

LEEDS DOMESTIC WATERUSERS  
PO Box 460627  
LEEDS, UT 84746

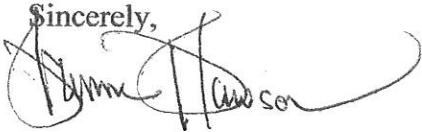
Roger New  
616 East 900 North  
Leeds, UT 84746

Dear Mr. New:

The two properties located at 490 North Main, and 492 North Main, in Leeds, Utah, is within the service area for culinary water. Water is available for the needs of both properties.

Feel free to have anyone call me at 879-2022.

Sincerely,

A handwritten signature in black ink, appearing to read "Joanne Dawson", with a large, sweeping flourish extending to the right.

Joanne Dawson  
Secretary, LDWA

Southwest Utah Public Health Department  
**SEPTIC SYSTEM PERMIT**

This is NOT a building permit: *Building permit must be obtained from the appropriate local authority prior to starting construction.*

10604

NAME NEW, ROGER A. ADDRESS 492 North Main Street  
CITY/SUBDIVISION Leeds  
CONTRACTOR OWNER/SUBCONTRACTOR

\*NOTES:

Sketch of System As Installed:

Inspection Date \_\_\_\_\_  Approved  Rejected

Comments: \_\_\_\_\_  
\_\_\_\_\_

Environmental Health Specialist

- White - Office
- Pink - City or County
- Blue - Financing Agency
- Buff - On-Site

NAME	<u>NEW, ROGER A.</u>	NUMBER OF BEDROOMS	<u>4</u>
ADDRESS	<u>492 NORTH MAIN STREET</u>	BASEMENT	<u>YES</u>
CITY/SUBD	<u>LEEDS</u>	PERCOLATION RATE	<u>9</u> MIN/IN.
FEES PAID:	\$ <u>300.00</u>	TANK SIZE	<u>1250</u> GAL.
Date Plan Approved:	<u>1/26/2006</u>	ABSORPTION AREA	<u>800</u> SQ. FT.
PERMIT EXPIRES ONE YEAR FROM ISSUE DATE	REC'D BY: <u>CB</u> By: <u>MM</u>	WATER SUPPLY	<u>Leeds Domestic Waterusers</u>

Southwest Utah Public Health Department  
PERMIT MUST BE POSTED ON-SITE

10604

System must be installed as per approved plans or final approval will be withheld, unless other arrangements are made prior to installation. After construction

# SEPTIC SYSTEM PERMIT

10603

This is NOT a building permit: *Building permit must be obtained from the appropriate local authority prior to starting construction.*

NAME NEW, ROGER A. ADDRESS 490 North Main Street  
CITY/SUBDIVISION LEEDS  
CONTRACTOR Owner/Subcontractor

\*NOTES: \_\_\_\_\_  
Sketch of System As Installed: \_\_\_\_\_

Inspection Date \_\_\_\_\_  Approved  Rejected

Comments: \_\_\_\_\_  
\_\_\_\_\_

White - Office  
Pink - City or County  
Blue - Financing Agency  
Buff - On-Site

Environmental Health Specialist

NAME	<u>NEW, ROGER A.</u>	NUMBER OF BEDROOMS	<u>4</u>
ADDRESS	<u>490 North Main Street</u>	BASEMENT	<u>Yes</u>
CITY/SUBD	<u>Leeds</u>	PERCOLATION RATE	<u>9</u> MIN/IN.
FEES PAID:	\$ <u>300.00</u>	TANK SIZE	<u>1250</u> GAL.
Date Plan Approved:	<u>1/26/2006</u>	ABSORPTION AREA	<u>800</u> SQ. FT.
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Southwest Utah Public Health Department  
PERMIT MUST BE POSTED ON-SITE

10603

System must be installed as per approved plans or final approval will be withheld, unless other arrangements are made prior to installation. After construction and installation of the system, but prior to covering or putting in use, it will be necessary for us to conduct an on-site field inspection in order to grant final approval. Inspection arrangements must be facilitated by letting us know in advance when the system will be ready for inspection.



### Who is My Culinary Water Authority?

The new minimum requirements for the process of subdividing land requires that the application contain signatures of a culinary water authority and a sewer authority. (10-9a-603-(2) UCA) There seems to be some confusion as to who a culinary water authority is, and is not. The definition given in the new rules defines it as "the department, agency, or public entity with responsibility to review and approve the feasibility of the culinary water system and sources for the subject property."

This definition is deliberately vague because there are many possibilities as to who serves as a water authority around the state.

It is imperative that a municipal decide, and have on record, who their culinary water authority is before a subdivider walks in the door. To assist you to use the water authority closest to you here are some guidelines:

The municipality itself. Does the municipality have a water engineer (P.E.) who knows the feasibility of your water supply? If not, does the mayor or the head of the municipal water authority have this information? If so, is he/she willing to attest to the feasibility of your water?

A Water Conservation District. This will depend on the expertise of the staff of the water district. Do they have an engineer? Have they done tests that will ensure the availability of water? If so, and they are willing to take that responsibility, they may be used, if not, go on to the next level.

County Health Department. For a small subdivision\* if the previous agencies don't work for any reason, the County Health Department is your culinary authority.

State Division of Drinking Water. The state regulates systems for more than 15 connections or 25 people\*. For a subdivision that is at least this large, when the municipality itself or a water conservation district is unable to act as the water authority, the State Division of Drinking Water will sign off on the feasibility of available water.

Keep in mind that, before you send a petitioner off to get a signature, you and the signer must have an agreement that they are qualified and willing to sign as your culinary water authority.

\*There are usually more than 25 people in 15 connections so we are usually looking at about 8 connections.

# TOWN OF LEEDS

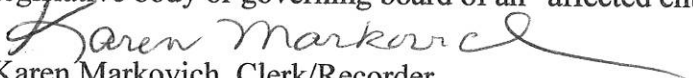
## PUBLIC NOTICE

The Town of Leeds has received an annexation petition from Fuller Annexation, Cousins Investments, LLC, which is the owner of all the real property located within the contiguous, unincorporated area to the municipal boundary of the Town of Leeds. A parcel of land identified as Lot 8, Section 7, Township 41 South, Range 13 West, Salt Lake Base and Meridian which lies south of the right-of-way of Interstate Highway I-15 as conveyed to the State Road Commission of Utah by Deed recorded 1-31-61, in Book S-30, pages 241-242, together with all water rights, improvements, and appurtenances thereon. Said tract described in a survey of 27 September, 1978 as beginning at the southeast corner of said lot 8 and running thence north 00°11'20" west 592 feet more or less along the quarter line to the southern right-of-way line of Interstate Highway I-15; thence southwesterly 1390.0 feet, more or less, along the said right-of-way to the south line of said lot 8; thence north 89°14'34" east 1244.0 feet, more or less, to the point of beginning; there is a total of 10 acres more or less.

Receipt of certification of the petition was April 12, 2006. The complete annexation petition and plat map is available for inspection at the office of the Leeds Town Recorder at 218 N Main St. The Town of Leeds may grant the petition and annex the area described in the petition unless, within 30 days after receipt of certification, a written protest from the legislative body or governing board of an "affected entity", to the annexation is filed with the County Boundary Commission at 197 East Tabernacle, and a copy of the protest delivered to the Town of Leeds Recorder.

Protest petition should:

1. Meet the May 12, 2006, deadline for filing a written protest.
2. Include that a statement of protest has been filed with the Boundary Commission by the legislative body or governing board of an "affected entity".

  
Karen Markovich, Clerk/Recorder

*4/22/2006  
Letter mailed  
to entities as listed  
in annexation file*

**NOTICE OF PUBLIC MEETING  
Town Council Work Meeting**



The Town Council will hold a Work Meeting at Leeds Town Hall on Tuesday 18 April, 2006, at 7:00 p.m. The purpose of this work meeting is to create a Scope of Work for Land Use Planning to include:

- a) Transportation
- b) Infrastructure - including water, sewers, design guidelines, etc
- c) Planned growth to preclude/prevent problematic results

In compliance with the Americans with Disabilities Act, the Town of Leeds will make reasonable accommodations for persons needing assistance to participate in this public meeting. Persons requesting assistance are asked to call Town Hall at 879-2447 at last 24 hours prior to the meeting.

**Certificate of Posting:**

The undersigned Mayor does hereby certify that the above notice was posted in three public places within Leeds Town limits on this 17<sup>th</sup> day of April, 2006. These public places being 1) Leeds Town Hall, 2) Leeds Post Office, and 3) Leeds Market.

Karen Markovich  
Clerk/Recorder

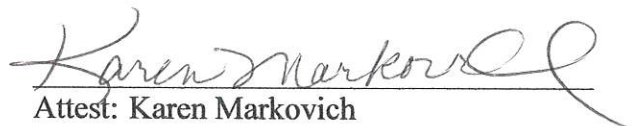
**TOWN OF LEEDS**  
Minutes of the Town Council Work Meeting  
Tuesday, April 18, 2006

1. CALL TO ORDER: Mayor Trudy Law called the meeting to order at 7:08 p.m.
2. ROLL CALL: Present were Mayor Trudy Law, Jared Westhoff, Dale Barnes, Dave Harbour and Frank Lojko. Others at the work table and/or in the public area included: Scott Nielson (Developers Group), Ray Whitechurch and Doug Rosecrans (IBI), Scott Ricci (LDWA), Martha Ham (Silver Reef Historical Group), LoAnne Barnes (Trails Committee), Drake Howell (SITLA), Jim Parnell (Planning Commission), Don, Ellie and Karen Fuller (Cousin's Investments), Allan and Susan Roberts (Citizens) and Mike Empey (Representative Jim Matheson's Office).
3. PLEDGE OF ALLEGIANCE: Trudy Law
4. WELCOME to Everyone and acknowledgement of Mike Empey from Representative Matheson's Office.
5. Discussion of Leeds Area Planning needs and concerns. IBI presented their ideas of scope and work and sought more direction and information from those present. There was good discussion and input. There will be an Advisory Committee set up to work with them, as well as at least 4 public hearings. The Advisory Committee will contain a representative from a variety of functions i.e., 1 from each: Town Council, Planning Commission, Developer, Parks/Recreation, Business Sector, and other key members of the community. IBI will be very involved in the town and the surrounding area to make a complete study. This type of study usually takes 4 months to complete and will be very comprehensive. The public will have many opportunities to contribute and have their voice heard.
6. Meeting adjourned at 9:10 p.m.

APPROVED AND SIGNED ON THE 26<sup>th</sup> DAY OF APRIL 2006.



Trudy Law, Mayor  
Town of Leeds



Attest: Karen Markovich  
Town Clerk/Recorder

**PUBLIC NOTICE - TOWN OF LEEDS**  
**TOWN COUNCIL MEETING**  
**Wednesday, April 26, 2006,**  
at Leeds Town Hall, 218 Main Street.  
**THE PUBLIC IS WELCOME TO ATTEND.**  
**AGENDA**



1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda for this meeting
5. Approval of Minutes of meetings held March 29, 2006 and April 12, 2006 as well as from the Work Meeting dated April 28, 2006.
6. Recognition of the Leeds Princess Pageant Winners.

Public Hearings:

7. Ordinance # 2006-05, Amendment to Land Use Ordinance 05-02.

Action Items

8. Gordon Casey – Notice to Vacate Lot in Vista Phase 1 Subdivision
9. Aaron Wall – UDOT Cooperative Agreement for Leeds Improvement District.
10. Bart Wolthuis – Master Trail Plan
11. Mayor Trudy Law – Adoption of revision to Personnel Policies and Procedures Manual, Resolution #2006-04.
12. Approval of funds for new CPU's for office.
13. Approval of funds for new copy machine for office.
14. Frank Lojko
  - a. Adjustments, modifications, landscaping and retrofitting to the new sidewalks along Main Street. Complete list of the properties, types of projects, and the costs.
  - b. Alberta Pace's road approval; and 90% release of bond with 10% holdback for one year.
  - c. Repair of Canyon Creek Drive perpendicular to Mountain Shadow Drive. Need to repair ditch, insert drainage pipe and drain along the "T" of Canyon Creek Drive – Cost
  - d. Presentation about Eastern Washington County Cert Formation and the Approval of the Cert Resolution
  - e. Road repairs needed in designated segments of the town – release of bids for attached projects.
  - f. UDOT agrees to repair designated segments of Main Street – Hwy 228.

Discussion Items

15. Cousins Investments – Information on Business Plan

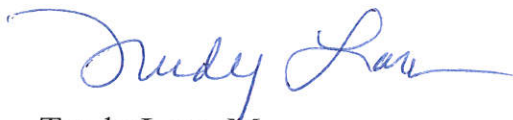


16. John Darger – Request for annexation of property
17. Jared Westhoff - Update on planning process for Leeds Area – follow up from Work Meeting.
18. Dale Barnes – UDOT – Beautification grants
19. Frank Lojko
  - a. West Babylon Road safety concerns.
  - b. UDOT regulations do not allow symbols placed on signs.
20. Mayor Trudy Law - Washington County Desert Tortoise Impact Fee Agreement
21. Dave Harbour – Results of Road Conference
22. Other business
16. Adjournment

In compliance with the Americans with Disabilities Act, the Town of Leeds will make reasonable accommodations for persons needing assistance to participate in this public meeting. Persons requesting assistance are asked to call Town Hall at 879-2447 at least 24 hours prior to the meeting.

Certificate of Posting:

The undersigned Mayor does hereby certify that the above notice was posted in three public places within Leeds Town limits on this 22<sup>nd</sup> day of April, 2006. These public places being 1) Leeds Town Hall, 2) Leeds Post Office, and 3) Leeds Fire Station.



Trudy Law, Mayor  
Town of Leeds

**TOWN OF LEEDS**  
**Minutes of the Town Council Meeting**  
**April 26, 2006**

1. Call to Order by Mayor Law at 7:04 p.m.
2. Roll Call taken with Jared Westhoff, Dale Barnes, Mayor Trudy Law, Dave Harbour and Frank Lojko present; Mayor Law noted Counsel Heath Snow would be arriving in a few minutes.
3. Pledge of Allegiance was led by Dave Harbour.
4. Approval of Agenda for tonight's meeting: Mayor Law noted correction to tonight's Agenda to change the date of the Work Meeting in Item #5 from April 28 to April 18, 2006. Motion to accept the Agenda with correction as noted by Mayor Law was made by Dale Barnes and seconded by Jared Westhoff. All voted aye with unanimous approval.
5. Approval of the Minutes of Town Council Meetings dated March 29, April 12 and Work Meeting dated April 18, 2006. Jared Westhoff noted name correction from Doug Ross to Doug Rosencrans, Item #14 of March 29 Minutes and name correction from Ray Church to Whitchurch, Item #10 of April 12 Minutes. Dave Harbour noted correction to include the restrictions and conditions within the motion for approval of Business Licenses for Item #7, Novell Development LLC and #8, SR&O Trucking, of Minutes dated April 12, 2006; Dave Harbour motioned to accept the Minutes from March 29, April 12 and April 18, 2006 with corrections as noted; seconded by Dale Barnes. All voted aye with unanimous approval.
6. Recognition of Leeds Princess Pageant Winners was postponed until arrival of Princess Deni Lojko and Attendant Jenna Welsh.

**Public Hearings**

7. Ordinance #2006-05, Amendment to Land Use Ordinance #05-02 including information on driveways, flag lots, private and continuation roads and related requirements; Terms of Office for Planning Commission and Board of Adjustment Members and definition for what constitutes a quorum for the Board of Adjustment. Maurice Hall expressed concerns over several sections of the amendment including flag lots; curb and gutter and sidewalks; drainage issues if sidewalks are required. Pat Sheneman said he echoed all of Maurice's concerns and added there is some vagueness to the Amendment and suggested further discussion. Pat Sheneman expressed his concerns were the same as Maurice Hall's as well as others. Mayor Law stated the Amendment to Ordinance #2006-05 needed to be revisited and reworked, and would get a committee together to take another look at it for another review by the public. Counsel Snow recommended referring to the Board of Adjustments as the Appeal Authority to track more closely with recently revised Utah Code and review the issues which the Board presently reviews.

14. Approval of funds for a new Copy Machine for Town Hall. Mayor Law presented the pros and cons of leasing or buying a new copy machine with functions including copying, automatic feeding, duplexing, collating, scanning, faxing, sorting and stapling. Mayor Law provided cost comparisons from 4 vendors. Two have State Contracts, which the Town qualifies for. These two are for Xerox and Sharp copiers. Both of these offer better pricing and maintenance packages that include everything for the machine except the paper. She recommended leasing a Sharp black and white copier from the Les Olson Co. as it was the best price. Motion was made by Mayor Law to approve expenditure for the copier and seconded by Dave Harbour; roll call vote taken with unanimous approval.

15. Frank Lojko

a. Adjustments, modifications, landscaping and retrofit of the new sidewalks on Main St. Frank visited with residents on Main St. to see how they have been affected by the recent construction and installation of the curbs, gutters and sidewalks; Scott Snow from UDOT will be here in Leeds on April 27 to assess necessary problems including high-centered driveways and drainage issues and determine what corrections should be made.

b. Alberta Pace's road approval and release of 90% of bond with 10% holdback for one year. Counsel Snow explained the original agreement between the Town and Alberta Pace and recommended the Town make a decision based on the town engineer's report. The original cash bond was 125% of construction cost. If we release 90% now, it would be only for the construction cost and not the full bond. The 25% would be held for one year. A motion was made by Jared Westhoff to release 90% of bond's construction cost only and release the balance of 10% when the appropriate documentation is provided from UDOT; seconded by Dale Barnes followed by a unanimous roll call vote.

c. Repair of Canyon Creek Drive perpendicular to Mountain Shadow Drive. Motion was made by Frank Lojko for approval of expenditure for repairs to the ditch located at Canyon Creek Drive, perpendicular to Mountain Shadow Drive, by installing a drainage pipe and drain along the "T" of Canyon Creek Drive, as recommended by Town Engineer Bush & Gudgell; seconded by Dale Barnes with roll call vote all aye with unanimous approval.

d. Eastern Washington County Cert Information and Approval of Cert Resolution. Road repairs needed in designation for segments of the town – release of bids for attached projects; and UDOT agrees to repair designated segments of Main Street – Hwy 228 will be addressed at the UDOT meeting on April 27, 2006. Item scratched from tonight's agenda.

### Discussion Items

16. Ellie Fuller updated the progress of development of Silver Country Stores, LLC, and asked if the town would take into consideration their five-year plan as they are going through the planning process with IBI.

17. John Darger – Discussion of request for annexation – scratched due to failure to appear.

18. Jared Westhoff – Updated planning process for Leeds Area and follow-up from the Work Meeting dated April 18, 2006. He said the Town had received a Letter of Clarification from Washington County providing support as a body politic for provision of a sewer in Leeds. After discussion Counsel Snow was asked to write a letter with his and the Mayor's signature stating the Town's intent to consider being a body politic.

19. Dale Barnes update on UDOT and beautification grants and recommended handicap table(s) be placed in the new park sites. Counsel Snow said to keep a spreadsheet with the costs and assign a

**LEEDS, UTAH**

**AMENDMENT**

**TO**

**LAND USE ORDINANCE 05-02**

**AMENDMENT ORDINANCE NUMBER 2006-05**

**APRIL 26, 2006**

**ORDINANCE NUMBER 2006-05**  
**AMENDMENT TO LEEDS LAND USE ORDINANCE 05-02**

**AN ORDINANCE AMENDING THE LEEDS LAND USE ORDINANCE TO INCLUDE INFORMATION ON DRIVEWAYS, FLAG LOTS, PRIVATE AND CONTINUATION ROADS AND RELATED REQUIREMENTS. THE AMENDMENT ALSO CONTAINS CHANGES IN THE TERMS OF OFFICE FOR THE PLANNING COMMISSION AND BOARD OF ADJUSTMENT AND DEFINITION FOR A QUORUM FOR THE BOARD OF ADJUSTMENT.**

WHEREAS, Some requirements relating to driveways, flag lots, private and continuation roads and related areas were not contained in Land Use Ordinance 05-02, and

WHEREAS, it is necessary to clarify matters related to driveways, flag lots, private and continuation roads the Land Use Ordinance 05-02 is being amended to contain these requirements, and

WHEREAS, it was determined that the term of office for Planning Commission and Board of Adjustment members would be more compatible if the term of office started on 1 July and ended on 30 June; and

WHEREAS, it was determined that to provide fairness in performing the duties and make the best decisions possible the requirement for a quorum for the Board of Adjustment should be five (5) members; and

WHEREAS, the terms of office for Planning Commission and Board of Adjustment members and alternates expiring in December of a given year will be adjusted to expire the end of June of the same year; and

WHEREAS, the Leeds Planning Commission has considered the matter of an amendment to the Leeds Land Use Ordinance at a public hearing held by the Leeds Planning Commission on April 5, 2006, and

WHEREAS, the Leeds Town Council held a public hearing on April 26, 2006 and has now fully considered the Land Use amendment and

THEREFORE, the Leeds Land Use Ordinance 05-02 will be amended. This amendment is to become effective immediately.

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF LEEDS, UTAH AS FOLLOWS:

# AMENDMENT TO LAND USE ORDINANCE 05-02

## Add to Section 1.6 Definitions.

**Driveway.** A private access primarily for vehicle movement from a public or private roadway to a dwelling, commercial facility or other structure. The lot on which the driveway is providing access must have sufficient frontage to satisfy requirements of this ordinance

**Private Road.** A roadway to provide access to TWO (2) or more dwellings and owned, installed and maintained by one or more private citizens or association which use the private road as access to dwellings, commercial buildings or other facilities. Private Road as defined does not satisfy frontage requirement.

**Flag Lot.** A Lot which does not meet the frontage requirement adjacent to a public or private roadway for the zone in which it is in but does have legal access to a public or private road. The lot in all ways except frontage meets the requirements of the zone in which it is in.

## Replace paragraph 4.3 with the following:

### 4.3 Lots

#### 4.3.1 Standard lot

4.3.1.1 Except as provided in this Ordinance, every lot, existing or intended to be created, shall have such area, frontage, width and depth as is required by the Ordinance for the district in which said lot is located and shall have frontage upon a dedicated or publicly approved street or upon a private street or right-of way approved by the Leeds Planning Commission, before a building permit may be issued.

#### ✶ 4.3.2 Flag lot

4.3.2.1 Every effort should be made so that lots are not divided in a way that would create flag lots. If under unusual conditions a flag lot is created it must gain legal access as part of the subdivision of the property in order for the subdivision request to be considered. Flag lots are not allowed in any new developments.

4.3.2.2 The use of flag lots should be avoided if at all possible and never be included in a new development. New developments should be laid out in a manner where flag lots are not included.

4.3.2.3 The existing lots within Leeds at the time this Ordinance went into effect are the only lots that will be considered for flag lots. Flag lots will only be considered in residential zones. These existing lots can be subdivided to create a flag lot only after determination by the Planning Commission that a standard lot is not feasible. Then the Planning Commission may, in order to

encourage more efficient use of land, recommend a flag lot to be developed subject to the following conditions:

4.3.2.3.1 Property cannot be subdivided with typical public street frontage either at the present time or in the foreseeable future.

4.3.2.3.2 The staff portion of said lot shall front on a dedicated public street. The minimum width of the staff shall be eighteen (18) feet. The staff portion shall provide access only to a single family dwelling. If under unusual conditions the staff portion provides access to two (2) single family dwellings then the staff portion must be twenty-five (25) feet wide.

4.3.2.3.3. No building or construction except for driveway shall be allowed on the staff portion of said lot.

4.3.2.3.4 All lot area and setback requirements shall be the same as are required by the zone in which the lot is located. The staff portion of the lot shall not be used to calculate the minimum lot size. The lot must be of such shape that all setback requirements shall be complied with if a residential structure were to be built on said lot.

**Replace paragraph 4.20 with the following:**

#### **4.20 Curbs, gutters and sidewalks**

4.20.1 The installation of curb, gutters and sidewalks of a type approved by the Leeds Town Council may be required on any existing or proposed street adjoining a lot on which a building is to be constructed, remodeled, or on which a new use is to be established. The installation of curb, gutter and sidewalk may be required where such improvements are not already in existence or where existing improvements are damaged or broken. Said installation may be required as a condition of obtaining a building permit and shall be completed as a part of the building contract prior to occupancy.

4.20.2 The town, upon examination, may determine that it is not in its best interest to install full improvements at the time of land development. In this event, the applicants shall be required to sign a letter of non-opposition to a future improvement district created by the town at such time as it is determined to be in the best interest of the town to do so. The letter of non-opposition shall be recorded against the property and the validity thereof shall run with the land.

4.20.3 All sidewalks are to be maintained by the property owner on which the sidewalk exists. Any cracks, holes, abrupt changes in level, damaged, broken or any other condition that would make the sidewalk unsafe as judged by the Town's Public Works Director must be corrected by the property owner, at his expense, within thirty (30) days of written notice to the property owner of the said condition.

4.20.4 All lots less than one half (1/2) acre in size shall be installed with curb, gutter and sidewalk.

4.20.4 Any construction on Main street shall include curb, gutter and sidewalk.

**Replace paragraph 6.3 with the following:**

**6.3 Access to Individual Parking Space**

6.3.1 Except for single-family and two-family dwelling, access to each parking space shall be from a private driveway and not from a public street.

6.3. Two-way driveways shall be a minimum width as follows:

6.3.2.1. Twelve (12) feet for a single-family dwelling, providing access to parking spaces directly off of a street without having to go past another building.

6.3.2.2 Sixteen (16) feet for a single-family dwelling that must go past another building to access parking spaces, with a minimum unobstructed two (2) feet width on both sides of the driveway; and sixteen (16) feet for a two-family dwelling, providing access to parking spaces directly off of a street without having to go past another building with a minimum unobstructed two (2) feet width on both sides of the driveway.

6.3.2.3 Eighteen (18) feet for a single-family dwelling that must go past another building to access parking spaces where there are obstructions (i.e., walls, trees, etc.) adjacent to one or both sides of the driveway.

6.3.2.4 Twenty-four (24) feet for commercial and all other residential developments.

6.3.2.5 Additionally, a minimum of twenty (20) feet is required for any dwelling or building when any portion of an exterior wall of the first story is located more than one hundred fifty (150) feet from fire department vehicle access. Vertical clearance, surface, turnaround and other requirements contained in the International Fire Code shall apply.

6.3.3 Where the driveway or private road meets a public paved road the first ten (10) feet must be paved.

**Replace paragraph 6.4.3 with the following:**

**6.4.3 Residential parking area**

6.4.3.1 The number of off street parking spaces required for residential development shall be as follows:

6.4.3.1.1 Single-family dwelling and two-family dwelling units shall have two fully enclosed garage parking spaces per dwelling unit.

6.4.3.1.2 All other dwellings, including townhouses and condominiums, shall have two (2) parking spaces per dwelling unit, at least one of which shall be fully enclosed. No street parking



shall be counted toward meeting the parking requirement. Tandem parking shall not count toward the parking requirement. No Parking area shall be located within the required front setback facing a public street. All parking shall be on site.

6.4.3.1.3 Parking for all dwelling units must also comply with paragraph 6.8 “Residential Parking”.

**Add paragraph 4.29.**

**4.29 Residential Private Streets**

4.29.1 In the event private streets are used, they shall conform to the Town of Leeds Standard Specification for Design and Construction as to the quality of construction. Private streets shall include curb, gutter, sidewalks or adequate pedestrian facilities. Street width may be adjusted based upon traffic needs and information provided in a traffic impact study when required. In no case shall a private street right-of-way be less than twenty-eight (28) feet and the paved surface less than twenty-four (24) feet with an unobstructed shoulder of two (2) feet on each side. If it is determined that the private street may become a public street in the future then the appropriate street requirements and dimensions contained in the Leeds Standard Design and Construction Specification shall apply.

4.29.2 The Town may observe the construction of private streets. However, in all cases, the developer shall retain the services of his professional engineer and testing firm to provide adequate inspection services and to submit the proper reports and certifications to the Town. All private developments shall be required to submit to the town the private development improvements certification, on the approved form prior to certificate of occupancy and acceptance of the development.

4.29.3 No turn around or cul-de-sac shall be required on dead end private streets one hundred fifty (150) feet or less in length measured from the centerline of the intersecting road with only one unit.

**Add Paragraph 4.30**

**4.30 Continuation of Principal Streets**

The arrangement of streets shall provide for the continuation of principal streets between adjacent properties when such continuation is necessary for convenient movement of traffic, effective fire protection, efficient provision of utilities and where such continuation is in accordance with the transportation element of the town’s General Plan and Master Road Plan. If the adjacent property is undeveloped and the street must be a dead end street temporarily, the right of way shall be extended to the property line and a temporary turnaround shall be provided.

**Change Paragraph 2.1 to Read as Follows:**

**2.1 Creation of a Planning Commission, Number of Members, Appointment**

The Leeds Planning Commission shall consist of five (5) members, each to be appointed by the Mayor with the advice and consent of the Leeds Town Council. The Mayor shall appoint with advice and consent of the Town Council a new member to the Planning Commission at the first Town Council meeting in May to fill the vacancy of the Planning Commission member whose term expires the end of June that year. The appointed Planning Commission member's term of office shall start the first of July of that year. The Leeds Town Council may designate, by resolution the composition of the Leeds Planning Commission. It is the intent of this Ordinance that the Leeds Planning Commission not consist of members, all of whom are from the same field of expertise. The five (5) members of the Leeds Planning Commission shall be full time residents of the Town of Leeds for the one (1) year prior to being appointed to office and must remain residents during their term of office. Planning Commission Members moving out of the Town of Leeds during their term of office will result in an automatic resignation. Members of the Leeds Planning Commission shall hold no other public office or position within Leeds. Up to three (3) alternates may be appointed to the Planning Commission with the consent of the Town Council. Vacancies by members or alternates shall be appointed by the Leeds Mayor with approval and consent of Leeds Town Council for the unexpired term of any member whose term becomes vacant. The alternate members shall not be voting members. No more than two (2) alternates may sit as part of the Commission at any one time. When an alternate Planning Commission member is sitting on the Planning commission due to an absent Planning Commission member that alternate Planning Commission member has voting rights on all issues brought before the Planning Commission. All other conditions applying to members shall apply to the alternate members. The Leeds Town Council shall appoint a representative from among its members to act as a non-voting liaison between the Leeds Town Council and the Leeds Planning Commission.

**Change Paragraph 2.2 to Read as Follows:**

**2.2 Terms of Office**

The terms of office for the five (5) Leeds planning Commission members and alternates shall be for five (5) years. The Leeds Planning Commission members' terms shall be staggered so that only one (1) member's term shall expire the end of June each year. The alternate members term of office shall expire the end of June. All three alternate members' terms of office shall expire in different years, under certain conditions that may prevent some members from being appointed for a full five (5) years.

**Change Paragraph 2.6 to Read as Follows:**

**2.6 Officers**

The Leeds Planning Commission shall elect a Chairman and a Chairman Pro-tem from among its members, whose terms shall be for one (1) year or until term of office expires whichever occurs first. New elections shall be held the first meeting in July each year. If the Chairman or Chairman Pro-tem leave the Planning Commission or resign as Chairman or Chairman Pro-tem, then a special election will take place with the term of office expiring at the next following end of June.

**Change Paragraph 3.1 to Read as Follows:**

**3.1 Board, Number of Members, Appointment, Term and Removal, Vacancies**

The Leeds Board of Adjustment shall consist of five (5) members, each to be appointed by the Leeds Mayor with approval and consent of the Leeds Town Council for the term of five (5) years provided that the term of one (1) member shall expire the end of June each year. The Mayor shall appoint with advice and consent of the Town Council a new member to the Board of Adjustment at the first Town Council meeting in May to fill the vacancy of the Board of Adjustment member whose term expires the end of June that year. The appointed Board of Adjustment member's term of office shall start the beginning of the following July. All members of the Leeds Board of Adjustment shall have been full time residents of Leeds for the previous one year. Any member may be removed for cause by the appointing authority upon written charges and after public hearing, if such hearing is requested. Cause for removal may include but not be limited to non-attendance of Board of Adjustment meetings, misconduct, making rulings in conflict with the Leeds Ordinances, etc. Any member moving out of the Town of Leeds automatically resigns as a member of the Leeds Board of Adjustment. Up to three (3) alternates may be appointed to the Board of Adjustment. Vacancies by members and alternates shall be appointed by the Leeds Mayor with approval and consent of Leeds Town Council for the unexpired term of any member or alternate whose term becomes vacant. The alternate members shall not be voting members. No more than two (2) alternates may sit as part of the Board at any one time. When an alternate Board of Adjustment member is sitting on the Board of Adjustment due to an absent Board of Adjustment member that alternate Board of Adjustment member has voting rights on all issues brought before the Board of Adjustment. All other conditions applying to members shall apply to the alternate members. Members of the Board of Adjustment shall hold no other public office or position within Leeds.

**Change Paragraph 3.2 to Read as Follows:**

**3.2 Officers**

*appeal Authority*

The Leeds Board of Adjustment shall elect a Chairman and a Chairman Pro-tem from among its members, who shall serve for a term of one (1) year or until their term expires, whichever occurs first. New elections shall be held the first meeting in July each year. If the Chairman or

Chairman Pro-tem leave the Board of Adjustment or resign as Chairman or Chairman Pro-tem, then a special election will take place with the term of office expiring at the next following end of June.

**Change Paragraph 3.5.1 to Read as Follows:**

3.5.1 Meetings of the Leeds Board of Adjustment shall be held at the call of the Chairman, and at such other times as the Board may determine. The Board shall meet during July of each year to elect a chairman and establish/change any of their procedure rules. The Chairman may administer oaths and compel the attendance of witnesses. All meetings of the Leeds Board of Adjustment shall be open to the public, and held at the Leeds Town Hall unless it is determined by the chairman that an alternate location is required and appropriately posted.

**Change Paragraph 3.7 to Read as Follows:**

**3.7 Quorum**

A quorum shall be considered five (5) members one of which must be the Chairman or the Chairman Pro-tem and no more than two (2) alternates. No evidence shall be presented to the Board unless a quorum is present.

**Change Paragraph 3.9 to Read as Follows:**

**3.9 Vote Necessary for Reversal and Granting of a Variance**

The concurring vote of three (3) members of the Leeds Board of Adjustment shall be necessary to reverse any order, requirement or determination of any such administrative official, or to decide in favor of the appellant on any matter upon which it is required to pass under this Ordinance or to affect any variation in the provisions of this Ordinance. To Grant a variance the concurring vote of three (3) members of the Leeds Board of Adjustment shall be necessary.

Agenda items for 26 April 2004.

Action:

Request for approval to attend Road Conference and Pay Cost at \$40.00/attendee.

Public hearing on amendment to Land Use Ordinance 05-02. The amendment is Ordinance 2006-05 and covers a Varsity of things like Flag Lots, Driveways, Private Streets, and Term of Office for Planning Commission and Board of Adjustment members.

Discuss and vote on amendment to Land Use Ordinance 05-02. The amendment is Ordinance 2006-05 05 and covers a Varsity of things like Flag Lots, Driveways, Private Streets, and Term of Office for Planning Commission and Board of Adjustment members.

Approval to incorporate the amendment into Land Use Ordinance and Spend \$ 400.00 to print 50 additional copies.

Discussion items:

- Results of Road Conference

Discuss concerns with ongoing road work and repair to damage done.

- Start thinking about future Capital Facilities needs. The input is typically during the fall. I would like inputs during August.

- Discuss location for a future Town Hall and an appropriate location for a sewer processing facility.

- An Enforcement Ordinance is being worked on by Alan Roberts. He will be bringing items to the council for discussion at different times.

*Training less than \$150 doesn't need to be on TC agenda. We can't just check against training budget.*

*- On Agenda*

*- Discussion ok. Vote will be next month when final copy is ready.*

*↑ We should have a new copies and we can do the copies in-house.*

*↑ Incorporate amendment next meeting after Public Comment and any other changes. Must be in final form @ time of approval.*

*- Frank's item*

Make Action  
Item for  
May 10  
\$ include person  
to be responsible  
for actg

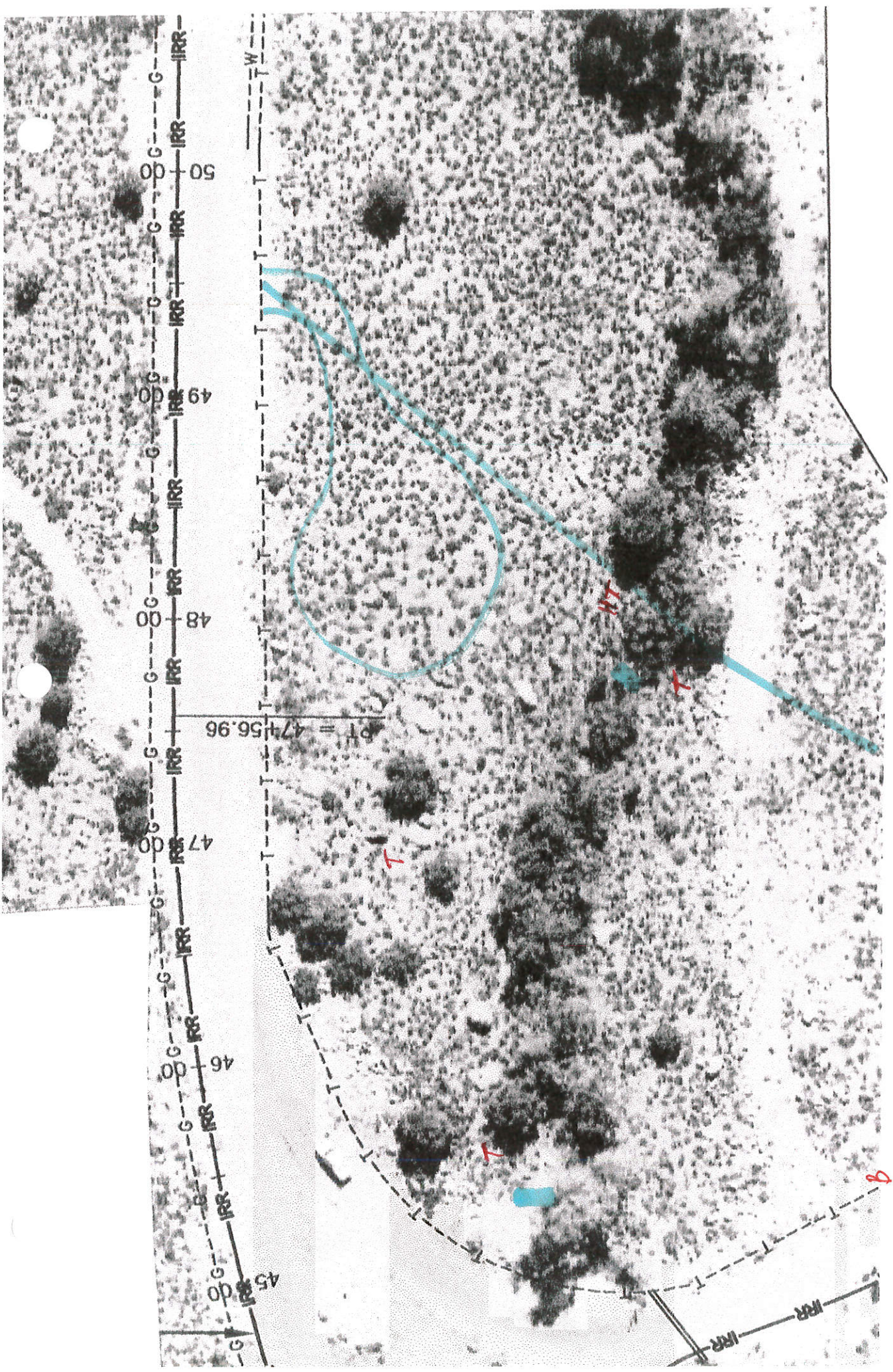
Silver Reef Park

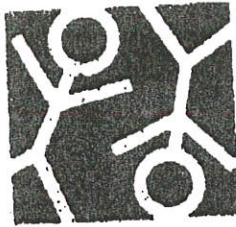
Back Up Plan

Cost Estimate

(Expended by Aug. 2006 from Silver Highland Escrow Account)

Landscape Designer: Susan Crook (See Attached Bid) Need Master Plan to scale with blueprints by June 1 <sup>st</sup> .	1,000.00
Water Fountain: (LDWA tap) moved and installed.	1,000.00
Bridge Crossings:	1,000.00
Site Amenities: Stratton House Stone Stonework associated with signage, water fountain & bridges:	3,000.00
Tables & Benches (number to be determined) Including cement work where needed	2,600.00
Cleaning & Grubbing:	500.00
Trail Base:	500.00
Total	----- 9,600.00





**Sonntag**  
Recreation, LLC

Scoreboards • Playgrounds • Bleachers • Park Furnishings

**QUOTATION**

ATTENTION: DALE BARNES

CITY OF LEEDS

84746

DATE 4-25-06

PAGE 01

REFERENCE:

WABASH VALLEY ETC.

WE ARE PLEASED TO SUBMIT THE FOLLOWING QUOTATION FOR YOUR CONSIDERATION

Quantity	Description	Unit Price	Total
1	SG 303-D BENCH	328.00	328.00
2	SG 215-D TABLE	730.00	1460.00
1	SG 206-D TABLE	844.00	844.00
2	SG 205-D TABLE	782.00	1564.00
1	SG 207-D TABLE Handicap Table	821.00	821.00
1	SHIPPING CHARGES		
<p>* THESE ARE INCLUDED IN EACH INDIVIDUAL PRICE. YOUR DISCOUNT HAS ALSO BEEN APPLIED.</p>			
<b>TOTAL</b>			<b>\$ 5017.00</b>

*[Signature]*

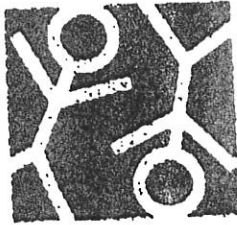
ACCEPTED

DATE

SIGN AND RETURN ACCEPTANCE COPY WHEN ORDERING

Thank You!





**Sonntag**  
Recreation, LLC

Scoreboards • Playgrounds • Bleachers • Park Furnishings

**QUOTATION**

ATTENTION: DALE BARNS  
CITY OF LEEDS, 84746  
FAX 435-879-6905

DATE 4-25-06  
PAGE OF  
REFERENCE

WE ARE PLEASED TO SUBMIT THE FOLLOWING QUOTATION FOR YOUR CONSIDERATION.

Quantity	Description	Unit Price	Amount
	OTHER BENCH OPTIONS:		

DELIVERY	F.O.B.	TERMS
----------	--------	-------

PP411-D, 6' BENCH, W/BACK INGROUND, PAGE 47	\$ 395.00
PP301-D, 6' BENCH, W/BACK INGROUND, PAGE 44	\$ 395.00

BY Sonntag ACCEPTED \_\_\_\_\_ DATE \_\_\_\_\_

SEND AND RETURN ACCEPTANCE COPY WHEN ORDERING

Thank You!

**Date:** March 14' 2006

**To:** TC Members

\_\_\_\_\_ Dale Barnes

\_\_\_\_\_ Dave Harbour

\_\_\_\_\_ Frank Lojko

\_\_\_\_\_ Jared Westhoff

**From:** Mayor Trudy Law

**Subject:** Personnel Policies and Procedures Manual

1. Please review the paper copy.
2. Make any changes you think it needs on the paper copy.
3. Initial that you have done so.
4. Pass this on to someone else. Please don't let it just sit.
5. Please complete by Sunday night 3/26. Leave it in my box at Town Hall. This will be an agenda item on our 3/29 meeting. If there are major changes or comments, we can talk about them at the meeting. If not, we can adopt the manual by Ordinance. I will have Karen put it on the agenda as review and approval of Ordinance
6. I have calculated the 'loss' due to changes in holidays, and conversion of sick leave and annual leave to PTO. It is on the next page. I have talked to all of the employees about this, and they are ok with the changes. FYI, we have been paying George holiday, sick and annual benefits with a work schedule of 20 hours/week. According to State Law, we are liable to pay Retirement for anyone working 20 hours or more a week. The changes I show will take care of any obligation for retirement payments. Approving increase in wages due to the change from AL/SL to PTO will also be an agenda item.
7. Thanks!!!

Note: Major changes from previous document:

- Change annual and sick leave earned to Paid Time Off (PTO) leave.
- Holidays for full-time employees changed from 11 days to 7 days. Part-time employees do not earn holidays.
- No designation as half-time and quarter-time employees
- Part-time employees do not earn leave or are eligible for any benefits.
- Removed all forms and have them kept in the office rather than in the manual

The change in holidays, sick leave and annual leave impacts the current employees. See calculations below.

**Full-time Employee**

8 hr day @ \$12/hour = \$96

Drop paid holidays from 11 to 7 = 4 days lost

Remove 4 holidays - \$96.00 x 4 days = \$384.00

\$384.00 / 2080 work hours/year or 18 cents/hour

Previous sick leave 6 days/year = \$576.00 benefit

Previous annual leave 6 days/year = \$576.00 benefit

Combined benefit \$1152.00

New PTO 9 days/year = \$864.00 benefit

\$1,152.00 previous

-864.00 new

\$ 288.00 loss or 14 cents/hour

Combine Holiday and Leave losses to hourly rate...increase hourly rate by \$.35/hour

**Half-time employee**

5 holidays @ 4 hours = 20 hours

4 hours/month vacation = 48 hours

4 hours/month sick = 48 hours

104 total hours (104 X \$11/hour = \$1144. Divide by 1040 = \$1.10)

Combine Holiday and Leave losses to hourly rate...increase hourly rate by \$1.10/hour

**Quarter-time employee**

Figures the same as half-time, except figure would be ½ of what is shown there.

Combine Holiday and Leave losses to hourly rate of \$11.00/hour...increase \$.55/hour

Combine Holiday and Leave losses to hourly rate of \$12.00/hour...increase \$.60/hour

Combine Holiday and Leave losses to hourly rate of \$14.00/hour...increase \$.70/hour

To: TC Members  
From: Trudy Law  
Re: New CPUs for office

The office computers are running extremely slow. We have to wait for quite some time for them to boot up. Opening a program after that is also very time consuming. We are losing a lot of productive time because of the current systems. We have 2 problems, as defined by Gary Hall, after checking them to see if we can speed them up:

1. The computers are loaded with special features, but do not have the capacity to run those special features. It is like putting all the special things from a Porsche on a Volkswagon engine. They do not have the capacity to run at a fast speed for what is on there.
2. There is not enough memory to run all of the programs we have with all the data we are keeping on them. We can upgrade the memory on each machine for about \$125 each. This will allow the programs to open faster than they have been, but will do nothing for the speed of the overall systems.

Recommendation:

We purchase 2 new CPU's. Rather than putting money into memory space and still have something that is not sufficient for our needs, I recommend we purchase new CPU's.

PC Innovations - \$699.00  
Orion System - \$750.00  
BUS 101 System - \$650.00

The PC Innovations system is the best overall value, which also allows for local support. We have the money in the budget for purchase of these 2 systems.

The cost would be \$1398.00 for these 2 systems. I would like you to consider this for our meeting on Wednesday the 26<sup>th</sup>.

Thanks,  


To: TC Members  
From: Trudy Law  
Re: New Copier for the office

We have been using the Ricoh copier we have for some time. It is a slow copier, and does not meet our current needs. Karen says she spends a lot of her time making copies, that is really inefficient and unproductive use of time. Also, we are sending a lot of documents out for copies when we need 2 sided or a large quantity of copies. I feel we would not be spending any more for a copier in our office that meets our needs than we are now spending.

Basic Copier Purchase Options: (ppm = pages per minute)

Preston Digital Solutions – Ricoh 20 ppm \$1,900

AAA Business Systems – 20 ppm \$1,674.75

Les Olson Company – Sharp 16 ppm \$1,129

We could add fax and print to this for a total of \$1,761.00

There are service agreements on all of these machines, which cover everything except the cost of the paper, which are reasonable, less than 2 cents per copy.

Lease Options:

Les Olson Company has the Sharp 35 ppm which features scan, fax, copy, print (from network computers) and staple finisher.

\$177.16 per month for a 3 year lease

\$123.70 per month for a 5 year lease

I would appreciate your consideration of these options for our meeting on Wednesday, the 26<sup>th</sup>. I feel that having a good copier in the office will more than pay for itself in outside copy charges (which have averaged about \$100/month) and productivity time of our staff.

Thanks,

Trudy