



City Council Meeting/Work Session

Tuesday, August 23, 2022 at 7:00 pm

Attendees: Mayor Bayley Hedglin, Councilmember Kim Henderson, Councilmember Ron Skinner, Councilmember Nathan Chamberlain, Councilmember Kevin Dunn, Councilmember George Rice, City Manager Evan Bolt, City Recorder Melissa Gill

Monticello City Council Meeting

Meeting Location: Hideout Community Center 648 S Main

1. **Call to Order/Invocation - Opening Remarks**
2. **Public Comment**
3. **Sheriff Torgerson Law Enforcement Improvement Plan (discussion)**
4. **Consider Appointment of Councilmember Nathan Chamberlain as Pro Tempore Mayor (action)**
5. **Consider Approval of the San Juan School District and Monticello City Joint Use of Property Agreement (action)**

Attachments:

- **San Juan School District and Monticello City Joint Use of Property Agreement Aug. 2022** (San_Juan_School_District_and_Monticello_City_Joint_Use_of_Property_Agreement_Aug._2022.pdf)

6. **Consider Funding Approval for Waste Water Master Plan (action)**

Roll Call Vote

Attachments:

- **2204-030 Sewer Master Plan** (2204-030_Sewer_Master_Plan.pdf)

7. **Parking/Traffic Ordinance (discussion/action)**

Attachments:

- **Parking Code Draft** (Parking_Code_Draft.docx)

8. **Review Zoning Ordinance §10-6: R-1 Residential Zone with City Attorney notes (discussion)**

Attachments:

- **10 Ch 6-R1 v3** (10_Ch_6-R1_v3.docx)
- **Discussion points with CC** (Discussion_points_with_CC.docx)

9. **Review Zoning Ordinance §10-7: R-2 Residential Zone with City Attorney notes (discussion)**

Attachments:

- **10 Ch 7-R2 v3** (10_Ch_7-R2_v3.docx)

10. Review Zoning Ordinance §10-8: C-1 Commercial Zone with City Attorney notes (discussion)**Attachments:**

- **10 Ch 8-C1 v3** (10_Ch_8-C1_v3.docx)

11. Review Zoning Ordinance §10-9: C-2 Light Commercial Zone with City Attorney notes (discussion)**Attachments:**

- **10 Ch 9-C2 v3** (10_Ch_9-C2_v3.docx)

12. Work Session**a. Utah League of Cities and Towns****Attachments:**

- **Utah League of Cities and Towns 2022** (Utah_League_of_Cities_and_Towns_2022.docx)

b. Administration Job Descriptions**Attachments:**

- **Asst.City.Manager.2022** (Asst.City.Manager.2022.docx)
- **CDD.DR.2022** (CDD.DR.2022.docx)
- **City.Manager.2022** (City.Manager.2022.docx)
- **Recorder.2022** (Recorder.2022.docx)

13. Consider Upcoming Agenda Items (action)

Recommendation: Motion to add ____ to the next agenda. Consensus

a. Public Hearing for Nuisance Ordinance September 27, 2022**14. Adjournment****AUDIO FILE****NOTICE OF SPECIAL ACCOMMODATIONS**

THE PUBLIC IS INVITED TO ATTEND ALL CITY MEETINGS In accordance with the Americans with Disabilities Act, anyone needing special accommodations to attend a meeting may contact the City Office, 587-2271, at least three working days prior to the meeting. City Council may adjourn to closed session by majority vote, pursuant to Utah Code §52-4-4 & 5. The order of agenda items may change to accommodate the needs of the City Council, the staff, and the public.

SAN JUAN COUNTY SCHOOL DISTRICT & MONTICELLO CITY JOINT USE OF PROPERTY AGREEMENT

THIS JOINT USE OF PROPERTY AGREEMENT (hereinafter referred to as "AGREEMENT") is entered into this 10th day of August 2022, by and between **MONTICELLO CITY MUNICIPAL CORPORATION** (hereinafter referred to as "City"), a body corporate and politic existing under the laws of the State of Utah, whose mailing address is 17 North 100 East, Monticello, Utah 84535, and the **SAN JUAN COUNTY SCHOOL DISTRICT**, a corporate body of State of Utah, whose mailing address is 200 North Main St, Blanding, Utah 84511, (hereinafter referred to as "District")

WITNESSETH

WHEREAS, the City owns several facilities which have been developed by the City for recreational purposes, hereinafter referred to as City Recreational Facilities, and

WHEREAS, the District owns several facilities which have been developed by the District for recreational purposes, hereinafter referred to as District Recreational Facilities, and

WHEREAS, the District and the City (the Parties) agree that it is in the best interest of the citizens/taxpayers living in and around Monticello to share the use of their facilities with each other; and

WHEREAS, the Parties desire to formalize an agreement regarding the joint use of the City Recreational Facilities and the District Recreational Facilities for City and District recreational programs.

Now, THEREFORE, for and in consideration of these premises, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties do hereby agree as follows:

AGREEMENT

1. **Joint Use of Facilities:** It is agreed that the Parties shall have the joint right to use the City Recreational Facilities and the District Recreational Facilities all year around for City and District activities at no cost.

The Parties agree to accept joint responsibility to schedule and correlate activities so that no event conflicts occur. The District agrees to designate one person to schedule and correlate all activities at each District Recreational Facility. The City agrees that the point person to schedule and correlate the use of its Recreational Facilities will be the Monticello City Assistant City Manager. It is agreed that the City will have the first right to use the District Recreational Facilities after District use for in season District activities, and that the District will have the first right to use City Recreational Facilities after the City use for in season City activities. The Parties agree that youth programs considered as "Feeder Programs" will have priority over Adult Recreation Programs in scheduling District Recreational Facilities, even if these programs are not sponsored by the City. Each party agrees that they will make best efforts to meet the needs of each other's programs.

2. **Maintenance and Operation:** It is agreed that the City at City expense will maintain the City Facilities and the District at District expense will maintain the District Facilities. This includes all utilities, maintenance, and operational costs associated with the same.

It is further agreed as follows:

- a) The parties agree that they will maintain their facilities in a professional and usable state so as to mitigate liability and provide a playing area that does not create a safety hazard or make play dangerous or uncomfortable.
 - b) Each party agrees that it will not make changes to systems or facilities without the prior written consent of the other party or to bring equipment on to the grounds or facilities without prior written approval.
 - c) Each party agrees that they will have their bathroom facilities if any open and available for each scheduled event and to make best efforts to use conservatively consumable supplies and utilities while using each other's facilities and to create schedules to avoid if possible any unnecessary electric demand charges. It is further agreed that any scheduled prolonged use of facilities for one-time events may require a fee to the other to cover unexpected costs unforeseen at the time this agreement was made. For example, unexpected use of electrical power for field lights.
 - d) Each Party agrees to comply with general policies for use of the Facilities as established by the other and that Facilities will not be used for unlawful purposes. It is further agreed that the Parties reserve the right to receive notice, discuss and accept said general policies as set by the other prior to being responsible for compliance.
 - e) Each party agrees to have a responsible adult over the age of 21 present to oversee the activities of the same when a facility is being used, and to ensure that all policies and procedures for that facility are being followed.
 - f) Each party will be responsible for layout, line, game preparation and mark their own fields for play and that each party will be responsible to purchase their own materials and equipment to do the same.
 - g) Each party agrees that they will provide a courtesy clean-up of trash during and after each scheduled event. This includes bathrooms and grounds including parking lots where applicable.
 - h) Each Party agrees to be responsible to provide any removable equipment required for play.
 - i) The District will have no responsibility to pay for or provide capital improvements on the City Facilities and that the City will have no responsibility to pay for or provide capital improvements on the District Facilities.
 - j) The Parties reserve the right to charge admission to their events and to conduct onsite fundraisers.
 - k) In the event that facilities are requested for use before the normal time that they are usually available each year, or if special preparation is requested to begin play before the normal season's needs, any costs associated with early preparation will be paid for by the requesting party.
3. **Insurance:** Each party agrees to provide property insurance for their own facilities. Each party agrees to provide and maintain liability insurance for all of their own activities and events.
4. **Keys:** To prevent undue administrative burden, two keys will be checked out and assigned to the Assistant City Manager for the Monticello Elementary Gym. The Assistant City Manager will inform the Monticello Elementary Principal each time a key is issued to a program coach. The Monticello Elementary Principal will ensure that record is kept of each individual who has a key and update that record as changes occur. These keys are only to be used for City sponsored activities consistent with this Agreement. City is also responsible to see that keys are only used in accordance with the provisions in District Policy 8125 (Addendum A). Any abuse or misuse of keys will lead to immediate confiscation of District keys and render this agreement null and void. The Monticello Elementary Principal will oversee the assignment of keys and will perform regular inventory of keys to ensure they are properly accounted for.
5. **Authority:** The officers who sign this agreement certify that this agreement was duly authorized by the governing board at a lawful meeting duly held and attended by a quorum.

6. **Entire Agreement:** This Agreement embodies the entire agreement between the parties in connection with this transaction and there are no oral or written agreements, representations or inducements existing between the parties relating to this transaction which are not expressly set forth herein and covered hereby.
7. **Governing Law:** This Agreement shall be construed and interpreted in accordance with the laws of the State of Utah.
8. **Indemnity:** The parties hereto each agree to indemnify, save harmless and release the other party hereto and their respective officers, agents, volunteers, employees, directors and shareholders from and against any and all losses, damages, injuries, liabilities, suits and proceedings (herein collectively "damages"), arising out of the performance of this agreement which are caused in whole or in part by the negligence of that party's officers, agents, volunteers or employees, but not for damages properly allocable to the negligence of the other party.
9. **Binding Effect:** This Agreement shall be binding upon and insure to the benefit of the parties hereto and to their legal representatives, assigns, administrators, successors or successors in interest.
10. **Headings:** The article and paragraph numbers in this Agreement are inserted only as a matter of convenience and do not define, limit, construe or describe the scope or intent of any such paragraphs or articles of this Agreement, nor do they in any way affect this Agreement.
11. **Term:** The term of this agreement is for a period of five years beginning September 1, 2022, and ending August 31, 2027.

NOTICES

All notices or other writing in this Agreement provided to be given shall be deemed to have been fully given, made or sent when deposited in the United States mail, certified return receipt requested, or registered, postage prepaid and addressed as follows:

District: **200 North Main
Blanding, Utah 84511**

City: **17 North 100 East
Monticello, Utah 84535**

The address to which any notice or other writing may be given, made or sent to either party, may be changed by written notice given by such party as above provided. All other communication regarding this contract will be handled through the Assistant City Manager and the District Business Administrator or designee as provided by notice in writing to the other party.

Scheduling Contact Person: For any issues of scheduling, maintenance or other outstanding issues, Monticello Elementary Principal shall be the direct contact for the San Juan School District. For any issues of scheduling, maintenance or other outstanding issues, the Monticello Assistant City Manager shall be the direct contact for the City of Monticello.

Meeting Requirement: At least quarterly and as needed, the Assistant City Manager, Elementary Principal, and other staff as needed will meet to discuss scheduling facility usage for the upcoming quarter, as well as any issues or concerns for the ensuing quarter. At this meeting, major calendaring would need to be discussed and tentatively

set so that any conflicts or issues may be resolved before the date.

Mediation: The parties agree that in the event that the parties disagree on the terms of this agreement, and prior to either party filing any action against the other party in court, the parties will mediate their disagreement through a neutral, court approved mediator. Both parties agree to put forth a good faith effort in agreeing upon a mediator and in the mediation. Failure to make a good faith effort may result in an award of attorney's fees to the other party.

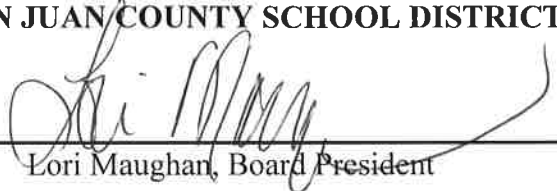
Program Fliers: The parties agree that City may utilize the normal distribution methods of District/School to distribute youth recreation informational fliers to students. Approval of distributed materials must be given by Monticello Elementary Principal prior to distribution.

IN WITNESS WHEREOF, the parties hereto have executed the Agreement as of the date first written above.

CITY OF MONTICELLO

SAN JUAN COUNTY SCHOOL DISTRICT

Bayley Hedglin, Mayor



Lori Maughan, Board President

Addendum A

SCHOOL FACILITIES KEYS

8125

8125.1 KEY RESPONSIBILITY

Principals, office supervisors and housing agents have the primary responsibility for building security and the issuing of keys subject to the following guidelines:

1. Under no circumstances shall authorized key holders give or loan their keys to other persons to gain access to the buildings of the District.
2. All stored keys shall be kept in a key lock box or other secure location.
3. Students are not to be issued keys or allowed in a building without authorized adult supervision.
4. Persons terminating employment shall return all keys to their immediate supervisor immediately upon termination of employment.
5. When vacating the building premises after regular school hours, doors and windows are to be locked and properly secured.
6. Employees who disregard or fail to follow key policy #8125 may be subject to disciplinary action up to and including termination.

8125.2 LOST KEYS

1. Authorized key holders shall notify the building principal immediately if District keys are lost or stolen or if any unauthorized individual has entered a building.
2. A fine of \$100.00 will be imposed on authorized key holders for each lost key.

8125.3 DUPLICATION OF KEYS

District maintenance personnel with the approval of the building principal must perform any duplication of keys.

Utah Code Section 63-9-21 makes it illegal to duplicate keys to public buildings as follows:

Making keys for buildings of state, political subdivisions or colleges and universities without permission is prohibited. No person shall knowingly make or cause to be made any key or duplicate key for any building, laboratory, facility, room, dormitory, hall or any other structure or part thereof owned by the state, by any political subdivision thereof or by the Board of Regents or other governing body of any college or university which is supported wholly or in part by the state without prior written consent of the state, political subdivision, Board of Regents, or other governing body.

Utah Code Section 63-9-22

Violation - Misdemeanor. Any person who violates this act is guilty of a misdemeanor.



June 24, 2022

City of Monticello
17 North 100 East
Monticello, Utah 84535

RE: City of Monticello – Wastewater Master Plan

Dear Evan Bolt:

We appreciate the opportunity to provide a proposal for the above-referenced project. Jones & DeMille Engineering (JDE) has the necessary resources and expertise to complete this important project. The proposed scope of work and associated schedule and fees are as follows:

SCOPE OF WORK

Project Management

The proposed scope of work for project management is as follows:

1. Meetings and Management
 - a. Coordination Meetings
 - b. Project Accounting/Scoping
 - c. Quality Control

Preconstruction Engineering Services

The proposed scope of work for preconstruction engineering services is as follows:

1. Gather Existing System Data
 - a. Map any missing existing collection and treatment facilities in GIS
 - b. Compile and review existing system data
 - c. Collect MH invert and rim elevation data
2. Future Conditions
 - a. Demographics and projected growth reports
 - b. Expansion areas
3. System Analysis
 - a. Analyze existing lagoon capacity and future capacity needs
 - b. Size and capacity analysis for existing collection system.
 - c. Fee analysis and recommendations
4. Improvement Alternatives
 - a. Identify deficiencies

1535 South 100 West
Richfield, UT 84701
435.896.8266

50 South Main, Suite 4
Manti, UT 84642
435.835.4540

38 West 100 North
Vernal, UT 84078
435.781.1988

1675 South Highway 10
Price, UT 84501
435.637.8266

520 West Highway 40
Roosevelt, UT 84066
435.722.8267

775 West 1200 North
Suite 200A
Springville, UT 84663
801.692.0219

1664 South Dixie Drive
Building G
St. George, UT 84770
435.986.3622

7 South Main Street
Suite 107/109
Tropic, UT 84074
435.268.8089

696 North Main Street
PO Box 577
Monticello, UT 84535
435.587.9100

545 East Cheyenne Drive
Suite C
Evanston, WY 82930
307.288.2005

- b. Develop improvement alternatives with rankings for 0-5, 5-10, and 10+ years
 - c. Identify and review potential environmental impacts
 - d. Develop alternative cost estimates
 - e. Recommendations and implementation
 - f. Identify locations for video inspection to be completed by others
 - g. Utilize information obtained from video inspections in report to identify deficiencies
5. Report
- a. Submit report to DWQ and client for review

Assumptions and Limitations:

- 1. Design and Construction work not included in Scope
- 2. Preparing Funding applications and attending funding related board meetings not included in scope of work.
- 3. Video Inspection will be completed by others as directed by the city and JDE

SCHEDULE

JDE will work to complete the above scope of work in a reasonable, timely manner according to the project and funding needs. An earnest effort will be made to complete the services within owner's time constraints. We would like to help the city apply for project funding in December for construction next year. Therefore, the completion schedule for this project will be based on that goal.

FEES

The foregoing scope of work for project management and preconstruction engineering services can be completed for a lump sum fee of **\$37,900**. Progress payments will be invoiced monthly throughout the project. Any adjustments to the scope of work can be completed for a negotiated lump sum fee or according to JDE's standard hourly rates.

CLOSURE

We appreciate and look forward to the opportunity to work on this important project. Our team has the proven capabilities to complete this work in a timely and efficient manner. We look forward to helping you shape the quality of life of those you serve. Please review this proposal and let us know if there are any questions or concerns.

Sincerely,



Project Manager
JONES & DeMILLE ENGINEERING, INC.



6-3-1: CENTRAL TRAFFIC DISTRICT:

"Central traffic district" means all streets and portions of streets within the areas described in section 6-4-1, "Schedule 1, Central Traffic District", of this title.

6-4-1: SCHEDULE 1, CENTRAL TRAFFIC DISTRICT 1 :

All that area bounded by the following described lines:

Commencing at the northwest corner of the intersection of NORTH WEST POINT IN CITY, thence east along the north curbline of NORTH BOUNDARY to the intersection of NORTH EAST CORNER, thence south along the east curbline of EAST BOUNDARY to the SOUTH EAST CORNER, thence west along the south curbline of SOUTH BOUNDARY to the SOUTH WEST CORNER, thence North along the west curbline of WEST BOUNDARY to the NORTH WEST POINT IN CITY.

6-4-2: SCHEDULE 2, RESTRICTED VEHICLE AND TRUCK ROUTES:

When appropriate signs have been erected, according to the section designating restricted vehicle and truck routes, it is unlawful for such vehicles to use routes other than those designated below, except for reasons and purposes specified in subsections 6-3-2, B, C, D and E of this title.

All state highways within the city.

(DESIGNATE ROADS)

6-4-3: SCHEDULE 3, HAZARDOUS CARGO ROUTES:

(DESIGNATE ROADS)

6-3-2: HEAVY, LARGE, LONG AND OTHER RESTRICTED VEHICLES:

A. Designated Vehicles: All vehicles, combinations of vehicles or combinations of vehicles and load having a length of more than forty five feet (45'), or a width of more than eight feet (8') with load or a width of more than fourteen feet (14') with or without load, and all vehicles registered for thirty six thousand (36,000) pounds' gross weight or more are restricted vehicles.

B. Central Traffic District Restrictions: No restricted vehicle shall enter or occupy any portion of a central traffic district between the hours of eleven o'clock (11:00) A.M. and six thirty o'clock (6:30) P.M. of any day, and no restricted vehicle shall enter or occupy any city street at any time of the day that is not designated as a restricted vehicle and truck route or a hazardous cargo route as set out in sections 6-4-2, "Schedule 2, Restricted Vehicle And Truck Routes", and 6-4-3, "Schedule 3, Hazardous Cargo Routes", of this title, unless so authorized by a permit issued therefor in accordance with section 6-3-3 of this chapter, or its successor. Exceptions will be made for those instances where designations are on the above-mentioned restricted routes.

C. Areas For Driving: All restricted vehicles shall be driven only upon the state highways, within the city limits, deviating therefrom only when necessary to traverse another street or streets when

necessary for loading, unloading or servicing, and then only departing from the said state highway route at the nearest reasonable and practical point; provided, however, that no such vehicle shall be loaded, unloaded or serviced upon any street or part of street if there is usable off street loading, unloading or servicing space available.

D. Commercial Vehicle Routes: Commercial vehicles which service the intracity needs, except those specified in subsections A, B, E and F of this section, shall use the streets designated in section 6-4-2, "Schedule 2, Restricted Vehicle And Truck Routes", of this title.

E. Explosives, Corrosives And Flammable Substances: Vehicles carrying explosives, corrosives or flammable substances, in compliance with department of transportation regulations governing such transportation, may be driven only upon those streets or parts of streets described in chapter 6-4-3, "Schedule 3, Hazardous Cargo Routes", of this title, unless otherwise authorized by a written permit issued by the chief of the city fire department. The United States department of transportation rules and regulations governing transportation of explosives, flammables and other dangerous articles, are applicable to common, contract and private carriers in the city, and are hereby adopted by this reference. In no event shall any such vehicle operating in violation of the department of transportation rules and regulations operate on any street or road in the city.

F. Exemptions: The provisions of this section shall not apply to passenger buses operating under the authority of the state public service commission, nor to authorized emergency vehicles, road maintenance vehicles, or street repair equipment.

6-3-3: RESTRICTED VEHICLES; SPECIAL PERMITS:

Special permits of duration of more than one month may be issued by the city manager, or his or her designee, upon application in writing and good cause being shown therefor, or temporary permits for a duration of less than one month may be issued by the chief of police upon application and good cause being shown therefor, authorizing the applicant to operate or move any vehicle as defined in subsection 6-3-2(A) of this chapter, or its successor, upon any street at any time upon such conditions as may be set forth in the permit.

6-3-4: NO STOPPING OR PARKING; COLOR MARKINGS AND SIGNS:

A. The city public works department is authorized, subject to provisions and limitations of this code, and after a comprehensive study, to place and when required herein shall place and maintain appropriate signs or traffic markings to indicate standing or parking regulations, and such traffic markings shall designate the zones and shall have the meanings herein set forth:

1. Red: Red means no stopping, standing or parking at any time;
2. Yellow: Yellow means no stopping, standing or parking except as designated by appropriate signs or traffic markings.

B. When appropriate signs or traffic markings have been erected or placed according to this section, no person shall stop, stand or park a vehicle in any zone contrary to the provisions of this section.

6-3-5: LOADING ZONES AND RESTRICTED PARKING; DESIGNATION AND SIGNS:

The city public works department is hereby authorized to determine the location of passenger and freight curb loading zones and restricted parking zones and shall place and maintain appropriate signs or markings indicating the same and stating the hours during which the provisions of this section are applicable. Businesses can request signs to service their locations which may be authorized in the discretion of the city public works department.

6-3-6: LOADING ZONES AND RESTRICTED PARKING; SPECIAL USE CONDITIONS AND FEES:

Permission to park in loading zones and/or restricted parking areas may be granted by the city public works department upon application being made therefor in writing upon the following conditions:

A. A showing of a substantial need to temporarily close off the loading zone or restricted parking area to the public use for a stated duration of time, and

B. The payment daily in advance to the city treasurer according to the following schedule:

1. (FEE AMOUNT) and any limitations.

2. No fee shall be charged to any organization, for up to a total of thirty (30) days in any calendar year that provides written verification from the internal revenue service that the organization has been granted tax exempt status as a religious or charitable organization under section 501(c)(3) of the internal revenue code, or its successor.

3. No fee shall be charged to any organization using such loading zone or restricted parking area under the direction of the city in connection with a city sponsored special event. (Ord. 9-17, 2017)

6-3-7: RESTRICTED PARKING ZONES:

No person shall stop, stand or park a vehicle for any purpose or length of time in any restricted parking zone other than for the purpose to which parking in such zone is restricted, except that a driver of a passenger vehicle may stop temporarily in such zone for the purpose of and while actually engaged in loading or unloading of passengers when such stopping does not interfere with any vehicle which is waiting to enter or about to enter the zone for the purpose of parking in accordance with the purposes to which parking is restricted and the driver must remain in the car.

6-3-8: PARKING IN ALLEYS:

No person shall park a vehicle within an alley except during the necessary and expeditious loading and unloading of merchandise, and no person shall stop, stand or park a vehicle within an alley in such a position as to block the driveway entrance or any abutting property, or interfere with the free movement of traffic through the alley.

6-3-9: STOPPING, STANDING OR PARKING; PROHIBITED IN CERTAIN AREAS:

A. No person shall stop, stand or park a vehicle, except when necessary to avoid conflict with other traffic or in compliance with law or the directions of a police officer or traffic control device, in any of the following places:

1. On a sidewalk area;
2. In front or within five feet (5') of a driveway or parking lot entrance;
3. Within an intersection;
4. Within fifteen feet (15') of a fire hydrant, as measured in both directions along the street or highway curb line from the line extending from the center of the hydrant to the curb line at its nearest point;
5. On a crosswalk;
6. Within twenty feet (20') of a crosswalk at an intersection;
7. Within thirty feet (30') upon the approach of any flashing beacon or traffic control device located at the side of a roadway;
8. Within twenty feet (20') of the driveway entrance to any fire station, and on the side of a street opposite the entrance when properly signposted;
9. Alongside or opposite any street excavation or obstruction, when stopping, standing or parking would obstruct or be hazardous to traffic;
10. At any place where official signs or traffic markings prohibit stopping, standing or parking;
11. At any place in any public park, playground or grounds of any public building other than on the roads or parking lots provided for public parking and then only in accordance with provisions of any officially installed signs, such signs to be installed by the city public works department;
12. On any footpath in any park or playground;
13. Within a fire lane as designated and marked in accordance with the provisions of this code, or its successor, whether on public or private property;

B. No person shall move a vehicle under such person's control into any such prohibited area, or upon any area not designated for vehicular travel or parking.

6-3-10: STREETS; PARKING PROHIBITED AT ALL TIMES:

No person shall park a vehicle, or permit such vehicle to remain standing at any time, in a manner contrary to signs, traffic markings, traffic control devices, or construction barriers erected or in place on any street, parts of a street, or roadway.

6-3-11: PARKING ON SIDEWALK AREA PROHIBITED:

No person shall leave or cause to be left, or parked, any vehicle upon any portion of a street or highway between the curb lines or the lateral lines of a roadway and the adjacent property lines

6-3-12: USING STREETS FOR STORAGE PROHIBITED:

No person shall park a vehicle, boat, trailer or other item upon any street for a period of time longer than forty-eight (48) hours.

6-3-13: USING STREETS FOR STORAGE OF MOTOR HOMES, BOATS AND TRAILERS PROHIBITED:

No person shall park a motor home, boat, trailer or other item upon any street for a period of time longer than forty eight (48) hours. Motor homes, boats and trailers which are moved from a parking spot and then re-parked on the same street block face within twenty four (24) hours from the time of said removal shall be deemed to have been continuously parked for the purposes of this section. "Block face" means the side of the street where the vehicle was parked between two (2) intersecting streets.

6-3-14: PARKING VIOLATION; OWNER'S RESPONSIBILITY:

Whenever any vehicle shall have been parked in violation of any of the provisions of any ordinance prohibiting or restricting parking, the person in whose name such vehicle is registered shall be prima facie responsible for such violation and subject to the penalty therefor.

6-3-15: MOVING ILLEGALLY PARKED VEHICLES; POLICE AUTHORITY:

A. Whenever any police officer finds a vehicle parked or standing upon a street and such vehicle is creating a danger to persons or property, or is in violation of any section of this title, such officer is hereby authorized to move such vehicle, or require the driver or other person in charge of the vehicle to move the same, to a position off the main traveled part of such street.

B. Owners of vehicles that have been moved at the City's expense shall be required to pay the vehicle relocation fee as shown by the costs incurred by the City plus a \$25.00 penalty.

6-3-16: VEHICLES PARKED ON CITY STREETS TO BE REGISTERED

A. No vehicle may be parked on a city street or public parking lot within City limits that is in not registered as required by Utah Code Title 41 Chapter 1a.

6-3-17: VEHICLES PARKED DURING AND AFTER SNOWSTORMS

A. No vehicle, boat, trailer, motor home, or any other item may be parked in violation of 7-1-3 notwithstanding any other provision of this code.

6-3-18: PARKING RESTRICTED VEHICLES

- A. No heavy, large, long, or other restricted vehicle may be parked on any city street not designated in Schedule 2.

6-3-19: PENALTY FOR VIOLATION OF THIS CHAPTER

- A. In addition to any towing, impound, or removal costs incurred by the city due to a violation of this chapter; the owner of any vehicle found to be in violation of any parking restriction or the driver of any vehicle found to be in violation shall be deemed guilty of an infraction, and unless otherwise provided, shall, upon conviction thereof, be fined in the amount of (\$\$\$\$\$\$).

DISCUSSION PAPER FOR PLANNING COMMISSION USE

TITLE 10 ZONING REGULATIONS

Red = Changes required by Utah law

Blue = Changes previously discussed by PC & CC but not yet submitted to CC

CHAPTER 6 R-1 RESIDENTIAL ZONE

SECTIONS:

- 10-6-1: Regulations
- 10-6-2: Intent
- 10-6-3: Permitted Uses
- 10-6-4: Area And Frontage Requirements
- 10-6-5: Location Requirements
- 10-6-6: Height Of Buildings
- 10-6-7: Size Of Dwelling
- 10-6-8: Width Of Buildings
- 10-6-9: Yard Space For One **Main** Building Only
- 10-6-10: Every Dwelling To Be On A ~~Zoning~~ Lot **Or Parcel**
- 10-6-11: Sale Or Lease Of Required Space Prohibited
- 10-6-12: Yards To Be Unobstructed; Exceptions
- 10-6-13: Accessory Buildings Prohibited As Living Quarters
- 10-6-14: Storage Of Commercial Or Oversized Vehicles Prohibited
- 10-6-15: Storage Of Junk, Debris, Or Unlicensed Inoperable Vehicles Prohibited
- 10-6-16: Sewage Disposal**
- 10-6-17: Water Connections:**
- 10-6-18: Drainage**
- 10-6-19: Clear View Of Intersecting Streets**
- 10-6-20: Effect Of Street Plan**
- 10-6-21: Motor Vehicle Access**
- 10-6-22: Landscaping Required**
- 10-6-23: Pollution Prevention**
- 10-6-24: Special Provisions**

10-6-1: REGULATIONS:

The use, location, height and size of buildings and structures, the use of land and size of lots, yards, courts and other open spaces and the density of population are regulated as hereinafter set forth. (Ord. 2012-01, 7-10-2012)

10-6-2: INTENT:

The R-1 residential zone has been established for the purpose of providing a place where single family detached dwellings can be constructed, having attractively landscaped yards and a favorable environment for family life. Uses such as multiple-family dwellings, apartment houses and commercial and industrial uses are not permitted in this zone. (Ord. 2012-01, 7-10-2012)

10-6-3: PERMITTED USES:

A. The following buildings, structures and uses of land shall be permitted upon compliance with requirements set forth in this title:

Accessory buildings

Childcare

Churches, not including temporary revival tents or buildings

Daycare, Nursery, Preschool

Foster homes

Growing of fruit and gardens for household use.

Household pets

Public agency parks and playgrounds.

~~Public buildings and grounds not including storage yards and repair shops.~~

Public, private and parochial schools and grounds.

Single-family dwellings of conventional construction and manufactured homes

Utility lines ~~and buildings~~

Walls and hedges

B. The following uses are permitted when in compliance with the specified sections of Title 10, Zoning Regulations:

Accessory signs conforming to section 10-2-6.

Fences in conformance with section 10-2-14.

Keeping of chickens as allowed in section 10-2-12.

Long-term rental of dwelling units subject to the provisions of section 10-2-17.

Solar electricity systems conforming to section 10-2-16.

Temporary uses subject to the provisions of section 10-2-10.

C. The following uses are permitted as conditional uses (see section 10-2-8).

Home occupations.

Machinery sheds used for storage of equipment used in connection with agricultural activities performed on the premises.

Growing of field crops, garden produce, and fruit for sale or trade.

Rest homes, nursing homes, convalescent homes, assisted living homes.

Other uses that conform to 10-2-8 when approved by city council.

10-6-4: AREA AND FRONTAGE REQUIREMENTS:

Area and frontage requirements shall be as follows:

Main Use	Minimum Lot or Parcel Area	Minimum Frontage (at setback line)
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Single family dwelling	~~10,000~~ 5,445 square feet	~~80~~ 60 feet
Churches	1 acre	125 feet
Other uses	1 acre	80 feet

(Ord. 2012-01, 7-10-2012)

10-6-5: LOCATION REQUIREMENTS:

~~Setback distances shall be determined by measuring from the property line to the foundation of the building. All dwellings and other buildings and structures shall be set back according to the special conditions noted below:~~

A. Front Setback:

~~1. Main Buildings: All dwellings and other main buildings and structures shall be set back not less than twenty feet (20') from the front lot line back of curb.~~

~~a. If the narrowest distance from a resident's front property line and back of curb is greater than ten feet (10'), the owner's setback from property line may be reduced to ten feet (10'). Code exception only applicable to properties with curb to measure from. (Ord. 2014 4, 4-22-2014)~~

~~a. Where a curb is not present the setback shall be measured from the center of the city street as determined by the Public Works Department.~~

~~b. If a lot line is angled, a reduced setback requirement may be applied if all of the following conditions are met:~~

- ~~1. The narrowest distance from a resident's front property line and back of curb is greater than ten feet (10'), and~~
- ~~2. The greatest distance is over twenty feet (20'), and~~
- ~~3. The setback conforms with surrounding homes.~~

1. Main Setback: All dwellings and other structures shall be set back according to the special conditions noted below:

- a. Where the legal property line of the residential lot **or parcel** is located at the back of street curb or back of pavement and there is no curb, the front setback shall be twenty feet (20') from the front lot **or parcel** line.
- b. Where the legal property line of the residential lot **or parcel** is located within the street pavement or gravel area, the front setback shall be forty feet (40') from the front lot **or parcel** line.
- c. Where the legal property line of the residential lot **or parcel** is located more than ten feet (10') from the street pavement or gravel area, the front setback shall be ten feet (10') from the front lot **or parcel** line.
- d. Where the legal property line of the residential lot **or parcel** line is angular to the roadway and there is less than ten feet (10') between the legal property line and the street pavement or gravel area, then the front setback shall be a minimum of twenty feet (20') from the nearest point of the street pavement or gravel area.

2. Accessory Buildings: All accessory buildings shall be set back not less than twelve feet (12') to the rear of the closest rear wall line of the main building and not less

than twelve feet (12') from any side wall of the main building. Accessory buildings which are located twelve feet (12') or closer to a main building shall be considered as part of the main building. Where no main building exists on a lot or parcel, a detached accessory building shall be set back not less than sixty feet (60') from the front lot line.

B. Side Setback; Interior Lots:

1. Main Buildings: All dwellings and other main buildings shall be set back at least eight feet (8') from the side lot or parcel line.
2. Accessory Buildings: All accessory buildings shall be set back at least five feet (5') from the lot or parcel line, ~~except that no minimum side setback shall be required when all the following conditions are met:~~
 - a. ~~The accessory building is located more than twelve feet (12') from any existing dwelling on the same or an adjacent lot;~~
 - b. ~~The accessory building contains no openings on the side contiguous to the lot line;~~
 - c. ~~No drainage from the roof will be discharged onto an adjacent lot.~~

C. Side Setback; Corner Lot or Parcel:

1. Side Abutting A Street: All dwellings and other main and accessory buildings shall be set back at least twenty feet (20') from the side lot or parcel line which abuts on a street.
2. Interior Side: Same as required for interior lots or parcel.

D. Rear Setback; Interior Lots or Parcel:

1. Main Buildings: All dwellings or other main buildings shall be set back at least thirty feet (30') from the rear lot or parcel line.
2. Accessory building: Same as required under side setbacks; interior lots.

E. Rear Setback; Corner Lots or Parcel:

1. Main Buildings: All dwellings and other main buildings shall be set back at least thirty feet (30') from the rear lot or parcel line, except that where a carport or garage is attached to the rear of the dwelling, the required rear setback for said carport or garage may be reduced to twenty feet (20') or more as measured from the rear lot or parcel line to the closest part of the building.
2. Accessory Building: All accessory buildings shall be set back at least five feet (5') from the rear lot or parcel line, ~~except that no minimum rear setback shall be required when all the following conditions are met:~~
 - a. ~~The accessory building is located more than twelve feet (12') from any existing dwelling on the same or an adjacent lot;~~
 - b. ~~The accessory building contains no openings on the side contiguous to the lot line;~~
 - c. ~~No drainage from the roof will be discharged onto an adjacent lot;~~
 - d. ~~The accessory building will be set back at least fifty feet (50') from the side lot line abutting the street. (Ord. 2012-01, 7-10-2012)~~

~~F. 10-6-23: Exception To Front And Side Setback Requirements:~~

~~The setback from the street for any dwelling located between two (2) existing dwellings may be the same as the average for said two (2) existing dwellings, provided the existing dwellings are on the same side of the street and are located within one hundred fifty feet (150') of each other. (Ord. 2012-01, 7-10-2012)~~

10-6-6: HEIGHT OF BUILDINGS:

~~The maximum height of any building (measured from finished grade to the square of the building) shall be twenty feet (20') or two (2) stories, whichever is the higher. Where the ground or the square of the building is uneven in height, the average elevation thereof shall apply. Roofs about the square, chimneys, flagpoles, television antennas, church towers and similar structures not used for human occupancy are excluded in determining height. (Ord. 2012-01, 7-10-2012)~~ a dwelling building shall be measured from finished grade at the front of the dwelling to the highest wall plate.

A. The maximum height of a dwelling building shall be as noted below:

1. Level lot ~~or parcel~~: Twenty-four feet (24').
2. Uneven lot ~~or parcel~~: Where the ground is uneven in height and the ground slopes downward from the front of the dwelling by more than ten feet (10') to the back of the dwelling the maximum height shall be twenty feet (20').

B. Minimum height of a dwelling building:

No dwelling shall be erected which has a ceiling height of less than ~~seven feet six inches (7'6")~~ the height required by the applicable building code.

C. The maximum height of accessory buildings shall be no greater than twenty feet (20') or two stories, whichever is the higher.

D. Additional Height Allowed For Public Buildings:

Public buildings and churches may be erected to any height, provided the building is set back from required building setback lines a distance of at least one foot (1') for each additional foot of building height above the maximum height otherwise permitted in the zone in which the building is located. (Ord. 2012-01, 7-10-2012)

10-6-7: SIZE OF DWELLING:

The ground floor area of any single-family dwelling shall be at least nine hundred (900) square feet of living area exclusive of open porches, carports, garages and similar add-ons. (Ord. 2012-01, 7-10-2012)

10-6-8: WIDTH OF BUILDINGS:

The total length or total width of any dwelling or church shall be at least twenty feet (20'), as measured from outside wall to outside wall, exclusive of any carport, garage, shed or similar addition. (Ord. 2012-01, 7-10-2012)

10-6-9: YARD SPACE FOR ONE MAIN BUILDING ONLY:

- A. No required yard or other open space around an existing building, or which is hereafter provided around any building, that is needed to comply with the provisions of this title, shall be considered as providing a yard or open space for any other building; nor shall any yard or other required open space on an adjoining lot or parcel be considered as providing the yard or open space on the lot or parcel whereon a building is to be erected or established. (Ord. 2012-01, 7-10-2012)
- B. No required yard or other open space around an existing main building, or which is hereafter provided around any building that is needed to comply with provisions of this title, shall be used for parking or storage of operable vehicles unless in compliance with 10-2-1.

10-6-10: EVERY DWELLING TO BE ON A ZONING LOT OR PARCEL:

Only one building which contains a dwelling shall be located and maintained on a ~~"zoning lot" as defined in this title~~ lot or parcel, except dwellings within a mobile home park, or other large scale development.

10-6-11: SALE OR LEASE OF REQUIRED SPACE PROHIBITED:

No space needed to meet the width, yard, area, coverage, parking, or other requirements of this title for a lot, parcel, or building may be sold or leased apart from such lot, parcel, or building unless other space so complying is provided. (Ord. 2012-01, 7-10-2012)

10-6-12: YARDS TO BE UNOBSTRUCTED; EXCEPTIONS:

Every part of a required yard shall be open to the sky and unobstructed except:

- A. Permitted accessory buildings, and
- B. Ordinary and customary projection of sills, belt courses, cornices and other ornamental features and unenclosed steps and unwallled stoops, porches and carports which may project up to three feet (3') into a required yard. ~~No projection into a required court which is provided in connection with a court apartment shall be constructed except for customary sills, belt courses and cornices which may extend into a court not more than sixteen inches (16").~~ (Ord. 2012-01, 7-10-2012)

10-6-13: ACCESSORY BUILDINGS PROHIBITED AS LIVING QUARTERS:

Living and sleeping quarters in any building or structure other than the main residential building are prohibited. (Ord. 2012-01, 7-10-2012)

10-6-14: STORAGE OF COMMERCIAL OR OVERSIZED VEHICLES

PROHIBITED:

- A. The storage and/or continuous parking of trucks, buses, or a combination of vehicles exceeding thirty five feet (35') in length, or having a rated capacity of one ton or greater, and construction equipment such as bulldozers, graders, compressors, etc., shall not be permitted; provided, that construction equipment may be stored on a lot or parcel during construction of a building thereon for less than one year.
- B. Trucks and equipment parked in residential areas for more than three (3) days in any one month are not allowed. (Ord. 2012-01, 7-10-2012)
- C. Storage of recreational vehicles shall comply with 10-2-7 of this title.

10-6-15: STORAGE OF JUNK, DEBRIS, OR UNLICENSED INOPERABLE VEHICLES

PROHIBITED:

- A. No yard or other open space surrounding an existing building, or which is hereafter provided around any building in any zone, shall be used for the storage of junk, debris, or inoperable vehicles;
- B. No land shall be used for such purposes, except as specifically provided by this title.
- C. Storage of one restorable vehicle may be permitted in the backyard for a period of six (6) months, on a case by case basis, at the discretion of the zoning administrator. Restoration work shall comply with applicable noise and nuisance ordinances.

10-6-16: SEWAGE DISPOSAL:

- A. Sewer connections shall comply with section 8-4-2.
- B. Where domestic sewage disposal facilities are used which are not connected to a public sewer, approval of such facilities shall be obtained from the state health department before a building permit shall be issued therefor. (Ord. 2012-01, 7-10-2012)

10-6-17: WATER CONNECTIONS:

- A. Where municipal water is available all single family dwellings shall be connected in accordance with 8-4-2.
- B. Where no municipal water is available, approval of such facilities shall be obtained from the state health department before a building permit or certificate of occupancy shall be issued therefore.

10-6-18: DRAINAGE:

- A. The owners and users of ditches shall not divert more water into the ditch than it's carrying capacity.
- B. Runoff from new rooftops or lots shall not exceed the carrying capacity of the natural or previous drainage system. (Ord. 2012-01, 7-10-2012)
- C. Drainage corridors shall be protected in accordance with 10-12-2.

10-6-19: CLEAR VIEW OF INTERSECTING STREETS:

No obstruction which will obscure the view of automobile drivers shall be placed on any corner lot within a triangular area formed by the street property lines and a line connecting them at points of forty five feet (45') from the intersection of the street lines. (Ord. 2012-01, 7-10-2012)

10-6-20: EFFECT OF STREET PLAN:

Wherever a front or side yard is required for a building that abuts on a proposed street which has not been constructed, but which has been designated by the planning commission as a future street, the depth of such front or side yard shall be measured from the planned street lines. (Ord. 2012-01, 7-10-2012)

10-6-21: MOTOR VEHICLE ACCESS:

Access to all lots and parcels of land having a frontage on a city street shall be controlled as follows:

- A. ~~Access shall be by not~~ No lot or parcel shall have more than two (2) driveways ~~from any one street.~~
- B. Driveways shall not be closer to each other than twenty feet (20').
- C. On corner lots or parcels, no driveways shall be closer than ~~fifteen feet (15')~~ twenty feet (20') to the point of intersection of the front property line with the side property line which abuts upon a street.
- D. Where there is no existing curb and gutter or sidewalk, a curb or fence may be required by the city. (Ord. 2012-01, 7-10-2012)

10-6-22: LANDSCAPING REQUIRED:

Front yards and side yards of all dwellings which front on city streets must be landscaped. (Ord. 2012-01, 7-10-2012)

10-6-23: POLLUTION PREVENTION:

Any use which emits or discharges gases, fumes, dust, glare, noise or other pollutants into the atmosphere in amounts which exceed the standards as prescribed by Utah state air conservation board or the board of health, and any use which emits or discharges liquids or solid material onto the soil or water in amounts which result in pollutants entering groundwater in amounts exceeding the standards prescribed by the Utah state water pollution control board or the board of health, shall be prohibited. (Ord. 2012-01, 7-10-2012)

10-6-24: SPECIAL PROVISIONS:

Special provisions shall apply in order to protect its essential characteristics.

- A. All buildings used for human occupancy shall be furnished with a water supply in accordance with 10-6-19 of this title.
- B. All buildings used for human occupancy shall be constructed in accordance with the adopted building, plumbing, electrical, fire prevention and similar codes.
- C. All buildings and uses shall comply with all applicable supplementary development standards as set forth in this title. (Ord. 2012-01, 7-10-2012)

Chapter 1: Suggested discussion points for the City Council-

The Definition of Family

Need to split OHV definition off from RV definition

City Council wanted to make RV parks able to be placed on smaller lots (1 acre).

Chapter 2: Suggested discussion points for the City Council-

10-2-1: We need a discussion about flag lots.

10-2-4(G): Designate the city position with the authority.

10-2-8: Discussion on who has the authority to grant which types of CUP's.

10-2-8(c)(5): Do you want to prohibit separate metering for home occupations?

10-2-9: This should be a temporary permit not a conditional use permit.

10-2-10: Make sure you are good with the sizes and all the uses for containers.

10-2-14 & 15: Need a discussion about fencing permits. Fee waivers etc.

Chapter 4: Suggested discussion points for the City Council-

Nothing jumps out

Chapter 5: Suggested discussion points for the City Council-

10-5-14: Need to discuss enforcement and vagueness.

Chapter 6: Suggested discussion points for the City Council

10-6-3: "conventional construction" is a problematic phrase. Better to reference the building codes that are approved. IRC and the HUD codes for example.

10-6-5(a)(2): This needs to be modified with the recent changes to State code. The new term is "within the footprint" of the building which is a reference to the foundation. Rather than designate them as part of the main building just put a restriction on how close any accessory building can be to the main building. Such as "no accessory building may be closer than 6 ft to the main building"

10-6-5(b): Why is this being stricken? This is going to create a lot of prior non-conforming uses throughout the city. Enforcement will become very problematic and expensive for the city. It may already be so prevalent that it will be unenforceable if removed, but someone would need to go out and count how many accessory buildings were already placed under this exception over the years.

10-6-5(E): Same as previous as to why the exception is being stricken. You can do it, just be aware of the results. Why is the exception being stricken and is the need to strike it worth the effort?

10-6-5(f): Why is this being stricken? It is a codified "variance" for a very common variance request situation. Again, you can do it, but why?

10-6-6: This is inconsistent with the building code and will create confusion. Building code looks to the roof, not the wall plate. Check with Scott Burton for how he will apply the building code measurement and adopt the same language.

10-6-14: May want to strike in light of adopting a city parking ordinance.

Chapter 7: Suggested discussion points for the City Council-

There are some duplicate comments with chapter 6 where the sections have the same language, such as in setbacks and striking exceptions.

10-7-2: Defining tiny homes in Chapter 1: The building code refers to them as tiny homes and defines them as something similar to Any single family dwelling smaller than 400 square feet, but larger than 200 square feet. Designed for long-term human occupancy, built as allowed by State adopted building code.

10-7-3: Why prohibit everything allowed in R-1 in R-2 zones?

10-7-3: Allowing boarding houses, lodging houses, and B&B, etc, in R-2 may hurt your moderate and low income housing goals. Why build apartments, townhomes, or long-term rent houses if you can do short-term rentals?

Chapter 8: Suggested discussion points for the City Council-

Compare your permitted list with your map, look to see if you are creating non-conforming uses.

Chapter 9: Suggested discussion points for the City Council-

Discuss 10-9-3(c) A map review of the c-2 zone may be needed. There are a very large number of homes already existing in the C-2. This will create a permitting issue that the city will need to issue permits for people to live in their own homes. CUP's run with the land.

An unfortunate byproduct of amending historic zoning is making sure the residents understand how these changes are going to be implemented and planning for an orderly method for the city to implement the changes. It may come as a shock to some citizens to have a conditional use permit show up from the city to live in their own home if this isn't clearly explained to them before passage.

Different communities handle these other ways. Blanding requires it conditional, but pretty much the condition is a waiver acknowledging they know they are building in a commercial zone. A brief review of other municipalities shows they allow them as permitted as Monticello has traditionally done.

Chapter 10: Suggested discussion points for the City Council-

Nothing jumps out

Random 11-1-9 citation, not sure what it is doing in the draft.

DISCUSSION PAPER FOR PLANNING COMMISSION USE

TITLE 10 ZONING REGULATIONS

Red = Changes required by Utah law

Blue = Changes previously discussed by PC & CC but not yet submitted to CC

CHAPTER 7 R-2 RESIDENTIAL ZONE

SECTION:

- 10-7-1: Regulations
- 10-7-2: Intent
- 10-7-3: Permitted Uses
- 10-7-4: Area And Frontage Requirements
- 10-7-5: Location Requirements
- 10-7-6: Height Of Buildings
- 10-7-7: Size Of Dwelling
- 10-7-8: Yard Space For **One Main** Building Only
- 10-7-9: Every Dwelling To Be On A **Lot Or Parcel**
- 10-7-10: Sale Or Lease Of Required Space Prohibited
- 10-7-11: Yards To Be Unobstructed; Exceptions
- 10-7-12: Accessory Buildings Prohibited As Living Quarters
- 10-7-13: Storage Of Commercial Or Oversized Vehicles Prohibited
- 10-7-14: Storage Of Junk, Debris, Or Unlicensed Inoperable Vehicles Prohibited
- 10-7-15: Sewage Disposal
- 10-7-16: **Water Connection**
- 10-7-18: Clear View Of Intersecting Streets
- 10-7-19: Effect Of Street Plan
- 10-7-20: Motor Vehicle Access
- 10-7-21: Landscaping Required
- 10-7-22: Pollution Prevention
- 10-7-23: Special Provisions

10-7-1: REGULATIONS:

The use, location, height and size of buildings and structures, the use of land and size of lots, yards, courts and other open spaces and the density of population are regulated as hereinafter set forth. (Ord. 2012-01, 7-10-2012)

10-7-2: INTENT:

The R-2 zone has been established for the purpose of providing a place where single-, two- and multiple-family dwellings and small homes can be constructed. (Ord. 2012-01, 7-10-2012)

10-7-3: PERMITTED USES:

- A. The following buildings, structures and uses of land shall be permitted upon compliance with the requirements set forth in this title:

Accessory Buildings

~~All uses permitted in the R-1 residential zone, section 10-6-3 of this title.~~

Single-family dwellings of conventional construction and manufactured homes

Multi-family dwellings, townhouses and condominiums.

Small homes erected on foundations

~~Boarding house, hostel, inn, hotel, or motel~~

Boarding house, lodging house, bed and breakfast, rooming house

Childcare

Churches, not including temporary revival tents or buildings

Daycare, Nursery, Preschool

Foster care homes

Household pets

Mobile homes on foundations with tie down

Public agency parks and playgrounds

~~Rest homes and daycare centers, and senior assisted living facilities. In approving such uses when approved by the city council. In approving such uses, the council may attach reasonable conditions in excess to those required within the zone including, but not limited to, an increase in minimum lot size, additional setbacks, and increased parking. (Ord. 2012-01, 7-10-2012)~~

Utility lines and buildings

Walls and hedges

- B. The following uses are permitted when in conformance with the specified sections of Title 10, Zoning Regulations:

Accessory signs conforming to section 10-2-6

Fences in conformance with section 10-2-14

Keeping of chickens in conformance with section 10-2-12

Long-term rental of a dwelling unit as permitted in 10-2-17

Short-term rental units as permitted in 10-2-17

Solar electricity systems in conformance with 10-2-16

Temporary uses subject to the provisions of section 10-2-10

- C. The following uses are permitted as conditional uses (see section 10-2-8).

Home occupations

Machinery sheds used for storage of equipment used in connection with agricultural activities performed on the premises.

Growing of field crops, garden produce, and fruit for sale or trade.

Rest homes, nursing homes, convalescent homes, assisted living homes.

Other uses that conform to 10-2-8 when approved by city council.

10-7-4: AREA AND FRONTAGE REQUIREMENTS:

Area and frontage requirements shall be as follows

Main Use	Minimum Lot ~~or Parcel~~ Area	Minimum Frontage (At Setback Line)
Single-family dwelling	~~10,000~~ 5,445 square feet	~~80~~ 60 feet
~~Small home~~	3,000 square feet	60 feet
Two-family dwelling	~~10,000~~ 7,000 square feet	85 feet
Multiple-family dwelling	10,000 square feet for first 2 units plus 2,500 square feet for each additional unit	85 feet for first 2 units plus 7.5 feet width for each additional unit
Churches	1 acre	125 feet
Other uses	1 acre	80 feet

10-7-5: LOCATION REQUIREMENTS:**A. Front Setback:**

- ~~1. Main Buildings:~~ All single-family, small homes, and two-family dwellings and other main buildings and structures shall be set back according to the special conditions noted below:
 - a. Where the legal property line of the residential lot ~~or parcel~~ is located at the back of street curb or back of pavement and there is no curb, the front setback shall be twenty feet (20') from the front lot ~~or parcel~~ line.
 - b. Where the legal property line of the residential lot ~~or parcel~~ is located within the street pavement or gravel area, the front setback shall be forty feet (40') from the front lot ~~or parcel~~ line.
 - c. Where the legal property line of the residential lot ~~or parcel~~ is located more than ten feet (10') from the street pavement or gravel area, the front setback shall be ten feet (10') from the front lot ~~or parcel~~ line.
 - d. Where the legal property line of the residential lot ~~or parcel~~ line is angular to the roadway and there is less than ten feet (10') between the legal property line and the street pavement or gravel area, then the front setback shall be a minimum of twenty feet (20') from the nearest point of the street pavement or gravel area.
2. All multi-family dwellings shall be set back not less than forty feet (40') ~~from the front lot line~~ back of curb.
- ~~3. Where a curb is not present the setback of a dwelling unit shall be measured from the center of the city street as determined by the Public Works Department.~~
- ~~4. If a lot line is angled, a reduced setback requirement may be applied to the dwelling unit if all of the following conditions are met:~~

- ~~a. The narrowest distance from a resident's front property line and back of curb is greater than ten feet (10'), and~~
- ~~b. The greatest distance is over twenty feet (20'), and~~
- ~~c. The setback conforms with surrounding homes. (Ord. 2014-4, 4-22-2014)~~

5. Accessory Buildings: All accessory buildings shall be set back not less than twelve feet (12') to the rear of the closest rear wall line of the main building and not less than twelve feet (12') from any side wall of the main building. Accessory buildings which are located twelve feet (12') or closer to a main building shall be considered as part of the main building. Where no main building exists on a lot **or parcel**, a detached accessory building shall be set back not less than sixty feet (60') from the front lot line.

B. Side Setback; Interior Lot **or Parcel:**

1. Main Buildings: All dwellings and other main buildings shall be set back at least eight feet (8') from the side lot **or parcel** line.
2. Accessory Buildings: All accessory buildings shall be set back at least five feet (5') from the lot **or parcel** line, except that no minimum side setback shall be required when all the following conditions are met:
 - a. The accessory building is located more than ~~twelve feet (12')~~ five feet (5') from any existing dwelling on the same or an adjacent lot **or parcel**;
 - b. The accessory building contains no openings on the side contiguous to the lot **or parcel** line;
 - c. No drainage from the roof will be discharged onto an adjacent lot **or parcel**.
3. All accessory buildings when adjoining an R-2 zone shall be set back twenty feet (20').

C. Side Setback; Corner Lot **or Parcel:**

1. Side Abutting Street: All dwellings and other main and accessory buildings shall be set back at least twenty feet (20') from the side lot **or parcel** line which abuts on a street.
2. Interior Side: Same as required for interior lots.

D. Rear Setback; Interior Lot **or Parcel:**

1. Main Buildings: All dwellings or other main buildings shall be set back at least thirty feet (30') from the rear lot line.
2. Accessory Building: Same as required under subsection B, "Side Setback; Interior Lots", of this section.
3. All accessory buildings when adjoining an R-2 zone shall be set back twenty feet (20').

E. Rear Setback; Corner Lot **or Parcel:**

1. Main Buildings: All dwellings and other main buildings shall be set back at least thirty feet (30') from the rear lot **or parcel** line, except that where a carport or garage is attached to the rear of the dwelling, the required rear setback for said carport or

garage may be reduced to twenty feet (20') or more as measured from the rear lot ~~or parcel~~ line to the closest part of the building.

2. Accessory Building: All accessory buildings shall be set back at least five feet (5') from the rear lot ~~or parcel~~ line, except that no minimum rear setback shall be required when all the following conditions are met:
 - a. The accessory building is located more than twelve feet (12') from any existing dwelling on the same or an adjacent lot ~~or parcel~~;
 - b. The accessory building contains no openings on the side contiguous to the lot ~~or parcel~~ line;
 - c. No drainage from the roof will be discharged onto an adjacent lot ~~or parcel~~;
 - d. The accessory building will be set back at least fifty feet (50') from the side lot ~~or parcel~~ line abutting the street. (Ord. 2012-01, 7-10-2012)

~~F. Exception To Front And Side Setback Requirements:~~

~~The setback from the street for any dwelling located between two (2) existing dwellings may be the same as the average for said two (2) existing dwellings, provided the existing dwellings are on the same side of the street and are located within one hundred fifty feet (150') of each other. (Ord. 2012-01, 7-10-2012)~~

10-7-6: HEIGHT OF BUILDINGS:

- ~~A.~~ The maximum height of any building (measured from finished grade ~~to the square of the building~~) shall be ~~twenty feet (20')~~ twenty-four feet (24') or two (2) stories, whichever is the higher. Where the ground or the square of the building is uneven in height, the average elevation thereof shall apply. Roofs about the square, chimneys, flagpoles, television antennas, church towers and similar structures not used for human occupancy are excluded in determining height. (Ord. 2012-01, 7-10-2012);
- B. Public buildings and churches may be erected to any height, provided the building is set back from required building setback lines a distance of at least one foot (1') for each additional foot of building height above the maximum height otherwise permitted in the zone in which the building is located. (Ord. 2012-01, 7-10-2012)
- C. No dwelling shall be erected which has a ceiling height less than required by applicable building codes.

10-7-7: SIZE OF DWELLING:

All area shall be exclusive of open porches, carports, garages, sheds and similar add-ons. This requirement shall not apply to mobile homes located within an approved mobile home park. (Ord. 2012-01, 7-10-2012)

- A. The ground floor area of a single-family dwelling shall be not less than eight hundred (800) square feet.

- B. The ground floor area of a small home shall be not less than six hundred (600) square feet and not more than eight hundred (800) square feet.
- C. A two-family dwelling shall contain a ground floor area of one thousand two hundred (1,200) square feet.
- D. A multiple-family dwelling shall contain a ground floor area of one thousand two hundred (1,200) square feet for the first two (2) units, plus six hundred (600) square feet of living area for each unit over two (2).

10-7-8: WIDTH OF BUILDING:

~~The total width or total length of any dwelling or other main building shall be at least twenty feet (20'), as measured from outside wall to outside wall, exclusive of any carport, garage, shed, patio or similar add-on. This requirement shall not apply to mobile homes located within an approved mobile home park. (Ord. 2012-01, 7-10-2012)~~

10-7-8: YARD SPACE FOR ONE MAIN BUILDING ONLY:

- A. No required yard or other open space around an existing building, or which is hereafter provided around any building, which is needed to comply with the provisions of this title, shall be considered as providing a yard or open space for any other building; nor shall any yard or other required open space on an adjoining lot **or parcel** be considered as providing the yard or open space on the lot **or parcel** whereon a building is to be erected or established. (Ord. 2012-01, 7-10-2012)
- B. No required yard or other open space around an existing main building, or which is hereinafter provided around any building, that is needed to comply with provisions of this title, shall be used for parking or storage or operable vehicles unless in compliance with 10-2-5.

10-7-9: EVERY DWELLING TO BE ON A LOT OR PARCEL:

Only one building which contains a dwelling shall be located and maintained on a **lot or parcel** as defined in this title, except dwellings within a mobile home park, or other large scale development.

10-7-10: SALE OR LEASE OF REQUIRED SPACE PROHIBITED:

No space needed to meet the width, yard, area, coverage, **parking** or other requirements of this title for a lot **or parcel** or building may be sold or leased apart from such lot or building unless other space so complying is provided.

10-7-11: YARDS TO BE UNOBSTRUCTED; EXCEPTIONS:

Every part of a required yard shall be open to the sky and unobstructed except:

- A. Permitted accessory buildings;
- B. Ordinary and customary projection of sills, belt courses, cornices and other ornamental features and unenclosed steps and unwallled stoops, porches and carports which may project up to three feet (3') into a required yard;
- C. No projection into a required court which is provided in connection with a court apartment shall be constructed except for customary sills, belt courses and cornices which may extend into a court not more than sixteen inches (16"). (Ord. 2012-01, 7-10-2012)

10-7-12: ACCESSORY BUILDINGS PROHIBITED AS LIVING QUARTERS

Living and sleeping quarters in any building other than the main residential building are prohibited. (Ord. 2012-01, 7-10-2012)

10-7-13: STORAGE OF COMMERCIAL OR OVERSIZED VEHICLES PROHIBITED:

- A. The storage and/or continuous parking of trucks, buses, or a combination of vehicles exceeding thirty five feet (35') in length, or having a rated capacity of one ton or greater, and construction equipment such as bulldozers, graders, compressors, etc., shall not be permitted; provided, that construction equipment may be stored on a lot or parcel during construction of a building thereon for less than one year.
- B. Trucks and equipment parked in residential areas for more than three (3) days in any one month are not allowed. (Ord. 2012-01, 7-10-2012)
- C. Storage of recreational vehicles must conform with 10-2-7 of this title.

10-7-14: STORAGE OF JUNK, DEBRIS, OR UNLICENSED INOPERABLE VEHICLES PROHIBITED:

- A. No yard or other open space surrounding an existing building, or which is hereafter provided around any building in any zone, shall be used for the storage of junk, debris or inoperable vehicles;
- B. No land shall be used for such purposes, except as specifically provided by this title.
- C. Storage of one restorable vehicle may be permitted in the backyard for a period of six (6) months, on a case by case basis, at the discretion of the zoning administrator. Restoration work shall comply with applicable noise and nuisance ordinances.

10-7-15: SEWAGE DISPOSAL:

- A. Sewer connections shall comply with 8-4-2.

- B. Where domestic sewage disposal facilities are used which are not connected to a public sewer, approval of such facilities shall be obtained from the state health department before a building permit shall be issued therefor. (Ord. 2012-01, 7-10-2012)

10-7-16: WATER CONNECTION:

- A. Where municipal water is available, all users in this zone shall be connected.
- B. Where no public water is available, approval of such facilities shall be obtained from the state health department before a building permit or certificate of occupancy is issued.

10-7-17: DRAINAGE:

- A. The owners and users of ditches shall not divert more water into the ditch than it's carrying capacity.
- B. Runoff from new rooftops or lots shall not exceed the carrying capacity of the natural or previous drainage system. (Ord. 2012-01, 7-10-2012)
- C. Drainage corridors shall be protected in accordance with 10-12-2.

10-7-18: CLEAR VIEW OF INTERSECTING STREETS:

No obstruction which will obscure the view of automobile drivers shall be placed on any corner lot within a triangular area formed by the street property lines and a line connecting them at points of ~~forty five feet (45')~~ forty feet (40') from the intersection of the street lines. (Ord. 2012-01, 7-10-2012)

10-7-19: EFFECT OF STREET PLAN:

Wherever a front or side yard is required for a building that abuts on a proposed street which has not been constructed, but which has been designated by the planning commission as a future street, the depth of such front or side yard shall be measured from the planned street lines. (Ord. 2012-01, 7-10-2012)

10-7-20: MOTOR VEHICLE ACCESS:

Access to all lots and parcels of land having a frontage on a city street shall be controlled as follows:

- A. No lot or parcel shall have more than two (2) driveways ~~from any one street~~.
- B. Driveways shall be not closer to each other than twenty feet (20').

- C. On corner lots **or parcels**, no driveways shall be **closer than fifteen feet (15')** ~~closer than fifteen feet (15')~~ **twenty feet (20')** to the point of intersection of the front property line with the side property line which abuts upon a street.
- D. Where there is no existing curb and gutter or sidewalk, a curb or fence may be required by the city. (Ord. 2012-01, 7-10-2012)

10-7-21: LANDSCAPING REQUIRED:

Front yards and side yards of all dwellings which front on city streets must be landscaped. (Ord. 2012-01, 7-10-2012)

10-7-22: POLLUTION PREVENTION:

Any use which emits or discharges gases, fumes, dust, glare, noise or other pollutants into the atmosphere in amounts which exceed the standards as prescribed by Utah state air conservation board or the board of health, and any use which emits or discharges liquids or solid material onto the soil or water in amounts which result in pollutants entering groundwater in amounts exceeding the standards prescribed by the Utah state water pollution control board or the board of health, shall be prohibited. (Ord. 2012-01, 7-10-2012)

10-7-23: SPECIAL PROVISIONS:

Special provisions shall apply in order to protect its essential characteristics.

- A. All buildings used for human occupancy shall be furnished with a water supply **in accordance with 10-6-19 of this title.**
- B. All buildings used for human occupancy shall be constructed in accordance with the adopted building, plumbing, electrical, fire prevention and similar codes.
- C. All buildings and uses shall comply with all applicable supplementary development standards as set forth in this title. (Ord. 2012-01, 7-10-2012)

DISCUSSION PAPER FOR PLANNING COMMISSION USE

TITLE 10 ZONING REGULATIONS

Blue = Changes discussed by Planning Commission

CHAPTER 8 C-1 COMMERCIAL ZONE

SECTION:

- 10-8-1: Regulations
- 10-8-2: Intent
- 10-8-3: Permitted Uses
- 10-8-4: Area, Width And Location Requirements
- 10-8-5: Location Of Gasoline Pumps
- 10-8-6: Motor Vehicle Access
- 10-8-7: Pollution Prevention
- 10-8-8: Special Provisions

10-8-1: REGULATIONS:

The use, location, height and size of buildings and structures, the use of land and size of lots, yards, courts and other open spaces and the density of population are regulated as hereinafter set forth. (Ord. 2012-01, 7-10-2012)

10-8-2: INTENT:

The intent of the C-1 commercial zone is to provide a **centralized** place where retail and service uses can be constructed and maintained which will serve the needs of the citizens of the city and surrounding areas. It is the further intent in establishing this zone to maintain the central business district as the "heart of the city" and, to these ends, to promote its development in step with the increase in population within the trading area. ~~The uses characteristic of this zone are retail stores, banks, office buildings, theaters, motels and a wide variety of specialty shops.~~ Conversely, **Uses** which tend to create business dead spots, cause undue scattering of business, and generally tend to thwart the use of the land for its primary purpose have been excluded from this zone. (Ord. 2012-01, 7-10-2012)

10-8-3: PERMITTED USES:

A. The following buildings, structures, and uses of land shall be permitted upon compliance with the requirements set forth in this title:

Accessory buildings and structures such as garages, carports, equipment storage buildings, and supply storage buildings which are customarily used in conjunction with and incidental to a principal use or structure permitted in this zone.

Automobile and truck repair establishments, provided all repair activities will be conducted within an enclosed structure and that there will be no outside storage of parts or nonoperative vehicles.

Automobile, motorcycle, ATV, and snowmobile sales and rental structures and lots (for both new and used units). Also, the related repair facilities when such facilities are included as an integral part of the sales structure and that there will be no outside storage of parts or nonoperative vehicles.

Automotive service establishments, including gasoline stations, car washes, parking lots and storage garages, and minor automotive repair establishments.

Cabinet, taxidermy, and welding and metalsmithing shops.

Convenience goods stores (minimarkets) for the sale of food and variety products.

Establishments for the sale of hardware, lumber, plumbing and heating equipment and similar building products. All storage activities shall be within a building or within an enclosure surrounded by a fence not less than six feet (6') in height.

General retail stores and shops providing goods and services for sale at retail in the customary manner.

Hotels and motels.

Laundries and dry cleaning establishments, and laundromats.

Live-work units.

Office buildings, medical clinics, banks, insurance, and financial services.

Personal service establishments, such as barber and beauty shops, reception centers, and similar establishments.

Public parks and buildings, not including storage yards or repair shops.

Recreational enterprises including bowling alleys, recreation centers, motion picture theaters (indoor only), athletic clubs, private clubs, sororities, and fraternal lodges.

Restaurants, food drive-ins bars, taverns, pubs.

Shopping centers, supermarkets, clothing stores.

Veterinary clinics for the treatment of household pets and the enclosed temporary boarding of same while receiving care.

B. The following uses are permitted when in compliance with the specified sections of Title 10, Zoning Regulations:

All signs shall conform with section 10-2-6 of this title.

Conditional uses shall conform with section 10-2-8 of this title.

Temporary uses shall conform with section 10-2-10 of this title.

Portable Storage Containers shall conform with section 10-2-11 of this title.

Diagonal parking shall conform with section 10-2-13 of this title.

Fences shall conform with section 10-2-15 of this title.

Recreational vehicle (RV) parks that conform to Title 10 Chapter 15 of city code

C. The following uses are permitted as conditional uses (see section 10-2-8).

All R-1 uses that conform to section 10-6-3 of this title, except rest homes, nursing homes, convalescent homes, and assisted living homes.

All R-2 uses that conform to section 10-703 of this title, except rest homes, nursing homes, convalescent homes, assisted living homes, growing of field crops, growing of

garden produce and fruit for sale or trade and machinery sheds used for storage of agricultural equipment.

10-8-4: AREA, WIDTH AND LOCATION REQUIREMENTS:

- A. There shall be no area, width and location requirements for commercial buildings and structures constructed, provided
 - 1. All buildings and structures conform with the building code adopted by the city; and
 - 2. An area sufficient to accommodate parking, loading, unloading, and vehicular access shall be provided and maintained.
- B. No space needed to meet the parking or other requirements of this title may be sold or leased apart from such lot or parcel or building unless other space is provided to comply with section 10-8-4A.

10-8-5: LOCATION OF GASOLINE PUMPS:

- A. Gasoline pump islands shall be set back not less than twenty feet (20') from any property line.
- B. Lots from which gasoline is dispensed to customers at retail shall be not less than seventy five by one hundred feet (75 x 100') in size.
- C. Canopies over pump islands may extend to within five feet (5') of the property lines. (Ord. 2012-01, 7-10-2012)

10-8-6: MOTOR VEHICLE ACCESS:

- A. Access to all lots and parcels of land having a frontage on a city street shall be controlled as follows:
 - 1. Access shall be by not more than two (2) driveways from any one street.
 - 2. Driveways shall be not closer to each other than twenty feet (20').
 - 3. On corner lots, no driveways shall be less than fifteen feet (15') to the point of intersection of the front property line with the side property line which abuts upon a street.
 - 4. Where there is no existing curb and gutter or sidewalk, a curb or fence may be required by the city. (Ord. 2012-01, 7-10-2012)

10-8-7: POLLUTION PREVENTION:

Any use which emits or discharges gases, fumes, dust, glare, noise or other pollutants into the atmosphere in amounts which exceed the standards as prescribed by Utah state air conservation board or the board of health, and any use which emits or discharges liquids or solid material onto the soil or water in amounts which result in pollutants entering groundwater in amounts exceeding the standards prescribed by the Utah state water pollution control board or the board of health, shall be prohibited. (Ord. 2012-01, 7-10-2012)

10-8-8: SEWAGE DISPOSAL:

- A. Sewer connections shall comply with Title 8-4-2 of city code.
- B. Where domestic sewage disposal facilities are used which are not connected to a public sewer, approval of such facilities shall be obtained from the state health department before a building permit shall be issued therefor. (Ord. 2012-01, 7-10-2012)

10-8-9: WATER CONNECTION:

All users shall be connected to the municipal water supply.

10-8-10: DRAINAGE:

- A. The owners and users of ditches shall not divert more water into the ditch than it's carrying capacity.
- B. Runoff from new rooftops or lots shall not exceed the carrying capacity of the natural or previous drainage system. (Ord. 2012-01, 7-10-2012)
- C. Drainage corridors shall be protected in accordance with 10-12-2.

10-8-11: CLEAR VIEW OF INTERSECTING STREETS:

No obstruction which will obscure the view of automobile drivers shall be placed on any corner lot within a triangular area formed by the street property lines and a line connecting them at points of ~~forty five feet (45')~~ forty feet (40') from the intersection of the street lines. (Ord. 2012-01, 7-10-2012)

10-8-12: SPECIAL PROVISIONS:

- A. All material, merchandise and equipment (except vehicles in running order) shall be stored within an enclosed building or surrounded by a fence not less than six feet (6') in height.
- B. All display, sale and repair activities shall be conducted within a fully enclosed building, except those activities that are customarily and appropriately conducted in the open, including, but not limited to, automobile sales lots and automobile service stations.
- C. Temporary sales of Christmas trees and nursery stock shall be permitted outside a building unless otherwise prohibited under the terms of this title.
- D. No dust, odor, smoke, vibration or intermittent light, glare or noise shall be emitted which is discernible beyond the premises except for normal traffic movements.
- E. All off street parking shall be hard surfaced. See section 10-2-1, "Off Street Parking Requirements", of this title.
- F. All buildings located adjacent to a major street shall have at least one entranceway facing onto said street. (Ord. 2012-01, 7-10-2012)
- G. All buildings and uses shall comply with all applicable supplementary development standards as set forth in this title.
- H. No accessory structures shall be used as living quarters.

DISCUSSION PAPER FOR PLANNING COMMISSION USE

TITLE 10 ZONING REGULATIONS

Blue = Changes to be discussed by Planning Commission

CHAPTER 9 C-2 LIGHT COMMERCIAL ZONE

SECTION:

- 10-9-1: Regulations
- 10-9-2: Intent
- 10-9-3: Permitted Uses
- 10-9-4: Area, Width And Location Requirements
- 10-9-5: Location of Gasoline Pumps
- 10-9-6: Motor Vehicle Access
- 10-9-7: Pollution Prevention
- 10-9-8: Sewage Disposal
- 10-9-9: Water Connection
- 10-9-10: Drainage
- 10-9-11: Clear View Of Intersecting Streets
- 10-9-12: Special Provisions

10-9-1: REGULATIONS:

The use, location, height and size of buildings and structures, the use of land and size of lots, yards, courts and other open spaces and the density of population are regulated as hereinafter set forth. (Ord. 2012-01, 7-10-2012)

10-9-2: INTENT:

The intent of the C-2 light commercial zone is to provide a place where small-scale fabrication, repair services, offices, and limited commercial uses can be constructed and maintained which will serve the needs of the citizens of the city and surrounding areas. It is the further intent in establishing this zone to maintain a buffer zone between C-1 and R-1 and R-2 zones to promote its development in step with the increase in population within the trading area.

10-9-3: PERMITTED USES:

- A. The following buildings, structures and uses of land shall be permitted upon compliance with the requirements set forth in this title:

Accessory uses and structures provided they are incidental to and do not substantially alter the character of the permitted principal use or structure.

Automobile and truck repair establishments, provided all repair activities will be conducted within an enclosed structure and [any outside storage of parts or nonoperative vehicles will be surrounded by a view-obscuring fence.](#)

Automobile, motorcycle, ATV, and snowmobile sales and rental structures and lots (for both new and used units). Also, the related repair facilities when such facilities are included as an integral part of the sales structure [and that any outside storage of parts or nonoperative vehicles will be surrounded by a view-obscuring fence.](#)

Automotive service establishments, including gasoline stations, car washes, parking lots and storage garages.

Communications towers.

Convenience goods stores (minimarkets) for the sale of food and variety products.

Establishments for the sale of hardware, lumber, plumbing and heating equipment and similar building products. All storage activities shall be within a building or within an enclosure surrounded by a view-obscuring fence.

Funeral homes.

General retail stores and shops providing goods and services for sale at retail in the customary manner.

Hospitals

Hotels and motels.

Laundries and dry cleaning establishments, and laundromats.

Live-work units.

Office buildings, medical clinics, banks, insurance, and financial services.

Personal service establishments, such as barber and beauty shops, reception centers and similar establishments.

Public buildings and grounds, including shops and storage

Public parks and buildings.

Restaurants, food drive-ins, bars, taverns, pubs.

Shopping centers, supermarkets, clothing stores.

Veterinary clinics for the treatment of household pets and the enclosed temporary boarding of same while receiving care.

B. The following uses are permitted when in compliance with the specified sections of Title 10, Zoning Regulations:

[All signs shall conform with section 10-2-6 of this title.](#)

[Conditional uses shall conform with section 10-2-8 of this title.](#)

[Temporary uses shall conform with section 10-2-10 of this title.](#)

[Portable Storage Containers shall conform with section 10-2-11 of this title](#)

[Diagonal parking shall conform with section 10-2-13 of this title.](#)

[Fences shall conform with section 10-2-15 of this title.](#)

C. The following uses are permitted as conditional uses (see section 10-2-8).

All R-1 uses that conform to section 10-6-3 of this title.

All R-2 uses that conform to section 10-7-3 of this title.

Daycare, nursery, preschool.

Rest homes, nursing homes, convalescent homes, assisted living homes.

10-9-4: AREA, WIDTH AND LOCATION REQUIREMENTS:

- A. There shall be no area, width and location requirements for commercial buildings and structures, provided
 1. All buildings and structures conform with the building code adopted by the city; and
 2. An area sufficient to accommodate parking, loading, unloading, and vehicular access shall be provided and maintained.
- B. No space needed to meet the parking or other requirements of this title may be sold or leased apart from such lot or parcel or building unless other space so complying is provided.

10-9-5: LOCATION OF GASOLINE PUMPS:

- A. Gasoline pump islands shall be set back not less than twenty feet (20') from any property line.
- B. Lots from which gasoline is dispensed to customers at retail shall be not less than seventy five by one hundred feet (75 x 100') in size.
- C. Canopies over pump islands may extend to within five feet (5') of the property lines. (Ord. 2012-01, 7-10-2012)

10-9-6: MOTOR VEHICLE ACCESS:

- A. Access to all lots and parcels of land having a frontage on a city street shall be controlled as follows:
 1. Access shall be by not more than two (2) driveways from any one street.
 2. Driveways shall be not closer to each other than twenty feet (20').
 3. On corner lots, no driveways shall be less than fifteen feet (15') to the point of intersection of the front property line with the side property line which abuts upon a street.
 4. Where there is no existing curb and gutter or sidewalk, a curb or fence may be required by the city. (Ord. 2012-01, 7-10-2012)

10-9-7: POLLUTION PREVENTION:

Any use which emits or discharges gases, fumes, dust, glare, noise or other pollutants into the atmosphere in amounts which exceed the standards as prescribed by Utah state air conservation board or the board of health, and any use which emits or discharges liquids or solid material onto the soil or water in amounts which result in pollutants entering groundwater in amounts exceeding the standards prescribed by the Utah state water pollution control board or the board of health, shall be prohibited. (Ord. 2012-01, 7-10-2012)

10-9-8: SEWAGE DISPOSAL:

- A. Sewer connections shall comply with Title 8-4-2 of city code.

- B. Where domestic sewage disposal facilities are used which are not connected to a public sewer, approval of such facilities shall be obtained from the state health department before a building permit shall be issued therefor. (Ord. 2012-01, 7-10-2012)

10-9-9: WATER CONNECTION:

All users shall be connected to the municipal water supply.

10-9-10: DRAINAGE:

- A. The owners and users of ditches shall not divert more water into the ditch than it's carrying capacity.
- B. Runoff from new rooftops or lots shall not exceed the carrying capacity of the natural or previous drainage system. (Ord. 2012-01, 7-10-2012)
- C. Drainage corridors shall be protected in accordance with 10-12-2.

10-9-11: CLEAR VIEW OF INTERSECTING STREETS:

No obstruction which will obscure the view of automobile drivers shall be placed on any corner lot within a triangular area formed by the street property lines and a line connecting them at points of ~~forty five feet (45')~~ forty feet (40') from the intersection of the street lines. (Ord. 2012-01, 7-10-2012)

10-9-12: SPECIAL PROVISIONS:

- A. All material, merchandise and equipment (except vehicles in running order) shall be stored within an enclosed building or surrounded by a fence not less than six feet (6') in height.
- B. All display, sale and repair activities shall be conducted within a fully enclosed building, except those activities that are customarily and appropriately conducted in the open, including, but not limited to, automobile sales lots and automobile service stations.
- C. Temporary sales of Christmas trees and nursery stock shall be permitted outside a building unless otherwise prohibited under the terms of this title.
- D. No dust, odor, smoke, vibration or intermittent light, glare or noise shall be emitted which is discernible beyond the premises except for normal traffic movements.
- E. All off street parking shall be hard surfaced. See section 10-2-5, "Off Street Parking Requirements", of this title.
- F. All buildings located adjacent to a major street shall have at least one entranceway facing onto said street. (Ord. 2012-01, 7-10-2012)
- G. All buildings and uses shall comply with all applicable supplementary development standards as set forth in this title.
- H. No accessory structures shall be used for living quarters



2022 Annual Convention

October 5 - 7, 2022

Salt Palace Convention Center

100 South West Temple, Salt Lake City

This year's conference also features:

- Informative breakout sessions and mobile tours
- Thursday dinner and entertainment
- Women in Local Government social
- Communities of Commonality Caucus discussions
- General sessions featuring keynote speakers
- ULCT Business Session
- Presentation of the 2022 Mayor Brent and Jennie Taylor Service Award
- Networking opportunities

In addition, ULCT offers:

- Free Salt Palace parking for registered attendees
- First-time attendee discount for ULCT members
- Special conference hotel rates (see below)

CITY OF MONTICELLO

JOB DESCRIPTION/PERFORMANCE EVALUATION

JOB TITLE: Assistant City Manager **Starting Step: 150**

DEPARTMENT: Administration

SUPERVISOR: City Manager

Revision Date:

EMPLOYEE NAME:

DATE OF HIRE:

EVALUATION DATE:

EVALUATION PERIOD:

POSITION OBJECTIVE: To provide administrative assistance as needed; administer planning and zoning; oversee recreation and pool programs; promote economic development; seek funding sources; provide technical and professional assistance to the overall daily operations and activities of the city; provide support to various boards and committees.

CONTACTS: Routinely interacts with City Manager, Mayor and City Council, City Recorder, Administrative staff, other City Departments and the general public; develops professional working relationships with state, county, and local government officials, developers, business leaders, funding organizations.

KNOWLEDGE & EXPERIENCE, JOB REQUIREMENTS: A Bachelor's degree in planning, business management/administration, public administration or a related field, or five years of progressive and responsible experience in planning, financial management, city government or related fields, or an acceptable equivalent combination of education and experience required. Must possess strong, interpersonal oral and written communication skills and management abilities. Must be skilled in the use of computer and programs including word processing, spread sheets, presentations, and Pelorus. Must have experience and expertise in grant writing.

SCHEDULE: This is a full-time position, classified as Administrative. Will require travel, attendance, and participation in a wide variety of meetings, sometimes after regular business hours.

Assistant City Manager - Job Description/Performance Evaluation

ESSENTIAL FUNCTIONS:

1. Organizes, coordinates, and directs recreational activities.
 2. Shares financial responsibilities with City Manager.
 3. Serves as Planning/Zoning Administrator and Code Enforcement Officer.
 4. Promotes and coordinates short and long-range economic development for the City.
 5. Develops and maintains professional working relationships with state, county and local government officials, developers, business leaders, funding organizations, and members of the public.
 6. Enhances intergovernmental/community relations.
 7. Researches and prepares grant applications for funding of city projects.
-

PRINCIPAL ACCOUNTABILITIES:

1. Organizes, coordinates, and directs recreational activities.
 - _____ a. Organizes and directs local recreational activities.
 - 1) Coordinates formation of youth and adult teams for seasonal sports.
 - 2) Obtains appropriate consent forms for minors.
 - 3) Provides necessary uniforms and equipment.
 - 4) Arranges for umpires, coaches, scorekeepers, team sponsors.
 - 5) Presents appropriate awards.
 - _____ b. Plans, schedules, and sponsors special events.
 - 1) Advertises appropriately to give adequate notice of scheduled activities.
 - 2) Provides applications, responds to requests for information.
 - 3) Selects and presents appropriate awards.
 - 4) Events are well-planned and popular.
 - _____ c. Sets fees which are reasonable, yet adequate to cover expenses.
 - _____ d. Attends and oversees recreational activities or effectively delegates city employees or volunteers to perform these tasks.
 - _____ e. Oversees the staffing and maintenance, or the contracting of maintenance, of the City Pool.
2. Shares financial responsibilities with City Manager.
 - _____ a. Possesses a working knowledge of governmental accounting and finance.
 - _____ b. Familiar with Pelorus Methods, an accounting software.
 - _____ c. An ability and willingness to become GFOA certified within 2 years.
 - _____ d. Assist the City Manager in completing or complete weekly, monthly, quarterly, and annual financial reports in the absence of the City Manager.

Assistant City Manager - Job Description/Performance Evaluation

3. Serves as Zoning Administrator and Code Enforcement Officer.
- _____ a. Attends monthly Planning Commission meetings.
- _____ b. Has working knowledge of zoning and subdivision ordinances and assures that regulations are applied equally.
- _____ 1) Requests for variances or non-conforming uses are referred to the Board of Adjustments.
- _____ 2) Known violations are addressed as they occur, and appropriate measures enforced.
- _____ c. Issues building permits when appropriate.
- _____ d. Works with building inspector to ensure that no violations occur during construction and that all City standards and specifications are met.
4. Promotes and coordinates economic development for the City.
- _____ a. Actively participates in promoting the economic vitality of the business climate by supporting existing businesses and soliciting new businesses.
- _____ b. Strives to achieve the goals and objectives outlined in the City's General Plan.
- _____ c. Devises plans for accomplishing objectives.
5. Develops and maintains professional working relationships with state, county and local government officials, developers, business leaders, funding organizations, and members of the public.
- _____ a. Takes initiative to contact and establish relationships with financial leaders and government officials.
- _____ b. Meets with business owners individually to address concerns and gain insight into their perspectives.
- _____ c. Attends Chamber of Commerce meetings.
- _____ d. Establishes working relationships with contractors/developers employed by the City.
- _____ e. Is accessible to the public.
6. Enhances intergovernmental/community relations.
- _____ a. Fields and responds appropriately to questions or complaints.
- _____ b. Meets amiably with citizens to resolve issues of concern and follows through with promised course of action in a timely manner.
- _____ c. Favorably represents the City at local meetings and functions.
- _____ d. Promotes activities within the City aimed at developing and maintaining good public relations.
- _____ e. Provides administrative assistance to City Manager as requested.
- _____ f. Attends City Council meetings as needed; provides progress reports.

Assistant City Manager - Job Description/Performance Evaluation

7. Researches and prepares grant applications for funding of City projects.
 ____ a. Identifies potential sources of funding for specific projects.
 ____ b. Is skilled in grant-writing techniques.
 1) Describes project clearly, concisely, and completely.
 2) Submits proposals within the appropriate timeframe.
 3) Is knowledgeable of the guidelines established by the program
 and assures that all requirements have been met.
-

OTHER DUTIES:

1. ____ Willingly accepts additional assignments at the request of the City Manager,
 Mayor, or City Council.
2. ____ Attends and participates in a variety of meetings in the capacity of City's liaison.
3. ____ Works independently, for the benefit of the City.
4. ____ Portrays a positive image for the City.
5. ____ Abides by personnel policies.
6. ____ Supports administrative decisions.

Assistant City Manager - Job Description/Performance Evaluation

EMPLOYEE STATEMENT OF AGREEMENT AND UNDERSTANDING:

I have read the preceding job description and have been given a copy. I understand what will be expected of me and that I will be evaluated on my performance of these duties. I also understand that the above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements. I further understand that this job description does not constitute a contract of employment and that I may be terminated at any time, for any reason.

I have been informed that the first 12 months of my employment will be considered an introductory period and that I will be evaluated at the end of that period. Subsequent evaluations will occur at the end of one year of employment and annually thereafter, or on a more frequent basis if deemed appropriate by my supervisor.

I agree to carry out the responsibilities of my position to the best of my ability.

Date

Employee's

Signature

Assistant City Manager - Job Description/Performance Evaluation

Witness

INSTRUCTIONS TO SUPERVISOR FOR EVALUATION:

When using this form to evaluate employee performance, rate each item under the "Principal Accountabilities" and "Other Duties" sections using the rating scale below. Calculate a total average score for the employee's performance, and mark the appropriate overall performance rating. All pay increases and decreases must be approved by the City Council, and will be made in accordance with the City's established salary step scale. Under "Supervisor's Recommendation to City Council", write in the recommended step adjustment, and briefly describe the reason you feel the employee is worthy of a merit increase, or why not.

Discuss the evaluation with the employee. Help employee to set future goals and to correct deficiencies. Invite the employee to make written comments regarding his/her position and the evaluation results. Employee and supervisor must each sign the completed evaluation where indicated after reviewing it together.

Rating Scale:

- 1 - **UNSATISFACTORY** (Clearly fails to meet performance requirements)
- 2 - **FAIR** (Falls shortly below performance requirements)
- 3 - **SATISFACTORY** (Consistently meets performance requirements)
- 4 - **EXCELLENT** (Consistently meets performance requirements and frequently exceeds expectations)
- 5 - **SUPERIOR** (Independently exceeds performance requirements and assumes additional responsibilities)

Total Number of Points

Total of Ratings under "Principal Accountabilities" _____

Total of Ratings under "Other Duties" = _____

Assistant City Manager - Job Description/Performance Evaluation

Total Points _____

Total Number of Items Rated _____

Total Points Divided by Total Number of Items Rated =

Total Average Score _____

OVERALL PERFORMANCE RATING (from average score above):

- _____ **UNSATISFACTORY [Probationary]**
- _____ **FAIR [No Step Increase]**
- _____ **SATISFACTORY [plus 1 step on salary scale (+.5%)]**
- _____ **EXCELLENT [plus 2 steps on salary scale (+1%)]**
- _____ **SUPERIOR [plus 3 steps on salary scale (+1.5%)]**

SUPERVISOR'S RECOMMENDATION TO CITY COUNCIL:

Step Adjustment: from Step _____ **to Step** _____

Justification (be specific): _____

Supervisor's Signature

Date

SUPERVISOR'S COMMENTS:

(Supervisor's comments may be continued on separate sheet)

EMPLOYEE GOALS: _____

NEXT EVALUATION DATE: _____

Assistant City Manager - Job Description/Performance Evaluation

Employee Signature: _____

Date: _____

CITY OF MONTICELLO

JOB DESCRIPTION

POSITION: COMMUNITY DEVELOPMENT COORDINATOR/DEPUTY RECORDER

DEPARTMENT: ADMINISTRATION

SUPERVISOR: CITY ADMINISTRATOR

POSITION OBJECTIVE: Under the general supervision of the City Administrator, coordinates community development functions for the City, including grant administration, housing program administration, economic development project administration, coordination of community participation programs, and other community development-related activities. Governmental financial management will be needed to fulfill Deputy Recorder responsibilities, including accepting payments, overseeing project revenues and expenditures, and account reconciliation.

CONTACTS: Must have ability to establish and maintain effective working relationships with Mayor and City Council, County, State and Federal agencies, and the general public.

KNOWLEDGE AND EXPERIENCE: Bachelor's Degree in Public or Business Administration, or closely related field, or an equivalent combination of education and experience. Prior experience with financial management, grant writing, community development, and housing project administration preferred.

Requires knowledge of the principles and practices of community development project administration and economic development programs. Must have ability to communicate effectively, both verbally and in writing, the ability to speak in public, and the ability to participate in the compilation, analysis and preparation of statistical reports and data.

Must be willing and able to travel.

ESSENTIAL FUNCTIONS:

1. Coordinates City economic development planning, funding, and implementation efforts.
2. Organize events to build community cohesion.
3. Gathers community interest data through public input to best utilize community assets.
4. Manages the staff and budget for the Welcome/Visitors Center.
5. Provides financial oversight for development activities and day-to-day financial functions.
6. Assists the City Recorder in Business License management.
7. Provides additional administrative support, as well as performs additional duties as assigned by the City Manager, Mayor, or City Council.

PRINCIPAL ACCOUNTABILITIES:

1. Responsible for the coordination of all current and future economic development planning, funding, and implementation efforts.
 - a. Pursues funding sources for community projects (Federal, State, County, Private).
 - b. Writes grant proposals and responds to RFPs in the appropriate manner for each situation.
 - c. Administers community grants.
 - d. Works with staff, council, and outside agencies in developing, implementing, and funding economic development programs and projects.
 - e. Administers all phases of Economic Development for the City of Monticello.
 - f. Involved in business retention, expansion, and recruitment.
 - g. Represents the City of Monticello by attending and actively participating in local, county, state, and federal activities, including Small Cities Inc., Four Corners Partnership, San Juan County Economic Development & Tourism Board, Partners in Rural Leadership.
2. Organizes events to build trust and relationships between residents, the City, and businesses within the community.
 - a. Plans community events and expands opportunities for individuals and families to build meaningful relationships within our community.
 - b. Events will advance the connection of residents to Monticello and promote quality of life.
 - c. Consider whether well-attended events should become a permanent fixture annually.
3. Facilitates community input sessions and distributes surveys to accurately capture the needs of the community.
 - a. Encourages community involvement in City projects.
 - b. The data provides pertinent information to guide the Planning Commission and City Council in short- and long-term planning.
 - c. Data will be retained by the City electronically to analyze shifts in community needs.
 - d. Input will increase data-driven governmental decisions and the preferred course of action should increase the utilization of community-used facilities and equipment.
 - e. Maintains good public relations.
4. Responsible for managerial and financial oversight of the Welcome/Visitors Center.
 - a. Set and manage employee schedules, ensuring adequate coverage.
 - b. Conduct performance evaluations.
 - c. Schedule and lead monthly staff meetings.
 - d. Manage the ordering of office supplies, brochures, and merchandise.
 - e. Leads staff to effectively promote community assets to inquiring about the area.

5. Oversees all development program and project funds, as well as performing day-to-day financial duties as needed.
 - a. Responsible for properly tracking revenues and expenditures for development-related programs and projects.
 - i. Maintains detailed records of grants/donations and performs all financial requirements to uphold satisfactory status with funders.
 - b. Accepts payments at the front desk and possesses the ability to complete the end-of-day financial reports as needed.
 - c. Performs the monthly reconciliation of accounts.
6. Assists Recorder in Business License management.
 - a. Accepts applications for business licenses; assures completeness of application.
 - b. Submits application to Recorder for review and approval.
 - c. Obtains copies of required State licenses or certifications.
 - d. Collects appropriate fees.
 - e. Enters information from application into computer, following approval by City Recorder.
 - f. Prints business license.
 - g. Obtains signature of City Recorder on all business licenses.
 - h. Licenses are copied, mailed, and files maintained.
 - i. Sends annual license renewal reminders.
 - j. Follows through on late renewals or required proof of State license.
 - k. Keeps a detailed electronic spreadsheet each year to better respond to inquiries.
7. Provides additional administrative support, as well as performs additional duties as assigned by the City Manager, Mayor, or City Council.

CITY OF MONTICELLO

JOB DESCRIPTION

JOB TITLE: City Manager/Treasurer Starting Step: 210

DEPARTMENT: Administration Current Step: ____

SUPERVISOR: Mayor Revised: January 2022

POSITION OBJECTIVE: As chief administrative officer, to effectively organize and direct the management of the City of Monticello in a manner consistent with Utah Code and City Ordinances; to act as liaison between the Governing Body and the City, and between the City and its residents; to supervise City departments and contracted services; to be responsible for City funds; to prepare and monitor City budget.

CONTACTS: Routinely interacts with Mayor and City Council, Recorder/Clerk, Administrative staff, Public Works Manager and crew, Recreation Director, Police Chief and Officers, Justice Court Judge, Golf Course Manager, and Airport Manager; routinely meets with committees and citizens of the community; has frequent contact with Federal, State and County representatives, other City managers and staff, business associates, sales representatives, and others.

KNOWLEDGE & EXPERIENCE, JOB REQUIREMENTS: Degree in public administration, business, finance, or economics preferred. Experience in public administration or business management required. Job requires skill in personnel development/management. Must exhibit a large degree of diplomacy. Must maintain good public relations. Must have ability to effectively respond to and resolve problem or crisis situations. The Treasurer position is appointed by the Mayor, with advice and consent of City Council.

SCHEDULE: This is classified as an Executive position and is exempt from overtime requirements. The Manager/Treasurer is required to devote that portion of his working time as the City Council may prescribe to the duties of the office, often in excess of 40 hours per week. Duties include attendance and participation in a wide variety of meetings, usually after regular business hours and often requiring out-of-town travel.

City Manager - Job Description

ESSENTIAL FUNCTIONS:

1. Organizes and directs the management of the City.
 2. Executes and enforces all applicable State laws, City ordinances, rules, and regulations.
 3. Negotiates, finalizes, and monitors all franchises, leases, permits, contracts, licenses, and agreements.
 4. Performs duties of City Treasurer.
 5. Supervises departments and contracted services.
 6. Acts as liaison between the Governing Body and the City, and between the City and its residents.
-

PRINCIPAL ACCOUNTABILITIES:

1. Organizes and directs the management of the City.
 - a. Assumes decision-making responsibility for day-to-day business activities.
 - 1) Makes decisions which are sound and in the best interests of the City.
 - 2) Takes initiative for following through with projects or tasks which do not require City Council approval.
 - b. Accepts responsibility for all departments under the control of the City Manager.
 - 1) Monitors departmental activities.
 - 2) Provides supervisors with departmental direction and support.
 - 3) Makes assignments.
 - c. Monitors conditions and activities throughout the City.
 - 1) Monitors construction sites.
 - 2) Observes problems or violations of any nature which may be detrimental to the City; handles or refers appropriately.
 - 3) Alerts Public Works to potential street hazards, water problems, or necessary repairs.
 - d. Ensures that City utilities are maintained in a manner which provides the best possible services to the residents.
 - 1) Crew is scheduled to provide adequate coverage.
 - 2) Repairs to service lines are made as quickly as possible.

- 3) Customer requests or complaints are handled appropriately.
 - 4) State requirements for water sampling and testing are met.
 - 5) Streets are kept in good repair.
 - e. Ensures that the business office functions efficiently.
 - 1) The office is adequately staffed.
 - 2) Hours of operation are in conformance with standard business hours.
 - 3) Service meets public need and expectation.
 - 4) Billing is done monthly or according to schedule.
 - f. Works with Recreation Director to provide City activities which benefit the community and promote public relations.
 - 1) Authorizes time and expenditures for school-related activities.
 - 2) Provides secretarial support.
 - g. Works with Recorder to ensure legal documents, correspondence, and minutes are prepared and handled appropriately.
 - 1) Reviews documents for accuracy.
 - 2) Makes management decisions.
 - 3) Consults attorney for advice or assistance when necessary.
 - 4) Authorizes and supports continuing education for Recorder.
2. Executes and enforces all applicable State laws, City ordinances, rules, and regulations.
- a. Has working knowledge of laws, ordinances, rules, and regulations applicable to various situations.
 - 1) Refers to local ordinances or State code for clarification.
 - b. Uniformly applies and enforces those ordinances, resolutions, rules, and regulations relating to zoning, policy, or fees.
 - 1) No "selective" enforcement.
 - c. Appropriately refers law-enforcement issues to the Sheriff's Department for follow-up.

3. Negotiates, finalizes, and monitors all franchises, leases, permits, contracts, licenses and agreements.

- a. Negotiates with individuals, private businesses, government entities, and utility companies to arrive at terms which will be in the best interests of the City.
 - 1) Is able to establish good working relationships with parties involved.
 - 2) Terms are fair and equitable to both parties.
 - 3) Consults attorney as necessary for advice or assistance.
- b. Provides finalized, comprehensive documents to City Council for review and approval.
 - 1) Responsibilities of the City are clear.
 - 2) Duration of the agreement is specified.
 - 3) Provision for early termination is included.
 - 4) "Hold Harmless" clause is included as applicable.
- c. Routinely monitors all City agreements, franchises, contracts and leases to ensure compliance with terms.
 - 1) Assures payments are made or received according to the agreement.
 - 2) Takes timely action to begin negotiations for contract renewal.
- d. Works with businesses and individuals to assist them in obtaining appropriate City permits or licenses.

4. Performs duties of City Treasurer.

- a. Maintains internal accounting procedures which are in accordance with generally accepted accounting principles.
 - 1) Prepares financial statements.
 - 2) Arranges for monthly and annual audits.
 - 3) Monitors accounts receivable and accounts payable functions.
 - 4) Consults with auditor as needed.
- b. Ensures financial viability of the City through planning and monitoring.
 - 1) Determines cash requirements and maintains sufficient funds in the general account to meet payroll and expenses.
 - 2) Assumes responsibility for investing City funds, following the procedures and requirements of the Money Management Act.

- 3) Makes wise investment decisions; works with financial facilities to obtain the best possible returns.
 - 4) Deposits incoming funds to appropriate restricted accounts.
 - 5) Withdraws funds from appropriate account as needed to meet payment schedules for capital improvements.
 - 6) Monitors balances of each bank account and provides information to the governing body on a timely basis.
 - c. Prepares annual budgets in accordance with State Accounting procedures and requirements.
 - 1) Budgets are realistic and contain reasonable estimates of anticipated revenues and expenditures.
 - 2) The governing body and department supervisors are consulted and encouraged to provide input into the budgets.
 - 3) Tentative budgets are presented to the governing body at the first meeting in May of each year.
 - 4) Tentative budgets include: a) actual revenues and expenditures in the last completed fiscal; b) budget estimates for the current fiscal; c) actual revenues and expenditures for the preceding nine months of the current fiscal; d) estimated total revenues and expenditures for the current fiscal; and, e) estimates and a budget message for the new fiscal.
 - 5) A final budget is completed and adopted by the City Council prior to June 22.
 - d. Abides by the City's purchasing policy.
 - 1) Controls and monitors expenditures for each department.
 - 2) Makes recommendations and obtains approval of City Council on expenditures exceeding \$25,000.
 - 3) Makes wise and timely decisions on expenditures not requiring Council approval.
 - 4) Works with department supervisors to make purchases within budget limitations and according to need.
5. Supervises departments and contracted services.
 - a. Ensures that there is organizational leadership and supervision of staff.
 - 1) Implements effective personnel and management programs to increase staff skill and knowledge.

- 2) Encourages supervisors to assume responsibility for management of their departments and subordinate employees.
 - 3) Routinely meets with supervisors to discuss short and long-term projects and goals.
 - 4) Counsel supervisors relating to problems and concerns within the department.
- b. Makes department assignments as necessary.
- 1) Assignments are department-specific and realistic.
 - 2) Timeframe for completion is clear.
 - 3) Progress reports are obtained.
 - 4) Job is finished satisfactorily by the deadline established.
- c. Takes appropriate measures to correct performance problems or to discipline for violation of City policy.
- 1) Issues of concern are discussed with employee as soon as possible, and not postponed until time of evaluation.
 - 2) Details of problems incurred and discussions with employee are documented.
 - 3) Established progressive disciplinary procedures are followed, including corrective action plans when indicated, or verbal and written warnings as the violation may warrant.
- d. Conducts performance evaluations of department supervisors annually or on an as-needed basis to monitor progress.
- 1) Evaluations are done in writing, using the established format.
 - 2) Evaluations are fair and concise.
 - 3) Evaluations are reviewed with employee.
 - 4) If there is a need for improvement, a corrective action plan is provided.
 - 5) Merit salary increases are granted based on performance.
- e. Monitors golf course and airport activities to ensure that services are being provided in accordance with the stipulations of the contract and in the best interest of the City.
- 1) Meets with contracted employees to discuss activities, revenue sources, promotional ideas.
 - 2) Addresses problem areas or concerns expressed by the governing body with the contracted employees.
 - 3) Negotiates terms of contract before renewal date.

- f. Promotes on-going continuing education for staff.
 - 1) Encourages supervisors and employees to attend training programs, conferences, and seminars.
 - 2) Requires employees to maintain certification as applicable to their position.
- 6. Acts as liaison between the Governing Body and the City, and between the City and its residents.
 - a. Communicates issues of importance to the Mayor and accepts advice or direction for the appropriate course of action.
 - b. Seeks the advice and consent of the City Council when deemed necessary because of the circumstance, or as required by the prescribed powers, duties and obligations of the position.
 - c. Obtains official approval from the City Council for those issues which are outside the bounds of the manager's authority.
 - d. Carries out those assignments which have been delegated by the Mayor and/or City Council in a timely and appropriate manner.
 - e. Carries out the policies and programs established by the City Council.
 - f. Attends City Council meetings and participates appropriately:
 - 1) Reports progress, presents ideas or plans, makes requests.
 - 2) Leads discussions when appropriate.
 - 3) Up-dates governing body (and public) on events or occurrences of importance.
 - g. Maintains good working relationship with Mayor and individual members of the City Council.
 - h. Develops positive community relations and promotes the City's image.
 - 1) Is accessible to the public.
 - 2) Meets amiably with citizens to resolve issues of concern and follows through with promised course of action.
 - 3) Favorably represents the City at local meetings and functions.
 - 4) Promotes activities within the City to develop good public relations.
 - 5) Appearance and conduct is above reproach.

OTHER DUTIES:

1. Willingly accepts additional assignments at the request of the Mayor or City Council.
 2. Attends a variety of meetings as the City's representative, including but not limited to Transportation District, Water Conservancy, Utah Managers Association, Utah League of Cities and Towns, Utah Treasurer's Association, Chamber of Commerce, and Site-Specific Advisory Board.
 3. Participates in continuing education activities by attending workshops and seminars on job-related topics.
 4. Ensures that the City is in compliance with OSHA requirements.
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CITY OF MONTICELLO

JOB DESCRIPTION

JOB TITLE:	Recorder/Clerk Starting Step: 135
DEPARTMENT: Administration	Current Step: ____
SUPERVISOR: City Manager	Revised: January 2022

POSITION OBJECTIVE: To maintain the records of the City of Monticello; to perform administrative, secretarial, and accounting functions; to assure legal compliance with State Code. This position is appointed by the Mayor, with advice and consent of City Council, every two years following a municipal election.

CONTACTS: Routinely interacts with City Manager, Mayor and City Council, other City Departments, local business owners, vendors, and the general public. Works with attorneys representing the City; has frequent contact with representatives of other cities and state organizations.

KNOWLEDGE & EXPERIENCE: High School graduate or equivalent, plus two years of specialized training in general office practice and procedures. Certification as Municipal Clerk (CMC) desirable or attainable. Minimum of five years secretarial experience and two years administrative experience required. Efficient use of Microsoft Office computer program required, including word processing and spread sheets. Organizational and time management skills required. Experience in personnel management and accounting preferred.

JOB REQUIREMENTS: Must be bondable. Notary Public appointment required. Requires good command of English language, knowledge of and ability to research legal requirements, ability to compose legal/professional documents, and to communicate effectively. Must be a proficient typist. Requires attendance at after-hours meetings, and out-of-town travel to attend meetings, seminars, and conferences. Position requires high degree of integrity and confidentiality.

SCHEDULE: This is a full-time position, classified as Administrative and exempt from overtime compensation. Hours worked may exceed 40 per week.

Recorder/Clerk - Job Description

ESSENTIAL FUNCTIONS:

1. Maintains the records of the City.
 2. Composes, attests, and/or issues legal documents.
 3. Performs secretarial duties.
 4. Acts as ex-officio Auditor.
 5. Collaborates with San Juan County for elections.
-

PRINCIPAL ACCOUNTABILITIES:

1. Maintains the records of the City.
 - a. Keeps the records of proceedings of the governing body.
 - 1) Routinely attends and takes minutes at City Council meetings.
 - 2) Composes and provides accurate, timely, comprehensive minutes of all City Council meetings.
 - b. Prepares and distributes agenda for City Council meetings
 - 1) Keeps record of items to be discussed at the semi-monthly meetings and compiles agenda.
 - 2) Items for discussion and/or action by the Council are clearly stated on the agenda to provide adequate public notice.
 - 3) Agenda is mailed with supporting documents and minutes of the previous meeting in sufficient time for Council review.
 - 4) Copies of agenda are provided to the public, as well as being posted at the City Office, no less than 24 hours preceding the meeting.
 - c. Prepares agendas for all boards and committees and transcribes minutes.
 - 1) Composes minutes of Planning Commission and all committee meetings from taped recordings.
 - 2) Prepares and sends agendas/minutes to members and other regular attendees; agendas are mailed to those whose business is scheduled for discussion.
 - d. Assumes responsibility for Records Management.
 - 1) As Records Officer, follows regulations established for record retention set by Utah State Archives.

- 2) Organizes, files, and maintains current, archival, and historical records.
 - 3) Is knowledgeable regarding existence and location of the City's records.
 - 4) Keeps all filing up to date; files are neat; records are easily located.
 - 5) Provides access to or copies of public records to citizens/others, in accordance with the Government Records Access and Management Act.
 - e. Ensures that legal documents conform to Utah State and City code, and that records are adequate for liability and reference purposes.
 - 1) Research State and local statutes for confirmation.
2. Composes, attests, and/or issues legal documents.
- a. Composes drafts of City resolutions and ordinances for governing body review/approval.
 - 1) Independently assumes responsibility for composing proposed resolutions and ordinances; numbers are in correct sequence.
 - 2) Resolutions and ordinances are clear and precise as to intent and are written in legal format.
 - 3) Attorney is consulted when necessary.
 - 4) Resolutions and ordinances meet the objectives of the governing body.
 - 5) Resolutions and ordinances are presented in written form to the governing body for approval on a timely basis.
 - b. Prepares contracts/agreements for approval and signature.
 - 1) Drafts or revises contracts/agreements at the direction of City Manager.
 - 2) Documents are done in professional format.
 - 3) Documents are all-inclusive and protect the City from potential liability.
 - c. Issues City business licenses.
 - 1) Oversees annual renewal process.
 - 2) Reviews and approves applications for new businesses.
 - 3) Obtains approval of City Council for alcoholic beverage licenses, businesses of unusual or undesirable nature.
 - d. Composes and publishes public notices.

- 1) Legal notices are published in proper format and according to Utah State Code noticing requirements.
 - 2) Publishes meeting schedules, job openings, miscellaneous advertisements
 - 3) Keeps noticing files.
 - e. Attests all City contracts and legal documents.
 - 1) Witnesses signatures of Mayor, Council, and City Manager as required.
 - 2) Countersigns all contracts/agreements made on behalf of the City.
 - 3) Affixes City seal when appropriate.
 - 4) Provides notary service to City and public.
3. Performs secretarial duties.
 - a. Drafts, and/or edits, and types of documents.
 - 1) Correspondence is done in professional format.
 - 2) Wording is grammatically correct.
 - 3) Spelling is accurate.
 - b. Routinely completes and submits monthly, quarterly, and annual reports which fall under realm of responsibility.
 - 1) Completes reports within required time.
 - 2) Ensures that information on form is accurate.
 - c. Performs other secretarial tasks at the request of the City Manager, Mayor, or Council members.
 - d. Works cooperatively with other Departments to assist them with correspondence, reports, policies, forms, etc.
4. Acts as Ex-Officio Auditor.
 - a. Familiar with Accounts Payable Process.
 - 1) Understands General Ledger Coding of expenditures to responsible department.
 - 2) Verifies accuracy of invoices; contacts or responds to vendors as necessary.
 - 3) Maintains appropriate reports and files.
 - 4) Counter-signs checks.

5. Collaborates with San Juan County for elections.

- a. Collects information packets from candidates.
- b. Explains the election process to all candidates and ensures that all candidates are familiar with financial disclosure requirements and deadlines.
- c. Work with the County offices to meet all local, county, and state filing deadlines.
- d. Provide the documentation for elections to be certified by the City Council.

OTHER DUTIES:

1. In absence of City Manager and Assistant City Manager, makes decisions on pressing Department issues.

- 1) Consults with Mayor or member of City Council on major issues.
- 2) Responds to complaints, inquiries or requests from citizens and others.
- 3) Communicates pertinent information to City Manager.

2. Assumes front-desk responsibilities in the absence of the Office Assistant.

- 1) Waits on customers, answers telephone.
- 2) Accepts customer payments.

3. Willingly accepts and completes other assignments at the request of the City Manager, Mayor, and Council members.

4. Attends meetings, seminars, and conferences relating to Recorder/Clerk responsibilities.

5. Participates in continuing education programs.

6. Works independently to accomplish routine duties, short and long-range goals.

7. Abides by personnel policies.

8. Maintains the high degree of integrity and confidentiality required for this position.

9. Presents a positive public image as a City employee.
