	Property Purchases	2,000,000	1,600,000		3,600,000	Property purchase; reserves
	45	4530	703	Museum ADA Restroom	15,000	50,000		65,000	Restroom ADA compliance; State grant
	55	5500	310	Professional Services	87,700	60,000		147,700	Storm Drain master plan update; reserves
	Total Expenditure Amendments					<b>1,773,077</b>			



## STAFF REPORT

**DATE:** February 25, 2022  
**TO:** Honorable Mayor and City Council  
**FROM:** Troy Fitzgerald, City Administrator  
**SUBJECT: ORDINANCE AMENDING BOARDS AND COMMISSIONS**

---

### Recommended Motion:

Motion to approve Ordinance No. \_\_\_\_\_ adopting an ordinance repealing title 4 chapter 6, Library Board, and repealing and replacing Title 5 Commissions and Boards.

(Roll Call Vote.)

### Executive Summary:

The proposed ordinance simplifies the City Boards and Commissions structure as set forth in the table below:

Existing	Concept
Library Board	Library Board
Power Advisory Board	Utility Advisory Board
Water Advisory Board	
Arts Commission	Parks, Arts and Recreation Committee
Parks and Recreation Board	
Economic Advisory Committee	Disband
Wage and Personnel Committee	

The proposed ordinance establishes term limits at 10 years of service and enables the Mayor to appoint youth to the various boards and commissions. The ordinance also permits departments to establish committees to assist with department programs and goals.

### Background:

Boards and Commissions have long been a part of Springville City's governance structure. These Boards and Commission have been assigned a broad range of duties

to make recommendations and to give guidance to the Springville City Council. In rare instances, as assigned by the Utah State Code, these Boards and Commissions have actual authority to make binding decisions.

Over the years, regular changes and updates have been made to both the organizational structure and duties of various Boards and Commissions. Title 5 of the Springville City Code currently has seven repealed chapters. Other Boards and Commissions have had sections amended at least five times during their existence.

Boards and Commissions exist to assist the City Council in their work. As the complexity of the decisions required of the City Council grows, many Councils find having dedicated Boards and Commissions helpful in completing the work of the City. These Boards and Commissions deeply study assigned topics and provide advice and counsel to the City Council.

Pursuant to the existing code and policy of the City, appointments to Boards and Commissions are made by the Mayor, a member of the City Council. These appointments are ratified by the voting members of the City Council.

The Mayor also assigns members of the City Council to be liaisons to Boards and Commissions. Traditionally, the Mayor does this in January after each election cycle.

In addition to City-sponsored Boards and Commissions, Council Members are assigned to a broad range of regional, interlocal and contract-based assignments. These assignments often require Council Members to actually vote on issues of importance to the City. For example, within the last month, the South Utah Valley Solid Waste District considered a \$45,000,000 construction project in their Board Meeting.

Due to the complex nature of the City, Mayor Packard decided to assign Councilmembers to categories of assignments to ensure that efforts to understand areas of responsibility were in groupings of similar responsibilities. In addition, the Mayor assigned staff to review and revise Title 5 to consolidate responsibilities within assigned categories. These moves allow for two Council Members to be assigned to each primary category. Two Council Members can back each other up in the various assignments and work together to determine that best way to handle each category.

For the balance of this report, some simple definitions are helpful:

*Category.* A simple title to identify a grouping of assignments.

*Boards and Commissions.* An advisory panel of citizens that make recommendations to the City Council on duties as assigned.

*Committees:* A panel of citizens established by department directors to assist with programs and initiatives. These are not public bodies as set forth in the State Code.

**Discussion:**

I. Categories

The Mayor has grouped the various boards, commissions, interlocal boards and other council assignments into three general categories. Two Councilmembers have been assigned to each category. The categories are Parks, Arts and Recreation, Utilities, and Citizens.

II. Consolidation

As part of the ordinance, four existing boards have been consolidated to two boards. The Power Board and the Water Board have been consolidated to a Utility Board. The Utility Board duties have been expanded to look at all utilities - not just Power and Water.

The Arts Commission and the Parks and Recreation Board have been consolidated to a Parks, Arts and Recreation Board. The primary purpose of this consolidation is to have a board which makes recommendations on the allocation of the Parks, Arts and Recreation Tax dollars.

III. Elimination

The proposed ordinance eliminates the Economic Advisory Commission and the Wage and Personnel Commission. Neither of these organizations have met for several years.

IV. Committees

The proposed ordinance allows for the creation of Committees. Committees will be established and managed through departments of the City. Their primary purpose will be to increase volunteerism and to assist in successful implementation of the City's programs. Existing committees will continue as committees. For example, the Art City Days Committee, the Hubble Creek Golf Course Committee, the Cultural Committee and others can continue with essentially the same purpose and duties as they currently have.

Importantly, these committees will not function as Public Bodies as defined by the Utah State Code. They will not have authority to make decisions regarding the public's business. While the public is welcome at these meetings, these committees will not

need to follow open and public meeting laws with regard to recordings and minutes. This will save the City substantial dollars.

## V. Ordinance

The proposed ordinance completely repeals Title 5 of the Springville City Code and establishes Title 5A. Over the years Title 5 has become cluttered with repealed and revised ordinances. The new Title 5A reestablishes the Boards and Commissions that will continue. The title is quite short. The operational language for each board is contained in a General Rules Section. Other chapters detail the specific duties of each board and, in some cases, additional language necessary for the boards operations that may conflict with the General Rules. As an example, the Library Board has some specific requirements set forth in State Law. These requirements are set forth in the Library Board chapter.

The ordinance provides for two general rules that are not found in our current ordinances. First, Board and Commission members are limited to 10 years of consecutive service. Second, the Mayor may appoint youths between the ages of 15 and 18 to serve as members of the various Boards and Commissions.

Ad Hoc Commissions are still allowed by the proposed ordinance. These Commissions serve for a limited amount of time on specific projects as determined by the City Council. Recently, Ad Hoc Commissions were used for the design of the Recreation Center and to make recommendations with regard to the PAR Tax election.

### **Alternatives:**

Boards and Commissions serve the City Council. Thus, the City Council could create or eliminate boards and commissions as they desire.

### **Fiscal Impact:**

This ordinance has minimal fiscal impact. Costs associated with running boards and commissions should decrease as there are less total boards and commissions serving the City.

*Troy Fitzgerald*  
Troy Fitzgerald

ORDINANCE #\_\_-2022

**AN ORDINANCE REPEALING TITLE 4 CHAPTER 6 LIBRARY AND REPEALING AND REPLACING TITLE 5 COMMISSIONS AND BOARDS OF THE SPRINGVILLE CITY CODE**

**WHEREAS**, the City Council wishes to establish and empower commissions and boards to aid the Council in its business; and

**WHEREAS**, the City Council wishes to encourage volunteerism and provide residents with meaningful opportunities to serve the community; and

**WHEREAS**, the City Council wishes to standardize and simplify general rules for City commissions and boards.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of Springville, Utah that:

**Section 1** Ordinance. Chapter 4-6 Library, and Title 5, Commissions and Boards, are hereby repealed and replaced as set out in Exhibit A, which is incorporated into this ordinance as if fully stated herein.

**Section 2** This ordinance shall become effective April 01, 2022 upon adoption by the Springville City Council.

ADOPTED by the City Council of Springville, Utah, this 01<sup>st</sup> day of March 2022.

\_\_\_\_\_  
Matt Packard, Mayor

ATTEST:

\_\_\_\_\_  
Kim Crane, City Recorder

**Exhibit A**

Springville City Code Title 4 Public Property and Utilities and Title 5 Boards and Commissions

TITLE 4  
PUBLIC PROPERTY AND UTILITIES

Chapters:

- 1 Power Department
- 2 Water Division of Public Works
- 2A Repealed
- 3 Street Department
- 4 Buildings and Grounds Department
- 5 Cemeteries
- ~~6 Library REPEALED. Refer to Title 5a-4~~
- 7 Public Works
- 8 Airport
- 9 Watershed Protection
- 10 Drinking Water Source Protection
- 11 Street Trees and Tree Planting
- 12 Storm Sewer Utility
- 13 Illicit Discharge and Erosion Control Administration and Enforcement
- 14 Sewer Collections/Water Reclamation/Pretreatment Ordinance
- 15 Utility Billing, Collection and Discontinuance of Service

**CHAPTER 6**

**LIBRARY**

Sections:

- ~~4-6-101 Board Established.~~
- ~~4-6-102 Term of Office.~~
- ~~4-6-103 Organization.~~
- ~~4-6-104 Use of Library Funds.~~
- ~~4-6-105 Library Rules and Regulations.~~
- ~~4-6-106 Annual Reports.~~
- ~~4-6-107 Librarian.~~
- ~~4-6-108 Donations.~~
- ~~4-6-109 Qualifications.~~
- ~~4-6-110 Sub-Committees Authorized.~~

**~~4-6-101 Board Established.~~**

~~(1) There is hereby established a Library Board which shall have five (5) to nine (9) members to be appointed by the Mayor, with the approval of the City Council.~~



~~(2) Only one (1) City Council member may be, at any one (1) time, a member of the Board. City Council members shall serve as nonvoting members and will not be counted in the requirement for the Board to have five (5) to nine (9) members.~~

~~(3) Directors shall serve without compensation, except that the City may make provision for payment of necessary expenses incurred by them in carrying out the duties specified in this Chapter.~~

~~(Statutory Authority UCA 9-7-401; 1968 Code 2-3-1; amended in codification 1979; 1979 Code 4-6-1; amended by Ordinance No. 4-81 & Ordinance No 26-06; Ord. No. 02-2012, 03/06/2012)~~

#### **~~4-6-102 Term of Office.~~**

~~(1) Directors shall serve for a term of three (3) years or until his successor is appointed. The term of office of each member shall commence on the first (1st) day of April in the year in which such member is appointed.~~

~~(2) Directors shall serve not more than two (2) consecutive full terms.~~

~~(3) Library Board members may only be removed as established by State law. Vacancies shall be filled in the same manner as the original appointment for the unexpired term.~~

~~(Statutory Authority UCA 9-7-403; 1968 Code 2-3-2; amended in codification 1979; 1979 Code 4-6-2; amended by Ordinance No. 26-06; Ord. No. 02-2012, 03/06/2012)~~

#### **~~4-6-103 Organization.~~**

~~The Library Board shall elect its own chairman and secretary and shall appoint all other officers necessary, for terms of one (1) year, and may adopt such rules and regulations for the conduct of its business. The Library Board should meet as often as necessary to conduct necessary business. Written minutes shall be kept of each meeting and the minutes shall be forwarded to the City Council for their review.~~

~~(Statutory Authority UCA 9-7-403; 1968 Code 2-3-3; 1979 Code 4-6-3; 1979 Code 4-6-3; amended by Ordinance No. 4-81 & Ordinance No 26-06)~~

#### **~~4-6-104 Use of Library Funds.~~**

~~All taxes levied for library purposes and all other funds which are restricted to library purposes shall be credited to the Library Fund which shall be maintained by the City. Such Library Fund shall be used for the construction or lease of library buildings, and for the operation and care of the City Library, and shall be used for no other purpose. The Library Board of Directors shall, with the annual approval of the City Council, have control of the expenditure of the Library Fund. Said Fund shall be drawn upon by the authorized City officers upon presentation of properly authenticated vouchers of the Library Board. All monies collected by the Library shall be deposited to the credit of the Library Fund. The Board shall be responsible for the maintenance and care of the Library and shall establish policies for its operation, and carry out all other duties specified by this Chapter.~~

~~(Statutory Authority UCA 9-7-404; 1968 Code 2-3-4; amended in codification 1979; 1979 Code 4-6-4)~~

#### **~~4-6-105 Library Rules and Regulations.~~**

~~The Library Board of Directors shall make and adopt rules and regulations, not inconsistent with this Chapter or applicable state law, for the governing of the Library. The Library established under the provisions of this Chapter shall be free for the use of the inhabitants of the City, subject to the rules and regulations adopted by the Board. The Board may exclude from the use~~

~~of the Library any and all persons who shall wilfully violate such rules. The Board may extend the privileges and use of the Library to persons residing outside of the City upon such terms and conditions as it may prescribe by its regulations.~~

~~(Statutory Authority UCA 9-7-405; 1968 Code 2-3-5; 1979 Code 4-6-5)~~

#### ~~4-6-106 Annual Reports.~~

~~The Library Board should make an annual report to the City Council on the condition and operation of the Library, including a financial statement. The directors shall also provide for the keeping of such records as may be required by the Utah State Library Commission in its request for an annual report from the public libraries, and shall submit such annual reports to the commission.~~

~~(Statutory Authority UCA 9-7-406; 1968 Code 2-3-6; 1979 Code 4-6-6; amended by Ordinance No. 26-06)~~

#### ~~4-6-107 Librarian.~~

~~The Library Board of Directors shall, with the approval of the City Council, appoint a competent person as librarian to have immediate charge of the Library with such duties and compensation for his or her services, within such budgetary restrictions as the City Council may choose to impose, as the Board shall fix and determine. The librarian shall act as executive officer for the Library Board. The Board shall appoint, upon recommendation of the librarian, other personnel as needed.~~

~~(Statutory Authority UCA 9-7-407; 1968 Code 2-3-7; minor changes in phraseology made in codification 1979; 1979 Code 4-6-7; amended by Ordinance No. 4-81)~~

#### ~~4-6-108 Donations.~~

~~Any person desiring to make donations of money, personal property, or real estate for the benefit of the Library shall have the right to vest title to the money, personal property, or real estate so donated, in the City, to be held and controlled by the Library Board, when accepted, according to the terms of the deed, gift, devise, or bequest of such property.~~

~~(Statutory Authority UCA 9-7-408; 1968 Code 2-3-8; amended in codification 1979; 1979 Code 4-6-8)~~

#### ~~4-6-109 Qualifications.~~

~~All members of the Board shall be residents of the City of Springville.~~

~~(Statutory Authority UCA 9-4-402, 1968 Code 2-3-1; amended in codification 1979; 1979 Code 4-6-1; amended by Ordinance No 26-06)~~

#### ~~4-6-110 Sub-Committees Authorized.~~

~~Upon a majority vote of the members of the Library Board, sub-committees may be established to oversee specific areas of concern to the Board. In authorizing a sub-committee, the Board should establish rules and procedures for members, terms, and duties of the sub-committee. Only members of the Library Board will serve on sub-committees.~~

~~(Enacted by Ordinance No 26-06, 09/19/2006)~~

## TITLE 5

### COMMISSIONS AND BOARDS REPEALED.

#### Chapters:

- ~~1 Parks & Recreation Board~~
- ~~2 Repealed~~
- ~~3 Repealed~~
- ~~4 Repealed~~
- ~~5 Repealed~~
- ~~6 Landmarks Preservation Commission~~
- ~~7 Springville Arts Commission~~
- ~~8 Repealed~~
- ~~9 Repealed~~
- ~~10 Repealed~~
- ~~10 Power Advisory Board~~
- ~~11 Youth Court~~
- ~~12 Water Advisory Board~~
- ~~13 Ad Hoc Committees~~
- ~~14 Hardship Committee~~
- ~~15 Economic Advisory Commission~~
- ~~16 Springville Community Enhancement Committee~~
- ~~17 Hobble Creek Golf Course Committee~~

## CHAPTER 1

### PARKS & RECREATION BOARD

#### Sections:

~~5-1-101 Board Established.~~

~~5-1-102 Term of Office.~~

~~5-1-103 Organization.~~

~~5-1-104 Powers and Duties.~~

~~5-1-105 [Repealed]~~

~~5-1-106 Qualifications.~~

~~5-1-107 Sub-Committees Authorized.~~

#### **~~5-1-101 Board Established.~~**

~~There is hereby established a Parks & Recreation Board which shall have between five (5) and nine (9) members of the general public. Members of the board shall serve without compensation, except that the City may make provision for payment of necessary expenses incurred by them in carrying out the duties specified in this Chapter.~~

~~One (1) member of the City Council to be designated by the Mayor and one (1) alternate member selected from the City Council shall be assigned to attend the Parks & Recreation Board meetings. City Council members shall serve as non-voting members of the Board. In addition, selected staff members shall attend board meetings.~~

~~(Statutory Authority UCA 11-2-3; 1968 Code 2-4-1; amended in codification 1979; 1979 Code 5-1-1; amended by Ordinance No 20-92, Ordinance No 20-00, and Ordinance No 26-06)~~

#### **~~5-1-102 Term of Office.~~**

~~Each member of the Parks & Recreation Board, except the City Council members who serve on the Board, shall serve for a term of four (4) years and until his successor is appointed; provided, that the members first appointed shall be appointed for such terms that the terms of the members shall be staggered to expire every two years. The term of the City Council members who sit on the Parks & Recreation Board shall be for two (2) year segments concurrent with the term on the Council. The term of office of each member shall commence on the first day of April in the year in which such member is appointed. Parks & Recreation Board members serve at the pleasure of the City Council. Vacancies shall be filled in the same manner as the original appointment for the unexpired term.~~

~~(1968 Code 2-4-2; amended in codification 1979 and 2000; 1979 Code 5-1-2, amended by Ordinance No 20-00, and Ordinance No 26-06)~~

#### **~~5-1-103 Organization.~~**

~~The Parks & Recreation Board shall elect its own chairman and secretary and shall appoint all other officers necessary, for terms of one (1) year, and may adopt rules and regulations for the conduct of its business. The Parks & Recreation Board should meet as often as necessary to conduct necessary business. Written minutes shall be kept of each meeting and the minutes shall be forwarded to the City Council for their review. The Parks & Recreation Board shall be an advisory board only.~~

~~(1968 Code 2-4-3; amended in codification 1979; 1979 Code 5-1-3, amended by Ordinance No 20-00, and Ordinance No 26-06)~~

**~~5-1-104 Powers and Duties.~~**

~~Duties of the Parks & Recreation Board shall include the following:~~

- ~~(1) Recommend park development plans for both City and Canyon Parks to the City Council;~~
- ~~(2) Recommend recreation program plans to the City Council;~~
- ~~(3) Perform any other duties deemed appropriate and assigned by the Mayor.~~

~~(1968 code 2-4-4; 1979 Code 5-1-4, amended by Ordinance No. 20-00, and Ordinance No 26-06)~~

**~~5-1-105 [Repealed]~~**

~~(Repealed by Ordinance No.20-00)~~

**~~5-1-106 Qualifications.~~**

~~All members of the Board shall be residents of the City of Springville.~~

~~(Adopted by Ordinance No 26-06)~~

**~~5-1-107 Sub-Committees Authorized.~~**

~~Upon a majority vote of the members of the Parks & Recreation Board, sub-committees may be established to oversee specific areas of concern to the Board. In authorizing a sub-committee, the Board should establish rules and procedures for members, terms and duties of the sub-committee. Only members of the Board will serve on sub-committees.~~

~~(Adopted by Ordinance No. 20-00; amended by Ordinance No 26-06)~~

**CHAPTER 2**

**~~VETERANS MEMORIAL BOARD~~**

~~(Repealed by Ordinance No 26-06)~~

**CHAPTER 3**  
**SAFETY COUNCIL**

~~(Repealed by Ordinance No 26-06)~~

**CHAPTER 4**

**COMMUNITY COORDINATING COUNCIL**

~~(Repealed by Ordinance No 26-06)~~



**CHAPTER 5**

**SHADE TREE COMMISSION**

~~(Repealed by Ordinance No 20-00)~~

## CHAPTER 6

### LANDMARKS PRESERVATION COMMISSION

#### Sections:

~~5-6-101 Commission Established.~~

~~5-6-102 Term of Office.~~

~~5-6-103 Organization.~~

~~5-6-104 Duties.~~

~~5-6-105 Compensation.~~

~~5-6-106 Historic Sites List.~~

~~5-6-107 Historic Landmark Register.~~

~~5-6-108 Standards for Rehabilitation.~~

~~5-6-109 Qualifications.~~

~~5-6-110 Subcommittees Authorized.~~

#### **5-6-101 Commission Established.**

~~(1) In order to preserve the historical heritage of the City and to identify, preserve, protect and enhance historic and prehistoric areas lying within the City, there is hereby established a commission to be known as the Springville Landmarks Preservation Commission.~~

~~(2) The Springville Landmarks Preservation Commission shall consist of five (5) to nine (9) members of the general public who shall be appointed by the Mayor with the consent of the City Council.~~

~~(3) One (1) member of the City Council to be designated by the Mayor and one (1) alternate member selected from the City Council shall be assigned to attend the Springville Landmarks Preservation Commission meetings. City Council members shall serve as non-voting members of the Commission. In addition, selected staff members shall attend commission meetings.~~

~~(1979 Code 5-6-1; adopted by Ordinance No. 7-84; amended by Ordinance No 26-06)~~

#### **5-6-102 Term of Office.**

~~Each member of the Landmarks Preservation Commission, except the City Council members who serve on the Commission, shall serve for a term of four (4) years and until his successor is appointed; provided, that the members first appointed shall be appointed for such terms that the terms of the embers shall be staggered to expire every two years. The term of the City Council members who sit on the Landmarks Preservation Commission shall be for two (2) year segments concurrent with the term on the Council. The term of office of each member shall commence on the first day of April in the year in which such ember is appointed. The City Council upon a majority vote may remove any member of the Landmarks Preservation Commission. No cause is necessary for such removal. Vacancies shall be filled in the same manner as the original appointment for the unexpired term.~~

~~(1979 Code 5-6-1; adopted by Ordinance No. 7-84; amended by Ordinance No 26-06)~~

#### **5-6-103 Organization.**

~~The Springville Landmarks Preservation Commission shall elect its own chairman and secretary and shall appoint all other officers necessary, for terms of one (1) year, and may adopt such rules and regulations for the conduct of its business. The Springville Landmarks Preservation Commission should meet as often as necessary to conduct necessary business. Written~~

minutes shall be kept of each meeting and the minutes forwarded to the City Council for their review.

(1979 Code 5-6-1; adopted by Ordinance No. 7-84; amended by Ordinance No 26-06)

#### **5-6-104 Duties.**

(1) ~~The Commission shall conduct or cause to be conducted a survey of the historic, architectural and archeological resources within the City. The survey shall be compatible with the Utah Inventory of Historic and Archeological Sites. Survey and inventory documents prepared by the Commission or at its direction shall be maintained by the commission and shall be open to public inspection. The survey shall be updated at least once every ten (10) years.~~

(2) ~~The Commission shall review and comment to the State Historic Preservation officer on all proposed nominations of properties within the community for inclusion on the National Register of Historic Sites. In evaluating and commenting on such nominations which are normally evaluated by professions in a specific discipline, if no member of the Commission is a professional in that discipline, the Commission will seek professional advice in that area before making its comments and evaluations.~~

(3) ~~The Commission shall act in an advisory role to other departments of City government regarding the identification and protection of local historic and archeological resources.~~

(4) ~~The Commission shall promote the continuing education of residents of the City regarding historic preservation and the community's history.~~

(5) ~~The Commission shall support enforcement of all state laws relating to historic preservation, including, but not limited to, the following:~~

~~(a) The Historic District Act (UCA 1953 11-18-2);~~

~~(b) Protection of antiquities (UCA 1953 63-18-25, et seq.);~~

~~(c) Notification of the State Historic Preservation Office of any known proposed action which will destroy or effect a site, building, or object owned by the state of Utah and included on or eligible for the State Historic Register or National Register of Historic Sites (UCA 1953 63-18-37).~~

(6) ~~The Commission shall have such other duties, not inconsistent with the provisions of this Chapter, with regard to preserving the history of the community as shall be designated by the Mayor from time to time.~~

(1979 Code 5-6-2; adopted by Ordinance No. 7-84, amended by Ordinance No 26-06)

#### **5-6-105 Compensation.**

~~Members of the Commission shall serve without compensation, except that the City may make provision for payment of necessary expenses incurred by them in carrying out the duties specified in this Chapter.~~

(1979 Code 5-6-3; adopted by Ordinance No. 7-84, amended by Ordinance No 26-06)

#### **5-6-106 Historic Sites List.**

(1) ~~There is hereby established a Springville Historic Sites List. The Landmarks Preservation Commission may designate any building, structure, or site to the Historic Sites List if such building, structure, or site meets the following standards:~~

~~(a) It is located within the boundaries of the City.~~

~~(b) The building or structure is at least fifty (50) years old.~~

~~(c) It retains its historic integrity, in that there are no major alterations or additions that have obscured or destroyed the significant historic features of the site. Major alterations that would destroy the historic integrity include, but are not limited to, changes in pitch of the main roof, enlargement or enclosure of windows on the principal facades, addition of upper stories or the removal of original upper stories, covering exterior walls with non-historic materials, moving a building or structure from its original location to one that is dissimilar to the original, or additions which significantly attract from or obscure the original form and appearance of the building or structure when viewed from the public streets.~~

~~(d) It has been documented according to Utah State Historic Preservation Office standards for intensive level surveys and copies of such documentation have been filed with the Landmarks Preservation Commission and in State historic preservation files.~~

~~(2) Any person, group, or government agency may nominate a property for listing in the Springville Historic Sites List. The procedure for nominating and listing such a property is as follows:~~

~~(a) Nomination shall be by letter together with duplicate copies of completed intensive level survey documentation for each property submitted to the Landmarks Preservation Commission.~~

~~(b) The Landmarks Preservation Commission shall review and consider such nomination at its next scheduled meeting. The Commission shall notify the nominating party, either orally or in writing, one week prior to the meeting that the nomination to the Historic Sites List will be considered and shall place that item on the agenda posted for the meeting. The one-week notification period may be waived by the nominating party. The Landmarks Preservation Commission shall not, however, review any nomination which is submitted less than forty-eight (48) hours prior to the meeting.~~

~~(c) The Landmarks Preservation Commission shall review the documentation for completeness, accuracy, and compliance with the standards set forth in subsection (1) above.~~

~~(d) If the Landmarks Preservation Commission determines that the nomination is proper and complete, that the standards set forth in subsection (1) above have been met, and that the building, structure, or site is a significant historic resource of the community, it shall place the building, structure, or site on the Springville Historic Sites List.~~

~~(3) The owner of a property listed on the Historic Sites List may obtain a Historic Sites Certificate from the Landmarks Preservation Commission. The certificate shall contain the historic name of the property, the date of designation to the Historic Sites List, and signatures of the Mayor and Chairman of the Landmarks Preservation Commission.~~

~~(4) If a building, structure, or site listed on the Historic Sites List is to be demolished or extensively altered, efforts shall be made to document its physical appearance before such action takes place. To assist such documentation, the City shall delay issuing a demolition permit, building permit, or excavation permit for the property for a period of one week after application for the permit is submitted. The building inspector shall notify a member of the Landmarks Preservation Commission of the application for the demolition, building, or excavation permit. It shall then be the responsibility of the Landmarks Preservation Commission~~

to document the property. Documentation shall include exterior photographs of the Historic Building and when possible, both exterior and interior measurements of the building in order to provide an accurate floor plan drawing. After expiration of the one-week period, the demolition, building, or excavation permit may be issued whether or not the Landmarks Preservation Commission has documented the property. The permit may be issued before expiration of the one-week waiting period if the building inspector is notified by the Landmarks Preservation Commission that its documentation has been completed. All such documentation will be kept in the Commission's Historic Sites files, which shall be open to the public.

(5) If the Landmarks Preservation Commission determines that a property no longer meets the standards for designation to the Historic Sites List, it shall remove the property from the Historic Sites List.

(1979 Code 5-6-4; adopted by Ordinance No. 21-89, amended by Ordinance No 26-06)

### **5-6-107 Historic Landmark Register.**

(1) There is hereby established a Springville Historic Landmark Register for the purpose of recognizing historic properties and providing incentives and guidelines for their preservation. Any building, structure, or site may be designated to the Historic Landmark Register if it meets the following standards:

(a) It is located within the boundaries of the City.

(b) It is listed in the National Register of Historic Places or has been officially determined eligible for listing in the National Register of Historic Places under applicable federal regulations.

(c) The property must have been associated with events that have made a significant contribution to the broad patterns of the community's history; or associated with the lives of persons significant in the community's history; or embody the distinctive characteristics of a type, period, or method of construction that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or have yielded, or may be likely to yield, information important in history or prehistory.

(d) The owner or owners of the property have given written approval for designation of the property to the Historic Landmark Register.

(2) The procedure for designation of a property to the Historic Landmark Register is as follows:

(a) The owner of the property shall submit a written request for designation to the Chairman of the Landmarks Preservation Commission. The letter shall identify the property by its address and historic name, give the date the property was listed in the National Register of Historic Places or officially determined eligible for such listing, and include a verification that the owner holds the legal title to the property.

(b) Upon receipt of the written request for designation, the Chairman of the Landmarks Preservation Commission shall arrange for the nomination to be considered at a meeting of the Commission within thirty (30) days from the date the nomination was received.

(c) At its meeting, the Commission shall evaluate the nomination based upon standards set forth in subsection (1) above. The Commission shall forward its recommendation with regard to placing the property on the Historic Landmark Register to the City Council within fourteen (14) days after the meeting of the Landmarks Preservation Commission.

~~(d) The City Council shall consider the recommendation of the Landmarks Preservation Commission and may, by approval and passage of an appropriate resolution, designate the property to the Historic Landmark Register. Following such designation, a notice of the action of the City Council shall be mailed to the owners of record together with a copy of this Section.~~

~~(e) Designation of a property to the Historic Landmark Register may be amended or rescinded in the same manner as in original designation.~~

~~(f) The Landmarks Preservation Commission shall cause a document certifying designation of a property to the Historic Landmark Register to be recorded with the County Recorder's Office.~~

~~(3) When a property has been designated to the Historic Landmark Register, such designation shall have the following effects:~~

~~(a) Owners of such property may seek assistance from the Landmarks Preservation Commission in applying for grants or tax credits for rehabilitating their property.~~

~~(b) Proposed repairs, alterations or additions to Historic Landmarks are subject to review by the Landmarks Preservation Commission and subsequent review and approval by the City Council. Such review is to insure the preservation of historic features to the greatest possible degree. Applications for demolition, building, or excavation permits pertaining to Historic Landmark property shall be forwarded by the building inspector to the Landmarks Preservation Commission prior to the issuance of any such permit. At its next scheduled meeting, the Landmarks Preservation Commission shall review the applications and proposed work for compliance with Section 5-6-106. The Commission's recommendation with regard to any such application shall be forwarded within ten (10) days to the City Council for its consideration. Copies of the recommendation shall be sent to the building inspector and property owner. The City Council shall schedule the matter for its next regular meeting and upon review of the Landmarks Preservation Commission's recommendation and other information given at the meeting, shall make a decision regarding the appropriateness of the proposed permits. Approved projects shall be issued a Certificate of Historical Appropriateness which authorizes the building, demolition, or excavation permit to be issued.~~

~~(4) The provisions of subsection (3) above are subject to enforcement in the same manner as the building code adopted by Title 10 of this Code.~~

~~(1979 Code 5-6-5; adopted by Ordinance No. 21-89, amended by Ordinance No 26-06)~~

#### ~~5-6-108 Standards for Rehabilitation.~~

~~The following standards shall be used by the Landmarks Preservation Commission and City Council when determining if a property should be placed on the Historic Landmark Register and in making an evaluation of a project pursuant to Section 5-6-105(3)(b):~~

~~(1) A reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the building, structure, or site and its environment.~~

~~(2) The distinguishing original qualities or character of a building, structure or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features shall be avoided.~~

~~(3) All buildings, structures, and sites shall be recognized as products of their own time. Alterations which have no historic basis and which seek to create an earlier appearance shall be discouraged.~~

~~(4) Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.~~

~~(5) Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site shall be treated appropriately.~~

~~(6) Deteriorated architectural features shall be repaired rather than replaced whenever possible. In the event replacement is necessary, the new material shall match the material being replaced in composition, design, color, texture and other visual qualities. Repair or replacement of missing architectural features shall be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.~~

~~(7) Surface cleaning of the structure shall be undertaken by the gentlest means possible. Sandblasting and other cleaning methods which will damage historic building materials shall not be used.~~

~~(8) A reasonable effort shall be made to protect and preserve archeological resources affected by or adjacent to any rehabilitation project.~~

~~(9) Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historic, architectural or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood or environment.~~

~~(10) New additions or alterations to a structure shall, whenever possible, be done in such a manner that if such additions or alterations were removed in the future, the essential form and integrity of the structure would be unimpaired.~~

~~(1979 Code 5-6-6; adopted by Ordinance No. 21-89; amended by Ordinance No 26-06)~~

#### ~~5-6-109 Qualifications.~~

~~All members of the Commission shall be residents of the City of Springville. Members of the Commission shall be individuals with a demonstrated interest, competence, or knowledge in historic preservation. To the extent that such individuals are available in the City, two (2) members of the Commission shall be professionals, as defined by National Park Service regulations, from the disciplines of history, architecture, or architectural history.~~

~~(1979 Code 5-6-1; adopted by Ordinance No. 7-84; amended by Ordinance No 26-06)~~

#### ~~5-6-110 Subcommittees Authorized.~~

~~Upon a majority vote of the members of the Landmarks Preservation Commission, subcommittees may be established to oversee specific areas of concern to the Commission. In authorizing a subcommittee, the Commission should establish rules and procedures for members, terms, and duties of the subcommittee. Only members of the Commission will serve on subcommittees.~~

~~(Adopted by Ordinance No 26-06)~~

## CHAPTER 7

### SPRINGVILLE ARTS COMMISSION

#### Sections:

~~5-7-101 Arts Commission Created.~~

~~5-7-102 Term of Office.~~

~~5-7-103 Organization.~~

~~5-7-104 Duties and Powers.~~

~~5-7-105 Qualifications.~~

~~5-7-106 Subcommittees Authorized.~~

#### **5-7-101 Arts Commission Created.**

~~(1) There is hereby established a Springville Arts Commission to promote and encourage public programs, to further the development and public awareness of and interest in the fine and performing arts and to act in an advisory capacity to the City Council in connection with the artistic and cultural development of the City.~~

~~(2) The Springville Arts Commission shall have five (5) to fifteen (15) members of the general public appointed by the Mayor, with the approval of the City Council. Members of the Commission shall serve without compensation, except that the City may make provision for payment of necessary expenses incurred by them in carrying out the duties specified in this Chapter.~~

~~(3) One member the City Council to be designated by the Mayor and one (1) alternate member selected from the City Council shall be assigned to attend the Springville Arts Commission meetings. City Council members shall serve as non-voting members of the Commission. In addition, selected staff members shall attend Commission meetings.~~

~~(1979 Code 5-7-1; adopted by Ordinance No. 5-85; amended by Ordinance No. 12-86, and Ordinance No 26-06)~~

#### **5-7-102 Term of Office.**

~~Each member of the Springville Arts Commission, except the City Council members who serve on the Commission, shall serve for a term of four (4) years and until his successor is appointed; provided, that the members first appointed shall be appointed for such terms that the terms of the members shall be staggered to expire every two years. The term of the City Council members who sit on the Springville Arts Commission shall be for two (2) year segments concurrent with the term on the Council. The term of office of each member shall commence on the first day of April in the year in which such member is appointed. Arts Commission members serve at the pleasure of the City Council. Vacancies shall be filled in the same manner as the original appointment for the unexpired term.~~

~~(1979 Code 5-7-1; adopted by Ordinance No. 5-85; amended by Ordinance No. 12-86, and Ordinance No 26-06)~~

#### **5-7-103 Organization.**

~~The Springville Arts Commission shall elect its own chairman and secretary and shall appoint all other officers necessary, for terms of one (1) year, and may adopt rules and regulations for the conduct of its business. The Springville Arts Commission should meet as often as necessary to conduct necessary business. Written minutes shall be kept of each meeting and the minutes shall be forwarded to the City Council for their review.~~



~~(1979 Code 5-7-2; adopted by Ordinance No. 5-85; amended by Ordinance No. 12-86, and Ordinance No 26-06)~~

**~~5-7-104 Duties and Powers.~~**

~~The Springville Arts Commission shall be an advisory board only. The Arts Commission shall have the following duties and powers:~~

~~(1) To recommend expenditures in accordance with the annual budget adopted by the City Council and to annually review the financial needs of public programs for development of the fine and performing arts and to prepare and submit to the Mayor a proposed budget therefore.~~

~~(2) To recommend public programs to further the development and public awareness of and interest in the fine and performing arts.~~

~~(3) To encourage donations and grants to the City and to arts organizations in the City and to advise the City Council regarding the receipt and expenditure of such funds.~~

~~(6) To evaluate and make recommendations on the use of city, county, state, and federal arts grants which may be obtained by the City.~~

~~(7) To advise and assist the City Council and Mayor in connection with such other artistic activities as may be referred to it by them.~~

~~(1979 Code 5-7-3; adopted by Ordinance No. 5-85; amended by Ordinance No. 12-86, and Ordinance No 26-06)~~

**~~5-7-105 Qualifications.~~**

~~All members of the Commission shall be residents of the City of Springville. Commission members may have expertise in music, dance, theater or visual arts.~~

~~(1979 Code 5-7-1; adopted by Ordinance No. 5-85; amended by Ordinance No. 12-86, and Ordinance No 26-06)~~

**~~5-7-106 Subcommittees Authorized.~~**

~~Upon a majority vote of the members of the Arts Commission, subcommittees may be established to oversee specific areas of concern to the Commission. In authorizing a subcommittee, the Commission should establish rules and procedures for members, terms, and duties of the subcommittee. Only members of the Commission will serve on subcommittees.~~

**CHAPTER 8**

**PARKS BOARD**

~~(The Parks Board was established by Ordinance No. 1-97 and repealed by Ordinance No. 20-00)~~

**CHAPTER 9**

**ECONOMIC DEVELOPMENT ADVISORY COMMITTEE**

~~(Repealed by Ordinance No 26-06)~~

## CHAPTER 10

### POWER ADVISORY BOARD

#### Sections:

~~5-10-101 Board Established.~~

~~5-10-102 Term of Office.~~

~~5-10-103 Qualifications.~~

~~5-10-104 Organization.~~

~~5-10-105 Powers and Duties.~~

~~5-10-106 Sub-Committees Authorized.~~

#### **5-10-101 Board Established.**

~~There is hereby established a Power Advisory Board which shall have five (5) to nine (9) members of the general public appointed by the Mayor, with the approval of the City Council. Members of the Board shall serve without compensation, except that the City may make provision for payment of necessary expenses incurred by them in carrying out the duties specified in this Chapter.~~

~~One (1) member of the City Council to be designated by the Mayor and one (1) alternate member selected from the City Council shall be assigned to attend the Power Advisory Board meetings. City Council members shall serve as non-voting members of the Board. In addition, selected staff members shall attend board meetings.~~

~~(Adopted by Ordinance No. 2-02; amended by Ordinance No 26-06)~~

#### **5-10-102 Term of Office.**

~~Each member of the Power Advisory Board, except the City Council members who serve on the Board, shall serve for a term of four (4) years and until his successor is appointed; provided, that the members first appointed shall be appointed for such terms that the term of the members shall be staggered to expire every two (2) years. The term of the City Council members who sit on the Board shall be for two-year segments concurrent with the term on the Council. The term of office of each member shall commence on the first day of April in the year in which such member is appointed. Power Advisory Board members serve at the pleasure of the City Council. Vacancies shall be filled in the same manner as the original appointment for the unexpired term.~~

~~(Adopted by Ordinance No. 2-02; amended by Ordinance No 26-06)~~

#### **5-10-103 Qualifications.**

~~All members of the Board shall be residents of the City of Springville or shall be a representative of a business which owns real property in the City of Springville. However, one member may be appointed from any service area Springville maintains outside of the City of Springville.~~

~~(Adopted by Ordinance No. 2-02; amended by Ordinance No 26-06)~~

#### **5-10-104 Organization.**

~~The Power Advisory Board shall elect its own chairman and secretary from its membership and shall appoint all other officers necessary, for terms of one (1) year, and may adopt rules and regulations for the conduct of its business consistent with the City Code. The Power Advisory Board should meet as often as necessary to conduct necessary business. Written minutes shall be kept of each meeting and the minutes shall be forwarded to the City Council for their review.~~

~~(Adopted by Ordinance No. 2-02; amended by Ordinance No 26-06)~~

~~**5-10-105 Powers and Duties.**~~

~~Duties of the Power Advisory Board shall be an advisory board only. Duties of the Power Advisory Board shall include the following:~~

- ~~(1) Advise the City Council on long range planning and policy matters related to the power system and acquisition and development of power resources;~~
- ~~(2) Advise and make recommendation to the City Council concerning power rates; and~~
- ~~(3) Perform any other duties deemed appropriate and assigned by the Mayor.~~

~~(Adopted by Ordinance No. 2-02; amended by Ordinance No 26-06)~~

~~**5-10-106 Sub-Committees Authorized.**~~

~~Upon a majority vote of the members of the Power Advisory Board, sub-committees may be established to oversee specific areas of concern to the Board. In authorizing a sub-committee, the Board should establish rules and procedures for members, terms, and duties of the subcommittee. All subcommittee members shall be members of the Board~~

~~(Adopted by Ordinance No. 2-02; amended by Ordinance No 26-06)~~

**CHAPTER 11**  
**YOUTH COURT**

Sections:

~~5-11-101 Youth Court Established.~~

~~5-11-102 Purpose.~~

~~5-11-103 Policies and Procedures.~~

~~5-11-104 Operations.~~

~~5-11-105 Involvement of City Departments.~~

~~5-11-106 Use of City Facilities: The Youth Court shall be permitted to utilize City facilities and supplies.~~

**~~5-11-101 Youth Court Established.~~**

~~There is hereby established a Youth Court, which shall be supervised by a City officer, as appointed by the Mayor and approved by the City Council.~~

~~(Adopted by Ordinance No. 7-00, numbering amended in codification; Ord. No. 08-2015 § 1, 05/19/2015)~~

**~~5-11-102 Purpose.~~**

~~The Youth Court is established to promote and provide an opportunity for the youth of Springville to acquire a greater knowledge of an appreciation for the judicial system through active participation; and to provide alternative disposition for cases involving juvenile offenders in lieu of Juvenile Court appearances. The Youth Court shall have all power and authority established by the Utah Youth Court Diversion Act as set forth in Utah Code, Title 78a, Chapter 6, Section 1203.~~

~~(Adopted by Ordinance No. 7-00, numbering amended in codification; Ord. No. 08-2015 § 1, 05/19/2015)~~

**~~5-11-103 Policies and Procedures.~~**

~~(1) The Youth Court shall prepare policies and procedures and submit them to the City Council for approval. The policies and procedures shall include times of and procedures for meetings, quorum, voting and disposition requirements, purposes of the program, requirements for membership in the program, methods for conducting business and meeting notice requirements.~~

~~(2) The Youth Court, upon its own initiative, may propose amendments to the policies and procedures. Such amendments shall be submitted to the City Administrator for approval and submission to the City Council for final approval.~~

~~(Adopted by Ordinance No. 7-00, numbering amended in codification; Ord. No. 08-2015 § 1, 05/19/2015)~~

**~~5-11-104 Operations.~~**

~~As allowed by this Chapter, the policies and procedures and other applicable law, and with the prior approval of the Supervising Officer, the Youth Court may:~~

~~(1) Provide training and instruction to interested youth who desire to be involved with the Youth Court;~~

~~(2) Provide dispositions for youth offenders involved in minor offenses and provided by state law.~~

~~(Adopted by Ordinance No. 7-00, numbering amended in codification; Ord. No. 08-2015 § 1, 05/19/2015)~~

**~~5-11-105 Involvement of City Departments.~~**

~~City Departments by and through department heads are encouraged to support the Youth Court by providing service opportunities to youth involved in the program.~~

~~(Adopted by Ordinance No. 7-00, numbering amended in codification; Ord. No. 08-2015 § 1, 05/19/2015)~~

**~~5-11-106 Use of City Facilities: The Youth Court shall be permitted to utilize City facilities and supplies.~~**

~~Facilities must be used when not in use by other City Departments.~~

~~(Adopted by Ordinance No. 7-00, numbering amended in codification; Ord. No. 08-2015 § 1, 05/19/2015)~~

## CHAPTER 12

### WATER ADVISORY BOARD

#### Sections:

~~5-12-101 Board Established.~~

~~5-12-102 Term of Office.~~

~~5-12-103 Qualifications.~~

~~5-12-104 Organization.~~

~~5-12-105 Powers and Duties.~~

~~5-12-106 Subcommittees Authorized.~~

#### **5-12-101 Board Established.**

~~There is hereby established a Water Advisory Board which shall have five (5) to nine (9) members of the general public appointed by the Mayor, with the approval of the City Council. Members of the Board shall serve without compensation, except that the City may make provision for payment of necessary expenses incurred by them in carrying out the duties specified in this Chapter.~~

~~One (1) member of the City Council to be designated by the Mayor and one (1) alternate member selected from the City Council shall be assigned to attend the Water Advisory Board meetings. City Council members shall serve as non-voting members of the Board. In addition, selected staff members shall attend board meetings.~~

~~(Adopted by Ordinance No. 3-02; amended by Ordinance No 26-06)~~

#### **5-12-102 Term of Office.**

~~Each member of the Water Advisory Board, except the City Council members who serve on the Board, shall serve for a term of four (4) years and until his successor is appointed; provided, that the members first appointed shall be appointed for such terms that the term of the members shall be staggered to expire every two (2) years. The term of the City Council members who sit on the Water Advisory Board shall be for two (2) year segments concurrent with the term on the Council. The term of office of each member shall commence on the first day of April in the year in which such member is appointed. Water Advisory Board members serve at the pleasure of the City Council. Vacancies shall be filled in the same manner as the original appointment for the unexpired term.~~

~~(Adopted by Ordinance No. 3-02; amended by Ordinance No 26-06)~~

#### **5-12-103 Qualifications.**

~~All members of the Board shall be residents of the City of Springville or shall be a representative of a business which owns real property in the City of Springville. However, one member may be appointed from any service area Springville maintains outside of the City of Springville.~~

~~(Adopted by Ordinance No. 3-02; amended by Ordinance No 26-06)~~

#### **5-12-104 Organization.**

~~The Water Advisory Board shall elect its own chairman and secretary from its membership and shall appoint all other officers necessary, for terms of one (1) year, and may adopt rules and regulations for the conduct of its business consistent with the City Code. The Water Advisory Board should meet as often as necessary to conduct necessary business. Written minutes shall be kept of each meeting and the minutes shall be forwarded to the City Council for their review.~~



~~(Adopted by Ordinance No. 3-02; amended by Ordinance No 26-06)~~

~~**5-12-105 Powers and Duties.**~~

~~The Water Advisory Board shall be an advisory board only. Duties of the Water Advisory Board shall include the following:~~

- ~~(1) Advise the City Council on long range planning and policy matters related to the Water system and acquisition and development of Water resources;~~
- ~~(2) Advise the City Council on long range planning and policy matters related to the waste water system and acquisition and development of waste water resources;~~
- ~~(3) Advise the City Council on long range planning and policy matters related to the secondary water system and acquisition and development of secondary water resources;~~
- ~~(4) Advise and make recommendation to the City Council concerning water, secondary water and waste water rates; and~~
- ~~(3) Perform any other duties deemed appropriate and assigned by the Mayor.~~

~~(Adopted by Ordinance No. 3-02; amended by Ordinance No 26-06)~~

~~**5-12-106 Subcommittees Authorized.**~~

~~Upon a majority vote of the members of the Water Advisory Board, subcommittees may be established to oversee specific areas of concern to the Board. In authorizing a subcommittee, the Board should establish rules and procedures for members, terms and duties of the subcommittee. All subcommittee members shall be members of the Board.~~

~~(Adopted by Ordinance No. 3-02; amended by Ordinance No 26-06)~~

## CHAPTER 13

### AD-HOC COMMITTEES

#### Sections:

~~5-13-101 Ad Hoc Committees May Be Established.~~

~~5-13-102 Term of Office.~~

~~5-13-103 Qualifications.~~

~~5-13-104 Organization.~~

~~5-13-105 Powers and Duties.~~

~~5-13-106 Subcommittees Authorized.~~

#### **5-13-101 Ad Hoc Committees May Be Established.**

The Mayor and City Council reserve the right to call Ad Hoc Committees for special and specific purposes.

(Adopted by Ordinance No 26.06)

#### **5-13-102 Term of Office.**

Each member of an Ad Hoc Committee, except the City Council members who are assigned to the Committee shall serve for a term to be established by the Mayor and Council in calling the Committee.

(Adopted by Ordinance No 26.06)

#### **5-13-103 Qualifications.**

All members of the Ad Hoc Committee shall be residents of the City of Springville or shall be a representative of a business which owns real property in the City of Springville.

(Adopted by Ordinance No 26.06)

#### **5-13-104 Organization.**

The Ad Hoc Committee shall elect its own chairman and secretary from its membership and shall appoint all other officers necessary. The Ad Hoc Committee should meet as often as necessary to conduct necessary business. Written minutes shall be kept of each meeting and the minutes shall be forwarded to the City Council for their review.

(Adopted by Ordinance No 26.06)

#### **5-13-105 Powers and Duties.**

Any Ad Hoc Committee shall be an advisory board only. Duties of the Ad Hoc Committee shall be established by the Mayor and City Council upon calling an Ad Hoc Committee.

(Adopted by Ordinance No 26.06)

#### **5-13-106 Subcommittees Authorized.**

Upon a majority vote of the members of the Ad Hoc Committee, subcommittees may be established to oversee specific areas of concern to the Committee. In authorizing a subcommittee, the Committee should establish rules and procedures for members, terms, and duties of the subcommittee. All subcommittee members shall be members of the Committee.

(Adopted by Ordinance No 26.06)

## CHAPTER 14

### HARDSHIP COMMITTEE

~~5-14-101 Purpose.~~

~~5-14-102 Definitions.~~

~~5-14-103 Committee Established.~~

~~5-14-104 Term of Office.~~

~~5-14-105 Organization.~~

~~5-14-106 Powers and Duties.~~

~~5-14-107 Qualifications.~~

#### **5-14-101 Purpose.**

~~The purpose of this chapter is to establish a Hardship Committee that will hear and make a determination on a case-by-case basis of applicants who claim an inability to pay a City imposed fee due to a financial hardship or indigent circumstances.~~

~~(Ord. No. 07-2008, 04/15/2008)~~

#### **5-14-102 Definitions.**

~~As used in this chapter:~~

~~(1) "Applicant" means a Springville resident who files an application to the Hardship Committee requesting financial relief of paying utility fees to the City of Springville due to a financial hardship. An applicant may only file one (1) application for a hardship per calendar year and must have lived within Springville City for at least six (6) months prior to filing his or her application.~~

~~(2) "Financial hardship" means an immediate and significant financial hardship experienced by an applicant, leaving the applicant without the financial means to pay his or her utility fees. For a financial hardship to exist, an applicant must show that:~~

~~(a) The financial hardship is due to circumstances beyond the applicant's control;~~

~~(b) The applicant has no other financial means of paying the outstanding utility fees; and~~

~~(c) There is no other course of action that the applicant could reasonably be expected to take in order to pay the financial hardship.~~

~~(3) "Trust fund" means the money held by the City in trust to help those residents who cannot pay their utilities due to a financial hardship.~~

~~(Ord. No. 07-2008, 04/15/2008; Ord. No. 08-2020 § 1, 04/07/2020)~~

#### **5-14-103 Committee Established.**

~~There is hereby established a Hardship Committee that shall have between three (3) and five (5) members of the general public. Members of the Committee shall serve without compensation, except that the City may make provision for payment of necessary expenses incurred by them in carrying out the duties specified in this Chapter.~~

~~One (1) member of the City Council to be designated by the Mayor and Springville City's Treasurer, or his or her designee, shall attend the Hardship Committee meetings. Both the~~

~~designated City Council member and the City Treasurer shall serve as non-voting members of the Committee.~~

~~(Ord. No. 07-2008, 04/15/2008)~~

~~**5-14-104 Term of Office.**~~

~~Each member of the Hardship Committee, except for the City Treasurer, shall serve for a term of four (4) years and until his or her successor is appointed; provided, that the members first appointed shall be appointed for such terms that the terms of the members shall be staggered to expire every two (2) years. The term of office of each member shall commence on the first day of April in the year in which such member is appointed. Hardship Committee members serve at the pleasure of the City Council. Vacancies shall be filled in the same manner as the original appointment for the unexpired term.~~

~~(Ord. No. 07-2008, 04/15/2008)~~

~~**5-14-105 Organization.**~~

~~The Hardship Committee shall elect its own chairman and shall appoint all other officers necessary, for terms of one (1) year, and may adopt rules and regulations for the conduct of its business. The Hardship Committee shall meet as often as necessary to review and make a determination on submitted applications. Meeting agendas shall be submitted for every meeting at least five (5) days prior to a meeting. Written minutes shall be kept of each meeting and the minutes shall be forwarded to the City Council for their review.~~

~~(Ord. No. 07-2008, 04/15/2008)~~

~~**5-14-106 Powers and Duties.**~~

~~Duties of the Hardship Committee shall include the following:~~

~~(1) Reviewing all complete applications submitted by applicants to determine whether or not an applicant has a financial hardship;~~

~~(2) Making a determination on all applications where a financial hardship exists as to whether a portion or all of the applicant's utility fees should be paid out of the trust fund or whether the applicant should be granted an extension of time, not to exceed one hundred eighty (180) days, to pay the past due utility fees; and~~

~~(3) Performing any other duties deemed appropriate and assigned by the Mayor.~~

~~When designated by a governing body or an individual who has the legal authority to make such a designation, the Hardship Committee shall have the power and duty to review and make determinations on matters other than the payment of utility fees that involve financial hardship or indigent persons. The Hardship Committee shall not have the power to authorize the expenditure of funds out of the trust fund other than for the payment of utility fees in accordance with this Chapter.~~

~~(Ord. No. 07-2008, 04/15/2008)~~

~~**5-14-107 Qualifications.**~~

~~All members of the Hardship Committee shall be residents of the City of Springville.~~

~~(Ord. No. 07-2008, 04/15/2008)~~

## CHAPTER 15

### ECONOMIC ADVISORY COMMISSION

#### Sections:

~~5-15-101—Commission Established.~~

~~5-15-102—Term of Office.~~

~~5-15-103—Organization.~~

~~5-15-104—Powers and Duties.~~

~~5-15-105—Subcommittees Authorized.~~

#### **5-15-101 Commission Established.**

~~There is hereby established an Economic Advisory Commission which shall have seven (7) to fifteen (15) members of the general public appointed by the Mayor, with the approval of the City Council. Members of the Commission shall serve without compensation, except that the City may make provision for payment of necessary expenses incurred by them in carrying out the duties specified in this Chapter.~~

~~One (1) member of the City Council to be designated by the Mayor and one (1) alternate member selected from the City Council shall be assigned to attend the Economic Advisory Commission meetings. City Council members shall serve as nonvoting members of the Commission. In addition, selected staff members shall attend Commission meetings.~~

~~(Ord. No. 13-2012, 12/18/2012)~~

#### **5-15-102 Term of Office.**

~~Each member of the Economic Advisory Commission, except the City Council members who serve on the Commission, shall serve for a term of four (4) years and until a successor is appointed; provided, that the members first appointed shall be appointed for such terms that the terms of the members shall be staggered to expire every two (2) years. The term of the City Council members who sit on the Economic Advisory Commission shall be for two (2) year segments concurrent with the term on the City Council. The term of office of each member shall commence on the first (1st) day of April in the year in which such member is appointed. The City Council upon a majority vote may remove any member of the Economic Advisory Commission. No cause is necessary for such removal. Vacancies shall be filled in the same manner as the original appointment for the unexpired term.~~

~~(Ord. No. 13-2012, 12/18/2012)~~

#### **5-15-103 Organization.**

~~The Economic Advisory Commission shall elect its own chairman and secretary and shall appoint all other officers necessary, for terms of one (1) year, and may adopt rules and regulations for the conduct of its business. The Economic Advisory Commission should meet as often as necessary to conduct necessary business. Written minutes shall be kept of each meeting and the minutes shall be forwarded to the City Council for their review.~~

~~(Ord. No. 13-2012, 12/18/2012)~~

#### **5-15-104 Powers and Duties.**

~~The Economic Advisory Commission shall be an advisory board only. Duties of the Economic Advisory Commission shall include the following:~~

~~(1) Advises the Mayor and Council on goals and objectives that further economic development within the City;~~

~~(2) The Commission shall conduct research into the economic conditions and trends in the City and shall make recommendations to the City Administrator and/or the City Council regarding action to improve its economic condition and development;~~

~~(3) To support and encourage the growth and retention of existing businesses and industry;~~

~~(4) To support and encourage the location of new industry and residential development within and around the City;~~

~~(5) To recommend financial incentives and/or financing methods that will foster economic development; and~~

~~(6) Perform any other duties deemed appropriate and assigned by the Mayor.~~

~~(Ord. No. 13-2012, 12/18/2012)~~

**~~5-15-105 Subcommittees Authorized.~~**

~~Upon a majority vote of the members of the Economic Advisory Commission, subcommittees and/or ad hoc committees may be established to oversee specific areas of concern to the Commission. In authorizing a subcommittee, the Commission should establish rules and procedures for members, terms and duties of the subcommittee and/or ad hoc committee.~~

~~(Ord. No. 13-2012, 12/18/2012)~~

## CHAPTER 16

### SPRINGVILLE COMMUNITY ENHANCEMENT COMMITTEE

#### Sections:

~~5-16-101—Community Enhancement Committee Created.~~

~~5-16-102—Term of Office.~~

~~5-16-103—Organization.~~

~~5-16-104—Duties and Powers.~~

~~5-16-105—Qualifications.~~

~~5-16-106—Subcommittees Authorized.~~

#### ~~5-16-101 Community Enhancement Committee Created.~~

~~(1)—There is hereby established a Springville Community Enhancement Committee to promote and assist Springville City in its efforts to develop a better city with better services and facilities by encouraging and conducting fundraising activities.~~

~~(2)—The Springville Community Enhancement Committee shall have five (5) to fifteen (15) members of the general public appointed by the Mayor, with the approval of the City Council. Members of the Committee shall serve without compensation, except that the City may make provision for payment of necessary expenses incurred by them in carrying out the duties specified in this Chapter.~~

~~(3)—One (1) member of the City Council to be designated by the Mayor and one (1) alternate member selected from the City Council shall be assigned to attend the Springville Community Enhancement Committee. City Council members shall serve as nonvoting members of the Committee. In addition, selected staff members shall attend Committee meetings.~~

~~(Ord. No. 11-2012, 12/18/2012)~~

#### ~~5-16-102 Term of Office.~~

~~Each member of the Springville Community Enhancement Committee, except the City Council members who serve on the Committee, shall serve for a term of four (4) years and until his successor is appointed; provided, that the members first appointed shall be appointed for such terms that the terms of the members shall be staggered to expire every two (2) years. The term of the City Council members who sit on the Committee shall be for two (2) year segments concurrent with the term on the Council. The term of office of each member shall commence on the first (1st) day of April in the year in which such member is appointed. Committee members serve at the pleasure of the City Council. Vacancies shall be filled in the same manner as the original appointment for the unexpired term.~~

~~(Ord. No. 11-2012, 12/18/2012)~~

#### ~~5-16-103 Organization.~~

~~The Springville Community Enhancement Committee shall elect its own chairman and secretary and shall appoint all other officers necessary, for terms of one (1) year, and may adopt rules and regulations for the conduct of its business. The Committee should meet as often as necessary to conduct necessary business. Written minutes shall be kept of each meeting and the minutes shall be forwarded to the City Council for their review.~~

~~(Ord. No. 11-2012, 12/18/2012)~~

**~~5-16-104 Duties and Powers.~~**

~~The Springville Community Enhancement Committee shall be an administrative and advisory board. The Committee shall have the following duties and powers:~~

- ~~(1) To assist Springville City in its efforts to develop a better city with better services by encouraging, requesting, and seeking bequests and gifts of money, services, and property, both real and personal, for the City;~~
- ~~(2) To recommend activities and events that will generate funds for City projects and programs;~~
- ~~(3) To advise and make recommendations to the City Council concerning projects proposed by residents that involve fundraising activities, giving special consideration to (a) the parameters of the fundraising and (b) how the project and fundraising will affect the City's established budget;~~
- ~~(4) To help enhance and carry out the City's ongoing fundraising activities;~~
- ~~(5) To recognize and honor the contributions of individuals and organizations that lead to the development and well-being of Springville City;~~
- ~~(6) To actively generate goodwill, broad public support, and community interest in and for the development, improvement, and maintenance of Springville City;~~
- ~~(7) To advise the City Council and Mayor regarding the expenditures of donations, funds, and property received as a result of the Committee's efforts;~~
- ~~(8) To carry on such other activities as may be incidental to or will assist in the accomplishment of the purposes and duties set forth above; and~~
- ~~(9) To perform any other duties assigned by the Mayor.~~

~~(Ord. No. 11-2012, 12/18/2012)~~

**~~5-16-105 Qualifications.~~**

~~All members of the Committee shall own property or a business in the City of Springville.~~

~~(Ord. No. 11-2012, 12/18/2012)~~

**~~5-16-106 Subcommittees Authorized.~~**

~~Upon a majority vote of the members of the Committee, subcommittees may be established to oversee specific areas of concern to the Committee. In authorizing a subcommittee, the Committee should establish rules and procedures for members, terms, and duties of the subcommittee.~~

~~(Ord. No. 11-2012, 12/18/2012)~~



## CHAPTER 17

### HOBBLE CREEK GOLF COURSE COMMITTEE

#### Sections:

~~5-17-101—Committee Established.~~

~~5-17-102—Term of Office.~~

~~5-17-103—Organization.~~

~~5-17-104—Powers and Duties.~~

~~5-17-105—Qualifications.~~

#### **5-17-101 Committee Established.**

~~There is hereby established a Hobbble Creek Golf Course Committee, hereby known as the Golf Committee, which shall have between five (5) and nine (9) members. All shall be appointed by the Mayor, with the approval of the City Council, from recommendations of the Head Professional, Assistant Professional and the Greens Superintendent. Members of the Golf Committee shall serve without compensation, except that the City may make provision for payment of necessary expenses incurred by them in carrying out the duties specified in this Chapter.~~

~~One (1) member of the City Council to be designated by the Mayor shall be assigned to attend the Golf Committee meetings. City Council members shall serve as nonvoting members of the Golf Committee. In addition, selected staff members shall attend committee meetings.~~

~~(Ord. No. 02-2018 § 1, 02/20/2018)~~

#### **5-17-102 Term of Office.**

~~Each member of the Golf Committee, except the City Council members who serve on the Golf Committee, shall serve for a term of three (3) years and until his successor is appointed (provided, that the members first appointed shall be appointed for such terms that the terms of the members shall be staggered to expire every two (2) years). The term of the City Council members who sit on the Golf Committee shall be for two (2) year segments concurrent with the term on the Council. The term of office of each member shall commence on the first day of April in the year in which such member is appointed. Golf Committee members serve at the pleasure of the City Council. Vacancies shall be filled in the same manner as the original appointment for the unexpired term.~~

~~(Ord. No. 02-2018 § 1, 02/20/2018)~~

#### **5-17-103 Organization.**

~~The Golf Committee shall elect its own chairman and secretary and may appoint all other officers as necessary, for terms of one (1) year, and may adopt rules and regulations for the conduct of its business. The Golf Committee should meet as often as necessary to conduct necessary business. Written minutes shall be kept of each meeting and the minutes shall be forwarded to the City Council for their review. The Golf Committee shall be an advisory board only.~~

~~(Ord. No. 02-2018 § 1, 02/20/2018)~~

#### **5-17-104 Powers and Duties.**

~~Duties of the Hobbble Creek Golf Course Committee shall include the following:~~

~~(1) Review existing golf programs of the City and recommend changes, additions or deletions to the City Council;~~

~~(2) Review the current condition of the course and make recommendations regarding the order of potential capital improvements to renew the course and clubhouse condition to the City Council;~~

~~(3) Review the existing fee structure and recommend changes, if any, to the City Council; and~~

~~(4) Perform any other duties deemed appropriate and assigned by the Mayor.~~

~~(Ord. No. 02-2018 § 1, 02/20/2018)~~

~~**5-17-105 Qualifications.**~~

~~All members of the Golf Committee shall be residents of the City of Springville.~~

~~(Ord. No. 02-2018 § 1, 02/20/2018)~~

## **TITLE 5A**

### **COMMISSIONS AND BOARDS**

#### **Chapters:**

- 1 Boards Established and General Rules**
- 2 Parks, Arts, and Recreation Board**
- 3 Utility Board**
- 4 Library Board**
- 5 Landmarks Preservation Commission**
- 6 Ad Hoc Commissions**
- 7 Committees**

#### **CHAPTER 1**

### **BOARDS ESTABLISHED AND GENERAL RULES**

#### **Sections:**

- 5A-1-101 Boards Established.**
- 5A-1-102 Appointment and Organization.**
- 5A-1-103 Term of Office.**
- 5A-1-104 Purpose and Conducting Business.**
- 5A-1-105 Qualifications.**
- 5A-1-106 Removal.**
- 5A-1-107 Compensation.**
- 5A-1-108 Sub-Commissions Authorized.**

5A-1-109 Youth Board Members.

**5A-1-101 Boards Established.**

The City Council hereby establishes the following permanent boards and commissions:

Parks, Arts, & Recreation Board

Utility Board

Library Board

Landmarks Preservation Commission

**5A-1-102 Appointment and Organization.**

City board members shall be appointed by the Mayor, with the advice and consent of the City Council. Each board shall consist of between seven (7) and thirteen (13) members. Each board shall elect its own chair and vice-chair, and shall appoint all other officers necessary, for terms of two (2) years. No member may serve consecutive terms as chair or vice-chair. Two (2) members of the City Council to be designated by the Mayor shall be assigned to attend meetings for each board. City Council members shall serve as non-voting board members. In addition, selected staff members may also attend board meetings.

**5A-1-103 Term of Office.**

City board members shall serve terms of four (4) years. The terms of members shall be staggered, and members may be appointed to a term of less than four (4) years when necessary to provide for staggered terms. Unless reappointed, no City board member shall serve beyond the term for which the member was appointed. Members initially appointed to a four-year term may serve for up to two consecutive full four-year terms if reappointed. Otherwise, members shall serve for no longer than 10 consecutive years.

**5A-1-104 Purpose and Conducting Business.**

Each City board shall be an advisory board only and exist to assist the City Council in their business. Each board may adopt rules and regulations for the conduct of its business. Minutes of board meetings and sub-commissions shall be recorded in accordance to Section 52-4-203, Utah Code Annotated 1953, as amended.

**5A-1-105 Qualifications.**

Board members shall be residents of Springville City.

**5A-1-106 Removal.**

City board members may be removed from office by the City Council, without cause.

**5A-1-107 Compensation.**

City board members shall serve without compensation, except that the City may make provision for payment of necessary expenses incurred by them in carrying out board duties. This does not apply to occasional nonpecuniary gifts having a value of less than \$50 or awards publicly presented in recognition of public services.

**5A-1-108 Sub-Commissions Authorized.**

Upon a majority vote of the City board members, sub-commissions may be established to oversee specific areas of concern to the board for up to one (1) year. In authorizing a sub-commission, the board should establish rules and procedures for members, terms and duties of the sub-commission. Members of sub-commissions shall be limited to members of the general commission or board.

**5A-1-109 Youth Board Members.**

Commissions and boards may have community members between the ages of 15 and 18 serving in non-voting positions. Youth members will serve for up to one year, be appointed by the Mayor, and be expected to attend board meetings. Commissions and boards should solicit the opinion of youth members in decision-making.

**CHAPTER 2**

**PARKS, ARTS, AND RECREATION BOARD**

Sections:

5A-2-101 Powers and Duties

**5A-2-101 Powers and Duties.**

Duties of the Parks, Arts, and Recreation Board shall include the following:

- (1) Advise the City Council on allocation of Parks, Arts, and Recreation (PAR) Tax dollars;
- (2) Advise the City Council on long-range planning and policy matters related to parks, arts, and recreation; and
- (3) Perform any other duties deemed appropriate and assigned by the Mayor.

**CHAPTER 3**

**UTILITY BOARD**

Sections:

5a-3-101 Powers and Duties

**5A-3-101 Powers and Duties.**

Duties of the Utility Board shall include the following:

- (1) Advise the City Council on long-range planning and policy matters related to the utilities;
- (2) Advise the City Council on acquisition and development of utility resources;

- (3) Advise and make recommendations to the City Council concerning utility rates; and
- (4) Perform any other duties deemed appropriate and assigned by the Mayor.

## CHAPTER 4

### LIBRARY BOARD

Sections:

- 5A-4-101 State Law Supersedes Conflicting Rules.
- 5A-4-102 Library Board Exceptions to General Rules.
- 5A-4-103 Use of Library Funds.
- 5A-4-104 Library Rules and Regulations.
- 5A-4-105 Annual Reports.
- 5A-4-106 Librarian.
- 5A-4-107 Donations.

**5A-4-101 State Law Supersedes Conflicting Rules.**

In all cases in which rules in Chapter 1 of this title conflict with state law applicable to Library Boards, state law shall supersede conflicting rules to the extent of the conflict.

**5A-4-102 Library Board Exceptions to General Rules**

- (1) The Library Board which shall have five (5) to nine (9) members.
- (2) Only one (1) City Council member may be, at any one (1) time, a member of the Board. City Council members shall serve as a voting member.
- (3) Directors shall serve for a term of three (3) years.
- (4) Directors shall serve not more than two (2) consecutive full terms.
- (5) Library Board members may only be removed as established by State law.

(Statutory Authority UCA [9-7-403](#); 1968 Code 2-3-3; 1979 Code 4-6-3; 1979 Code 4-6-3; amended by Ordinance No. 4-81 & Ordinance No 26-06)

**5A-4-103 Use of Library Funds.**

All taxes levied for library purposes and all other funds which are restricted to library purposes shall be credited to the Library Fund which shall be maintained by the City. Such Library Fund shall be used for the construction or lease of library buildings, and for the operation and care of the City Library, and shall be used for no other purpose. The Library Board of Directors shall, with the annual approval of the City Council, have control of the expenditure of the Library Fund. Said Fund shall be drawn upon by the authorized City officers upon presentation of properly authenticated vouchers of the Library Board. All monies collected by the Library shall be deposited to the credit of the Library Fund. The Board shall be responsible for the maintenance and care of the Library and shall establish policies for its operation, and carry out all other duties specified by this Chapter.

(Statutory Authority UCA [9-7-404](#); 1968 Code 2-3-4; amended in codification 1979; 1979 Code 4-6-4)

#### **5A-4-104 Library Rules and Regulations.**

The Library Board of Directors shall make and adopt rules and regulations, not inconsistent with this Chapter or applicable state law, for the governing of the Library. The Library established under the provisions of this Chapter shall be free for the use of the inhabitants of the City, subject to the rules and regulations adopted by the Board. The Board may exclude from the use of the Library any and all persons who shall willfully violate such rules. The Board may extend the privileges and use of the Library to persons residing outside of the City upon such terms and conditions as it may prescribe by its regulations.

(Statutory Authority UCA [9-7-405](#); 1968 Code 2-3-5; 1979 Code 4-6-5)

#### **5A-4-105 Annual Reports.**

The Library Board should make an annual report to the City Council on the condition and operation of the Library, including a financial statement. The directors shall also provide for the keeping of such records as may be required by the Utah State Library Commission in its request for an annual report from the public libraries, and shall submit such annual reports to the commission.

(Statutory Authority UCA [9-7-406](#); 1968 Code 2-3-6; 1979 Code 4-6-6; amended by Ordinance No. 26-06)

#### **5A-4-106 Librarian.**

The Library Board of Directors shall, with the approval of the City Council, appoint a competent person as librarian to have immediate charge of the Library with such duties and compensation for his or her services, within such budgetary restrictions as the City Council may choose to impose, as the Board shall fix and determine. The librarian shall act as executive officer for the Library Board. The Board shall appoint, upon recommendation of the librarian, other personnel as needed.

(Statutory Authority UCA [9-7-407](#); 1968 Code 2-3-7; minor changes in phraseology made in codification 1979; 1979 Code 4-6-7; amended by Ordinance No. 4-81)

#### **5A-4-107 Donations.**

Any person desiring to make donations of money, personal property, or real estate for the benefit of the Library shall have the right to vest title to the money, personal property, or real estate so donated, in the City, to be held and controlled by the Library Board, when accepted, according to the terms of the deed, gift, devise, or bequest of such property.

(Statutory Authority UCA [9-7-408](#); 1968 Code 2-3-8; amended in codification 1979; 1979 Code 4-6-8)

**CHAPTER 5**  
**LANDMARKS PRESERVATION COMMISSION**

Sections:

- 5A-5-101 Duties and Powers.
- 5A-5-102 Historic Sites List.
- 5A-5-103 Historic Landmark Register.
- 5A-5-104 Standards for Rehabilitation.

**5A-5-101 Duties and Powers.**

- (1) The Commission shall conduct or cause to be conducted a survey of the historic, architectural and archeological resources within the City. The survey shall be compatible with the Utah Inventory of Historic and Archeological Sites. Survey and inventory documents prepared by the Commission or at its direction shall be maintained by the commission and shall be open to public inspection. The survey shall be updated at least once every ten (10) years.
- (2) The Commission shall review and comment to the State Historic Preservation officer on all proposed nominations of properties within the community for inclusion on the National Register of Historic Sites. In evaluating and commenting on such nominations which are normally evaluated by professions in a specific discipline, if no member of the Commission is a professional in that discipline, the Commission will seek professional advice in that area before making its comments and evaluations.
- (3) The Commission shall act in an advisory role to other departments of City government regarding the identification and protection of local historic and archeological resources.
- (4) The Commission shall promote the continuing education of residents of the City regarding historic preservation and the community's history.
- (5) The Commission shall support enforcement of all state laws relating to historic preservation, including, but not limited to, the following:
  - (a) The Historic District Act (UCA 1953 11-18-2);
  - (b) Protection of antiquities (UCA 1953 63-18-25, et seq.);
  - (c) Notification of the State Historic Preservation Office of any known proposed action which will destroy or effect a site, building, or object owned by the state of Utah and included on or eligible for the State Historic Register or National Register of Historic Sites (UCA 1953 63-18-37).
- (6) The Commission shall have such other duties, not inconsistent with the provisions of this Chapter, with regard to preserving the history of the community as shall be designated by the Mayor from time to time.

**5A-5-102 Historic Sites List.**

- (1) There is hereby established a Springville Historic Sites List. The Landmarks Preservation Commission may designate any building, structure, or site to the Historic Sites List if such building, structure, or site meets the following standards:
  - (a) It is located within the boundaries of the City.
  - (b) The building or structure is at least fifty (50) years old.

(c) It retains its historic integrity, in that there are no major alterations or additions that have obscured or destroyed the significant historic features of the site. Major alterations that would destroy the historic integrity include, but are not limited to, changes in pitch of the main roof, enlargement or enclosure of windows on the principal facades, addition of upper stories or the removal of original upper stories, covering exterior walls with non-historic materials, moving a building or structure from its original location to one that is dissimilar to the original, or additions which significantly attract from or obscure the original form and appearance of the building or structure when viewed from the public streets.

(d) It has been documented according to Utah State Historic Preservation Office standards for intensive level surveys and copies of such documentation have been filed with the Landmarks Preservation Commission and in State historic preservation files.

(2) Any person, group, or government agency may nominate a property for listing in the Springville Historic Sites List. The procedure for nominating and listing such a property is as follows:

(a) Nomination shall be by letter together with duplicate copies of completed intensive level survey documentation for each property submitted to the Landmarks Preservation Commission.

(b) The Landmarks Preservation Commission shall review and consider such nomination at its next scheduled meeting. The Commission shall notify the nominating party, either orally or in writing, one week prior to the meeting that the nomination to the Historic Sites List will be considered and shall place that item on the agenda posted for the meeting. The one-week notification period may be waived by the nominating party. The Landmarks Preservation Commission shall not, however, review any nomination which is submitted less than forty-eight (48) hours prior to the meeting.

(c) The Landmarks Preservation Commission shall review the documentation for completeness, accuracy, and compliance with the standards set forth in subsection (1) above.

(d) If the Landmarks Preservation Commission determines that the nomination is proper and complete, that the standards set forth in subsection (1) above have been met, and that the building, structure, or site is a significant historic resource of the community, it shall place the building, structure, or site on the Springville Historic Sites List.

(3) The owner of a property listed on the Historic Sites List may obtain a Historic Sites Certificate from the Landmarks Preservation Commission. The certificate shall contain the historic name of the property, the date of designation to the Historic Sites List, and signatures of the Mayor and Chairman of the Landmarks Preservation Commission.

(4) If a building, structure, or site listed on the Historic Sites List is to be demolished or extensively altered, efforts shall be made to document its physical appearance before such action takes place. To assist such documentation, the City shall delay issuing a demolition permit, building permit, or excavation permit for the property for a period of one week after application for the permit is submitted. The building inspector shall notify a member of the Landmarks Preservation Commission of the application for the demolition, building, or excavation permit. It shall then be the responsibility of the Landmarks Preservation Commission to document the property. Documentation shall include exterior photographs of the Historic Building and when possible, both exterior and interior measurements of the building in order to provide an accurate floor plan drawing. After expiration of the one-week period, the demolition, building, or excavation permit may be issued whether or not the Landmarks Preservation Commission has documented the property. The permit may be issued before expiration of the one-week waiting period if the building inspector is notified by the Landmarks Preservation Commission that its documentation has been completed. All such documentation will be kept in the Commission's Historic Sites files, which shall be open to the public.



(5) If the Landmarks Preservation Commission determines that a property no longer meets the standards for designation to the Historic Sites List, it shall remove the property from the Historic Sites List.

#### **5A-5-103 Historic Landmark Register.**

(1) There is hereby established a Springville Historic Landmark Register for the purpose of recognizing historic properties and providing incentives and guidelines for their preservation. Any building, structure, or site may be designated to the Historic Landmark Register if it meets the following standards:

(a) It is located within the boundaries of the City.

(b) It is listed in the National Register of Historic Places or has been officially determined eligible for listing in the National Register of Historic Places under applicable federal regulations.

(c) The property must have been associated with events that have made a significant contribution to the broad patterns of the community's history; or associated with the lives of persons significant in the community's history; or embody the distinctive characteristics of a type, period, or method of construction that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or have yielded, or may be likely to yield, information important in history or prehistory.

(d) The owner or owners of the property have given written approval for designation of the property to the Historic Landmark Register.

(2) The procedure for designation of a property to the Historic Landmark Register is as follows:

(a) The owner of the property shall submit a written request for designation to the Chairman of the Landmarks Preservation Commission. The letter shall identify the property by its address and historic name, give the date the property was listed in the National Register of Historic Places or officially determined eligible for such listing, and include a verification that the owner holds the legal title to the property.

(b) Upon receipt of the written request for designation, the Chairman of the Landmarks Preservation Commission shall arrange for the nomination to be considered at a meeting of the Commission within thirty (30) days from the date the nomination was received.

(c) At its meeting, the Commission shall evaluate the nomination based upon standards set forth in subsection (1) above. The Commission shall forward its recommendation with regard to placing the property on the Historic Landmark Register to the City Council within fourteen (14) days after the meeting of the Landmarks Preservation Commission.

(d) The City Council shall consider the recommendation of the Landmarks Preservation Commission and may, by approval and passage of an appropriate resolution, designate the property to the Historic Landmark Register. Following such designation, a notice of the action of the City Council shall be mailed to the owners of record together with a copy of this Section.

(e) Designation of a property to the Historic Landmark Register may be amended or rescinded in the same manner as in original designation.

(f) The Landmarks Preservation Commission shall cause a document certifying designation of a property to the Historic Landmark Register to be recorded with the County Recorder's Office.

(3) When a property has been designated to the Historic Landmark Register, such designation shall have the following effects:

(a) Owners of such property may seek assistance from the Landmarks Preservation Commission in applying for grants or tax credits for rehabilitating their property.

(b) Proposed repairs, alterations or additions to Historic Landmarks are subject to review by the Landmarks Preservation Commission and subsequent review and approval by the City Council. Such review is to insure the preservation of historic features to the greatest possible degree. Applications for demolition, building, or excavation permits pertaining to Historic Landmark property shall be forwarded by the building inspector to the Landmarks Preservation Commission prior to the issuance of any such permit. At its next scheduled meeting, the Landmarks Preservation Commission shall review the applications and proposed work for compliance with Section 5-6-106. The Commission's recommendation with regard to any such application shall be forwarded within ten (10) days to the City Council for its consideration. Copies of the recommendation shall be sent to the building inspector and property owner. The City Council shall schedule the matter for its next regular meeting and upon review of the Landmarks Preservation Commission's recommendation and other information given at the meeting, shall make a decision regarding the appropriateness of the proposed permits. Approved projects shall be issued a Certificate of Historical Appropriateness which authorizes the building, demolition, or excavation permit to be issued.

(4) The provisions of subsection (3) above are subject to enforcement in the same manner as the building code adopted by Title 10 of this Code.

#### **5A-5-104 Standards for Rehabilitation.**

The following standards shall be used by the Landmarks Preservation Commission and City Council when determining if a property should be placed on the Historic Landmark Register and in making an evaluation of a project pursuant to Section 5-6-105(3)(b):

(1) A reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the building, structure, or site and its environment.

(2) The distinguishing original qualities or character of a building, structure or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features shall be avoided.

(3) All buildings, structures, and sites shall be recognized as products of their own time. Alterations which have no historic basis and which seek to create an earlier appearance shall be discouraged.

(4) Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.

(5) Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site shall be treated appropriately.

(6) Deteriorated architectural features shall be repaired rather than replaced whenever possible. In the event replacement is necessary, the new material shall match the material being replaced in composition, design, color, texture and other visual qualities. Repair or replacement of missing architectural features shall be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.

(7) Surface cleaning of the structure shall be undertaken by the gentlest means possible. Sandblasting and other cleaning methods which will damage historic building materials shall not be used.

(8) A reasonable effort shall be made to protect and preserve archeological resources affected by or adjacent to any rehabilitation project.

(9) Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historic, architectural or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood or environment.

(10) New additions or alterations to a structure shall, whenever possible, be done in such a manner that if such additions or alterations were removed in the future, the essential form and integrity of the structure would be unimpaired.

## CHAPTER 6

### AD HOC COMMISSIONS

#### Sections:

5A-6-101 Ad Hoc Commissions May Be Established.

5A-6-102 Term of Office.

5A-6-103 Qualifications.

5A-6-104 Organization.

5A-6-105 Powers and Duties.

5A-6-106 Sub-Commissions Authorized.

#### **5A-6-101 Ad Hoc Commissions May Be Established.**

The Mayor and City Council reserve the right to call Ad Hoc Commissions for special and specific purposes.

#### **5A-6-102 Term of Office.**

Each member of the Ad Hoc Commission, except the City Council members assigned to the Commission, shall serve for a term to be established by the Mayor and Council in calling the Commissions.

#### **5A-6-103 Qualifications.**

All members of the Ad Hoc Commissions shall be residents of Springville.

#### **5A-6-104 Organization.**

The Ad Hoc Commissions shall elect its own chair and vice-chair from its membership and shall appoint all other officers necessary. The Ad Hoc Commission should meet as often as necessary to conduct business. Minutes of board meetings shall be recorded in accordance to Section 52-4-203, Utah Code Annotated 1953, as amended.

#### **5A-6-105 Powers and Duties.**

Any Ad Hoc Commission shall be an advisory board only. Duties of the Ad Hoc Commission shall be established by the Mayor and City Council upon calling an Ad Hoc Commission.

### **5A-6-106 Sub-Commissions Authorized.**

Upon a majority vote of the members of the Ad Hoc Commission, sub-commissions may be established to oversee specific areas of concern to the Commission. In authorizing a sub-commission, the Commission should establish rules and procedures for members, terms, and duties of the sub-commission. All sub-commission members shall be members of the Commission.

## **CHAPTER 7** **COMMITTEES**

### **Sections:**

**5a-7-101 Establishment and Purpose.**

**5a-7-102 Committees Established by Policy.**

**5a-7-103 Appointment.**

**5a-7-104 Qualifications.**

**5a-7-105 Removal.**

**5a-7-106 Compensation.**

**5a-7-107 Committees Do Not Constitute "Public Bodies".**

### **5A-7-101 Establishment and Purpose.**

Whereas commissions and boards serve the City Council, committees may be established by department directors to aid City staff with programs and initiatives.

### **5A-7-102 Committees Established by Policy.**

Committees must be established by policy. Rules not outlined in this chapter will be established at the discretion of department directors.

### **5A-7-103 Appointment.**

Committee members shall be appointed by a department director.

### **5A-7-104 Qualifications.**

Committee members shall be residents of Springville City.

### **5A-7-105 Removal.**

Committee members may be removed from office by a department director, without cause.

### **5A-7-106 Compensation.**

Committee members shall serve without compensation, except that the City may make provision for payment of necessary expenses incurred by them in carrying out committee duties. This

does not apply to occasional nonpecuniary gifts having a value of less than \$50 or awards publicly presented in recognition of public services.

**5A-7-107 Committees Do Not Constitute “Public Bodies”.**

By definition in Section 52-4-103, Utah Code Annotated 1953, Springville City committees are not vested with authority to make decisions regarding the public’s business and are not required to record meetings in accordance with State law.