

Leeds Transportation Master Plan  
December 2022



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# TRANSPORTATION MASTER PLAN

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## 1.0 INTRODUCTION

### 1.1 Background

This Transportation Master Plan has been prepared to provide roadway planning information for the Leeds Town service area. Leeds Town is located in Washington County, Utah along Highway Interstate 15 (I-15). An area and location map showing the location of Leeds Town is provided in Exhibit 1.1-1.

### 1.2 Study Need

Leeds Town has experienced limited growth over the past 20 years but is poised to be a vital location for infrastructure that is needed for planned growth within Leeds Town and in surrounding areas and communities. Growth had slowed when the economy went into recession in 2009. However, the Utah housing market has gained momentum and continued growth is expected over at least the next few years. Additionally, there has been renewed interest in several larger parcels within Leeds, and in the surrounding areas, that could significantly impact the transportation needs if these parcels are developed.

### 1.3 Study Purpose

The purpose of this plan is to provide structured growth recommendations for the roadway facilities within the service area of Leeds Town, and surrounding areas. These recommendations can be used to prepare a financial viability analysis which the Town may use for establishing allowable rates, impact fees, tolls, charges, etc., associated with the required street facilities capital improvements.

### 1.4 Study Area

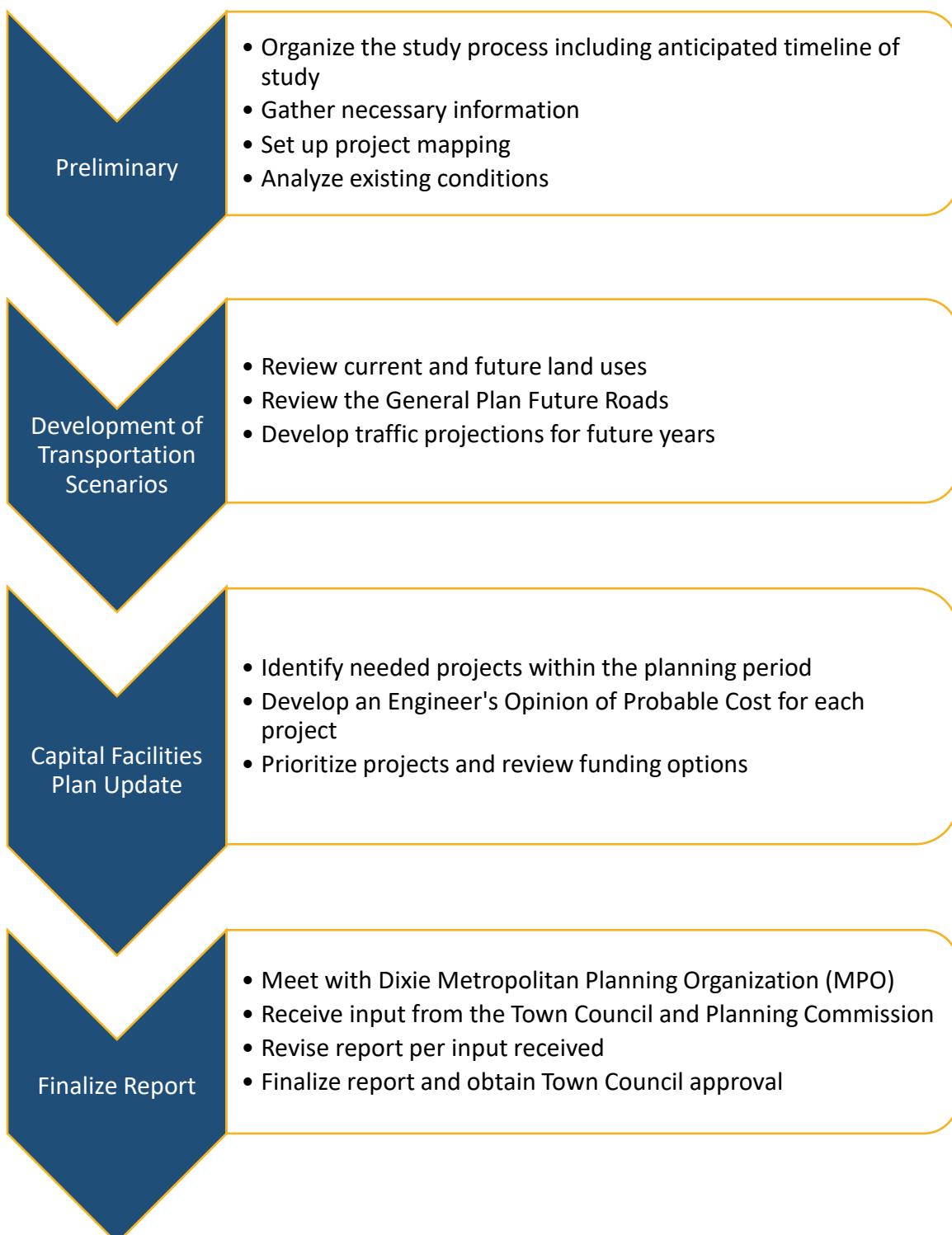
The service area used for this plan includes the Leeds Town limits (3.57 square miles according to the latest version of the Town's General Plan), as well as some areas outside the Town limits that may eventually be annexed into Leeds Town in the future. See Exhibit 1.1-1 for the approximate location of Leeds Town. The Leeds Town Annexation Plan is included as Appendix H.

#### 1.4.1 2022 Study area updates

Leeds Town anticipates more growth occurring in the southeast and northwest areas of town which are represented in the prioritization of future projects for Leeds. See Appendix A.

## 1.5 Study Process

A summary of the study process is shown in the chart below:



## 2.0 EXISTING CONDITIONS

### 2.1 Land Use and Growth

An important element in any community plan is the projection of the Town's population. This projection gives the planner an idea of the future demands the Town should plan for throughout the planning period. Leeds Town has experienced limited growth over the past several years, and currently serves an estimated population of 902 residents. After coordination with the Dixie Metropolitan Planning Organization (Dixie MPO), the traffic demand model was utilized and updated based on the growth projections below.

Projecting the future population can be a subjective process. Many variables play a role in where growth will occur within Washington County and within Leeds Town. The availability of water, viability of utility connections, and cooperation of the Town all play a role in the rate of growth to be seen in the area. Table 2.1-1 below shows the Town's historic growth rates based on Town census estimates for periods from 2000 to 2021.

**Table 2.1-1. Historic Growth**

Year	Source	Population	Annual Growth Rate
2000	Census	547	-
2010	Census	820	2000-2010
2015	Town Estimate	836	2010-2015
2020	Census	867	2015-2020
2021	Town Estimate	877	2020-2021
Average Annual Growth			<b>2.87%</b>

The 2022 population is estimated to be 902 based on the continued average annual growth rate of 2.87% from 2000 to 2021.

In this Plan, a future growth rate of 2.5% has been applied, which is an average of Washington County's growth rate and Leeds Town's annual growth rate for the period of 2020 to 2050. For the purposes of this analysis, the employment growth will use the same growth rate as the population growth rate of 2.5%. The projected population growth estimates through 2050 are provided in Table 2.1-2.

**Table 2.1-2. Projected Growth**

Year	Projected Population
2022	902
2032	1,155
2042	1,478
2050	1,801

## 2.2 Socio-Economic Data

Socio-economic data is important for this Transportation Master Plan in that it helps provide a basis for the traffic model. The socio-economic data used in this plan is from the Dixie MPO Traffic Model and from information provided by Leeds Town. The Dixie MPO model and Leeds Town data presents estimated number of households and population, as well as total employment in retail, industrial, agricultural, construction and other industries. A breakdown of the projected employment growth through the year 2050 is included as Appendix C.

# 3.0 FUTURE CONDITIONS

## 3.1 Land Use and Growth

The Town of Leeds has had continual growth since 2000. Due to this growth, it is important to predict where future improvements will need to be made to continue to support Leeds Town's transportation infrastructure.

### 3.1.1 Population and Employment Forecasts

Leeds Town has seen limited growth since 2000. From the year 2000 to 2010 Leeds Town grew at an average of about 5.0% per year. From 2010 to 2020, Leeds's growth slowed to less than 1% per year and has only recently seen an uptick in annual growth rate to just over 1% per year. It is anticipated that growth in the near future will occur primarily in the southeast part of Leeds Town. There is also farmland to the east of Leeds Town that may eventually be developed and annexed into the Town limits. The Leeds Town Annexation Plan is included for reference as Appendix H.

### 3.1.2 Future Land Use

Similar to existing land use, future land use patterns and socio-economic data were obtained from the Dixie MPO Model and Leeds Town data. This data is included in Appendix C for the years 2020 and 2050.

## 3.2 Roadway Network Model

### 3.2.1 Traffic Analysis Zones

Determining traffic volumes is dependent on traffic analysis zones. A traffic analysis zone (TAZ) is a unit of geography that is used to estimate the number of trips generated from a specific area. Traffic analysis zones use the land use data and socio-economic data within the area to determine the number of trips generated. Trips are generated from trip origins (e.g., residential households) to trip destinations (e.g., commercial areas).

This plan uses the existing traffic analysis zones from a traffic model developed and maintained by the Dixie MPO. It was determined that the traffic analysis zones that cover Leeds did not need modification, as they are consistent with population trends within the town. The existing zones were used to update the growth and employment projections throughout Leeds Town.

A summary of the traffic analysis zones is included as Appendix B.

### 3.2.2 Modeling Procedure

Once land use and socio-economic data have been obtained, and traffic analysis zones have been determined, a traffic model is generated.

The process for modeling involves the following steps:

- Trip Generation - Land use and socio-economic data is used to determine the number of trips produced and attracted in each traffic analysis zone (TAZ).
- Trip Distribution - Determination of trip volumes between zones.
- Mode Choice - The physical means of transportation used for a trip.
- Traffic Assignment - Estimation of the volume on each individual component of the transportation system.

A traffic model was used to help forecast the total average daily trips anticipated on each segment of roadway. Modeling can help determine places where the traffic applies the most pressure on the roadway network and can provide justification for alleviating those points with additional infrastructure.

The model was based on the Dixie MPO Travel Model, which runs in the Cube traffic modeling software by CitiLabs. The Dixie MPO Model was updated using input from the Town of Leeds and from traffic counts collected throughout Leeds Town. A map of the count locations and counts is included in Appendix F. It should be noted that the traffic counts will differ from the model results. This is because the traffic counts account for vehicles crossing at a single location while the model results are showing an annual daily average along a length of roadway.

The Cube modeling software automates each of the aforementioned modeling steps. The land use data and traffic analysis zones are input to the model as well as the road network. The Cube model takes this input and generates trips based on information for each TAZ including number of homes, number of workers, estimated number of cars per household, number of jobs, etc. The model also performs the trip distribution, mode choice, and traffic assignment.

The results of the model show the anticipated average daily traffic for all segments of roadway. These results, in turn, help to determine and prioritize future improvement needs.

### 3.2.3 Roadway Network and Traffic Forecasts

Once the traffic analysis zones are set up and the model is run, it is possible to develop roadway networks for future time periods. From these networks it is possible to forecast traffic patterns on these roads.

In traffic forecasting using a model, there is generally some error between the modeled results and actual counts. Where actual counts are available, traffic forecasts for future periods have been adjusted by this same error to represent more accurately what is expected in the future.

## 3.3 Basic Roadway Design Standards

Basic roadway design standards are a key element in providing the Town sustainable roads and road systems that will not have to be updated or maintained frequently. Having well designed widths, rights-of-way, curbs, gutter, and sidewalks will improve the safety of roads and make them more enjoyable for the population. It is recommended that Leeds Town periodically review and update their roadway construction standards and specifications as needed.

## **4.0 ROADWAY IMPROVEMENT PLANS**

### **4.1 Basis for Improvements**

Future improvements to the roadway network are important in Leeds Town due to anticipated growth, both within the Town of Leeds and also in the surrounding areas.

### **4.2 Roadway Projects**

The planned roadway and intersection improvements through 2050 include new roads and reconstruction of existing roadways. A list of these improvements is shown below with comments and estimated respective cost. For estimating purposes, roads were separated into two categories: developed areas and undeveloped areas. An exhibit showing locations and extents of each project is included in Appendix A. This list of projects is not a prioritization, because that will be based on the timing and location of the growth, but is simply a list of projects the City will need to plan for as development occurs.

Roads constructed in developed areas will have a higher cost. The higher cost comes from utility work, concrete curb, gutter and sidewalk, and a larger road footprint to accommodate turning lanes and shoulder parking.

Roads constructed in undeveloped areas will have a lower cost. These roads are more easily constructed because there are fewer utilities and existing hardscape to work around. These roads will generally have a smaller footprint and often do not include curb and gutter or sidewalk. Please note that all cost estimates are listed in 2022 dollars. It is recommended that a 6% annual inflation rate be used for future projections. Currently UDOT is utilizing a 6% annual inflation rate through the year 2050 for state roadway projects.

#### **Project #1 – I-15 Leeds North Interchange:**

This project is a priority in the regional plan developed by the Dixie MPO. This project would likely relocate the north interchange further to the north and would coincide with and need to proceed the development of regional roadways, including North Babylon Road (Project #2) and the Toquerville to Leeds Connector Road (Project #3) to Hurricane and Toquerville. Components of this project will include the relocation and re-configuration of the existing frontage road connections on both the east and west (Wonder Lane) side of I-15 to provide proper spacing and safety enhancements.

The recommended right of way width for the frontage roads is 110 feet to preserve adequate widths from the interstate. The connection point of the frontage roads to the interchange location will require adequate spacing from the interstate and will be coordinated with UDOT.

#### **Project #2 – North Babylon Road:**

This project is in an undeveloped area and would serve as a connection between the Leeds/Toquerville Connector (Project #2) and Leeds Main Street. The Dixie MPO has designated Babylon Road as a regional need that will serve as a connection between Leeds and Hurricane. This project will serve as the regional tie-in for future connections to both Toquerville and Hurricane and will include 10,200 feet of paved roadway and associated improvements. The recommended right of way width on this project is 110 feet to serve as a major arterial with five lanes of traffic, fourteen-foot shoulders, and side improvements.

The Dixie MPO has identified the north portion of this project as a Phase 2 need based on regional growth projections. The timing of this roadway will be dependent upon the need generated by the Toquerville connector road (Project 3) and/or significant growth to the south of Leeds Town boundaries.

*Cost Estimate: \$8,380,000.00*

**Project # 3 – Toquerville to Leeds Connector Road:**

This project is in an undeveloped area and would extend from Project # 1 (North Babylon Road) to Sunset Ave in Toquerville and include 15,000 feet of paved roadway. The recommended right of way width for this project is 110 feet to serve as a major arterial with five lanes of traffic, fourteen-foot shoulders, and side improvements including curb and gutter

This project is reflected in the Dixie MPO regional plan and is projected to serve as a main thoroughfare for traffic to Toquerville from the I-15 corridor.

*Cost Estimate: \$14,400,000.00*

**Project # 4 –I-15 South Interchange:**

This project is an existing interchange on the south of Leeds Town with Main Street and I-15. The current configuration allows for a separated northbound “slip-ramp” style off-ramp and a southbound on-ramp located in a separate location. This project should look to reconfigure and consolidate the on- and off-ramps to a more traditional layout to allow for increased capacity and safety for the travelling public. The timing of this project will be triggered, primarily, by growth within Leeds Town, as it is on the south end of town and not as anticipated to be a connector for the potential growth in the surrounding areas.

*Cost Estimate: \$15,000,000.00*

**Project # 5 –Silver Reef Road:**

This project is in a developed area that has potential for further residential growth and need of improved facilities for pedestrian, bike and other uses along this corridor for better access to nearby public lands. This project extends from Main Street to the y-intersection with Oak Grove Road. This project would include 6,400 feet of paved roadway reconstruction and associated improvements. The recommended right of way width is 84 feet to serve as a minor arterial roadway with five lanes of traffic and side improvements to serve the surrounding residential areas.

*Cost Estimate: \$4,400,000.00*

**Project # 6 –Off East 900 North:**

This project is an undeveloped area that would tie development on the north end of Leeds Town to the North Babylon Road from 900 North to approximately Shadow Lane. This project includes 3,900 feet of paved roadway and associated improvements. The recommended right of way width is 84 feet to serve as a minor arterial roadway with five lanes of traffic and side improvements to serve the surrounding residential buildout.

*Cost Estimate: \$3,200,000.00*

**Project # 7 –North Main Street:**

The project is in a developed area and would extend from Vista Ave to 1400 North and include 7,600 feet of paved roadway and associated improvements. Main Street is an existing two-lane asphalt road. This project recommends a five-lane cross section (110' right of way) with associated side treatments. The additional right of way would allow the build out to include room for on street parking, bike lanes, or additional travel lanes. The alignment of this project may vary depending on the needs of Project #3 and close coordination with UDOT will be requisite to accommodate proper spacing from the interstate at the new interchange location.

*Cost Estimate: \$3,800,000.0*

**Project # 8 –Bonanza Flat Road:**

The project is in an undeveloped area and would extend Cemetery Road, near the south end of Main Street to the North and connect with Oak Grove Road and include approximately 7,500 feet of roadway. Building out this project will serve as a redundancy and relief to the roadway system for the Silver Reef area, for those generally travelling South, in times of emergency and will allow for further residential buildout. A 66-foot right of way is recommended to serve as a residential collector with two lanes of traffic, ten-foot shoulders, and side treatments.

*Cost Estimate: \$3,750,000.00*

*Additionally, it should be noted that there may become a need for a redundant and relief roadway for the Silver Reef area, for those generally travelling north, in times of emergency, especially after the North interchange may*

#### 4.3 Regional Plan

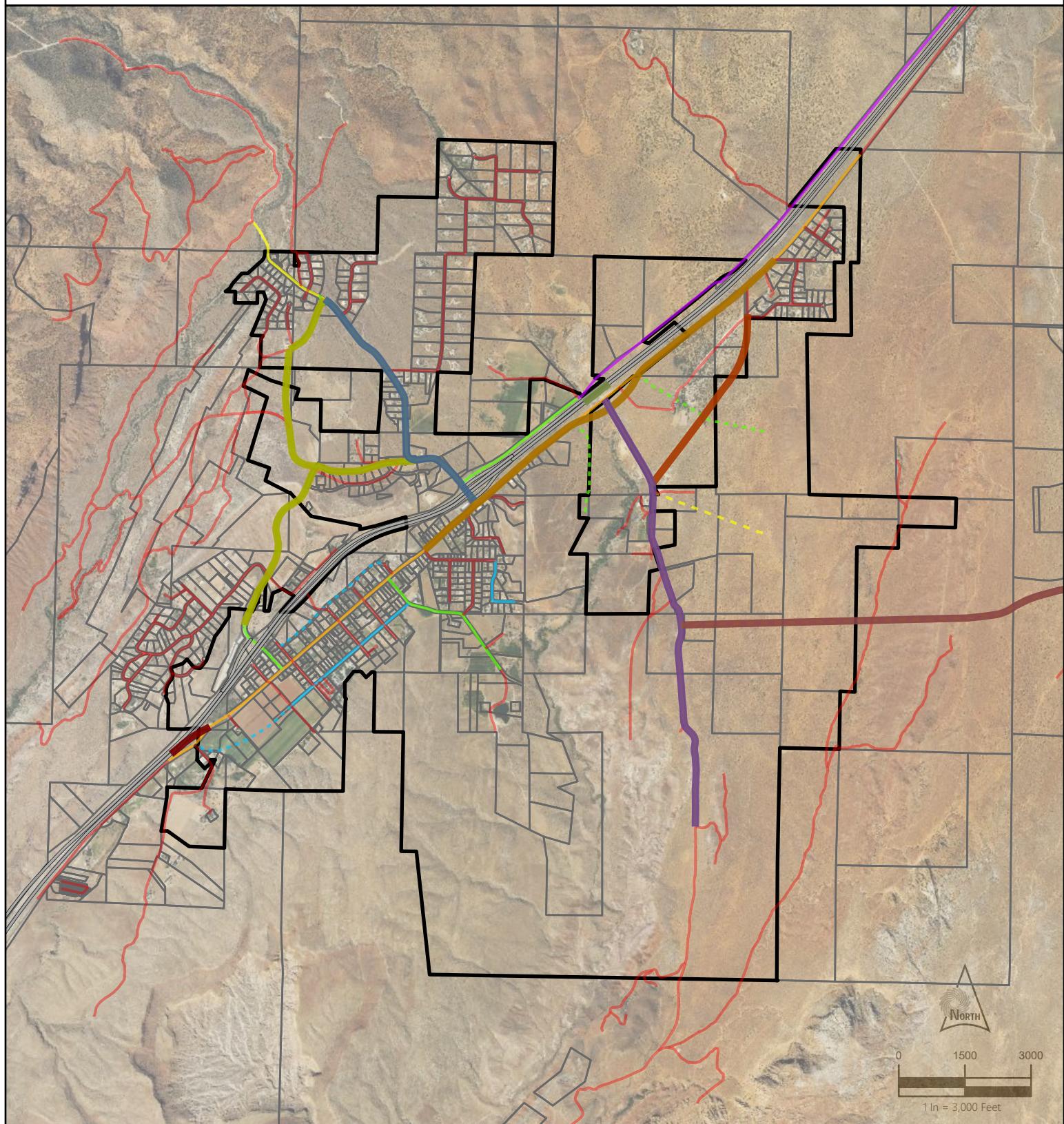
With the anticipated growth in Leeds Town, there are several roadways that are expected to warrant expansion; however, due to growth in the region generally, many improvements will be necessary outside of the boundaries of Leeds Town. It is imperative to plan for surrounding growth that will have an impact on the transportation infrastructure of the town to best secure funding. While the population growth in Leeds Town is expected to be moderate, after discussions with Dixie MPO, it is likely that surrounding areas will see more extensive growth.

Accounting for projects included in the Dixie MPO Regional plan will allow for appropriate coordination to plan for the regional growth. These projects include North Babylon Road, the Toquerville to Leeds Connection, and the reconfiguration of the I-15 Interchanges.

## **Appendix A**

### **Planned Improvements**

# PLANNED IMPROVEMENTS



## MAP LEGEND

- Project 1 - I-15 North Interchange
- Project 2 - North Babylon Road
- Project 3 - Toquerville to Leeds Connector Road
- Project 4 - I-15 South Interchange
- Project 5 - Silver Reef Road
- Project 6 - Off E 900 N
- Project 7 - North Main Street
- Project 8 - Bonanza Flat Road
- Parcels
- Leeds Town Boundary

- Major Arterial, Existing
- Minor Arterial, Existing
- Minor Arterial, Proposed
- Major Collector, Existing
- Major Collector, Proposed
- Residential Collector, Existing
- Residential Collector, Proposed
- Frontage
- Existing
- I-15

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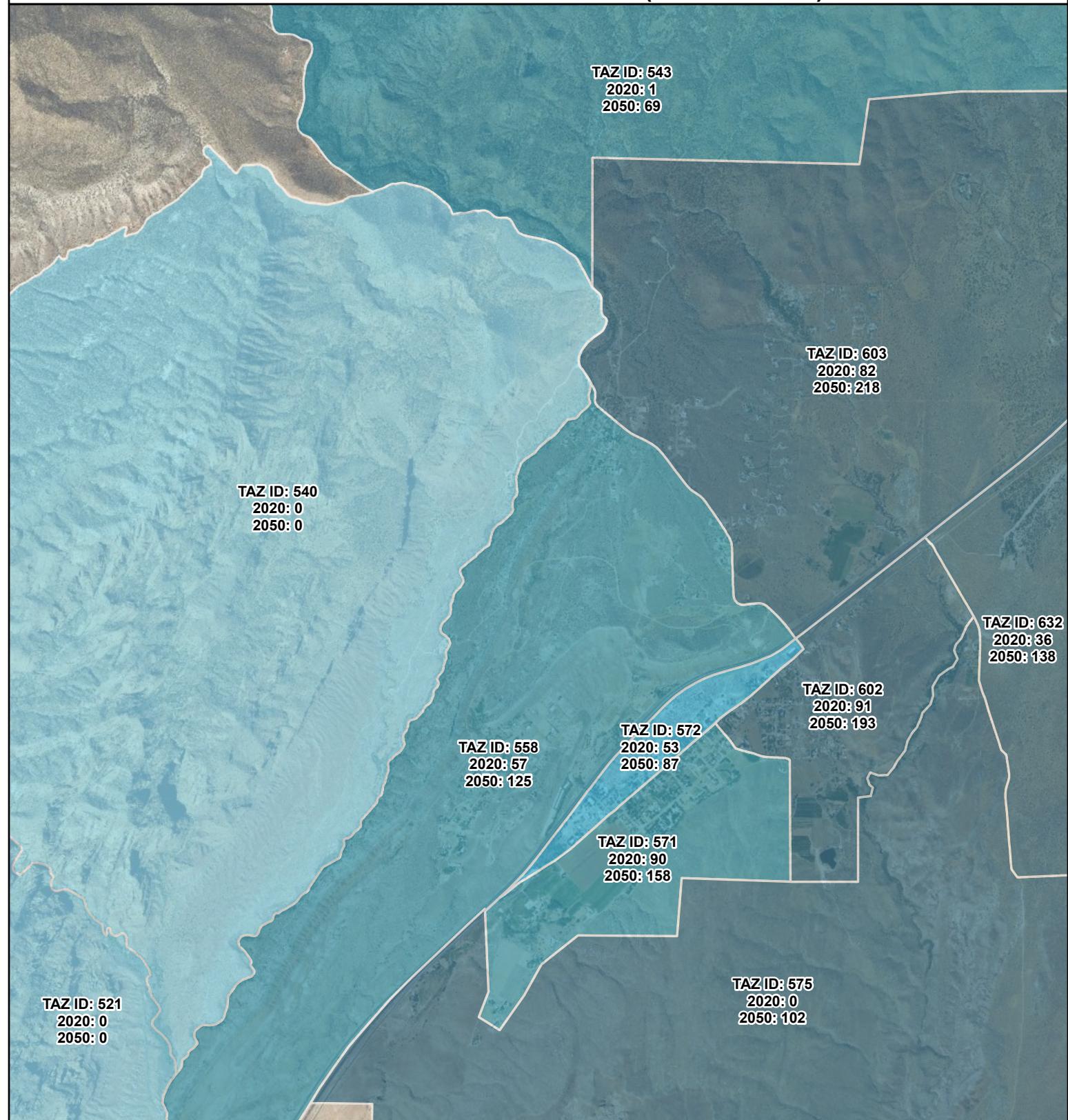
TOWN OF LEEDS



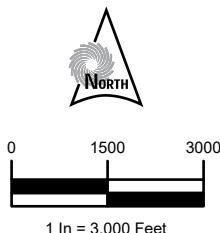
## **Appendix B**

## **Population Growth**

# LEEDS POPULATION GROWTH (2020 TO 2050)



## MAP LEGEND



### Population Growth (2020 to 2050)

- Less than 20
- 20 to 50
- 50 to 100
- More than 100

Map Date: 8/12/2022



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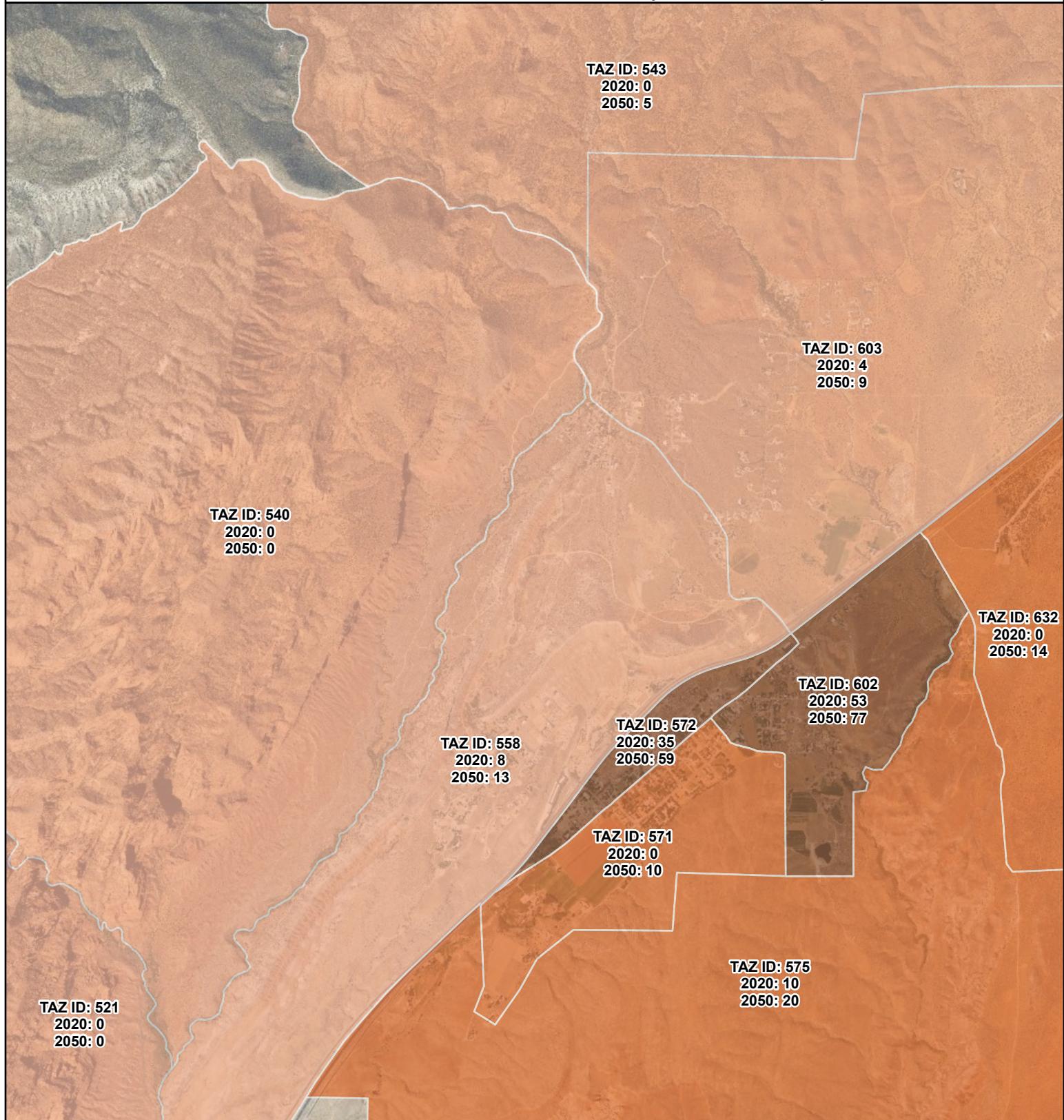
POPULATION GROWTH



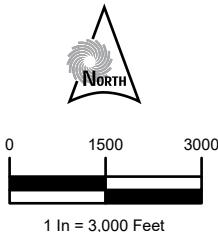
## **Appendix C**

## **Employment Growth**

# LEEDS EMPLOYMENT GROWTH (2020 TO 2050)



## MAP LEGEND



### Employment Growth (2020 to 2050)

- Less than 5
- 5 to 15
- More than 15

 11 NORTH 300 WEST WASHINGTON, UTAH 84780 TEL 435.652.8450 <a href="http://www.sunrise-eng.com">www.sunrise-eng.com</a>	 TOWN OF LEEDS Est. 1869
Map Date: 8/12/2022	EMPLOYMENT GROWTH

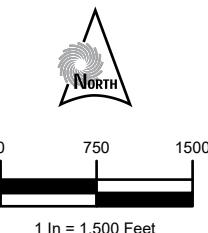
## **Appendix D**

### **Existing Daily Traffic Volume**

# EXISTING DAILY TRAFFIC (2019)



## MAP LEGEND



- Existing (2019) Traffic Volumes (AADT)
- Existing Roads



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## **Appendix E**

### **Projected Daily Traffic Volume**

# PROJECTED TRAFFIC VOLUMES (2050)



## MAP LEGEND



0      750      1500  
1 In = 1,500 Feet

- Projected (2050) Traffic Volumes (AADT)
- Existing Roads



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Map Date: 8/15/2022

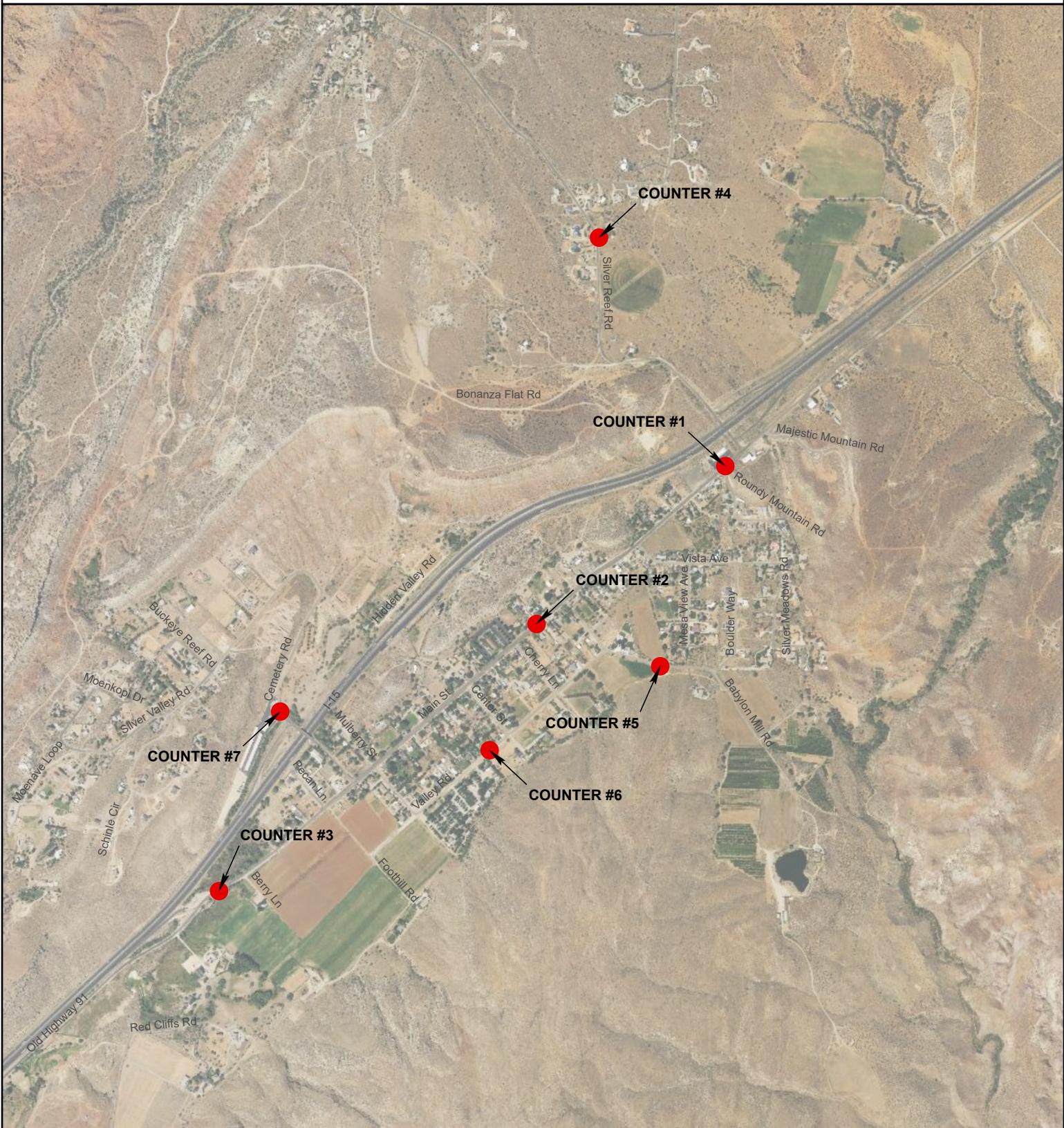
PROJECTED TRAFFIC VOLUMES



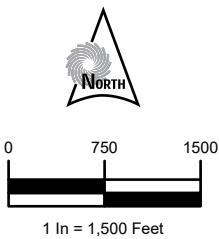
## **Appendix F**

### **Traffic Count Locations**

# TRAFFIC COUNT LOCATIONS



## MAP LEGEND



● Counter Location

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**TOWN OF LEEDS**



**Appendix G**  
**Leeds Town Annexation Plan**



## Leeds Annexation Policy Plan

May 2022



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## **2. General Information and Background**

The Town of Leeds (hereafter referred to as “Town”) was established in 1869. Since the incorporation of the Town, several annexations have occurred. As growth and development has occurred throughout the State, the State Legislature has adopted legislation to reduce unincorporated areas and promote the annexation of unincorporated islands and peninsulas. This Annexation Policy Plan (hereafter referred to as the “Plan”) will replace any prior annexation documents and is designed to eliminate islands and peninsulas surrounding the Town. Washington County (hereafter referred to as the “County”) has supported cities and towns annexations of unincorporated area, thus minimizing impacts upon the County and provides for larger communities to establish more consistent and homogeneous growth.

Annexation decisions are typically irreversible and permanent. This Plan determines what areas will become part of the Town’s political community, and which areas will be able to grow into a larger more consistent municipality. Ideally, annexations should be as agreeable and advantageous as possible to the applicable affected entities.

Towns annex properties into their boundaries for several reasons, including but not limited to:

- Promote planning and development for unincorporated areas adjacent to a municipality which may share or support the basic character of a municipality.
- Extend municipal services to an unincorporated area.
- Minimize services and infrastructure gaps along the border of unincorporated area.
- Support the tax base and economy of a municipality.
- Eliminate unincorporated islands and peninsulas along with the confusion and frustration over boundaries between the County and municipalities.
- Extend community vitality and connection.
- Improve and recreation services and programs.

## **3. Purpose and Introduction**

Utah law requires that all municipalities within the State adopt an Annexation Policy Plan ([UCA 10-2-401.5](#)). In that Annexation Policy Plan, cities are required to develop an expansion area map and to plan for the future well-planned and cohesive growth of the town for the next 20 years.

The Annexation Policy Plan is intended to guide decision-making regarding future annexations. It also helps the Town plan for future expansion in conjunction with neighboring political entities. Open communication between the Town and other towns or cities, particularly the County, is a priority in the process of developing the Annexation Policy Plan. As such, all neighboring communities, local districts, and the county are invited to participate in the drafting of this plan.

The Town has an established common boundary along its easterly boundary with the City of Toquerville; and while it doesn’t share a common boundary, the City of Hurricane’s most northerly point is slightly less

than one mile to the southwest from the Town's southwesterly boundary; and near the Town's westerly boundary lies the Dixie National Forest, with the Cottonwood Forest Wilderness, which is located to the west, northwest and north of the Town. Through this Annexation Policy Plan, the Town has identified a total of approximately 2,603 acres on the Annexation Policy Plan Map (approximately 417 acres in a peninsula area easterly of Interstate 15, approximately 1,673 acres in a peninsula area and other properties northerly of the Town, and westerly of Interstate 15, approximately 53 acres in a peninsula area located along the Town's southerly boundary and another approximately 460 acres west of Interstate 15); and the Town may, as requested by the owners of those properties, annex said properties provided there is the ability to provide adequate public services, if necessary; and is deemed beneficial to the Town to incorporate that land. (*Town of Leeds General Plan, Section 2.5, Annexations (pg. 6)*).

## **4. Consideration**

In accordance with UCA 10-2-401.5, the Town must consider the annexation of the unincorporated area using the following criteria:

- A. The properties are within the boundaries of an approved Annexation Policy Plan Map (*Figure 1*).
- B. The area proposed for annexation shall be evaluated using the following standards for review:
  - 1. Consistency with the general plan and the overall character of the Town,
  - 2. The need for municipal services in developed and undeveloped unincorporated areas:
    - a. Plans for extension/expansion of municipal services;
    - b. Plans to finance extension/expansion of municipal services.
  - 3. An estimate of the tax consequences to residents both currently within the municipal boundaries and in the area proposed for annexation.
  - 4. The interests of all affected entities.
- C. The map of the expansion area was, and shall be when modified or proposed to be modified, developed using the following criteria:
  - 1. Attempt to avoid gaps between or overlaps with the expansion areas of other towns or cities;
  - 2. Consider population growth projections for the Town and adjoining areas for the next 20 years;
  - 3. Consider current and projected costs of infrastructure, urban services, and public facilities necessary:

- a. to facilitate the full development of the area within the Town; and,
  - b. to expand the infrastructure, services, and facilities into the area being considered for inclusion in the expansion area;
4. Consider, in conjunction with the Town's General Plan, the need over the next 20 years for additional land suitable for residential, and commercial development; and,
  5. Consider the reasons for including agricultural lands, forests, recreational areas, and wildlife management areas in the Town.

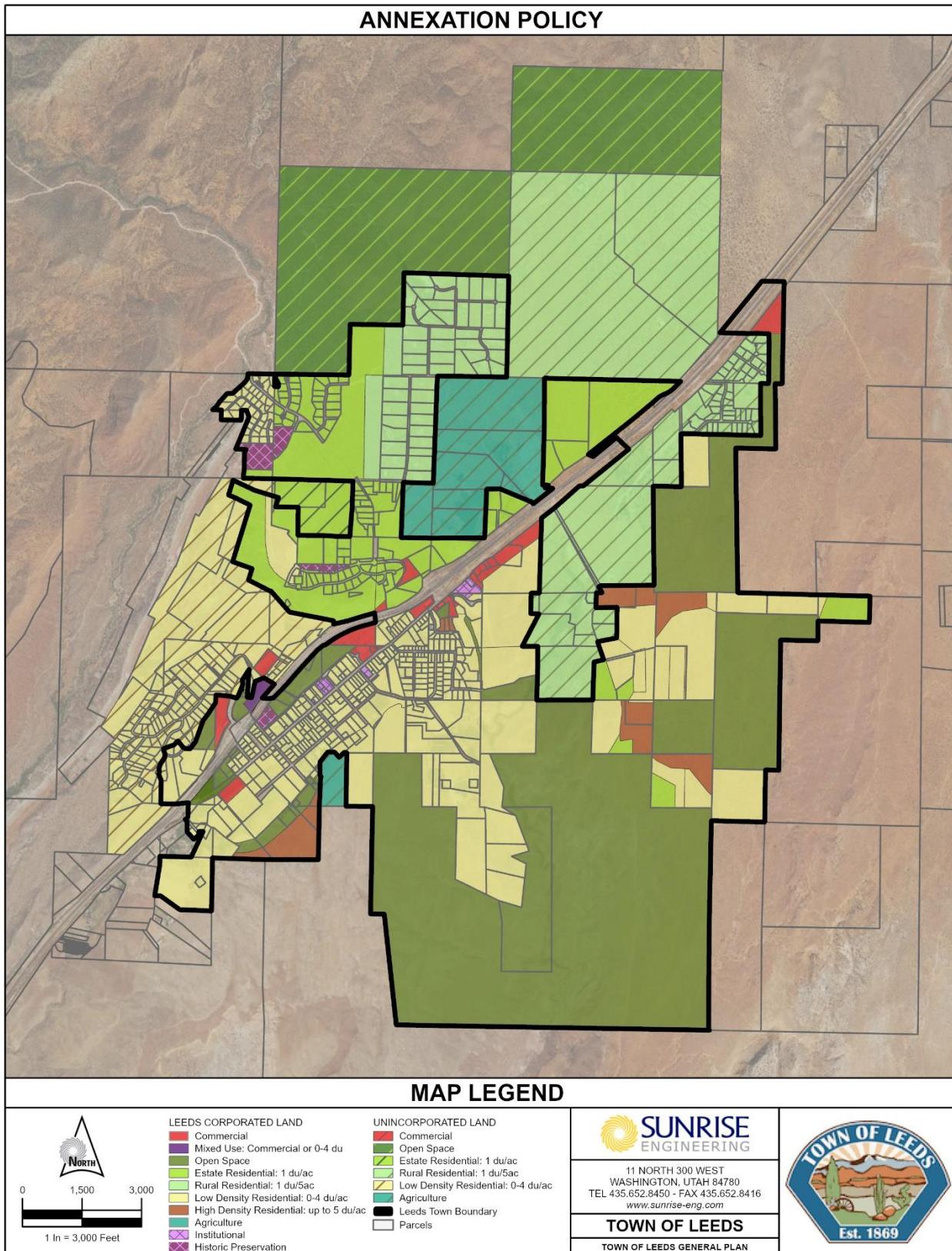


Figure 1

## 5. Annexation Petition Process

The following outlines the current steps for annexation as required by Utah Law as of April 2022. These steps are subject to change depending on State law. The Town's intention is to follow State law with each annexation it considers.



Figure 2

## **5.1 The property(ies) proposed for annexation must meet the following requirements (UCA 10-2-402):**

- A. The area proposed to be annexed must be a contiguous, unincorporated area that is contiguous to the municipality ([UCA 10-2-402\(1\)\(a\)](#)); and,
  - 1. Does not leave or create an unincorporated island or peninsula, except as provided by UCA 10-2-418(3); or unless the county and the municipality have otherwise agreed, ([UCA 10-2-402\(1\)\(b\)\(iii\)](#)); and,
  - 2. Is located within the annexing municipality's proposed expansion area ([UCA 10-2-402\(1\)\(b\)\(iv\)](#)); and,
- B. The area to be annexed must include whole parcels only, unless the owner of a parcel of which only a part is desired to be annexed joins in the petition. ([UCA 10-2-402\(3\)](#))
- C. An area cannot be annexed for the sole purpose of acquiring municipal revenue or to impede the capacity of another municipality to annex the same area unless the municipality has the ability and intent to benefit the annexed area by providing municipal services. ([UCA 10-2-402 \(4\)](#))

## **5.2 Petition Requirements (UCA 10-2-403)**

- A. Be filed with the Town Clerk. ([UCA 10-2-403\(3\)\(a\)](#))
- B. Contain the signatures of:
  - 1. Owners of a majority of the private land area located within the proposed annexation area (property must be equal to at least one-third (1/3) of the value of all private property located within the proposed annexation area, ([UCA 10-2-403\(3\)\(b\)\(ii\)\(A\) & \(iii\)](#));
  - 2. Owners of 100% of rural real property within the area proposed for annexation, ([UCA 10-2-403\(3\)\(b\)\(ii\)\(B\)](#) and [UCA 17B-2a-1107](#)); and,
  - 3. Owners of 100% of the private land area within the proposed annexation area if the area is within an agricultural protection area, ([UCA 10-2-403\(3\)\(b\)\(ii\)\(C\)](#)) and ([UCA 17-41-101 et seq.](#)), or a migratory bird production area, ([UCA 10-2-403\(3\)\(b\)\(ii\)\(C\)](#) and ([UCA 23-28-101 et seq.](#))); or,
  - 4. The owner of all the publicly owned property if all property in the proposed annexation area is owned by a public entity other than the federal government. ([UCA 10-2-403\(3\)\(b\)](#))

- C. Be accompanied by an accurate and recordable map, prepared by a licensed surveyor in accordance with UCA Section 17-23-20, of the area proposed for annexation. ([UCA 10-2-403\(3\)\(c\)\(i\)](#))
- D. Designate up to five (5) of the signers of the petition as sponsors, one of whom is designated as the contact sponsor, and the mailing address of each sponsor. ([UCA 10-2-403\(3\)\(f\)](#))
- E. If the proposed annexation area includes property from another county, the petition must also include a resolution from that county's county commission approving the proposed annexation. (as detailed above).
- F. A petition may not propose the annexation of all or part of an area proposed for annexation to a municipality in a previously filed petition that has not been denied, rejected, or granted. ([UCA 10-2-403\(4\)](#))
- G. In addition to delivery of the petition to the Town clerk, on the date of filing, the petition sponsors must deliver or mail a copy of the petition to the clerk of the county in which the area proposed for annexation is located. ([UCA 10-2-403\(6\)](#))

### **5.3 Town Council Review ([UCA 10-2-405](#))**

The Town Council may deny or accept the petition for further consideration. ([UCA 10-2-405\(1\)\(a\)\(i\)](#)) The petition shall be considered to have been accepted for further consideration if the Town Council fails to act to deny or accept the petition at the next regularly scheduled meeting of the Town Council that is at least fourteen (14) days after the date the petition was filed. ([UCA 10-2-405\(1\)\(a\)\(ii\)](#))

If the Town Council denies a petition, it shall, within five (5) days after the denial, mail written notice of denial to:

- a. The petition's contact sponsor; and,
- b. The clerk of the county in which the area proposed for annexation is located. ([UCA 10-2-405\(1\)\(b\)](#))

If the Town Council accepts a petition or is considered to have accepted a petition under UCA 10-2-405(1)(a)(ii), the Town Clerk, as the case may be, shall, within 30 days after that acceptance:

1. Obtain from the assessor, clerk, surveyor, and recorder of the county in which the proposed annexation area is located, the records the Town Clerk needs to determine whether the petition meets the requirements of UCA 10-2-403(3) and (4). ([UCA 10-2-405\(2\)\(a\)](#)); and,
2. With the assistance of the Town attorney, determine whether the petition meets the petition requirements. ([UCA 10-2-405\(2\)\(b\)](#))

3. If the petition meets the petition requirements, the Town Clerk must:
  - a. Certify the petition; and,
  - b. Mail or deliver written notice of certification to:
    - i The Town Council;
    - ii The contact sponsor; and,
    - iii The County legislative body. ([UCA 10-2-405\(2\)\(c\)\(i\)](#))
4. Or, if the Town Clerk determines the petition fails to meet the petition requirements, the Clerk shall reject the petition and:
  - a. Mail or deliver notice of rejection and the reasons the petition was rejected to:
    - i The Town Council;
    - ii The contact sponsor; and,
    - iii The County legislative body. ([UCA 10-2-405\(2\)\(c\)\(i\)](#))

## 5.4 Publishing & Providing Notice of Certified Petition ([UCA 10-2-406](#))

After receiving notice of certification of the petition from the Town Clerk, the Town Council shall provide notice as follows:

1. Within the area proposed for annexation and the unincorporated area within 1/2 mile of the area proposed for annexation, no later than 10 days after the day on which the Town Council receives the notice of certification:
  - a. By posting one notice in a place within the combined area that is most likely to give notice to the residents within, and the owners of real property located within, the combined area or,
  - b. By mailing the notice to each residence within, and to each owner of real property located within, the combined area;
  - c. By posting notice on the Utah Public Notice Website, created in UCA Section 63A-16-

601, for three weeks, beginning no later than 10 days after the day on which the Town Council receives the notice of certification;

- d. Within 20 days after the day on which the Town Council receives the notice of certification, by mailing written notice to each affected entity.
  - i "Affected entity" means:
    - ii County of the first or second class in whose unincorporated area the area proposed for annexation is located;
    - iii or industrial development;
  - iv A local district under Title 17B, Limited Purpose Local Government Entities – Local Districts, or special service district under Title 17D, Chapter 1, Special Service District Act, whose boundary includes any part of an area proposed for annexation;
  - v A school district whose boundary includes any part of an area proposed for annexation, if the boundary is proposed to be adjusted as a result of the annexation; and,
  - vi A municipality whose boundaries are within ½ mile of an area proposed for annexation, [\(UCA 10-2-401\(1\)\(a\)\)](#)
- e. And, posting a notice on the Town's website for the period of time described in UCA 10-2-406(1)(b). [\(UCA 10-2-406\(1\)\)](#)

2. The published and mailed notices shall:

- a. State that a petition has been filed proposing the annexation of an area to the Town of Leeds;
- b. Provide the date the Town Council received notification of the certified petition;
- c. Describe the area proposed for annexation in the annexation petition;
- d. State that the complete petition is available for inspection and copying at the Town Clerk's office;
- e. State in conspicuous and plain terms that the Town Council may grant the petition and annex the area described in the petition unless, within thirty (30) days after the Town Council received notice of the certified petition, a written protest to the annexation petition is filed with the Commission and a copy of the written protest is delivered to the

Town Clerk;

- f. Provide the address of the Commission, or if one has not yet been created, the address of the County clerk, where a protest to the petition may be filed;
- g. Provide the action date that is thirty (30) days after the notice is published by which written protests must be filed;
- h. State that the area proposed for annexation to the Town will also automatically be annexed to a local district providing fire protection, paramedic, and emergency services or a local district providing law enforcement service, as the case may be, as provided in [UCA 17B-1-416](#), if:
  - i the Town is entirely within a boundary of a local district that provides fire protection, paramedic, and emergency services or law enforcement service, respectively; and,
  - ii in the creation of which an election was not required because of [UCA 17B-1-214\(3\)\(c\)](#); and,
  - iii the area to be annexed to the Town is not already within the boundaries of the local district; and,
- i. State that the area will be automatically withdrawn from a local district providing fire protection, paramedic, and emergency services or a local district providing law enforcement service, as the case may be, as provided in [UCA 17B-1-502\(2\)](#), and,
  - i The petition proposed annexation of an area that lies within a local district that provides emergency services in the creation of which an election was not required to form the district, and,
  - ii in the creation of which an election was not required because of [UCA 17B-1-214\(3\)\(c\)](#); and,
  - iii The Town is not within the boundaries of the local district.

## 5.5 Planning Commission Review and Zoning Recommendation

The Town Planning Commission's responsibility is to recommend zoning of the subject parcels if annexed. An annexation petition shall be treated the same as a petition for zone change; a public hearing shall be scheduled, and notice provided as specified in the Town's Municipal Code. The Planning Commission shall hold a public hearing and recommend zoning prior to the final review of the annexation petition.

## 5.6 Final Review by Town Council ([UCA 10-2-407 and 408](#))

DENIAL OF ANNEXATION – If the Town council denies the annexation, it must provide written notice within five (5) days after denial to:

- a. The petition's contact sponsor;
- b. The commission; and,
- c. Each entity that filed a protest. ([UCA 10-2-407\(3\)\(a\)\(ii\)](#))

APPROVAL OF ANNEXATION – No timely Protest.

If no protest was timely filed, the Town council may approve the petition after holding a public hearing for which written notice was provided for at least seven (7) days before the hearing in:

- a. A newspaper of general circulation within the municipality and the area proposed for annexation; or if there is no newspaper in those areas, posted in conspicuous places most likely to give notice; and,
- b. Posted on the Utah Public Notice Website (<http://www.utah.gov/pmn/index.html>). ([UCA 10-2-407\(3\)\(b\)](#))

APPROVAL OF ANNEXATION – After receipt of the commission's decision.

If the Town council waits to take further action until after receipt of the commission's decision on a protest, upon receipt of the decision the Town council may either:

- a. Deny the petition; or,
- b. Approve the annexation consistent with the commission's decision. ([UCA 10-2-408\(1\)](#))

## 5.7 Zoning of the Subject Parcels by the Town Council

In the case of zoning, an annexation petition shall be treated the same as a petition for zone change. The Town Council shall approve zoning of the subject parcel(s) considering the recommendation of the Planning Commission. The Town Council and Planning Commission intends to follow the General Plan and Future Land Use Map as the primary guide in zoning decision.

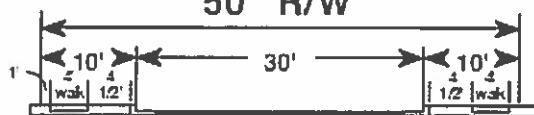
**Appendix H**  
**Recommended Right-of-Way Standard**  
**Cross-Section**

# Standard

page 1 of 1

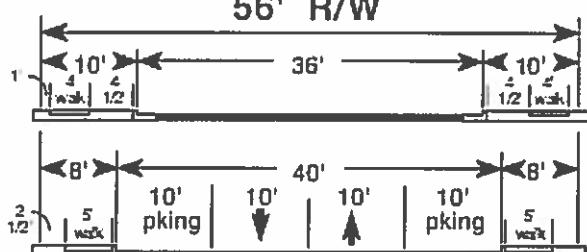
## Typical Street & R/W Cross Sections

50' R/W



Single Family Cul-De-Sac

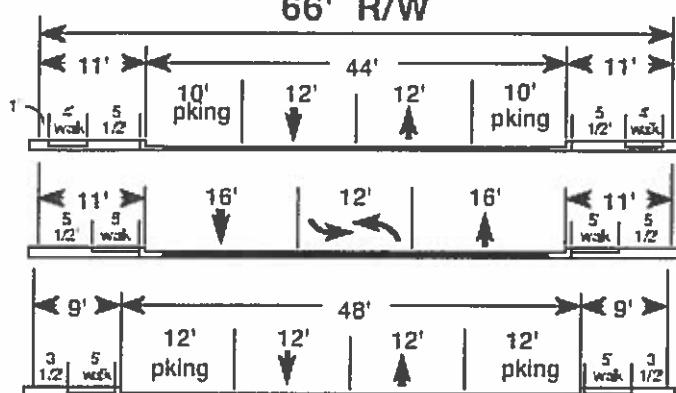
56' R/W



Local Residential  
Multi-Family Cul-De-Sac

Industrial Cul-De-Sac

66' R/W

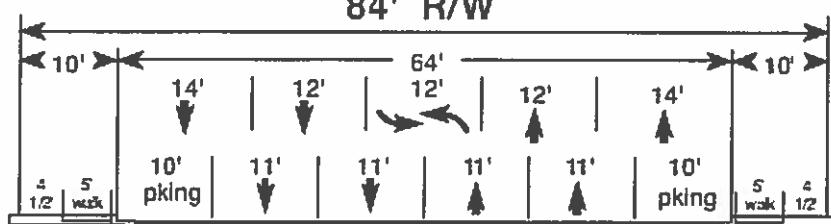


Multi-Family Local  
Residential Collector

Commercial/Industrial Local

Commercial/Industrial/Bus Collector

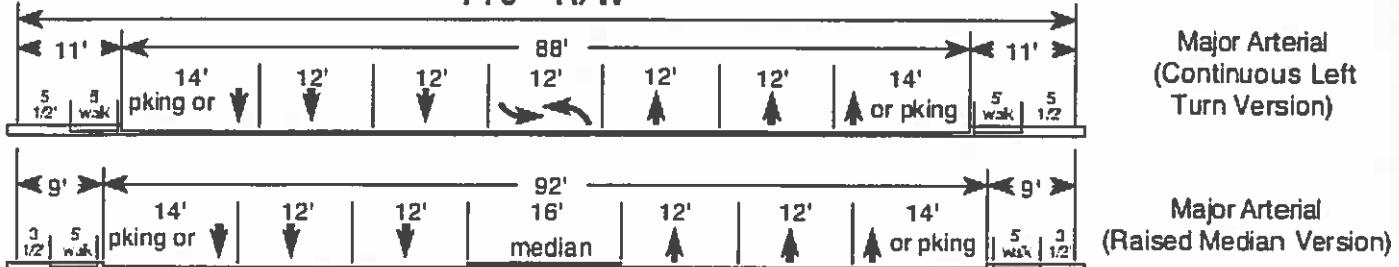
84' R/W



Minor Arterial  
(No Parking Version)

Minor Arterial  
(Parking Version)

110' R/W



Major Arterial  
(Continuous Left  
Turn Version)

Major Arterial  
(Raised Median Version)