

## PUBLIC NOTICE OF MEETING

Monday, April 3, 2006 at 1:00 p.m.

Washington County Commission Chambers  
175 East Tabernacle, St. George, Utah

This meeting was called by the Washington County Conservancy District in cooperation with the Washington County Commissioners to meet with the Leeds Town Council to discuss water and sewer issues in the Leeds Area.

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 Clerk/Recorder does hereby certify that the above notice was posted on this 23<sup>rd</sup> day of March, 2006 at Leeds Town Hall and Leeds Post Office.

*Karen Markovich*

Karen Markovich  
Clerk/Recorder

**CANCELLED**

*notice of  
cancellation posted  
Saturday 4/1/06  
Judy Law*

**PUBLIC NOTICE**  
**TOWN OF LEEDS**  
**TOWN COUNCIL MEETING**

The Town Council of Leeds will host their regular meeting on

**Wednesday, April 12, 2006**

at Leeds Town Hall, 218 North Main Street

**THE PUBLIC IS WELCOME TO ATTEND**



**APPROVED**

**AGENDA**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of tonight's Agenda
5. Approval of Town Council Meeting Minutes dated March 29, 2006, Executive Session Minutes dated March 29, 2006 and Town Council Emergency Meeting Minutes dated March 31, 2006

**Public Hearings**

6. Roger New: Minor-subdivision parcel identification number L-78-A-3-B-2-C within an R-1-10 zone located at 490 N. Main St, Leeds, Utah.

**Action Items**

7. Hyrum Lefler: Request for home office Business License
8. Steve and MariJane O'Donnell: Request for home office Business License
9. Martha Ham, Citizens Advisory Committee for the new Town Park:
  - Presentation of three (3) bids for Master Planning of the new Town Park
    - a) Budget, Expenditures, Completion Timeline and Recommendations
  - Historical Preservation Grant
  - Historical Stone update
10. Jared Westhoff:
  - IBI Presentation of Land Use Planning
    - a) Transportation
    - b) Infrastructure- including water, sewers, design guidelines, etc
    - c) Planned growth to preclude/prevent problematic results
11. Dale Barnes:
  - Purchase ~ \$1600.00 for sand for Volleyball Court at Peach Pit Pavilion; quote from Western Rock in St George
  - Purchase of 30 yards of State Spec Road Base for Picnic Area, total \$460.00; quote from Western Rock in St George

12. Dave Harbour:

- Scheduling of date for Public Hearing regarding Ordinance #2006-05
- Approval for expenditure of ~ \$4,000.00 for PVC pipe to be installed on Main Street

13. Frank Lojko:

- Encroachment Permit request from Qwest for underground line on Silver Reef Road
- Main Street Road Construction Expenses–
  - a) Repair of damage caused by water cutting gaps across driveways due to road construction
  - b) Expense of trash removal due to road crews moving &/or blocking trash containers- resulting in inability to collect trash
  - c) Residents driveway access blocked by construction equipment
- Cost of pipe for Silver Reef Road [Alpha Engineering]
- Cooperative agreement for UDOT modification

**Discussion Items**

14. Dave Harbour: Engineering firms for Town of Leeds

15. Frank Lojko: Main Street Construction- inability to cross high-centered driveways

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 the Town Hall at 879-2447 at least 24 hours prior to the meeting.

Certificate of Posting

The undersigned Clerk/Recorder does hereby certify that the above notice was posted on the 7<sup>th</sup> Day of April, 2006, these public places being at Leeds Town Hall and Leeds Post Office.

Karen Markovich, Clerk/Recorder

**TOWN OF LEEDS**  
**Minutes of the Town Council Meeting**  
**April 12, 2006**

1. Call to Order by Mayor Law at 7:08 p.m.
2. Roll call taken with Jared Westhoff, Dale Barnes, Dave Harbour, Frank Lojko and Mayor Trudy Law present.
3. Pledge of Allegiance led by Dale Barnes.
4. Approval of Agenda dated April 12, 2006: Motion to accept the agenda was made by Dave Harbour with exception to change the dollar amount of Line Item 12 from \$4,000.00 to \$1420.00; second by Frank Lojko. All voted aye with unanimous approval.
5. Approval of Minutes of Town Council Meeting and Executive Session dated March 29, 2006: It was noted there were three errors to the Minutes of the Town Council Meeting from March 29, 2006, and would be corrected and presented at the following Town Council Meeting. Dave Harbour made a motion to accept the minutes from the Executive Session dated March 29, 2006 and Emergency Session Minutes dated March 31 2006; seconded by Jared Westhoff. All voted aye with unanimous approval.

**Public Hearing**

6. Roger New Minor Subdivision – Motion to open Public Hearing was made by Dave Harbour; seconded by Dale Barnes. It was noted Jared Westhoff was excused because of conflict of interest. Roger New previously spoke with Legal Counsel Heath Snow regarding a Deferral Agreement for the requirement for curb, gutter and sidewalk to be completed prior to plat recording. Roger requested the Deferral Agreement based on 1) speculative damage caused by construction of the home and 2) Town of Leeds may waive curb, gutter and sidewalk requirement. The lots have a 100-frontage and are well-within requirements. Roger submitted the Plat and Deferral Agreement. Motion was made by Dave Harbour; seconded by Dale Barnes to close the Public Hearing. Motion was made by Dale Barnes to approve Minor Subdivision and the Deferral Agreement; seconded by Dave Harbour. All voted aye with unanimous approval; noted Jared Westhoff was excused from vote.

**Action Items**

7. Hyrum Lefler Business License: Hyrum requested a Business License for a home office initially to be located on Pecan Lane, to be relocated within a few months to 66 East Vista Avenue with sole purpose to be used for administrative operations of Novell Development Company. Motion was made by Jared Westhoff to approve Business License for a home office to be used solely for the purpose of administrative operations of Novell Development Company which will be relocated within a few months from



Pecan Lane to 66 Vista Ave; seconded by Dave Harbour. All voted aye with unanimous approval.

8. Steve & MariJane O'Donnell Business License: MariJane requested a Business License for a home office to be located at 488 North Main for the sole purpose of administrative operations of their privately-owned SR&O Trucking Company. Motion was made by Dave Harbour to approve Business License for a home office for SR&O Trucking Company with condition there is to be no tractor-trailers, large vehicles or equipment parked on or in front of the property; motion seconded by Dale Barnes. All voted aye with unanimous approval.

9. Martha Ham, Citizens Advisory Committee for the new town park: Martha presented three (3) bids for Master Planning of the new town park ranging from \$900.00 to \$7,300.00. The Committee sees \$900.00 to \$1200.00 as a realistic goal for a landscape architect to plan the park project which is to include handicap-accessibility. The master park plan would be available for public review at Town Hall. Martha suggested a contest to name the new park and include a brief explanation of why they submitted the name. Historical Grant money will be available in June 2006 and Martha will contact Karen at Town Hall.

10. Jared Westhoff: Jared introduced IBI, a full-service engineering land-use and planning firm and gave background on the presentation. The area surrounding Leeds is growing, and in order to have some control over that growth, we will need to offer services which we presently do not have. IBI representative Doug Rosencranz and associate Ray Whitchurch. Presented variations of land-planning concepts for community growth; work as a partnership with the citizens of Leeds, meet with all stakeholders to come to a common ground for a land-plan and design that Leeds can embrace. Proposed following completion of a conceptual master plan, assessment of availability of water, irrigation and sewer systems. Jared thanked IBI for their presentation. Martha Ham asked if the expense for the study would come from the General Fund; Jared said there are land owners with considerable amount of value and property Leeds will look to for provision of independent funds, with expenditures managed by the Town of Leeds. Gloria Parnell asked what the cost of that study would be. Jared Westhoff said they do not have the final costs yet, but it will have to meet the needs of the property owners paying for it and the Town of Leeds. Mayor Law added that everyone will have the opportunity to be informed and participate and all meetings will be open to the public. Developer Stacey Eaton asked what reason is there now that would make him want to come to the Town of Leeds. He said in the past he and his partner were treated terribly by the Town Officials and he for one has no desire to attempt to work with Leeds in the future. Mayor Law added that we want to work with developers as we don't want to have the County take control of growth in Leeds. Further discussion and comments from the public were heard. Mayor Law asked Jared to set this as an action item. Mayor Law, Scott Nielson and public discussion brought suggestion to hold a Work Meeting to discuss refine the scope of plan and open to the public, scheduled for 7:00 p.m. on April 18, 2006, at Leeds Town Hall. Frank Lojko added we should hear points of view from

people representing businesses, recreational vehicle groups, equestrian interests, etc, should be included at the meeting.

11. Dale Barnes: Quote cost for washed sand for the volleyball court at the Peach Pavilion Park is \$1536.00 and Pat Budnick will do the excavation. Motion to approve made by Frank Lojko, seconded by Dale Barnes. Roll call vote was unanimous. Motion to approve purchase of thirty (30) yards of State-spec road base is \$460.00 delivered was made by Jared Westhoff; seconded by Dave Harbour. Roll call vote was unanimous.

12. Dave Harbour: There was some concern expressed from the public that the public notice posted for the public hearing of Ordinance 2006-05 was not clearly defined. Request for a second public hearing for Ordinance 2006-05 be detailed and scheduled for Town Council Meeting on April 26, 2006. Dave Harbour asked Dale Barnes to request approval for expenditure of \$1400.00 to purchase PVC piping for irrigation to the Peach Pit Pavilion. Motion to approve was made by Dale Barnes; seconded by Dave Harbour. Roll call vote was unanimous. Dave discussed issues covered at the Utah Transportation Meeting which included grants road classifications, a grant for sidewalks. Karen will make copies of the document for the Council members.

13. Frank Lojko: Encroachment Permit request from Qwest to repair the exposed wiring on Silver Reef Road – Frank recommended we provide Qwest with a list of conditions for the repair and to be scheduled as Action Item on April 26, 2006. The Main Street road construction – the irrigation ditch closure has caused the rain water to cut a ditch across resident's driveways making it difficult to cross. Proposed filing that ditch with gravel for a temporary fix and permanent repair after road construction is completed. Jared said this has been an ongoing problem and has been made much worse from the construction completed by George Johanson Construction. Mayor Law discussed possibility of the Irrigation Company providing the gravel for the ditch repair. Dale Barnes said he will ask Pat Budnick to help with any excavation. George Fridell said we will need approval from UDOT. Motion was made by Frank Lojko to purchase approximately two (2) loads of leach-rock for the residents on the west side of Main Street given UDOT approves the repair; seconded by Dale Barnes. Roll call vote was unanimous. Motion was made by Frank Lojko to purchase ten (10) feet of pipe and insulation for repair on Silver Reef Road at a cost of \$28.60 foot, total of \$286.00 from the Irrigation Company. Dave Harbour asked who would install the pipe. Frank said he received a quote of \$100.00 for installation from Ray Beal. Motion was made by Frank Lojko; seconded by Dale Barnes. Roll call vote was unanimous. Frank visited each home affected by the road construction on Main Street; some problems are simple and some are complex and will need to be assessed individually. Mayor Law and Frank Lojko said we will need a Committee to take care of Main Street and Jim Vasquez would be willing to participate. Mayor Law asked Alan Roberts if he would like to participate and he said yes. LoAnne Barnes asked if the beautification of the corner of Babylon Road could be added to the next agenda, Mayor Law agreed.

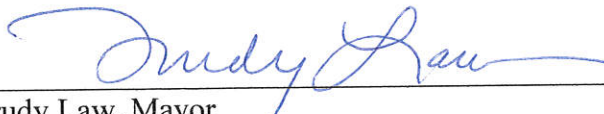
### Discussion Items

Dave Harbour: Spoke with Sunrise Engineering and they will submit a proposal to the town. Dave discussed writing a Code Enforcement Ordinance for Leeds and asked Alan Roberts if he would like to work with him; Alan agreed. Jared added Ron Whitmer may also be interested.

Frank Lojko: Frank thanked everyone for coming.

Motion to adjourn made by Frank Lojko at 10:08 p.m.; seconded by Dave Harbour.

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

  
Trudy Law, Mayor

  
Karen Markovich, Town Clerk/Recorder

ZONE CHANGE/AMENDMENT APPLICATION

APPLICANT'S NAME Roger A. New DATE 1-18-2006

ADDRESS Box 460849 Leeds, UT 84746 PH. 879-2304

IF DIFFERENT FROM APPLICANT THE NAME, ADDRESS AND PHONE NUMBER OF  
CURRENT PROPERTY OWNER in Partnership with Eugene Gordon in

E.G.T. Financial 334 W Tabernacle #D, St George, UT 84

APPLICATION IS HEREBY MADE FOR A ZONE AMENDMENT TO THE LEEDS  
ZONING MAP. THE LEGALLY DESCRIBED PROPERTY TO HAVE THE STATUS

OF R-1-10 ZONE. THE PRESENT ZONE IS R-1-20

STREET ADDRESS OR GENERAL DESCRIPTION OF PROPERTY/AREA TO BE

CHANGED ~ 490 ~~500~~ N. Main St. Leeds, UT

parcel id. # = L-78-A-3-B-2-C

\*ATTACH A WRITTEN STATEMENT OR JUSTIFICATION FOR ZONE AMENDMENT:

APPLICANT AFFIDAVIT

I, Roger A. New, do hereby say that I am the owner/agent of the subject  
property of this application. The statements, information, exhibits and any and all plans herein or attached  
or submitted present the intentions of the applicant and are in all respects true and correct to the best of my  
knowledge and belief. I do hereby agree to pay all adopted and customary fees of the Town of Leeds  
relating to this application.

Roger A. New  
Owner/Agent

1-18-2006  
Date

Item 6

*Roger A. New Box 460849 Leeds, Utah 84746 phone/fax 435 879-2301*

**An Addendum to Zone Change and Minor Subdivision Applications:**

I, Roger A. New, in partnership with Eugene Gordon Investments propose to develop the following parcel of land within the NE1/4 Section 7, T41S R13W SLB&M described as L-78-A-3-B-2-C, located at about 490 North Main Street (Highway 91) in Leeds, Washington County, Utah. And I am requesting a simultaneous zone change and minor subdivision approval.

The parcel is currently 30,000 square feet (.69 acres) in size and zoned R-1-20. I propose to change the zoning to R-1-10 and divide the existing parcel into two 15,000 square foot rectangular lots, measuring 100 feet of frontage and 150 feet deep. Proposed improvements of these lots will include underground utilities and sidewalk in connection with future building permits. The simultaneous lot split would insure and commit to future construction of single family dwellings upon each of the 1/3 acre lots. I believe this proposed action is justifiable and will be in harmony with surrounding neighborhood.

I offer the following observations:

- a) Two existing adjacent lots at 500 & 510 North Main Street with homes under construction by Pat Sheneman are zoned R-1-20 but are only 1/3 acre or smaller in size.
- b) There are homes on lots as small as 1/3 acre in the R-1-20 zone of Silver Meadows Estates-2 Subdivision, within 300 feet of this proposed project,
- c) The 15,000 square foot lot sizes complies with minimum lot size requirements for on-site waste water disposal, enforced by the local Public Health authorities.
- d) This proposal will result in only single family residences along the east side of North Main Street from Vista Ave. to Roundy Mountain Road.
- e) Not only would this development produce two attractive and more affordable building sites, it would benefit the community in increasing the tax base of this vacant land and generating impact fees.

City approval of this minor subdivision would be subject to evidence of:

- a) Septic feasibility approved by the Southwest Utah Public Health Department.
- b) Water service to both lots by L.D.W.A.
- c) Service agreement letter from Utah Power.
- d) Fire code compliance statement from L.A.S.S.D. Fire Chief.
- e) Utah D.O.T. Encroachment permit.
- f) Engineers report, survey, and Mylar subdivision plat.
- g) Other improvements and appurtenances imposed by the Leeds City Council in accordance with Land Use and Subdivision Ordinances.
- h) Proof of legal authorization to act on behalf of this partnership.

I express my appreciation for your consideration of this proposal.

Sincerely,

  
Roger A. New



# Eugene Gordon Investments, LLC

334 W Tabernacle, Unit D  
St. George, UT 84770

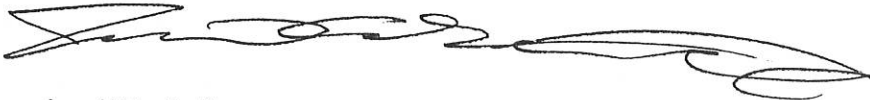
February 23, 2006

City of Leeds  
218 North Main Street  
Leeds, UT 84746

To Whom it may concern:

Roger A New has authority to act for and in behalf of the Joint Venture Partnership Agreement between Roger A New and Eugene Gordon Investments, LLC regarding the re-zoning and lot split applications for Parcel Number L-78-A-3-B-2-C.

Sincerely,



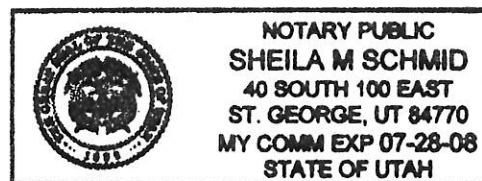
Jared Westhoff  
Manager

On this 23<sup>rd</sup> day of February 2006, before me personally appeared Jared Westhoff, an individual, whose identity is personally known to or proved to me on the basis of satisfactory evidence, and who, being by me duly sworn (or affirmed), did say and acknowledge before me that the foregoing document was signed by him for its stated purpose.

NOTARY PUBLIC

Address: Washington, Utah  
My Commission Expires: 7-28-08

STATE OF UTAH                     )  
                                                  )ss.  
COUNTY OF WASHINGTON       )



# UTAH DEPARTMENT OF TRANSPORTATION ACCESS APPROVAL

## HIGHWAY RIGHT OF WAY ACCESS

Cedar

CD-061392-0

Date: 3/31/2006

Application of: ROGER A. NEW  
By: ROGER A. NEW, PROPERTY OWNER  
Address: P. O. BOX 460849 Leeds, UT 84746

Home: (435) 879-2304 Fax: (435) 879-2304

is hereby granted subject to: UDOT's Regulations For the Accommodation of Utilities on Federal Aid and Non Federal-Aid Highway Right of Way, Regulations for the Control and Protection of State Highway Rights of Way, Standard Specifications for Road and Bridge Construction, UDOT Specifications for Excavation of State Highway, State Occupational Safety and Health Laws, Manual on Uniform Traffic Control Devices, Instructions to Flaggers, the approved plans, and any special limitations set forth herein, permission for the purpose of **CONSTRUCT A SINGLE 24 FOOT WIDE ACCESS TO SERVE TWO SINGLE FAMILY RESIDENCES. THE ACCESS IS TO BE LOCATED ON THE PROPERTY LINE WITH 12' OF THE ACCESS BEING ON EACH PROPERTY. THIS PERMIT WILL ALSO SERVE AS THE PERMIT TO CONSTRUCT THE ACCESS** within the right of way limits in the following locations: **490 & 492 NORTH MAIN STREET IN LEEDS.**

Highway S.R. 228 Milepost 1.100 to 1.100 in/near Leeds, Washington county

A permit fee of \$50.00 has been received.

The Utah Department of Transportation (UDOT) Cedar has reviewed and approved **CONSTRUCT A SINGLE 24 FOOT WIDE ACCESS TO SERVE TWO SINGLE FAMILY RESIDENCES. THE ACCESS IS TO BE LOCATED ON THE PROPERTY LINE WITH 12' OF THE ACCESS BEING ON EACH PROPERTY. THIS WILL ALSO SERVE AS THE PERMIT TO CONSTRUCT THE ACCESS** for the project at 490 & 492 NORTH MAIN STREET IN LEEDS in Leeds, Utah. The approved access herewith shall commence after encroachment permit has been obtained and shall be diligently prosecuted to completion. The work shall be completed and all disturbed surfaces or objects restored on or before six months after approval date.

After encroachment permit is received and before access work herewith is commenced, the applicant shall notify Utah Department of Transportation's inspector Lee Thompson at (435) 628-1311, and commencement of said work is understood to indicate that the applicant will comply with all instruction and regulations of Utah Department of Transportation (as listed) with respect to performance of said work and that she/he will properly control and warn the public of said work to prevent accident and shall indemnify and hold harmless the Utah Department of Transportation from all damages and arising out of any and all operations performed under the Encroachment Permit. Utah Department of Transportation inspection fees shall apply.

Before commencing work on the State highway, the contractor who is awarded the project must have a performance bond on file with UDOT, and obtain an encroachment permit from the Cedar Permits Office. Plans are approved for six months from the date signed.

### Special Limitations:

- Traffic Control Plans, signs and channelizing devices must conform to MUTCD Standards as a minimum, and all signs must be equipped with three orange flags. Traffic Control Plan must be posted at the encroachment site for the entire encroachment period.
- Contact Station Foreman before starting project.
- This agreement and/or permit is UDOT approval only. You are responsible to obtain clearances from railroads, private property owners and local jurisdictions that you are working within.
- Orange shirts or vests required of all workers within the right-of-way in accordance with OSHA requirements.
- Licensee must do all work in accordance with approved plans.
- Licensee is responsible for repairing and/or restoring any portion of the roadway damaged during construction.
- Licensee must restore shoulder of highway to its original or better condition to include reseeding, replacing sidewalk, fencing, pipe, culverts or signs removed or damaged during construction.
- A copy of the permit must be posted at the encroachment site for the entire encroachment period.
- SHARED ACCESS AGREEMENT MUST BE RECORDED WITH THE PROPERTY DEEDS OF BOTH LOTS, THIS WILL BE THE ONLY ACCESS GRANTED FOR THESE LOTS.
- CURB, GUTTER AND SIDEWALK SHOULD BE INSTALLED ALONG THE FRONTAGE WHEN THE LOTS ARE DEVELOPED ALONG WITH ASPHALT CURB CONNECT IN ACCORDANCE WITH UDOT POLICY.

By carrying out the activities allowed by this approval it is conclusive evidence that I have accepted all provisions, limitations, and restrictions of the approval and attachments, understand and agree to all penalties for failing to comply with them, and understand my ability to review a permit and applicable attachments at the appropriate region/district office.

Lee Thompson 4521 (435) 628-1311

**ROGER A. NEW, PROPERTY OWNER (see app for signature)**

(Permittee)

Approved By:

*Scott J. Snow*  
(for Region Director/District Engineer)

Leeds Area Fire Department

730 N. Main St.

Leeds, Ut. 84746

435-879-2881

Type of building permit :

Single family dwelling	<u>Yes</u>	No
Multiple family dwellings	Yes	No
Subdivision	Yes	No
Commerical	Yes	No

Name of Applicant: Page New

Phone #:

Building Address: approx. 395 N Main St.

Contractor:

Phone #:

Information for fire department to process application:

1. Plot plan with streets and nearest hydrant
2. Measured distances marked on plot map, from house to road, from road to hydrant by way vehicle travel
3. Square footage of home

Sub-Divisions and Commerical permits will be viewed on an individual bases.

If outside sources are need as part of the review, a charge may become necessary.

Please note: Fire Service Impact Fees are applicable on all building permits and payment is required prior to issuance. See information notice from the building department.

The Leeds Fire Department uses the International Fire Code and appedices.

Applicants signature \_\_\_\_\_ date \_\_\_\_\_

Fire Chief: Steve Lane date 1-26-06

*Single Family dwelling is within the  
requirements & codes of IFCS*

**SEPTIC SYSTEM PERMIT**

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

10603

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>	REC'D BY: <u>CS</u>	TANK SIZE	<u>1250</u> GAL.
Date Plan Approved: <u>1/26/2006</u>	By: <u>KN</u>	ABSORPTION AREA	<u>800</u> SQ. FT.
PERMIT EXPIRES ONE YEAR FROM ISSUE DATE		WATER SUPPLY	<u>Leeds Domestic Water Users</u>

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.

## ROAD CURB, GUTTER AND SIDEWALK IMPROVEMENT

### DEFERRAL AGREEMENT

THIS AGREEMENT is entered into by and between the Town of Leeds, hereinafter "Town", and Roger A. New and Eugene Gordon Investments LLC, hereinafter "Applicant."

### RECITALS

WHEREAS, Applicant is the owner of the following parcel of real property located within the municipal boundaries of the Town of Leeds, in Washington County, State of Utah, (hereafter "Property") which is more particularly described as: L-78-A-3-B-2-C

*See Exhibit A - Survey Plat*

WHEREAS, Applicant desires the Town approve applicants request to subdivide the Property into separate building lots.

WHEREAS, Applicant desires to defer the Town's requirement to build certain public improvements such as the extension of the road, the curb, gutter and sidewalk ("Improvements") along Applicant's Property frontage at this time.

WHEREAS, the Planning Commission and the Town Council have found that:

A. Strict compliance with the provisions of the Town's Land Use and Subdivision Ordinance ("Subdivision Ordinance") would cause unusual and unnecessary hardship on the Applicant because of one or more of the following:

- (i.) The Property's topography;
- (ii.) The condition or nature of adjoining areas; or
- (iii.) The existence of other unusual physical conditions; and
- (iv.) The construction sequence

B. The Town's Public Works Director has reviewed the request and submitted a recommendation.

### AGREEMENT

In consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

1. Town agrees to approve the Applicant's subdivision request and allow the final plat for the subdivision to be recorded upon the condition that applicant comply with all other conditions set forth in the Subdivision Ordinance and upon the condition that Applicant enter into and abide by the terms of this Agreement.

2. Applicant or assigned agrees to pay all costs associated with the Improvements on the frontage of that portion of the street known as North Main Street (Highway 91 which abuts the Property.

3. Applicant agrees that construction of the Improvements shall be completed before a Certificate of Occupancy for any individual lot within the subdivision will be issued.

4. If the Town determines it is appropriate to create a special improvement district (which includes the Property) to install the Improvements, Applicant agrees to participate and cooperate in the formation of the special improvement district, or pay within thirty (30) days from written request by the Town, a lump sum payment representing Applicant's assessment for the Property. Applicant's assessment shall be calculated as described hereafter, but in no event to exceed \$ \_\_\_\_\_.

5. The following additional condition(s) must be complied with by Applicant as condition(s) and term(s) of this Agreement: Underground utilities will be installed at Developers expense.

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LLC

File Number: 6133512

**ARTICLES OF ORGANIZATION  
OF  
Novel Developments LLC**

I/We, the undersigned person(s), do hereby adopt the following Articles of Organization for the purpose of forming a Utah Limited Liability Company.

**Article I**

The name of the limited liability company is to be Novel Developments LLC

**Article II**

The purpose or purposes for which the company is organized is to engage in:  
Novel Developments purpose is to hold real estate, while its members hire contractors, etc. to improve the acquired land for resale as residential or commercial building locations.

The Company shall further have unlimited power to to engage in or to perform any and all lawful acts pertaining to the management of any lawful business as well as to engage in and to do any lawful act concerning any and all lawful business for which a Limited Liability Company may be organized under the Utah Limited Liability Company Act and any amendments thereto.

**Article III**

The Company shall continuously maintain an agent in the State of Utah for service of process who is an individual residing in said state. The name and address of the initial registered agent shall be:

(Registered Agent Name & Address)  
Hyrum Lefler  
108 W. Pecan Lane  
Leeds, UT, 84746

**ACCEPTANCE OF APPOINTMENT:**

Hyrum David Lefler  
Registered Agent Signature

The Director of the Division of Corporations and Commercial Code of the Department of Commerce for the State of Utah is appointed the registered agent of the Company for the service of process if the registered agent has resigned, the registered agent's authority has been revoked, or the registered agent cannot be found or served with the exercise of reasonable diligence.

**Article IV**

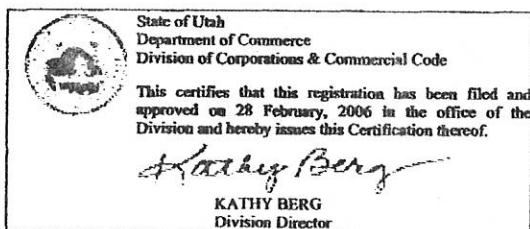
Leeds, UT, 84746

#### Article IX

The duration of the company shall be 99 years

#### Additional Articles/Provisions

Novel Developments LLC purchases and holds real estate, while enlisting the services of licensed contractors for the desired improvements. When complete satisfaction is attained with the products, this LLC will oversee the sales of the properties.



Under GRAMA (63-2-201), all registration information maintained by the Division is classified as public record. For confidentiality purposes, the business entity physical address may be provided rather than the residential or private address of any individual affiliated with the entity.

# Articles of Incorporation of S R O TRUCKING INC.

THE UNDERSIGNED, in order to form a corporation for the purposes hereinafter stated, under and pursuant to the provisions of General Corporation Law of the State of UTAH, hereby certifies as follows:

## ARTICLE I CORPORATE NAME

The name of this corporation is S R O TRUCKING INC..

## ARTICLE II INITIAL OFFICE AND AGENT

The address of this Corporation's initial registered office and the name of its original registered agent at such address is:

STEVEN R O'DONNELL  
488 N MAIN ST LEEDS UT 84746

## ARTICLE III PURPOSES

The purpose of the Corporation is to engage in any lawful act or activity for which a corporation may be organized under the General Corporation Laws of the State of UTAH.

## ARTICLE IV STOCK

The aggregate number of shares which this Corporation shall have authority to issue is 1,000 shares of \$1.00 par value stock.

## ARTICLE V CORPORATION BY-LAWS

The Board of Directors is authorized and empowered to make, alter, amend, and rescind the By-Laws of the corporation, but By-Laws made by the Board may be altered or repealed, and new By-Laws made, by the stockholders.

## ARTICLE VI LIABILITY OF DIRECTORS

Pursuant to the General Corporation Laws of the State of UTAH, any and all directors of this Corporation shall not be liable to the Corporation, its shareholders, or any third party for breach of duty of care; such potential liability is hereby eliminated.

## ARTICLE VII BOARD OF DIRECTORS

The name and address of each person serving as a member of the initial Board of Directors are:

STEVEN R O'DONNELL  
488 N MAIN ST LEEDS UT 84746  
MARI JANE O'DONNELL  
488 N MAIN ST LEEDS UT 84746

## ARTICLE VIII INCORPORATORS

The name and address of the incorporators are:

STEVEN R O'DONNELL  
488 N MAIN ST LEEDS UT 84746  
MARI JANE O'DONNELL  
488 N MAIN ST LEEDS UT 84746

IN WITNESS WHEREOF, the incorporation(s) has/have hereunto set his/her/their hand this 15 day of JULY, 1988.

INCORPORATOR(S):

Item 8

Profit Corporation

ARTICLES OF INCORPORATION  
OF  
S R O TRUCKING Inc.

We, the undersigned, persons acting as incorporators under the Utah Revised Business Corporation Act, adopt the following Articles of Incorporation for such Corporation:

Article I

The name of the corporation is S R O TRUCKING Inc.

Article II

The Purpose or Purposes for which the corporation is organized is TO TRANSPORT GENERAL FREIGHT. The corporation shall have unlimited power to engage in and do any lawful act concerning any and all lawful business for which corporations may be organized under the Utah Business Corporation Act and any amendments thereto.

Article III

Class of Shares	Number of Shares
Common	0
Preferred	0

Article IV

The address of the corporation's initial registered office shall be:

488 N MAIN ST.  
LEEDS, UT, 84746

The corporation's initial registered agent at such address shall be:

STEVEN O'DONNELL

I hereby acknowledge and accept appointment as corporation registered agent:

STEVEN R O'DONNELL

signature

Article V

The names and addresses of the incorporators are:

Incorporator #1  
STEVEN R O'DONNELL  
488 N MAIN ST.  
LEEDS, UT, 84746  
STEVEN R O'DONNELL  
Signature

In Witness Whereof I / We have executed these Articles of Incorporation on 14 March, 2006 and say:

That they are all incorporators herein; that they have read the above and foregoing Articles of Incorporation; know the contents thereof and that the same is true to the best of their knowledge and belief, excepting as to matters herein alleged upon information and belief and as to those matters they believe to be true.

Article VI

The name(s) and address(es) of each officer and director:

Officer #1  
STEVEN R O'DONNELL  
488 N MAIN ST.  
LEEDS, UT, 84746  
STEVEN R O'DONNELL  
Signature

Director #1  
MARIL JANE O'DONNELL  
488 N MAIN ST.  
LEEDS, UT, 84746  
MARIL JANE O'DONNELL  
Signature

Article VII

The street address of the principal place of the business is:

488 N MAIN ST.  
LEEDS, UT, 84746

Article VIII

The duration of the corporation shall be PERPETUAL

Additional Articles/Provisions

## **Recommendations of Advisory Committee for the New Leeds Town Park**

**March 11, 2006**

### **In attendance:**

**Loanne Barnes**, Chairperson for Development of Walking Trails in Leeds and Member of Leeds Beautification Project

**Dwight Burch**, Leeds Resident and Engineer

**Margaret Anderson**, Property Owner in Silver Reef Highlands, Partner in Building Contractor Company

**Mike Sandston**, Leeds Resident and Member of Board of Directors for Silver Reef Wells Fargo Historical Monument, Retired Contractor

**Martha Ham**, Leeds Resident and Citizen Chairperson for the Advisory Committee for the New Leeds Town Park

**Excused: Larry Deublinger and Leeds Town Councilman Dale Barnes**

This group met from 3 PM to 5:30 PM in an effort to review all nine topics on the agenda.

With all due respect to Councilmen Harbour and Barnes the Committee makes the following recommendations to the Leeds Mayor and Town Council:

1. After reviewing the many issues involved with developing a methodical and thorough plan for the new park, the committee concluded that spending the escrow funds of \$9,600.00 by August 15, 2006 is premature.

The committee **recommends** that a request is made to Robert Brennan, developer of Silver Reef Highlands, (SRH), to extend the August 15, 2006 deadline for the Town of Leeds expending the escrow account of \$9,600.00 for the purpose of developing the new park. Margaret Anderson, member of this committee, is the secretary of the Silver Reef Highlands Homeowners Association Board and states that this board is in favor of such an extension and intends to write Mayor Law asking her to make this request to Mr. Brennan.

2. The committee **recommends** that the Council review bids from 3 landscape architects or planners who could develop a functional master plan for the park. The committee feels strongly that poor planning without detail and specificity in the beginning of the project will result in higher expenditure on the backend of the development and a compromised outcome. Much thought has already been devoted to



### **Historical Preservation Grant Received**

The Town of Leeds has received a grant for \$3,000.00 from the Utah State Historical and Preservation Office to develop and construct Utah Historical Markers telling the story of settlement of the area. The role the Connaly and Leeds Ditches played in the settlement of Harrisburg, Leeds and Silver Reef will be highlighted. The grant requires that dollars are matched but in-kind services or donations can be used in lieu of cash. **Two citizens are donating** the match so that the use of funds from the Park fund will not be required to acquire the grant. **Nancy Williams is donating** sandstone blocks from the Historic Stratton House (pioneer home formerly standing on Main Street), which she has recovered, and **Leo Lyman, PhD, Historian is donating** his services to research the historical information. The sandstone blocks will be used to build pedestals for the markers.

**Historical photos are needed to tell the story. If you have access to any historical photos of the ditches or in particular, people working on the ditches please contact Loanne Barnes at 879-2926.**

## **Expenditures to Consider for Budget for New Town Park**

*Items in italics are targeted to be donated*

### **Park Furniture**

Tables \$700 each

Trash Receptacles

*Concrete bases for tables and trash receptacles*

### **Stratton House Stones**

Masonry for Stone Benches/Stone Pedestal for Historical Markers/Park Entry Sign

*Concrete bases for signs*

### **Signage**

Historical Markers \$1200 each

Trail signs

Sign with name of park

Participation in development of historical sign plan for the area/ historical research and interpretation for signage (*local historian volunteering service*).

### **Parking Lot with Asphalt Path to Lower Picnic Table (handicapped accessible)**

### **Trail Preparation**

Base material

### **Bridge Materials and Construction**

### **Water Fountain/Spigot**

### **Master Plan Developed to Scale with blueprints**

### ***Ditch Maintenance and Preservation of Water for the Riparian Zone***

### ***Lining the Park Boundary with Boulders***

## **Income**

**\$ 9,600.00 from Silver Reef Highlands Homeowners Association**

**\$ 1,800.00 from the Utah Historical Preservation Office available 6/06**

**\$14,400.00 in services and materials from SITLA (parking lot paving)**

**\$25,800.00 available for development of park**

April 10, 2006

Martha Ham, Citizen Chairperson for the Advisory Committee  
Town of Leeds  
218 N Main  
Leeds, Utah 84401

re: PROPOSAL - NEW LEEDS TOWN PARK

Dear Martha,

I am pleased to submit this proposal to provide Landscape Architectural Services for the New Leeds Town Park on the westside of your community.

I propose the following SCOPE OF WORK:

#### PHASE I

##### A. CHARETTE

\$800.00

1. A "brainstorming meeting" with the express purpose returning a concept within the allotted amount of time. Participants include owners, users, task force members, etc - 2 hours).
2. This meeting would be held in Leeds at the convenience of the Charette members and consultant. This fee includes a trip to Leeds for fact finding & presentation purposes.

##### B. MASTER PLANNING

\$1,600.00

1. Schematic MASTER PLAN for your review.
  - a. RESPOND to CHARETTE - The following categories would be represented graphically to form the beginning of a data base upon which decisions for improvement and development can be made.
  - b. Property & Land Acquisition Research
  - c. Existing land uses
  - d. Historic Preservation Strategy
  - e. Future acquisitions
  - f. Circulation & Corridor Designations
  - g. Pedestrian
  - h. Vehicle
  - i. Access points
  - j. Cost Estimates

##### B. PHASING DEVELOPMENT PLAN

1. Budgetary Considerations

**brent morris associates bma**

1074 east raymond road ■ fruit heights, utah, 84037 ■ phone 1 801 544 0064 ■ fax 1 801 546 6669 ■ e-mail bma@mailsnare.net

2. Timing for development & seasonal considerations	
C. FINDINGS REVIEW PRESENTATION (2 hours)	\$800.00
1. Review meeting. Presentation of findings for review. This meeting would be held in Leeds at the convenience of the committee members. This fee includes a trip to Leeds for presentation & further in-put purposes.	
D. FINAL MASTER PLAN DOCUMENTATION	\$400.00
1. Compilation of drawings, written findings, recommendations & development guidelines.	
2. Graphic drawings	
3. physical properties	
4. land uses	
5. infrastructure characteristics	
6. educational demands	
7. illustrative development plan	
8. Cost estimate	
9. Final Document - printed	\$100.00
TOTAL - PHASE 1	\$3,700.00

PHASE II CONSTRUCTION DOCUMENTS for Construction of PHASE 1. \$1,800.00

- A. Layout Plans
- B. Grading Plans
- C. Planting plans
- D. Irrigation plans
- E. Details
- F. Specifications
- G. Cost estimate

PHASE III CONSTRUCTION ADMINISTRATION for Construction of PHASE 1.

A. SITE VISITS to review progress of work.	\$1,800.00
TOTAL - PHASE II & III	\$3,600.00

I propose a fee not to exceed \$7,300.00 to complete the above scope of work. If you have any questions, please talk to me.

Sincerely,



Brent D. Morris, RLA

brent morris associates bma

1074 east raymond road ■ fruit heights, utah, 84037 ■ phone 1 801 544 0064 ■ fax 1 801 546 6669 ■ e-mail bma@mailsnare.net

**David Bell Associates**  
Landscape Architecture  
Land Planning  
Urban Design

April 11, 2006

Martha Ham, Chair, Town Park Advisory Committee  
Leeds City, Utah

Dear Martha,

Thank you for the opportunity to submit this proposal on this exciting park project in Leeds City, Utah. The purpose is to prepare a Concept Plan, Preliminary Plan and corresponding Construction Documents for a proposed, two acre park in Leeds City, Utah for Leeds City and for the School and Institutional Trust Lands Administration (SITLA).

**The key components of this proposal are:**

1. Prepare two alternative Concept/Schematic Plans
2. Prepare a Preliminary Plan and Preliminary Cost Estimate of the proposed park based upon the selection of a consensus Concept/Schematic Plan.
3. Presentation of the Preliminary Plan to Leeds City officials.
4. Prepare Construction Documents, Specifications, Bid Documents and Final Cost Estimates.

**WORK PLAN**

***Task 1 Prepare Alternative Schematic/Concept Plans and Schematic Cost Estimates.***

Task 1.1 Hold a start up meeting with the clients. The purpose of this meeting will be to: (a) finalize and agree upon a work schedule for the three phases of work; (b) review of park context and background by the client; (c) gathering of detail information on utilities, roads, property lines, trails, surrounding land use, etc.; (d) develop and agree upon a program of elements and activities that should be included in the design of the park; and (f) visit the site to ensure an understanding of the physical conditions and setting.

Task 1.2 Prepare Two, Alternative, Schematic/Concept Park Plans that will include the following:

- a. two, color illustrative plans of the park that show parking, trails, benches, picnic tables, location of interpretive signs, and landscape elements at an appropriate scale on, at least, 11" x 17" sheets. The alternatives will express different ideas, concepts or feelings.



- b. Schematic Cost Estimates for each alternative that show budget range possibilities based upon how construction will be completed..

Task 1.3 Hold review/work session with the clients:

- a. present and analyze the Alternative, Schematic/Concept Plans and potential budget ranges.
- b. establish design and budget consensus for the development of Preliminary Plans.

## **TASK 1      WORK PRODUCTS**

Five "hard" copies of the Schematic/Concept Park Plan Documents on 11" x 17" paper.

### ***Task 2      Prepare Preliminary Plans and Preliminary Cost Estimate.***

Task 2.1 Prepare Preliminary Plan documents that includes the following:

- a. an illustrative plan that shows all plan elements including trees, shrubs, groundcovers, parking, trails, walkways, paving types, walls/fencing, benches, interpretive sign locations, lighting and any other program elements rendered in color, at an appropriate scale on, at least, a 24" x 36" sheet.
- b. a preliminary grading plan showing two foot existing and proposed contours, an estimate of cut and fill quantities and special drainage facilities needed for parking, walkways and sitting areas.
- c. a preliminary planting plan showing all plant material locations with common names.
- d. an irrigation zone map that indicates connection points, valve box locations, service lines, and each irrigation zone. The irrigation is for the establishment of new plants and will be drip or other low water use system.
- e. preliminary details for only or special site features such as sitting places, fencing, etc.
- f. a Preliminary Plan Cost Estimate that includes a breakdown of each element/structure in the project plus contingencies.

## **TASK 2      WORK PRODUCTS**

Five "hard" copies of the Preliminary Plan Documents on 24" x 36" paper.

### ***Task 3      Coordination and facilitation of Preliminary Plan approval***

Task 3.1 Hold a Preliminary Plan review meeting with the clients. Present the Preliminary Plan documents and record comments.

Task 3.2 Provide a memo to the clients summarizing the comments made in the review meeting and the resulting changes that will be made to the park design.

Task 3.3      Coordinate and facilitate any further review process that is required through the City of Leeds for Preliminary Plan Approval.

**TASK 3      WORK PRODUCTS**

Summary Memo and Preliminary Plan Approval from Clients and Leeds City.

***Task 4      Prepare Construction Drawings, Specifications, Bid Documents, Final Cost Estimates and Final Approvals.***

- Task 4.1      Prepare Construction Drawings that include at least the following:
- a. Cover Sheet with required and necessary information for bidders and contractors
  - b. Layout and Dimension Plan that locate, references and/or dimensions the location of all plan elements.
  - c. Grading Plan showing one foot existing and proposed contours, spot elevations in necessary locations, drainage facilities, notes and references. A final estimate of cut and fill quantities.
  - d. Planting Plan(s) showing all plant material locations with quantities and names, and an accompanying Plant Schedule with information necessary for bidding, buying and planting.
  - e. Irrigation Plan(s) that indicates the layout and location of all irrigation equipment and an accompanying Irrigation Schedule with all information necessary for bidding, buying and installation.
  - f. Site Development Construction Details for all plan elements, grading, drainage, planting, and irrigation.
- Task 4.2      Prepare and assemble Construction Specifications for purchasing, assembling, constructing, installing, testing, maintaining, etc. all elements of the proposed Leeds Park.
- Task 4.3      Prepare and assemble Bidding Documents required for the requesting of bids to construct the proposed Park in the City of Leeds, Utah.
- Task 4.4      Prepare a Final Cost Estimate that includes a breakdown of each element/structure in the project plus contingencies.
- Task 4.5      Obtain final approvals from clients and Leeds City.
- a. final review session with clients.
  - b. the clients will coordinate final approval process through Leeds City agencies.
- Task 4.6      Make final revisions to Construction Documents based upon review comments. (the clients will manage and facilitate the bidding process)

#### **TASK 4      WORK PRODUCTS**

Ten bound copies of Construction Drawings on 24" x 36" paper, ten bound copies of Construction Specifications on 8 ½" x 11" paper; ten bound copies of Bidding Documents on 8 ½" x 11" paper; and ten copies of the Final Cost Estimate on 8 ½" x 11" paper.

#### ***Task 5      Construction Administration***

Task 5.1    The client will provide day to day inspections. The consultant will respond to clarification issues, change orders, and will make an interim and final inspection including a punch list for completion.

#### **TASK 5      WORK PRODUCTS**

Change Orders as needed, written clarifications, interim inspection and final punch list.

#### **PROPOSED SCHEDULE**

Project start up:	early May, 2006
Complete Task 1:	mid May 2006
Complete Task 2:	mid June 2006
Complete Task 3:	mid June 2006
Complete Task 4:	mid July 2006
Task 5:	as per construction schedule

#### **PROFESSIONAL FEES**

Task 1:	\$720.00
Task 2:	\$960.00
Task 3:	\$200.00
Task 4:	\$1,500.00
Task 5:	as needed at \$60.00 per hour

Total cost will be \$3,380.00 in professional fees plus incurred expenses such as printing costs, travel and travel related costs, etc. Billing will occur at the conclusion of each Task. The clients can contract on a task by task basis or the total fee.

Thank you for the opportunity to submit this proposal and I look forward to working with you on this exciting project.

David Bell  
David Bell Associates  
P.O. Box 243  
Wellsville, Utah 84339

Phone:  
435-245-5945  
435-797-0511

Email:  
davidb@ext.usu.edu



SUSAN CROOK &  
ASSOCIATES  
Historical Landscape Architecture

635 SOUTH 200 EAST #5  
SAINT GEORGE UTAH 84770

March 20, 2006

Ms. Martha Ham  
Leeds Town Park Advisory Committee  
Town of Leeds  
218 North Main Street / P.O. Box 460879  
Leeds, Utah 84746-0879  
Phone: 435-879-2447 / Fax: 435-879-6905

**Re: Master Plan for New Leeds Town Park**

Dear Martha:

I am pleased to provide a proposal to prepare a master plan for the New Leeds Town Park. The park will link the community to its colorful past – literally and figuratively, with historical markers, the preservation of a segment of the Leeds Ditch, a strolling path, seating, and plantings that reflect the cultural and natural history of the town and region.

Qualifications

The primary focus of Susan Crook and Associates is historic landscape preservation. We document historic properties, prepare master plans and site designs for their use, write management plans and maintenance standards for their care, and assist with funding proposals to pay for it all.

I was the principal in charge of the Historic American Landscapes Survey (HALS) on the Orson Adams Farmstead near Harrisburg, and will soon be starting a HALS on the historic Salt Lake City Cemetery. SCA recently repeated a workshop for the Utah Heritage Foundation's Rehab it Right! series entitled, "Landscaping Your Historic Home." The workshop is the basis of a landscape preservation how-to book we are writing specifically for owners and managers of historic properties in the Intermountain region.

Scope of Work

SCA will prepare a narrative description and park master plan map with labels identifying the proposed layout and site features. The grading concept for the parking area and path will be ADA compliant. The Committee will provide the consultant with a current survey of the site showing the existing topography, and the location of existing buildings, structures, ditches and streams, utilities, major trees, easements, rock outcroppings, and other prominent site features.

The following procedure is proposed for preparing the master plan:

- Task 1. Meet with Committee on park site to discuss proposed uses and site features.
- Task 2. Prepare schematic master plan and draft narrative.
- Task 3. Meet with Committee to review schematic master plan and draft narrative.
- Task 4. Revise master plan and narrative based on review with Committee.
- Task 5. Meet with Committee to present completed park master plan.

#### Deliverables

- 1. Narrative description of master plan
- 2. Scaled full-color illustrative park master plan, ADA compliant
  - 2 hard copies, full-size
  - 6 hard copies, 11x17
- 3. Electronic files of master plan and narrative in the following formats:
  - PDF
  - AutoCAD
- 4. Three meetings with Committee.

#### Fees

The master plan will be provided for a fixed fee of \$600, excluding direct expenses related to its production, which will be billed at cost plus 10%.

Meetings with the Committee will be billed at \$85/hour, including travel time. Mileage will be billed at the 2006 standard mileage rate allowed for business travel. The approximate cost for the meetings is estimated to be approximately \$300, based on the following:

Roundtrip mileage from St. George	35 miles
Roundtrip travel time	1 hour
Standard mileage rate	\$0.445/mile
Average meeting time	1 hour
Total number of meetings	3

The total estimated cost of services is \$900, excluding expenses. Invoices will be billed monthly, and are due within 30 days of billing.

Thank you for the opportunity to present this proposal for services. SCA is prepared to begin work at your convenience, if this proposal is acceptable. Please contact me by telephone at 801.718.2428 or by email at [scrookla@charter.net](mailto:scrookla@charter.net) to schedule a startup meeting.

Respectfully,

Susan Crook, ASLA  
Principal



April 9, 2006

City Council  
City of Leeds  
218 North Main St  
Leeds, Utah 84746

RE: Area Master Plan

Council Members:

Thank you for the opportunity to provide planning services to the City of Leeds. We are confident that IBI Group can provide the design expertise and capabilities you are searching for to achieve your goals for the City.

IBI is an international consulting firm with a staff complement of over 1200 people, including approximately 32 in our Utah offices. We have the knowledge, networks, resources and passion to assist you with planning for the future of your City.

We recently completed or are working on several relevant projects including Canyon Ranch Village Center — Cedar City, Salt Lake City Intermodal Hub, Salt Lake City Gateway Area Plan, The Canyons — Park City, Deer Valley Lakeside—Wasatch County, Utah, Independence at Bluffdale Village Center — Bluffdale, Utah, and Arbutus Village, Vancouver B.C., to mention a few. We have also been working on the Anaheim Town Center—Anaheim, Ca.

With this experience, we can collaborate with you to provide solutions to the critical issues and design challenges facing your city now and into the future.

Sincerely,  
IBI Group

A handwritten signature in dark ink, appearing to read "Douglas C. Rosecrans". The signature is fluid and cursive, with a large, stylized initial "D".

Douglas C. Rosecrans PE  
Senior Consultant  
IBI Group

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Suite 112, 10 Exchange Place, Salt Lake City, UT, 84111, U.S.A. (801) 532-4233, FAX (801) 532-4231

IBI is a group of companies providing professional services.

Item 10



## **PLANNING SERVICES PROPOSAL**

### **FOR**

### **LEEDS, UTAH**

Per your request we have developed the following scope of services for master planning services for Leeds, Utah. It is our understanding that there are several important issues to resolve to prepare Leeds to handle the oncoming pressures of growth. Among these are land planning, zoning, transportation, culinary and irrigation water, sewer, design standards and phasing issues.

#### **BACKGROUND/PROJECT UNDERSTANDING**

The City of Leeds is starting to see the demand for growth the rest of Washington County has been experiencing. Local city officials, landowners, developers and utility providers are concerned that Leeds is properly prepared and positioned to handle this growth pressure.

Historically, Leeds has been a rural, low density town. Its rural heritage is important to the town residents. However, because of its proximity to St. George, and I-15 it is clearly in the path of progress. In addition, it enjoys a natural beauty that few other Washington County communities can claim, adding to the desirability of the town.

We understand that the infrastructure of Leeds has modest capacity and cannot handle new growth without significant upgrades. The cost, phasing and practicality of these upgrades are an important component of this study. There is a local culinary water provider and a separate local irrigation system. A preliminary sanitary sewer collection study has been completed. A major transportation corridor is generally planned to provide relief for the I-15 corridor.

Leeds town center has historic value and should be considered in the plan for its future. Public land in the area is being prepared for sale to private parties and preservation area for the desert tortoise is nearby.

Given all these factors, Leeds would like to commission a study to prepare itself for the future.

#### **OBJECTIVES**

To create a clear direction for your future, Leeds needs to first establish a vision for the city. This will include establishment of a growth boundary, creation of town Guiding principles, a land use plan and design standards. It will be important to predict, if possible, the most likely areas for short and long term growth.

Concurrently, a transportation plan should be created to logically provide for future growth. Collector and arterial corridors need to be established. Since streets have so much impact on not only traffic patterns but on cultural philosophy, street cross section guidelines should be included in the town design standards.

Water is always a critical issue. Leeds should develop a feel for the future water needs of the city; both wet water and water rights, both culinary and irrigation and then develop a plan to meet those needs. You

should establish the most logical purveyor(s) of water for the city then create phasing plans and develop strategies for financing the required improvements.

A sewer master plan with alternatives has been developed. This plan should be modified as needed to reflect the developed land use plan, establish priorities for sewer collection extensions, and develop strategies for financing the required improvements.

## **WORK PROGRAM**

We are proposing the following work program as follows:

### **1.0 BACKGROUND REVIEW, ANALYSIS AND RESEARCH**

#### **1.1 INFORMATION GATHERING, STAKEHOLDER INPUT AND REVIEW**

Gather applicable Policy and planning documents, including any Leeds General plans.

Review and analyze existing information, mapping or other survey data, provided by you, to gain a comprehensive understanding of the property. These items include topography, wet areas, flood plains, soils, environmental and infrastructure.

Meet with property owners, city officials and interested parties to understand plans they have for the adjacent properties and the city in general. We anticipate up to three (3) trips of one day each to Leeds to hold meetings.

#### **1.2 SITE ANALYSIS**

Our team will conduct a site visit to better understand the natural assets and relationships of the property. This effort will include an on-site tour of the town and study area and the preparation of a site analysis diagram identifying the critical influences, opportunities and constraints for the plan.

#### **1.3 INFRASTRUCTURE RESEARCH**

IBI will facilitate one (1) meeting with city officials, local water and sanitary sewer providers and Washington County to establish present location of infrastructure, capacity of the systems and desire of these entities to serve the City.

#### **1.4 TRANSPORTATION RESEARCH**

IBI will facilitate one (1) meeting with city officials, UDOT planners and Washington County transportation planners to establish future freeway and arterial corridors anticipated in the Leeds area

### **2.0 CONCEPT PLANNING.**

#### **2.1 VISIONING AND CONCEPTUAL LAND USE DIAGRAM**

IBI will identify potential development and use areas based on input received from the stakeholders, environmental constraints, natural assets, infrastructure and access. We will prepare conceptual visions for the town incorporating new ideas for land use.

We recommend establishment of a growth boundary that will likely exceed the existing city limits. The growth boundary will follow logical limits for the sphere of influence Leeds would like to maintain.

We will develop a concept bubble diagram intended to create a fiscally and socially sustainable plan with neighborhood centers, office, retail, and residential areas with varying densities. This diagram will include general corridors and strategic locations for trails, parks, road networks and open spaces consistent with the global principles.

We will present concepts to the City and stakeholders to gather feedback and consensus.

## **2.2 GUIDING PRINCIPLES**

Through the visioning process we will establish key guiding principles to maintain direction and the integrity of design for the project. These principles will provide a baseline for decision making as we evaluate the various concepts through the design process.

# **3.0 CONCEPTUAL MASTER PLAN**

## **3.1 PLANNING**

Based on the approved conceptual land use diagram, we will develop a conceptual master plan. The master plan will include street layouts, trails, and parks, civic, residential and commercial areas. General maximum densities will be determined for each development area, within the current declared annexation areas of the City. These documents are general in nature and will act as guides for development as proposals are made to the City.

## **3.2 ILLUSTRATIVE SKETCHES**

Illustrative sketches or image boards will be created demonstrating the proposed character of new development to establish a basis for design guidelines. We have included up to six (6) character sketches and two (2) image boards in this proposal. These sketches are meant to illustrate the design intent for the City and give additional direction to future developments.

## **3.3 TRANSPORTATION ANALYSIS.**

The transportation component of the project will involve preparing traffic forecasts and developing a transportation framework for the conceptual master plan. Based upon Interviews with transportation officials, it is be the goal of this study to conceptually locate arterial, collector and some local streets. Right of way widths and street cross-sections will be established. Using this plan, Leeds can identify appropriate rights of way and require street improvements as development goes forward. Future detailed traffic studies will be necessary for road, intersection and signalization design; however, the backbone transportation system will be identified.

## **3.4 DESIGN STANDARDS**

Design Standards are a critical component to create and maintain the quality and feel the City establishes in its guiding principles. The design standards will generally address architectural and landscape design concepts for private and public areas. These standards will specify detail, design types and development approach. Design guidelines will show typical elevations, perspectives and massing schemes within key areas to establish a quality level that will enhance land values and quality of life in the town as it builds out.

## **3.5 ILLUSTRATIVE CONCEPTUAL MASTER PLAN**

The approved conceptual master plan will be rendered for use as a General Plan document.

#### **4.0 CULINARY AND IRRIGATION WATER STUDIES**

##### **4.1 CULINARY WATER**

Utilizing the approved conceptual master plan, IBI will estimate the amount of culinary water needed. IBI will facilitate two (2) meetings to review these water needs with the local water company and County water providers to determine how the future needs can be met, or if other sources need to be found. Using USGS topography (or better mapping if available), IBI will identify general pressure zones, pump station locations and main line locations. This study will be useful to develop an overall distribution strategy for the City.

##### **4.2 IRRIGATION WATER**

IBI will facilitate one (1) meeting with the local irrigation system operator to ascertain if irrigation needs can be met with a separate pressurized irrigation system, and how that system would be financed. .

##### **4.1 CONCLUSIONS**

The goal of this study is to determine logical service area boundaries and providers for culinary and irrigation water, determine future water needs, and identify the most appropriate initial first phases of an overall water infrastructure improvement program. Conclusions will be documented in narrative form and included as a chapter in a final master plan report.

#### **5.0 SANITARY SEWER STUDIES UPDATE**

##### **5.1 UPDATE RECOMMENDATIONS**

Using the approved land use plan and associated densities as a guideline we will review the existing wastewater feasibility study. We will meet with local land owners and developers to ascertain where initial development is most likely to occur. From this analysis we will make recommendations as to the most logical way to proceed with and finance the needed upgrades. .

#### **6.0 FINAL MASTER PLAN REPORT**

##### **6.1 EXECUTIVE SUMMARY**

IBI will prepare an executive summary highlighting vision, guiding principals, major conclusions and illustrative plan and sketch graphics.

##### **6.2 SUPPORTING DOCUMENTATION**

IBI will supplement the Executive Summary with documentation of supporting information including project background, analysis, research, transportation and infrastructure studies.