

Town of Leeds

Agenda

Town of Leeds Planning Commission

Wednesday, October 4, 2023

PUBLIC NOTICE is hereby given that the Town of Leeds Planning Commission will hold a **Work Session** on Wednesday October 4, 2023, at **5:30 P.M.**

PUBLIC NOTICE is hereby given that the Town of Leeds Planning Commission will hold a **PUBLIC MEETING** scheduled for Wednesday, October 4, 2023, at **7:00 P.M.** Both meetings will be held at Leeds Town Hall, 218 N. Main Street, Leeds, UT 84746.

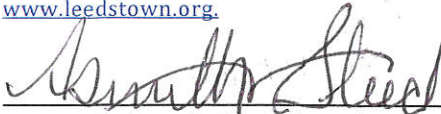
Work Session 5:30pm

The purpose of this work session is to facilitate open dialogue among the Planning Commission, Town Council members (should a quorum be present) Staff, and residents regarding the short-term rental policy. Decision-related discussions will be scheduled for a future Planning Commission meeting. This session prioritizes candid idea exchange, with no formal action taken

Regular Meeting 7:00 pm

1. Call to Order/Roll Call
2. Invocation
3. Pledge of Allegiance
4. Declaration of Abstentions or Conflicts
5. Consent Agenda: (These items will be a single motion unless removed at the request of the chairman or board Members)
 - a. Tonight's Agenda
 - b. Meeting Minutes of September 6, 2023, work session & regular meeting
6. Announcements:
 - a. Reminder of Huntsman Senior Games Cycling event scheduled October 12, 2023
 - b. Beautification and Leeds Outreach cOMmittee (BLOOM) scheduled Fall Events update
7. Public Hearing:
 - a. Ordinance No. 2023-03, An Ordinance Amending Chapter 21, Section 14, Related To Vacating, Altering, Or Amending A Subdivision Plat/Map
 - b. Proposed Ordinance 2023-04, amendment to Ordinance 2013-03, Street Tree Ordinance
8. Action Items:
 - a. Action regarding Ordinance No. 2023-03, An Ordinance Amending Chapter 21, Section 14, Related To Vacating, Altering, Or Amending A Subdivision Plat/Map
 - b. Action regarding proposed Ordinance 2023-04, Amendment to ORD 2013-03, Street Tree Ordinance
 - c. Discussion possible action regarding updated Amended Subdivision Preliminary Plat Application for Silver Creek Estates, A Planned Development Community with SITLA /Aaron Langston
 - d. Action regarding Conditional Use Permit application for Owner Occupied B&B at 825 N Bonanza Rd
 - e. Action regarding Conditional Use Permit application for Owner Occupied B&B at 195 S. Main Street
 - f. Action regarding finalized Consolidated Fee Schedule update and presentation to Town Council
9. Discussion Items:
 - a. Discussion regarding request of Craig and Barbara Rentle to disconnect parcel number L-3181
10. Staff Reports
11. Adjournment

The Town of Leeds will provide reasonable accommodations for persons needing assistance to participate in this public meeting. Persons requesting assistance are asked to call the Leeds Town Hall at 879-2447 at *least* 24 hours prior to the meeting. The Town of Leeds is an equal opportunity provider and employer. Certificate of Posting. The undersigned Clerk/Recorder does hereby certify that the above notice was posted October 2, 2023, at these public places being **Leeds Town Hall, Leeds Post Office**, the **Utah Public Meeting Notice website** <http://pmmutah.gov> and the **Town of Leeds website** www.leadstown.org.



Aseneth Steed, Clerk/Recorder



TOWN OF LEEDS

PUBLIC HEARING NOTICE

Notice is hereby given that a Public Hearing will occur at the
Planning Commission Meeting on
Wednesday, October 4, 2023, at 7:00 p.m.
At the Leeds Town Hall 218 North Main Street, Leeds, Utah.

The Leeds Planning Commission will hold a public hearing on the above-mentioned date to consider the following proposed item:

ORDINANCE NO. 2023-03, AN ORDINANCE AMENDING CHAPTER 21, SECTION 14, RELATED TO VACATING, ALTERING, OR AMENDING A SUBDIVISION PLAT/MAP

The purpose of this public hearing is to receive public input on the proposed ordinance, which would amend Town Code section 21.14. This portion of the Code says the Town can propose to vacate, alter, or amend a subdivision map, after which the Board of Adjustment considers the issue at a public hearing. The Town has no Board of Adjustment, so this section should be amended to say that the Town Council will hold the public meeting after the Planning Commission considers the Town's proposal. The Town Council holding a public meeting on a proposal is consistent with Utah Code section 10-9a-609.

Copies of the proposed Ordinances will be available for review at the Leeds Town Hall during regular business hours (9:00 a.m. to 2:00 p.m. Monday – Thursday)

Interested persons are encouraged to attend the public hearing to be held in the Leeds Town Hall at 218 North Main Street or present their views in writing to the Leeds Town Clerk/Recorder prior to the meeting.

Certificate of Posting

The undersigned Clerk/Recorder does hereby certify that the above notice was posted September 20, 2023. The public places being at Leeds Town Hall, Leeds Post Office, the Utah Public Meeting Notice website <http://pmn.utah.gov>, the Town of Leeds Website www.leadstown.org, also published in the Spectrum Newspaper.

Aseneth Steed
Clerk/Recorder



TOWN OF LEEDS

Planning Commission Meeting

PUBLIC HEARING NOTICE

Notice is hereby given that a Public Hearing will occur at the
Planning Commission Meeting on

Wednesday, October 4, 2023 at 7:00 p.m.

At the Leeds Town Hall 218 North Main Street, Leeds, Utah.

The Leeds Planning Commission will hold a public hearing on the above-mentioned date to consider the following proposed item:

Proposed Ordinance 2023-04, Amendment to Ordinance 2013-03, Street Tree Ordinance

Copies of the proposed amendments to Ordinance 2013-03 will be available for review at the Leeds Town Hall during regular business hours (9:00 a.m. to 2:00 p.m. Monday – Thursday)

Interested persons are encouraged to attend the public hearing to be held in the Leeds Town Hall at 218 North Main street, or present their views in writing to the Leeds Town Clerk/Recorder prior to the meeting.

Certificate of Posting

The undersigned Deputy Clerk/Recorder does hereby certify that the above notice was posted September 20, 2023. The public places being at Leeds Town Hall, Leeds Post Office, the Utah Public Meeting Notice website <http://pmn.utah.gov>, the Town of Leeds Website www.leedstown.org, also published in the Spectrum Newspaper.

Aseneth Steed
Clerk/Recorder

Title: Foliage and Tree Maintenance Ordinance

Section 1: Purpose and Intent

The purpose of this ordinance is to ensure the safety and accessibility of public streets and sidewalks within the town by regulating the maintenance of foliage and trees that encroach upon them. This ordinance aims to promote a safe and pleasant environment for pedestrians and motorists.

Section 2: Definitions

- A. "Foliage" refers to any plants, shrubs, or vines.
- B. "Tree" refers to any woody perennial plant having a single main stem or trunk.
- C. "Street" refers to any public road, avenue, lane, or thoroughfare.
- D. "Sidewalk" refers to any paved or designated pedestrian walkway.

Section 3: Responsibilities of Property Owners

- A. Property owners shall maintain any foliage or trees located on their property in such a manner that they do not obstruct or encroach upon public streets and sidewalks.
- B. Maintenance includes regular trimming, pruning, and removal of any vegetation that obstructs streets or sidewalks.
- C. Property owners shall be responsible for the cost of maintaining foliage and trees on their property to comply with this ordinance.

Section 4: Prohibited Actions

- A. It is prohibited to allow foliage or tree branches to extend over streets or sidewalks in a manner that obstructs the normal flow of pedestrian or vehicular traffic.
- B. It is prohibited to allow dead or diseased trees or branches that pose a hazard to the public to remain on the property.

Section 5: Maintenance Standards

- A. Foliage and trees shall be trimmed and pruned to maintain a minimum clearance height of 8-feet over sidewalks and 16 feet over streets.
- B. Property owners shall ensure that trimmed foliage and tree branches are properly disposed of in accordance with local regulations.

Section 6: Enforcement

- A. The Town Ordinance Officer shall have the authority to inspect properties for compliance with this ordinance.

B. Property owners found in violation of this ordinance shall receive a written notice of violation, specifying the required corrective actions and a reasonable timeframe for compliance.

C. Failure to comply with the notice of violation may result in fines and penalties as determined by local law.

Section 7: Appeals

Property owners may appeal a notice of violation to the Town Hall within 10 - days of receiving the notice.

Section 8: Severability

If any section or provision of this ordinance is found to be invalid or unenforceable, the remaining sections and provisions shall remain in full force and effect.

Section 9: Effective Date

This ordinance shall take effect on:

_____, 2023

LEGEND

- PROPOSED OLVERT
- PROPOSED TRAIL
- PROPOSED WATERLINE
- EXISTING WATERLINE
- EXISTING FIRE HYDRANT
- PROPOSED FIRE HYDRANT
- R-1-3-140 ZONE
- R-1-2 ZONE
- R-1-1-240 ZONE
- OPEN SPACE
- PUBLIC PARK AREA
- PROPOSED AC PAVING
- NO-BUILD RESTRICTED AREA
- PROPOSED TURN-OUT LOCATION

SITE DATA

SITE AREA = 115.52 ACRES
 ROW AREA = 13.02 ACRES
 NET DEVELOPMENT AREA = 102.50 ACRES

R-1-3-140 ZONE: 37.40 ACRES
 R-1-2 ZONE: 14.28 ACRES
 OPEN SPACE: 14.00 ACRES
 NO BUILD RESTRICTED: 14.00 ACRES

TOTAL OPEN SPACE: 28.30 ACRES (24.3%)

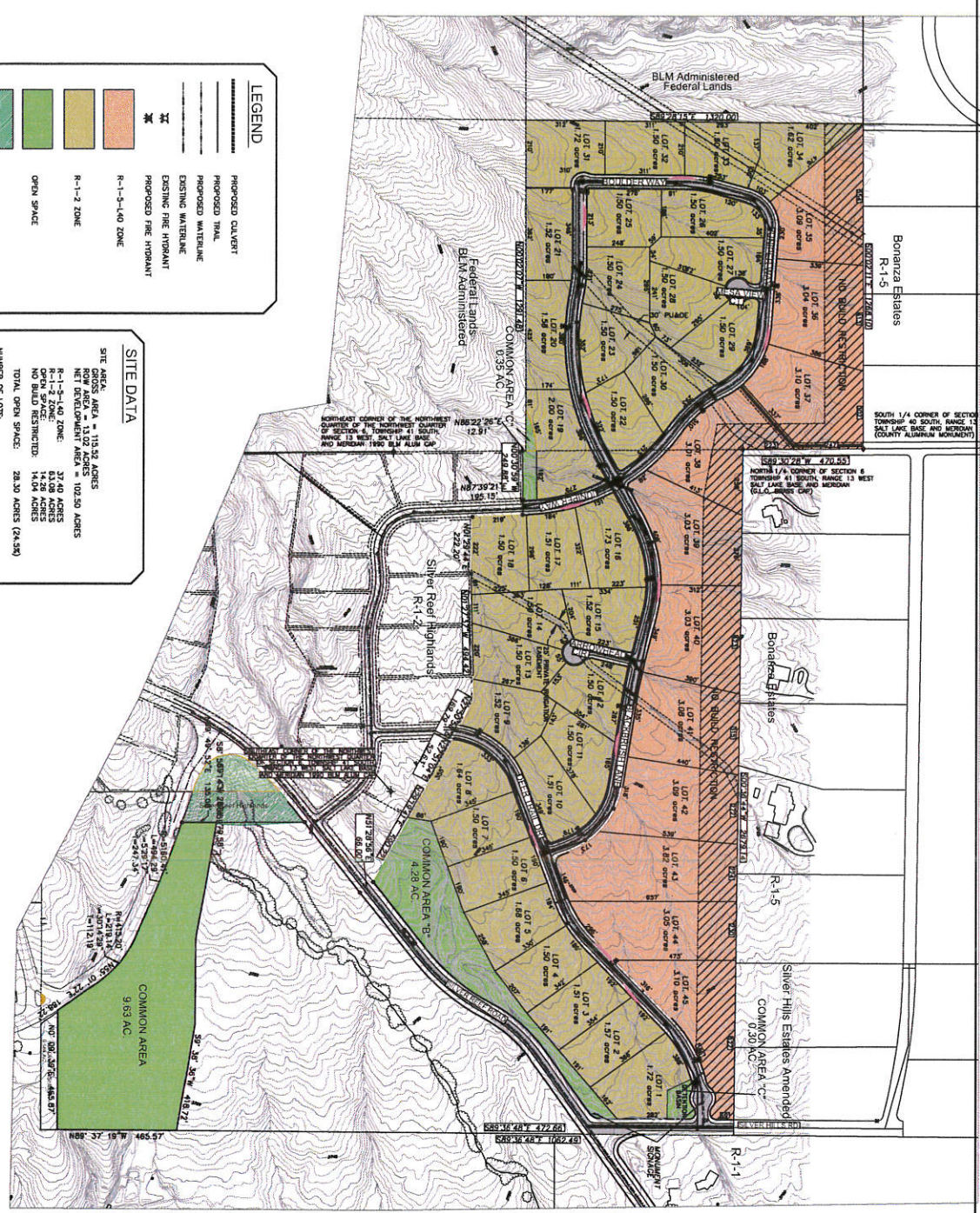
NUMBER OF LOTS: 11 DU
 R-1-3-140 ZONE: 45 DU
 R-1-2 ZONE: 4 DU

DENSITY:
 APPROVED OVERALL DENSITY: 51.53 DU
 APPROVED DENSITY: 51.53/115.52 = 0.45 DU/AC
 DU PROPOSED: 49 DU
 PROPOSED DENSITY: 49/115.52 = 0.39 DU/AC

MINIMUM LOT SIZE:
 R-1-3-140 ZONE: 3 ACRES = 300 AC
 R-1-2 ZONE: 2 ACRES = 200 AC

SETBACKS

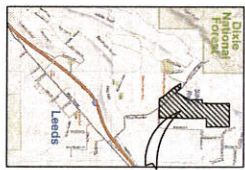
R-1-3-140 ZONE: 30 FEET
 R-1-2 ZONE: 30 FEET
 SIDE: 30 FEET
 FRONT: 30 FEET
 REAR: 25 FEET



PRELIMINARY PLAT

for
Silver Creek Estates
 A Planned Development Community

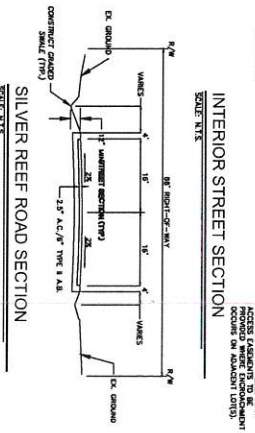
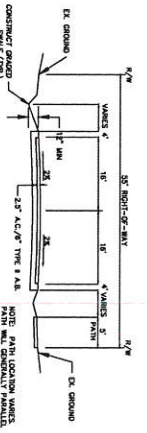
LOCATED IN A PORTION OF THE NORTHWEST QUARTER OF SECTION 6, TOWNSHIP 41 SOUTH, RANGE 13 WEST, S41 LAKE BASIN AND NEVADA COUNTY ALUMINUM MONUMENT, WEST 1/4 OF SECTION 31, TOWNSHIP 40 SOUTH, RANGE 13 WEST, SLEBA.



VICINITY MAP
 N.T.S.

OWNER/DEVELOPER

State of Utah
 School and Institutional
 TRUST LANDS ADMINISTRATION
 200 N. Capitol Campus Blvd., Suite 100A
 Washington, Utah 84403
 (435)225-2800



NO.	DESCRIPTION	DATE	APP'D.

PROJECT NAME: SILVER CREEK ESTATES
 STATE OF UTAH SCHOOL AND INSTITUTIONAL TRUST LANDS ADMINISTRATION
 LEEDS, UTAH

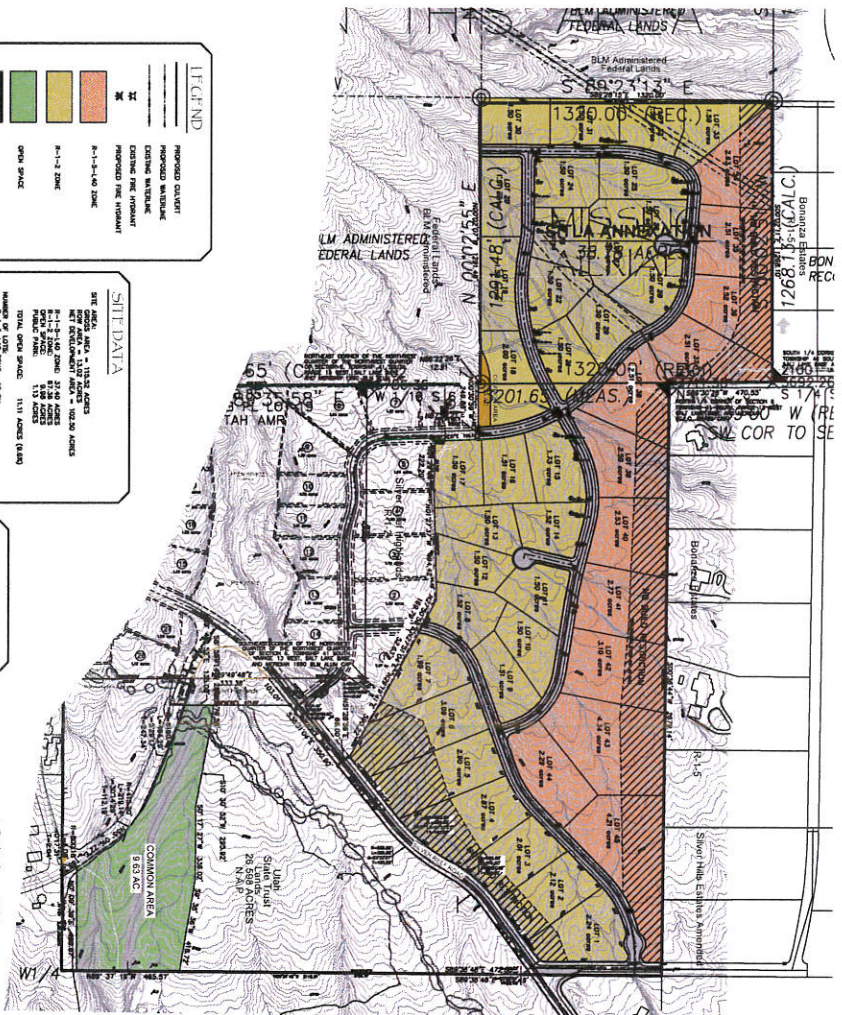
SHEET NAME: PRELIMINARY PLAT AMENDED

DEVELOPMENT SOLUTIONS, INC.

CIVIL ENGINEERS, LAND SURVEYORS, LAND PLANNERS.

120 East 200 North Suite #2
 St. George, UT 84770
 Office (435) 628-2121

1 OF 1 TOTAL



LEGEND

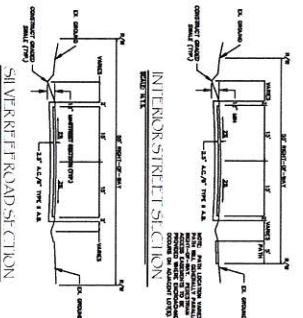
[Symbol]	PROPOSED DRIVEWAY
[Symbol]	PROPOSED SIDEWALK
[Symbol]	EXISTING SIDEWALK
[Symbol]	EXISTING FIRE HYDRANT
[Symbol]	PROPOSED FIRE HYDRANT
[Symbol]	R-1-1-1-1-1 ZONE
[Symbol]	R-1-1-2 ZONE
[Symbol]	R-1-1-3 ZONE
[Symbol]	OPEN SPACE
[Symbol]	PUBLIC PARK AREA
[Symbol]	NO-BUILD RESTRICTED AREA

SITE DATA

SITE TOTAL AREA	1,113.29 ACRES
NET DEVELOPABLE AREA	702.20 ACRES
R-1-1-1-1-1 ZONE	31.2 ACRES
R-1-1-2 ZONE	31.2 ACRES
R-1-1-3 ZONE	31.2 ACRES
OPEN SPACE	14.0 ACRES
PUBLIC PARK AREA	14.0 ACRES
NO-BUILD RESTRICTED AREA	229.20 ACRES
TOTAL OPEN SPACE	111.1 ACRES (9.9%)
RANGE OF LOT	21 TO 20
DEPTH	100 TO 100
R-1-1-1-1-1 ZONE	31.2 ACRES
R-1-1-2 ZONE	31.2 ACRES
R-1-1-3 ZONE	31.2 ACRES
MINIMUM LOT SIZE	3,000 SQ. FT.
MINIMUM LOT WIDTH	20 FT.
MINIMUM LOT DEPTH	100 FT.
MINIMUM LOT AREA	30,000 SQ. FT.

SETBACKS

R-1-1-1-1-1 ZONE	25 FEET
R-1-1-2 ZONE	25 FEET
R-1-1-3 ZONE	25 FEET
MINIMUM SETBACK	10 FEET



OWNER DEVELOPER
 State of Utah
 School and Institutional
 TRUST LANDS ADMINISTRATION
 1400 EAST 200 NORTH SUITE 401
 ST. GEORGE, UTAH 84770



Amended
PRELIMINARY PLAT
 for
Silver Creek Estates
 A Planned Development Community

LOCATED IN A PORTION OF THE SOUTHWEST QUARTER OF SECTION 8, TOWNSHIP 14 NORTH, RANGE 13 WEST, S.14M, AND THE SOUTHWEST 1/4 CORNER OF SECTION 1/4 OF SECTION 20, TOWNSHIP 13 NORTH, RANGE 13 WEST, S.14M.



TOWN OF LEEDS

218 NORTH MAIN STREET
PO BOX 460879
LEEDS, UT 84746-0879
PHONE: 435-879-2447 FAX: 435-879-6905
E-mail: clerk@leedstown.org Website: www.leedstown.org

CATEGORY	<u>1</u>	FEE	<u>100</u>
		(Non-refundable)	
DATE RECEIVED	<u>8-23-03</u>		
BY	<u>Asenith Steed</u>		

CONDITIONAL USE PERMIT APPLICATION

APPLICANT INFORMATION:

Name: CHRIS STUDDERT zone: R-1-5
 Address: 825 N BONANZA RD
 Phone: Home: _____ Work: _____ Cell: 801-380-5497 -Chris
 Email Address: CHRIS@BLUECOOLERS.COM 801-380-7326 -alby

List nature of business or use applying for: BED AND BREAKFAST ESTABLISHMENT / NIGHTLY RENTAL

Property to be used for the following purposes: BED AND BREAKFAST / NIGHTLY RENTAL

Legal description of property, (give exact legal description & include: Lot, Block, Subdivision and Tract)

LOT 1, SILVER HILLS EST, PARCEL # L-SVHE-1, 3.98 ACRES

Property Tax ID# 0462096

The property is situated: (Street address or exterior boundaries of area petitioned for change by streets, alley, property lines, etc.)
CORNER OF SILVER HILLS RD AND BONANZA RD

Attach a plot plan, drawn to scale, of the property involved showing the location of all existing buildings and plans and descriptions of the proposed use of the property with plans for all proposed buildings:

1. Prepare site plans/elevations.
2. Show existing/proposed buildings
3. Show parking/loading areas.
4. Include other pertinent information

The applicant has the ability and intention to utilize said CONDITIONAL USE PERMIT within twelve (12) months from date of final approval; and the applicant understands that this CONDITIONAL USE PERMIT, if granted, becomes null and void and of no effect if unused within twelve (12) months from the date of filing of the application; or if any time after granting, the use is discontinued for a period of twelve (12) months; or if the property is sold or developed by someone other than the applicant.

WHEN A CONDITIONAL USE PERMIT IS GRANTED SUBJECT TO CONDITIONS, SUCH CONDITIONAL USE PERMIT DOES NOT BECOME EFFECTIVE UNTIL SUCH TIME AS THOSE CONDITIONS HAVE BEEN MET.



*NOTE - A CONDITIONAL USE PERMIT does not eliminate the necessity of obtaining a Building Permit or Business License. A Building Permit is required for construction of all buildings in the project.

Are there any deed restriction affecting the use of the property involved? Give expiration date of restrictions.

NONE

Have all requirements in section 7.9.1 of Land-Use Ord 2008-04 been met? Yes No
Is this a Sexually Oriented Business? (if yes, Addendum for Sexually Oriented Business) Yes No

[Signature]
Applicants Signature

825 N. BONANZA RD
Address

801-380-5497
Phone #

IT IS REQUIRED THAT THE APPLICANT SUBMIT STAMPED ADDRESSED ENVELOPES FOR ALL PROPERTY OWNERS WITHIN 300 FT OF THE AFFECTED PROPERTY.

Town of Leeds Use Only

Application reviewed by: _____ Position: _____

The Town of Leeds Planning Commission recommended: Approval Denial to the Leeds Town Council on _____

The Town Council of Leeds: Approved Denied this Conditional Use Permit on: _____

The applicant is hereby authorized to establish the requested use in accordance with the attached site plan subject to the following conditions:

Mayor, Town of Leeds

Date

ATTEST:

Clerk/Recorder, Town of Leeds

Date

ACCOMMODATION

THE CITY OF SALT LAKE COUNTY HAS APPROVED THE PROPOSED AMENDED SILVER HILLS ESTATES AMENDED SUBDIVISION AS SHOWN ON THE ATTACHED PLANS AND SPECIFICATIONS. THE CITY ENGINEER HAS REVIEWED THE PLANS AND SPECIFICATIONS AND HAS DETERMINED THAT THEY COMPLY WITH THE CITY ENGINEERING DEPARTMENT'S STANDARDS AND SPECIFICATIONS FOR THE DESIGN AND CONSTRUCTION OF SUCH SUBDIVISIONS.

OWNER'S DEDICATION

THE OWNER HEREBY DEDICATES TO THE CITY OF SALT LAKE COUNTY THE PUBLIC ROADS AND UTILITIES SHOWN ON THE ATTACHED PLANS AND SPECIFICATIONS. THE DEDICATION IS SUBJECT TO THE CITY ENGINEER'S APPROVAL AND THE CITY ENGINEER'S STANDARDS AND SPECIFICATIONS FOR THE DESIGN AND CONSTRUCTION OF SUCH PUBLIC ROADS AND UTILITIES.

SURVEYOR'S CERTIFICATE

I, the undersigned, a duly licensed and sworn Surveyor, have surveyed the above described land and have found that the same is as shown on the attached plans and specifications. I have also found that the same is in compliance with the City Engineer's Standards and Specifications for the Design and Construction of Such Subdivisions.

BOUNDARY DESCRIPTION

The boundary of the subdivision is as shown on the attached plans and specifications. The boundary is defined by the centerlines of the public roads and the boundaries of the lots. The boundary is also defined by the boundaries of the adjacent subdivisions.

LEGEND

- 1. LOT
- 2. PUBLIC ROAD
- 3. UTILITY
- 4. EASEMENT

NOTES

1. THE PROPOSED AMENDED SILVER HILLS ESTATES AMENDED SUBDIVISION IS SHOWN ON THE ATTACHED PLANS AND SPECIFICATIONS. THE SUBDIVISION IS SUBJECT TO THE CITY ENGINEER'S APPROVAL AND THE CITY ENGINEER'S STANDARDS AND SPECIFICATIONS FOR THE DESIGN AND CONSTRUCTION OF SUCH SUBDIVISIONS.

GRADE SCALE

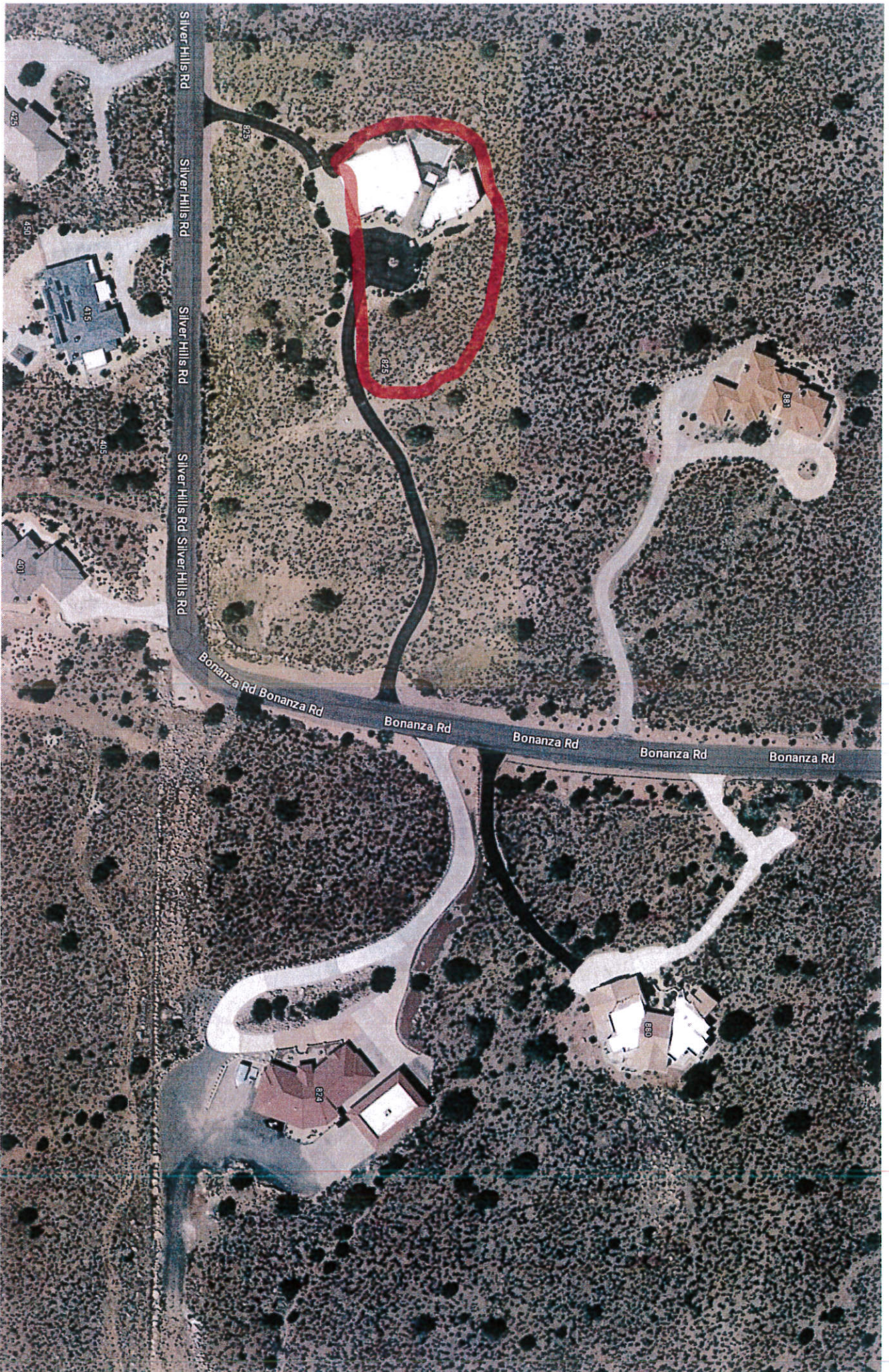


SILVER HILLS ESTATES AMENDED

A 4 LOT SUBDIVISION LOCATED IN SECTION 8, TOWNSHIP 14 NORTH, RANGE 13 WEST, SALT LAKE BASIN AND MOUNTAIN

4 LOT SUBDIVISION

<p>APPROVAL OF PLANNING COMMISSION</p> <p>PLANNING COMMISSION HAS REVIEWED THE PROPOSED AMENDED SILVER HILLS ESTATES AMENDED SUBDIVISION AND HAS DETERMINED THAT IT COMPLIES WITH THE CITY ENGINEER'S STANDARDS AND SPECIFICATIONS FOR THE DESIGN AND CONSTRUCTION OF SUCH SUBDIVISIONS.</p>	<p>APPROVAL AS TO FORM</p> <p>THE CITY ENGINEER HAS REVIEWED THE PLANS AND SPECIFICATIONS AND HAS DETERMINED THAT THEY COMPLY WITH THE CITY ENGINEERING DEPARTMENT'S STANDARDS AND SPECIFICATIONS FOR THE DESIGN AND CONSTRUCTION OF SUCH SUBDIVISIONS.</p>	<p>APPROVAL AND ACCEPTANCE BY LEGISLATIVE BODY</p> <p>THE CITY COUNCIL HAS REVIEWED THE PROPOSED AMENDED SILVER HILLS ESTATES AMENDED SUBDIVISION AND HAS DETERMINED THAT IT COMPLIES WITH THE CITY ENGINEER'S STANDARDS AND SPECIFICATIONS FOR THE DESIGN AND CONSTRUCTION OF SUCH SUBDIVISIONS.</p>
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Town of Leeds

218 North Main Street
PO Box 460879
Leeds, UT 84746-0879
Phone: 435-879-2447 Fax: 435-879-6905
E-mail: clerk@leedstown.org Website: www.leedstown.org

CATEGORY	<u>1</u>	FEE	<u>100.00</u>
DATE RECEIVED			
(Non-refundable)			
BY			

CONDITIONAL USE PERMIT APPLICATION

APPLICANT INFORMATION:

Name: Tiffany Jones
 Address: 175 S. Main
 Phone: Home: _____ Work: Cell: _____
 Email Address: _____

435-632-8508

List nature of business or use applying for: _____

rental property

Property to be used for the following purposes: _____

Nightly rental

Legal description of property, (give exact legal description & include: Lot, Block, Subdivision and Tract)

195 S. main street
Leeds townsite block 10 lot 2
L-28-c

Property Tax ID# 0425010

The property is situated: (Street address or exterior boundaries of area petitioned for change by streets, alley, property lines, etc.)

corner lot of main and mulberry

Attach a plot plan, drawn to scale, of the property involved showing the location of all existing buildings and plans and descriptions of the proposed use of the property with plans for all proposed buildings:

1. Prepare site plans/elevations.
2. Show existing/proposed buildings
3. Show parking/loading areas.
4. Include other pertinent information

The applicant has the ability and intention to utilize said CONDITIONAL USE PERMIT within twelve (12) months from date of final approval; and the applicant understands that this CONDITIONAL USE PERMIT, if granted, becomes null and void and of no effect if unused within twelve (12) months from the date of filing of the application; or if any time after granting, the use is discontinued for a period of twelve (12) months; or if the property is sold or developed by someone other than the applicant.

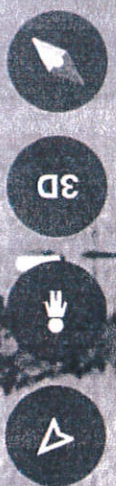
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*NOTE - A CONDITIONAL USE PERMIT does not eliminate the necessity of obtaining a Building Permit or Business License. A Building Permit is required for construction of all buildings in the project.

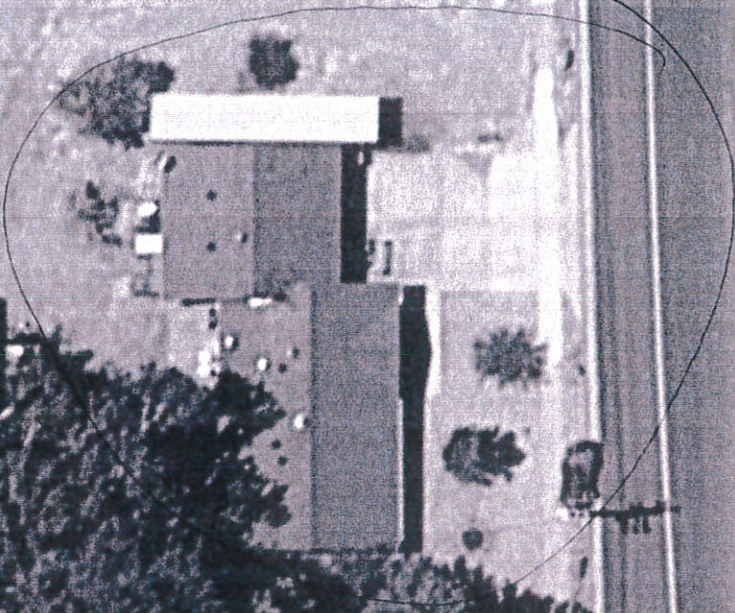
Are there any deed restriction affecting the use of the property involved? Give expiration date of restrictions.

[Signature]

Have all requirements in section 7.9.1 of Land-Use Ord 2008-04 been met? Yes ___ No ___



Molberry



Main

R. BRANT JONES 07-92
TIFFANY JONES 07-92
P.O. BOX 460962 PH. 435-879-2925
175 S. MAIN
LEEDS, UT 84746

31-5
1240

8384

DATE 8-7-23

PAY TO THE
ORDER OF

Town of Leeds

\$100.00

one hundred dollars

DOLLARS

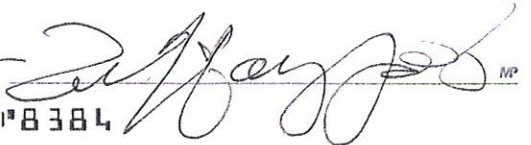
 Security Features
Include
Details on back.

ZIONS BANK.

WE HAVEN'T FORGOTTEN
WHO KEEPS US IN BUSINESS®

1-800-974-8800
zionsbank.com

MEMO

conditional use permit  MP

⑆ 1 24000054 ⑆ 0344734701 ⑆ 8384

TOWN OF LEEDS
ORDINANCE 2023-??

Amending Ordinance 2015-09

ADOPTING THE CONSOLIDATED FEE SCHEDULE FOR THE TOWN OF LEEDS

WHEREAS, the Town of Leeds staff reviewed and made recommendations on the Consolidated Fee Schedule, which outlines the costs of town services to comply with Town Ordinances; and,

WHEREAS, at the Town Council Meeting on [insert date], the Town Council discussed the Consolidated Fee Schedule; and,

WHEREAS, the Consolidated Fee Schedule established by Ordinance 2016-08 requires an update and reformatting;

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF LEEDS, UTAH, that the attached Consolidated Fee Schedule, be adopted, and be effective as of Thursday, [insert date]

THE REVISED ORDINANCE, PASSED AND ADOPTED by the Town Council, of Leeds Town, Utah this ____ day of _____ 2023.

This Ordinance shall be effective

Mayor, Bill Hoster

ATTEST:

Aseneth Steed , Clerk/Recorder

TOWN OF LEEDS

CONSOLIDATED FEE SCHEDULE

Revised by Ordinance 2016-08

Effective Date: December 15, 2016

If review of an application or permit by outside professional service providers is required (in the Town's sole discretion) the Town will provide an estimate of such costs to the applicant. Upon the applicant's payment of the estimated cost, professional services will be provided. Final issuance of the approval or permit requested will not be given until payment in full of the actual cost of professional services is received by the Town.

1. ADMINISTRATION

a. Certified Mail.....	\$10.00
b. Copies — Customer Provided	
1) 8.5" x 11"	\$.25 per page
2) 8.5" x 14"	\$.25 per page
3) 11" x 17"	\$.25 per page
c. Copies — Legal / Official Documents	
1) 8.5"x 11"	\$.50 per page
2) 8.5" x 14"	\$.60 per page
3) 11" x 17"	\$.80 per page
4) Electronic Copy of Public Meeting	\$30.00 each
d. Copies — Maps	
1) 8.5" x 11" Black and White	\$5.00
2) 8.5" x 11" Color	\$7.00
3) 11" x 17" Black and White	\$8.50
4) 11" x 17" Color	\$10.00
5) 17" x 22" Black and White	\$12.00
6) 17" x 22" Black and White	\$15.00
e. Fax Transmissions	
1) 1 st page sending or receiving	\$2.00
2) Each additional page	\$1.00 each
f. GRAMA Requests	
1) Request must be in writing, using GRAMA Request Form	
2) Once request is received, the Town Office has ten (10) days to fill the request	
3) First 15 minutes of research time.....	No Charge
4) After initial 15 minutes	\$40.00 per hour
5) Applicant will pay for all additional expenses associated with the government records request, including research, supplies to grant the request, travel expenses, professional fees etc.	
g. Notary Service	
1) Resident of Leeds	No Charge
2) Non-Resident	\$25.00 1 st Page/ \$10.00 after
h Return Check Fee	
1) Per returned check.....	\$50.00
i Staff /Administration Time.....	\$40.00 per hour

2. PROFESSIONAL FEES (Attorney, Engineer, other) Actual Cost to Town

TOWN OF LEEDS

CONSOLIDATED FEE SCHEDULE

Revised by Ordinance 2016-08

Effective Date: December 15, 2016

3. BUILDING PERMITS AND IMPACT FEES

- a. Building Permit
 - 1) Application & Packet\$5.00
 - 2) Building Permit Filing Fee \$175.00
 - 3) Building Permit Fee.....Based on Valuation
 - 4) Building Permit Extension Fee..... 1% of valuation of home
- b. Excavation Permit.....based on volume of earth removed/cubic yards
- c. Excavation Plan Reviewbased on volume of earth removed/cubic yards
- d. Grading Permit
- d. Impact Fees
 - 1) Park Impact Fee \$1,300.00
 - 2) Road Impact Fee.....\$3,295.00

4. CEMETERY

- a. Cemetery Plot
 - 1) Standard Burial Plot – Leeds Residents\$400.00
 - 2) Cremains – Leeds Residents\$200.00
 - 3) Standard Burial Plot – Non-Residents\$800.00
 - 4) Cremains – Non-Residents\$400.00 *is this quadrant? What about markers?*
- b. Exhumation.....\$500.00
- c. Opening & Closing of Grave (Human Remains Only).....\$550.00
- d. Opening & Closing of Grave (Cremains).....\$350.00 *can people dig their own?*
- d. Moving HeadstonesActual Cost to Town
- e. Buy Back Plot Fee\$100.00
- f. Buy Back Plot.....Original Amount of Plot

5. CIVIL PENALTIES FOR VIOLATION OF ORDINANCES

- a. Abatement Costs
 - 1) Removal of noxious weeds; garbage, refuse, deleterious objects or structures, Including staff time.....\$50.00 per hour
- b. Penalties (Civil Penalties assessed for multiple offenses for previously cited violations within a twelve (12) month period shall be in addition to the civil penalties assessed on the prior citations for the same offense.)
 - 1) First Offense.....\$130.00
 - 2) Second Offense – Same within twelve (12) months.....\$325.00
 - 3) Third or More Offense – Same within twelve (12) months.....\$650.00

6. LICENSES

- a. Alcohol License.....\$260.00
- b. On & Off Premise, Beer only.....\$260.00
- c. One Premise, Restaurant Wine and Beer.....\$260.00
- d. On premise, Full Service

- b. Animal Licenses
 - 1) Dog, each license, up to 4 dogs \$5.00 each
 - 2) Kennel License, for over 4 dogs.....\$35.00, plus each dog license
 - 3) Commercial Kennel License..... CUP Category fee plus Business License Fee
 - 4) Late Fee, beginning February 1 \$5.00 per month/per dog
- c. Business License

- 1) General Commercial Only \$65.00
- 2) Home Occupation Only \$.00
- 3) Late Fee, beginning February 1\$10% of License Fee

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TOWN OF LEEDS

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7. PARKS AND BUILDING USE

- a. Peach Pit Pavilion
 - 1) Cleaning Deposit (Refundable, within 7 days)\$100
 - 2) Rental to Town of Leeds Residents (Non-Refundable)
 - 4 hours or less, each day \$35.00
 - Over 4 hours, each day \$65.00
 - 3) Rental to Non-Residents (Non-Refundable)
 - 4 hours or less, each day \$65.00
 - Over 4 hours, each day \$130.00
 - 4) Rental to Non-Profit Organizations..... No Charge
- b. Building Rental as allowed by Town Resolutions
- c. Festival Booth Fees\$50.00 for 10X10 non-electric, \$70.00 with power

8. PERMITS

- a. Encroachment Permit (Ordinance 2007-08)
 - 1) Application Fee\$300.00
 - 2) Completion Guarantee Deposit follow county fees, refer to Scott
 - Pavement Surface (including chip/seal) \$3,000.00 up to 70 sq. ft.
 - Pavement Surface (including chip/seal) \$45.00 per sq. ft. over 70 sq. ft.
 - Gravel Surface \$6.00 per sq. ft.
 - Unimproved Surface \$3.00 per sq. ft.
- b. Special Events
 - 1) Special Event Permit Per Event day \$130.00
(Event food trucks must still provide food handlers permit)
 - 2) Open Air Display Permit \$125.00
- c. , Solicitor, or Itinerant Merchant Permit, Youth enterprises exempt
 - 1) Per Week \$100.00
 - 2) Per Year \$525.00
- d. Sign Permits
 - 2) Permanent, Each \$65.00
 - 3) Temporary, Each \$35.00

9. PLANNING / DEVELOPMENT FEES (Non-Refundable)

- a. Annexation Application \$1,000.00
- b. Development and/or Annexation Agreement..... \$500.00
- c. Appeal Application \$700.00
- d. Conditional Use Permit (Ordinance 2008-04; 7.5.)
 - 1) Category 1 \$130.00
 - 2) Category 2 \$450.00
 - 3) Category 3 \$850.00
 - 4) Category 4 \$1,300.00
- e. General Plan Amendment Application \$1,000.00
- f. Hillside Permit Review \$350.00
- g. Lot Line Adjustment \$250.00
- h. Ordinance Amendment Application \$1,300.00

TOWN OF LEEDS

CONSOLIDATED FEE SCHEDULE

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- j. Site Plan Review
 - 1) Site Plan Review is used for commercial, industrial, and institutional developments; site plans to the Hillside Review Board; \$300.00 plus \$65.00 per acre. Exceptions are Public Schools and minor additions to existing buildings are exempt to site review fee
 - k. Subdivisions
 - 1) Conceptual Review
 - (Fees to be applied to Preliminary Plat Review) 325.00 plus 30per lot
 - 2) Preliminary Plat Review \$ plus \$30 per lot
 - 3) Final Plat Review..... \$500.00 plus \$75 per lot
 - 4) Minor Subdivision \$250.00 plus \$25 per lot
 - 5) Plat Amendment Fee..... \$150 per lot
 - 6) Inspection Fee..... \$13000 per lot
 - If the inspection fee is exhausted before the completion of the subdivision, the developer shall pay the Town of Leeds an amount estimated by the Leeds Engineer or Inspector to be sufficient to cover all inspections.
 - l. Variance Application \$250.00 and admin time @ \$50.00 per hour
 - m. Zoning
 - 1) Design Review Application..... \$350.00
 - 2) Zone Change Application \$1,000.00 plus \$50.00 per acre
 - n. Project or Development Plan Changes \$200.00 per change (plus professional fees)
10. RECORDING FEES Paid by Applicant
11. SERVICE CHANGE, UTILITY PERMITS \$150.00
12. MISCELLANEOUS FEES
- a. Inspection, each hour, 1 hour minimum
 - 1) Residential \$100.00 per hour
 - 2) Commercial..... \$150.00 per hour

Enforcement: Any person who willfully violates any provision of this Ordinance shall be guilty of a Class B Misdemeanor and will be charged the current fees, as established in Washington County.

Repealer: If any provision or clause of this Ordinance or application thereof to any person or entity or circumstance is held to be unconstitutional or otherwise invalid by any court or competent jurisdiction, such invalidity shall not affect other section(s), provision(s), clause(s) or applications hereof, and to this end the provisions and clauses of this Ordinance are declared to be severable.



Administrative Code Enforcement Implementation Process

Index of Town Code Violation Types with Recommended Fines

Note: This index provides a general overview of common town code violation types. It is essential to refer to the specific Leeds Town Code or Ordinance for accurate and detailed information regarding the violations and corresponding penalties.

1. Building and Zoning Violations

- 1.1 Unauthorized construction or alterations - Code: BZ-UC - Fine: \$500-\$2,000
- 1.2 Failure to obtain permits - Code: BZ-FP - Fine: \$200-\$1,000
- 1.3 Violations of building codes - Code: BZ-BC - Fine: \$500-\$2,500
- 1.4 Zoning ordinance violations - Code: BZ-ZV - Fine: \$250-\$1,500
- 1.5 Illegal occupancy - Code: BZ-IO - Recommended Fine: \$500-\$2,000

2. Nuisance Violations

- 2.1 Noise disturbances - Code: NV-ND - Recommended Fine: \$100-\$500
- 2.2 Accumulation of trash or debris - Code: NV-ATD - Recommended Fine: \$200-\$1,000
- 2.3 Unsightly or abandoned properties - Code: NV-UAP - Recommended Fine: \$250-\$1,500
- 2.4 Illegal dumping - Code: NV-ID - Recommended Fine: \$500-\$2,000
- 2.5 Failure to maintain property - Code: NV-FMP - Recommended Fine: \$200-\$1,000

3. Health and Sanitation Violations

- 3.1 Failure to properly dispose of waste - Code: HS-FDW - Recommended Fine: \$100-\$500
- 3.2 Pest infestation - Code: HS-PI - Recommended Fine: \$250-\$1,000
- 3.3 Lack of sanitation facilities - Code: HS-LSF - Recommended Fine: \$500-\$2,500
- 3.4 Contamination of water sources - Code: HS-CWS - Recommended Fine: \$500-\$2,500
- 3.5 Failure to comply with health regulations - Code: HS-FCHR - Recommended Fine: \$250-\$1,500

4. Environmental Violations

- 4.1 Improper disposal of hazardous materials - Code: EV-IDHM - Recommended Fine: \$500-\$2,500
- 4.2 Pollution of air, water, or soil - Code: EV-PAWS - Recommended Fine: \$500-\$2,500
- 4.3 Unauthorized tree removal - Code: EV-UTR - Recommended Fine: \$200-\$1,000 per tree
- 4.4 Wetland or protected area violations - Code: EV-WPV - Recommended Fine: \$500-\$2,500
- 4.5 Failure to comply with environmental regulations - Code: EV-FCE - Fine: \$250-\$1,500



Administrative Code Enforcement Implementation Process

5. Traffic and Parking Violations

5.1 Illegal, extended parking or blocking driveways - Code: TP-IP - Recommended Fine: \$50-\$200

6. Business and Licensing Violations

6.1 Operating without a valid business license - Code: BL-OB - Recommended Fine: \$500-\$2,000

6.2 Violations of specific business regulations - Code: BL-VBR - Recommended Fine: \$250-\$1,500

6.3 Failure to comply with health and safety standards - Code: BL-HSS - Fine: \$200-\$1,000

6.4 Illegal signage or advertising - Code: BL-ISA - Recommended Fine: \$100-\$500

6.5 Failure to obtain necessary permits for events or sales - Code: BL-FP - Fine: \$200-\$1,000

7. Animal Control Violations

7.1 Violations of leash laws - Code: AC-LL - Recommended Fine: \$50-\$200

7.2 Animal noise disturbances - Code: AC-ND - Recommended Fine: \$100-\$500

7.3 Failure to properly care for animals - Code: AC-CARE - Recommended Fine: \$250-\$1,000

7.4 Keeping prohibited or exotic animals - Code: AC-PE - Recommended Fine: \$500-\$2,500

7.5 Failure to obtain required pet licenses - Code: AC-PL - Recommended Fine: \$50-\$200

8. Fire Code Violations

8.1 Blocked fire exits - Code: FC-BFE - Recommended Fine: \$100-\$500

8.2 Inadequate fire safety equipment - Code: FC-ISE - Recommended Fine: \$250-\$1,000

8.3 Failure to maintain fire alarm systems - Code: FC-FMAS - Recommended Fine: \$200-\$1,000

8.4 Storage of flammable materials in prohibited areas - Code: FC-SFM - Fine: \$200-\$1,000

8.5 Non-compliance with fire safety regulations - Code: FC-NCFR - Recommended Fine: \$100-\$500

*Please note The recommended fines provided are generated based on general knowledge and common practices related to code enforcement violations. Leeds authorities and legal professionals will determine the accurate and up-to-date recommended fines for code enforcement violations with in Leeds jurisdiction.