



## ROY CITY

**Roy City Council Agenda**  
**May 17, 2016 – 6:00p.m.**  
Roy City Council Chambers  
5051 South 1900 West

Moment of Silence and Pledge of Allegiance: Councilmember Hilton

1. Approval of May 3, 2016, City Council Minutes
2. **6:00 p.m. Public Hearing** Regarding Adjustments to the Fiscal Year 2016 Budget
3. Consideration of Resolution No. 16-20 Approving Adjustments to the Fiscal Year 2016 Budget
4. Consideration Resolution No.16-21 Approving a Part-Time and Seasonal Employee Compensation Schedule
5. Presentation by Victim Services Advocate – Nicole Daugherty
6. Consideration of Approval of an Alcoholic Beverage License for Roy Sinclair / Lillie Enterprises, Located at 5608 South 1900 West
7. Consideration of Approval of a Condition Use by Kent Hill for a Multi-Family Residential Development Located at Approximately 5629 South 2700 West
8. Consideration of Approval of a Preliminary Subdivision Plat by Kathleen Fladie for Ward Estates Subdivision phase 3 Amended, a two (2) lot residential subdivision of a property located at approximately 5050 South 3500 West
9. City Managers Report
10. Public Comments
11. Mayor and Council Report
12. Adjourn

*In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for these meetings should contact the Administration Department at (801) 774-1020 or by email: [admin@royutah.org](mailto:admin@royutah.org) at least 48 hours in advance of the meeting.*

### **Certificate of Posting**

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted in a public place within the Roy City limits on this 13<sup>th</sup> day of May 2016. A copy was also provided to the Standard Examiner and posted on the Roy City Website on the 13<sup>th</sup> day of May, 2016.

AMY MORTENSON,  
ROY CITY RECORDER

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Roy City Council Agenda Information – (801) 774-1020

## MINUTES OF THE MAY 3, 2016, ROY CITY COUNCIL MEETING

1. Approval of April 19, 2016, minutes
2. Presentation by the Boys and Girls Club Board
3. Second Public hearing to consider selling .13 acres or 5,663 square feet of undeveloped real property located at approximately 1750 West Riverdale Road
4. Consideration of Resolution No. 16-15 approving a real estate purchase contract for the sale of undeveloped real property located at approximately 1750 West Riverdale Road
5. Public hearing to discuss the Halvern Subdivision project that was applied for in the CDBG (Community Development Block Grant) Small Cities Program for the Program Year 2016
6. Recognition of the March 2016 Employee of the Month
7. Presentation of the Fiscal Year 2017 Preliminary Budget
8. City Manager's Report
9. Public comments
10. Mayor and Council reports
11. Adjourn

Minutes of the Roy City Council Meeting held May 3, 2016, at 6:00 p.m. in the City Council Room of the Roy City Municipal Building.

The meeting was a regularly scheduled meeting designated by resolution. Notice of the meeting was provided to the *Standard Examiner* at least 24 hours in advance. A copy of the agenda was posted.

The following members were in attendance:

Mayor Willard Cragun  
Councilwoman Marge Becraft  
Councilman Bob Dandoy  
Councilman Brad Hilton  
Councilman Dave Tafoya  
Councilwoman Karlene Yeoman

City Manager Andy Blackburn  
Secretary Michelle Drago  
Youth City Council Samantha Jensen

Also present were: Cathy Spencer, Management Services Director; Carl Merino, Police Chief; Jason Poulsen, Fire Chief; Ross Oliver, Public Works Director; Travis Flint, Parks and Recreation Director; Steve Parkinson, Planner; Jodi Fusselman; Colby Brown; Brock DuRain; John Cordova; Jeannie Hall; Troy Bullard; Katie Bideaux; Dennis Patterson; D.L. Thurman; Greg Sagen; Aspen Rasmussen; Kendra Paul; V. Singh; Jodi Fusselman; Riley Hammer; Justin So Hevo; Izaiah Cantrell; Kaitlin Meline; Abi Horne; Mataya Maloney; Lisa Klinglesmith; Haley Klinglesmith; Jovany Tenorio; Brodee R. Curt Landes; John G. Geilmann; Kevin Slisse; Dallan Marse; Whitlea Phillips; Blaine Bryant; Emily Beeli; Isela Vega; Humberto Arreguin; Dallas Mason; Cruse S.; and Tyler Anderson.

Moment of Silence: Councilman Dandoy

Pledge of Allegiance: Councilman Dandoy

#### 1. APPROVAL OF APRIL 19, 2016, MINUTES

**Councilwoman Becraft moved to approve the minutes of April 19, 2016, as written. Councilman Dandoy seconded the motion. Council members Becraft, Dandoy, Hilton, Tafoya, and Yeoman voted “aye.” The motion carried.**

#### 2. PRESENTATION BY THE BOYS AND GIRLS CLUB BOARD

Jeannie Hall, President of the Executive Board of Directors for the Boys & Girls Club of Weber-Davis, 4421 South 1800 West, stated that she had lived in Roy for 44 years. She loved Roy and was grateful to be a citizen. Her children were raised here and attended Roy High School. She was happy to be able participate in the presentation of the Boys & Girls. She was grateful the Police Department, Iomega, and community members like John Cordova cared deeply about their young people and had done everything possible to support them. She was proud the Boys & Girls Club in Utah began Roy. It now had the wonderful Hope Center to meet in. She introduced members of the Board in

attendance – Troy Bullard and John Cordova – and the Executive Director Katie Bideaux.

John Cordova stated that the mission of the Boys & Girls Club was to enable all young people, especially those who need it the most, to reach their full potential as productive, caring, responsible citizens.

Katie Bideaux, Executive Director, West Haven, wanted to inform the City Council about their current program and respond to any questions. The City Council understood how important the Boys & Girls Club was. They had embraced it for many years. She shared her personal history with the Boys & Girls Club. She was raised in inner-city Chicago. Her father was the seventh child with little opportunity, but he was able to attend college on a Boys & Girls Club scholarship. She never realized she was 'at risk' because after school she and her brother attended the Boys & Girls Club where she learned how to do many different things. When her children needed a place to go after school, she was excited to learn about the program in Roy. Her family was living proof that the Boys & Girls Club made a difference. It gave all of the kids who attended a better life. The Boys & Girls Club in Roy served 400 kids; 43% of them had come back for a second year. They served over 130 kids daily. She invited the Council members to visit their facilities.

Troy Bullard, Incoming Executive Board President, stated that he had never heard of the Boys & Girls Club when he was growing up. When Jeannie Hall asked him to volunteer on the Board he questioned its benefit to the community, and if it was duplicating things that were already being done. By any measure this program worked. It improved reading and grades and graduation rates in 'at risk' children. They were able to excel in the Boys & Girls Club environment. The program helped children form positive characteristics. At the Boys & Girls Club, 'at risk' children had the opportunity to do homework, receive tutoring, be involved in STEM (science, technology, engineering, and math) and arts, participate in physical activities, and receive mentoring. The State of Utah just appropriated \$400,000 for Boys & Girls Clubs throughout the entire state, and it started in Roy. He appreciated the support the City had given to Boys & Girls Club.

John Cordova stated that the City's partnership with the Boys & Girls Club made him proud of the City Council. Roy City yearly provided \$100,000 in kind facility rental. A member of the City Council served as a board member. Currently, it was Councilman Hilton. The Council had agreed to allow the Boys & Girls Club to use the pool at the Roy Recreation Center during its nine-week summer program. Roy City was a major sponsor of the Boys & Girls Club annual Scarecrow fundraiser and donated two private evening rentals at the Roy Aquatic Center. The City had provided a partnership letter which allowed the Club to access \$178,000 a year for three years in grant funding from Utah's Department of Workforce Services.

Mayor Cragun stated that he had seen what the Boys & Girls Club was able to do when his grandson went through the program. The program was very beneficial in the Roy area. His hat was off to the Club for helping to care for youth in the Ogden, Roy, and Davis County areas.

Councilwoman Becraft stated that when the Boys & Girls Club started, Roy City contributed \$10,000. At that time, the Council felt it was a big risk. Look at the numbers today!

Councilman Hilton stated that the kids at the Boys and Girls Club were full of energy, but it was directed energy. The peer tutoring was working. The Boys & Girls Club was an effective program. He planned to continue exploring the program.

3. PUBLIC HEARING TO CONSIDER SELLING .13 ACRES OR 5,663 SQUARE FEET OF UNDEVELOPED REAL PROPERTY LOCATED AT APPROXIMATELY 1750 WEST RIVERDALE ROAD

**Councilman Tafoya moved to open the public hearing at 6:15 p.m. Councilwoman Yeoman seconded the motion. Council members Becraft, Dandoy, Hilton, Tafoya, and Yeoman voted “aye.” The motion carried.**

Andy Blackburn stated that the City owned a parcel of land on the northwest corner of 1750 West and Riverdale Road. Long Song Lee had offered to purchase the property from the City. The City had the property appraised and determined that Mr. Lee had submitted a fair offer. The administration recommended that the City accept the offer. The purpose of the public hearing was to allow for any public comment regarding the proposed sale.

Mayor Cragun opened the floor for public comments.

Curt Landes, Mr. Lee’s real estate agent, stated that Mr. Lee had the property surveyed. His purchase offer was for 7,705.5 square feet plus 1,499 square feet from a deed overlap. He questioned the size of the site listed on the agenda.

Andy Blackburn stated that the City Engineer had determined that the actual size of the property was 5,663 square feet.

Councilman Tafoya informed the audience that the property in question was next to the HiFi Shop on Riverdale Road.

There were no further comments.

**Councilwoman Yeoman moved to close the public hearing at 6:19 p.m. Councilwoman Becraft seconded the motion. Councilmember Becraft, Dandoy, Hilton, Tafoya, and Yeoman voted “aye.” The motion carried.**

4. CONSIDERATION OF RESOLUTION NO. 16-15 APPROVING A REAL ESTATE PURCHASE CONTRACT FOR THE SALE OF UNDEVELOPED REAL PROPERTY LOCATED AT APPROXIMATELY 1750 WEST RIVERDALE ROAD

Councilman Dandoy asked what the City would do with the revenue from the sale. Cathy Spencer stated that it would be used to reduce the amount taken from the General Fund Reserves.

Andy Blackburn asked that the Council authorize the Mayor to sign the real estate contract when it approved Resolution No. 16-15.

**Councilman Dandoy moved to approve Resolution No. 16-15 approving a real estate purchase contract for the sale of undeveloped real property located at approximately 1750 West Riverdale Road and to authorize the Mayor to sign the purchase contract. Councilman Hilton seconded the motion. A roll call vote was taken: Council members Hilton, Becraft, Tafoya, Yeoman, and Dandoy voted “aye.” The motion carried. (Copy filed for record).**

5. SECOND PUBLIC HEARING TO DISCUSS THE HALVERN SUBDIVISION PROJECT THAT WAS APPLIED FOR IN THE CDBG (COMMUNITY DEVELOPMENT BLOCK GRANT) SMALL CITIES PROGRAM FOR THE PROGRAM YEAR 2016

**At 6:22 p.m. Councilman Tafoya moved to open the public hearing for the CDBG program and stated that the hearing is being called to discuss the project applied for in the 2016 Community Development Block Grant Program. Councilwoman Becraft seconded the motion. Council members Becraft, Dandoy, Hilton, Tafoya, and Yeoman voted “aye.” The motion carried.**

Mayor Cragun stated that the purpose of the hearing was to allow all citizens to provide input concerning the project that was awarded under the 2016 CDBG (Community Development Block Grant) Program. The City had amended its Capital Investment Plan and decided to apply for funds on behalf of the Halvern Subdivision (2050 West; 2225 West and 3950 South). Mayor Cragun introduced Steve Parkinson as the project manager. He explained that the application was successful in the regional rating and ranking process, and the Halvern Subdivision project was awarded \$250,000. The project would include new curb, gutter, and sidewalk in addition to upgrading culinary water and sanitary sewer lines.

Mayor then opened the floor for any public comments, questions and/or concerns from the audience regarding this project. There were no comments from the public.

Mayor Cragun stated that copies of the City's Capital Investment Plan were available for the public in the City offices.

**Councilwoman Becraft moved to close the public hearing at 6:24 p.m. Councilwoman Yeoman seconded the motion. Council members Becraft, Dandoy, Hilton, Tafoya, and Yeoman voted "aye." The motion carried.**

#### 6. RECOGNITION OF THE MARCH 2016 EMPLOYEE OF THE MONTH

Jodi Fusselman, Public Works Secretary, nominated Colby Brown and Brock DuRain as the March 2016 Employees of the Month. Denise Fife retired on January 15, 2016, leaving only herself to run the office for a couple of months. With multiple calls, deliveries, and the daily office duties of two positions, things got a little hectic. Brock and Colby stepped in and helped by answering phones and covering the office while she was at lunch and getting mail at the Municipal Building. They went way above and beyond their assigned duties without any complaint. They answered phone calls and greeted citizens' questions with composure and professionalism. They did all of this while in addition to repairing the City's fleet. She just wanted them to know how much it was appreciated.

Mayor Cragun was happy to meet employees that went above and beyond. He liked the Employee of the Month program. It helped the City Council learn about what went on behind the scenes.

Councilwoman Yeoman felt a great employee was one who saw a need and stepped in to fill it.

Councilman Dandoy said this was a great example of service before self. It was impressive.

**Councilman Tafoya moved to recognize Colby Brown and Brock DuRain as the March 2016 Employees of the Month. Councilman Dandoy seconded the motion. Council members Becraft, Dandoy, Hilton, Tafoya, and Yeoman voted "aye." The motion carried.**

The Council presented Colby Brown and Brock DuRain with recognition plaques.

#### 7. PRESENTATION OF THE FISCAL YEAR 2017 PRELIMINARY BUDGET

Cathy Spencer, Management Services Director, stated that the Fiscal Year 2017 Preliminary Budget was a working document. Acceptance by the Council would begin

the budget process. She explained that the requests from all of the department heads totaled \$1.6 million more than the projected revenue. Everyone had to do some cutting and trimming to achieve a budget that was palatable.

Councilman Tafoya asked if the department heads were simply given last year's budget. Ms. Spencer they were not.

Ms. Spencer stated that the FY2017 Budget did not include a tax increase, but it did take money from the fund balance to cover capital. If the Council decided to raise taxes, it could be addressed. The FY2017 General Fund budget totaled \$17,426,069. It contained two full time employees and a 2% merit increase for employees. The City estimated it would receive \$393,000 from the optional sales tax from Proposition One, which would be spent similar to Class C Road money. Proposition One would also increase the Class C Road money, which would help with City streets. Department heads had been asked to identify what they needed and what could be put off, which would help in the development of a five-year strategic plan. The budget proposed moving some small items up to the FY2016 budget. The Utility Enterprise Fund included a North Davis Sewer rate increase, which would be passed on to the residents. The Council would have to discuss issues, such as whether to do away with curbside recycling. A part-time salary survey would be complete in a few weeks. It would have an impact on the FY2017 budget. Ms. Spencer asked the Council to accept the FY2017 Preliminary Budget as a working document and to schedule a public hearing to adopt the final budget.

There was a discussion regarding work session dates to meet with department heads. Andy Blackburn suggested Tuesday, May 10<sup>th</sup>. If the work session began at 1:00 p.m. the Council could meet with all of the department heads in half-hour segments. Councilman Tafoya did not feel 30 minutes would be enough for some departments. If the Council could not get through meet with all of the department heads it would have to schedule a second night. The Council agreed to meet on Monday, May 9<sup>th</sup>, beginning at 1:00 p.m. Mr. Blackburn said he would schedule a special Council work session.

**Councilwoman Becraft moved to accept the FY2017 Preliminary Budget as a working document and to schedule a public hearing on June 7<sup>th</sup> at 6:00 p.m. to adopt the final budget. Councilman Dandoy seconded the motion. Council members Becraft, Dandoy, Hilton, Tafoya, and Yeoman voted "aye." The motion carried.**

## 8. CITY MANAGER'S REPORT

Andy Blackburn, City Manager, reported that:

- Roy City was fairly unscathed by Monday night's wind storm. The Municipal Building did lose some shingles. A tree went down along the D&RG Trail and

damaged a house. The owner's insurance would cover the damage. The City was helping because it was a City tree.

- On Monday, May 9<sup>th</sup>, UDOT would begin construction to widen 5600 South from 1900 West to 2200 West.
- The City's new Code Enforcement Officer, Mike Mellor, started on Monday May 2<sup>nd</sup>.
- Baseball sign ups were finished. The City received 30 more players than it ever had in the past.
- The City found out its handicap signs were not in compliance. He was bringing them into compliance.
- There was still an issue with salaries in the Police Department that would have to be addressed during the FY2017 Budget. Four officers had received offers from other departments.

## 9. PUBLIC COMMENTS

Emily Beeli, 2730 West 4800 South, invited Council members to attend a Liberty First workshop being sponsored by Representative Oda on Tuesday, June 21<sup>st</sup>, from 1:30 to 5:00 p.m. The workshop would be held in the State Office Building Auditorium. A nationally known constitutional instructor had been invited to help attendees understand their 4<sup>th</sup> Amendment rights; state sovereignty and the responsibilities of State and local representatives; and what the Constitution said about the role of sheriffs and police officers.

Dennis Patterson, Monte Vista Mobile Home Park, stated that he had been a resident of Roy City for 45 years. Ten years ago there were rumors that Ogden City wanted to purchase the Monte Vista Mobile Home Park. They died away. The rumors had surfaced again. He wanted to know if the rumors had any validity. Andy Blackburn said Ogden City wanted to meet with the Council to discuss purchasing property from Roy City and Monte Vista. He did not anything beyond that.

Mr. Patterson did not know what would happen to some of the elderly residents of Monte Vista if the mobile home park was sold.

Mayor Cragun stated that before any sale was final there would be public hearings.

Councilman Dandoy stated that Ogden City had made it public that it wanted to expand the Ogden Airport. Their plans were posted on their website. Before anything was solidified, there would be open conversation and dialogue. He suggested that Mr. Patterson watch the Council agendas.

Councilman Tafoya stated that the City would not get involved in the sale of property it did not own. The purchase of Monte Vista would be between Ogden City and the owner

of the mobile home park. The only involvement the City would have was in the zoning area.

Dennis Patterson asked if Ogden City would use eminent domain. Councilman Tafoya said that would be between Ogden City and the property owner.

#### 10. MAYOR AND COUNCIL REPORTS

Mayor Cragun stated that Weber County was involving WACOG and mayors in decisions regarding County-wide issues, which had not been their practice in the past. He credited the support mayors had given WACOG for the change. Another mayor saw the new street lights on 1900 West and planned to order some for his city. It appeared Roy's Beautification Committee had good taste. He thanked the committee and Public Works.

Councilman Dandoy updated the Council on the survey. There had been a delay on Weber State's end due to finals. They hoped to have the survey approved next week and posted on their main frame. Then all the City would have to do was provide the link to Roy citizens.

Samantha Jensen, Youth City Council, reported that the school year was almost finished. Last week, Roy High participated in a state musical competition involving orchestra and choirs. Several members received the highest rating possible.

Councilwoman Yeoman reported that UDOT had closed the 3500 West intersection with Midland Drive. Curb and gutter was going in.

Councilwoman Becraft reported that the Arts Council held its first board meeting. Lynette Satterfield had been appointed chairman. Jean George had taken the reigns for the Roy Days art show.

Mayor Cragun stated that UDOT would begin widening 5600 South from 1900 West to 2200 West on Monday, May 9<sup>th</sup>. The project would probably take about three months.

Councilman Tafoya stated that Travis Flint and Jodi Call from Parks and Recreation had prepared a flyer to be sent to all Roy businesses about being a Roy Days sponsor. The flyer was very well put together.

11.ADJOURN

**Councilwoman Becraft moved to adjourn at 6:51 p.m. Councilman Dandoy seconded the motion. Council members Becraft, Dandoy, Hilton, Tafoya, and Yeoman voted “aye”.**

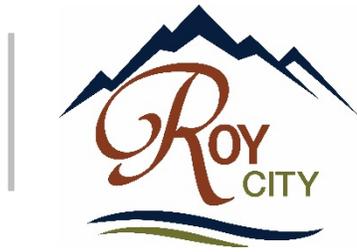
Attest:

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Willard Cragun  
Mayor

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Amy Mortenson  
Recorder



# Memorandum

**To:** Mayor Cragun, and Members of the Roy City Council  
**From:** Cathy Spencer  
**Date:** 5/13/2016  
**Re:** Budget Adjustments

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At this time we are proposing adjustment to the FY 2016 budget as notated below:

## **General Fund**

### Tax Revenue

- Decrease in property tax due to a decrease in personal property taxable values - (\$30,000)
- Decrease in delinquent prior year taxes due to a higher collection percentage - (\$20,000)
- Increase in general sales and use tax due to consumer confidence - \$140,000
- Decrease in telecom gross receipts tax due to fewer land lines and lower cell phone plan rates - (\$79,000)
- Decrease in Weber County paramedic contract due to miscalculation - (\$30,000)

### License Revenue

- Increase in business license fees due to collection work on delinquent accounts - \$40,000

### Charges for Services

- Decrease in ambulance revenue due to fewer calls for service - (\$100,000)
- Decrease in transport revenue due to fewer calls for service - (\$25,000)
- Decrease in parking violation due to fewer tickets written - (\$8,000)
- Increase in zoning and subdivision fees due to construction - \$2,500

### Fines and Forfeitures

- Increase in Justice Court fines due to case load - \$25,000

### Grants

- The budget previously included a FEMA grant for \$95,345, which was not awarded. The grant included a match of \$10,604 by the City, which is now not needed.

Other

- Increase in interest income due to higher savings rates - \$25,000

The budget adjustments to the General Fund will result in an increased draw from fund balance of \$76,264.

Expenditures – Wages and Benefits

- A part-time salary survey has been completed, and forwarded to the City Council on May 17<sup>th</sup>. The impact on most departments can be covered by current funding levels. The exception is the Aquatic Center. Since nearly half of that departments part-time wages are expended in May and June, an additional allocation is necessary. The total adjustment is \$12,918.

Expenditures - Operations

Building Maintenance

- Street lights – record contribution from the State of Utah for the school crossing on 1900 West – (\$7,000)

Community Development

- Professional and technical fees – increase funding by \$5,100 for engineering costs. More plan revenues and services related to subdivision and commercial development.

Roy Days

- Start-up costs for the August 2016 activities – increase funding by \$10,000.

Aquatic Center

- Equipment, supplies, and maintenance – replace the P A system for \$1,800.

Parks and Recreation

- Leased property – increase funding by \$4,500 for the Union Pacific Railroad property lease which increased.

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If you have any question with regard to the budget adjustments proposed, please give me a call. Resolution No. 16-20 has been prepared for your consideration in regards to the adjustments.

ROY CITY CORPORATION  
 INTERIM BUDGET ADJUSTMENT REPORT  
 GOVERNMENTAL FUND TYPES  
 For the Period Ended May 31, 2016

GENERAL FUND INCLUDING CLASS C ROADS

	Beginning Fiscal Budget	Proposed Adjustments	Adjusted Fiscal Budget	YTD Actual	% of Budget
Revenue and other financing sources:					
Taxes	10,786,579.00	( 19,000.00)	10,767,579.00	7,948,503.97	73.82
Licenses and Permits	320,200.00	40,000.00	360,200.00	348,634.37	96.79
Intergovernmental	1,365,849.50	( 95,345.00)	1,270,504.50	868,039.54	68.32
Charges for services	2,664,015.00	( 130,500.00)	2,533,515.00	1,871,914.12	73.89
Fines and forfeitures	729,400.00	25,000.00	754,400.00	639,257.58	84.74
Miscellaneous revenue	193,500.00	( 35,000.00)	158,500.00	113,856.32	71.83
Contributions	.00	60,000.00	60,000.00	.00	.00
Transfer in from other funds	160,000.00	.00	160,000.00	160,000.00	100.00
Budgeted use of fund balance	532,630.46	76,264.00	608,894.46	.00	.00
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Total revenue and other financing sources	16,752,173.96	( 78,581.00)	16,673,592.96	11,950,205.90	71.67
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Expenditures and other financing uses:					
General government	2,642,672.00	3,000.00	2,645,672.00	2,071,841.85	78.31
Public safety	7,986,914.96	.00	7,986,914.96	6,123,765.64	76.67
Highways and public improvements	1,674,378.00	50.00	1,674,428.00	1,098,769.06	65.62
Parks and recreation	2,362,321.20	19,218.00	2,381,539.20	1,684,920.41	70.75
Economic development	354,443.00	5,100.00	359,543.00	266,404.10	74.10
Principal and interest	118,580.00	.00	118,580.00	118,513.75	99.94
Capital outlay	1,073,042.80	( 105,949.00)	967,093.80	465,538.31	48.14
Transfers out to other funds	538,322.00	.00	538,322.00	403,741.53	75.00
Other	1,500.00	.00	1,500.00	.00	.00
	<hr/>				
Total expenditures and other financing uses	16,752,173.96	( 78,581.00)	16,673,592.96	12,233,494.65	73.37
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Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	.00	.00	.00	( 283,288.75)	

ROY CITY CORPORATION  
 INTERIM BUDGET ADJUSTMENT REPORT  
 GOVERNMENTAL FUND TYPES  
 For the Period Ended May 31, 2016

CAPITAL PROJECTS FUND

	Beginning Fiscal Budget	Proposed Adjustments	Adjusted Fiscal Budget	YTD Actual	% of Budget
Revenue and other financing sources:					
G/F transfer - Fire and rescue	185,500.00	.00	185,500.00	139,124.97	75.00
G/F transfer - Parks and recreation	71,525.00	.00	71,525.00	53,643.78	75.00
G/F transfer - Aquatic center	.00	.00	.00	.00	.00
G/F transfer - Administrative	.00	.00	.00	.00	.00
Transfer from other project fund	.00	.00	.00	.00	.00
G/F contribution - capital improvements plan	.00	.00	.00	.00	.00
Budgeted use of fund balance	1,446,723.24	.00	1,446,723.24	.00	.00
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Total revenue and other financing sources	1,703,748.24	.00	1,703,748.24	192,768.75	11.31
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Expenditures and other financing uses:					
Capital facilities expansion	582,132.00	.00	582,132.00	129,028.85	22.16
Administrative expenditures	10,000.00	.00	10,000.00	1,539.02	15.39
Fire & rescue equipment & facilities	.00	.00	.00	.00	.00
Parks & recreation equipment & facilities	854,591.24	.00	854,591.24	223,225.70	26.12
Aquatic center equipment replacement & exp	.00	.00	.00	.00	.00
Transfer to other project fund	.00	.00	.00	.00	.00
Residual equity transfer to general fund	.00	.00	.00	.00	.00
Budgeted increase in administrative capital b	.00	.00	.00	.00	.00
Budgeted increase in fire & rescue capital bal	185,500.00	.00	185,500.00	.00	.00
Budgeted increase in parks & recreation capit	71,525.00	.00	71,525.00	.00	.00
Budgeted increase in aquatic center capital b	.00	.00	.00	.00	.00
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Total expenditures and other financing uses	1,703,748.24	.00	1,703,748.24	353,793.57	20.77
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Excess (deficiency) of revenue and other financing sources over expenditures and other financing uses	.00	.00	.00	( 161,024.82)	

ROY CITY CORPORATION  
 INTERIM BUDGET ADJUSTMENT REPORT  
 ENTERPRISE FUND  
 For the Period Ended May 31, 2016

WATER AND SEWER UTILITY

	Beginning Fiscal Budget	Proposed Adjustments	Adjusted Fiscal Budget	YTD Actual	% of Budget
Revenue:					
Operating revenue:					
Charges for services	5,820,900.00	.00	5,820,900.00	4,915,345.74	84.44
Connection, lift and improvement fees	872,000.00	.00	872,000.00	732,631.09	84.02
Impact fees	11,000.00	.00	11,000.00	30,397.50	276.34
Grant revenue	.00	.00	.00	.00	.00
Miscellaneous revenue	198,000.00	.00	198,000.00	176,142.59	88.96
Contributions and transfers	.00	.00	.00	.00	.00
Budgeted use of retained earnings	288,628.00	.00	288,628.00	.00	.00
Non-operating revenue:					
Interest income	.00	.00	.00	28.72	.00
Gain (loss) on sale of assets	.00	.00	.00	15,097.83	.00
	7,190,528.00	.00	7,190,528.00	5,869,643.47	81.63
Expenses:					
Operating expenses:					
Personnel	1,344,090.00	.00	1,344,090.00	990,229.23	73.67
Materials and supplies	4,877,417.88	.00	4,877,417.88	3,283,559.48	67.32
Depreciation	734,280.12	.00	734,280.12	522,015.89	71.09
Non-operating expenses:					
Interest and fees on bonds	234,740.00	.00	234,740.00	234,740.00	100.00
Budgeted increase in retained earnings	.00	.00	.00	.00	.00
	7,190,528.00	.00	7,190,528.00	5,030,544.60	69.96
	.00	.00	.00	839,098.87	

ROY CITY CORPORATION  
 INTERIM BUDGET REPORT  
 ENTERPRISE FUND  
 For the Period Ended May 31, 2016

STORM WATER UTILITY

	Beginning Fiscal Budget	Proposed Adjustments	Adjusted Fiscal Budget	YTD Actual	% of Budget
Revenue:					
Operating revenue:					
Charges for services	835,000.00	.00	835,000.00	699,852.26	83.81
Grants from local sources	.00	.00	.00	.00	.00
Contributions and transfers	.00	.00	.00	.00	.00
Total operating revenue	<u>835,000.00</u>	<u>.00</u>	<u>835,000.00</u>	<u>699,852.26</u>	<u>83.81</u>
Expenses:					
Operating expenses:					
Personnel	190,128.00	.00	190,128.00	147,781.46	77.73
Materials and supplies	256,065.00	.00	256,065.00	150,016.08	58.59
Depreciation	118,900.00	.00	118,900.00	125,729.79	105.74
Non-operating expenses:					
Budgeted increase in retained earnings	269,907.00	.00	269,907.00	.00	.00
Total operating and non- operating expenses	<u>835,000.00</u>	<u>.00</u>	<u>835,000.00</u>	<u>423,527.33</u>	<u>50.72</u>
Net Income	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>276,324.93</u>	

ROY CITY CORPORATION  
 INTERIM BUDGET REPORT  
 ENTERPRISE FUND  
 For the Period Ended May 31, 2016

SOLID WASTE UTILITY

	Beginning Fiscal Budget	Proposed Adjustments	Adjusted Fiscal Budget	YTD Actual	% of Budget
Revenue:					
Operating revenue:					
Charges for services	1,675,000.00	.00	1,675,000.00	1,402,391.06	83.72
Recycling revenue	455,000.00	.00	455,000.00	362,353.64	79.64
Other revenue	1,500.00	.00	1,500.00	1,291.70	86.11
Total operating revenue	2,131,500.00	.00	2,131,500.00	1,766,036.40	82.85
Expenses:					
Operating expenses:					
Personnel	153,822.00	.00	153,822.00	108,895.59	70.79
Materials and supplies	1,722,716.00	.00	1,722,716.00	1,180,196.75	68.51
Depreciation	77,500.00	.00	77,500.00	62,200.13	80.26
Non-operating expenses:					
Budgeted increase in retained earnings	177,462.00	.00	177,462.00	.00	.00
Total operating and non- operating expenses	2,131,500.00	.00	2,131,500.00	1,351,292.47	63.40
Net Income	.00	.00	.00	414,743.93	

ROY CITY CORPORATION  
INTERIM BUDGET ADJUSTMENT REPORT  
INTERNAL SERVICE FUNDS  
For the Period Ended May 31, 2016

	Beginning Fiscal Budget	Proposed Adjustments	Adjusted Fiscal Budget	YTD Actual	% of Budget
<b>INFORMATION TECHNOLOGY</b>					
Operating revenue:					
Charges for services	351,621.00	.00	351,621.00	263,715.75	75.00
Miscellaneous revenue	.00	.00	.00	.00	.00
Budgeted use of retained earnings	11,675.00	.00	11,675.00	.00	.00
Non-operating revenue:					
Gain (loss) on sale of assets	.00	.00	.00	.00	.00
Total revenue	<u>363,296.00</u>	<u>.00</u>	<u>363,296.00</u>	<u>263,715.75</u>	<u>72.59</u>
Operating expenses:					
Personnel	169,923.00	.00	169,923.00	136,012.31	80.04
Materials and supplies	126,598.00	.00	126,598.00	113,045.15	89.29
Depreciation	66,775.00	.00	66,775.00	45,417.54	68.02
Non-operating expenses:					
Budgeted increase in retained earnings	.00	.00	.00	.00	.00
Total expenses	<u>363,296.00</u>	<u>.00</u>	<u>363,296.00</u>	<u>294,475.00</u>	<u>81.06</u>
Net Income	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>( 30,759.25)</u>	
<b>RISK MANAGEMENT</b>					
Operating revenue:					
Charges for services	304,700.00	.00	304,700.00	228,525.03	75.00
Miscellaneous revenue	.00	.00	.00	14,090.00	.00
Budgeted use of retained earnings	.00	.00	.00	.00	.00
Total revenue	<u>304,700.00</u>	<u>.00</u>	<u>304,700.00</u>	<u>242,615.03</u>	<u>79.62</u>
Operating expenses:					
Materials and supplies	182,700.00	.00	182,700.00	162,228.04	88.79
Claims	122,000.00	.00	122,000.00	67,541.84	55.36
Non-operating expenses:					
Residual equity transfer to general fund	.00	.00	.00	.00	.00
Budgeted increase in retained earnings	.00	.00	.00	.00	.00
Total expenses	<u>304,700.00</u>	<u>.00</u>	<u>304,700.00</u>	<u>229,769.88</u>	<u>75.41</u>
Net Income	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>12,845.15</u>	

ROY CITY CORPORATION  
 INTERIM BUDGET ADJUSTMENT REPORT  
 GOVERNMENTAL FUND TYPES - SPECIAL REVENUE FUNDS  
 For the Period Ended May 31, 2016

	Beginning Fiscal Budget	Proposed Adjustments	Adjusted Fiscal Budget	YTD Actual	% of Budget
<b>STORM SEWER FUND</b>					
Revenue and other financing sources:					
Storm sewer impact fees	20,000.00	.00	20,000.00	43,673.65	218.37
Miscellaneous revenue	750.00	.00	750.00	817.01	108.93
Budgeted use of fund balance	140,000.00	.00	140,000.00	.00	.00
Total revenue	160,750.00	.00	160,750.00	44,490.66	27.68
Expenditures and other financing uses:					
Storm sewer expansion and maintenance	140,000.00	.00	140,000.00	17,554.23	12.54
Storm sewer equipment	.00	.00	.00	.00	.00
Budgeted increase in fund balance	20,750.00	.00	20,750.00	.00	.00
Total expenditures	160,750.00	.00	160,750.00	17,554.23	10.92
Excess (deficiency) of revenue over expenditures	.00	.00	.00	26,936.43	
<b>PARK DEVELOPMENT FUND</b>					
Revenue and other financing sources:					
Park development impact fees	20,000.00	.00	20,000.00	45,660.00	228.30
Land & water conservation grant	.00	.00	.00	.00	.00
RAMP tax	.00	.00	.00	.00	.00
Miscellaneous revenue	600.00	.00	600.00	743.57	123.93
Contribution from other gov't units	.00	.00	.00	.00	.00
Budgeted use of fund balance	.00	.00	.00	.00	.00
Transfers in from other funds	.00	.00	.00	.00	.00
Total revenue	20,600.00	.00	20,600.00	46,403.57	225.26
Expenditures and other financing uses:					
Park development, expansion, and maintenance	20,000.00	.00	20,000.00	.00	.00
Park equipment	.00	.00	.00	.00	.00
Transfers out to other funds	.00	.00	.00	.00	.00
Budgeted increase in fund balance	600.00	.00	600.00	.00	.00
Total expenditures	20,600.00	.00	20,600.00	.00	.00
Excess (deficiency) of revenue over expenditures	.00	.00	.00	46,403.57	

ROY CITY CORPORATION  
INTERIM BUDGET ADJUSTMENT REPORT  
GOVERNMENTAL FUND TYPES - SPECIAL REVENUE FUNDS  
For the Period Ended May 31, 2016

	BEGINNING Fiscal Budget	PROPOSED Adjustments	ADJUSTED Fiscal Budget	YTD Actual	% OF Budget
<b>BEAUTIFICATION FUND</b>					
Revenue and other financing sources:					
Budgeted use of fund balance	.00	.00	.00	.00	.00
Total revenue	.00	.00	.00	.00	.00
Expenditures and other financing uses:					
Beautification projects	.00	.00	.00	.00	.00
Total expenditures	.00	.00	.00	.00	.00
Excess (deficiency) of revenue over expenditures	.00	.00	.00	.00	
<b>CLOCK MAINTENANCE FUND</b>					
Revenue and other financing sources:					
Budgeted use of fund balance	.00	.00	.00	.00	.00
Total revenue	.00	.00	.00	.00	.00
Expenditures and other financing uses:					
Repairs and maintenance	.00	.00	.00	.00	.00
Total expenditures	.00	.00	.00	.00	.00
Excess (deficiency) of revenue over expenditures	.00	.00	.00	.00	
<b>CEMETERY FUND</b>					
Revenue and other financing sources:					
Sale of lots	.00	.00	.00	240.00	.00
Total revenue	.00	.00	.00	240.00	.00
Expenditures and other financing uses:					
Budgeted increase in fund balance	.00	.00	.00	.00	.00
Total expenditures	.00	.00	.00	.00	.00
Excess (deficiency) of revenue over expenditures	.00	.00	.00	240.00	

**RESOLUTION NO. 16-20**  
**A Resolution of the Roy City Council**  
**Approving Adjustments to the Fiscal Year 2016 Budget**

Whereas, a public hearing has been noticed and held on May 17, 2016 regarding adjustments to the fiscal year 2016 budget, and

Whereas, the City Council has received information regarding recommended modifications and adjustments to the budget, and

Whereas, the City Council finds it is in the best interest of the citizens of Roy to make the following adjustments,

Now, therefore, be it resolved by the Roy City Council that the following adjustments be made to the fiscal year 2016 budgets which includes operations, debt service and capital improvements;

Fund	Previously Approved Budget	Budget Adjustments	Adjusted Budget
General Fund	\$15,229,174	(\$78,581)	\$15,150,593
Class C Road Fund	1,523,000	0	1,523,000
Capital Projects Fund	1,703,748	0	1,703,748
Water & Sewer Utility	8,542,551	0	8,542,551
Storm Water Utility	1,570,025	0	1,570,025
Solid Waste Utility	2,131,500	0	2,131,500
Storm Water Development	160,750	0	160,750
Park Development Fund	20,600	0	20,600
Cemetery Perpetual Fund	0	0	0
Total	<u>\$30,881,348</u>	<u>(\$78,581)</u>	<u>\$30,802,767</u>
Internal Service Funds:			
Information Technology	\$432,221	\$ 0	\$432,221
Risk Management	304,700	0	304,700
Total	<u>\$736,921</u>	<u>\$ 0</u>	<u>\$736,921</u>

Be it further resolved that the non-spendable, restricted for, and assigned fund balance reserves for fiscal year 2016 be determined by the Management Services Director.

Passed this 17<sup>th</sup> day of May, 2016.

\_\_\_\_\_  
Willard S. Cragun, Mayor

Attested and Recorded:

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Amy Mortenson, City Recorder

City Council Members Voting "Aye"

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City Council Members Voting "Nay"

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**RESOLUTION NO. 16-21**  
**A Resolution of the Roy City Council Approving a Part-Time and Seasonal Employee  
Compensation Schedule**

**Whereas**, it is Roy City policy to pay City employees fairly and ensure that their pay is consistent with the amount of work and degree of responsibility required;

**Whereas**, it is Roy City policy to have established job classifications, with salary ranges to provide for different rates of pay for positions requiring a different amount of responsibility, experience, skills, and knowledge;

**Whereas**, the City will maintain a salary administration program which will provide for payment of wages comparable to those paid for similar positions; and

**Whereas**, the City conducts salary surveys using cities within close proximity, of comparable size; and with similar revenue bases; and

**Whereas**, the City uses salary surveys to set the pay scale for each of the City's positions; and

**Whereas**, the City has completed a salary survey on part-time and seasonal positions;

**Now therefore**, be it resolved by the Roy City Council that the Part-Time and Seasonal Employee Compensation Schedule included herewith be approved and become effective for the pay period ended May 27, 2016.

Approved and adopted this 17<sup>th</sup> day of May, 2016.

\_\_\_\_\_  
Willard S. Cragun, Mayor

\_\_\_\_\_  
Amy S. Mortenson, City Recorder

Councilwoman Becraft  
Councilman Cordova  
Councilman Hilton  
Councilman Tafoya  
Councilwoman Yeoman

2015 ALCOHOLIC BEVERAGE LICENSE  
 TO BE APPROVED BY THE  
 CITY COUNCIL  
 On May 17, 2016

<u>LICENSE #</u>	<u>BUSINESS NAME/ ADDRESS</u>	<u>OWNER</u>	<u>CLASSIFICATION</u>	<u>YEAR TO APPROVE</u>
2563	Roy Sinclair/Lillie Enterprises 5608 S 1900 W	Ron Lillie	Class A Beer	2016

RETAIL LICENSE CLASSIFICATIONS

BEER CLASSIFICATION

Class A	Off premises consumption
Class B	On premises consumption - restaurant
Class C	On premises consumption - tavern
Class D	Temporary license
Class E	Private club license

LIQUOR CLASSIFICATION

Class A	Private Club
Class B	Restaurant
Class C	Temporary



To: Mayor Cragun and City Council Members  
From: Ed Pehrson  
Date: April 25, 2016  
Subject: Roy Sinclair/Lillie Enterprises - Alcoholic Beverage License

An inspection has been conducted at Roy Sinclair/Lillie Enterprises, located at 5608 S 1900 W. I have found them to be compliant with the building and safety codes.

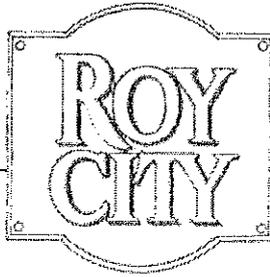
Respectfully,

A handwritten signature in black ink, appearing to read "Ed Pehrson". The signature is fluid and cursive.

Ed Pehrson  
Roy City Building Official



FIRE & RESCUE DEPARTMENT  
5051 South 1900 West  
Roy, Utah 84067



Phone (801) 774-1080  
Fax (801) 774-1059

**To:** Tammy Nelson  
**From:** Deputy Chief Jeff Comeau  
**Date:** April 29, 2016  
**Subject:** Roy Sinclair 5608 S. 1900 W.

We have inspected the building and premise located above and found that the proposed premise does comply with all applicable laws, ordinances and regulations relating to safety in the event of fire or panic, and that this location is reasonably safe for use as a licensed premise for the license applied for.

To whom it may concern,

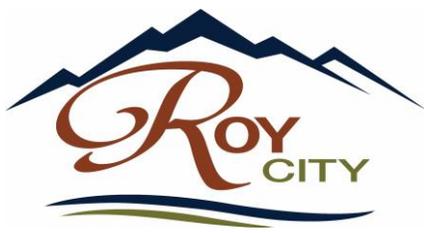
May 3, 2016

The application for a new beer license for Roy Sinclair/Lillie Enterprises has been reviewed for criminal involvement by the listed owners. Nothing was found and our review is complete with no problems discovered.

A handwritten signature in black ink, appearing to read "Carl Merino". The signature is written in a cursive, flowing style.

Chief Carl Merino

Roy City Police Department



## STAFF REPORT

City Council

May 17, 2016

### SYNOPSIS

#### Application Information

Applicant: Kent Hill  
Request: Conditional use to allow Multi-Family residential development  
Address: 5629 South 2700 West

#### Land Use Information

Current Zoning: R-3; Multi-Family Residential  
Adjacent Land Use: North: RE-20; Single-Family Residential and R-3; Multi-Family Residential  
South: RE-20; Single-Family Residential  
East: R-1-8; Single-Family Residential and R-3; Multi-Family Residential  
West: R-1-6; Single Family Residential and R-3; Multi-Family Residential

#### Staff

Report By: Steve Parkinson  
Staff Recommendation: Approval with conditions

### APPLICABLE ORDINANCES

- Roy City Zoning Ordinance Title 10, Chapter 10 – General Property Development Standards
- Roy City Zoning Ordinance Title 10, Chapter 11 – Supplementary Development Standards
- Roy City Zoning Ordinance Title 10, Chapter 15 – Conditional Uses
- Roy City Zoning Ordinance Title 10, Chapter 19 – Off-Street Parking and Loading

### CONFORMANCE TO THE GENERAL PLAN

- Residential Development Goal 1; Policy D: *The City's policies should encourage the development of a diverse range of housing types, styles and price levels in all areas of the City.*
- Residential Development Goal 3; Policy G: *The housing needs for low and moderate income families and senior citizens in Roy City shall be determined by the City on a regular basis, or as the need arises.*

### PLANNING COMMISSION ACTION

The Planning Commission held a Public Hearing during the September 8, 2015 meeting, the hearing was opened for public comments, which were as follows:

- Denise Scott and Deloy Page, 5634 South 2700 West, stated that they lived directly across from this site. They were concerned about how access to their driveway would be affected, the increased crime rate, and that their property value would go down. They were already picking up trash that resulted from the traffic on 2700 West. They felt a multi-family development would increase the number of vehicle break-ins.

With no additional comments the public hearing was closed.

After a small discussion, the Commission voted of 7-0 to table the request for Conditional Use to allow a Multi-Family residential development, located approximately at 5629 So. 2700 We.

During the May 10, 2016 regular Planning Commission meeting revisited the proposed development because the applicant had made significant changes to the site plan to meet the Zoning Code as mentioned in the previous comments of the DRC.

After some conversation the Planning Commission voted 5-2 to forward to the City Council a recommendation to Approve the request for Conditional Use for a Multi-Family residential development, located approximately at 5629 So. 2700 We. with the conditions as outlined in the staff report and to allow the impervious surface ratio to be 55% and that the proposed materials on the side and rear of the building meets the intent of the Zoning Code for reflect.

## ANALYSIS

### Background:

The applicant is looking to build upon some property located on the SW corner of 5600 South and 2700 West. The property is currently zoned R-3, which allows, as a Conditional Use, multi-family dwellings.

**Description:** Property is approximately 0.95 acres (41, 382 sq.-ft.), and it is currently vacant. The D&RG trail goes along the eastern property line.

**Conditional Use Standards:** The general standards for granting any Conditional Use are summarized by the following:

1. The requested use must be listed as a Conditional Use.
2. The use must comply with setbacks and other zoning standards.
3. The use must be conducted in compliance with the ordinance and any other regulations.
4. The property must be of adequate size to allow the use in a manner that is not detrimental to the surrounding uses.
5. Must be consistent with the goals and policies of the City's General Plan.

Staffs overview of the above mentioned standards are as follows:

- Multi-Family residential is a listed Conditional Use within the zone.
- The project currently does not comply with all of the Zoning Standards but can eventually comply.
- Use is in accordance with the zoning ordinance
- The property is sized for around the number of units proposed.
- The proposed is consistent with the goals & policies of the General Plan

**Coverage:** The maximum coverage of impervious surfaces may not exceed a range between 40% and 55%. Currently his project has a 58% impervious coverage range, 3% more than allowed.

Section 1110 of the Zoning Code, mentions "Factors to consider in determining the appropriate impervious surface coverage allowed", which include, but limited to the following (staff comments):

- Project size (.95 acres)
- Density (12 units per acre)
- Adjacent densities (South/North = 2 units/acre; West = 7 units/acre; East = 5 units/acre)
- The nature of amenities provided by the proposed development (Indoor Rec room)
- The use of pervious and semi-pervious concretes, pavers, permeable paving, and other technology that allows hard surfacing which is not fully impervious. (None proposed)

The Commission will need to determine the appropriate coverage of impervious surface for this project.

**Coverage:** Impervious surface ratio should be no greater 55%, currently the project has an impervious surface percentage of 58% (24,140.32 sq.-ft). Which is above the maximum allowance. The Planning Commission will need to determine the appropriate percentage for this development when looking at the following factors when considering this: Size, Density, adjacent properties...

**Amenities:** Multi-family housing projects are required to provide amenities. There is a proposed indoor Recreation/Exercise room with six (6) storage units within the southern lower level of the center building as well as seven more storage units within the parking area. There are also an additional 7 storage units just north of the dumpster enclosure.

**Pedestrian Access:** The property has two street frontages with sidewalks on each street. The project provides two unique pedestrian access point into the project, one off of each street.

**Access:** The project has a single vehicular access from 2700 West.

**Parking:** Parking requirements for multi-family uses are 2.5 spaces per unit, one of which must be covered. The proposal provides the requisite parking of 28 stalls. Of those stalls, 11 stalls are covered, with 6 visitor stalls, meeting this requirement.

**Lighting:** 1 light post was identified, but no information as to the overall height of the fixture & pole.

**Building Design:** For the most part the proposed buildings meet the Zoning Code, however there is one aspect that the Planning Commission will need to determine if what is proposed meets the ordinance. Section 1508 A 3 talks about “Continuous building wall surfaces longer than thirty (30) feet shall be relieved with a variation of wall planes or overhangs.” The side elevations of each building has an area that is 41’ 8” long. The applicants are proposing to use a material to show “shadows & visual interest” rather than having the building have a relief to show “shadows & visual interest”. Staff does not believe that the proposed material meets the intent of the ordinance and is asking the Planning Commission to determine it.

**Building Materials/Colors:** The project proposes to use a brick (Clifton color) in the front of each building which will face 2700 West. Then on the sides and rear of each building the applicant is proposing to use a vertical lap siding (Rocky Gray color) with a vertical 1” x 1” accent. The rest of the proposed materials will complement the rest of the building materials.

**Signs:** The project proposes one sign location along 5600 South, but no plans have been submitted. All signs must comply with Roy City sign ordinance and need to be submitted on a separate permit.

## CONDITIONS OF APPROVAL

- Compliance to all requirements of the DRC.
- Receive Preliminary & Final Subdivision approval
- Receive approval from the Roy City Council.

## FINDINGS

1. That the Architectural design can meet all aspects of the Zoning Code
2. That the Site Plan design can meet all aspects of the Zoning Code

## ALTERNATIVE ACTIONS

The Planning Commission can Approve, Approve with conditions, Table or Deny.

## RECOMMENDATION

Staff recommends that the Planning Commission approve the request of a Conditional Use to allow a Multi-Family residential development at the property located at approximately 5629 S 2700 W; with the conditions as stated in the staff report.

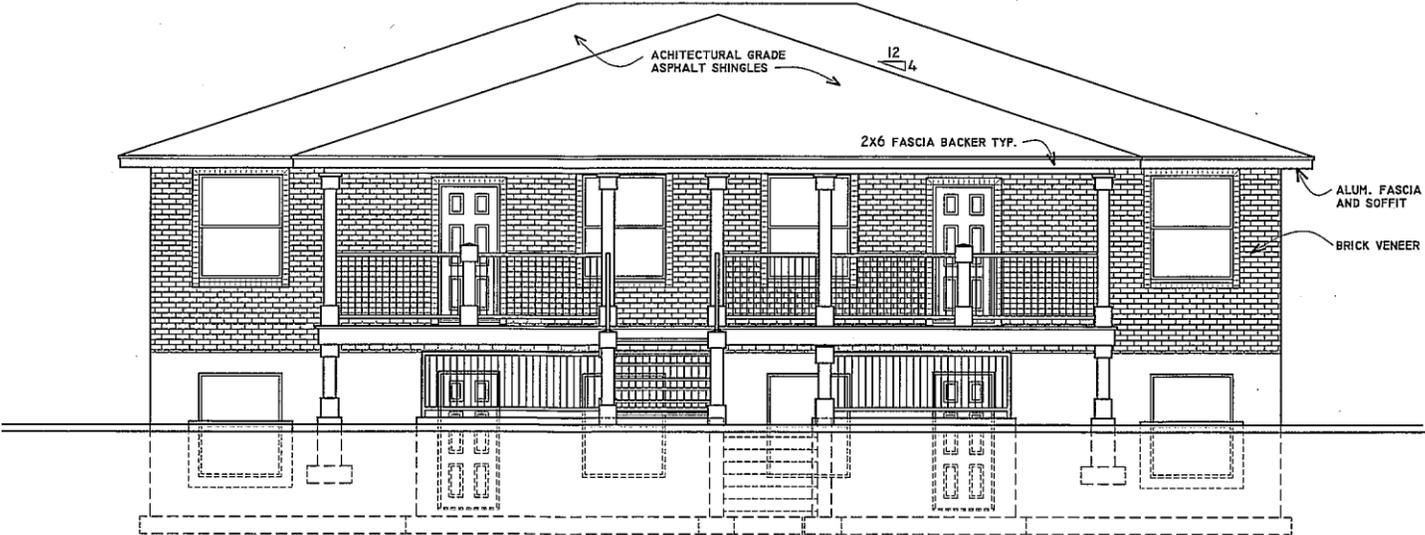
## EXHIBITS

- A. Aerial Map
- B. Proposed Building Elevations
- C. Proposed Site Plan
- D. DRC memo dated 4 May 2016
- E. September 8, 2015 minutes

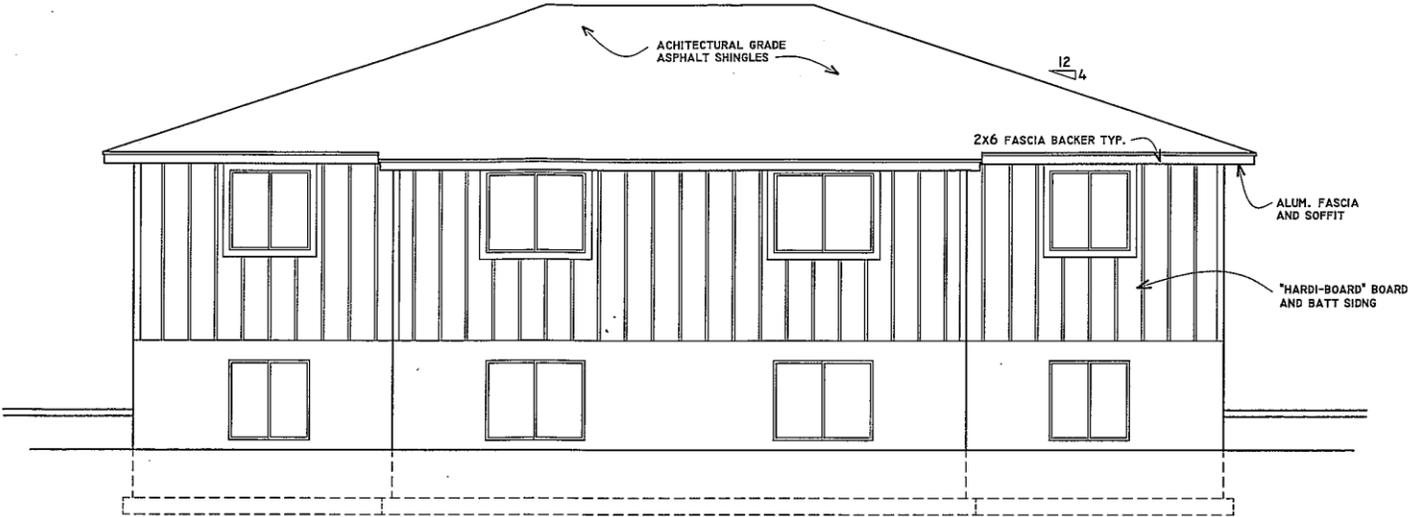
**EXHIBIT "A" – AERIAL MAP**



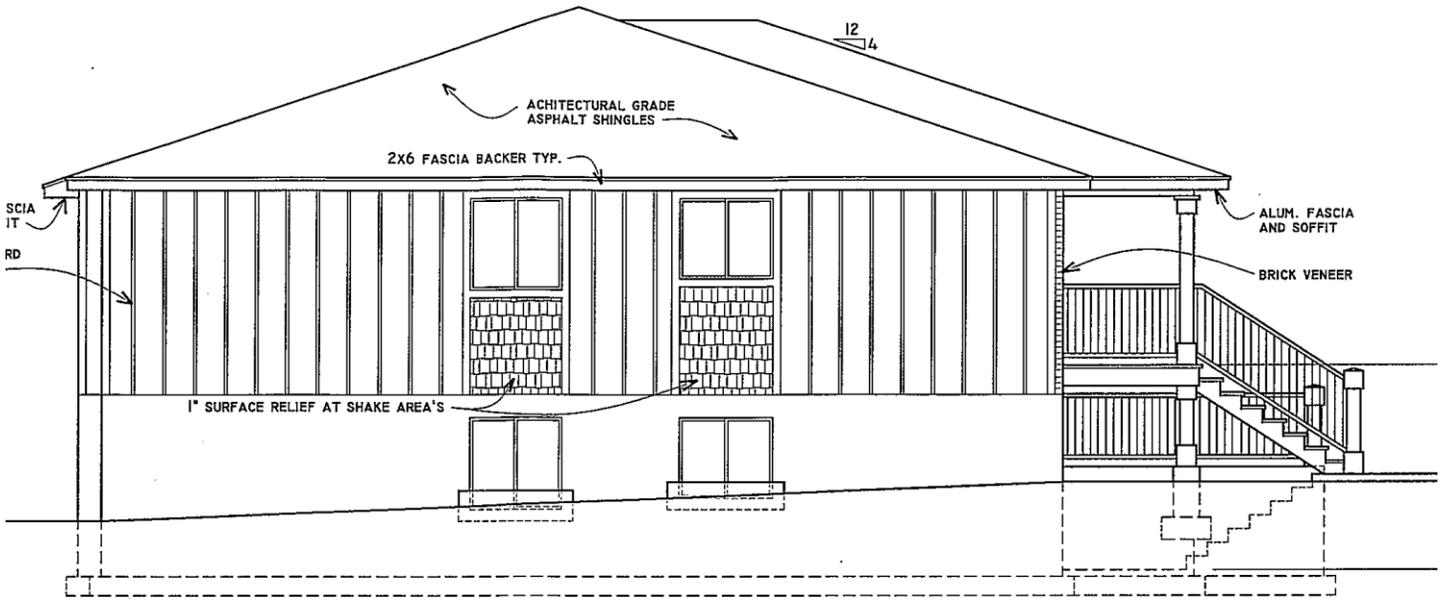
**EXHIBIT "B" – PROPOSED BUILDING ELEVATIONS**



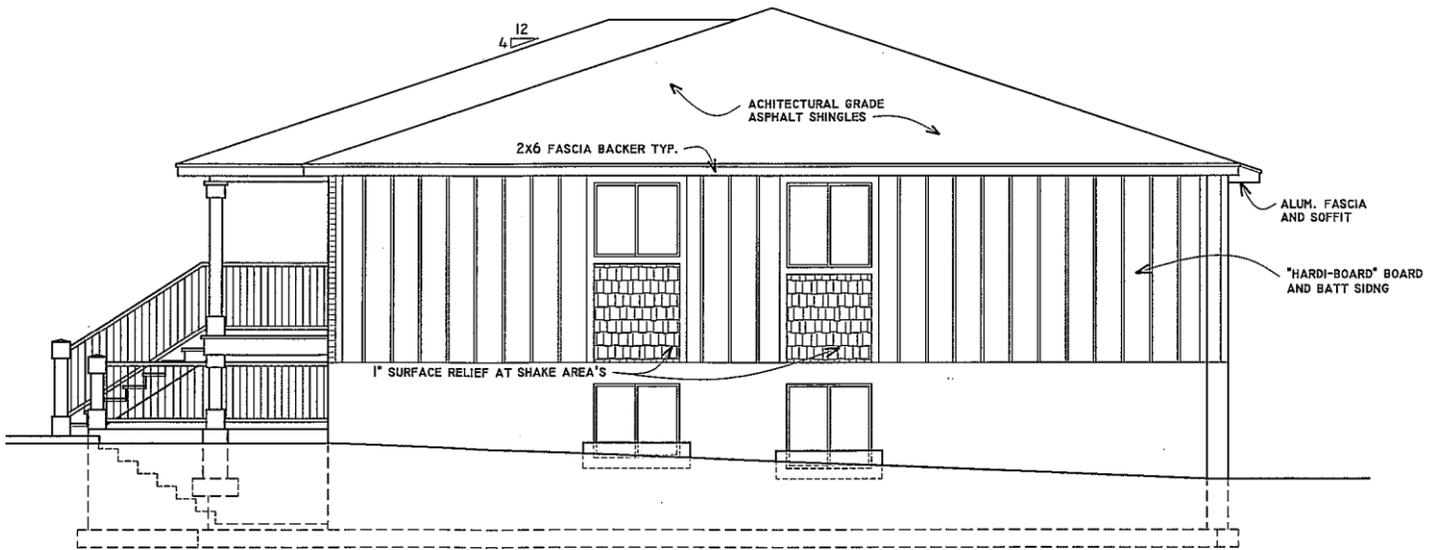
FRONT ELEVATION



REAR ELEVATION

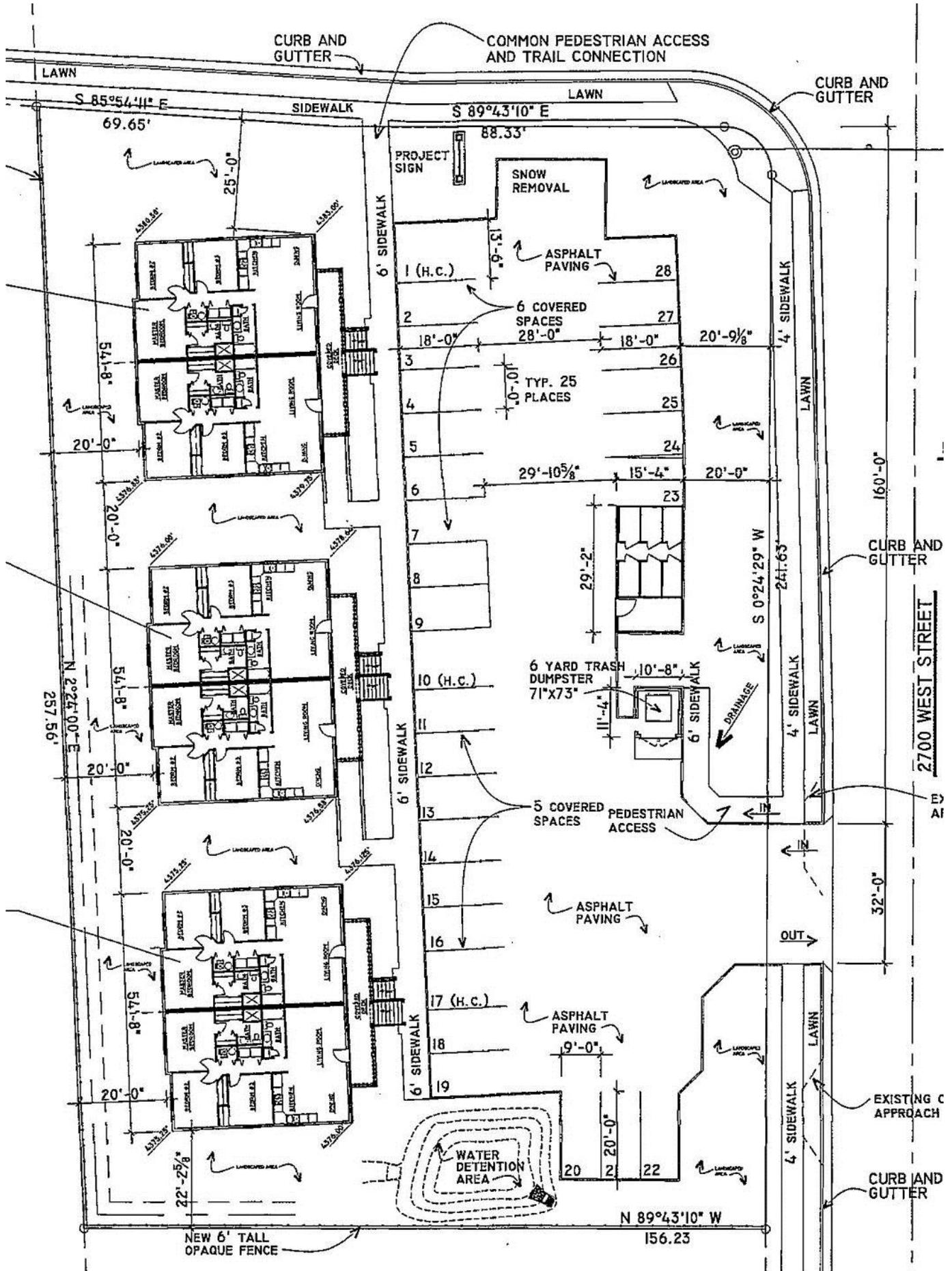


LEFT ELEVATION



RIGHT ELEVATION

**EXHIBIT "C" - PROPOSED SITE PLAN**





DEVELOPMENT REVIEW COMMITTEE

REVIEW MEMO

Date: 4 May 2016  
To: Kent Hill  
From: Steve Parkinson – Planning & Zoning Administrator   
Mark Miller – City Engineer  
Jeff Comeau – Deputy Fire Chief  
Ed Pehrson – Building Official  
Ross Oliver – Public Works Director  
Andy Blackburn – City Attorney  
Subject: Builders Alliance Multi-Family Development (5629 S 2700 W) plans submitted March 23, 2016

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We have tried to address all items of concern with reference to all applicable City codes or for the general Health, Safety and Welfare of the public, however, this review does not forego any other items of concern that may come to our attention during additional reviews.

**Engineering –**

1. The site consists of three separate parcels which need to be combined into one. The proposed buildings cannot straddle property lines.
2. The storm drainage detention outlet connection to the existing storm drain in 2700 North should be detailed. It will need a manhole connection and the elevation should be verified and indicated on the drawings. Roy City Public Works may require a manhole at the lateral connection in 2700 North Street. The connection elevations on the sanitary sewer should be indicated, so we can verify adequate depth.
3. Parking stall and aisle widths appear to meet standards but should be dimensioned.
4. The proposed secondary water (Roy Water Conservancy District) should be sized and detailed per their requirements and an approval letter should be submitted from their office. Existing water service lines should be shown and noted to be abandoned at the corp. stop in the road. Any existing sanitary sewer laterals will need to be plugged and permanently capped (which should also be indicated).

Once all changes and verifications have been made, an Engineer's Estimate should be submitted for our review. The estimate (once approved) will serve as the basis of the Improvement Guarantee.

**Fire – Public Works - Legal –**

1. No comments at this time

**Building -**

1. The buildings will be classified as an R-2 Occupancy according to the 2012 IBC.
2. Code requirements for type A and B units will apply, chapter 11 of the IBC.
3. The buildings will be required to be designed and constructed as per the applicable sections of the IBC, IECC, NEC, IPC, IMC, IFGC, ICC A117.1 and all other applicable codes as currently adopted by the State of Utah at the time of application for a Building Permit.
4. There shall be a geotechnical sub surface investigation performed on the site. There shall be a subsurface investigation completed on the proposed lots by an approved Certified Geotechnical Agency. A report shall be provided to the City. The subsurface investigation shall define and evaluate

the sub surface soils, and groundwater conditions across the site. It shall also provide appropriate foundation, earthwork, and geo-seismic information to be utilized in the design and construction of proposed structures within the development. All findings shall be noted and all requirements shall be followed.

5. Each building will be permitted separately, including the storage building.
6. Buildings will be required to have a NFPA 13R fire sprinkler system and fire alarm systems as per code.
7. Code requirements for accessible parking will apply, chapter 11 of the IBC.
8. Provide information on how the units will be owned.
  - a. Will each unit be individually owned or rented out?
  - b. How will the buildings be maintained?

## **Planning -**

### ***A. General Comments***

1. The site consists of three (3) separate parcels, which need to be combined into one. The proposed buildings cannot straddle property lines. Subdivision approved is required and plat recorded prior to building permits being issued.

### ***B. Building Design Standards***

1. Any wall surface longer than thirty (30) feet in length must have a surface relieve. (1508 A 3).

### ***C. Site Design Standards***

1. The front yard setback is 25' and the setback for a side yard facing a street is 20'. Currently parking stall #1 is within the setback along 5600 South
2. Impervious surface ratio should be no greater 55%, currently the project has an impervious surface percentage of 58% (24,140.32 sq.-ft). Which is above the maximum allowance.
3. Are the ADA parking stalls going to be associated to specific units?
4. What type of fencing is being proposed for the southern property line?
5. On the landscaping plan, there are areas that simply state "landscaped area" but the plans give no explanation as to what that is.

### ***D. Site Lighting Standards***

1. Sheet C-6 shows a lighting plan.
  - a. Need to know height of proposed pole & fixture. (1508 C 1)
  - b. Need a photo of all light fixtures (1508 C 3)

### ***E. Site and Building Sign Standards***

1. A separate permit is required for all signage.

**10. PUBLIC HEARING TO CONSIDER A REQUEST FOR APPROVAL OF A CONDITIONAL USE FOR A MULTI-FAMILY DEVELOPMENT LOCATED AT 5629 SOUTH 2700 WEST**

Chairman Kirch stated that the Planning Commission had reviewed this site before. Mr. Parkinson said it had.

Steve Parkinson stated that the City had received a request for approval of a site plan and conditional use for a multi-family development located at 5629 South 2700 West. The property was currently zoned R-3. A multi-family development with three or more units was required to have a conditional use. The property to the south was zoned RE-20. The property to the north was zoned R-3 and RE-20. To the east was R-3 and R-1-8. The rail trail and an R-3 Zone were located to the west. The site did not have direct access to the trail. The site contained 0.945 acres. The applicant was proposing to building three fourplexes on the site. Each fourplex looked like a home from the front. The slope of the site allowed access for two units in each building to be from the rear. The buildings had to have some type of surface relief every 30 feet. The City Engineer had already reviewed this site three times. When he started to review the latest plan, he noted that the entrance did not have the required width and stopped his review. He felt the applicant and his engineer needed to review and comply with his previous comments before he conducted another review. Mr. Parkinson said the staff felt there were too many issues that had to be resolved. In order to resolve those issues, the site plan would have to be modified. The staff recommended that the Planning Commission hold the public hearing to take public comments then table further consideration until a site plan had been submitted that addressed the DRC requirements.

Chairman Kirch stated that the site had grading issues. Mr. Parkinson said it did. He felt the proposed buildings helped solve the slope issue. The grading allowed access for the lower units in each building.

Commissioner Paul asked about the property between the site and the trail. Mr. Parkinson said it was owned by UTA. The City had plans to develop it as a trail head.

Commissioner Dandoy asked if access to the site would impact the 5600 South 2700 West intersection. Mr. Parkinson said the access would be onto 2700 West and would be located 170 feet from the intersection.

Commissioner Ohlin asked about sidewalk. There currently wasn't sidewalk along 2700 West. Mr. Parkinson said the developer would be required to put in sidewalk.

Chairman Kirch stated that a fence would be required along the south side to buffer the adjacent use. There was a large tree along the south property line that could cause problems with the fencing.

Commissioner Nandell felt the location of the dumpster would have to be moved to make it more accessible.

**Commissioner Dandoy moved to open the public hearing at 7:43 p.m. Commissioner Paul seconded the motion. Commissioners Dandoy, Karras, Kirch, Nandell, Ohlin, Paul, and Payne voted "aye." The motion carried.**

Chairman Kirch opened the floor for public comments.

Denise Scott and Deloy Page, 5634 South 2700 West, stated that they lived directly across from this site. They were concerned about how access to their driveway would be affected, the increased crime rate, and that their property value would go down. They were already picking up trash that resulted from the

traffic on 2700 West. They felt a multi-family development would increase the number of vehicle break-ins.

**Commissioner Dandoy moved to close the public hearing at 7:46 p.m. Commissioner Ohlin seconded the motion. Commissioners Dandoy, Karras, Kirch, Nandell, Ohlin, Paul, and Payne voted “aye.” The motion carried.**

Commissioner Dandoy asked if the Council had ever approved a site plan for this property. Chairman Kirch stated that a site plan was approved by the City in 2007, but was never constructed. The approval expired. Commissioner Dandoy wanted to make sure the City was consistent in its logic.

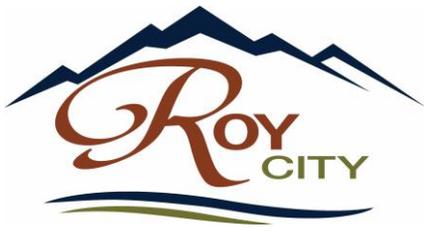
Chairman Kirch asked about the history of this site. Michelle Drago stated that before the overpass was constructed, there were three single-family homes on three separate parcels. UDOT purchased and demolished the homes due the construction of the overpass. When the overpass was finished, UDOT sold the site.

Commissioner Dandoy wanted to make sure there was consistency. Aesthetically, the proposed buildings were very attractive, but there were a lot of issues to be considered. Traffic was one.

Commissioner Paul asked if a traffic study had been done. Mr. Parkinson said there wasn't a traffic study. He didn't feel one was needed. The property was zoned R-3, and the City knew the maximum number of units.

Chairman Kirch said that in 2007, there had been concern about the safety of children walking to school.

**Commissioner Dandoy moved to table consideration of a site plan for a multi-family development located at 5629 South 2700 West based on the staff's findings and the recommendations of the DRC. Commissioner Paul seconded the motion. Commissioners Dandoy, Karras, Kirch, Nandell, Ohlin, Paul, and Payne voted “aye.” The motion carried.**



## STAFF REPORT

City Council

May 17, 2016

### SYNOPSIS

#### Application Information

Applicant: Kathleen Fladie  
Request: Request for Preliminary Subdivision approval for Ward Estates Subdivision phase 3 Amended, a two (2) lot single-family residential subdivision.  
Address: Approximately 5050 South 3500 West

#### Land Use Information

Current Zoning: R-1-8; Single-Family Residential  
Adjacent Land Use: North: R-1-8; Single-Family Residential      South: R-1-8; Single-Family Residential  
East: R-1-8; Single-Family Residential      West: Unincorporated Weber County

#### Staff

Report By: Steve Parkinson  
Recommendation: Approve with conditions

### APPLICABLE ORDINANCES

- Roy City Zoning Ordinance Title 10, Chapter 10 (General Property Development Standards)
- Roy City Zoning Ordinance Title 10, Chapter 11 (Supplementary Development Standards)
- Roy City Subdivision Ordinance Title 11, Chapter 3 (Preliminary Subdivision Application)
- Roy City Subdivision Ordinance Title 11, Chapter 9 (Subdivision Development Standards)

### PLANNING COMMISSION ACTION

The Planning Commission held a Public Hearing during the September 8, 2015 meeting, the hearing was opened for public comments, which were as follows:

- Kathleen Fladie, 5050 South 3500 West, stated that three years ago she received preliminary approval of this subdivision, but she never recorded it. She thought her engineer had talked to UDOT, and UDOT said no. She wanted to keep the home on the new lot one level so people did not look down on her. The lot to the north was allowed to build over her culinary water line. She now had to get an easement for it.

With no additional comments the public hearing was closed.

After a small discussion, the Commission voted of 7-0 to table the request for Preliminary Subdivision approval for Ward Estates phase 3 Amended, a residential subdivision, located approximately at 5050 So. 3500 We.

During the May 10, 2016 regular Planning Commission meeting revisited the proposed subdivision due to the fact that UDOT had issued a letter denying the request for an additional access off of 3500 West.

The Planning Commission voted 7-0 to forward to the City Council a recommendation to *Approve* the request for Preliminary Subdivision approval for Ward Estates phase 3 Amended, a residential subdivision, located approximately at 5050 So. 3500 We.

## ANALYSIS

### Background

This subdivision first came before the Commission on the 8<sup>th</sup> of September 2015, see exhibit “D” for PC minutes of that meeting. The request was tabled pending a letter from UDOT either approving an additional access OR denial of a second access. Staff received a letter from UDOT on April 11, 2016, indicating that they would not allow an additional access point onto 3500 West.

The property is located on the east of 3500 West in between 4800 South and 5600 South. There is an existing dwelling unit which has 141.67 feet of street frontage. It is fully surrounded by residential properties but those are on smaller lots. The proposed Lot 35, will be directly in front of the existing home, basically subdividing off the front yard.

**Subdivision:** The proposed subdivision is to subdivide .84 acres (36,571 square feet) of property into two (2) individual parcels. Lot 35 will house the existing dwelling and comprises 25,416 square-feet. The remaining 11,145 sq.-ft will be Lot 26

**Zoning:** The property is zoned R-1-8 and according to table 10-1 of the Roy City zoning ordinance the R-1-8 zone requires that for single-family lots to be a minimum of 8,000 sq.-ft. which each lot exceeds this requirement, the smallest being 11,145 sq.-ft. and each lot also meets the lot area requirements. Lot width (which is along a public street) is not being met, but the applicant is looking to use a “shared driveway”. If approved then the width of each lot would be measured at setback, which each parcel could meet.

**Access:** The subdivision as proposed, is requesting to use a shared driveway to be used by both properties. In order to grant a “shared driveway” the Commission will need to review the following ordinance and then determine if it meets it:

### Section 1102 – Shared Driveways

- 2) The creation of or the issuance of a building permit for a lot or parcel accessed from a shared driveway may be approved by the DRC under the following circumstances:
  - a) There exists certain unique circumstances that directly impact the lots or parcels to be accessed by the shared driveway as follows:
    - i) The lots or parcels are isolated from any presently existing public streets and will be isolated from any future public streets; and
    - ii) Certain physical barriers exist that isolate the proposed lots or parcels and preclude future expansion and development and deny through access to public streets bound the property. For purposes of this Section, physical barriers may include: existing canals with recorded easements and rights-of-way that prohibit public access and crossing; railroad rights-of-way; terrain that prevents conventional access by public streets; utility easements which prohibit street access and crossing; existing developments of improved real property contiguous to the subject property that prohibits extension of through public streets to or from the lots or parcels; existing or proposed drainage requirements which include storm drain channels, retention/detention ponds, or natural creek beds which prohibit public street access; or limited access roads which prohibit a public street connection.
    - iii) The shared driveway is not necessary to be dedicated as a public street to accomplish needed and logical street connections, to provide access to properties that may otherwise have no access or limited access to the detriment of the property.

Staffs review of the above ordinance is as follows:

- (i) *Parcels are isolated from existing/future public streets* – Each parcel will not have direct access onto 3500 West, UDOT will not allow another access point. Therefore because UDOT will not allow access the only way this subdivision can be approved is by allowing a shared access between the two properties.
- (ii) *Existing physical barriers* – There are no physical (topography) barriers as listed within the ordinance, but with UDOT not allowing an additional access point, this could be consider a barrier.
- (iii) *Street connectivity providing access to properties* – The use of a shared driveway is a limited access point.

**Improvements / Utilities:** Both lots are easily served by all utilities from 3500 West

**DRC Review:** The DRC has reviewed the development, (see exhibit “C”). There are many issues that need to be resolved, but none of them would deter the subdivision from occurring.

**Summary:** The proposed subdivision does meet the shared driveway requirements as explained above. UDOT didn’t not allow an additional access, therefore the only access for a second parcel would have to come through a shared driveway. Both of the proposed parcels can meet the requirements for the R-I-8 zoning.

## **CONFORMANCE TO THE GENERAL PLAN**

The future land use map shows and supports this area to be developed as R-I-8; Single-Family Density Residential.

## **CONDITIONS OF APPROVAL**

- I. Compliance to the requirements and recommendations as outline in the DRC memo dated 6 August 2015 (Attached) and additional comments that may come from additional DRC reviews.

## **FINDINGS**

- I. The proposed subdivision does meet the shared driveway section of the Zoning Ordinance.

## **ALTERNATIVE ACTIONS**

The Planning Commission can recommend Denial, Approval, Approve with conditions, or Table.

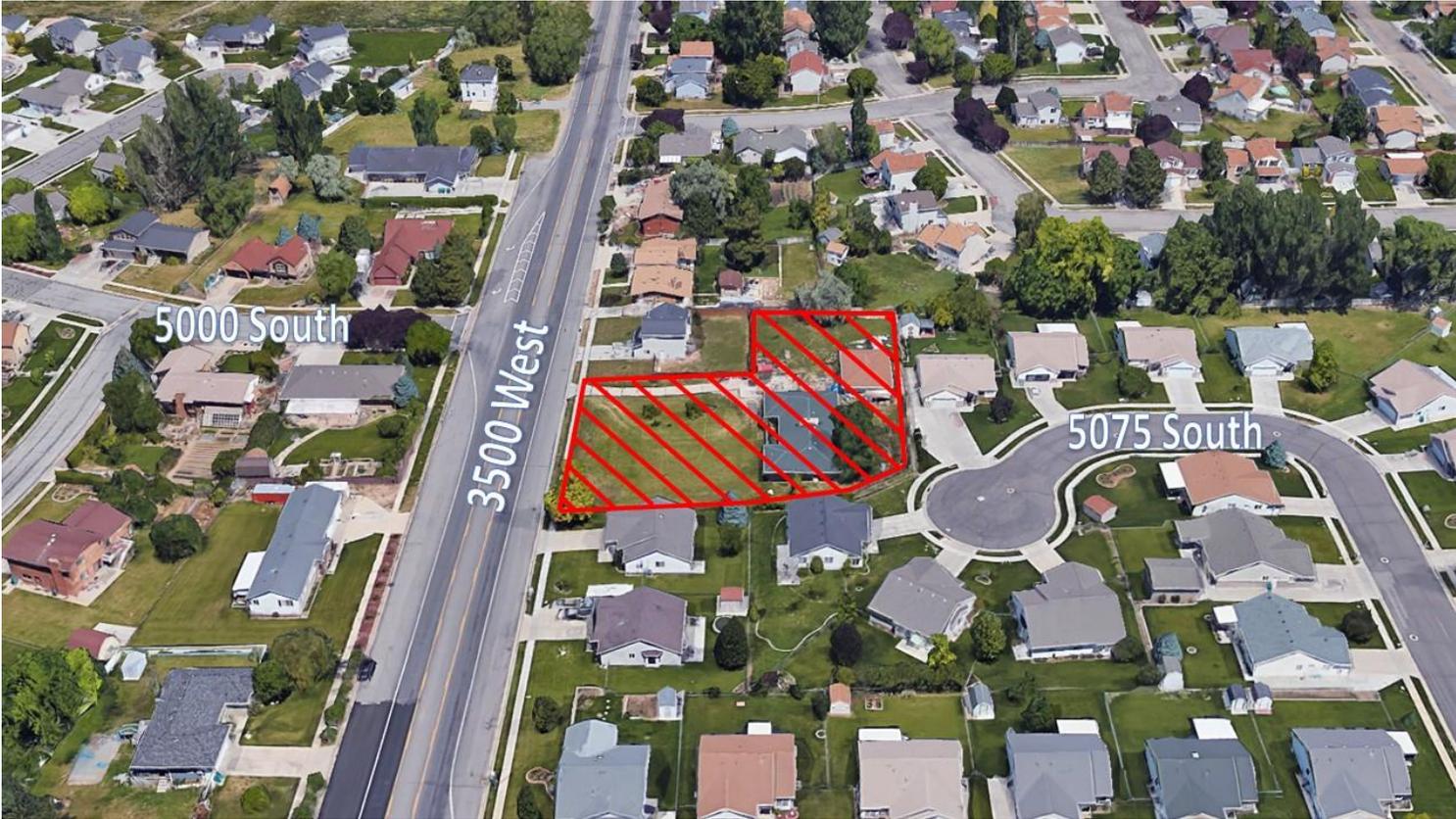
## **RECOMMENDATION**

Staff recommends approval of the Preliminary Subdivision of Ward Estates Subdivision phase 3 Amended located at approximately 5050 South 3500 West with the conditions as discussed and as outlined within the staff report.

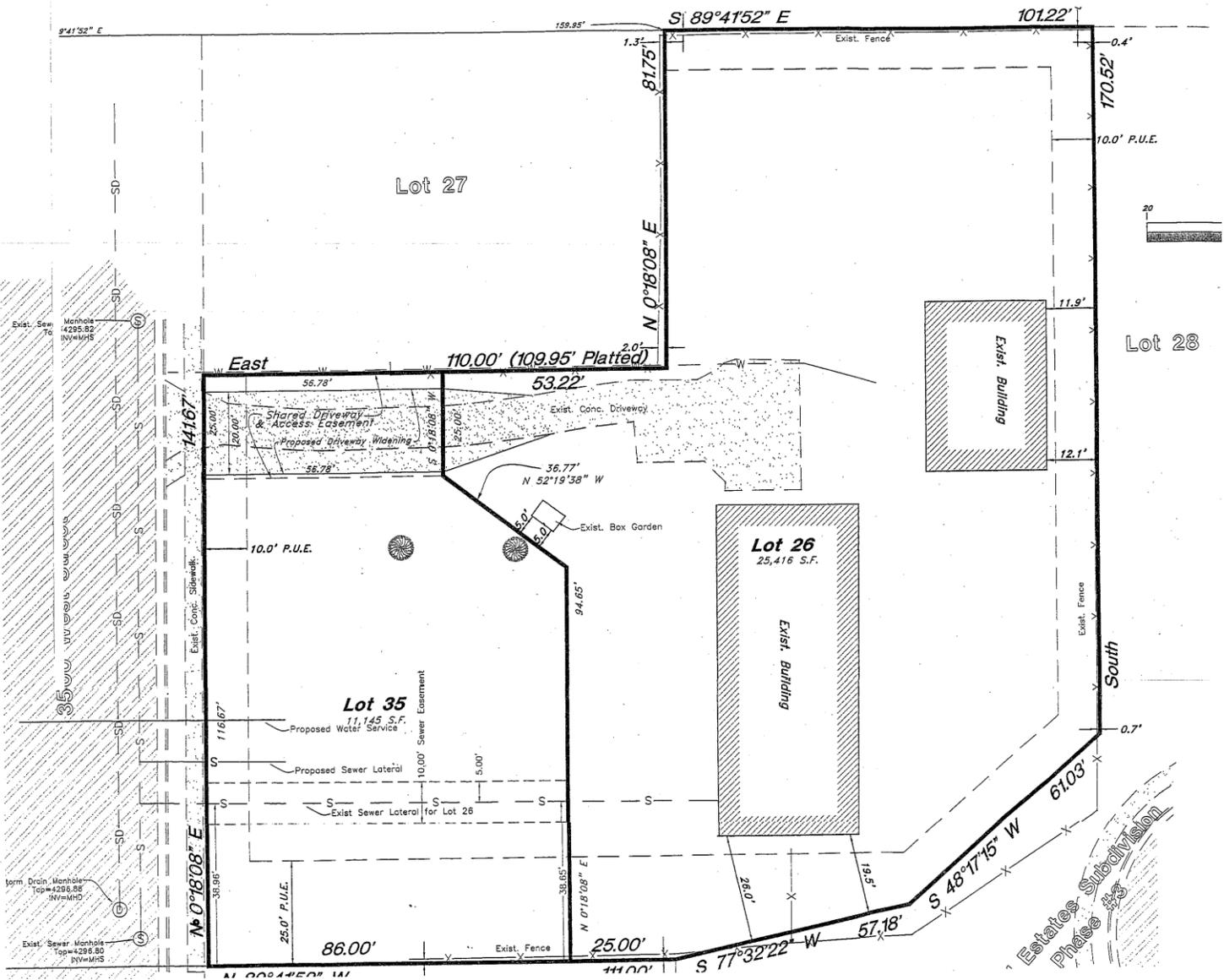
## **EXHIBITS**

- A. Aerial Map
- B. Preliminary Subdivision plat
- C. DRC Memo dated 3 September 2015
- D. Planning Commission Sept. 8, 2015 meeting Minutes
- E. Letter from UDOT

**EXHIBIT "A" – AERIAL MAP**



**EXHIBIT "B" – PRELIMINARY SUBDIVISION PLAT**





DEVELOPMENT REVIEW COMMITTEE

REVIEW MEMO

Date: 3 September 2015

To: Kathleen Fladie  
Andy Hubbard; Great Basin Engineering

From: Steve Parkinson – Planning & Zoning Administrator   
Mark Miller – City Engineer  
Jeff Comeau – Deputy Fire Chief  
Ed Pehrson – Building Official  
Ross Oliver – Public Works Director  
Clint Drake – City Attorney

Subject: Ward Estates Subdivision 1<sup>st</sup> Amendment (5050 S 3500 W) Preliminary Plat

We have tried to address all items of concern with reference to all applicable City codes or for the general Health, Safety and Welfare of the public, however, this review does not forego any other items of concern that may come to our attention during additional reviews.

**Engineering –**

1. Secondary Water laterals should be shown.
2. UDOT approval should be submitted.
3. This subdivision does not appear to comply with the current city ordinances for a shared driveway.
4. Cross access agreement should be submitted for City Attorney's review.

**Building -**

Subdivision

1. No comments.

Construction of future dwelling unit (if approved).

1. The Geotech Engineer shall reference the original soils report for the subdivision. If no original soils report can be found, then there shall be a subsurface investigation completed on the proposed lot and a report provided to the City. All findings shall be noted and all requirements shall be followed. If the original soils report is available there shall be a Geotechnical Engineer inspection conducted once the excavation has been completed and prior to any fill or footings being placed. The Geotechnical Engineer shall provide a report to the contractor, which will then turn it into the City Building Official for review. All conditions present at the time of inspection shall be noted and any recommendations from the Geotechnical Engineer shall be followed. Soil type, ground water, and fill material are a few of the items to be checked for.
2. Section R405.1 Concrete or masonry foundations requires drains to be installed. Drains shall be provided around all concrete or masonry foundations that retain earth and enclose habitable or usable spaces located below *grade*. Drainage tiles, gravel or crushed stone drains, perforated pipe or other *approved* systems or materials shall be installed at or below the area to be protected and shall discharge by gravity or mechanical means into an *approved* drainage system. Gravel or crushed stone drains shall extend at least 1 foot (305 mm) beyond the outside edge of the footing and 6 inches (152

mm) above the top of the footing and be covered with an *approved* filter membrane material. The top of open joints of drain tiles shall be protected with strips of building paper. Perforated drains shall be surrounded with an *approved* filter membrane or the filter membrane shall cover the washed gravel or crushed rock covering the drain. Drainage tiles or perforated pipe shall be placed on a minimum of 2 inches (51 mm) of washed gravel or crushed rock at least one sieve size larger than the tile joint opening

**Fire / Public Works / Legal -**

1. No comment at this time

**Planning -**

1. Application is incomplete, missing the following items:
  - a. Title Report,
  - b. Tax Clearance
2. Proposed shared driveway does not meet section 1102 of the Roy City Zoning Ordinance, which outlines criteria needed in order for a shared driveway to be approved.
3. Has UDOT been contacted? Have they denied a request for access onto 3500 West?
4. Need to change the date within every signature block of the city's including those for the surveyor and owner from 2012 to 2016.
5. Need to change the date in the title section from 2012 to 2016.
6. There are two scales on the plat, they are different than each other. (1"=40' and 1"=20')
7. All of the city signature blocks are incorrect (included in this memo). They are not needed on preliminary subdivision drawings only on the Final plat.
8. The following items significantly decrease the allowable building area for a future dwelling unit:
  - a. With the existing P.U.E. to the southern end of the proposed parcel # 35, the easement for the sewer lateral for Lot 26 significantly decreases the allowable building foot-print for a future dwelling unit.
  - b. The proposed property line between lots 26 & 35 heading NW after 94.65'!
9. There needs to be language for the shared access easement.
10. The existing "box garden" on Lot 26 is within the front yard setback.

Signature blocks

<p>PLANNING COMMISSION</p> <p>This is to certify that this subdivision plat was duly approved by the Roy City Planning Commission on the _____ day of _____, 20____.</p> <p>_____</p> <p>Chair, Roy City Planning Commission</p>
--

<p>ROY CITY ENGINEER</p> <p>I hereby certify that the requirements of all applicable statutes and ordinances prerequisite to approval by the Engineer of the foregoing plat and dedications have been complied with. Signed this ____ day of _____, 20____.</p> <p>_____</p> <p>Roy City Engineer</p>
---

**ROY CITY ACCEPTANCE**

This is to certify that this subdivision plat was duly accepted by the City Council of Roy City and approved by the Mayor, on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Roy City Mayor

\_\_\_\_\_

Attest

**ROY CITY ATTORNEY**

Approved as to form this \_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_.

\_\_\_\_\_

Roy City Attorney

## EXHIBIT "D" – PLANNING COMMISSION SEPTEMBER 8, 2015 MINUTES

### 9. PUBLIC HEARING TO CONSIDER A REQUEST FOR PRELIMINARY SUBDIVISION APPROVAL OF WARD ESTATES PHASE 3 LOT 26 AMENDED, A TWO LOT SUBDIVISION, LOCATED AT 5050 SOUTH 3500 WEST

Steve Parkinson stated that the City had received a request for preliminary approval of a two lots subdivision located at 5050 South 3500 West. The Planning Commission and City Council reviewed the proposed subdivision several years ago, but any approval given had expired. The property in question was .84 acres in size with 141.67 feet of frontage on 3500 West. The existing home was located toward the back of the lot. The property owner wanted to divide the property and create a lot in front of the existing home. She was proposing that a shared driveway be used to access both lots.

Mr. Parkinson said the applicant currently did not meet the criteria for a shared driveway because both lots had frontage on a public street. However, if UDOT denied access for the new lot there might be enough reason to allow a shared driveway. He recommended that the Planning Commission table consideration of the subdivision until the City received an answer from UDOT.

Mr. Parkinson said the staff had found that the proposed subdivision did not meet the shared driveway section of the Zoning Ordinance. The staff recommended denial of the preliminary subdivision.

Commissioner Karras asked who would approach UDOT. Mr. Parkinson felt the applicant's engineer should submit a subdivision plan to UDOT.

Commissioner Nandell asked if UDOT would rule on the shared driveway. Mr. Parkinson said it would not. UDOT would simply determine whether it would allow the new lot to have access onto 3500 West.

**Commissioner Nandell moved to open the public hearing at 7:28 p.m. Commissioner Karras seconded the motion. Commissioners Dandoy, Karras, Kirch, Nandell, Ohlin, Paul, and Payne voted "aye." The motion carried.**

Chairman Kirch opened the floor for public comments.

Kathleen Fladie, 5050 South 3500 West, stated that three years ago she received preliminary approval of this subdivision, but she never recorded it. She thought her engineer had talked to UDOT, and UDOT said no. She wanted to keep the home on the new lot one level so people did not look down on her. The lot to the north was allowed to build over her culinary water line. She now had to get an easement for it.

**Commissioner Paul moved to close the public hearing at 7:31 p.m. Commissioner Karras seconded the motion. Commissioners Dandoy, Karras, Kirch, Nandell, Ohlin, Paul, and Payne voted "aye."**

Commissioner Dandoy asked if the City had already approved this subdivision. Mr. Parkinson said this subdivision received preliminary approval in 2012. It was never recorded, and the approval expired. There wasn't any correspondence from UDOT in the subdivision file. The new plat was slightly different from the plan approved in 2012. He wasn't sure how the City's previous planner made the subdivision work under the City's current ordinance.

**Commissioner Dandoy moved to table consideration of Ward Estates Phase 3 Lot 26 Amended pending a response from UDOT regarding access for Lot 35. Commissioner Ohlin seconded the motion. Commissioners Dandoy, Karras, Kirch, Nandell, Ohlin, Paul, and Payne voted "aye." The motion carried.**



State of Utah

GARY R. HERBERT  
*Governor*

SPENCER J. COX  
*Lieutenant Governor*

DEPARTMENT OF TRANSPORTATION

CARLOS M. BRACERAS, P.E.  
*Executive Director*

SHANE M. MARSHALL, P.E.  
*Deputy Director*

April 11, 2016

Kathleen Fladie  
5050 South 3500 West  
Roy, Ut 84067

**RE: SR-108; Kathleen Fladie Access Request Information**

Dear Kathleen,

The UDOT Region One Permits Office met with Ms. Kathleen Fladie on April 7, 2016 to discuss access management regarding 3500 West (SR-108). Ms. Fladie was informed that each UDOT road is categorized and that an additional access along her frontage would not meet the current spacing requirement of 350 feet, according to the Utah Administrative Rule R930-6. The primary access for her proposed subdivision would best be served by a shared access. This might be done by sharing the existing access to her own home, but any increase of use of an existing access or creating a shared access with an adjacent property owner will require a UDOT Conditional Access Permit.

Please let me know if you have any questions or if I can be of further assistance.

Sincerely,

A handwritten signature in black ink that reads "Keith Bladen". The signature is written in a cursive style and is followed by a horizontal line.

Keith Bladen  
Region Right-of-Way Control Coordinator

CC: Kris Peterson, P.E.  
David Adamson, P.E.  
Darin K. Frstrup, P.E.  
J. Brent DeYoung, P.E.  
Gordon Young  
Rodger (Jay) Genereux