

KAYSVILLE CITY COUNCIL  
WORK SESSION  
September 15, 2022

Minutes of a special work session with the Kaysville City Council and the Kaysville Planning Commission held on September 15, 2022 at 5:30 p.m. in the Council Chambers in Kaysville City Hall at 23 East Center Street, Kaysville, UT.

Council Members present: Mayor Tamara Tran, Council Member John Swan Adams, Council Member Mike Blackham, Council Member Abbigayle Hunt, Council Member Nate Jackson and Council Member Perry Oaks

Others Present: City Manager Shayne Scott, Finance Director Dean Storey, Assistant Finance Director Levi Ball, City Recorder Annemarie Plaizier, Community Development Director Melinda Greenwood, Information Technology Assistant Jordan Hansen, Gil Miller

**ECONOMIC DEVELOPMENT OPPORTUNITIES AND REDEVELOPMENT AGENCY (RDA) UPDATE**

Mayor Tran opened the work session.

Mayor Tran explained that she wanted to discuss the Redevelopment Agency and its finances, as well as go over the economic development plan for the city. It might be helpful as we look at future budget expenses and the potential projects we have planned for the city. We do not have a lot of commercial space left and we need to consider what businesses would best benefit our city. We also need to consider how we might be able to get those types of businesses here.

Finance Director Dean Storey explained that the Redevelopment Agency is a separate entity of the city and is a tool the city uses for economic development to help encourage businesses to locate to Kaysville, and to provide financing for projects. Mr. Storey gave an overview of the city's Redevelopment Agency and the Flint Street Community Development Project Area created in 2013. Within the last ten years, the property value for this project area has gone from \$223,000 to \$27,000,000. The participation rate is 50%, with a total increment value cap at \$1,800,000. We have paid all of the obligations of the RDA related to this project, and so as more money flows in at this point, the money could be used for economic development.

City Manager Shayne Scott commented that the city would like to create another RDA district in the city. There has been discussion of revitalizing the downtown area, and this would be one resource where we might be able to get some funding to do so.

Community Development Director Melinda Greenwood said that the term "redevelopment area" is not being used by the state anymore, and they are now being termed as a "community reinvestment area" (CRA). These CRAs have been a general focus of the state legislature over the last few years as they have worked to try to better define what tax increment could be used for. Kaysville has been working towards trying to get a city center created. This was part of the discussion as the General Plan was revised, and is now one of the five guiding principles outlined

in the General Plan. As part of the public involvement process with revising the General Plan, we wanted to try to delineate what the city center would be. Our community has said that they would like to see downtown Main Street revitalized. In order to create a CRA we have to have rationale behind it. Some of that rationale includes the fact that there is not a lot of “downtowns” in Davis County and because of that, we want to try to preserve and enhance it. Our downtown has been a part of Kaysville from the beginning and is part of the city’s heritage. There are facades that are in disrepair and some infrastructure that is deteriorating and needs attention. Redevelopment needs to take place. There is also a need for increased safety in this area. The funding we would be looking for would help to develop or redevelop our downtown area. The General Plan calls for this area to have some mixed-use and we would like to see it implemented. Parking in this area is a major problem and we would like to see some parking upgrades made. If the city needed to, we could look into property acquisition. Funds could also be used to relocate businesses. The City Council recently adopted a Main Street Plan, and funds could be used towards implementing that plan. We would also look into finding some grant funding resources to help towards the project. The new CRA project area that the city is considering not only includes the downtown Main Street area, but also includes much of the commercial area on the east side of Kaysville, extending west along 200 North to Flint Street. The area would include approximately 355 acres. We would propose that this be a fifteen-year project area and we would ask that the other taxing entities participate at a rate of fifty percent, with the city participating at a hundred percent. We anticipate generating about 4.8 million dollars, which would be utilized at tax increment for projects as mentioned. The funding would come on an annual basis and so it would take us fifteen years to get that full \$4.8 million. The city could choose to bond against some of these increments if we needed the money up front. This project area would create some housing funding, so the city would also need to define what our plan is for affordable housing funding. The tax increment generated would need to be spent within the project area boundaries. However, the affordable housing funds could be spent anywhere within the city.

The city council further discussed the proposed community reinvestment area and funding for projects within the area.

Mayor Tran commented that we have some big projects coming up in the future and big decisions to make. We need to have as much information as we can so that we can plan for the future and know what we have available to us.

Council Member Jackson suggested that the block where the county library is located be included within the CRA boundaries on the project area map.

The work session was adjourned by Mayor Tran at 6:30 p.m.

KAYSVILLE CITY COUNCIL  
September 15, 2022

Minutes of a regular Kaysville City Council meeting held on September 15, 2022 at 7:00 p.m. in the Council Chambers in Kaysville City Hall at 23 East Center Street, Kaysville, UT.

Council Members present: Mayor Tamara Tran, Council Member John Swan Adams, Council Member Mike Blackham, Council Member Abbigayle Hunt, Council Member Nate Jackson and Council Member Perry Oaks

Others Present: City Manager Shayne Scott, City Attorney Nic Mills, City Recorder Annemarie Plaizier, Community Development Director Melinda Greenwood, Information Technology Assistant Jordan Hansen, Police Chief Sol Oberg, Parks and Recreation Director Cole Stephens, Power Superintendent Brian Johnson, SRO Sergeant Preston Benoit, POP Officer Lexi Benson, Officer Carter Moser, Officer Noelia Sarmineto, Wilf Sommerkorn, Michael Wallace, Debra Wallace, Tyler Wallace, Steven Haws, Holly Francis, Ben Anderson, Rich Miller, Chandra Miller, Bryan Hayes, Marcie Hayes, Travis Clemens, Todd Miller, Julie Miller, Sheryl Moser, Brian Moser, Mel Kunsman, Judy Kunsman, Shalen R(illegible), Susan Moser, Sharon Hadley, Blake Bastian

**OPENING**

Mayor Tran opened the meeting with a prayer and led the audience in the pledge of allegiance.

**CALL TO THE PUBLIC**

Nothing was brought under this item.

**PRESENTATIONS AND AWARDS**

**SWEARING-IN OF THE YOUTH CITY COUNCIL**

Mayor Tran introduced the 2022-20233 Kaysville City Youth City Council and administered the oath of office.

**SWEARING-IN OF NEW POLICE OFFICERS, CARTER MOSER AND NOELIA SARMIENTO**

Police Chief Sol Oberg introduced Carter Moser and Noelia Sarmiento as the city's newest police officers and said that we are excited to have them join our staff.

City Recorder Annemarie Plaizier administered the Oath of Officer to Officer Moser and Officer Sarmiento.

## DEPARTMENT PRESENTATION, PARKS AND RECREATION

Parks and Recreation Director Cole Stephens presented a report about the Parks and Recreation Department. He explained that their department's responsibilities include parks and trails, recreation, cemetery, city facilities, community events, other public properties, the Parks and Recreation Advisory Board and the RAMP advisory board. The cemetery has continued to see an increase in the number of burials over the last year, and we do not anticipate seeing a change in this trend, which is concerning as we are limited on space. This year, the highest number of burials we had in one week was nine, which is very taxing on our staff. Each burial is a six to eight hour process for our staff. We currently have an administrative pause on selling burial rights so we are only selling at-need spaces until Plat H of the cemetery is ready for burials, which should be completed in 2023. The pause was implemented so that we don't run out of space in Plat G before Plat H is completed. Right now, we have out for bid to replace a retaining wall near the cemetery office. For Fiscal Year 2024, we plan to have a memory/cremation garden area designed, which will be located next to the cemetery office. We also have planned for FY 2024 a master plan designed for the replacement of the irrigation system in Plats A, B, C, D and E. Because of limited space in the cemetery, the city needs to consider future long-range plans. We will need to consider if want to expand our cemetery for our city. The city has a ten-acre parcel located on Crestwood Road near Highway 89, which could potentially be used as an expansion area. There would be a development cost in order to install roads and other infrastructure, but it could be developed in phases. We have seen a slight increase in cremations. Cremations help to extend the life of the cemetery. Mr. Stephens expressed appreciation to Bruce Chappel who has worked as a seasonal mower for the city for thirty years. The city maintains 159 acres of developed parks and public properties, and 214 acres of undeveloped parks and public properties. The Trappers Field Park site began development on the south side of the property in 2021. The north side is currently out with an RFP for engineering and design services for the FY 2023 budget, with construction estimated to begin in FY 2024. This last year we still saw a labor shortage for seasonal employees, and it has greatly impacted our level of service. We have been looking for other innovative solutions to help compensate our lack of staff. During FY 2022, the Hods Hollow playground was replaces and the Heritage Park playground was resurfaced. The Ponds Park playground is in design for FY 2023. We have been looking at funding sources with grants in order to complete parking lot improvements at the Wilderness Park within the next year. Water conservation at our parks has also been one of our focuses. All irrigation was reduced on city properties, and we have been working to identify areas of turf grass that could be eliminated and re-landscaped with more drought tolerant landscaping. This will require budget funding. As part of the recent creation of the Master Plan for our Parks and Recreation, citizens expressed a great interest in having a recreation center. Staff has been looking into the best and most economical way to make that happen. We had more recreation programs added in 2022, including the UOVA Volleyball Tournament, Kaysville Quest and Family Super Sport. In February of this year, we celebrated Girls in Sports Day, and we will continue to hold that annually. We have a great Parks and Recreation Advisory Board who hold monthly meetings and visits to our parks to help plan for future needs. They are involved with assisting in all of our community events, and helped to complete the Master Plan in 2022. This last year the RAMP Advisory Board was created. The first RAMP grant application recommendations will come to the Council for approval in October 2022. In subsequent years, recommendations will be made to the Council as part of the normal budget process. In regards to city facilities, in FY 2023 we hope to increase the lighting in the parking lot at the municipal center, and make lighting improvements to the fire station. We have planned for a partial HVAC equipment replacement at the Operations Center, as well as roll-up

door replacements.

Council Member Adams asked about the struggle to find seasonal employees and if it has effected other employees.

Cole Stephens said that the council approved another cemetery position with the FY 2023 budget, and it will be a big help for our department. Our employees are more strained than usual and there has been more overtime put in. There is always a lot to do, and not enough time or enough workers. Our employees are getting worn out. There is always a need for seasonal employees. We have struggled not only to get them to apply, as well as to stay. We have tried to raise wages or offer incentives, but it does not seem to make a difference in attracting workers. We offer flexible hours to try to work around school hours for those attending college.

### **DECLARATION OF ANY CONFLICTS OF INTEREST**

No conflicts were disclosed.

### **ACTION ITEMS**

#### **REQUEST TO REZONE 0.65 ACRES OF PROPERTY AT 500 NORTH MAIN STREET FROM GENERAL COMMERCIAL (GC) TO THE R-M (MULTIPLE FAMILY RESIDENTIAL) ZONING DISTRICT – ELITE CRAFT HOMES**

Community Development Director Melinda Greenwood explained that this property, located at 500 North Main Street, is currently zoned General Commercial and has one single-family dwelling on the property. The applicant is requesting a rezone to the R-M (Multiple Family Residential), and based on the square footage of the property, could potentially build up to ten dwelling units in the requested zone. The recently approved 2022 General Plan includes a Future Land Use Map, which calls for this property to be used as a Mixed-Use. The rezone request to R-M is not supported by this element of the General Plan. The General Plan also contains guiding principles, which also do not support the requested rezone to the R-M zone, and again calls for mixed use in this area. There are also other goals, objectives and implementation measures outlined within the General Plan that largely supports this property to be used as mixed-use and do not support this rezone application. The mixed-use zoning would potentially allow for higher density than the R-M zoning. These higher densities and mixed-use developments allow for the strengthening and sustainability of commercial areas. The applicant did submit a concept drawing of an eight-unit development as an example for what may be constructed should the zone be changed. However, since the Planning Commission made the recommendation for denial, the applicant has submitted a new concept drawing, which shows seven town-home units and an 1800 square foot office building on the parcel. The Planning Commission held a public hearing in regards to the R-M rezone application on August 11, 2022. Public comments that were received echoed concerns about property values and dialog about the eastern side having more than its fair share of medium density housing. They also expressed concerns with water availability, privacy and impacts to existing residents, traffic, and crime.

Mayor Tran opened the meeting for public comment for this item.

Sharon Hadley commented that she lives directly behind this property and is concerned about her privacy should these homes be built because they will look down onto her property. Higher density housing needs to be spread throughout the city and there is already a lot of high density in this area. Higher density housing is effecting our schools. There is a need for commercial properties in Kaysville, as we do not have that many left. This would be a good property to have commercial opportunity. If this property were to be approved for the R-M zone, it might set a precedence for other properties in this area.

There were no further comments or questions from the public. Mayor Tran closed the public comment for this item.

Blake Bastian, representing Elite Craft Homes, commented that they came up with this new concept plan to have some commercial use on the property while keeping a little housing on the property as well. If the city would rather see this property a mixed-use use, they want to create a project that would for both the residential and commercial uses. The state is asking cities to bring in more diverse housing options and this development would help a little. Mr. Bastian said that they are willing to work with neighbors to make sure that they can address concerns and try to make this the best use for the property.

Council Member Oaks asked about parking.

Blake Bastian responded that each townhome has a two-car garage, which meets the requirement for the residential housing. They will have parking available for the commercial use as well.

Mayor Tran asked about the mixed-use overlay.

City Attorney Nic Mills said that if the council would like to see this property considered for a mixed-use overlay, the applicant would need to take this back to the Planning Commission for review with the mixed-use overlay proposed.

Melinda Greenwood added that the mixed-use overlay zone also requires that a development agreement be submitted with it.

Council Member Jackson asked about requirements with a mixed-use overlay.

Melinda Greenwood responded that the mixed-use overlay is only allowed within specific zones. If the property were to be rezoned to the R-M zoning district, it would require that fifty-percent be residential use, and thirty-percent be commercial use. In the GC zone, it would require fifty-percent for commercial use and thirty-percent for residential use.

Council Member Jackson asked about what kind of commercial uses would work for this property.

Melinda Greenwood responded that because of the shape of this subject property, it would not be ideal for a large commercial development. A small retail use, a small restaurant, office space, or another type of lighter use would be more appropriate. However, there are parking standards that are required depending on the type of commercial use.

Council Member Jackson asked about requiring that there be guest parking added to the site plan.

Melinda Greenwood responded that because the proposal is only for a rezone, a site plan review has not been done.

Blake Bastian commented that he has considered creating an HOA for the whole parcel and limiting the hours for the commercial use so that the parking near the commercial building could be used in the evening hours for residents when the commercial use is not open.

Melinda Greenwood said that shared parking agreements could be considered through a development agreement.

Council Member Blackham said years ago, this area was zoned for residential uses and residents asked that more uses that are commercial be allowed along major streets, such as 200 North and Main Street. It was then that this area was rezoned to the General Commercial zone and existing residences were grandfathered into the zone. When the Hyde Park Subdivision next to this property was originally proposed, the city felt it important to keep commercial property along Main Street, and so they only rezoned the back portion of the property to a residential zone. The surveys done in conjunction with the 2022 General Plan show that residents still want to have commercial uses along our major streets. It is harder to create commercial areas than residential and we should not give up our properties already zoned for commercial. Having more commercial uses helps to bring more jobs to the city, and helps with our tax revenue. There are more options and opportunities to create more residential properties than to create commercial.

Council Member Oaks said that he appreciates that the applicant was willing to come up with a new mixed-use plan for the council to see once receiving a recommendation for denial from the Planning Commission.

Planning Commissioner Wilf Sommerkorn commented that this was an unusual situation because this proposal came in between the old General Plan and the approval of the new General Plan. There were many comments from the Planning Commission that were similar Council Member Blackham's in that there is a strong desire to keep this a commercial use or have as a mixed-use. Many of the Planning Commissioners felt that this property would work well for the mixed-use overlay because you could have both commercial and residential uses here. Because a mixed-use overlay was not what the applicant had requested, the Commission felt it best to recommend denial of the R-M zone. Mr. Sommerkorn added that should a request be made for the property to have a mixed-use overlay, it is likely the Planning Commission would be in favor of it.

Council Member Blackham made a motion to deny the request to rezone 0.65 acres of property at 500 North Main Street from GC (General Commercial) to the R-M (Multiple Family Residential) zoning district for Elite Craft Homes. Council Member Adams seconded the motion.

Council Member Adams commented that the council had held a work session prior to council meeting tonight where they discussed how the city might be able to get more businesses to come here, especially along Main Street. There are other properties directly adjacent to this that are already zoned for commercial use and would provide good commercial opportunities in the future. It seems the intent of previous councils that Main Street be lined with businesses.

Council Member Hunt said that she appreciates the applicant being willing to make compromises and working with the neighbors to find something that works for both of them.

The vote on the motion was as follows:

Council Member Oaks, yea  
Council Member Blackham, yea  
Council Member Adams, yea  
Council Member Hunt, yea  
Council Member Jackson, yea

The motion passed unanimously.

A RESOLUTION AUTHORIZING AN INTERLOCAL COOPERATION AGREEMENT WITH FARMINGTON CITY TO CONSTRUCT THE CONNECTOR ROAD PROJECT

City Manager Shayne Scott explained that this item was discussed as a work item up at the council's last meeting and is in regards to the Connector Road Project that Staff has been working on with Farmington City. The Connector Road Project is a means to help better direct traffic onto and off the West Davis Corridor. Both cities have been working on design and coordination for the project, as well as successfully obtaining over \$13.5 million in funding. The project went out to bid, and Farmington and Kaysville staff have worked together to determine how to officially manage the project, including disbursing its funds. The conclusion of these discussions has been that Kaysville will act as the official administrator of the project, while both cities will still be involved in all decisions and payments. Staff is seeking Council's authorization for the city manager to finalize and execute the Interlocal Agreement with Farmington.

Council Member Oaks made a motion to approve a Resolution authorizing an Interlocal Agreement with Farmington City to construct the Connector Road Project, seconded by Council Member Adams.

The vote on the motion was as follows:

Council Member Blackham, yea  
Council Member Adams, yea  
Council Member Hunt, yea  
Council Member Jackson, yea  
Council Member Oaks, yea

The motion passed unanimously.

AN ORDINANCE AMENDING KAYSVILLE CITY CODE SECTION 8-5, "FLOOD DAMAGE PREVENTION"

Shayne Scott explained that the Federal Emergency Management Agency (FEMA) recently made changes to the floodplain maps throughout the state, which was adopted tonight. This update in the ordinance would adopt those new maps while updating sections of the code to make Kaysville City compliant with all FEMA requirements for floodplain management.

Council Member Adams made a motion to approve an Ordinance amending Kaysville City Code Section 8-5, "Flood Damage Prevention". The motion was seconded by Council Member Blackham.

The vote on the motion was as follows:

Council Member Adams, yea  
Council Member Hunt, yea  
Council Member Jackson, yea  
Council Member Oaks, yea  
Council Member Blackham, yea

The motion passed unanimously.

AUTHORIZATION TO PURCHASE DISPATCH, OUTAGE COMMUNICATION/  
MANAGEMENT SYSTEM SOFTWARE

Power Superintendent Brian Johnson explained that this item was discussed in the council's previous meeting, and at that meeting, the council had requested to hear from the Power Department about this software purchase. Staff has been evaluating our options with multiple computer software and app programs that are customizable to the needs and functionality of Kaysville Power. These apps and software will be able to provide unlimited simultaneous phone calls with customizable call flows, as well as automated and customizable notification text messaging/calling with accounts associated with outages and scheduled outages. It will increase the targeted communication between the city and the public with minimal long-term impact to employee resources. There will be less opportunity for human error with an outage management system, and will allow for quicker outage response and restoration of power. An outage management system will function alongside with an interactive voice response system. This will give our staff the ability to communicate in an effective manner with residents about existing outages, future outages and power-related notifications. It will provide our crews with analytical information, which will help in reducing outage times, and will help us recognize and evaluate concerns with the city's power system. It will provide crews with inventory and structure reports of the power system, allowing for precise mapping and references to needed hardware and equipment in our system. Kaysville Power has been working closely with the IT. Department to determine which features could be implemented on our own, in order to help lower the overall and annual costs of a program of this nature. We have collaborated with other power departments and feel that we have a strong grasp on what a program of this nature will both cost and benefit the city of Kaysville. A competitive price for the benefits, capabilities and advancements in technology of this kind will be a top priority of Kaysville Power. Staff is asking for an amendment to the FY 2023 Power Budget not to exceed \$145,000 to purchase and fulfill the annual subscription fee for an outage communication and management system. He does not plan to spend the proposed dollar amount for the software, but is still trying to figure out which system will benefit the city the most and does not know how much that will cost the city as of yet. Mr. Johnson said that he had taken this consideration to the Power Commission for discussion and they felt that this would be a great benefit to the city.

Council Member Blackham commented that there are many things that every department wants to purchase, and is struggling with approving this item because it was not included in the FY 2023 budget. The city's budget only goes so far, and if we approve this item, we might be taking away from or delaying something else that we need the money for. Unless it is an absolute need, he feels that now might not be the best time to approve this. It seems that our Power Department has a good record of keeping the city's power on and this software might not be something we need right away.

Brian Johnson responded that he does not feel that this would be interfering with funds needed for another project. The way we have been doing things in the past in regards to dispatch and outage management is not working anymore. We could continue to get by, but this software could help open up more doors for us to be able to have more information about our power system readily available. Mr. Johnson said that he is often asked to do load studies, which take up a lot of time. Having this system in place would give him immediate access to the information he needs to do a load study. These software programs are common in our industry and would be a good asset to the city.

Council Member Oaks asked if there were any items approved in the Power Budget for FY 2023 that could be replaced by this software purchase.

Brian Johnson responded that the items in the budget consist of mostly transformers and substations, which are an absolute necessity.

Shayne Scott commented that currently when an outage occurs, the only way to communicate the outage to our residents is through Facebook, and it has proven to be only modestly effective. When someone's power is out, they want to know when it will come back on. We have continuously received several complaints that the city is not doing a good enough job at communicating about power outages.

Brian Johnson said that it is frustrating for our crewmembers to show up on a call not knowing anything about the number of homes without power or an idea as to why the outage occurred. Residents expect us to know what is going on and have the answers, and with our current procedures, we do not have them quickly. We want to see advancement in our city. A software program would give us better response time, let us know how many meters are out, and will give us a strong idea of why the power is out even before we get on site. It would also allow us to reach out to our residents in case of emergency.

Council Member Adams about putting this out to collect bids on it.

Brian Johnson responded that each company provides different types of setup and software, so asking for a bid would not work.

Shayne Scott added that staff has spoken with many different companies to discuss what they offer and the cost for it. These companies know that we are looking at all of our options and speaking with other companies. A lot of time has been put into this meeting with all of these companies, seeing demos, and vetting it all out.

Council Member Jackson asked if the technology could predict an outage.

Brian Johnson responded that it would not be able to communicate the state of our current equipment or make any predictions.

Council Member Hunt asked if there is enough money in the power fund to cover this expense.

Brian Johnson responded that there is.

Council Member Hunt made a motion to approve the authorization to purchase dispatch, outage communication/management system software. The motion was seconded by Council Member Jackson.

Council Member Adams asked that the council be made aware of the decision once it is made.

Shayne Scott responded that once a software program is ready to be implemented, we are hoping that the council will help in letting our citizens know about it.

Council Member Adams asked about the length of the contract.

Shayne Scott responded that most of these companies are asking for a five-year commitment, but we have been discussing the possibility of having a one-year trial period.

The vote on the motion was as follows:

Council Member Hunt, yea  
Council Member Jackson, yea  
Council Member Oaks, yea  
Council Member Blackham, yea  
Council Member Adams, yea

The motion passed unanimously.

### **COUNCIL MEMBER REPORTS**

Mayor Tran asked about procedures the council members follow in council meetings, and if they could be changed.

Nic Mills responded that previous council had created an outline of procedures in a Rules of Decorum document. If the council wishes to make a change to their rules or procedures, they would need to have the document amended.

Council Member Oaks commented that the RAMP Advisory Group held their second meeting this past week and will be presenting their recommendations to City Council for approval in October.

Council Member Adams added that we are excited to see that the funds coming in from the RAMP tax are higher than what was originally projected. Applications for the RAMP funding for FY 2024 will be taken soon and the RAMP Advisory Group will review those applications and submit their recommendation when the budget is being reviewed next year.

## **CITY MANAGER REPORT**

Shayne Scott said that the bid opening for the Connector Road Project was held earlier that day and the numbers presented were significantly under budget. We have also been able to find other funding resources as well.

## **ADJOURNMENT**

Council Member Adams made a motion to adjourn the City Council meeting at 9:15 p.m., seconded by Council Member Oaks and passed unanimously.