

# River Heights City

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## River Heights City Council Agenda Tuesday, November 19, 2024

Notice is hereby given that the River Heights City Council will hold their regular meeting at **6:30 p.m.**, anchored from the River Heights City Office Building at 520 S 500 E. Attendance can be in person or through Zoom.

Pledge of Allegiance

Opening Thought (Thompson)

Adoption of Previous Minutes and Agenda

Reports and Approval of Payments and Purchase Orders (Mayor, Council, Staff)

Public Comment

Approve Hiring a Property Manager for the Old School

Discuss and Approve Old School Rental Rates

Ratify a Sewer Easement Agreement (750-800 South) with Conservice

Ratify a Notice of Award for the 800 South Sewer Project to Allied Construction

Adoption of a Resolution Approving Solid Waste, Recycling, and Greenwaste Collection and Disposal Fees

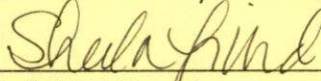
Ordinance Adopting a New Subdivision Code

Ordinance Adopting Miscellaneous Code Changes

Accept Mayor Thompson's Resignation (effective January 7, 2025, at 9:00 pm) and Discuss Process for His Replacement

Adjourn

Posted this 14<sup>th</sup> day of November 2024



Sheila Lind, Recorder

Zoom Link: <https://us02web.zoom.us/j/89177605782>

In compliance with the American Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Sheila Lind, (435) 770-2061 at least 24 hours before the meeting.

# River Heights City

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## Council Meeting

November 19, 2024

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7 Present: Mayor Jason Thompson  
8 Council members: Lana Hanover  
9 Janet Mathews  
10 Chris Milbank  
11 Lance Pitcher  
12 Blake Wright  
13  
14 Public Works Director Clayton Nelson  
15 Recorder Sheila Lind  
16 Treasurer Michelle Jensen  
17  
18 Others Present: Tracy Coffman, Keenan Ryan, Noel Cooley, Heather Lehnig,  
19 Keelie Jensen  
20 Electronically present: Cindy Schaub, Mark Vlastic, Brittany Cascio  
21  
22

The following motions were made during the meeting:

### Motion #1

24  
25  
26 Councilmember Pitcher moved to “adopt the minutes of the council meeting of October 15, 2024,  
27 and the evening’s agenda.” Councilmember Hanover seconded the motion, which passed with Hanover,  
28 Mathews, Milbank, Pitcher, and Wright in favor. No one opposed.  
29

### Motion #2

30  
31 Councilmember Milbank moved to “accept the bid from Homer Roofing for snow prevention on  
32 the lower well house.” Councilmember Hanover seconded the motion, which passed with Hanover,  
33 Mathews, Milbank, Pitcher, and Wright in favor. No one opposed.  
34

### Motion #3

35  
36 Councilmember Milbank moved to “approve the bills that had been paid on October 30, 2024.”  
37 Councilmember Hanover seconded the motion, which passed with Hanover, Mathews, Milbank, Pitcher,  
38 and Wright in favor. No one opposed.  
39

### Motion #4

40  
41 Councilmember Pitcher moved to “approve the list of bills to be paid on November 19, 2024.”  
42 Councilmember Wright seconded the motion, which carried with Hanover, Mathews, Milbank, Pitcher,  
43 and Wright in favor. No one opposed.  
44

46 Motion #5

47 Councilmember Milbank moved to “accept the old school rental rates suggested by the mayor.”  
48 Councilmember Pitcher seconded the motion, which passed with Hanover, Milbank, and Pitcher in favor.  
49 Mathews and Wright opposed.

50

51 Motion #6

52 Councilmember Mathews moved to “accept the ratified 800 South Sewer Easement Agreement as  
53 follows: Grantor provides the utility easement as described herein and as shown on Exhibit A. In  
54 exchange for the utility easement as noted, Grantee provides one (1) 6” sanitary sewer service and one  
55 (1) water service up to 2” maximum diameter at a location requested by the Grantor free and clear of  
56 River Heights service connection and impact fees but will not include impact fees imposed by Logan City.  
57 The location of services will be coordinated at the time of request for services. The Grantor shall bear the  
58 full cost of materials and installation for the said utility services including surface restoration where  
59 applicable. The permanent easement is to run with the property in perpetuity. The water and sewer  
60 services are for exclusive use of the property (parcel) where the easement is provided and may not be  
61 transferred to other parcels or locations.” Councilmember Wright seconded the motion, which passed  
62 with Hanover, Mathews, Milbank, Pitcher, and Wright in favor. No one opposed.

63

64 Motion #7

65 Councilmember Mathews moved to “Award and proceed with the sewer main installation through  
66 Allied Underground Technology at the price of \$106,485.16.” Councilmember Hanover seconded the  
67 motion, which passed with Hanover, Mathews, Milbank, Pitcher, and Wright in favor. No one opposed.

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69 Motion #8

70 Councilmember Wright moved to “approve Resolution 5-2024, A Resolution Approving Solid  
71 Waste, Recycling, and Greenwaste Collection and Disposal Fees, with the addition of container  
72 delivery/removal fees.” Councilmember Hanover seconded the motion, which passed with Hanover,  
73 Mathews, Milbank, Pitcher, and Wright in favor. No one opposed.

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75 Motion #9

76 Councilmember Wright moved to “Adopt Ordinance 6-2024, An Ordinance to Adopt Changes to  
77 the City Code of River Heights, Utah, to become effective December 31, 2024.” Councilmember Milbank  
78 seconded the motion, which passed with Hanover, Milbank, Pitcher, and Wright in favor. Mathews  
79 opposed.

80

81 Motion #10

82 Councilmember Wright moved to “Adopt Ordinance 7-2024, An Ordinance to Adopt Changes to  
83 the City Code of River Heights, Utah.” Councilmember Milbank seconded the motion, which passed with  
84 Hanover, Mathews, Milbank, Pitcher, and Wright in favor. No one opposed.

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Proceedings of the Meeting:

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89 The River Heights City Council met at 6:30 p.m. in the Ervin R. Crosbie Council Chambers in the  
90 River Heights City Building on Tuesday, November 19, 2024, for their regular council meeting.

91 Pledge of Allegiance and Opening Thought: Mayor Thompson opened the meeting with a  
 thought.

93 Adoption of Previous Minutes and Agenda: Minutes for the October 15, 2024, meeting were  
 94 reviewed.

95 **Councilmember Pitcher moved to “adopt the minutes of the council meeting of October 15,  
 96 2024, and the evening’s agenda.” Councilmember Hanover seconded the motion, which passed with  
 97 Hanover, Mathews, Milbank, Pitcher, and Wright in favor. No one opposed.**

98 Reports and Approval of Payments (Mayor, Council, Staff):

99 Purchase Order

100 • PWD Nelson explained that the roof of the lower well house needed an extension over the door as  
 101 well as rain gutters. Homer Roofing had submitted a bid in the amount of \$1,257.00.

102 **Councilmember Milbank moved to “accept the bid from Homer Roofing for snow  
 103 prevention on the lower well house.” Councilmember Hanover seconded the motion, which  
 104 passed with Hanover, Mathews, Milbank, Pitcher, and Wright in favor. No one opposed.**

105 Recorder Lind

106 • She discussed KnowBe4 trainings and found out that the access wasn’t working since they had  
 107 switched over to .gov. She said she’d look into it and then email them the instructions.

108 Councilmembers Wright, Pitcher, and Mathews didn’t have anything to report.

109 Councilmember Hanover

110 • The Tree Lighting Event was planned for December 2 at 6:00 p.m. The Youth Ambassadors were  
 111 going to be in charge. She encouraged all to attend.

112 Mayor Thompson

113 • He and Councilmember Pitcher had met with Margie Rycewicz of BRAG, and Engineer Rasmussen  
 114 to discuss how they could redesign some of the stormwater projects and be eligible for a  
 115 particular grant. They also discussed the possibility of additional funding for improving 600 South.  
 116 Visionary had said they don’t want access to 600 South for their development. Engineer  
 117 Rasmussen was working on a design and Ms. Rycewicz was looking into grant options.

118 • Lease agreements. He had been negotiating with Cache Valley Humanitarian Center (CVHC) and  
 119 the Cascios on lease agreements for the old school. He hadn’t been able to reach Dan Pond, of  
 120 Catalyst to discuss his proposal for property management. He had a few issues to discuss with  
 121 him but would try again tomorrow. He received clarification from the city attorney that he (the  
 122 mayor) could negotiate the leases with the renters, but the council would need to approve them.  
 123 Once the leases were ready he wanted to call the council together for a vote with a 24 hour notice  
 124 so the renters would be able to start moving into the building. He would make sure with the  
 125 CVHC that the city could use the gym for the Tree Lighting Event on December 2. The council  
 126 members said they would be available on short notice. Councilmember Milbank asked if the lease  
 127 the city was coming up with would also mesh with the property manager parameters. Mayor  
 128 Thompson responded that Catalyst would work with tenants on behalf of the city. The sticking  
 129 points on the property management proposal was about liability. He discussed how he wanted  
 130 one lease template for all the tenants, which was why the first one was taking a while.

131 Councilmember Milbank

132 • The final walkthrough was done at the new park.

133 • He and Chelsea Grant would be working with the Providence Cemetery Sexton on the gate which  
 134 would connect their cemetery to the River Heights new park. They had had some discussions on a  
 possible columbarium in the future.

136 • Councilmember Wright said Jason Ellis had contacted him about the city pulling the concrete out  
137 of their pavilion contract. Councilmember Pitcher said he had heard that Ellis was unable to pour  
138 the concrete soon, so the city could find someone else to do it. Additionally, there were rain  
139 gutters to install. Councilmember Milbank said he hadn't heard from Jason Ellis whether they  
140 could do the concrete or not. Mr. Pitcher suggested the city could hire a contractor in the spring.  
141 Perhaps they could get a better price if they put it out to bid. Mr. Milbank said he would call Jason  
142 Ellis to discuss the installation of rain gutters. If Ellis wanted to do them, they could do a change  
143 order.

144 PWD Nelson

145 • Jake Weston had been hired as the new public works assistant. Mr. Nelson felt he would be a  
146 great addition to the city.

147 Approval of payments

148 • There were two batches to approve; October 30, and November 19.

149 **Councilmember Milbank moved to "approve the bills that had been paid on October 30,**  
150 **2024." Councilmember Hanover seconded the motion, which passed with Hanover, Mathews,**  
151 **Milbank, Pitcher, and Wright in favor. No one opposed.**

152 **Councilmember Pitcher moved to "approve the list of bills to be paid on November 19,**  
153 **2024." Councilmember Wright seconded the motion, which carried with Hanover, Mathews,**  
154 **Milbank, Pitcher, and Wright in favor. No one opposed.**

155 Public Comment: Commissioner Noel Cooley requested that when the new subdivision code was  
156 adopted if they could have it become effective as of December 31. He was working on a checklist for  
157 subdividers and the planning commission to follow through the process, but he wouldn't have it finished  
158 until the end of the year.

159 Approve Hiring a Property Manager for the Old School: Mayor Thompson reiterated that he was  
160 still trying to get a hold of Dan Pond to negotiate the terms of his proposal.

161 Discuss and Approve Old School Rental Rates: Mayor Thompson said he had researched market  
162 rent prices and found the going rate to be between \$30 and \$10 per square foot per year. For the old  
163 school he recommended \$13/sq ft/year. He recommended the rate for the Cache Valley Humanitarian  
164 Center (CVHC) be half of that (\$6.50) since they were non-profit. He believed the CVHC would bring value  
165 to the community, which had been his and the council's objective with the building. He had reservations  
166 with adopting a non-profit rate that was less than other renters would pay since he had already had  
167 businesses approach him saying they were non-profit but weren't. It was his feeling that if the building  
168 were used as a community purpose, the city would qualify for a lot more grants to upgrade the building.  
169 He explained that the CVHC fundraises to cover their operating expenses, and one donor had volunteered  
170 to cover their rent. He asked the council to approve this rate for them, but not in a broad sense for any  
171 non-profit business.

172 Councilmember Milbank asked how many square feet the CVHC would be using. The mayor said it  
173 would be 4,500 and would be capped at that.

174 Councilmember Hanover pointed out that heating costs would go up by adding the gym. The  
175 mayor said a large portion of their rental space was the gym, and he made sure they also took the stage  
176 since it wouldn't be rentable to someone else.

177 Councilmember Mathews asked what their contract would include. The mayor said it would be  
178 for one year. On top of rent all tenants would be required to pay common area and maintenance (CAM)  
179 fees. He discussed the proforma he drafted. The CVHC rent and CAM fees would come to \$4,558.80.

180 Councilmember Wright didn't agree with only charging them half what other renters would pay.  
181 It seemed really low.

187 Councilmember Hanover asked how much the Boys & Girls Club paid. The mayor responded with \$7,500/mo.

184 Councilmember Milbank informed that when the lease was discussed with the planning  
185 commission, Dwight Whittaker (of the CVHC) wasn't stressed by the amount and said they could afford it.  
186 The mayor said he wanted the city to make as much money as possible, but the CVHC didn't have a large  
187 budget to fund all the services they provided, so an excessive rent would be a hard pill for them to  
188 swallow. It was his opinion that the gym and stage wouldn't be able to pull a prime rental rate, which  
189 justified the proposed rental rate. The city would still make a profit.

190 Discussion was held on the costs the city would incur associated with the building.

191 Councilmember Wright asked the mayor how he landed on the price. Mayor Thompson  
192 responded it was based on how much the CVHC could afford.

193 Councilmember Mathews asked if there were others interested in renting space at the building.  
194 Recorder Lind said she had a list of three others.

195 Councilmember Wright suggested giving the CVHC the gym and stage at the lower price and the  
196 four classrooms at \$13/sq ft/year, to match what the other renters would be paying.

197 Councilmember Hanover asked if there would be enough interest to rent all the rooms at the  
198 regular rate. She felt the amount of space the CVHC was wanting was excessive. Recorder Lind felt there  
199 were plenty of renters who were interested.

200 Councilmember Milbank suggested seeing how this first year goes.

201 Councilmember Mathews pointed out that the other tenants would be expending their own  
202 money for improvements and asked if the CVHC was going to add any improvements to the building. The  
203 mayor said they hadn't expressed they were going to make improvements.

The mayor said his main objective was for the building to not turn into a dilapidated state like the old church did.

206 Councilmember Wright really felt they should pay more for the classrooms and suggested \$10/sq  
207 ft/year. Councilmember Hanover agreed that they should pay more for the classrooms since this space  
208 had a higher demand. The mayor agreed but elaborated on all the supplies needed for making mats for  
209 the homeless. He agreed to tweaking the numbers but said he had already been in negotiations with  
210 them for the lesser price. He didn't want to raise it to a tipping point where it wouldn't be doable for the  
211 CVHC. He felt \$13 was a good rate for the other tenants.

212 **Councilmember Milbank moved to "accept the old school rental rates suggested by the mayor."**  
213 **Councilmember Pitcher seconded the motion, which passed with Hanover, Milbank, and Pitcher in**  
214 **favor. Mathews and Wright opposed.**

215 The mayor said he had asked the attorney if the city could reevaluate the CAM fees in 6 months  
216 and was told that it would be possible.

217 PWD Nelson asked if the property manager was going to take care of snow removal around the  
218 building. The mayor said it should be part of the CAM fees.

219 Mayor Thompson said he had no interest in the CVHC. He just wanted what was best for the city  
220 and the Humanitarian Center.

221 Ratify a Sewer Easement Agreement (750-800 South) with Conservice: Councilmember Wright  
222 clarified that he had agreed to waiving the city's sewer and water connection, but not the impact fees.  
223 They discussed what they felt they should agree to.

224 **Councilmember Mathews moved to "accept the ratified 800 South Sewer Easement Agreement**  
225 **as follows: Grantor provides the utility easement as described herein and as shown on Exhibit A. In**  
**exchange for the utility easement as noted, Grantee provides one (1) 6" sanitary sewer service and one**  
**(1) water service up to 2" maximum diameter at a location requested by the Grantor free and clear of**

228 River Heights service connection and impact fees but will not include impact fees imposed by Logan  
229 City. The location of services will be coordinated at the time of request for services. The Grantor shall  
230 bear the full cost of materials and installation for the said utility services including surface restoration  
231 where applicable. The permanent easement is to run with the property in perpetuity. The water and  
232 sewer services are for exclusive use of the property (parcel) where the easement is provided and may  
233 not be transferred to other parcels or locations.” Councilmember Wright seconded the motion, which  
234 passed with Hanover, Mathews, Milbank, Pitcher, and Wright in favor. No one opposed.

235 Ratify a Notice of Award for the 800 South Sewer Project to Allied Construction: Mayor Thompson  
236 explained the detail on the notice of award.

237 Councilmember Mathews moved to “Award and proceed with the sewer main installation  
238 through Allied Underground Technology at the price of \$106,485.16.” Councilmember Hanover  
239 seconded the motion, which passed with Hanover, Mathews, Milbank, Pitcher, and Wright in favor. No  
240 one opposed.

241 Adoption of a Resolution Approving Solid Waste, Recycling, and Greenwaste Collection and  
242 Disposal Fees: Mayor Thompson said he was frustrated with Waste Management’s raising of the trash  
243 rates without notification. The agreement the Cache Waste Consortium had with Waste Management  
244 said they could increase at a certain rate for inflation.

245 Recorder Lind informed the can rates had been raised by almost one dollar each. She requested  
246 the addition of the can delivery/removal fee be added to the resolution.

247 Councilmember Wright moved to “approve Resolution 5-2024, A Resolution Approving Solid  
248 Waste, Recycling, and Greenwaste Collection and Disposal Fees, with the addition of container  
249 delivery/removal fees.” Councilmember Hanover seconded the motion, which passed with Hanover,  
250 Mathews, Milbank, Pitcher, and Wright in favor. No one opposed.

251 Ordinance Adopting a New Subdivision Code: Mayor Thompson read an email from Engineer  
252 Rasmussen, expressing his approval for the proposed changes.

253 Councilmember Wright said the changes were required by the state and were actually funded for  
254 small cities to update their codes. The city hired Landmark Design to go through the code and update it to  
255 include the recent mandates. He and Planning Commission Chair Noel Cooley worked with Mark Vlasic  
256 and Sam Taylor, both of Landmark, to assist in coming up with the draft presented.

257 Mr. Vlasic was on Zoom and presented a brief overview of the changes. He said all communities in  
258 Utah were required to make changes to their subdivision process. Subdivision approvals are now an  
259 administrative decision and must be approved if regulations are met. Each city was required to designate  
260 an Administrative Land Use Authority (ALUA) to review applications. The council and planning  
261 commission would be excluded from the final plat approval process. There were deadlines now on how  
262 long the city could wait to respond to subdividers. There was a maximum of 4 review cycles. The city  
263 could not add red lines after the first review cycle. Mr. Vlasic cautioned that a thorough review at the  
264 beginning of the process would be very important. He discussed the process for disputes and appeals.

265 He explained they went through 8 drafts with Mr. Wright and Mr. Cooley and then the  
266 commission. The planning commission would serve as the ALUA for the preliminary applications. Final  
267 reviews would be handled by the Development Review Committee (DRC). A preapplication meeting was  
268 strongly suggested, but not required.

269 Lot line adjustments were no longer required to be filed with the county.

270 Mr. Vlasic explained that the planning commission held a public hearing on all the changes and  
271 had recommended it to the city council.

272 Councilmember Hanover asked who would sit on the DRC. Mr. Vlastic informed it would consist of  
273 the city engineer, city attorney, public works director and a citizen planner. He felt the city's code should  
274 mandate how that planner would be selected.

275 Councilmember Milbank asked if the developer would pay for the members on the DRC's time.  
276 Mr. Vlastic said the fees could be passed on except there was a limit by state code.

277 Councilmember Hanover pointed out that the only involvement the city council would have was  
278 with rezone applications and through their adoption of city code. PWD Nelson cautioned that the code  
279 would need to be spot on.

280 Mr. Vlastic also explained that public hearings for subdivisions were not recommended since the  
281 decision would be administrative. He said other communities had allowed public input after the decision  
282 had been made.

283 Councilmember Wright reviewed and explained changes in other sections of the code, which were  
284 affected by the subdivision revisions.

285 Councilmember Wright moved to **"Adopt Ordinance 6-2024, An Ordinance to Adopt Changes to**  
286 **the City Code of River Heights, Utah, to become effective December 31, 2024."** Councilmember Milbank  
287 **seconded the motion, which passed with Hanover, Milbank, Pitcher, and Wright in favor. Mathews**  
288 **opposed.**

289 Ordinance Adopting Miscellaneous Code Changes: Councilmember Wright reviewed the other  
290 changes suggested by the planning commission, which included state mandated regulations regarding  
291 home-based micro schools and micro education entities. The state legislature said these two  
292 organizations must be permitted in all zones; however, the city was allowed to regulate a few things  
293 (safety, parking, land use, hours of operation, traffic, and the requirement of a business license). The city  
294 attorney felt the planning commission could conduct a review to make sure the city's pre-determined  
295 regulations had been met, as well as the state's code. After which they would recommend approval by  
296 the zoning administrator.

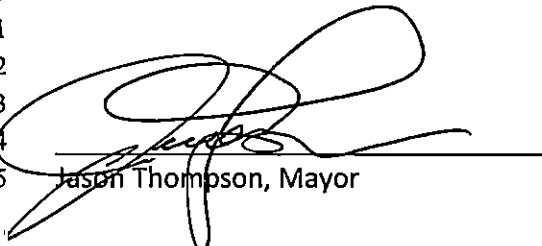
297 Councilmember Wright moved to **"Adopt Ordinance 7-2024, An Ordinance to Adopt Changes to**  
298 **the City Code of River Heights, Utah."** Councilmember Milbank seconded the motion, which passed  
299 **with Hanover, Mathews, Milbank, Pitcher, and Wright in favor. No one opposed.**

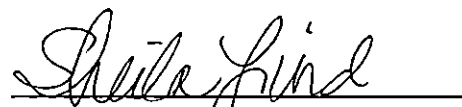
300 Acceptance of Mayor Thompson's Resignation (effective by January 20, 2025, at 9:00 pm) and  
301 Discuss Process for His Replacement: Mayor Thompson explained his resignation on or before January 20  
302 and explained the process by which he would be replaced.

303 Discussion was held on how to get the word out to residents that there would be an opening for  
304 the mayor's seat. Recorder Lind recommended the January newsletter could include the notice which  
305 would be delivered to each home. It would need to be delivered by December 24, to meet the state's  
306 noticing requirement. Ms. Lind asked the group for their newsletter items by November 30.

307 The next council meeting was scheduled for December 3 at 5:15. After a short meeting they  
308 would all be dismissed to attend the city's Christmas party.

309 The meeting adjourned at 9:00 p.m.

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Jason Thompson, Mayor

  
Sheila Lind, Recorder



Report Criteria:

Invoices with totals above \$0 included.  
 Only paid invoices included.  
 [Report].Date Paid = 10/30/2024

GL Account Number	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
<b>Sewer Department</b>						
<b>5240</b>						
52-40-75	246	Dominion Energy	202410	Sewer Gas 6900830000	10/14/2024	3.69
52-40-79	80	Comcast	202411	Internet - Sewer	10/16/2024	63.00
52-40-80	76	City Of Logan	202411	029017-001 Sewer Pretreat	11/12/2024	14,736.92
Total 5240:						14,803.61
<b>Water Department</b>						
<b>5140</b>						
51-40-51	188	Logan City	202410_1	003789-001	10/16/2024	395.11
51-40-51	188	Logan City	202411	003992	11/12/2024	42.55
51-40-51	188	Logan City	202411	003993	11/12/2024	35.51
51-40-51	188	Logan City	202411	003994	11/12/2024	37.27
51-40-51	188	Logan City	202411	003995	11/12/2024	80.16
51-40-51	188	Logan City	202411	003996	11/12/2024	46.07
51-40-51	188	Logan City	202411	003997	11/12/2024	37.27
51-40-51	188	Logan City	202411	020975	11/12/2024	17.15
51-40-51	188	Logan City	202411	021927	11/12/2024	225.04
51-40-75	246	Dominion Energy	202410	2053895762	10/14/2024	7.63
51-40-75	246	Dominion Energy	202410	Water Gas 6900830000	10/14/2024	3.70
51-40-75	246	Dominion Energy	202410	7191650000	10/14/2024	53.86
51-40-75	246	Dominion Energy	202410	7953243487	10/14/2024	7.63
51-40-79	80	Comcast	202411	Internet - Water	10/16/2024	63.00
Total 5140:						1,051.95
<b>Office Expenses</b>						
<b>1044</b>						
10-44-75	246	Dominion Energy	202410	1049100000	10/14/2024	9.98
10-44-79	80	Comcast	202411	Internet - Office	10/16/2024	63.02
Total 1044:						73.00
<b>Public Safety</b>						
<b>1054</b>						
10-54-40	76	City Of Logan	202411	029017-001 911 Comm	11/12/2024	2,001.00
Total 1054:						2,001.00
<b>Roads</b>						
<b>1060</b>						
10-60-75	246	Dominion Energy	202410	Roads Gas 6900830000	10/14/2024	3.70
Total 1060:						3.70
<b>Parks &amp; Recreation</b>						
<b>1070</b>						
10-70-75	246	Dominion Energy	202410	1550009873	10/14/2024	7.16
*0-70-75	246	Dominion Energy	202410	Parks Gas 6900830000	10/14/2024	3.70
Total 1070:						10.86

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GL Account Number	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Grand Totals:						<u>17,944.12</u>

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Mayor: \_\_\_\_\_

Second Signayure : \_\_\_\_\_

Dated: \_\_\_\_\_

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Report Criteria:

Invoices with totals above \$0 included.

Only paid invoices included.

[Report].Date Paid = 10/30/2024

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Report Criteria:

Invoices with totals above \$0 included.  
 Only paid invoices included.  
 [Report].Date Paid = 11/19/2024

GL Account Number	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
<b>Sewer Department</b>						
<b>5240</b>						
52-40-06	1070	DS Accounting Services	2024-0842	Monthly Acct Services	10/31/2024	249.97
52-40-16	624	American General Life Company	4220096720	Annual Premium Sheila Lind Life I	11/01/2024	155.77
52-40-16	624	American General Life Company	YM00814016_	Annual Premium for Clayten J. Ne	11/02/2024	68.30
52-40-20	66	Caselle	136523	Monthly Support Charges	11/01/2024	98.33
52-40-25	623	Wonderware, Inc. dba Core Busin	INV-28416	CC Proccesing 2022	10/31/2024	16.31
52-40-26	633	Freedom Mailing Services	49075	Utility Bill Processing	11/01/2024	70.04
52-40-50	133	Thomas Petroleum. LLC	M038053-IN	Sewer Gas, Oil, Vehicle Repair	11/19/2024	48.60
52-40-50	217	National Equipment Services	140197	Sewer gas oil repairs	11/06/2024	323.97
52-40-50	366	Zions Bank	202411	Chevron - \$135.77	10/28/2024	45.26
52-40-50	366	Zions Bank	202411	Chevron - \$144.97	10/28/2024	48.33
52-40-50	366	Zions Bank	202411_1	Gas \$125.60	11/08/2024	41.87
52-40-50	378	Napa Auto Parts	499726	Sewer vehicle repair	10/29/2024	131.33
52-40-55	338	Utah Local Governments Trust	1616611	Sewer Ins. Liability & Other	11/01/2024	47.44
52-40-65	141	Intermountain Farmers Associat	1021755149	Titanium	11/14/2024	24.33
52-40-65	366	Zions Bank	202411_1	Jiffy Lube \$158.15	11/08/2024	52.72
52-40-65	491	CAL Ranch Stores	202411	New Employee Jake Equipment	11/14/2024	92.65
52-40-77	380	Rocky Mountain Power	202411	Item 16	10/31/2024	2.78
52-40-77	380	Rocky Mountain Power	202411	Item 24	10/31/2024	11.58
52-40-77	380	Rocky Mountain Power	202411	Item 9	10/31/2024	13.29
52-40-78	995	Ask AllTech LLC	5262	Sewer Phones	10/17/2024	409.74
Total 5240:						1,952.61
<b>Water Department</b>						
<b>5140</b>						
51-40-06	1070	DS Accounting Services	2024-0842	Monthly Acct Services	10/31/2024	249.98
51-40-16	624	American General Life Company	4220096720	Annual Premium Sheila Lind Life I	11/01/2024	155.77
51-40-16	624	American General Life Company	YM00814016_	Annual Premium for Clayten J. Ne	11/02/2024	204.90
51-40-20	66	Caselle	136523	Monthly Support Charges	11/01/2024	98.32
51-40-25	623	Wonderware, Inc. dba Core Busin	INV-28416	CC Proccesing 2022	10/31/2024	16.32
51-40-26	633	Freedom Mailing Services	49075	Utility Bill Processing	11/01/2024	70.04
51-40-50	133	Thomas Petroleum. LLC	M038053-IN	Water Gas, Oil, Vehicle Repair	11/19/2024	48.60
51-40-50	217	National Equipment Services	140197	Water gas oil repairs	11/06/2024	323.97
51-40-50	366	Zions Bank	202411	Chevron - \$135.77	10/28/2024	45.25
51-40-50	366	Zions Bank	202411	Chevron - \$144.97	10/28/2024	48.32
51-40-50	366	Zions Bank	202411_1	Gas \$125.60	11/08/2024	41.87
51-40-50	378	Napa Auto Parts	499726	Water vehicle repair	10/29/2024	131.34
51-40-55	338	Utah Local Governments Trust	1616611	Water Ins. Liability & Other	11/01/2024	45.07
51-40-65	141	Intermountain Farmers Associat	1021755149	Titanium	11/14/2024	24.33
51-40-65	366	Zions Bank	202411_1	Jiffy Lube \$158.15	11/08/2024	52.71
51-40-65	491	CAL Ranch Stores	202411	New Employee Jake Equipment	11/14/2024	92.66
51-40-77	380	Rocky Mountain Power	202411	Item 21	10/31/2024	2.78
51-40-77	380	Rocky Mountain Power	202411	Item 23	10/31/2024	65.03
51-40-77	380	Rocky Mountain Power	202411	Item 7	10/31/2024	10.76
51-40-77	380	Rocky Mountain Power	202411	Item 8	10/31/2024	3,746.37
51-40-77	380	Rocky Mountain Power	202411	Item 9	10/31/2024	13.29
51-40-78	995	Ask AllTech LLC	5262	Water Phones	10/17/2024	409.61
Total 5140:						6,362.18

GL Account Number	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
<b>Administration</b>						
<b>1041</b>						
10-41-06	1070	DS Accounting Services	2024-0842	Monthly Acct Services	10/31/2024	250.05
10-41-16	624	American General Life Company	4220096720	Annual Premium Sheila Lind Life I	11/01/2024	622.88
10-41-16	624	American General Life Company	YM00814016_	Annual Premium for Clayton J. Ne	11/02/2024	136.60
10-41-43	85	Daines and Jenkins, LLP	9798	City Legal Business	11/06/2024	80.00
10-41-43	85	Daines and Jenkins, LLP	9798	City Legal Business	11/06/2024	1,674.00
10-41-55	338	Utah Local Governments Trust	1616611	Admin	11/01/2024	7.59
10-41-65	141	Intermountain Farmers Associat	1021755149	Titanium	11/14/2024	24.33
10-41-65	366	Zions Bank	202411_1	Jiffy Lube \$158.15	11/08/2024	52.72
10-41-65	491	CAL Ranch Stores	202411	New Employee Jake Equipment	11/14/2024	92.66
10-41-80	259	Roto Rooter	5101424	Finance Charge	10/10/2024	1.49
10-41-80	366	Zions Bank	202411_1	Late Fee	11/08/2024	39.00
10-41-80	366	Zions Bank	202411_1	Finance Charge	11/08/2024	32.90
10-41-80	623	Wonderware, Inc. dba Core Busin	INV-28416	CC Proccesing 2022	10/31/2024	16.32
Total 1041:						3,030.54
<b>Office Expenses</b>						
<b>1044</b>						
10-44-10	366	Zions Bank	202411_1	Amazon \$291.04	11/08/2024	291.04
10-44-10	366	Zions Bank	202411_1	USU Adv Doantion	11/08/2024	200.00
10-44-10	633	Freedom Mailing Services	49075	Utility Bill Processing	11/01/2024	70.04
10-44-10	1030	Promo Plus	3443	#9 Envelopes Stamps	11/16/2024	914.95
10-44-10	1030	Promo Plus	3444	#10 Envelopes Stamps	11/16/2024	914.95
10-44-35	66	Caselle	136523	Monthly Support Charges	11/01/2024	98.35
10-44-45	844	Wasatch Document Solutions, Inc.	71967	Copies Nov 2024	11/09/2024	26.45
10-44-45	844	Wasatch Document Solutions, Inc.	71967	Copies Oct 2024	11/09/2024	22.52
10-44-55	633	Freedom Mailing Services	49075	Utility Bill Processing	11/01/2024	70.04
10-44-65	366	Zions Bank	202411	Adobe - Michelle	10/28/2024	21.39
10-44-65	366	Zions Bank	202411	Adobe - Sheila	10/28/2024	21.39
10-44-65	366	Zions Bank	202411	Google	10/28/2024	96.00
10-44-65	366	Zions Bank	202411_1	Adobe	11/08/2024	21.39
10-44-65	366	Zions Bank	202411_1	Adobe - Michelle	11/08/2024	21.39
10-44-65	366	Zions Bank	202411_1	Google Suite	11/08/2024	96.00
10-44-77	380	Rocky Mountain Power	202411	Item 20	10/31/2024	11.42
10-44-77	380	Rocky Mountain Power	202411	Item 12	10/31/2024	114.46
10-44-77	380	Rocky Mountain Power	202411	Item 20	10/31/2024	15.02
10-44-78	995	Ask AllTech LLC	5262	Admin Phones	10/17/2024	409.61
Total 1044:						3,436.41
<b>Community Affairs</b>						
<b>1048</b>						
10-48-20	820	Pitcher, Lance B.	202411	Apple Days Ice	08/24/2024	41.10
10-48-21	366	Zions Bank.	202411_1	Amazon \$40.90	11/08/2024	40.90
Total 1048:						82.00
<b>Capital Projects</b>						
<b>5150</b>						
51-50-03	1014	Bio-West	292217	Stewart Hill Park	10/31/2024	669.41
Total 5150:						669.41
<b>5250</b>						
52-50-73	679	Foresight Surveying	6017	750-800 Sewer Project Survey	10/16/2024	765.00

GL Account Number	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 5250:						765.00
<b>Public Safety</b>						
<b>1054</b>						
10-54-70	366	Zions Bank	202411	Ketchum MFG - Dog Tags	10/28/2024	169.67
10-54-75	380	Rocky Mountain Power	202411	Item 16	10/31/2024	2.78
Total 1054:						172.45
<b>Capital Projects</b>						
<b>4060</b>						
40-60-04	634	Forsgren Associates, Inc.	18391	Stewart Hill Park - Const	10/25/2024	1,410.00
40-60-06	918	Arrow Fence	4198A	Iron Fence and Concrete Curbing	10/22/2024	28,746.00
Total 4060:						30,156.00
<b>Roads</b>						
<b>1060</b>						
10-60-16	624	American General Life Company	YM00814016_	Annual Premium for Clayten J. Ne	11/02/2024	136.60
10-60-50	133	Thomas Petroleum. LLC	M038053-IN	Roads Gas, Oil, Vehicle Repair	11/19/2024	48.60
10-60-50	217	National Equipment Services	140197	Roads gas oil repair	11/06/2024	324.07
10-60-50	366	Zions Bank	202411	Chevron - \$135.77	10/28/2024	45.26
10-60-50	366	Zions Bank	202411	Chevron - \$144.97	10/28/2024	48.32
10-60-50	366	Zions Bank	202411_1	Gas \$125.60	11/08/2024	41.86
10-60-50	378	Napa Auto Parts	499726	Roads vehicle repair	10/29/2024	131.38
10-60-56	338	Utah Local Governments Trust	1616611	Roads	11/01/2024	35.58
10-60-60	380	Rocky Mountain Power	202411	Item 15	10/31/2024	25.30
10-60-60	380	Rocky Mountain Power	202411	Item 16	10/31/2024	2.78
10-60-60	380	Rocky Mountain Power	202411	Item 17	10/31/2024	164.39
10-60-60	380	Rocky Mountain Power	202411	Item 18	10/31/2024	11.42
10-60-60	380	Rocky Mountain Power	202411	Item 2	10/31/2024	13.37
10-60-60	380	Rocky Mountain Power	202411	Item 5	10/31/2024	1,288.34
10-60-60	380	Rocky Mountain Power	202411	Item 9	10/31/2024	13.29
Total 1060:						2,330.56
<b>1160</b>						
11-60-55	146	IPACO	PS527268	Snow Plow Parts	11/01/2024	155.44
Total 1160:						155.44
<b>Parks &amp; Recreation</b>						
<b>1070</b>						
10-70-16	624	American General Life Company	YM00814016_	Annual Premium for Clayten J. Ne	11/02/2024	136.60
10-70-56	338	Utah Local Governments Trust	1616611	Parks & Rec	11/01/2024	11.65
10-70-65	259	Roto Rooter	5091424	Porta potties - 10-70-45	09/10/2024	108.00
10-70-65	259	Roto Rooter	5101424	Porta potties - 10-70-45	10/10/2024	108.00
10-70-77	380	Rocky Mountain Power	202411	Item 16	10/31/2024	2.79
10-70-77	380	Rocky Mountain Power	202411	Item 10	10/31/2024	20.79
10-70-77	380	Rocky Mountain Power	202411	Item 11	10/31/2024	11.17
10-70-77	380	Rocky Mountain Power	202411	Item 13	10/31/2024	10.76
10-70-77	380	Rocky Mountain Power	202411	Item 9	10/31/2024	13.29
10-70-80	133	Thomas Petroleum. LLC	M038053-IN	Parks Gas, Oil, Vehicle Repair	11/19/2024	48.58
10-70-80	366	Zions Bank	202411	Amazon	10/28/2024	112.34
10-70-80	366	Zions Bank	202411	Amazon	10/28/2024	577.77

GL Account Number	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
<b>Total 1070:</b>						<b>1,161.74</b>
<b>School Building Expenses</b>						
<b>1075</b>						
10-75-77	380	Rocky Mountain Power	202411	Item 16	10/31/2024	2.79
10-75-77	380	Rocky Mountain Power	202411	Item 16	10/31/2024	2.79
10-75-80	366	Zions Bank	202411	Amazon	10/28/2024	171.15
10-75-80	1139	Steamed Up LLC	24672	Boiler Old School	11/13/2024	2,399.63
<b>Total 1075:</b>						<b>2,576.36</b>
<b>Sanitation</b>						
<b>5490</b>						
54-90-10	633	Freedom Mailing Services	49075	Utility Bill Processing	11/01/2024	70.04
54-90-10	1115	Waste Management Corp Svc	0061346-2514-	Garbage Service	11/03/2024	18,127.79
54-90-10	1115	Waste Management Corp Svc	020616-4647-3	Shop Garbage	10/29/2024	236.64
<b>Total 5490:</b>						<b>18,434.47</b>
<b>Grand Totals:</b>						<b>71,285.17</b>

Mayor: \_\_\_\_\_

Second Signayure : \_\_\_\_\_

Dated: \_\_\_\_\_

Report Criteria:

Invoices with totals above \$0 included.

Only paid invoices included.

[Report].Date Paid = 11/19/2024

**FULL ROOF REPLACEMENT ESTIMATE**

Homer Roofing  
 865 W 1455 N  
 Logan, UT 84321  
 (435) 787-0910

**Sales Representative**  
 Jayden Brown  
 (435) 512-0857  
 jaydenbrown0505@gmail.com



**River Heights City Office**

**390 E 350 S  
 River Heights, UT 84341**

<b>Estimate #</b>	8312
<b>Date</b>	11/19/2024

**PLEASE READ THE FOLLOWING:**

**PAYMENT:** For full roof replacements we ask for a 10% down payment with acceptance of estimate. If your invoice is over \$1000 there is a 3% processing fee for paying with a credit card. This can be avoided paying by check, bank transfer, or with cash. Full payment is due as soon as the job is completed. This will be reflected in the invoice due date. The invoice is subject to late fees and interest if payment is not made by the due date. We ask you to communicate with us if you don't think you'll be able to make full payment at the time of completion.

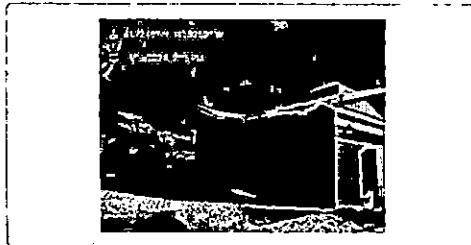
**WARRANTY:** For full roof replacements we offer a 5-year workmanship warranty on the work we do. If there are issues with your roof after installation, we will help address them! However, there may be issues that arise from circumstances outside of the work we did. Additional charges will apply to repairs done for circumstances outside our personal workmanship.

**INSURANCE:** Should you choose to start a claim with your insurance for payment, we will work with you as long as we are informed you are involving your insurance. The first insurance check you receive will be due prior to the job being started on. The final check will be due 30 days after completion. **You will be responsible for any amount still due by the due date** and can receive compensation from your insurance after the bill is paid. We ask that you communicate with us if you don't think you'll be able to make full payment by the due date.

Estimates are good for 90 days.

We seek to provide the best customer experience possible. Please let us know if you have questions throughout the process at any time! We look forward to working with you!

Item	Description	Amount
Snow fence	SB1 Snow fence installed above doors	\$432.00
Rain Gutter	Install 5" K style seamless rain gutter and downspout	\$552.00
Heat Cable	Install heat cable in gutter and downspout	\$273.00



<b>Sub Total</b>	<b>\$1,257.00</b>
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<b>Total</b>	<b>\$1,257.00</b>
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**SIGN BELOW TO ACCEPT**

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## 800 South Sewer Easement Agreement

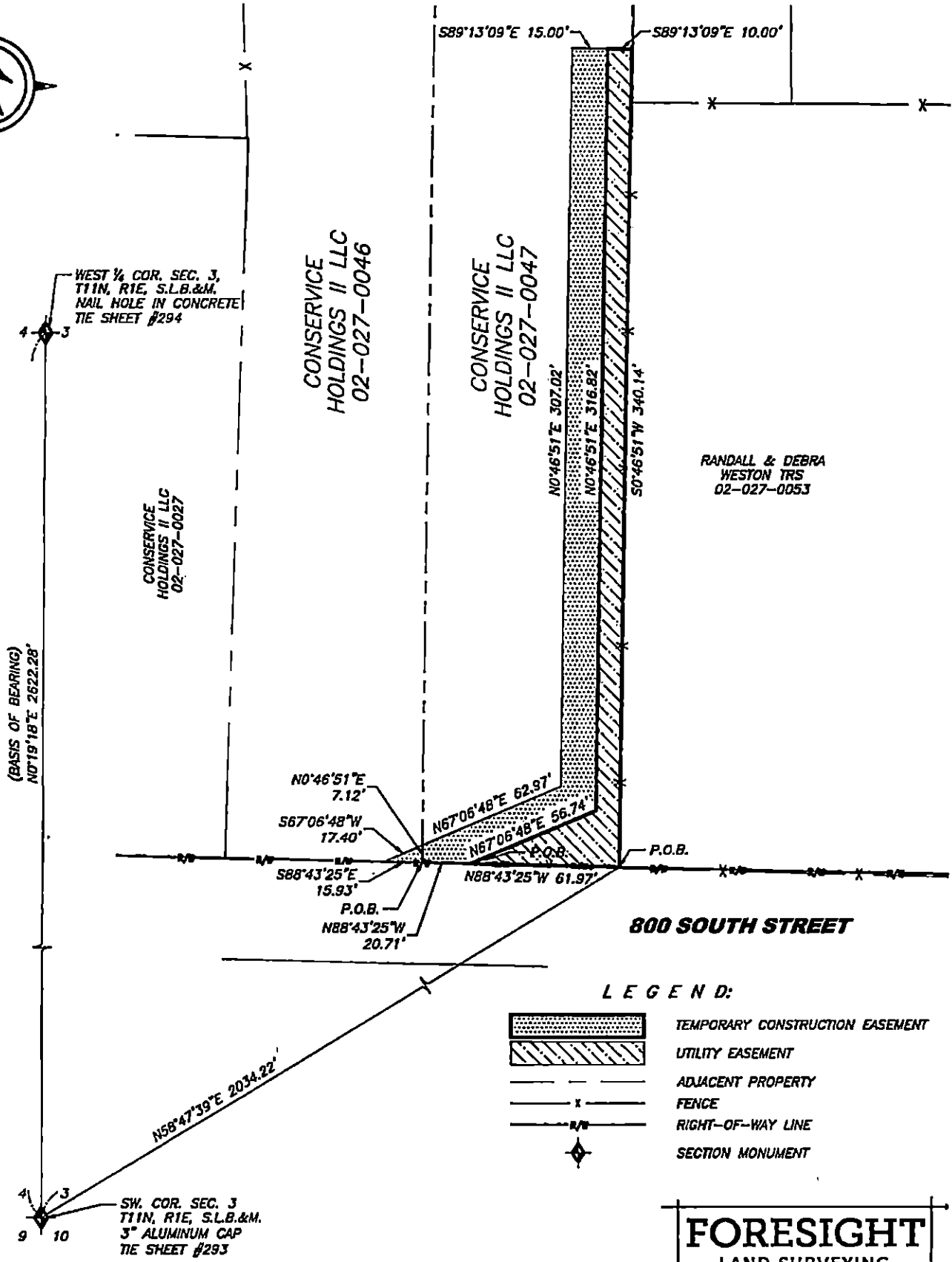
On November 14, 2024 City Councilmembers Janet Mathews, Lana Hanover, Blake Wright, Chris Milbank, and Lance Pitcher were individually polled and all voted in favor of the following:

*“Grant Conservice a single 6” sewer service connection and a single water connection (up to 2” maximum diameter), in exchange for a sewer line easement between 750 and 800 South, and to waive River Heights connection and impact fees for both water and sewer.”*



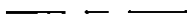
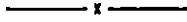


## Sewer Project Award

On the same date, each council member also agreed to:

*“Award and proceed with the sewer main installation through Allied Construction.”*



**LEGEND:**

-  TEMPORARY CONSTRUCTION EASEMENT
-  UTILITY EASEMENT
-  ADJACENT PROPERTY
-  FENCE
-  RIGHT-OF-WAY LINE
-  SECTION MONUMENT

**FORESIGHT**  
LAND SURVEYING

2005 North 600 West, Logan, Utah  
435-753-1910

Job Number:	23-152
Drawn By:	JH
Date:	10/2/24
Scale:	1"=60'

AN EXHIBIT DRAWING FOR:  
**CONSERVIVE HOLDINGS II LLC**

A PART OF THE SOUTHWEST QUARTER OF SECTION 7

## EASEMENT DESCRIPTIONS

### PARCEL 02-027-0047 UTILITY EASEMENT

A PART OF THE SOUTHWEST QUARTER OF SECTION 3, TOWNSHIP 11 NORTH, RANGE 1 EAST OF THE SALT LAKE BASE AND MERIDIAN MORE PARTICULARLY DESCRIBED AS FOLLOWS:  
BEGINNING AT THE SOUTHEAST CORNER OF THE GRANTORS PROPERTY ON THE NORTH RIGHT-OF-WAY LINE OF 800 SOUTH STREET LOCATED NORTH 58°47'39" EAST, A DISTANCE OF 2034.22 FEET FROM THE ALUMINUM CAP MONUMENTING THE SOUTHWEST CORNER OF SAID SECTION 3 FROM WHICH THE WEST QUARTER CORNER OF SAID SECTION 3 BEARS NORTH 00°19'18" EAST, A DISTANCE OF 2622.28 FEET; THENCE NORTH 88°43'25" WEST, ALONG SAID RIGHT-OF-WAY LINE A DISTANCE OF 61.97 FEET; THENCE NORTH 67°06'48" EAST, A DISTANCE OF 56.74 FEET; THENCE NORTH 00°46'51" EAST, A DISTANCE OF 316.82 FEET; THENCE SOUTH 89°13'09" EAST, A DISTANCE OF 10.00 FEET MORE OR LESS TO A POINT ON THE GRANTORS EAST PROPERTY LINE; THENCE SOUTH 00°46'51" WEST, ALONG SAID EAST PROPERTY LINE A DISTANCE OF 340.14 FEET TO THE POINT OF BEGINNING.  
CONTAINING 0.09 ACRES.

### PARCEL 02-027-0047 TEMPORARY CONSTRUCTION EASEMENT

A PART OF THE SOUTHWEST QUARTER OF SECTION 3, TOWNSHIP 11 NORTH, RANGE 1 EAST OF THE SALT LAKE BASE AND MERIDIAN MORE PARTICULARLY DESCRIBED AS FOLLOWS:  
BEGINNING AT A POINT ON THE GRANTORS SOUTH PROPERTY LINE ON THE NORTH RIGHT-OF-WAY LINE OF 800 SOUTH STREET LOCATED NORTH 58°47'39" EAST, A DISTANCE OF 2034.22 FEET AND NORTH 88°43'17" WEST, A DISTANCE OF 61.96 FEET FROM THE ALUMINUM CAP MONUMENTING THE SOUTHWEST CORNER OF SAID SECTION 3 FROM WHICH THE WEST QUARTER CORNER OF SAID SECTION 3 BEARS NORTH 00°19'18" EAST, A DISTANCE OF 2622.28 FEET; THENCE NORTH 88°43'25" WEST, ALONG SAID RIGHT-OF-WAY LINE A DISTANCE OF 20.71 FEET MORE OR LESS TO THE SOUTHWEST CORNER OF THE GRANTORS PROPERTY; THENCE NORTH 00°46'51" EAST, ALONG THE GRANTORS WEST PROPERTY LINE A DISTANCE OF 7.12 FEET; THENCE NORTH 67°06'48" EAST, A DISTANCE OF 62.97 FEET; THENCE NORTH 00°46'51" EAST, A DISTANCE OF 307.02 FEET; THENCE SOUTH 89°13'09" EAST, A DISTANCE OF 15.00 FEET; THENCE SOUTH 00°46'51" WEST, A DISTANCE OF 316.82 FEET; THENCE SOUTH 67°06'48" WEST, A DISTANCE OF 56.74 FEET TO THE POINT OF BEGINNING.  
CONTAINING 0.13 ACRES.

### PARCEL 02-027-0046 TEMPORARY CONSTRUCTION EASEMENT

A PART OF THE SOUTHWEST QUARTER OF SECTION 3, TOWNSHIP 11 NORTH, RANGE 1 EAST OF THE SALT LAKE BASE AND MERIDIAN MORE PARTICULARLY DESCRIBED AS FOLLOWS:  
BEGINNING AT THE GRANTORS SOUTHEAST PROPERTY CORNER ON THE NORTH RIGHT-OF-WAY LINE OF 800 SOUTH STREET LOCATED NORTH 58°47'39" EAST, A DISTANCE OF 2034.22 FEET AND NORTH 88°43'25" WEST, A DISTANCE OF 82.68 FEET FROM THE ALUMINUM CAP MONUMENTING THE SOUTHWEST CORNER OF SAID SECTION 3 FROM WHICH THE WEST QUARTER CORNER OF SAID SECTION 3 BEARS NORTH 00°19'18" EAST, A DISTANCE OF 2622.28 FEET; THENCE NORTH 88°43'25" WEST, ALONG SAID RIGHT-OF-WAY LINE A DISTANCE OF 15.93 FEET; THENCE NORTH 67°06'48" EAST, A DISTANCE OF 17.40 FEET MORE OR LESS TO A POINT ON THE GRANTORS EAST PROPERTY LINE; THENCE SOUTH 00°46'51" WEST, ALONG SAID EAST PROPERTY LINE A DISTANCE OF 7.12 FEET TO THE POINT OF BEGINNING.  
CONTAINING 56.73 SQ. FT.



2005 North 600 West, Logan, Utah  
435-753-1910

SHEET 1 OF 2

Job Number:	23-152
Drawn By:	JH
Date:	10/2/24
Scale:	1"=60'

AN EXHIBIT DRAWING FOR:  
**CONSERVICE HOLDINGS II LLC**

A PART OF THE SOUTHWEST QUARTER OF SECTION 3



# NOTICE OF AWARD

## 750 S TO 800 S SEWER CONNECTION PROJECT

Owner: City of River Heights  
 Bidder: Allied Underground Technology  
 Bidders Address: PO Box 297, Wellsville, UT 84339

You are notified that your Bid dated September 18, 2024 for the above Contract has been considered. You are the Successful Bidder and are awarded a Contract for 750 S to 800 S Sewer Connection Project.

The Contract Price of your Contract is One hundred six thousand four hundred eighty-five dollars and sixteen cents. (\$65,940.80 Base Bid and \$40,544.36 Alternate Bid) .

Dollars (\$ 106,485.16).

You must comply with the following conditions precedent within 10 days of the date you receive this Notice of Award.

1. Deliver to the Owner 3 fully executed counterparts of the Contract Documents.
2. Deliver with the executed Contract Documents the Contract security Bonds as specified in the Instructions to Bidders (Article 20), General Conditions (Paragraph 5.01), and Supplementary Conditions (Paragraph SC-5.01).

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Contract Documents.

City of River Heights  
 Owner

By: \_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

**CITY OF RIVER HEIGHTS  
750-800 SOUTH SEWER CONNECTION  
BID TABULATION**

<b>MAIN SEWER LINE BID</b>											
		<b>Engr's Estimate</b>				<b>Allied Underground</b>		<b>3XL Construction</b>		<b>Ormond Construction</b>	
<b>ITEM NO.</b>	<b>ITEM</b>	<b>QUANTITY</b>	<b>UNIT</b>	<b>UNIT PRICE</b>	<b>AMOUNT</b>	<b>UNIT PRICE</b>	<b>AMOUNT</b>	<b>UNIT PRICE</b>	<b>AMOUNT</b>	<b>UNIT PRICE</b>	<b>AMOUNT</b>
1	Mobilization and Demobilization	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 5,875.00	\$ 5,875.00	\$ 14,440.00	\$ 14,440.00	\$ 7,500.00	\$ 7,500.00
2	8" PVC Pipe	410	LF	\$ 56.00	\$ 22,960.00	\$ 93.78	\$ 38,449.80	\$ 68.71	\$ 28,171.10	\$ 85.94	\$ 35,235.40
3	48" Sanitary Sewer Manhole	2	EA	\$ 5,000.00	\$ 10,000.00	\$ 6,642.00	\$ 13,284.00	\$ 5,861.50	\$ 11,723.00	\$ 6,246.48	\$ 12,492.96
4	Core into Existing Sewer Manhole and Connect with Pipe Drop	1	EA	\$ 2,500.00	\$ 2,500.00	\$ 8,332.00	\$ 8,332.00	\$ 5,730.00	\$ 5,730.00	\$ 2,806.37	\$ 2,806.37
<b>Bid Subtotal</b>					<b>\$ 40,460.00</b>		<b>\$ 65,940.80</b>		<b>\$ 60,064.10</b>		<b>\$ 58,034.73</b>
<b>SERVICES INSTALL BID</b>											
<b>ITEM NO.</b>	<b>ITEM</b>	<b>QUANTITY</b>	<b>UNIT</b>	<b>UNIT PRICE</b>	<b>AMOUNT</b>	<b>UNIT PRICE</b>	<b>AMOUNT</b>	<b>UNIT PRICE</b>	<b>AMOUNT</b>	<b>UNIT PRICE</b>	<b>AMOUNT</b>
1	Mobilization and Demobilization	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 2,300.00	\$ 2,300.00	\$ 7,830.00	\$ 7,830.00	\$ 4,000.00	\$ 4,000.00
2	4" SDR 35	884	LF	\$ 45.00	\$ 39,780.00	\$ 37.29	\$ 32,964.36	\$ 52.61	\$ 46,507.24	\$ 71.82	\$ 63,488.88
3	Sanitary Sewer Cleanout	16	EA	\$ 600.00	\$ 9,600.00	\$ 330.00	\$ 5,280.00	\$ 543.74	\$ 8,699.84	\$ 642.12	\$ 10,273.92
<b>Bid Subtotal</b>					<b>\$ 54,380.00</b>		<b>\$ 40,544.36</b>		<b>\$ 63,037.08</b>		<b>\$ 77,762.80</b>
<b>Bid Total</b>					<b>\$ 94,840.00</b>		<b>\$ 106,485.16</b>		<b>\$ 123,101.18</b>		<b>\$ 135,797.53</b>

RESOLUTION NO. 5-2024

**A RESOLUTION APPROVING SOLID WASTE, RECYCLING, AND GREENWASTE COLLECTION AND DISPOSAL FEES**

WHEREAS River Heights City has contracted Waste Management, through the Cache Waste Consortium, for solid waste services, and

WHEREAS trash and recycling services are both required, and

WHEREAS greenwaste is optional and picked up weekly, April 1 – October 31, and is billed 12 months of the year, and

WHEREAS Waste Management increased their fees as of October 1, 2024.

THEREFORE, the River Heights City Council adopts the following solid waste schedule which shall be in effect November 1, 2024:

**Container Rates per month:**

96 Gallon Trash	\$19.90 *
64 Gallon Trash	\$18.90 *
Recycling	\$5.30
Greenwaste	\$11.10
Extra Recycling	\$3.20
Extra Trash	\$8.75

*Container Delivery/Removal ~~26.28~~ 27.00*

\* Rates reflect Waste Management's rates plus an additional \$2.00/month/account to cover River Heights City's administrative costs, plus a \$1/month/account communication fee imposed by Logan City.

PASSED BY THE RIVER HEIGHTS MUNICIPAL COUNCIL, STATE OF UTAH, THIS 19<sup>th</sup> DAY OF NOVEMBER 2024.

\_\_\_\_\_  
Jason Thompson, Mayor

ATTEST

\_\_\_\_\_  
Sheila Lind, Recorder

Outlook

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## River Heights Proposed Ordinance Changes

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**From** Craig Rasmussen <crasmussen@forsgren.com>  
**Date** Tue 11/19/2024 5:15 PM  
**To** Jason Thompson <jasonthompson@riverheights.gov>  
**Cc** Noel Cooley <nhcooley@comcast.net>

Mayor Thompson,

I have reviewed the proposed subdivision ordinance changes proposed as a draft ordinance for the City Council meeting this evening.

In my reading, the ordinance appears compliant with my understanding of the state law as related to administrative approval for certain subdivisions via an Administrative Land Use Authority (ALUA). I did not see items that I felt needed revised or amended prior to adoption. There may be a few minor work adjustments, but I think the ordinance is accurate and very defensible, and can fairly and equitably be implemented.

Sorry to see your resignation notice on the agenda, but I understand the need to focus on future opportunities. Will miss working with you.

Respectfully,  
Craig R.

**Craig Rasmussen**  
**Division Manager**  
95 West 100 South, Ste. 115  
Logan, UT 84321  
435.227.0333 / 435.232.7265 Cell

## Ordinance 6-2024

### AN ORDINANCE TO ADOPT CHANGES TO THE CITY CODE OF RIVER HEIGHTS, UTAH

WHEREAS, River Heights City needed to revise their **subdivision review** process due to changes in State code, and

WHEREAS, the River Heights Planning Commission held a duly noticed public hearing on Tuesday, October 22, 2024.

THEREFORE, the River Heights City Council adopted the following changes to the River Heights City Code:

#### **10-3 ADMINISTRATION AND ENFORCEMENT, Table of Contents**

*Insert*

10-3-4: Development Review Committee (DRC)

10-3-5: Administrative Land Use Authority (ALUA)

*Bump remaining section numbers down to become 10-3-6 through 10-3-15.*

#### **10-3-3: PLANNING COMMISSION**

B. Powers and Duties: The powers and duties of the planning commission shall be as stated in Utah Code Annotated as amended, and act as the approval authority for preliminary plats.

*Insert two new sections*

#### **10-3-4: DEVELOPMENT REVIEW COMMITTEE (DRC)**

A. The Development Review Committee is the administrative land use authority whose purpose is to receive, review, and consider the final plat, and if all requirements and standards are met, issue final plat approval.

B. The DRC is comprised of the following members: city attorney, public works director, city engineer, and a citizen planner with demonstrated experience, education, certification and knowledge in city and land use planning. These individuals are to provide their respective expertise in the technical and policy requirements and standards regarding development applications subject to the development review provisions of this Title and other city ordinances.

#### **10-3-5: ADMINISTRATIVE LAND USE AUTHORITY (ALUA)**

A. An administrative land use decision-making body. The River Heights Planning Commission shall act as the approval authority for preliminary plat. The Development Review Committee (DRC) shall act as the approval authority for the final plat and for minor subdivisions.



B. Powers and Duties: The powers and duties of the ALUA shall be as stated in Utah Code Annotated as amended.

### **10-10-3: PROCEDURE**

A. ~~The application, review and approval procedures for a R-PUD development are described in Title 11, Chapter 4 (Review and Plat Requirements) of this code. Additional requirements are described in this Chapter. The R-PUD application is a two-stage process, whereby the zoning of the subject property must first be changed to R-PUD as part of a legislative approval. Once the zoning change has been approved, the applicant may then apply for a subdivision plat as described in Title 11, Chapter 4 (Review and Plat Requirements) of this code.~~

### **10-10-4 REQUIREMENTS**

RPUD Applications shall generally follow the Preliminary Plat submittal requirements contained in Title 11-4, with additional requirements as follows:

*Replace "developer" with "applicant" in: 10-10-3:B, 10-10-4:A, C, D, F(thrice), L.1, M.1.b, M.1.b.(4), N, 10-10-5:2.b.(1), (2)(thrice), (5)(thrice), 10-10-7, A, B, D.1 & 2, E(twice), F, 10-10-8:D:4(twice)*

### **10-21-1 SCOPE**

- A. ~~Subject to the provisions of this chapter, when properly executed and acknowledged as required by state law, an agreement between owners of adjoining property that designates the boundary line between the adjoining properties acts, upon recording in the office of the recorder of the county in which each property is located, as a quitclaim deed to convey all of each party's right, title, interest, and estate in property outside the agreed boundary line that had been the subject of the boundary line agreement or dispute that led to the boundary line agreement. (Utah State Code 10-9a-524-1).~~
- B. ~~Adjoining property owners executing a boundary line agreement shall follow the procedure as annotated in Utah code 10-9a-524-2a~~
- C. ~~Applications for boundary line adjustments for a subdivision amendment or a lot that contains a dwelling may be authorized by the planning commission zoning administrator pursuant to this chapter.~~

Applications for boundary line adjustments and subdivision amendments may be authorized by the planning commission pursuant to this chapter.

### **10-21-3 AUTHORITY**

~~Pursuant to Utah Code 10-9a-524-5a, if a parcel that is the subject of a boundary line agreement is within a subdivision or contains a dwelling unit, the application shall be submitted to the zoning administrator for approval. The zoning administrator shall review the application to determine compliance with provisions of the code and shall approve the application unless the:~~

- A. ~~Boundary line adjustment causes the lot size to not meet the minimum zoning requirements and/or~~

~~B. Parcel or lot no longer complies with the requirements proscribed under River Heights City Ordinance 10-12.~~

Pursuant to Utah Code Annotated, as amended, this title designates and grants the zoning administrator authority, with or without a petition, to consider any proposed vacation, alteration to a subdivision plat, any portion of a subdivision plat, or any street, lot or alley contained in a subdivision plat, or boundary line adjustment, at a public hearing.

#### **10-21-4 REVIEW**

~~The petition to change the boundaries shall include signatures from the representatives of each lot or parcel affected by the boundary line adjustment, and any necessary signatures from holders of liens, mortgages or easements affected by the boundary line adjustment. The petition shall also include a legal description of the agreed upon boundary line of each parcel or lot after the boundary line is changed. Pursuant to Utah Code 10-9a-524(5)(c), if the city fails to send a written notice within 14 days, the property owner may record the boundary line agreement as if no review was required. After reviewing said application, the zoning administrator shall circulate a map of the proposed adjustment to all affected city departments, planning commission, and to the affected parties. If the zoning administrator determines that the application does not include signatures from at least one record owner representing each parcel or lot, said administrator shall follow the procedures proscribed in Utah Code Annotated, as amended and this title as amended.~~

#### **10-21-5 PUBLIC HEARING REQUIRED**

~~No public hearing is required unless the zoning administrator deems one necessary. The planning commission shall hold a duly noticed public hearing in accordance with section 10-3-9 of this title.~~

#### ~~10-21-6: RECORDING REQUIRED~~

~~Once the zoning administrator has approved the application, the parties shall submit, at their expense, the agreement and legal description of the boundary adjustment to county to be recorded.~~

#### 10-21-6 RECORDING NOT REQUIRED

Approved lot line adjustment applications are not required to be recorded.

### **Title 11 SUBDIVISION REGULATIONS, Title Page**

Minor Subdivisions 4A 5

*Previous Chapters 5 and 6 are renamed as Chapters 6 and 7*

#### **11-2: DEFINITIONS**

ADMINISTRATIVE LAND USE AUTHORITY: Consists of varied members including the mayor, zoning administrator, planning commission chairperson, public works director, and city engineer. The local authority designated to review and approve applications to subdivide land. The River Heights Planning Commission shall serve this role for preliminary plat applications; and the

Development Review Committee (DRC) shall serve the role for final plat and minor subdivision applications.

**APPEAL AUTHORITY:** An appeal authority has been created by the legislative body of River Heights City, Utah, pursuant to state statute. See River Heights City, Utah, land use (zoning) ordinance of this code (title 10 of this code) Subdivision Administration and Enforcement requirements (Title 11, Chapter 3) and the Land Use (Zoning) Ordinance (Title 10) of this code.

**APPLICANT:** A person who makes a formal application for a subdivision.

**DEVELOPER:** ~~Any legal entity or individual who subdivides a parcel of land. The entity may also be referred to as a subdivider.~~

**DEVELOPMENT REVIEW COMMITTEE (DRC):** The administrative land use authority responsible for receiving, reviewing and considering final plat and minor subdivision applications. If all requirements and standards are met, the DRC shall issue final plat approval. The committee is comprised of the city attorney, public works director, city engineer, and a citizen planner with demonstrated experience, education, certification and knowledge in city planning and land use planning. These individuals are to provide their respective expertise in the technical and policy requirements and standards regarding development applications subject to the development review provisions of this Title and other city ordinances.

**MINOR SUBDIVISION:** ~~A minor subdivision application that involves dividing~~ divides a parcel of land into three (3) or less ~~fewer~~ lots in which the subdivided lots are on a that either front on a dedicated city street (parallel to the street), or in which the subdivided lots lay are located immediately to the rear of a lot and behind the parcel of land being subdivided (perpendicular to the street) and involve either accessed by a dedicated public street or nondedicated street (private lane).

**MONUMENT:** ~~A mark affixed to a permanent or semipermanent object along a line of survey to furnish a datum level. See definition of Bench Mark.~~

**OWNER:** ~~The person, partnership, corporation, or other entity in which is vested the fee simple title of the property, which may or may not be intended to be subdivided, unless otherwise clearly indicated.~~

**PLANNING COMMISSION:** The River Heights City planning commission, unless another planning commission is specifically named or referenced. The planning commission shall act as the approval authority for preliminary plat.

**PRELIMINARY APPROVAL:** An approval with or without recommended alterations, given to a preliminary plat by the ~~planning commission~~ Administrative Land Use Authority (ALUA) and provides the necessary authority to proceed with the preparation of the final plat.

**VARIANCE BOARD:** ~~See definition of Appeal Authority.~~

**11-3-9: Appeals** (Add to 11-3 Table of Contents)

#### **11-3-4: FEES**

~~Any and All~~ persons requesting approval on preliminary plats, final plats and construction drawings and specifications for the construction of improvements shall have first paid all fees required as set forth by the most recent prevailing fee schedule adopted by the city. The fee schedule shall include, but shall not be limited to, office checking, ALUA review services, legal and field engineering fees . . .

#### **11-3-7: Violations**

*Replace "planning commission" with "city."*

*Insert new section*

#### **11-3-9: APPEALS**

- A. Appeal Process: Two distinct appeals may be requested by the applicant once the four subdivision review cycles have been exhausted and the 20-day Final review period has passed.
1. For disputes regarding public improvements or engineering standards, the city will assemble a three-person panel that will meet within 10 business days of receiving a request from the applicant. This panel of experts shall include:
    - a. One licensed engineer designated by the municipality.
    - b. One licensed engineer designated by the land use applicant.
    - c. One licensed engineer, agreed upon, and designated by the two designated engineers.
  2. Members appointed to the panel may not have an interest in the application. The applicant must pay 50% of the total cost of the panel and the municipality's published appeal fee, and the municipality pays the other 50%.
  3. The panel's decision is final, unless the municipality or applicant petition for district court review within 30 business days once the final written appeal decision has been issued.
  4. For all other disputes, the municipality shall refer to the designated appeal authority upon request by the applicant (see Title 10-3-2 Appeal Authority).

#### **11-4 REVIEW AND PLAT REQUIREMENTS**

*Replace Chapter 4 with attached 11-4*

#### **11-4a REVIEW AND PLAT REQUIREMENTS – MINOR SUBDIVISIONS**

*Rename Chapter 4a to 5*

*Replace Chapter 4a with attached 11-5*

**Title 11, Chapter 5 6**

Replace "planning commission" with "ALUA" in: 11-6-1:A and 11-6-1:GD.4

**11-56-1: CONSTRUCTION OF PUBLIC IMPROVEMENTS**

Renumbered as C. (not B1.)

- C. Amount: The amount of the security of performance shall be equal to at least one and one-half (1½) times the reasonable value of the improvement required herein, as determined by the subdivider's engineer and approved by the city engineer. may not exceed the sum of 100% of the estimated cost of the public landscaping improvements or infrastructure improvements, as evidenced by an engineer's estimate or licensed contractor's bid; and 110% of the amount of the bond to cover administrative costs incurred by the municipality to complete the improvements, if necessary.

B.2-5 becomes B.1-4

C. becomes D.

**11-6 7: DESIGN STANDARDS**

Replace "planning commission" with "ALUA" in: 11-7-1, 11-7-1:A, B & C(twice), 11-7-3:V, and 11-7-6:D.3.e.

Replace "subdivider" with "applicant" in 11-7-1:C(twice), 11-7-2(twice), 11-7-3:Q, 11-7-3:V (twice), 11-7-4:B, C, D, & E, 11-7-5:E & F, 11-7-6:A & B(both twice), 11-7-7:A, 11-7-7:C & D(twice), and 11-7-7:E.

Adopted by the River Heights City Council this 19<sup>th</sup> day of November 2024, *effective Dec 31, 2024.*

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Jason Thompson, Mayor

Attest:

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Sheila Lind, Recorder

TITLE 11

CHAPTER 4

**REVIEW AND PLAT REQUIREMENTS**

SECTION:

- 11-4-1: Development Review Process
- 11-4-2: Preliminary Plat
- 11-4-3: Final Plat

**11-4-1: DEVELOPMENT REVIEW PROCESS**

A. Intent:

1. By the time an applicant creates a preliminary plat, both the applicant and the city have made a substantial investment in time and money. In addition, once the preliminary plat has been completed, it is difficult and expensive to rework the plans for the project.
2. To better meet the needs of the city and the applicant, the city has adopted the following development review process, which requires subdivision applications and approvals to be administrative decisions, whereby an application must be approved if it meets the approved requirements in this ordinance. This is also intended to remove discretion in the decision-making process.
3. The following subdivision process applies to all residential project types, except for Minor Subdivisions (see City Code 11-5 Review and Plat Requirements - Minor Subdivisions).
4. Review Cycle. There shall be no more than four (4) total review cycles. The first review cycle will be performed by the Planning Commission for the Preliminary Plat; the remaining review cycles will be performed by the Development Review Committee for the Final Plat. A single review cycle shall be considered complete when:
  - a. A complete Application is submitted to the Administrative Land Use Authority;
  - b. The Administrative Land Use Authority Review is complete;
  - c. The Applicant Response to Review is complete; and
  - d. The Administrative Land Use Authority provides a written statement to the Applicant stating completion of the review cycle and next required steps for approval.
5. Review Cycle, Exceptions.  
To protect public health and safety or to enforce state or federal law,

additional review cycles may be required when necessitated by the Applicant adjustments to a plan set that modifies infrastructure requirements.

- a. **Additional Time for Review.** If the Applicant does not submit a revised plan within twenty (20) business days after notification by the Administrative Land Use Authority that a modification or correction is required, the Administrative Land Use Authority shall have an additional twenty (20) business days to respond.

#### **11-4-2: PRELIMINARY PLAT**

- A. **Pre-application Meeting:**
  1. **Intent:** The purpose of a pre-application meeting is to allow the applicant the opportunity to share proposed project plans with the administrative land use authority (ALUA). It also allows the ALUA to share thoughts and ideas with the applicant regarding the proposed plans.
  2. The city recommends that a pre-application meeting is held as a course of procedure. However, a pre-application meeting is optional and cannot be mandated. If requested, a pre-application meeting shall be held within 5 business days of an applicant request.
  3. If an applicant requests that a pre-application meeting is held, the ALUA will comment on the compatibility of the proposed development with the general plan, the zoning ordinance, this title, and other ordinances and/or city regulations and policies.
- B. **Preliminary Subdivision Application Approval:** The Planning Commission shall act as the administrative land use authority that receives, reviews, considers and issues its approval of preliminary plat subdivisions. It is charged with making investigations, reports and recommendations on proposed subdivisions as to their conformance to the General Plan and Zoning Ordinance, and other pertinent ordinances, regulations, documents, standards and requirements. After reviewing the preliminary plat and determining that it meets all the applicable preliminary requirements and standards, the Planning Commission may approve, approve with conditions, or disapprove of the preliminary plat to the Development Review Committee.
- C. The Planning Commission shall review the preliminary plat and may visit the site of the proposed subdivision if deemed appropriate. The applicant must submit the application within 16 business days prior to a scheduled Planning Commission meeting. The Planning Commission must review the subdivision application within 15 business days from the date a complete application has been received.
- D. The Planning Commission will discuss the application and the findings of their review during a regularly scheduled Planning Commission meeting, which may include a single public hearing to receive public comment, although a public hearing is not required and is not recommended.

- E. **Submittal Process:** Twelve (12) 11"x17" hard copies and one (1) digital copy in pdf format of the preliminary plat shall be submitted to the City for review by the ALUA.
1. After completion of the required reviews, the ALUA shall approve, conditionally approve, or reject the preliminary plat.
- F. **Preliminary Plat Requirements:** The preliminary plat shall comply with the following requirements:
1. **Basic Information:** In a title block located along the bottom or right-hand side of the twenty-four inch by thirty six inch (24" x 36") plat sheet, the following shall appear:
    - a. The proposed name of the subdivision.
    - b. The location of the subdivision, including the address, the section, the township, and the range.
    - c. The names and addresses of the owner, and applicant, if other than the owner. Also include an affidavit or certificate of clear title to the effect that the applicant is the owner of, or that he is authorized by the owner in writing to make application for, the land proposed to be subdivided. The affidavit or certificate shall state clearly in which status the applicant makes his application, and if it is in the latter status, a copy of said written authorization from the owner shall be submitted with the preliminary plat.
    - d. A signed statement shall be provided for decision by the ALUA from each of the utility companies involved, stating that they have reviewed the plat, that they approve the plat as it relates to their company, that they agree with placing all of their utilities underground within the rights-of-way or utility easements as shown on the plans and are willing to provide the needed service for the development. The signed statements shall also include descriptions of any restrictions that will be imposed by the utility companies, any fees that will be assessed by the utility companies to install the utilities and any timetables that the utility companies might use to install their respective utilities.
    - e. Signature blocks for the city engineer, fire department and solid waste department approval.
    - f. A block for the ALUA approval by the signature of the chairperson of the ALUA; and
    - g. Date of preparation, scale as previously determined (at least 100 feet to the inch), and north arrow.
  2. **Existing Conditions:** The preliminary plat shall also show all appropriate and pertinent information either shown on the site analysis map or discussed during the development review process. At a minimum, the following shall be shown:



- a. The location of the nearest legal monument.
  - b. The boundary of the proposed subdivision and the acreage included.
  - c. All property under control of the applicant, even though only a portion may be subdivided. Where the plat submitted only covers part of the applicant's tract, a sketch of the prospective street system of the unplatted parts of the applicant's land shall be submitted, and the street system of the part submitted shall be considered in light of existing master street plans or other studies.
  - d. The location, width, and names of all existing streets within two hundred feet (200') of the subdivision and of all prior platted streets or other public ways, railroad and utility rights of way, parks, and other public open spaces, permanent easements and section and corporation lines within and adjacent to the tract.
  - e. The location of wells, proposed, active and abandoned, and of all reservoirs within the tract and to a distance of at least one hundred feet (100') beyond the tract boundaries.
  - f. Existing sewers, water mains, culverts, or other underground facilities within the tract and to one hundred feet (100') beyond the tract boundaries, indicating pipe sizes, grades, manholes and their exact locations.
  - g. Existing ditches, canals, natural drainage channels and open waterways and any proposed realignments within the tract and to one hundred feet (100') beyond the tract boundaries.
  - h. Boundary lines of adjacent tracts of unsubdivided land, showing ownership; and
  - i. Contours at vertical intervals of not more than two feet (2'), excepting in mountainous or otherwise steep areas where a more practical interval would be warranted.
  - j. Current zoning.
  - k. Date of preparation, graphic and numerical scale of drawing, and north arrow.
3. Site Analysis
- a. Intent: The purpose of having a site analysis map completed is to better understand what parts of the land are buildable, what must be left alone, and what features the community may want to preserve.
  - b. Process: The applicant prepares a site analysis map of the property of the proposed project site. The site analysis map shall be prepared in a digital pdf format and shall include all existing resources, including, but not limited to:

- (1) A contour map (request for these maps can be made from the U.S. Geological Survey [USGS]).
- (2) A map showing soil types (requests for these maps can be made through the Soil Conservation Service [SCS]).
- (3) A map showing flood hazard areas, including the 100-year recurrence interval flood; or where such data is not available, the maximum flood of record.
- (4) A map showing potential geographical hazards, e.g., earthquake fault lines.
- (5) Environmental features such as streams, slopes, wetlands, and floodplains.
- (6) Historical sites and buildings.
- (7) Cultural features.
- (8) Unusual vegetation.
- (9) Wildlife habitats and paths.
- (10) Unusual rock formations.
- (11) Any other features that make the property distinctive. (See title 10, chapter 11 of this code for additional information.)

#### 4. Site Visit:

- a. Intent: Seeing the property and its features will aid in understanding the dimensions and elements of the property. Important features may be very different than they appear on paper; not all natural resources are alike or have the same value. Before the ALUA agrees to modifications of the property, they should know the full impact on the surrounding area.
  - b. Process: Once the Preliminary Plat has been submitted, the ALUA may decide to visit the site. If a site visit is held, the applicant will be invited to join. The results of the site visit used to help to determine whether the preliminary application complies with applicable local regulations, and whether it shall be approved and proceed for Final Subdivision review.
5. Proposed Plan: The preliminary plat shall also show all appropriate and pertinent information required to facilitate a thorough review process. At a minimum, the following shall be shown:
- a. The layout of the streets, showing location, widths, and other dimensions of proposed streets (designated by actual or proposed names and numbers), crosswalks, alleys, and easements.

- b. The layout, numbers, and typical dimensions of lots.
  - c. Parcels of land intended to be dedicated or temporarily reserved for public use or set aside for use by property owners in the subdivision.
  - d. Building setback lines as required by code.
  - e. Easements for water, sewers, drainage, utility lines and other purposes, as required code and/or utility company requirements.
  - f. The layout of culinary water (including fire hydrants) and sanitary sewer improvements that will provide service to each lot in the subdivision.
  - g. The location of light poles.
  - h. Typical street cross sections and grades of streets where required by code.
  - i. A tentative plan or method by which the applicant proposes to handle storm water drainage for the subdivision.
  - j. Where necessary, copies of any agreements with adjacent property owners relevant to the proposed subdivision. Said agreements shall be presented to the ALUA at the time of preliminary plat submission.
- G. If the preliminary application complies with applicable local regulations, it shall be approved and proceed to Final Subdivision review. The ALUA shall return one signed copy of the plat to the applicant with any conditions attached. Other signed copies shall be forwarded to each of the interested city departments. The ALUA shall retain one signed copy of the plat for its files.
- H. If the preliminary plat is rejected, the ALUA shall return a signed copy of the plat bearing the reason for the rejection.
- I. The receipt of a signed copy of the approved preliminary plat shall authorize the applicant to proceed with the preparation of the final plat and construction documents. In the event a final plat is not submitted for at least one phase of the proposed subdivision within twelve (12) months following approval of the preliminary plat, such prior approvals shall be void and the applicant shall again be required to submit a sketch plan as per this title. When a subdivision is developed in phases, the final plat for a second phase and any subsequent phases must be submitted for approval within two years of the previous phase approval, or as extended by the City Council. If a second phase and any subsequent phases are not submitted within two years of the previous phase approval, the preliminary plat and sketch plan approval for all phases not submitted shall be void.

**11-4-3: FINAL PLAT**

- A. Purpose: To provide formal review and approval of the proposed subdivision by the Development Review Committee before a subdivision plat is recorded. The

final plat and construction plans submitted shall conform in all respects to those regulations and requirements specified during the preliminary plat procedure.

B. Final Plat Review Process:

1. The Development Review Committee shall review the final plat and construction plans and determine compliance with all standards and criteria set forth in this Ordinance and all other applicable ordinances of the City and the State of Utah.
2. If the Development Review Committee determines that the final plat is in conformity with the requirements of this Title, other applicable ordinances, and any reasonable conditions, that all fees have been paid as required, and that the City is satisfied with the final plat of the subdivision, it may approve the final plat.
3. If the Development Review Committee determines that the final plat is not in conformity with this Title or other applicable ordinances, it may disapprove the final plat specifying the reasons for such disapproval. No final plat shall have any force or effect unless the same has been approved by the Development Review Committee, City Engineer, City Attorney, and signed by the Mayor and City Recorder.

C. The Review Cycle is Capped:

1. **A maximum of three review cycles is permitted during the Final Plat review process.** A review cycle is not considered complete until the applicant has adequately addressed all redlines identified by the municipality. The city may only add new redlines after the first review cycle in response to changes made by the applicant or if a correction is necessary to protect public health or safety, or to enforce state or federal law.
2. The Development Review Committee shall complete a review of the plat within twenty 20 business days per review cycle after it is submitted for review. If the final plat complies, the City Engineer shall sign the plat in the appropriate signature block. If the final plat or the construction plans do not comply, they shall be returned to the developer with comment.

D. Signing and Recording of Final Subdivision Plat:

The Mayor shall endorse approval of the plat after the Bond Agreement has been approved by the Development Review Committee, and all the conditions of the resolution pertaining to the plat have been satisfied. With fully engineered construction drawings approved by the city, an approved final plat shall be recorded in the office of the county recorder.

E. Submittal Process: One PDF digital copy and two (2) full size (24"x36") and eight (8) reduced size (11"x17") hard copies of the final plat shall be submitted to the City for ALUA review.

1. Construction Documents Submittal: The applicant shall submit, with the final plat, construction drawings prepared in accordance with city construction

specifications. Two (2) copies and one Mylar are required to be submitted to the city. The applicant shall also submit an estimate of the cost of construction along with the construction documents.

2. Final Plat Signatures: Upon approval of the construction drawings by the city engineer, he/she shall place their signature on the final plat. Upon receiving approval and signatures from the county board of health (if required), the applicant shall submit the approved plat, after all fees have been paid to the city. If approved by the ALUA, the mayor shall place his or her signature upon the final plat, and at the appropriate time, cause the approved plat to be submitted to the city attorney. After the "security of performance", as defined in section 11-2-1 and described in section 11-5-1 of this title, has been properly posted and the development agreement verified, the city attorney shall place signature upon the final plat and shall have the plat recorded in the county recorder's office solely at the applicant's expense. At the time of recording, the city attorney shall have recorded any and all restrictions placed upon all lots stating that the city will not issue any building permit for the approved subdivision until minimum improvements, as specified in this title, are complete.
- F. Final Plat Requirements: The final plat shall comply with the following requirements:
1. Basic Information: The final plat shall be prepared in accordance with the requirements of this title and be:
    - a. Prepared by a land surveyor, licensed in the state, on Mylar. Other mediums and/or technologies utilized by a land surveyor may be used when approved by the city. The name and contact information of the land surveyor shall be shown on the final plat.
    - b. Drawn to a scale of not less than one inch equaling one hundred feet (1" = 100') and shall indicate the base heading of true north. The top of the plat shall be either north or east, whichever - accommodates the drawing most effectively.
    - c. Prepared on a twenty-four inch by thirty-six inch (24" x 36") reproducible Mylar medium. It shall have a one and one-half inch (1 1/2") border on the left side and a one-half inch (1/2") border on the remaining sides.
    - d. Shown with workmanlike execution in every detail. A poorly drawn or illegible plat is sufficient cause for rejection.
  2. Description and Delineation: The final plat shall show the following:
    - a. The name of the subdivision as approved by the ALUA.
    - b. Accurate angular and lineal dimensions for all lines, angles and curves used to describe boundaries, streets alleys, easements, setbacks, areas to be reserved for public use and important features.
    - c. An identification system for all lots, blocks, and names of streets. Lot lines shall show dimensions in feet and hundredths. Metric measurements will become acceptable upon official U.S. government

approval of the metric system for all such measurements.

- d. The street address for each lot, as assigned by the applicant and approved by the city. The north and west sides of the street shall be numbered odd and the south and east shall be numbered even.
- e. True angles and distances to the nearest established street lines of official monuments which shall be accurately described in the plat and shown by the appropriate symbols.
- f. Radii, internal angles, points of curvatures, tangent bearings, and the length of all arcs.
- g. The accurate location of all monuments to be installed shown by the appropriate symbol. All United States, state, county, or other official benchmarks, monuments, or triangulation stations in or adjacent to the property shall be preserved in precise position.
- h. The dedication to the city of all improvements, which shall include, but shall not be limited to, streets, waterworks, sewer works, etc., included in the proposed subdivision.
- i. Street monuments installed by the applicant's engineer or land surveyor at points designated on the final plat as approved by the city engineer. Standard precast monuments will be furnished by the applicant and placed as approved.
- j. Rebar lot pins shall be shown on the plat and placed at each lot corner in the field prior to final approval.
- k. Accurate outlines and dimensions of any areas to be dedicated or reserved for public use, with the purposes indicated thereon, and of any area to be reserved by deed or covenant for the common use of all property owners
- l. All boundary, lot, and other geometrics (bearings, distances, curved data, etc.) on the final plat posed to an accuracy of not less than one part in five thousand (1/5000).
- m. A statement that all expenses involving the necessary improvements or extensions for a culinary water system, sanitary sewer system, natural gas or other piped in gas, electrical service, telephone service, cable or satellite service, grading and landscaping, storm drainage systems, curbs and gutters, fire hydrants, pavement, sidewalks, signage, street lighting and other improvements shall be paid for by the applicant.
- n. Boundary description of the subdivision.
- o. Standard forms for the following, subject to future form revisions and additions when needed or required:

- (1) A registered land surveyor's certificate of survey as applicable under state law.
  - (2) The owner's signature of dedication.
  - (3) A notary public's acknowledgment.
  - (4) The city engineer's certificate of approval. The City Engineer shall serve as the culinary water and sanitary sewer authority. (6-2006, 5-9-06)
  - (5) The county board of health's certificate of approval if a septic tank system is used for sewage disposal.
  - (6) The city's signature of approval by the mayor.
  - (7) The city attorney's certificate of approval.
  - (8) The county surveyor's certificate of approval.
  - (9) The county recorder's stamp of approval according to requirements prior to final plat approval.
3. Conditions, Covenants and Restrictions (CCRs): CCRs, together with the final plat, shall be approved by the ALUA. The CCRs will thereupon be recorded with the final plat.
  4. Building Lots and Building Permits: Building lots in the approved subdivision may be sold after the final plat has been recorded. The lots, however, shall have recorded restrictions placed upon them stating that the city will not issue any building permit for any lot until minimum improvements, as specified by city ordinance, are complete. A building permit may be issued, however, if a waiver is signed stating that the city has no liability or responsibility to the applicant.
  5. Subdivision Completion Agreement: The applicant shall enter into and sign an agreement, after the security of performance has been properly posted, which shall indicate a timetable for completion of minimum and final improvements.

(6-2024-11-19-24)

TITLE 11

CHAPTER 5

**REVIEW AND PLAT REQUIREMENTS - MINOR SUBDIVISIONS**

SECTION:

- 11-5-1: Applicability
- 11-5-2: Procedure for Approval
- 11-5-3: Submittal Process
- 11-5-4: Required Improvements
- 11-5-5: Conditions, Covenants and Restrictions

**11-5-1: APPLICABILITY**

The provisions of this article apply only to minor subdivisions, where a parcel of land is subdivided into three (3) or fewer lots that either front a dedicated city street or are located to the rear of a lot and are accessed by a dedicated or non-dedicated street (private lane).

**11-5-2: PROCEDURE FOR APPROVAL**

The procedure for obtaining approval of a minor subdivision is a simplified subdivision plat review and approval process.

- A. The Applicant shall submit a Minor Subdivision application to the Development Review Committee (DRC), which must review, approve, or reject the final plat.
- B. The Review Cycle is Capped: A maximum of three review cycles is permitted for determination of Final Approval. The DRC must complete each review cycle within 20 business days following submittal and acceptance of the original application, and 20 days for each subsequent review cycle as applicable.
- C. A review cycle is not considered complete until the applicant has adequately addressed any redlines identified by the municipality. The city may only add new redlines after the first review cycle in response to changes made by the applicant or if a correction is necessary to protect public health or safety, or to enforce state or federal law.
- D. With fully engineered construction drawings approved by the city, an approved final plat is recorded in the office of the county recorder.

**11-5-3: SUBMITTAL PROCESS**

- A. Application to Development Review Committee:
  - 1. The applicant must complete and file an application with the DRC.



2. The following items shall be included or accompany the application:
  - a. Legal description of the proposed lots.
  - b. Site plan drawn to scale showing the layout of the proposed lots in relation to the existing roads, buildings, fences, topographical features of the property, utilities and utility easements, distances and dimensions of the proposed lots and other features, and any proposed improvements.
  - c. A non-refundable application fee in such amount as established by resolution of the city council.
  
- B. Minor Subdivision Review and Approval Process:
  1. Eight (8) copies of the application site plan as described herein drawn to scale shall be submitted to the DRC for consideration.
  2. The Development Review Committee shall review the application and determine compliance with all standards and criteria set forth in this Ordinance and all other applicable ordinances of the City and the State of Utah.
  3. If the Development Review Committee determines that the minor subdivision application is in conformity with the requirements of this Title, other applicable ordinances, and any reasonable conditions, that all fees have been paid as required, and that the City is satisfied with the final plat of the subdivision, it may approve the final plat.
  4. If the Development Review Committee determines that the final plat is not in conformity with this Title or other applicable ordinances, it may disapprove the final plat specifying the reasons for such disapproval. No final plat shall have any force or effect unless the same has been approved by the Development Review Committee, City Engineer, City Attorney, and signed by the Mayor and City Recorder.
  
- C. The receipt of a signed copy of the approved preliminary plat shall authorize the applicant to proceed with the preparation of the final plat and construction documents.
  1. Upon the approval of the DRC, with or without modification, the final plat may then be recorded in the office of the county recorder.
  2. The plat shall be recorded no more than one year after the date of approval unless an extension is granted by the city council.
  3. Any waivers as to the requirements for improvements or any postponement of the obligation to complete such improvements must be specifically approved by the city council as a prerequisite to the approval and recording of the final plat.
  
- D. Improvements:

1. Construction plans for the required improvements shall meet the standards of this title and shall be submitted to the city engineer for approval prior to the recording of the final plat.
  2. No final plat shall be approved by the DRC until the city engineer has signed the final contract in which the developer agrees to construct the required improvements as shown in the plat, construction plans and supporting documents. The improvements in said contract must be completed and approved before any building permit shall be issued for the construction of buildings upon the lots, unless waived or postponed by the city council, with the conditions of waiver or postponement being specified in a written agreement between the developer and the city.
- E. Appeals: The appeals process described in Title 11-3-9 shall apply.

**11-5-4: REQUIRED IMPROVEMENTS**

The following improvements shall be required for minor subdivisions:

- A. Water Supply:
1. Culinary water rights and well drilling permits must be secured to accommodate the culinary needs of the proposed development, or approved arrangements made for the hookup of the minor subdivision to the city water system.
  2. In addition to the culinary water supply, a plan for an adequate amount of water, and distribution thereof (fire hydrants) to fulfill fire protection requirements shall also be approved and developed. Where no domestic water source is proposed by the subdivider the words "no proposed domestic water source" shall appear on the final plat.
- B. Sewage Disposal: The developer must provide for sewage disposal, including the possibility of a dry line sewer by connection with the city sewer system unless the city engineer deems it unreasonable, not feasible, or unnecessary, and the planning commission and city council approve the waiver or postponement of the requirement for a wet or dry line sewer, with the conditions of such waiver or postponement being set forth in written agreement between the developer and the city. In cases where connections to the city sewer lines are not made, the developer must obtain a permit for each lot according to its capacity to support an individual septic tank and drain field system from the county health department.
- C. Storm Water Drainage: The developer must obtain an approval from the city engineer for the storm water drainage system impact to assure that any increase in storm water drainage will not flow from the minor subdivision to adjacent properties or irrigation ditches unless drainage easements have been first obtained from such property owners or relevant irrigation companies.
- D. Street Improvements: Streets which are interior and/or act as ingress/egress to minor subdivisions shall have a minimum width of twenty-two feet (22') paved with

six and one-half foot (6 1/2') graveled shoulders on each side, and a thirty five foot (35') right of way. On inner block developments (perpendicular to a dedicated city street), there must be adequate turnaround capacity on the dedicated streets to accommodate public safety and garbage collection vehicles. The standards for such roads shall be set forth in the other chapters of this title, unless specifically waived by the commission and upon the approval of the city engineer. The commission may waive any requirements as to the construction of roads which are not dedicated and are interior; provided, that all roads shall be shown on the plat and specifically that the words "this road is not dedicated" and "no public maintenance of this road" must appear on these streets as they appear on the final plat. The commission may waive any requirements. for curb, gutter and sidewalk. Construction of streets for minor subdivisions, unless waived, shall be governed by the same standards as apply to regular subdivisions.

- E. Fire Protection: The subdivider must provide and obtain approval of a fire protection system. The system must be based upon the recommendations of the fire marshal and approved by the city engineer, and may consist of either fire hydrants, water storage or such systems as would be approved by the fire marshal and city engineer.

**11-5-5: CONDITIONS, COVENANTS AND RESTRICTIONS (CCRs)**

CCRs shall be approved by the DRC, together with the final plat. The CCRs shall thereupon be recorded with the final plat.

(6-2024, 11-19-24)

**Ordinance 7-2024**

**AN ORDINANCE TO ADOPT CHANGES TO THE CITY CODE OF RIVER HEIGHTS, UTAH**

WHEREAS, River Heights City needed to revise their subdivision review process due to changes in State code, and

WHEREAS, the River Heights Planning Commission held a duly noticed public hearing on Tuesday, October 22, 2024.

THEREFORE, the River Heights City Council adopted the following changes to the River Heights City Code:

**9-4-4: SOLAR ENERGY SYSTEM REQUIREMENTS:**

~~K. A solar energy system shall not be constructed until a building/zoning permit has been approved and issued. (Delete because 9-4-4:B&G.6 addresses ground-mounted.)~~

**10-2-1 DEFINITIONS:**

Add

HOME-BASED MICROSCHOOL: An individual or association of individuals that A) register as a business entity in accordance with state and local laws; and B) for compensation, provide kindergarten through grade 12 education services to 16 or fewer students from an individual's residential dwelling, apartment, or residential property. Home-based microschool does not include a daycare.

MICRO-EDUCATION ENTITY: A person or association of persons that A) register as a business entity in accordance with state and local laws; and B) for compensation, provide kindergarten through grade 12 education services to 100 students or fewer. Micro-education entity does not include: a daycare; a home-based microschool; a private school; or a school within the public education system.

**10-12-1: USE REGULATIONS**

Table 1, Land Use Chart

<u>Land Use Description</u>	<u>A</u>	<u>R</u>	<u>C</u>	<u>PR</u>	<u>RPUD</u>	<u>CP</u>
<b>Institutional and Special Service Uses</b>						
40. School, public or private	C	C	C	C	C	
41. Home-based Microschool	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>
42. Micro-Education Entity	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>
44. Cemetery				P		
(Lines 42-49, intentionally left blank)						

C. Classification of New and Unlisted Uses

1. Should the commission determine that the new or unlisted use for all intents and purposes, is listed under another name or category, they shall so inform the zoning administrator ~~and/or building inspector~~ to proceed; accordingly, or

**10-12-3: FENCE AND WALL REGULATIONS WITHIN SETBACKS**

- D. Fire hydrants and water meters shall not have access blocked by fences or walls for a ~~radius~~ radius of four (4) feet. ~~Front~~ Access shall be totally open and unrestricted.

*Add*

**10-13-27: HOME-BASED MICROSCHOOLS AND MICRO-EDUCATION ENTITIES**

Home-based microschoools and micro-education entities as defined in Utah Code Annotated 53G-6-201, are permitted uses in all zones, subject to the requirements of Utah Code Annotated 10-9a-305 and 53G-6-211 and the following regulations.

A home-based microschool or micro-education entity application will be reviewed by the planning commission for compliance with state and city codes. When the planning commission determines state and city regulations have been met, they will recommend the city zoning administrator approve the application.

- A. Business License: A business license must be obtained from the city as described in Title 3 of this code. A fire safety inspection is required with the initial business license approval and annually, prior to the business license renewal.

B. Applicable Zoning and Land Use Regulations:

1. A home-based microschool shall comply with the area, setback, and height regulations for each zoning district as listed in Section 10-12-2 Area Regulations.
2. A micro-education entity, as per Utah Code Annotated 10-9a-305(7), may operate in a facility that meets Group E Occupancy or a Class B Occupancy as defined by the International Building Code, and shall comply with the area, setback, and height regulations for each zoning district as listed in Section 10-12-2 Area Regulations.
3. These lists are not all-inclusive. Additional rules and regulations may apply. See Utah Code Annotated 10-9a-305.

C. Parking:

1. Off-street parking requirements for all zoning districts are described in Chapter 10-14.
2. In addition to the dwelling unit parking requirements listed in Section 10-14-1, a home-based microschool shall provide sufficient parking and needed facilities for employees and customers completely and entirely on the homeowner's land containing the primary dwelling or an adjacent parcel owned by the homeowner.

3. The applicant(s) for a home-based microschool or a micro-education entity shall provide a parking plan.
- D. Traffic Plan: The applicant(s) for a home-based microschool or a micro-education entity shall provide a traffic plan depicting the desired routes for all modes of transportation.
- E. Hours of Operation: The hours of operation shall be between the hours of 7:00 AM and 8:00 PM. The applicant(s) for a home-based microschool or a micro-education entity shall include the normal hours of operation on the application for a business license.
- F. Regulations on the Location of a Home-based Microschool or a Micro-education Entity that are Necessary to Avoid Risks to Health or Safety:
  1. Chapter 10-11 Sensitive Areas defines nondevelopable sensitive areas and potentially developable sensitive areas. This chapter also lists the regulations and requirements for development in sensitive areas.
  2. A designated zone within the city allows for an adult-oriented business or a business which sells alcohol. A micro-education entity is prohibited from a location which would otherwise defeat the purpose for the zone unless the micro-education entity provides a waiver.

*Add*

**10-15-12: LANDSCAPING AROUND FIRE HYDRANTS AND WATER METERS**

Fire hydrants and water meters, whether in a public right-of-way or on private property, shall not have access blocked by landscaping for a radius of four (4) feet. Access shall be totally open and unrestricted.

(Bump current 10-15-12, 10-15-13, and 10-15-14 down to 10-15-13, 10-15-14, and 10-15-15.)

Adopted by the River Heights City Council this 19th day of November 2024.

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Jason Thompson, Mayor

Attest:

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Sheila Lind, Recorder



Date: November 19, 2024

Re: Resignation as Mayor of the City of River Heights

Attention: City Council

In light of my recent election to serve as a representative in the state legislature, I will need to submit my resignation as Mayor of the City of River Heights. I will provide a time certain on or before January 20, 2025.

It has been an honor of a lifetime to serve as the Mayor of our city for nearly three years. My time as Mayor has been a great blessing in my life and has prepared me to be more effective in my service in the Utah House of Representatives. I express my sincere gratitude to each of you for your service and your patience with me as we have worked to lead our city. In the time between your receipt of this letter of resignation and January 20th, 2025, I will work with the council and our next Mayor to ensure the smoothest transition possible.

Sincerely,

*Jason Thompson*

Jason Thompson  
Mayor  
River Heights City