



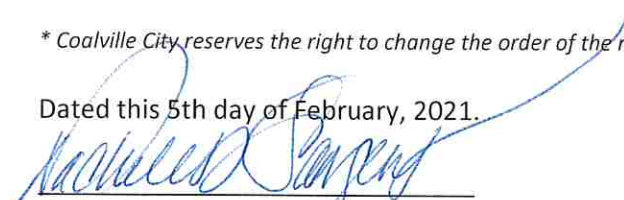
COALVILLE CITY COUNCIL
MEETING NOTICE AND AGENDA

Notice is hereby given that the Coalville City Council will hold its regular meeting on **Monday, February 8, 2021** at the Coalville City Hall, 10 North Main, Coalville, Utah. This meeting will begin at **6:00 P.M.** **Due to the Covid-19 restrictions, only 10 individuals will be allowed to meet in person which will be the Coalville City Mayor, Council, and Staff.** Others may connect to the meeting using the Zoom meeting information listed below. The agenda will be as follows:

1. Roll Call
2. Pledge Of Allegiance
3. City Council Agenda Items:
 - A. Review, Discussion, And Possible Adoption Of All Or Part Of The Coalville City Fee Schedule Updates Resolution No. 2021-3 (Development Review Fees Were Adopted At A Previous Meeting)
 - B. Consultant Updates
 - C. Public Works Updates
 - D. Community Development Updates
 1. Business Licenses
 - E. Legal Updates
 - F. Council Updates
 - G. Mayor Updates
 - H. Executive Session
4. Review And Possible Approval Of Accounts Payable
5. Review And Possible Approval Of Minutes
6. Adjournment

** Coalville City reserves the right to change the order of the meeting agenda as needed.*

Dated this 5th day of February, 2021.


Nachele D. Sargent, City Recorder

**In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify the City Hall (435-336-5981) at least three days prior the meeting.

Posted: February 5, 2021 City Hall, Utah Public Notice Website

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84253627543?pwd=cjR4ZEJlVUgwMTJ6c1lmRUw3Wk8xQT09#success>

Or iPhone one-tap :

US: +16699009128,,84253627543#,,, *818634# or +12532158782,,84253627543#,,, *818634#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799 or +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 842 5362 7543

Passcode: 818634

Mayor
Trever Johnson

Council
Cody Blonquist
Philip B Geary
Rodney Robbins
Tyler Rowser
Don C Winters

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Coalville City Council
Regular Meeting
HELD ON
February 8, 2021
IN THE
Coalville City Council Chambers and Virtual

Mayor Trever Johnson opened the meeting at 6:00 P.M.

MAYOR And COUNCIL PRESENT:

Mayor Trever Johnson
Council: Rodney Robbins, Philip Geary,
Don Winters, Tyler Rowser,
Cody Blonquist

CITY STAFF PRESENT:

Don Sargent, Consultant
Sheldon Smith, City Attorney
Zane DeWeese, Public Works Director/Virtual
Paul Taylor, Engineer
Nachele Sargent, City Recorder

PUBLIC IN ATTENDANCE:

Virtual Attendance: Margarita Richins,
Camellia Robbins, Lynn Wood, Shawn
Matheson

Item 1 – Roll Call:

A quorum was present.

Item 2 – Pledge Of Allegiance:

Mayor Johnson led the Council, Staff, and Public in the Pledge of Allegiance.

Item A – Review, Discussion, And Possible Adoption Of All Or Part Of The Coalville City Fee Schedule Updates Resolution No. 2021-3 (Development Review Fees Were Adopted At A Previous Meeting):

Don Sargent stated this was a continued review of the City fee schedule. He stated the Development Fee Schedule was adopted at the last meeting and would become effective on February 13, 2021. He referred to the Staff report (Exhibit A) and stated he had highlighted the items that needed to be addressed next. Don stated he was in the process of updating the Code for the Administrative Law Judge Hearing Officer that would address enforcement and various items and suggested to incorporate any updates to the enforcement fees as part of that effort. He stated the ALJ was one of the items the Planning Commission would be addressing at their next meeting. Mayor Trever Johnson stated the City needed to follow up with this because there were some variance issues that needed to be addressed right now and it would be helpful to have the ALJ in place to handle those requests. Don stated it was a pretty straight forward item and it could

possibly be ready for a public hearing in March. The Mayor, Council, and Staff continued to review the Staff report including:

- The beer license fee was an administrative fee and it was okay where it was,
- Updating the GRAMA fee requests and process and the turnaround time for fee waiver appeals,
- Having a Notary service fee listed even though right now no one in the City was a Notary,
- There was a State license that a Home Business wouldn't have to pay a fee if there was no impact to the community,
- Adding the process and fees for Food Trucks to the business license fees,
- Being aware of sub-contractors that come to work in the City and requiring they get a business license,
- Adding the business license employee fee table to the fee schedule,
- Removing the fees and options under the Other category because the information was available on the website,
- Updating the Cemetery grave fees to add a fee for non-County and adding an additional fee for services after 2:00 to cover overtime and removing the possibility of burials on Sundays and Holidays,
- The City doesn't allow anyone else to provide the services to open and close a grave,
- Amending Resolution 2021-1 for the Commercial Concept Plan to be consistent with the other Commercial fees of \$50 per 1,000 square feet,
- The water and sewer rates needed to be updated, but they had their own fee schedules and Resolution,
- The City doesn't rent out the building for events because there wasn't an area to store the equipment, so a rental fee was not needed. Business groups have been allowed to use the building for meetings on a case-by-case option.

The Mayor and Council discussed whether to adopt the Resolution tonight or to wait for a finished document. Sheldon Smith suggested waiting and adopting a consolidated fee schedule. The Mayor and Council decided to wait and adopt a consolidated fee schedule. Don Sargent stated he would get it put together for approval.

Item B – Consultant Updates:

Don Sargent stated he wanted to make sure the Mayor and Council received the comprehensive use list and definitions he had emailed. He suggested using that type of format going forward for the Code updates. It would have all the zones and uses listed together. He stated there was a lot of redundancy and a lot of clean up that was needed. He stated the Mayor and Council should focus on the uses they would like to have considered as a permitted allowed use. They should also consider temporary uses and low impact uses that could be allowed instead of having them not allowed or conditional. Don stated they would need to consider the overall use chart in combination with the definitions. He stated they needed to identify the uses that were not allowed. He encouraged them to start their review and send him the information they would like to have considered.

Don Sargent stated the Wohali project was working on the final draft of the Development Agreement and the Final Plat for Phase I of the project. He stated Jim Boyden planned to have them ready in the next couple of months. Don stated right now on site, they had just been working on clean up.

Item D – Community Development Updates:

Paul Taylor stated he had one business license for review for Orozco Welding Services, LLC, Edgar Ramirez-Orozco, 164 S Antelope Drive, for a concrete business which would consist of flatwork for driveways, sidewalks, pads, etc. He stated it would basically be for a home office to take orders and process invoices. All contract equipment would be stored off-site in a rented storage unit. Paul stated when the application first came in the address was for an RV trailer at Escapes Resorts and he told him he had to have a permanent address, so his friend was allowing him to use his location. Mayor Trever Johnson stated he thought more research needed to be done before the license was issued. Sheldon Smith stated they would need authorization from the property owner stating that he was okay with them using his address for the business. Council Member Cody Blonquist stated it also needed to be stipulated they couldn't store any concrete forms at Escapes Resorts or the residential address. Paul Taylor stated he would let Mr. Ramirez-Orozco know of the additional requirements for his license of an authorization from the property owner and written acknowledgement that no concrete forms or materials will be stored at Escape Resorts or the residential address.

Item C – Public Works Updates:

Zane DeWeese stated he didn't have any updates tonight.

Item E – Legal Updates:

Sheldon Smith stated he was working on the agreement with Weber Basin regarding the contract water for Coalville City. He stated this was a standard contract that Weber Basin used for everything and he had incorporated some items to protect the City including having a termination clause, an assignment clause, and removing the security clause. Council Member Phil Geary questioned if Weber Basin could attend the meeting when they were considering the final document so they could ask them questions if they had any for transparency for the public. Sheldon Smith suggested for the Mayor and Council to review the final document first to see if they felt they needed additional explanation as it was a fairly common contract and not that difficult to understand. Mayor Trever Johnson stated they could entertain requesting Weber Basin to attend a meeting after seeing the final contract. Sheldon Smith stated the basis of this contract was the 190-acre feet the City had reserved. The Mayor, Council, and Staff discussed some possibilities of an agreement with the Wohali Partners for their water needs including:

- Would Wohali Partners LLC buy the additional 210-acre feet of water and give it to Coalville City or would the City have to buy it,
- Once the City had the contract finalized for the 190-acre feet, the idea was to work with Wohali Partners on a similar contract that would include them paying all of the fees including the fees for the 300-acre feet,
- The termination clause would come into effect if Wohali went bankrupt,
- If the City would be liable to provide the secondary water for anyone that had already built in the Wohali project or the golf course if Wohali went bankrupt,
- If Wohali didn't pay for the water, they wouldn't be able to have it,
- If the 510-acre feet figure included the secondary water for homes and other properties or just the golf course,
- There would be one secondary line and the 510-acre feet would cover everything,

- The proposed design of the golf course was a zero-scape design and wouldn't require as much water as a regular golf course,
- The water agreement would be part of the Development Agreement,
- Coalville City would not take responsibility for the private golf course,
- If water would need to be set aside for residential properties,
- There would be certain water assigned for residential secondary water purposes just like any other development,
- Whatever was not used by the homes would be subject to termination if the Wohali Partners didn't pay the fees,
- The proposal was for Wohali Partners to pay for the infrastructure and then the infrastructure would be turned over to the City and it was being discussed that if a pump went down or there was a problem then Wohali Partners would pay for it,
- Part of the Development Agreement would require Wohali Partners to be responsible for any costs to operate and maintain the system,
- The water rates would take care of the needs for the residential properties,
- The homeowners would pay the "fee in lieu" of having shares for the secondary water for their property.

Sheldon Smith stated he didn't have any other updates.

Item F – Council Updates:

There were no Council updates.

Item G – Mayor Updates:

Mayor Trevor Johnson stated he didn't have anything else tonight.

Item 4 – Review And Possible Approval Of Accounts Payable:

The Mayor and Council reviewed the Accounts Payable for February 2021.

A motion was made by Council Member Cody Blonquist to approve the Accounts Payable for February 2021. Council Member Phil Geary seconded the motion. All Ayes. Motion Carried.

Item 5 – Review And Possible Approval Of Minutes:

The Mayor and Council reviewed the minutes of the January 25, 2021 meeting.

A motion was made by Council Member Rodney Robbins to approve the minutes of January 25, 2021 as written. Council Member Tyler Rowser seconded the motion. All Ayes. Motion Carried.

Item H – Executive Session:

There wasn't an executive session tonight.

Item 6 – Adjournment:

A motion was made by Council Member Tyler Rowser to adjourn the meeting. Council Member Don Winters seconded the motion. All ayes. Motion Carried.

The meeting adjourned at 7:00 P.M.

Mayor Trever Johnson

Attest:

Nachele D. Sargent, City Recorder



"Exhibit A"
Council 2/8/21

Staff Report

Coalville City
Project Coordinator

To: Coalville City Mayor and Council
From: Don Sargent, City Project Coordinator
Date of Meeting: February 8, 2021
Re: Coalville City Fee Schedule Updates
Action: Review, Discussion and Possible Adoption

Remaining Fee Schedule Updates

REQUEST

The purpose of this agenda item is to continue the review and discussion of possible updates to the city fee schedule for possible adoption by resolution. The city council previously adopted updates to the development review fees in the schedule.

BACKGROUND

Following several work sessions, the city council adopted updates to the development review fee portion of the city fee schedule on January 25, 2021. Staff was directed to address possible updates of the remaining fees in the schedule and present an overview to the city council.

ANALYSIS

Attachment A includes the existing 2015 city fee schedule for reference. The fees highlighted in the schedule are the remaining fees to be reviewed for update consideration.

Attachment B includes possible updates to the Grama Request section of the fee schedule which is consistent with current industry schedules for grama costs, processing, and procedures.

City Staff has also expressed concerns about the overtime costs being incurred with the cemetery that may need to be addressed. Also, staff would like to address an item in the recently adopted development reviews fees regarding concept plan review fees for commercial projects. Details of these concerns will be presented at the city council meeting.

RECOMMENDATION

Staff recommends the City Council review and discuss the remaining fees amounts in the fee schedule, make any required changes, and consider adoption of the remaining fee schedule by resolution. A draft resolution will be presented at the meeting.

ATTACHMENTS

- A. Existing 2015 City Fee Schedule (with sections highlighted)
- B. Possible Updates for Grama Requests

ATTACHMENT A

Existing 2015 City Fee Schedule
(with sections highlighted)

RESOLUTION NO. 2015-1
FEE SCHEDULE FOR COALVILLE CITY
COMMUNITY DEVELOPMENT DEPARTMENT

WHEREAS, Coalville City has adopted a Development (Zoning) Ordinance and Subdivision Ordinance, and,

WHEREAS, these ordinances contemplate and provide that the City shall fix fees for the filing of various applications and permits and for purposes required in the implementation of the ordinances, and

WHEREAS, by Resolution No. 1998-5, the City adopted fee schedules for certain applications and permits filed and issued pursuant to the Development Ordinance adopted by the City, and

WHEREAS, by Resolution No. 2006-7, the City adopted revised fee schedules, and

WHEREAS, by Resolution No. 2010-2, the City adopted revised fee schedules, and

WHEREAS, by Resolution No. 2011-1, the City adopted revised fee schedules, and

WHEREAS, certain changes are to be made in the fee schedule and the City desires to adopt a resolution providing a fee schedule which shall supersede and replace the fee schedule promulgated by Resolution No. 2011-1, updated to show the current fees,

WHEREAS, following the holding of a public hearing as required by law, the City Council approved the following resolution relating to a revised fee schedule for Coalville City at its regular City Council Meeting held March 9, 2015.

NOW, THEREFORE, BE IT RESOLVED that the following fee schedule is hereby adopted:

APPLICATIONS

APPLICATION TYPE

FEE AMOUNT

Annexation

Annexation

\$1,250, plus notification and publication costs

Appeals Fees

Appeals to the Board of Adjustment	\$200, plus notification and publication costs
Re-application Fees	Original Fees

Building Permit

Application Fee	\$200
Demolition Fee	\$200
Violation	Double filing fee when fee is required and \$10/day fine up to the day of initial corrective action or acceptable response made thereto
Plan Check Fees	65% of Building Permit Fee
Electrical, Mechanical & HVAC Permit	\$101 unless Commercial
Use of Outside Consultants for Plan Reviews, Inspections, or both	Actual cost plus application fee

Public Street Vacation

Public Street Vacation	\$625 + notification & publication costs
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Code Enforcement

Administrative Code Enforcement Fees	Double filing fee (when fee is required) and \$25/day fine (up to the day of initial corrective action and/or acceptable response is made to the City).
Daily Violation Fee	\$25

Minimum Fee for Noncompliance \$50

Maximum Fee for Daily Violations \$1,000

Beer and Liquor License

Beer and Liquor License \$200

Grammar Requests

Copies made at City facility
\$.25 per single page
(8 1/2 X 11)
\$.50 per single page
(11 X 17)

Business License

New License \$20 - \$50 base fee +
other applicable fees

Temporary Use and Signs \$25 signs up one week before
& down 48 hours after event

Renewal \$20 - \$50 base fee + other
applicable fees

Agriculture Services, Fishing, Hunting,
Trapping, Mining & Quarry \$25 + fee for employees

Construction Related Activities General contractor, \$50 +
fee for employees; sub-
contractor, \$30 + fee for
employees

Manufacturing Activities \$50 + fee for employees

Transportation, Communications and Utilities \$25 + fee for employees

Wholesale Trade \$50 + fee for employees

Retail Trade Grocery, towing, gas & oil,

	hardware, software, towing, equipment, rental, prescription drugs, \$25 + fee for employees
Eating and Drinking Establishments	\$25 + fee for employees
Rental Units	Motel, Hotel, RV Parks, Rentals, etc. \$20 + \$10 per unit storage units \$20 + \$5 per unit
Pawn Brokers	\$50 + fee for employees
Finance, Insurance & Real Estate Services	\$50 + fee for employees
Other Professional Services	\$50 + fee for employees
Other Services	\$30 + fee for employees
Home Occupations	Minor: \$25 + fee for employees; Major: \$35 + fee for employees
Temporary Retail Sales	\$25 + fee for employees
Special Sales Events & Promotions	N/A
Non-Profit Special Events	N/A
Solicitors, Peddlers, Vendors, Transient Sales	Requires Notification
Motion Picture Productions	\$500

Excavation Fees

Application Fee	\$50
Basic Permit/no asphalt disturbance	\$50
Permit for Penetration of Asphalt	\$1,300 with \$650 refunded after work is accepted
Per pothole utilizing soft dig methods	\$50

	Light Industrial/public: \$50/1000 sq. ft. + notification and publication costs **
Minor Subdivision	\$600 only one process + notification and publication costs **
Preliminary Plan	Subdivision/MPD: \$125/ lot or unit; Comm./Light: \$150/1000 sq. ft.; Multi- Family Unit \$175 per unit + notification and publication costs **
Final Plat	Subdivision/MPD: \$100/ lot or unit; Comm/Light/ Public: \$100/1000 sq. ft.; Multi-Family Unit \$100 per unit + plus notification and publication costs **
Plat Amendment	\$500 + notification and publication costs **
Lot Line Adjustment	\$250 + notification and publication costs **
Revision to Conditions of Final Plat	\$250 **
Extension of Approval	\$150
Recording Fees	Summit County fees at Recorder's Office
Subdivision Inspection Fee	1.5% cost of public improvements or if hiring outside consultant, any additional cost incurred by the City
Modification to an MPD	\$100 per unit **
Agriculture Protection Area Request	\$100 + notification and publication costs **

**COALVILLE CITY GRAMA FEE SCHEDULE AND
PROCESS FOR GRAMA REQUESTS**

Process:

- A person making a request for a Coalville City record shall complete the “Request for Record – Utah Government Records Access and Management Act” prior to reviewing and/or receiving copies of records. In his/her discretion, the record custodian may accept the record request in a different format so long as the request contains the person’s name, mailing address, and daytime telephone number, if available, and a description of the record requested that identifies the record with reasonable specificity.
- The record request shall be submitted at Coalville City Hall.
- Upon receipt of the “Request for Record,” a response to the request shall be provided to the requestor within ten (10) business days unless:
 - the requester has demonstrated that the record request benefits the public rather than the person (in which case response shall be within five (5) business days); or
 - “extraordinary circumstances” pursuant to Utah Code Annotated §63G-2-204(5) exists, which allows the City to delay approval or denial for an additional period of time.

Fees:

- The costs for processing GRAMA requests and/or copies are set forth in the below GRAMA fee schedule.
- Coalville City requires payment of past fees and future estimated fees prior to processing a request if:
 - fees are expected to exceed \$50.00; or
 - the requester had not paid fees from previous requests.
- If the requester simply wants to inspect a record, they may do so at no charge, however, staff time for compiling the request or for costs of any copies requested thereafter, shall apply.
- Fee Waivers: Coalville City may fulfill a record request without charge and is encouraged to do so when it determines that:
 - Releasing the record primarily benefits the public rather than a person;
 - The individual requesting the record is the subject of the record; or
 - The requester’s rights are directly implicated by the information in the record, and the requester is impecunious.
- Fee Waiver Appeals: A person who believes that there has been an unreasonable denial of a fee waiver may appeal the denial in the same manner as a person who appeals the inspection of a public record under UCA §63G-2-205 by filing a notice of appeal within 30 days.

GRAMA Fee Schedule

Copies	Fee	Additional Information
8 1/2" x 11" non-color copies	\$.50 / sheet	
8 1/2" x 11" color copies	\$1.00 / sheet	
11" x 17" non-color copies	\$1.00 / sheet	
11" x 17" color copies	\$2.00 / sheet	
24" x 36" plats (standard size)	\$5.00 / sheet	
24" x 36" plats (color copy)	\$8.00 / sheet	
Plats larger than 24" x 36"	\$8.00 / sheet	
Odd sized copies	Actual cost to reproduce	
Copies of videos	\$15.00 / video recording	
Copies of audio	\$15.00 / audio recording	
USB drives	\$15.00/ 8 GB drive	
Other media	Actual costs	
Services		
Notary Services	\$5.00 / signature to notarize	
Certification of a document	\$2.00 / certification	
Records delivered by facsimile	\$.75 / page + plus telephone charges for long distance over 10 pages	
Mailing and shipping costs	\$2.00 for staff mail preparation time, plus actual mailing costs if greater than \$2.00	Actual mailing costs are those for U.S. Postal Service or an authorized delivery service such as UPS, FedEx, etc.
Staff time required to search, compile, and otherwise prepare to provide a record	Actual cost, not to exceed the hourly rate (not to include benefits) of the lowest paid employee who, in the discretion of the City, has the necessary skill and training to perform the request.	The first 15 minutes of staff time shall be at no charge. Staff time for photocopying, faxing, and providing documents in electronic format (i.e. video, audio or USB drive) is included in the cost of those items.

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