

**PROJECT REVIEW/ SKETCH**  
**MINUTES**

October 19<sup>th</sup>, 2023

The Project Review/Sketch Committee held a meeting Thursday, October 19<sup>th</sup>, 2023, at 8:30 a.m. in the City Council Chambers, 10 North Main Street, Cedar City, Utah.

Staff in attendance: Clay Tolbert-City Surveyor; Randy Clove-Wastewater; Mike Shurtz- Fire; Drew Jackson-Building Official; Department Jonathan Stathis-City Engineer; Amber Ray-Executive Assistant

Others in attendance: Dallin Pead- Infowest; Dave Patrick- Lumen; Farah LeFevre- Historical Pres.; Neal Smith, Tim Dwyer, Brian Stowe, Josh Green, Dallas Buckner, Craig Reid, R Scott Phillips

<b><u>ITEM/PROJECT</u></b>	<b><u>PROJECT LOCATION</u></b>	<b><u>APPLICANT/PRESENTER</u></b>
----------------------------	--------------------------------	-----------------------------------

**SKETCH**

- |                                    |                                    |              |
|------------------------------------|------------------------------------|--------------|
| 1. Street Name Change/<br>Addition | 896 N 2175 W<br>Happy Factory Lane | Smith/Cooley |
|------------------------------------|------------------------------------|--------------|

Neal Smith: You see a rendering of what we would like to see. I have found out there is a formal way of doing things. Donna Cooley sends her apologies for not attending. We have talked with Fire Department, a couple councilmen and the mayor. It is one sign; we would like to put Happy Factory on it. Tim Dwyer has talked to the neighbors, and they don't have a problem with it.

Jonathan: There is a formal process. Be aware, the city has a standard for street signs.

Neal: We took a photo of Freedom Blvd sign, that is what he used as a template. We tried to stay within what has already been done.

Jonathan: You will need to request a variance to the standards. We will help you through it. The number on top, name underneath. We will make sure everyone is aware of what you are requesting. You will need to go to planning commission, then city council. If you want to talk to Amber, she will help you get on the next PC Nov 7<sup>th</sup>.

**PROJECT REVIEW**

- |                                       |              |                              |
|---------------------------------------|--------------|------------------------------|
| 1. Building- Commercial<br>Cell Tower | 2221 W 850 N | Rage Development/<br>Wuehler |
|---------------------------------------|--------------|------------------------------|

Matt: Vertical Bridge has agreements for the build to suit sites. This is for T mobile. Looking to get as many tenants as possible. They have this designed for 4 carriers. There was a condition in the zoning code I missed. We did a 15 foot access and utility easement and apparently it needed to be 24 feet.. Really there is only going to be a tech that goes out quarterly. Don said maybe okay to leave at 15 feet and keep the turn around.

Jonathan: We have the Fire Marshall here.

Matt: I think the turnaround might be better for Fire Department. Better than 24 feet out and back. Just want to do what works for the city. 4 pads for carriers to put equipment on. Some may have small shelters. We have designed a 6-foot-tall wall. It will keep the equipment enclosed and not visible.

Mike S: We will prob treat it like a driveway.

Matt: If we do the 24 feet I think the landlord would want it to go straight back. I think this might work better, but I am fine either way.

Jonathan: I am not seeing the turnaround on what I have. It shows the access and utility easement. I know code has it in place so you don't back out of the easement. 50 feet from north to south. 20 feet of nothing. We will get it distributed to the Fire Department. Do you have any other information about the project that you want to mention?

Matt: Commercial industrial space. Not considered residential. Not sure if there is a need for concealment. The way we have it drawn, is only because I don't know. Willing to build however you want. Nothing to match it to in the area. Vacant land all around, so not sure what makes the most sense.

Jonathan: We did have the city attorney look. He didn't feel like it was necessary since it is not residential. Other towers in the area are not concealed. At this point it doesn't seem like it is going to be a requirement.

Drew: No flood zone issues. The fenced area, 50 X 50? City fire doesn't need anything further. It is in an airport influence zone.

Matt: We have been working on that. It is well underway

Drew: Check in the ordinance for intensification. We will do that with Don. You will need a Certified Engineer for plans.

Matt: Separate process for zoning and building. Once we have everything we need for the building department.

Drew: The submittal can come in as one. We will distribute. Do you have any storm water run off? It has to stay on the lot.

Matt: Nothing will change on the lot. We will put down a ground barrier. 12 inch height pad to put everything on. As far as the current, nothing will change.,

Drew: Just make sure the water stays on the lot.

Matt: We can design and include that.

Drew: We will look for Prairie Dog, Geo Tech, etc.

Brian: There is fiber on north side of 850

Dale: Will there be a conduit from the pad to road?

Matt: Yes

Dale: 4 inch?

Matt: All of that will be determined with RMP. Underground. One fiber and split to individual carriers run to their compound.

Randy: If there is a sewer cleanout on the road, they will need to make sure it is traffic graded.

Matt: No sewer, water or anything.

Drew: We will look for the permit submittal online.

Jonathan: The minutes will be available early next week. When the plans are submitted, it goes to all departments.

Coal Creek Apartments Phase 2 GO Civil

Dallas: Phase 2 of Coal Creek Apts. Very similar floor plans, bigger number of units contiguous. Similar concept to come off 1400 West. We will tie this in. Plan on a lot the same as phase 1.

Drew: R3M separate permits for each building. Label the units as well. Looks like you have the setbacks, if it butts a property used for less dense residential, which I believe is to the south there.

Dallas: I think it is all zoned R3M

Drew: One house?

Dallas: The house will get demoed, part of Phase 2

Drew: We will look for landscaping calculation, airport, parking calculation. Show access and circulation. Hammerhead running North and South.

Dallas: Gave easement to city for access

Drew: Mike, you will look for 150 feet? Asphalt, curb, gutter, sidewalk improvements.

Dallas: We had to work out a whole temporary cul-de-sac. That will apply to phase two as well.

Drew: There is a streetlight on the corner. Tie in sewer on east side?

Dallas: Yes, separate for storm drain. Sewer and storm will come off east, water off 1400.

Drew: Previous phase has a 6-inch water meter, fire hydrant should be good. Prairie dog letter. Dallas: RMP has been working with us.

Mike S: 24 wide access, does limit, being under the 31.

Randy: You plan to keep access like on other phase?

Dallas: Yeah, then tie right in.

Randy: Road will be protecting the storm drain is done, there is a bank against easement. Removing that, correct?

Jonathan: That is temporary. You will need onsite storm water detention.

Dallas: Same as Phase 1 we will try to line up where the storm drain is.

Jonathan: We will look for fixture units count for inside building. Sprinklered, metered, fire flow or separate line.

Dallas: Since it is under the same ownership, assuming we have space, I'm thinking we can extend the storm drain system down and get an easement or drainage agreement. Would the city be okay with that?

Jonathan: That sounds reasonable as long as it is large enough. The only problem I can see is maintenance, so as long as there is a maintenance agreement. Street improvements-

Dallas: We will carry same section to the south.

Jonathan: On the master plan, as far as the storm drain, 48-inch storm drain. I know there is an existing 48 inch. I am not sure if there is an additional. You may have to go in UDOT's Right of way. We have had discussion. I need to check with Sunrise. I am not sure if a second line is needed or if there is an existing one. We set up the box to receive a second. There are three going out under Center Street. On UDOT side is another. I think it is coming off the hillside. We talked about the access; we want to make sure the city has maintenance access.

Dallas: Same easement we did in Phase 1.

Jonathan: Soil report both parcels or just one?

Dallas: We have another one for this parcel. We will have a demo sheet plan on the construction drawing.

Drew: It is separate. A formality.

Randy: They hauled in a bunch of material onto the property. Worked something out with the lot next door. Just be aware of that.

Jonathan: When you go to demolish. Look at the water lateral, it will probably need to be abandoned, Whoever owns the home can get the credit for the water meter. If it is the same owner, they can get the credit and apply to this.

## CITY ITEMS

1. Comprehensive Update to  
Water Master Plan

City Wide

Jonathan Stathis/  
Hansen, Allen & Luce

Jonathan: We've been working on this for probably over a year now with Hanson, Allen and Luce, they're a consulting firm in the Salt Lake area. They've been updating the city's water model and then also looking at future build out of the city's water system. What we're looking at doing is doing a comprehensive update to the city's current water master plan. This will need to go through on the planning commission and then on to, of course, to city council for final approval. We did send a copy of these slides out yesterday. This first slide shows what we call the pressure zones that are proposed to be established in the future. And one of the main things that we're looking at and establishing pressure zones is making sure that we meet minimum static pressures per state code. And then also we want to stay within a maximum pressure, typically 150 psi. We don't like to typically go over that because that can cause problems with the system and with customers. We also want to make sure that fire flow will be met throughout the entire pressure zone. And so as the consultant was running their models, they made sure that all of those criteria were being met. So you can see we have several different pressure zones kind of on the east side of town. And the main reason for that is there's a lot of elevation difference as you come off the hillside. But then of course, as we get down into the valley, it gets a lot flatter. And so those pressure zones get a lot larger because that band of pressure from 50 to 150 psi encompasses quite a large, a much larger area. So on this map, they're showing new water tanks, pump stations, pipelines, other infrastructure improvements that are needed to number one, establish the pressure zones. And then number two, to serve the future build out of the area as growth continues, we need to be able to serve that growth. And then of course also to meet the fire flow demands.

One thing that's kind of new on this master plan out at, you'll see on the west end, there's a new tank being proposed. It would be in conjunction with the water conservancy district. The city's, there's some water rights that the city's obtaining in what we call the basin 71, which is the Burl Enterprise Basin. And we're looking at at some point bringing water in from that adjacent basin to the west. And then we would be able to bring that water into that tank and then serve the city system from that tank. So that's basically what this map is showing is those, all those improvements that are being proposed. They're also showing a supply line coming in from the north and the city's actively looking at drilling wells at the north end of the basin. One of the big things in this master plan is to diversify the city's water sources. Currently the city's sources are clustered mainly in the Quichapa area, which is around Quichapa Lake and then also in the Enoch area. And those areas are seeing significant declines in the aquifer and the water table. And so in order to try to mitigate that, we'd like to diversify our sources so that we're not pumping just from one, one or two well fields. But those well fields would be diversified throughout the basin. We're also looking at some water sources up in Cedar Canyon, specifically the Martin's Flat area, which would be able to be. And if those sources turn out, then those sources could be delivered into the city system as well. But again, kind of the highlights are diversifying the locations

of the city water sources so that we're not over pumping. Specific areas. Part of what's playing into that is what's called the groundwater management plan that's been imposed by the state engineer. And they've identified specifically the Quichapa area and the Enoch area as areas of concern. The whole valley is a concern for the state engineer, but specifically those areas are seeing the most significant declines in the water table. And so if we can diversify those sources into other areas, the north watershed seems to be a good area because the aquifer or the water table is quite high in that area. And seems to have quite a bit of capacity for pumping over a long period of time. So those are just some things that we're looking at in this master plan update. Next slide shows so the consultant looked at a 10 year horizon and then a 20 year horizon. Really from the city's perspective, what we've seen, we just don't know what when development is going to be coming in. So from the city's perspective, we're just going to have to put in those improvements as development occurs. And typically that happens as the developer improves an area, then they upsize those water lines accordingly and the city reimburses based with impact fees. And so we just need to know where those improvements are going to be needed. And then we apply those accordingly with development. So these show the 10 year and this is a little bit better that pipeline going out to the north well field. Kind of the mud springs area, but that's an area that's largely untapped in terms of water development. So it's an area that we're looking at. We actually have a test well that we're looking at starting to drill in the near future in that area near the city's wastewater treatment plant. And then this is the 20 year capital improvement map. And again, we don't necessarily go on timeframes. It's all really dependent on development, but to comply with state code, we do need to show the 10 and 20 year capital improvement plans. These are some what they call development driven improvements. They're showing the some improvements down kind of in the Middleton area. And this they put this together based on developments that we know are in the process of coming in. They're also showing a development up going up to what's called the Chelsea subdivision and a few other and then the iron horse area. So they they've broken out some specific projects that they know are kind of imminent that are coming through development. The development process. This one is the fire flow improvement map. So we know in the older, especially in the older part of town, we know most a lot of the existing water lines are either undersized or in poor condition. And so they've identified all of the existing water lines that need to be replaced and brought up to take our current standard. So the current minimum standards is an eight inch water line. A lot of those lines in the older part of town are typically about a four inch line and they don't they don't meet fire flow currently. And so in the past, the city has had a program where we try to go in each year and replace a few, you know, a certain portion of those lines. And so this is just identifying all of those water lines that need to be replaced in order to meet fire flow conditions. This is a schematic of what the overall water system showing the different pressure zones and the tank levels. And this is a nice schematic because it shows the elevations and where the tanks and where in which pressure zone each tank serves. And so this is showing the full build out of the future system. And then they've, and then they've also provided capital improvement plans or spreadsheets showing the cost estimates for the projects. This gets this gets a little daunting when they're showing \$125 million worth of projects. But again, it's not it's not something that's going to happen all at once. This happens over a long period of time as a development occurs, then these projects come in and the city and these estimates are used to help develop the city's impact fee. So that as the city collects the impact fees, then those that up sizing of water lines and capital projects can be. Well, the upside one as up sizing is done by developers, those lines can be reimbursed to the developer or as the city does projects, those projects can be done using impact fees. So I, and again, we had sent out these slides late yesterday, we're going to have, we're still waiting to get the full report. We should have that either later this week or next week. And then we're going to be

presenting it to the planning commission so that we'll have the full report ready when it goes to planning commission in November. We just wanted to kind of get the process started and make everyone aware that this is coming through the process for approval. And Hanson Allen and loose will be they'll be coming down for that planning commission and they'll also be here to present to the city council. We're going to get power out to the north and I think so lots of talk about that. And then from the fire department standpoint, you know, obviously a big part of this master plan it kind of ties into the city's ISO rating. So anything we can do to, you know, improve fire flow in the system is good for the city's ISO rating. And that benefits all the city residents in terms of insurance rates and things like that. So, this is important. This is an important thing for the city to be able to make sure that we're complying with state code and then also making sure that we're meeting. Meeting fire flow current requirements and then also meeting peak demands on the system. Another thing that's important in the report is obviously we're still trying to encourage water conservation. And we're starting to see that more in new developments with people limiting their turf areas and things like that, especially on building permits. I think most of the residential permits we see now most of the most of the residents typically opt to go into the conservation tier. And so that's a very good thing. At least on the permits I've been seeing. So I think the city's doing overall doing a lot of good things to try to deal with the groundwater management plan. It's obviously not something that's going to happen overnight, but there's a lot of good things happening in terms of the city's water use and conservation.

## 2. Ordinance Text Amendment

### Chapter 32

Randall McUne

### Subdivision Ordinance

Jonathan: This is the ordinance text amendment for chapter 32 of the subdivision ordinance. The state law changed recently to require cities to change their subdivision process in terms of the approval process. And so in order to comply with state code. We've city staff has been working on making revisions to chapter 32. And these revisions are going to be starting through the process of going to planning commission and then also to city council. We did make a presentation on Tuesday night to the city council or excuse me to the planning commission and made them aware of it.

It's going to be going to a public hearing on November 7th at the planning commission to discuss it further and then for the planning commission to give a recommendation. Some of the highlights of the subdivision approval changes are what's supposed to be proposed currently is that the.

And again this this only applies to subdivisions meaning subdivisions and PUDs. So those would not be required anymore to go to sketch meeting planning commission or city council. There's another slide I'll talk about we still are going to have some other items that will be coming to sketch meetings. We're not going to completely get rid of this meeting but in terms of subdivisions. And this is again this is per state code. We cannot require a subdivision or PUD to go to sketch meeting. There is an option in state code to go to planning commission currently don't have that. It's not a requirement in state code but it's something that we're that I'm sure will be come up in discussion as we move through the process. But basically, the city has a four-cycle process to be able to review subdivisions and the city has 15 business days to review on each cycle. The developer can take really as much time as they want after that each time the city reviews but if they take more than 20 days then the city gets some additional time. One thing we are looking at is making sure that all items that need to be submitted for the subdivision are provided up front. And I'll talk about that in a minute but there is an appeal process as well. And we're also looking at making changes to when public improvements are required.

So in terms of what's required to go to planning commission and city council currently what's being

proposed is that PUDs and subdivisions would no longer go to planning commission and city council they would just be reviewed and approved at staff level. That's what that means is if a subdivision or PUD meets the zoning and the ordinances then then they can be reviewed at staff they can be approved at staff level if there's any variances or anything that needs to go to city council then of course that would need to happen. So if they submit a subdivision or PUD that checks all the boxes that meets all the ordinances and zoning then those would just be approved at staff level. What it has on here is a general plan amendment zone changes engineering standard variances any ordinance changes the process for those would not change those would still need to go to planning commission and city council for approval. So this is probably the big thing for this group in terms of the sketch meeting. So subdivisions of PUDs would no longer go to come to sketch meeting. Now the kid come to the city engineering department kind of for preliminary review but they but they're not required to go to sketch meeting anymore. We still would have all these other items go come to sketch meeting for review. So, so we will still be having to sketch meeting to review all these other items. So this is this is what Don put together. I wish he was here to see this but anyway it's not quite as complex. Well, I don't know. It's complicated but not. He made it seem more complicated than it really is but it's kind of. This is the one Randall put together. Basically on a subdivision they submit the preliminary application city has 15 days 15 business days to review. And then the city provides comments. And then after four cycles. If there either needs to be an approval or denial or hoping that the approval can happen in the first or second cycle. We don't end up getting all the way to the fourth cycle. And then this is just well. Sorry. I need to go back. The four cycle the four cycles is for the preliminary review of subdivisions and that's for the preliminary and the construction drawing review. And then at final plat we basically it's just a one cycle process. And then we the city has 20 business days to review the final plat. There's just a few details. So a few things when we're going through the subdivision process when we when the city makes comments. We need to be specific with citations in terms of where it is in the ordinance or the engineering standards. If the city misses anything on the on the review, then we're not allowed to come back on the second review and say we miss something. However, if it is necessary to protect public health or safety then we can add additional comments. And then the applicant has to respond to those comments. And then one thing we're looking at doing is basically front loading the application, so all the required documents need to come in at the very first of the application for new subdivisions and PUDs. So basically, what that means is if the applicant or their engineer doesn't submit everything that they need then the city will just kick it back and say sorry you just didn't provide everything that you needed. And so that's what Amber's jobs want to be so we're really counting on her to do that. But basically, it's really it's going to be in the computer that that happens because they have to there's certain boxes that they have to put in in the software to be able to even move on to the next to the next stage. So hopefully it'll just be more of an automated process that they have to put in all the all the required all the required documents up front.

So there is an appeal process in the in the state law. Basically, it sets up a three-engineer board that would hear any appeals and then under certain conditions and then if there's any other appeals.

The way it's being proposed at the city manager would hear those would hear those appeals.

This just kind of describes what that three engineered board looks like one engineer chosen by the city one chosen by the applicant and then and then the third engineers chosen by the first two engineers.

One thing that is being proposed in the in the ordinance revision is we've funded a few issues where developments come in but then they leave kind of a swath of land in order. Well, basically so that those master plan rows don't necessarily need to be improved. We'd like to put some kind of present provision in there so if there was in a hundred and fifty feet in a residential area or two hundred and fifty feet in a commercial area that those master plan improvements would need to go in. We had quite

a bit of discussion about that in the planning commission on Tuesday and so we are looking at possibly changing that a little bit based on some of the discussion we had with the planning commission. Again, this is going to go through the public process, so they'll be time to look further into that. But basically, from the city standpoint, we'd like to make sure as much as possible that we can get those master plan improvements installed for the benefit of the whole city. And if you have any comments that can be sent to Amber Ray, we also have a box on the engineering department and the city website on the engineering page where comments can be submitted as well.

### 3. Engineering Standards Revision Section 2.3, 3.3, 3.4 and 3.5

Jonathan Stathis

Jonathan: In conjunction with the changes to chapter 32 of the subdivision ordinance. We are going to need to make a few changes in the engineering standards to correspond with that. Basically, there's going to be two different types of applications that come in. One is the preliminary land use application.

And then once the preliminary application is approved, then there's the final and then the final application comes in, which is basically the final plat. With the final plat, we are still proposing to have all the utilities sign final plat. So I don't really proceed too much change there.

They're still going to have to come and coordinate with the utilities and get their signature on the final plat. There will need to be, and one thing in Randall's presentation, I talked about a complete application. That's going to be the complete application plus application fees paid. And this is all going to come through an electronic sub-bill system through software. So that it should just itemize everything that needs to come in. So it should be pretty easy for the developer to do that.

One thing we're looking at for a complete application for a PED is basically all of these items would need to come in with the application. So there would be a preliminary application, which would be the preliminary plat and also the construction drawings. And then once that's approved, then the final application would come in for the final plat. It's basically similar for a subdivision, a similar type of application process. So this is all the supporting documentation that's going to need to come in with the subdivision review at the beginning of the process. Probably the big thing that's, the city requires all these things, but it's in the past, it's just been kind of, everything kind of comes in piecemeal.

And it's made it a little bit more difficult for us to review things because we don't necessarily get everything all at the same time. But in order for the city to be able to review a full subdivision within that 15 days, we really need to have everything up front to be able to do a full review and make comments. And so this list is being proposed in the engineering standards to be able to require all of these things to come in up front for a complete submittal. One of the things we are looking at changing from what we've done previously, currently the city basically handles the modeling for sewer, water, and storm drain. And we'd like to change that to have our outside consultants handle that.

We've had consultants recently who have updated our city's master plans. They have all the city's information in terms of the model and they should be able to do that fairly quickly. But in terms of being able to review in the 15 days, we just don't feel like we have the staffing to be able to handle that modeling because that does take quite a bit of time. So that's something we're looking at and we feel like we'll actually get better information by doing it this way. Just some other things that need to come in with the developments in middle. So in terms of the engineering standard revisions, we talked about having that list for the complete submittal. There is some language being added for the sewer, water, and drainage modeling and studies. And then there's also some information that's being added to the



engineering standards to comply with the Utah rules for culinary water. One is to design full pressure that's required and then the peak, what we call the peak instantaneous flow. And that typically happens during the summer months when we have high demand and then the fire flow requirements. And so there's some language being added just to comply with the Utah rules for culinary water systems. We're also looking at updating the city's checklist to make sure that developers and outside engineers have all the information as far as what's required for the submittals. And we're also looking at making a few small changes to the subdivision fees. Basically those in the past, we've collected fees for review at the end of the process, but the way the way things work now, we really need to collect those fees at the beginning since we need to have that application fee with the with the initial submittal. So basically, for a subdivision, we're looking at \$40 per lot or \$400, whichever is greater. So it's not a really huge change, but just something that we need to be able to collect up front. So again, if you have any comments, please submit those and again, this will be going through the process for approval. We're hopeful that even though the subdivision won't be coming to sketch for helpful, there can still be that coordination with the utilities and we'll just keep encouraging developers to reach out as early as they can to the utilities. And make sure that they coordinate things. They're still going to have to show easements on the final plat and everything like that. They'll still have to sign the final plat.

Meeting adjourned at 9:45

*Amber Ray*  
\_\_\_\_\_  
Engineering Executive Assistant