



**March 7, 2020**

**PUBLIC NOTICE** is hereby given that the Cache County Council of Cache County, Utah will hold a **COUNCIL MEETING** at **5:00 p.m.** in the **Cache County Historic Courthouse Council Chambers**, 199 North Main Street, Logan, Utah 84321, **TUESDAY, MARCH 10, 2020**

## **AGENDA**

### **COUNCIL MEETING**

- 5:00 p.m.**
1. **CALL TO ORDER**
  2. **OPENING / PLEDGE** – Councilman Paul Borup
  3. **REVIEW AND APPROVAL OF AGENDA**
  4. **REVIEW AND APPROVAL OF MINUTES** (February 25, 2020)
  5. **MINUTES FOLLOW-UP**
  6. **REPORT OF COUNTY EXECUTIVE**
    - a. **Appointments:** 2020 RAPZ / Restaurant Tax Fund Committee
    - b. **Financial Reports:** February 2020 Expense Report (Warrant Register)
    - c. **Other Items:** Legislative Update • Hyrum Road Facility Update • RFP for Broker • Coronavirus Update
  7. **CONSENT AGENDA**
  8. **ITEMS OF SPECIAL INTEREST**
    - a. Disposition of Surplus Property at Sheriff's Office – Sheriff Chad Jensen
  9. **DEPARTMENT OR COMMITTEE REPORTS**
    - a. **Development Services Department Report**  
2019 year-end report overview from the Building, GIS, Planning and Zoning, Public Works, Vegetation Management and Road divisions
  10. **BOARD OF EQUALIZATION MATTERS**
    - a. Property Tax Exemption Requests
- 5:30 p.m.**
- a. **Public Hearing – Ordinance 2020-02**  
Amendments to Title 16.01, 16.02, and 17.02 concerning Parcel Llegality, Land Use Authority, and the process for the adoption of land use applications; and to Title 17.07 concerning the use related definition of Recreational Facility
- 6:00 p.m.**
- b. **Public Hearing – Resolution 2020-04**  
Open the 2020 Cache County Budget
12. **PENDING ACTION**

13. **INITIAL PROPOSALS FOR CONSIDERATION OF ACTION**
  - a. **Resolution 2020-04** -- Amending the 2020 Cache County Budget
  - b. **Resolution 2020-05**-- Approving the Appointment of a Representative to the Avon Cemetery District Board of Trustees
  - c. **Resolution 2020-06** – Recognizing Support for the Individual Liberties and Rights found in the Utah State Constitution and the United States Constitution including the Right to Bear Arms
  - d. **Discussion** – Cache County Alcohol Policy
14. **OTHER BUSINESS**
  - a. **UAC Management Conference** – April 7-9, 2020 – Davis Conference Center  
*Craig, Karl, Gina, Paul, David, Barbara*
15. **COUNCIL MEMBER REPORTS**
16. **ADJOURN**

  
Karl B. Ward, Chairman

**DRAFT**

**CACHE COUNTY  
COUNCIL MEETING  
MINUTES  
FEBRUARY 25, 2020**

**DRAFT**

**COUNTY COUNCIL MEETING**  
**February 25, 2020**

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**ORDINANCE NO. 2020-01 – Amending Title 2, Chapters 36 and 40 of the Cache County Code regarding the Public Works and Development Services Departments .....3**

**ORDINANCE NO. 2020-02 – Amendments to Title 16.01, 16.02 and 17.02 concerning parcel legality, Land Use Authority,, and the process for the adoption of land use applications; and to Title 17.07 concerning the use related definition of Recreational Facility – Public Hearing Set – March 10, 2020 at 5:30 p.m. ....3**

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**PROPERTY TAX EXEMPTION REQUEST – Second Baptist Church .....2**

**PROPERTY TAX EXEMPTION REQUESTS .....2**

**PUBLIC HEARING SET – March 10, 2020-5:30 p.m.-Ordinance No. 2020-02-Amendments to Title 16.01, 16.02, and 17.02 concerning parcel legality, Land Use Authority, and the process for the adoption of land use applications; and to Title 17.07 concerning the use related definition of Recreational Facility.....3**

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**TITLE 2 – Chapters 36 and 40 of the Cache County Code regarding the Public Works and Development Services Departments – Ordinance No. 2020-01-Amending..... 3**

**TITLE 16.01, 16.02, AND 17.02 CONCERNING PARCEL LEGALITY, LAND USE AUTHORITY, AND THE PROCESS FOR THE ADOPTION OF LAND USE APPLICATIONS; AND TO TITLE 17.07 CONCERNING THE USE RELATED DEFINITION OF RECREATIONAL FACILITY – Public Hearing Set-March 10, 2020-5:30 p.m.-Ordinance No. 2020-02-Amendments to ..... 3**

**TITLE 17.07 CONCERNING THE USE RELATED DEFINITION OF RECREATIONAL FACILITY – Public Hearing Set-March 10, 2020-5:30 p.m.-Ordinance No. 2020-02-Amendments to Title 16.01, 16.02 and 17.02 concerning parcel legality, Land Use Authority, and the process for the adoption of land use applications; and to ..... 3**

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**DRAFT**

**CACHE COUNTY COUNCIL MEETING  
FEBRUARY 25, 2020**

The Cache County Council convened in a regular session on February 25, 2020 at 5:00 p.m. in the Cache County Council Chamber at 199 North Main, Logan, Utah.

**ATTENDANCE:**

**Chairman:** Karl B. Ward  
**Vice Chair:** Gina H. Worthen  
**Council Members:** Paul R. Borup, David L. Erickson, Barbara Tidwell & Jon White,  
**Gordon A. Zilles absent.**  
**County Executive:** Craig "W" Buttars  
**County Clerk:** Jill N. Zollinger  
**County Attorney:** James Swink

**The following individuals were also in attendance:** Janeen Allen, Matt Anderson, Branden Day, Mayor John Drew, Mike Harper, Interim Development Services Director Chris Harild, Sharon L. Hoth, Angee Martin, Matthew Martin, Chief Deputy County Executive Bryce Mumford, IT Director Bartt Nelson, Pastor Charles Petty, Joni Theobald, **Media:** none

**OPENING REMARKS AND PLEDGE OF ALLEGIANCE**

Vice Chair Gina Worthen expressed recognition for the excellent news reporting of Jennie Christensen who passed away recently. Worthen introduced Pastor Charles Petty who gave remarks in the form of a prayer and Worthen led those present in the Pledge of Allegiance.

**REVIEW AND APPROVAL OF AGENDA**

**ACTION:** Motion by Council member White to approve the agenda. Erickson seconded the motion. The vote was unanimous, 6-0. Zilles absent.

**REVIEW AND APPROVAL OF MINUTES**

**ACTION:** Motion by Vice Chair Worthen to approve the minutes of the February 11, 2020 Council meeting as written. White seconded the motion. The vote was unanimous, 6-0. Zilles absent.

**MINUTES FOLLOW-UP:** None

**REPORT OF THE COUNTY EXECUTIVE: CRAIG "W" BUTTARS**

**APPOINTMENTS:** David Maughn Avon Cemetery District Board

**ACTION:** Motion by Council member White to approve the recommended appointment. Erickson seconded the motion. The vote was unanimous, 6-0. Zilles absent.

**OTHER ITEMS:**

- Financial Fund Summary Report** for the month ending January 2020 was presented to the Council and Clerk/Auditor.

**(Attachment 1)**

- **Legislative Update** – Executive Buttars indicated people like the format of the Cache County Saturday morning Legislator meetings.

The water banking bill is on the Governor’s desk and Cache County will be part of the pilot project.

HB190 – Dan Johnson’s bill to make EMS an essential service is held up in committee.

County classification changes will be addressed next year.

- **Update on hiring of Development Services and Public Works Directors** – Executive Buttars said the interviews are complete and a decision will be announced in the morning.

### **ITEMS OF SPECIAL INTEREST**

- **Second Amendment Sanctuary** – Executive Buttars noted the Council has a copy of the Box Elder resolution. Uintah County passed an ordinance referring to the same issue. Attorney Swink gave the legal opinion that all county officers and employees take an oath to support, obey and defend the Constitution of the United States and the Constitution of the State of Utah and recommends that, rather than being topic or amendment specific, Cache County issue a “message resolution” supporting the U. S. Constitution. Council members expressed varying opinions on the subject.

**ACTION: Motion by Vice Chair Worthen to draft a resolution similar to the Box Elder resolution to be considered by the Council. Erickson seconded the motion. The motion passed, 4 aye – Borup, Erickson, Ward & Worthen and 2 nay – Tidwell & White.**

### **PUBLIC HEARINGS, APPEALS AND BOARD OF EQUALIZATION MATTERS**

**ACTION: Motion by Council member Erickson to convene as a Board of Equalization. Tidwell seconded the motion. The vote was unanimous, 6-0. Zilles absent.**

### **THE COUNCIL CONVENED AS A BOARD OF EQUALIZATION**

- **Property Tax Exemption Requests**
  - Alpine Church
  - Cache Valley Bible Evangelical Free Fellowship Church
  - Church of Jesus Christ of Latter-day Saints
  - Ebenezer Church of God (Iglesia de Dios)
  - Emmanuel Baptist Church
  - First Presbyterian Church
  - Logan Church of Christ
  - Logan English Congregation of Jehovah’s Witnesses
  - Mount Horeb North West Latin Conference of the IPHC
  - Mt Logan Baptist Church
  - Oriental Mission Church
  - Prince of Peace Lutheran Church
  - Second Baptist Church

**ACTION:** Motion by Council member White to approve the property tax exemption requests. Worthen seconded the motion. The vote was unanimous, 6-0. Zilles absent.

**ACTION:** Motion by Council member Tidwell to adjourn from the Board of Equalization. White seconded the motion. The vote was unanimous, 6-0. Zilles absent.

**THE COUNCIL ADJOURNED FROM THE BOARD OF EQUALIZATION.**

**PUBLIC HEARING SET:** March 10, 2020 at 5:30 p.m. – Ordinance No. 2020-02 – Amendments to Title 16.01, 16.02, and 17.02 concerning parcel legality, Land Use Authority, and the process for the adoption of land use applications; and to Title 17.07 concerning the use related definition of Recreational Facility.

**ACTION:** Motion by Council member Erickson to set a Public Hearing for March 10, 2020 at 5:30 p.m.-Ordinance No. 2020-02- Amendments to Title 16.01, 16.02, and 17.02 concerning parcel legality, Land Use Authority, and the process for the adoption of land use applications; and to Title 17.07 concerning the use related definition of Recreational Facility. Tidwell seconded the motion. The vote was unanimous, 6-0. Zilles absent.

**PENDING ACTION**

- **Ordinance No. 2020-01 – Amending Title 2, Chapters 36 and 40 of the Cache County Code regarding the Public Works and Development Services Departments** – Vice Chair Worthen asked how this relates to the County Planner when nothing is listed specifically about the Planner. Chief Deputy County Executive Bryce Mumford replied that is so the code remains relevant if titles are changed. The department functions are listed and the Development Services Director determines who does what.

Council member White worried that two departments will create more steps for the public to have to wade through. Executive Buttar's assured the Council that applications requiring review by both departments will be forwarded to appropriate departments internally so it will be a one-step process for applicants.

Clerk/Auditor Zollinger remarked Section 4 states the ordinance takes effect immediately and there is normally an effective date upon publication in fifteen days. Attorney Swink agreed.

Council member Borup commented he is not opposed to two directors, but prefers one face to the public; i.e. one counter or window. Is there a way this code keeps one face to the public? Attorney Swink said it is an internal work flow issue that Executive Buttar's will oversee as he meets with department heads regularly.

**(Attachment 2)**

**ACTION:** Motion by Council member White to approve Ordinance No. 2020-01 – Amending Title 2, Chapters 36 and 40 of the Cache County Code regarding the Public Works and Development Services Departments – with an effective date of March 11, 2020. Worthen seconded the motion. The vote was unanimous, 6-0. Zilles absent.

**Ordinance No. 2020-01:** The motion passed 6-0. Zilles absent.

	<u>BORUP</u>	<u>ERICKSON</u>	<u>TIDWELL</u>	<u>WARD</u>	<u>WHITE</u>	<u>WORTHEN</u>	<u>ZILLES</u>	<u>VOTES CAST</u>
AYE	X	X	X	X	X	X		6
NAY								0
ABSTAINED								0
ABSENT							X	1

**INITIAL PROPOSAL FOR CONSIDERATION OF ACTION**

- **Windmill Farms Design Exception** – Interim Development Services Director Harrild said his office has reviewed the request and recommends approval.

(Attachment 3)

**ACTION:** Motion by Council member Erickson to approve the Windmill Farms Design exception request. Tidwell seconded the motion. The vote was unanimous, 6-0. Zilles absent.

**OTHER BUSINESS**

- ✓ **Local Legislators Meetings – 2020 Legislative Session** – Saturdays from 7:30 a.m. to 9:00 a.m. – January 25, 2020 through March 7, 2020 – County Historic Courthouse, Council Chambers, 199 N. Main – Council member Erickson will moderate on February 29, 2020.
- ✓ **UAC Management Conference** – April 7-9, 2020 – Davis Conference Center – Erickson, Tidwell, Ward and Worthen will attend.
- ✓ **Utah Local Governments Trust** has awarded Cache County \$4,928.00 for the Team Appreciation and Recognition Program (TARP).

**Council Member Reports**

**Gina Worthen** reported the review of which department manages the Homeowner’s Tax Credit (Circuit Breaker) applications is ongoing.

**Dave Erickson** observed UAC has great leadership presently.

**Barbara Tidwell** clarified her nay vote on the Second Amendment Sanctuary resolution saying she feels the resolution should refer to support for the entire Constitution.

**Karl Ward** attended the Audit Committee meeting where implementation of better asset controls as related to computer hardware was discussed. Good progress was made.

**EXECUTIVE SESSION**

**ACTION:** Motion by Council member Erickson to adjourn to an Executive Session to discuss the character, professional competence, or physical or mental health of an individual. Borup seconded the motion. The vote was unanimous, 6-0. Zilles absent.

The Council adjourned to an Executive Session at 5:54 p.m.

**ACTION:** Motion by Council member Tidwell to adjourn from the Executive Session. Worthen seconded the motion. The vote was unanimous, 6-0. Zilles absent.

The Council adjourned from the Executive Session at 6:04 p.m.

**ADJOURNMENT**

The Council meeting adjourned at 6:04 p.m.

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**ATTEST:** Jill N. Zollinger  
County Clerk

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**APPROVAL:** Karl B. Ward  
Chairman

**CACHE COUNTY COUNCIL MEETING  
FEBRUARY 25, 2020**

**ATTACHMENT 1**

CACHE COUNTY GOVERNMENT  
FUND SUMMARY  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
TAXES	504,266.56	15,483,009.27	20,469,000.00	4,985,990.73	75.6
LICENSES & PERMITS	( 1,140.00)	39,510.00	40,000.00	490.00	98.8
INTERGOVERNMENTAL REVENUE	.00	955,776.12	1,113,200.00	157,423.88	85.9
CHARGES FOR SERVICES	233,006.52	6,026,063.33	6,881,200.00	855,136.67	87.6
FINES & FORFEITURES	.00	89,929.63	121,600.00	31,670.37	74.0
MISCELLANEOUS REVENUE	156,473.72	2,159,902.48	1,567,500.00	( 592,402.48)	137.8
CONTRIBUTIONS & TRANSFERS	( 1,289.58)	416,008.96	1,938,600.00	1,522,591.04	21.5
	<u>891,317.22</u>	<u>25,170,199.79</u>	<u>32,131,100.00</u>	<u>6,960,900.21</u>	<u>78.3</u>
<u>EXPENDITURES</u>					
COUNCIL	74.78	130,897.24	135,000.00	4,102.76	97.0
WATER DEVELOPMENT	.00	275,000.00	300,000.00	25,000.00	91.7
PUBLIC DEFENDER	45,651.39	546,678.53	606,700.00	60,021.47	90.1
EXECUTIVE	506.28	206,789.26	198,300.00	( 8,489.26)	104.3
FINANCE	2,610.28	490,162.42	530,600.00	40,437.58	92.4
ADMINISTRATOR	.00	36,999.80	103,200.00	66,200.20	35.9
HUMAN RESOURCES	3,870.28	268,892.63	336,400.00	67,507.37	79.9
GIS DEPT	12.35	104,622.70	112,200.00	7,577.30	93.3
INFORMATION TECHNOLOGY SYSTE	2,087.00	823,583.33	967,400.00	143,816.67	85.1
AUDITOR	2,512.56	26,745.95	27,900.00	1,154.05	95.9
CLERK	2,893.77	105,689.91	131,300.00	25,610.09	80.5
RECORDER	320.70	125,800.07	179,600.00	53,799.93	70.0
ATTORNEY	1,239.43	1,516,676.86	1,607,600.00	90,923.14	94.3
VICITM SERVICES -CACHE ACHIEVE	.00	76,820.78	89,500.00	12,679.22	85.8
VOCA -VICTIM SERVICES	.00	398,329.01	227,500.00	( 170,829.01)	175.1
VAWA - ATTORNEY - GRANT SERV	.00	248,003.66	135,200.00	( 112,803.66)	183.4
NON-DEPARTMENTAL	.00	307,969.63	340,900.00	32,930.37	90.3
CENTRAL MAIL	303.54	6,278.88	6,900.00	621.12	91.0
BUILDING & GROUNDS	14,764.36	230,101.55	319,100.00	88,998.45	72.1
VOCA - MAIN	100.00	8,254.93	177,300.00	169,045.07	4.7
VOCA - SAS	81.75	3,820.97	64,500.00	60,679.03	5.9
VAWA - INVESTIGATION	.00	150.95	49,800.00	49,649.05	.3
VAWA - PROSECUTION	.00	1,973.31	19,000.00	17,026.69	10.4
ELECTIONS	312.78	241,648.08	271,000.00	29,351.92	89.2
PUBLIC NOTICES	974.44	1,570.42	2,700.00	1,129.58	58.2
ECONOMIC DEVELOPMENT	10,000.00	80,270.00	68,000.00	( 12,270.00)	118.0
SHERIFF - CRIMINAL	14,631.84	4,096,404.20	4,204,000.00	107,595.80	97.4
SHERIFF - SUPPORT SERVICES	11,898.66	2,300,493.36	2,362,000.00	61,506.64	97.4
SHERIFF - ADMINISTRATION	9,662.84	1,403,241.97	1,559,100.00	155,858.03	90.0
SHERIFF - SEARCH AND RESCUE	12,344.70	55,319.83	152,200.00	96,880.17	36.4
SHERIFF - EXPLORER	.00	15,079.69	25,100.00	10,020.31	60.1
FIRE DEPARTMENT	3,780.02	1,446,039.02	1,652,600.00	206,560.98	87.5
SHERIFF - CORRECTIONS	50,731.44	8,040,074.97	8,147,600.00	107,525.03	98.7
SHERIFF - IT DEPARTMENT	399.98	21,997.59	27,000.00	5,002.41	81.5
BEE INSPECTION	2,500.00	2,500.00	2,500.00	.00	100.0
SHERIFF - ANIMAL CONTROL	1,297.20	161,260.28	187,500.00	26,239.72	86.0
SHERIFF - EMERGENCY MANAGEME	3,282.25	122,693.42	171,200.00	48,506.58	71.7

CACHE COUNTY GOVERNMENT  
 FUND SUMMARY  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
PUBLIC HEALTH	.00	240,387.75	320,600.00	80,212.25	75.0
PUBLIC WELFARE	.00	65,600.00	67,800.00	2,200.00	96.8
FAIRGROUNDS	21,137.43	908,731.06	1,370,600.00	461,868.94	66.3
COMMUNICATIONS	473.18	16,483.91	16,700.00	216.09	98.7
LIBRARY	5,355.36	95,559.98	105,700.00	10,140.02	90.4
USU AG EXTENSION SERVICE	.00	182,792.78	245,500.00	62,707.22	74.5
COUNTY FAIR	.00	155,361.99	160,200.00	4,838.01	97.0
RODEO	1,834.11	163,489.40	179,700.00	16,210.60	91.0
STATE FAIR	.00	.00	1,000.00	1,000.00	.0
AGRICULTURAL PROMOTION	.00	3,000.00	6,000.00	3,000.00	50.0
CONTRIBUTIONS	.00	480,000.00	1,171,100.00	691,100.00	41.0
TRANSFERS OUT	.00	2,310,900.00	2,314,800.00	3,900.00	99.8
MISCELLANEOUS	1,669.00	553,073.38	673,000.00	119,926.62	82.2
	<u>229,313.70</u>	<u>29,104,215.45</u>	<u>32,131,100.00</u>	<u>3,026,884.55</u>	<u>90.6</u>
	<u>662,003.52</u>	<u>( 3,934,015.66)</u>	<u>.00</u>	<u>3,934,015.66</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT  
FUND SUMMARY  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

ASSESSING & COLLECTING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
TAXES	.00	2,311,118.19	3,261,000.00	949,881.81	70.9
CHARGES FOR SERVICES	( 1.50)	360,503.03	570,000.00	209,496.97	63.3
MISCELLANEOUS REVENUE	.00	3,216.51	.00	( 3,216.51)	.0
CONTRIBUTIONS & TRANSFERS	.00	.00	346,500.00	346,500.00	.0
	( 1.50)	2,674,837.73	4,177,500.00	1,502,662.27	64.0
<u>EXPENDITURES</u>					
COUNCIL	.00	14,535.83	15,100.00	564.17	96.3
EXECUTIVE	.00	36,402.88	35,100.00	( 1,302.88)	103.7
FINANCE	.00	54,172.46	59,000.00	4,827.54	91.8
ADMINISTRATOR	.00	.00	18,300.00	18,300.00	.0
HUMAN RESOURCES	.00	46,768.65	59,400.00	12,631.35	78.7
GIS DEPT	.00	156,915.53	168,500.00	11,584.47	93.1
INFORMATION TECHNOLOGY SYSTE	.00	731,432.77	806,600.00	75,167.23	90.7
AUDITOR	.00	148,862.24	171,500.00	22,637.76	86.8
TREASURER	20,015.70	289,992.44	304,700.00	14,707.56	95.2
RECORDER	.00	125,479.37	179,700.00	54,220.63	69.8
ATTORNEY	.00	149,652.07	160,000.00	10,347.93	93.5
ASSESSOR	2,118.78	1,628,882.97	1,940,500.00	311,617.03	83.9
NON-DEPARTMENTAL	.00	26,891.21	30,200.00	3,308.79	89.0
CENTRAL MAIL & COPY	.00	2,684.57	3,100.00	415.43	86.6
BUILDING & GROUNDS	.00	96,745.69	143,500.00	46,754.31	67.4
ADVERT & PROMOTION	.00	728.43	3,300.00	2,571.57	22.1
CONTRIBUTIONS	13,850.69	72,465.91	79,000.00	6,534.09	91.7
	35,985.17	3,582,613.02	4,177,500.00	594,886.98	85.8
	( 35,986.67)	( 907,775.29)	.00	907,775.29	.0

CACHE COUNTY GOVERNMENT  
FUND SUMMARY  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

MUNICIPAL SERVICES FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
TAXES	230,873.50	3,634,086.06	3,666,400.00	32,313.94	99.1
LICENSES & PERMITS	.00	1,324,650.99	1,016,900.00	( 307,750.99)	130.3
INTERGOVERNMENTAL REVENUE	500,332.64	3,871,944.91	4,783,700.00	911,755.09	80.9
CHARGES FOR SERVICES	( 51,346.29)	1,011,031.94	1,103,700.00	92,668.06	91.6
MISCELLANEOUS REVENUE	.00	241,655.97	645,500.00	403,844.03	37.4
CONTRIBUTIONS & TRANSFERS	.00	568,218.75	4,383,600.00	3,815,381.25	13.0
	<u>679,859.85</u>	<u>10,651,588.62</u>	<u>15,599,800.00</u>	<u>4,948,211.38</u>	<u>68.3</u>
 <u>EXPENDITURES</u>					
ZONING DEPARTMENT	910.22	425,198.65	840,900.00	415,701.35	50.6
FIRE DEPARTMENT	.00	127,937.27	173,000.00	45,062.73	74.0
BUILDING INSPECTION	6,314.00	693,024.89	889,000.00	195,975.11	78.0
ANIMAL CONTROL	.00	12,000.00	12,000.00	.00	100.0
ROAD	40,994.02	5,119,067.71	5,999,700.00	880,632.29	85.3
SANITATION/WASTE COLLECTION	.00	26,649.63	30,000.00	3,350.37	88.8
WEED ERADICATION DEPARTMENT	29,837.08	596,062.23	637,000.00	40,937.77	93.6
PUBLIC WORKS	9,294.74	355,946.31	627,200.00	271,253.69	56.8
TRAILS MANAGEMENT	2,265.99	137,054.44	827,400.00	690,345.56	16.6
CONTRIBUTIONS	.00	14,268.00	1,312,600.00	1,298,332.00	1.1
TRANSFERS OUT	.00	4,227,000.00	4,249,500.00	22,500.00	99.5
MISCELLANEOUS	.00	.00	1,500.00	1,500.00	.0
	<u>89,616.05</u>	<u>11,734,209.13</u>	<u>15,599,800.00</u>	<u>3,865,590.87</u>	<u>75.2</u>
	<u>590,243.80</u>	<u>( 1,082,620.51)</u>	<u>.00</u>	<u>1,082,620.51</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT  
 FUND SUMMARY  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

HEALTH FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
TAXES	.00	651,721.36	952,000.00	300,278.64	68.5
CHARGES FOR SERVICE	.00	282,756.00	280,000.00	( 2,756.00)	101.0
CONTRIBUTIONS	.00	.00	133,900.00	133,900.00	.0
	<u>.00</u>	<u>934,477.36</u>	<u>1,365,900.00</u>	<u>431,422.64</u>	<u>68.4</u>
<u>EXPENDITURES</u>					
PUBLIC HEALTH	21,980.77	1,286,721.77	1,290,900.00	4,178.23	99.7
CONTRIBUTIONS	.00	.00	75,000.00	75,000.00	.0
	<u>21,980.77</u>	<u>1,286,721.77</u>	<u>1,365,900.00</u>	<u>79,178.23</u>	<u>94.2</u>
	<u>( 21,980.77)</u>	<u>( 352,244.41)</u>	<u>.00</u>	<u>352,244.41</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT  
 FUND SUMMARY  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

CACHE CO REDEVELOPMENT AGENCY

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>	<u>PCNT</u>
<u>REVENUE</u>					
TAXES	.00	.00	70,000.00	70,000.00	.0
CONTRIBUTIONS	.00	.00	277,600.00	277,600.00	.0
	<u>.00</u>	<u>.00</u>	<u>347,600.00</u>	<u>347,600.00</u>	<u>.0</u>
<u>EXPENDITURES</u>					
COMMUNITY DEVELOPMENT	.00	7,630.00	325,000.00	317,370.00	2.4
CONTRIBUTIONS	.00	.00	11,000.00	11,000.00	.0
TRANSFERS OUT	.00	11,507.00	11,600.00	93.00	99.2
	<u>.00</u>	<u>19,137.00</u>	<u>347,600.00</u>	<u>328,463.00</u>	<u>5.5</u>
	<u>.00</u>	<u>( 19,137.00)</u>	<u>.00</u>	<u>19,137.00</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT  
 FUND SUMMARY  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

FUND 230

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
TAXES	64,130.88	868,274.50	1,036,200.00	167,925.50	83.8
INTERGOVERNMENTAL REVENUE	.00	18,075.00	60,600.00	42,525.00	29.8
CHARGES FOR SERVICES	.00	36,197.72	35,000.00	( 1,197.72)	103.4
MISCELLANEOUS REVENUE	.00	500.00	100.00	( 400.00)	500.0
CONTRIBUTIONS & TRANSFERS	.00	.00	67,500.00	67,500.00	.0
	<u>64,130.88</u>	<u>923,047.22</u>	<u>1,199,400.00</u>	<u>276,352.78</u>	<u>77.0</u>
 <u>EXPENDITURES</u>					
VISITORS BUREAU	33,602.15	756,281.90	937,400.00	181,118.10	80.7
TRANSFERS OUT	.00	262,000.00	262,000.00	.00	100.0
	<u>33,602.15</u>	<u>1,018,281.90</u>	<u>1,199,400.00</u>	<u>181,118.10</u>	<u>84.9</u>
	<u>30,528.73</u>	<u>( 95,234.68)</u>	<u>.00</u>	<u>95,234.68</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT  
FUND SUMMARY  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

COUNCIL ON AGING

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL REVENUE	.00	229,677.35	321,600.00	91,922.65	71.4
CHARGES FOR SERVICES	( 371.15)	4,729.34	8,500.00	3,770.66	55.6
MISCELLANEOUS REVENUE	.00	3,548.16	4,100.00	551.84	86.5
CONTRIBUTIONS & TRANSFERS	.00	388,489.85	497,500.00	109,010.15	78.1
	( 371.15)	626,444.70	831,700.00	205,255.30	75.3
<u>EXPENDITURES</u>					
CONTRIBUTIONS	.00	.00	29,800.00	29,800.00	.0
NUTRITION-MANDATED	6,181.09	402,501.38	428,500.00	25,998.62	93.9
SR CITIZENS CENTER-NON-MANDATE	4,273.65	142,248.95	251,200.00	108,951.05	56.6
ACCESS - MANDATED	1,478.90	110,302.51	122,200.00	11,897.49	90.3
	11,933.64	655,052.84	831,700.00	176,647.16	78.8
	( 12,304.79)	( 28,608.14)	.00	28,608.14	.0

CACHE COUNTY GOVERNMENT  
 FUND SUMMARY  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

MENTAL HEALTH FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>	<u>PCNT</u>
<u>REVENUE</u>					
INTERGOVERNMENTAL REVENUE	.00	2,300,711.58	3,000,000.00	699,288.42	76.7
CONTRIBUTIONS	.00	145,248.00	135,000.00	( 10,248.00)	107.6
	<u>.00</u>	<u>2,445,959.58</u>	<u>3,135,000.00</u>	<u>689,040.42</u>	<u>78.0</u>
<u>EXPENDITURES</u>					
PUBLIC HEALTH	.00	1,835,029.93	3,135,000.00	1,299,970.07	58.5
	<u>.00</u>	<u>1,835,029.93</u>	<u>3,135,000.00</u>	<u>1,299,970.07</u>	<u>58.5</u>
	<u>.00</u>	<u>610,929.65</u>	<u>.00</u>	<u>( 610,929.65)</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT  
FUND SUMMARY  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

RESTAURANT TAX FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
TAXES	141,511.60	1,514,803.92	1,607,200.00	92,396.08	94.3
	<u>141,511.60</u>	<u>1,514,803.92</u>	<u>1,607,200.00</u>	<u>92,396.08</u>	<u>94.3</u>
<u>EXPENDITURES</u>					
TOURISM AWARDS	30,000.00	249,350.00	313,400.00	64,050.00	79.6
FACILITY AWARDS	215,000.00	928,872.82	905,100.00	( 23,772.82)	102.6
CONTRIBUTIONS	.00	.00	45,000.00	45,000.00	.0
TRANSFERS	.00	343,700.00	343,700.00	.00	100.0
	<u>245,000.00</u>	<u>1,521,922.82</u>	<u>1,607,200.00</u>	<u>85,277.18</u>	<u>94.7</u>
	<u>( 103,488.40)</u>	<u>( 7,118.90)</u>	<u>.00</u>	<u>7,118.90</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT  
 FUND SUMMARY  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

RAPZ TAX FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>	<u>PCNT</u>
<u>REVENUE</u>					
TAXES	158,324.45	1,584,873.64	1,773,700.00	188,826.36	89.4
CONTRIBUTIONS	.00	.00	711,000.00	711,000.00	.0
	<u>158,324.45</u>	<u>1,584,873.64</u>	<u>2,484,700.00</u>	<u>899,826.36</u>	<u>63.8</u>
<u>EXPENDITURES</u>					
FACILITIES AWARDS	86,972.54	1,659,146.28	1,631,000.00	( 28,146.28)	101.7
PROGRAM AWARDS	8,219.00	633,271.59	698,800.00	65,528.41	90.6
TRANSFERS OUT	.00	154,813.00	154,900.00	87.00	99.9
	<u>95,191.54</u>	<u>2,447,230.87</u>	<u>2,484,700.00</u>	<u>37,469.13</u>	<u>98.5</u>
	<u>63,132.91</u>	<u>( 862,357.23)</u>	<u>.00</u>	<u>862,357.23</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT  
 FUND SUMMARY  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

CCCOG FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
TAXES	395,851.83	3,963,015.37	4,436,200.00	473,184.63	89.3
CONTRIBUTIONS & TRANSFERS	.00	.00	18,900.00	18,900.00	.0
	<u>395,851.83</u>	<u>3,963,015.37</u>	<u>4,455,100.00</u>	<u>492,084.63</u>	<u>89.0</u>
<u>EXPENDITURES</u>					
ROAD PROJECTS	.00	1,036,537.26	4,369,600.00	3,333,062.74	23.7
TRANSFERS OUT	.00	85,500.00	85,500.00	.00	100.0
	<u>.00</u>	<u>1,122,037.26</u>	<u>4,455,100.00</u>	<u>3,333,062.74</u>	<u>25.2</u>
	<u>395,851.83</u>	<u>2,840,978.11</u>	<u>.00</u>	<u>( 2,840,978.11)</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT  
 FUND SUMMARY  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

AIRPORT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL REVENUE	.00	466,283.21	462,500.00	( 3,783.21)	100.8
MISCELLANEOUS REVENUE	.00	38,633.94	62,500.00	23,866.06	61.8
AIRPORT LAND LEASE REVENUES	.00	99,132.68	95,000.00	( 4,132.68)	104.4
CONTRIBUTIONS & TRANSFERS	.00	80,000.00	107,500.00	27,500.00	74.4
	<u>.00</u>	<u>684,049.83</u>	<u>727,500.00</u>	<u>43,450.17</u>	<u>94.0</u>
<u>EXPENDITURES</u>					
AIRPORT DEPARTMENT	<u>1,180.62</u>	<u>465,952.91</u>	<u>727,500.00</u>	<u>261,547.09</u>	<u>64.1</u>
	<u>1,180.62</u>	<u>465,952.91</u>	<u>727,500.00</u>	<u>261,547.09</u>	<u>64.1</u>
	<u>( 1,180.62)</u>	<u>218,096.92</u>	<u>.00</u>	<u>( 218,096.92)</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT  
FUND SUMMARY  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

CHILDREN'S JUSTICE CENTER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL REVENUE	.00	195,628.77	454,600.00	258,971.23	43.0
SOURCE 35	.00	850.00	.00	( 850.00)	.0
CONTRIBUTIONS & TRANSFERS	.00	.00	3,900.00	3,900.00	.0
	<u>.00</u>	<u>196,478.77</u>	<u>458,500.00</u>	<u>262,021.23</u>	<u>42.9</u>
<u>EXPENDITURES</u>					
CHILDREN'S JUSTICE CNTR - VOCA	3,603.64	260,299.72	259,700.00	( 599.72)	100.2
CHILDREN'S JUSTICE CENTER	561.84	186,270.84	198,800.00	12,529.16	93.7
	<u>4,165.48</u>	<u>446,570.56</u>	<u>458,500.00</u>	<u>11,929.44</u>	<u>97.4</u>
	<u>( 4,165.48)</u>	<u>( 250,091.79)</u>	<u>.00</u>	<u>250,091.79</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT  
 FUND SUMMARY  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

AMBULANCE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
MISCELLANEOUS REVENUE	.00	41,318.75	41,400.00	81.25	99.8
CONTRIBUTIONS	288,000.00	1,152,000.00	1,208,000.00	56,000.00	95.4
	<u>288,000.00</u>	<u>1,193,318.75</u>	<u>1,249,400.00</u>	<u>56,081.25</u>	<u>95.5</u>
<u>EXPENDITURES</u>					
AMBULANCE DEPARTMENT	183,108.21	930,421.44	1,249,400.00	318,978.56	74.5
	<u>183,108.21</u>	<u>930,421.44</u>	<u>1,249,400.00</u>	<u>318,978.56</u>	<u>74.5</u>
	<u>104,891.79</u>	<u>262,897.31</u>	<u>.00</u>	<u>( 262,897.31)</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT  
 FUND SUMMARY  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

DEBT SERVICE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
MISCELLANEOUS REVENUE	.00	9,336.06	.00	( 9,336.06)	.0
CONTRIBUTIONS AND TRANSFERS IN	.00	2,005,100.00	2,027,600.00	22,500.00	98.9
	<u>.00</u>	<u>2,014,436.06</u>	<u>2,027,600.00</u>	<u>13,163.94</u>	<u>99.4</u>
<u>EXPENDITURES</u>					
CAPITAL LEASE - PATROL VEHICLE	.00	467,945.61	468,800.00	854.39	99.8
CAPITAL LEASE - ROAD EQUIPMENT	.00	241,387.83	263,900.00	22,512.17	91.5
SALES TAX REVENUE BONDS	.00	1,272,519.20	1,274,200.00	1,680.80	99.9
CAPITAL LEASE - IT EQUIPMENT	.00	19,166.59	20,700.00	1,533.41	92.6
	<u>.00</u>	<u>2,001,019.23</u>	<u>2,027,600.00</u>	<u>26,580.77</u>	<u>98.7</u>
	<u>.00</u>	<u>13,416.83</u>	<u>.00</u>	<u>( 13,416.83)</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT  
 FUND SUMMARY  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

CAPITAL PROJECTS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
MISCELLANEOUS REVENUE	.00	.00	500,000.00	500,000.00	.0
CONTRIBUTIONS AND TRANSFERS IN	.00	4,325,100.00	4,356,100.00	31,000.00	99.3
	<u>.00</u>	<u>4,325,100.00</u>	<u>4,856,100.00</u>	<u>531,000.00</u>	<u>89.1</u>
<u>EXPENDITURES</u>					
DEPARTMENT 4415	510,339.29	2,093,135.81	4,825,100.00	2,731,964.19	43.4
COUNTY EVENT CENTER	.00	16,682.10	31,000.00	14,317.90	53.8
	<u>510,339.29</u>	<u>2,109,817.91</u>	<u>4,856,100.00</u>	<u>2,746,282.09</u>	<u>43.5</u>
	<u>( 510,339.29)</u>	<u>2,215,282.09</u>	<u>.00</u>	<u>( 2,215,282.09)</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT  
 FUND SUMMARY  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

CAPITAL ASSETS/ LONG-TERM DEBT

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>	<u>PCNT</u>
<u>REVENUE</u>					
DEFERRED REVENUE ADJUSTMENT	.00	( 1,194,551.00)	.00	1,194,551.00	.0
	.00	( 1,194,551.00)	.00	1,194,551.00	.0
<u>EXPENDITURES</u>					
	.00	.00	.00	.00	.0
	.00	( 1,194,551.00)	.00	1,194,551.00	.0

**CACHE COUNTY COUNCIL MEETING  
FEBRUARY 25, 2020**

**ATTACHMENT 2**

**CACHE COUNTY  
ORDINANCE NO. 2020 - 01**

**AN ORDINANCE OF THE COUNTY COUNCIL OF CACHE COUNTY,  
UTAH, AMENDING TITLE 2, CHAPTERS 36 AND 40, OF THE CACHE  
COUNTY CODE, REGARDING THE PUBLIC WORKS AND  
DEVELOPMENT SERVICES DEPARTMENTS**

- (A) WHEREAS, the County continues to experience growth and an increased need for County services and the fulfillment of County duties; and
- (B) WHEREAS, adjustments in the County's administrative structure are needed from time to time to effectively and efficiently provide those services and fulfill those duties; and
- (C) WHEREAS, the Cache County Council finds that this ordinance is in the best interest of Cache County and its citizens,

NOW, THEREFORE, the County Legislative Body of Cache County ordains as follows:

**SECTION 1:**

Chapter 36 of Title 2 of the Cache County Code is amended to read as follows:

**Chapter 2.36  
PUBLIC WORKS DEPARTMENT**

**2.36.010: DIVISIONS**

- A. The Public Works Department shall exercise supervisory powers over the following divisions, including their operations and personnel, as the County Executive shall direct:
  - 1. Engineering Division;
  - 2. Road and Vegetation Management Division; and
  - 3. Stormwater Division.
- B. The Public Works Department shall exercise supervisory powers over such other divisions or offices as may be assigned by the County Executive or specified by county ordinance or policy adopted by the County Council.

## **2.40.020: FUNCTIONS**

The Public Works Department and its Director shall function under the direction of the County Executive and have the powers and responsibilities necessary to perform the following functions:

- A. The Engineering Division's functions include but are not limited to the following:
  - 1. supervise the design and construction of public works projects;
  - 2. coordinate all construction work on county roads or within county right-of-ways;
  - 3. review, supervise, and accept/reject all engineering design and construction work required by the County; and
  - 4. provide engineering and surveying services for the County, including by acting as technical staff to the County Executive/Surveyor.
  
- B. The Road and Vegetation Management Division's functions include but are not limited to the following:
  - 1. plan, construct, and maintain county roadway facilities, including but not limited to roads, bridges, culverts, and all items specified under Title 12 of the County Code; and
  - 2. oversee vegetation management activities, which include noxious weed monitoring and management, roadside vegetation spraying, tree maintenance, and all items specified under Chapter 28 of Title 8 of the County Code.
  
- C. The Stormwater Division's functions include but are not limited to protecting life and property from flooding and stormwater runoff through the development, construction, and administration of stormwater and flood control facilities and programs as specified under Chapters 28 and 32 of Title 15 of the County Code.

## **2.36.030: DIRECTOR**

- A. The County Executive shall appoint, with the advice and consent of the County Council, a Public Works Department Director to perform the following primary functions:
  - 1. plan, direct, oversee and manage the operations of the department, including the development of a department vision and department policies and the management of department employees;
  - 2. develop an annual department budget, monitor fiscal controls, and assure conformity with the budget and fiscal controls;

3. collaborate on regional issues and provide potential solutions to improve efficiency and effectiveness of county processes;
  4. direct the planning, development, coordination, and operations of all Public Works functions and responsibilities, including the overseeing of long-range planning and development of Public Works programs and projects;
  5. assure compliance with federal and state agency regulations related to environmental and land management operations;
  6. direct and supervise the preparation and negotiation of engineering contracts;
  7. oversee training of personnel to ensure a competent and capable staff;
  8. direct and coordinate the department's risk management program and assure proper insurance coverage for equipment, operators, and passengers;
  9. oversee property acquisitions to secure rights-of-way for roads and drainage system projects;
  10. oversee quality assurance of various contracted projects through field inspections;
  11. provide technical insight and recommendations related to county infrastructure and development policies, goals, and objectives;
  12. establish an office that works with county residents and others within the constraints of the County Code to provide superior customer service; and
  13. perform other duties as assigned by the County Executive or County Council.
- B. The Public Works Director must be licensed by the Utah Division of Occupational and Professional Licensing as a Professional Engineer and may also serve as the County Engineer.

Section 2:

Chapter 40 of Title 2 of the Cache County Code is amended to read as follows:

**Chapter 2.40**  
**DEVELOPMENT SERVICES DEPARTMENT**

**2.40.010: DIVISIONS**

- A. The Development Services Department shall exercise supervisory powers over the following divisions, including their operations and personnel, as the County Executive shall direct:

1. Planning and Zoning Division;
  2. Building Division; and
  3. Geographic Information Systems Division.
- B. The Development Services Department shall exercise supervisory powers over such other divisions or offices as may be assigned by the County Executive or specified by county ordinance or policy adopted by the County Council.

#### **2.40.020: FUNCTIONS**

The Development Services Department and its Director shall function under the direction of the County Executive and have the powers and responsibilities necessary to perform the following functions:

- A. The Planning and Zoning Division's functions include but are not limited to the following:
1. Planning and Zoning:
    - a. administer all laws, codes, ordinances, and regulations associated with the County's land use review and permitting process; and
    - b. develop, oversee, and maintain the County General Plan and associated current and long-range planning documents.
  2. Countywide Planning:
    - a. coordinate with other local governments and county residents to ensure the completion of the Regional Collaboration Plan, and maintain and oversee the Regional Collaboration Plan;
    - b. maintain a countywide perspective in planning efforts and provide essential services and resources necessary to help county residents fulfill their planning needs; and
    - c. achieve compliance with all state and federal statutes and regulations through ongoing training and compliance efforts.
  3. Trail Planning and Development:
    - a. coordinate with residents, stakeholders, and participating jurisdictions to establish, maintain, and oversee the County Master Trail Plan; and

- b. maintain, enhance, and expand the current network of trails and active transportation corridors.
- B. The Building Division's primary functions, powers, and duties are set forth in Title 15 of the County Code.
- C. The Geographical Information Systems (GIS) Division's functions include but are not limited to the following:
  - 1. coordinate and provide geographical analysis and mapping services to the County;
  - 2. support other local governments in their GIS efforts, and coordinate GIS projects with federal, state, and local agencies within the county; and
  - 3. provide information to county residents regarding spatial information relevant to their work and home needs.

**2.40.030: DIRECTOR**

- A. The County Executive shall appoint, with the advice and consent of the County Council, a Development Services Department Director to administer the following primary functions:
  - 1. plan, direct, oversee, and manage the operations of the department, including the development of a department vision and department policies and the management of department employees;
  - 2. develop an annual department budget, monitor fiscal controls, and assure conformity with the budget and fiscal controls;
  - 3. serve as a Land Use Authority for land use actions as directed by ordinance by the County Council;
  - 4. collaborate on regional issues and provide potential solutions to improve efficiency and effectiveness of county processes;
  - 5. develop, organize, and facilitate on-going comprehensive planning processes and procedures for current and long-rang needs, including participation in the development and maintenance of a county general plan and related documents;
  - 6. provide technical insight and recommendations related to planning and development policies, goals, and objectives;
  - 7. oversee training of personnel to ensure a competent and capable staff;

8. establish an office that works with county residents and others within the constraints of the County Code to provide superior customer service; and
9. perform other duties as assigned by the County Executive or County Council.

B. The Development Services Department Director must be accredited by the American Institute of Certified Planners (AICP).

Section 3:

This ordinance amends and supersedes Chapters 36 and 40 of Title 2 of the Cache County Code and supersedes all other prior ordinances, resolutions, policies, and actions of the Cache County Council relating to the Development Services Department, the Public Works Department, and the former Planning Department to the extent that the provisions of such prior ordinances, resolutions, policies, or actions are in conflict with this ordinance. In all other respects, such other prior ordinances, resolutions, policies, and actions remain in full force and effect.

Section 4:

This ordinance takes effect 15 days (March 11, 2020) after its passage and approval by the County Council.

PASSED AND APPROVED BY THE COUNTY COUNCIL OF CACHE COUNTY, UTAH  
THIS 25th DAY OF February, 2020.

	In Favor	Against	Abstained	Absent
Paul R. Borup	X			
David Erickson	X			
Barbara Tidwell	X			
Karl Ward	X			
Jon White	X			
Gina Worthen	X			
Gordon Zilles				X
Total	6			1

**CACHE COUNTY:**

By: Karl Ward  
Karl Ward, Chairman



Jill N. Zollinger  
Jill N. Zollinger, County Clerk / Auditor

Publication Date: March 11, 2020

**CACHE COUNTY COUNCIL MEETING  
FEBRUARY 25, 2020**

**ATTACHMENT 3**

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## Memorandum

21 February 2020

**To:** County Council  
**From:** Chris Harrild, Planning Manager, Interim Director  
**Subject:** Windmill Farms design exception request

### Summary

A request has been made by Jed Packer of Windmill Farms Golden Retrievers for a design exception as relates to the operation of a rural kennel on North 2400 West. This dead-end roadway is comprised of a ~1/3 mile section of county road that connects to highway 142, and a ~1 mile private farm access road (Exhibit A – Design exception request).

The Cache County Manual of Roadway Design and Construction Standards (Road Manual) section 1.8 Authority and Design Exceptions, specifies that:

“Full justification and documentation must be provided explaining the reasoning as to why the roadway standards cannot be met, why an alternative design or construction method can meet the intent of the roadway standards, and including any other relevant information.”

The Windmill Farms Golden Retrievers CUP was approved by the Planning Commission on February 6, 2020 with the condition that the proponent either makes the noted road improvement or obtains a design exception from the Road Manual for the substandard sections of the access roads (Exhibit B – Planning Commission staff report).

The submitted request for design exception provides the following reasoning:

1. The kennel will not require any county EMS services related to fire, flooding, etc.
2. The private road is maintained by the private property owners and requires no additional county maintenance.
3. Property and land use is agricultural in nature and will remain as such.
4. No human habitation will be present on the property.
5. Current and historical use of the roadway includes large farm implements and the addition of a ½ ton pick-up truck is minimal. No additional impact to the roadways will result from the activity related to the CUP.

### Review

The Development Services staff and Director have completed a review of the design exception request and have identified the following:

1. The Road Manual specifies the following:
  - a. Private Road: Allowed for a maximum of 30 average daily trips (ADT), which is equivalent to 3 houses with a minimum 20-foot wide gravel surface.

- b. Section 2.4-A-1-c, development on inadequate roadways is not allowed, and any substandard sections of roadway access must be improved to meet the minimum standards specified in the Road Manual.
  - c. Section 2.4-A-4-a-ii, requires requests for conditional use permits to meet the road standards.
  - d. Table A-8 Typical Cross Section Structural Values: The minimum structural composition for gravel roads requires 14" depth of granular borrow, 6" depth of road base.
  - e. Section 2.4-A-4-b: The review of requests to allow development on existing substandard roadways must occur through the design exception process.
2. Primary access to the property is via North 2400 West, a county access road that connects to North 2400 West, a private farm access road.
3. North 2400 West:
  - a. As a private farm access road crosses multiple properties before connecting to a section of county road that connects to SR 142 to the north at the southern boundary of Lewiston.
  - b. Is a 14-foot gravel road with an unknown depth and type of material.
  - c. Is substandard and does not meet the County Road Standards for a private road.
  - d. Is not maintained by the County.
  - e. As the proposed use requires a CUP to operate, the private access road must meet the requirements of a private road as per the Road Manual. Alternatively, the applicant may apply for a design exception from the County Council to determine if the proposed use warrants the required road improvements.
4. The identified access road will not be impacted by in an increase in ADT due to the Windmill Farms Golden Retrievers CUP as the nature of the use reflects no significant measurable increase in traffic.

## Staff Recommendation

The Director recommends that the Council approve this request for a design exception for the substandard areas of North 2400 West as:

1. The identified access road will not be impacted by in an increase in ADT due to the Windmill Farms Golden Retrievers CUP as the nature of the use reflects no significant measurable increase in traffic.



To: Cache County Council & Development Services Department P&Z  
Date: February 11, 2020  
RE: CUP Design Road Exception Request

### Company Information

Windmill Farms Golden Retrievers  
Jed Packer  
325 South 700 East  
Smithfield, UT 84335  
435-770-1276

Website: <http://www.windmillfarmsgoldens.com/>

#### *Road Manual:*

*1.8 Authority and Design Exceptions : The Director of Development Services (herein referred to as the "Director") shall have the authority to enforce this policy. Design exceptions to the Standard will be considered and evaluated on an individual basis by the Director , or the Director's designee. Full justification and documentation must be provided explaining the reasoning as to why the roadway standards cannot be met, why an alternative design or construction method can meet the intent of the roadway standards, and including any other relevant information.*

*A. In considering any design exception, the Director may consult with the following individuals based on the needs of the project or infrastructure in question:*

- 1.Cache County Executive*
- 2.Cache County Road Superintendent*
- 3.Cache County Engineer*
- 4.Cache County Fire Chief*

*B.The Director shall evaluate exceptions to the standards as set forth in this policy and approve, deny, or modify the requested exception. Appeals of the Director's decision shall be made to the County Council.*

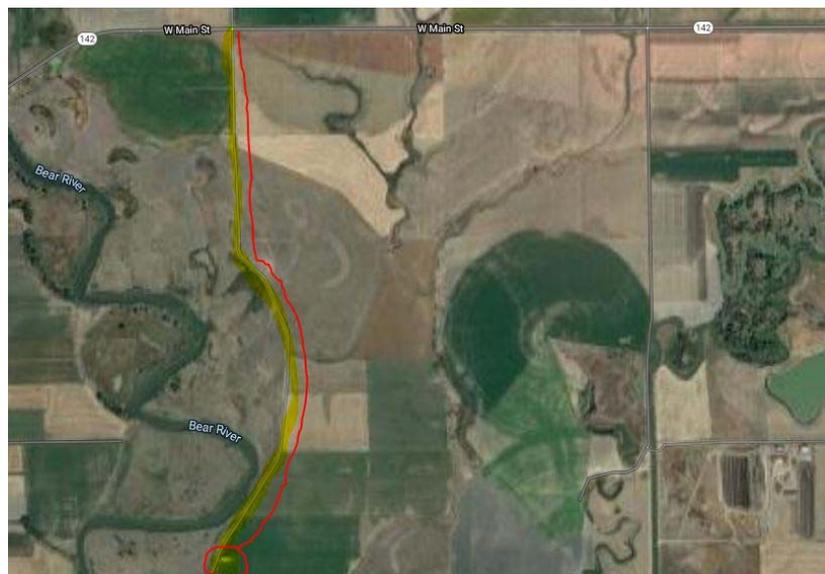
*C.For design exceptions on land use issues heard by the County Planning Commission or County Council, a further review and recommendation on the infrastructure improvements may be forwarded from the Commission to the County Council. The County Council shall have the final authority to provide an exception to this standard.*

We are seeking a design road exception request for our Kennel CUP for the following reasons:

- WM Farms Kennel will not require any county EMS services.
  - Fire
  - Flood

- Etc.
- WM Farms will not require any essential county maintenance services for the existing private road. It's maintained by the adjacent property owners.
  - No snow removal
  - No spring water run-off concerns.
  - Etc.
- Property is agriculture in nature and will remain agriculture in nature. No changes with the land use.
  - Adjoining properties are currently used as farm land. No change.
  - Road is being used for relocation of farm implements between land. No changes.
- No home or human living quarters on the property. Therefore, no essential county services required.
- The existing road is currently used and has been used over the last ~50 years for large farm implements. Cultivate, Plant, Harvest activities - No change. There will be very little impact driving a ½ ton P/U truck on the existing road.
  - It's a dead end road. Agriculture in nature.
  - There are many PULL-OUTS up and down the road with respect to farm harvest time and larger equipment pass by needs.
  - No traffic concerns. No traffic lights, No business to visit, No retail of any kind to visit and No services offered. It's a private farm road and posted as such.
  - Doesn't need patrolled. It's private, owner used and remains farm/Ag in nature.

Map & location of the road.



Thank you for your consideration.


**DEVELOPMENT SERVICES DEPARTMENT**

BUILDING | SURVEYING | ENGINEERING | GIS | PLANNING &amp; ZONING | ROADS | WEEDS

**STAFF REPORT: WINDMILL FARMS GOLDEN RETRIEVERS CUP 2020**

6 February 2020

This staff report is an analysis of the application based on adopted county documents, standard county development practices, and available information. The report is to be used to review and consider the merits of the application. Additional information may be provided that supplements or amends this staff report.

**Agent:** Jed Packer

**Parcel ID#:** 14-053-0037

**Staff Determination:** Approval with conditions

**Type of Action:** Administrative

**Land Use Authority:** Planning Commission

**PROJECT LOCATION**
*Reviewed by Angie Zetterquist*
**Project Address:**

 ~9400 North 2400 West  
 east of Trenton

**Current Zoning:**

Agricultural (A10)

**Acres:** 22.2

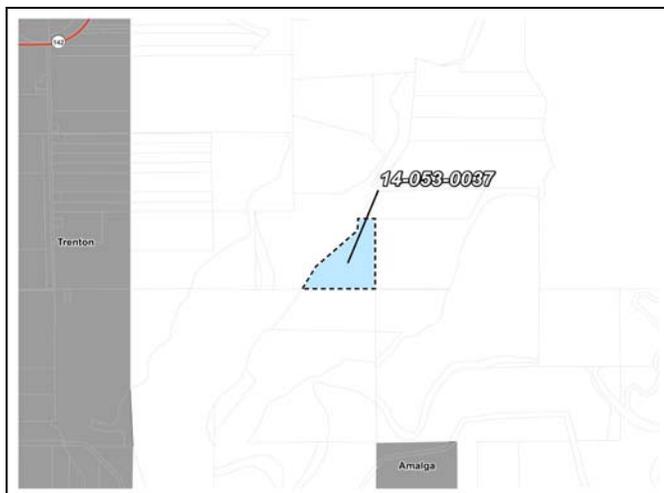
**Surrounding Uses:**

North – Agricultural

South – Agricultural

East – Agricultural

West – Bear River/UP&amp;L property


**FINDINGS OF FACT (30)**
**A. Request description**

1. The Windmill Farms Golden Retrievers Conditional Use Permit (CUP) is a request to operate a rural kennel, Use Type 3210, on a 22.2 acre property located in the Agricultural (A10) Zone.
2. The requested use type, 3210 Rural Kennel, is a new addition to the code and was adopted by the County Council on November 26, 2019, and became effective on December 10, 2019.
3. The applicant previously submitted a request for a Home-Based Kennel, Use Type 3200, to operate a home-based kennel without a home. That request was withdrawn after the new use type for rural kennels was adopted.
4. Per the Letter of Intent (Attachment A), the applicant has been breeding, raising, and training golden retrievers for a variety of uses including search and rescue, impaired service dogs, therapy dogs, hunting dogs, and the like. The applicant currently operates a similar type of

facility in Smithfield City where they are licensed for a kennel with five (5) dogs. The applicant has stated they are seeking an expanded training location that will provide the environment and topography needed for their facility. In this request, the applicant is proposing to operate a rural kennel with up to 12 adult dogs on an agricultural property with no single-family dwelling or caretaker unit. **See condition #1**

**a. Construction**

- i.** The applicant has provided a site plan that shows a general layout of the subject property and plans for the proposed improvements (Attachment B).
- ii.** The subject property is currently used for agricultural use and under this request, the applicant states that would remain the primary use. The only structure currently on the property is a barn located along the north property line.
- iii.** In the Letter of Intent, the applicant states that a new concrete pad, approximately 1,300 square feet, will be poured to accommodate the rural kennel operation as well as a 700-square-foot metal building to house the dogs. **See condition #2 & #3**
- iv.** Per the Letter of Intent, the kennel will consist of indoor-outdoor, climb-resistant modular steel kennels with a retreat access to the enclosed structure, which will be a wood-framed, insulated building with metal roof and siding. A 6-foot high fence will surround the facility.
- v.** The applicant states in the Letter of Intent that no water or septic will be provided as part of the facility and estimates the construction timeline to be 60-90 days.

**b. Operation**

- i.** The applicant states that the proposed kennel facility will operate as a private training area for their dogs. The applicant has a website that provides information as to their current operation in Smithfield ([www.windmillfarmsgoldens.com](http://www.windmillfarmsgoldens.com)).
- ii.** The website is active and provides information about the current operation including: available litters, prices, breeding pairs, expected litters, and training methods.
- iii.** In the letter of intent, the applicant states there will be no employees other than the family who manages and operates the current facility in Smithfield. Customers will not visit the property and there will be no deliveries or signage on-site.
- iv.** No additional equipment is required for the facility beyond the farm equipment already on site, per the letter of intent.
- v.** Kennel waste will be collected and recycled as fertilizer. **See condition #4**

**B. Parcel Legality**

- 5.** The subject property has not changed size or configuration since August 8, 2006 and is a legal parcel.

**C. Conditional Uses See conclusion #1**

- 6.** §17.06.050-B, Conditional Uses, directs the Land Use Authority to review conditional use permit (CUP) requests based on the standards and criteria that are defined therein and include:
  - a.** Compliance with law;
  - b.** Health, safety, and welfare;
  - c.** Adequate service provision;
  - d.** Impacts and mitigation.

**D. Compliance with law See conclusion #1**

- 7.** The County Land Use Ordinance stipulates that:
  - a.** The proposed conditional use must comply with the regulations and conditions specified in the County Code and other applicable agency standards for such use.

- b. The proposed conditional use must be consistent with the intent, function, and policies of the Cache County General Plan, Ordinance(s), and land use, and/or compatible with existing uses in the immediate vicinity.
- 8. §17.02.060, Establishment of Land Use Authority, authorizes the Planning Commission to act as a Land Use Authority for a CUP. *See conclusion #2*
- 9. The parcel that is the subject of the conditional use permit request is a legal parcel zoned Agricultural (A10).
- 10. §17.07.030, Use Related Definitions defines this use as:
  - 3210 RURAL KENNEL:** Any establishment not accessory to a Dwelling Unit at which seven (7) to twelve (12) adult dogs are boarded, groomed, bred, raised, and/or otherwise kept. A Rural Kennel must comply with the following requirements:
    - 1. A Rural Kennel shall consist of no more than twelve (12) adult dogs (i.e., six (6) months of age or older).
    - 2. The kennel is accessory to a Use Type 6100 Agricultural Production Use, as defined in the County Code.
    - 3. The kennel must be located on a Legal Parcel, five (5) acres or larger in size that qualifies as land under agricultural use that is actively devoted to agriculture as defined by the Farmland Assessment Act, UCA 59-2-5
    - 4. The kennel must include a structure and fenced area to confine the dogs to the subject property. Dogs are prohibited from crossing onto adjacent properties unsupervised. The structure and fenced area must be of a sufficient size and height to accommodate and contain the particular breed(s) of dogs at the rural kennel. At the time of application, the applicant must provide detailed information and elevations for the structure and fenced area as part of their submittal.
    - 5. A sign, two feet by three feet (2' x 3') or six (6) square feet, must be posted on the private property along the property line and immediately adjacent to a recognized access point that legibly provides the contact name and phone number for the person(s) responsible for the kennel. Multiple signs may be required depending on the size of the parcel and number of recognized access points.
    - 6. All kennel facilities must be a minimum of fifty feet (50') from the property boundary.
    - 7. Noise levels from the kennel shall not exceed ten (10) decibels (dBA, Leq) above the existing ambient noise levels at the property line at any time of day or night. A sound level impact and assessment report prepared and signed by a qualified professional must be provided prior to recordation establish the existing ambient noise levels.
- 11. §17.09.030, Schedule of Uses by Zoning District, permits this use as a CUP in the Agricultural (A10) Zone only if reviewed and approved in accordance with the conditional use review procedures of §17.06 Uses as noted.

**E. Health, safety, and welfare *See conclusion #1***

12. The County Land Use Ordinance stipulates that:

- a. Proposed CUP's must not be detrimental to the public health, safety and welfare of persons residing or working in the vicinity, or injurious to property or improvements in the vicinity. A conditional use shall be considered detrimental if:
  - i. It causes unreasonable risks to the safety of persons or property because of vehicular traffic or parking, or other similar risks, and/or;
  - ii. It unreasonably interferes with the lawful use of surrounding property.

13. The primary activity of the proposed kennel is to train and house up to 12 adult dogs in a 700--square-foot structure located on the same property as an operating farm adjacent to neighboring properties under the same ownership. There are no employees and customers do not visit the property.

14. The proposed kennel facility will be located on a 22.2-acre property and is surrounded by agricultural properties to the east and south and Utah Power & Light properties and the Bear River to the north and west. The closest residences are located to the west in Trenton approximately 1.0 mile away as the crow flies.

**F. Adequate service provision *See conclusion #1***

15. The County Land Use Ordinance stipulates that:

- a. The proposed conditional use must not result in a situation that creates a need for essential services that cannot be reasonably met by local service providers, including but not limited to: Roads and year round access for emergency vehicles and residents, fire protection, law enforcement protection, schools and school busing, potable water, septic/sewer, storm water drainage, and garbage removal.

16. Access: The subject property does has frontage along a private farm access road.

- a. §16.04.040 [A] Roads – All roads must be designed and constructed in accordance with Title 12 of the County Code.
- b. §12.02.010 Roadway Standards – Requirements for roadway improvement are provided in the current Manual of Roadway Design and Construction Standards (Road Manual).
- c. The Road Manual specifies the following:
  - i. Private Road: Allowed for a maximum of 30 average daily trips (ADT), which is equivalent to 3 houses with a minimum 20-foot wide gravel surface.
  - ii. §2.4-A-1-c: Development on inadequate roadways is not allowed, and any substandard sections of roadway access must be improved to meet the minimum standards specified in the Road Manual.
  - iii. §2.4-A-4-a-ii: Requires requests for Conditional Use Permits to meet the road standards.
  - iv. Table A-8 Typical Cross Section Structural Values: The minimum structural composition for gravel roads requires 14" depth of granular borrow, 6" depth of road base, and paved roads required an additional 2.5" depth of asphalt.
- d. §16.04.080 [E] Roads and Access – A basic road review is required and must consider:
  - i. The layout of proposed roads;
  - ii. An analysis of existing roadway compliance with the Road Manual requirements;
  - iii. Existing maintenance;
  - iv. And any additional impacts to the proposed development access roads.
- e. §2.4-A-4-b: The review of requests for development on existing roadways must occur through the Design Exception process.
- f. §1.8 Authority and Design Exception: Consideration and evaluation of a design exception to the Road Manual standards requires full justification and documentation explaining the reasoning as to why the roadway standards cannot be met, why an alternative design or

construction method can meet the intent of the roadway standards, and including any other relevant information

**17. A basic review of the access to the subject property identifies the following:**

- a. The proposed kennel facility will gain access from the portion of 2400 West, that is a private farm access road.
  - i. The private access road crosses multiple properties before connecting to a section of county road that connects to SR 142 to the north at the southern boundary of Lewiston. *See condition #5*
  - ii. Is a 14-foot gravel road with an unknown depth and type of material.
  - iii. Is substandard and does not meet the County Road Standards.
  - iv. Is not maintained by the County.
  - v. As the proposed use requires a CUP to operate, the private access road must meet the requirements of a private road as per the Road Manual. Alternatively, the applicant may apply for a design exception from the County Council to determine if the proposed use warrants the required road improvements. *See condition #6*

**18. Parking:**

- a. §17.22 Off Street Parking Standards – All uses included under Use Index 3000, Sales and Services, require either one parking space per 250 square feet or a Parking Analysis be conducted to determine the required number of parking spaces needed to demonstrate that sufficient accommodation has been made for the volume of traffic expected to be generated by the size and type of the proposed use. Additionally, if the use requires more than 5 parking stalls, a Parking Analysis that conforms to §17.07.040 General Definitions and §17.22 Off Street Parking Standards must be completed and include evidence of licensure from the State of Utah for the licensed professional who prepares the document.
  - i. Based on the square footage of the proposed kennel structure (700 square feet), 3 parking spaces will be required.
  - ii. The applicant has stated in his letter of intent that no customers at the property and they are closed to visitors at all times.
  - iii. Given that the proposed use, both based on the square footage of the kennel structure and the letter of intent, will require less than 5 parking spaces, a parking analysis prepared by a licensed professional is not required. In lieu of a parking analysis, the applicant must submit a site plan that demonstrates a parking area for three vehicles is available on-site adjacent to the kennel facility. *See condition #7*
- 19. Solid Waste Disposal – Logan City Environmental does not provide collection services in this remote location. Applicant will be required to remove all refuse from the property generated from the proposed use. *See condition #8***
- 20. Fire Control – The County Fire District has reviewed the proposed use and stated the access road to the property meets code. Any future development, including the kennel structure, on the property must be reevaluated and may require improvements based on the location of the proposed access and development. Water supply for fire protection will be provided by the Trenton Fire Department.**
- 21. Water Requirements – Kennel facilities do not require confirmation of water rights and the applicant has stated no water will be provided for the facility.**
- 22. Septic – A septic feasibility analysis is not required for kennel facilities.**

**G. Impacts and mitigation *See conclusion #1***

- 23. Utah Code Annotated §17-27a-506, Conditional uses, item 2-a specifies that “A conditional use shall be approved if reasonable conditions are proposed, or can be imposed, to mitigate the**

reasonably anticipated detrimental effects of the proposed use in accordance with applicable standards.”

24. The County Land Use Ordinance stipulates that:
- a. Reasonably anticipated detrimental effects of the proposed conditional use must be substantially mitigated by the proposal or by the imposition of reasonable conditions to achieve compliance with applicable standards.
  - b. Examples of potential negative impacts include but are not limited to odor, vibration, light, dust, smoke, noise, impacts on sensitive areas as defined by the Code, and/or disruption of agricultural practices.
25. Known or reasonably anticipated detrimental effects of the use are as follows:
- a. Noise: Kennels have the potential to generate negative noise impacts. However, given the remote location it is not anticipated that the use will have an impact on the surrounding properties.
    - i. The applicant has stated in the letter of intent that the primary use of the land is agricultural and the adjacent property shares ownership
    - ii. The subject property is 22.2-acres in size and is surrounded by agricultural uses and major waterway areas owned by Utah Power & Light. The closest residences appear to be located in Trenton west approximately 1.0 mile from the subject property as the crow flies.
    - iii. The proposed kennel structure will be a separate building and is required to be located a minimum of fifty feet (50’) from the property line. *See condition #3*
    - iv. Per the Rural Kennel requirements, the applicant must post a sign, two feet by three feet (2’ x 3’) or six (6) square feet, must be posted on the private property along the property line and immediately adjacent to a recognized access point that legibly provides the contact name and phone number for the person(s) responsible for the kennel. Multiple signs may be required depending on the size of the parcel and number of recognized access points. Applicant must provide a detail of the proposed sign as well as a revised site plan to show the location(s) where the sign will be posted. *See condition #9*
    - v. A sound level impact and assessment report has been provided (Attachment C). This report identifies that measurement were taken to establish the ambient noise level and will be referenced if noise becomes an issue to determine if the noise levels at the site due to the presence of a dog kennel exceed 10 dBA (Leq) over ambient conditions at any time of the day or night. *See condition #10*

#### H. Public Notice and Comment—§17.02.040 Notice of Meetings

26. Public notice was posted online to the Utah Public Notice Website on 23 January 2020.
27. Notice was published in the Herald Journal on 25 January 2020.
28. Notices were posted in three public places on 23 January 2020.
29. Notices were mailed to all property owners within 300 feet and cities within 1-mile of the subject property on 23 January 2020.
30. At this time, no written public comment regarding this proposal has been received by the Development Services Office.

#### CONDITIONS (10)

These conditions are based on the Cache County Land Use Ordinance and on the findings of fact as noted herein:

1. The applicant and operator(s) must abide by the information as provided in the application and the information as identified in this report and must comply with the conditions of approval.

Any expansion or modification of the proposed use must obtain the approval of the Land Use Authority. *See A-4*

2. Based on the County GIS data, the parcel lines have been updated and show the existing barn is immediately on or just crossing over the parcel line. The applicant must confirm the location of the parcel lines with a licensed surveyor prior to approval of a Zoning Clearance for the kennel. *See A-4-a-ii*
3. The kennel must meet the required setback of 50-feet from the property and a minimum of 10-feet from another structure. Prior to recordation, the applicant must provide a revised site plan that confirms the proposed location of the kennel structure meets these requirements. *See A-4-a-ii, G-25-a-iii*
4. Prior to recordation, the applicant must submit a plan for the collection and recycling of the kennel waste into fertilizer including how it will be collected, where it will be stored, and how it will be recycled to confirm it will not negatively impact storm water runoff into the adjacent river/floodplain area. *See A-4-b-v*
5. A copy of the recorded easements across the parcels used to access the subject property must be provided to Development Services staff. *See F-17-a-i*
6. Prior to recordation, the private road, 2400 West, must be improved to meet the minimum road standards for a private drive. The design of all roads providing access to the development must be reviewed and approved by the Cache County Engineer and County Fire District for compliance with applicable codes. A full set of engineered design and construction plans must be submitted and must address issues of grade, drainage, base preparation and construction, and surfacing for the road. Fees for any engineering plan review shall be borne by the proponent. Alternatively, the applicant may apply for a design exception from County Council to determine if the required road improvements are warranted for the proposed use. If a design exception is not approved, the road improvements must be completed. *See F-16, F-17*
7. Prior to recordation, the applicant must submit a site plan that identifies a parking area for three vehicles. *See F-18*
8. Applicant is responsible for remove all refuse from the property generated from the proposed use and properly dispose of it. *See F-19*
9. Prior to recordation, the applicant must provide a detail of the signage required under Use Type 3210 Rural Kennel, including material type, and provide a revised site plan that identifies the location(s) where the sign will be posted. *See G-25-a-iv*
10. The kennel must not exceed the 10 dBA (Leq) over the ambient conditions at any time of the day or night as established by the June 26, 2019 Noise study by Western Technologies, Inc. submitted with the application. *See G-25-a-v*

## CONCLUSIONS (2)

Based on the findings of fact and conditions noted herein, the Windmill Farms Golden Retrievers CUP 2020 is hereby approved as follows:

1. It has been reviewed by the Planning Commission in conformance with, and meets the requirements of, the Cache County Land Use Ordinance, and; *See B, C, D, E, F, G*
2. As per §17.02.060, Establishment of Land Use Authority, the Planning Commission is authorized to act as the Land Use Authority for this CUP request. *See D-6*



## Letter of Intent

---

To: Cache County Development Services Department  
Date: December 10, 2019  
RE: Application for Rural Kennel License

### Company Information

Windmill Farms Golden Retrievers  
Jed Packer Owner  
325 South 700 East  
Smithfield, UT 84335  
435-770-1276  
Jedpacker233@gmail.com

Website: <http://www.windmillfarmsgoldens.com/>

Facebook: [https://www.facebook.com/pg/WindmillFarmsGoldenRetrievers/reviews/?ref=page\\_internal](https://www.facebook.com/pg/WindmillFarmsGoldenRetrievers/reviews/?ref=page_internal)

We are a leader in providing, trained, healthy, titled, service animals to clients throughout the United States of America. We are 5 star service rated and have dogs in many usage applications. Golden Retrievers are easy to train and provide excellent temperaments.

We currently have a kennel license from Smithfield City for up to 5 dogs. No problems or issues have been reported. We are seeking a better training location. We are NOT looking to be a large kennel. We concentrate on quality and increased training time.

Over the last 15 years, we've been breeding, raising and training Golden Retrievers for a variety of usages such as: Search and Rescue, Impaired service dogs, Therapy dogs, Field trial, Hunt Test, Hunting dogs and like usages. Field bred Golden retrievers provide excellent prospects for these usages and are currently excelling. Our clients include Park City Ski resort, Alpine Meadows Ski Resort, Hearing impaired couples, veterinarians, other breeders and other like usages. We have a strong reputation for quality field Goldens bred with a purpose.

**Proposal**

Insulated metal building on a 36'x36' concrete pad east of an existing hay barn. (Existing barn size = 100' x 40') Indoor-outdoor modular kennels would be arranged with the metal building. The kennel would be located East of Trenton, Utah 9400 North 2400 West.

Primary use of the location is housing and training.

Six foot containment fence surrounding the facility.

Current zoning is A10 on a 22.2 acre piece. Entire acreage owned = ~100 acres.

**Property Owners**

H. Dennis & Kathy Gibbons  
Power of Attorney Paul Gibbons  
2410 N 870 E North Logan Utah 84341  
435-757-5305  
[Gibbons.paul@gmail.com](mailto:Gibbons.paul@gmail.com)

**Nearby businesses:**

- Oak Dale Egg Farm
- Richmond City Sewer Plant
- Elk Ranch
- Dairy Farms & farm land

The kennel location is ideally located for its distance from residential homes or dairies. It's surrounded by none farmable river bottom land mainly owned by UP&L Rocky Mountain Power easement. . Access to the property by way of private gravel road. It's regularly used for farm implements. It is gated at the entry and posted. This ideal location provides an environment conducive to our training needs. Which are; search and rescue, therapy, hunting and other like functions.

The building would be used for both kennel needs and any farm storage needs. Using less than 1% of the 100 acre family owned farm land. The kennel would be built east of the existing barn structure. A 6 foot fence will surround the kennel. No more than 12 adult dogs older than 6 months will be trained at the facility

- Approximate Location: 41.906612 – 111.895500.
- Nearest dairy farm is approximately 1 mile.
- Main contribution of area noise is farm implements & bellowing cows . Idle tractor = 85 db.
- Dog waste would be recycled as farm fertilizer.

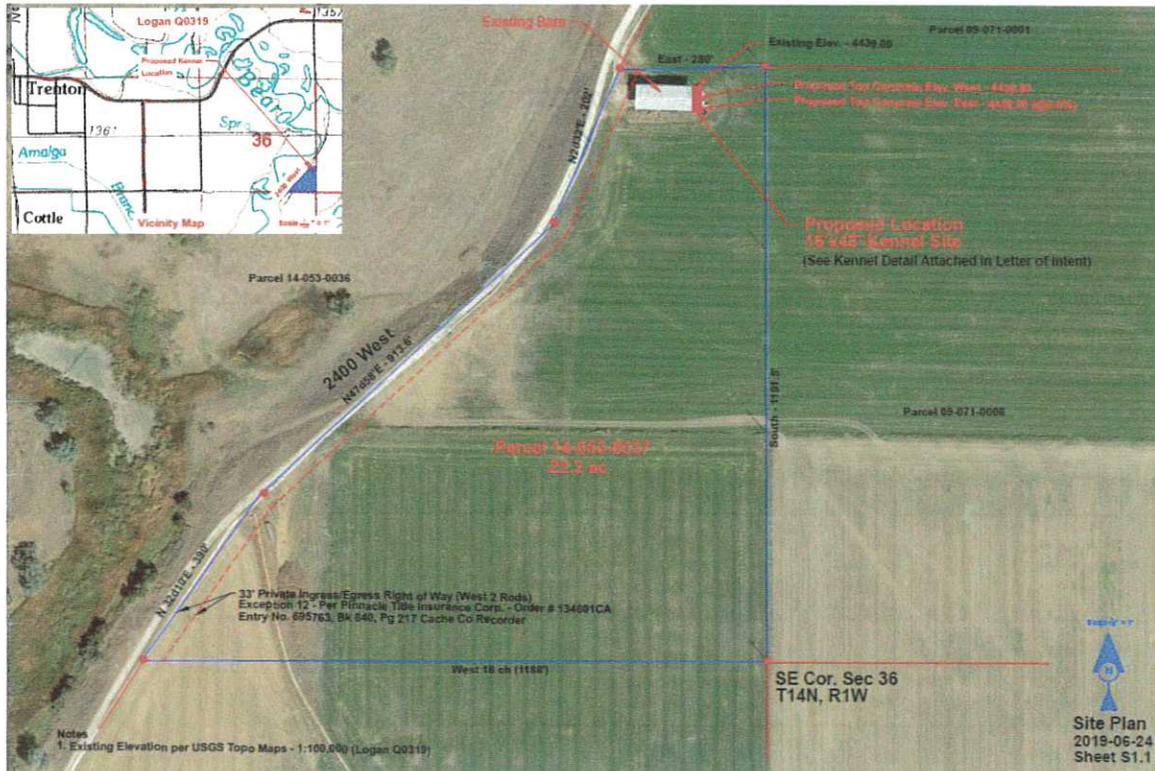
Base Zone:           A10 – No change  
Parcel Number:    14-053-0037  
Primary Use:        Farming

1. Use Type: Private training facility of our own dogs.
  - a. No retail
  - b. No wholesale

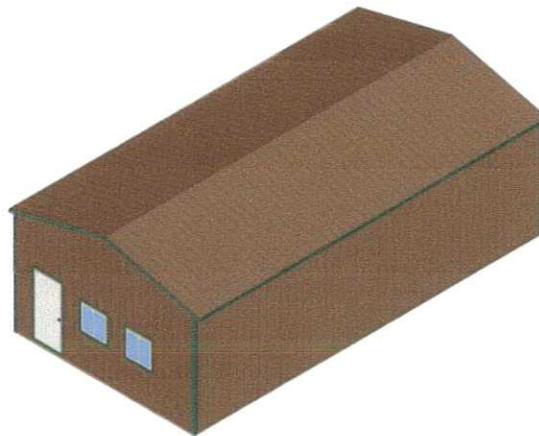
- c. No services
- d. No manufacturing
2. Employees:
  - a. No hired employees required.
  - b. It would be managed and run by our family.
3. Hours of Operation:
  - a. Not applicable as we are not providing sales or services at this location.
  - b. The dogs would be fed and trained at this location.
  - c. No deliveries at this location.
  - d. A sign with our name and contact number on the front gate
  - e. No garbage pick-up at this location.
  - f. Outside of the farming implements already used to farm the crops, there are no additional vehicle or machinery needs.
  - g. No additional parking needed. The existing farm truck will be used to drive to and from this location.
4. Unique Characteristics.
  - a. The area is surrounded by 100's of UPL easement land acreage. No one currently lives within about one mile of the location. Farming is the main usage of the land. The river and open fields provide adequate training and the working of field bred golden retrievers.

**Building & Kennel Outline:**

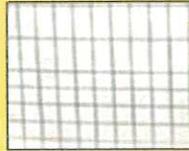
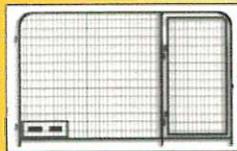
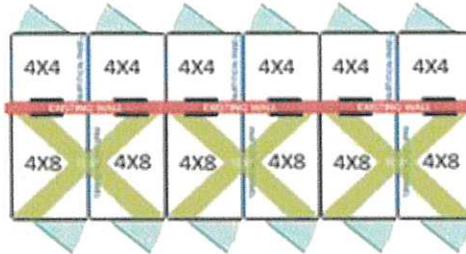
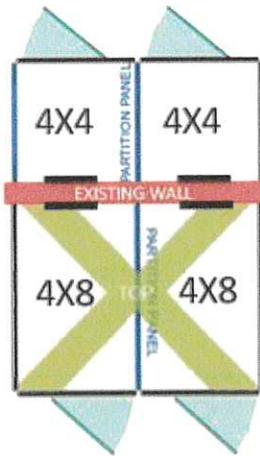
1. Concrete sloped pad 36'x 36'
2. Metal Building size 20'x35'x12'
3. Gravel road access.
4. Park in existing hay barn.
5. Modular kennels with building retreat access. Metal building size approximately 20'x35'x12'. We will put a 6' fence around the facility.
6. Climb resistant diamond kennels.
7. Estimated completion time is 60-90 days.
8. No water or sewer needed.
9. No septic needed.
10. No additional parking needed.
11. No additional heavy equipment needed or operating.
12. No retail or hours of operation required. Only for training and working the dogs.



Metal Building  
20'x35'x12'



Indoor-Outdoor Modular Kennels



- 100% MODULAR  
CHANGE SHAPE AND SIZE WITH EASE
- 5-MINUTE SET-UP  
WITH NO TOOLS REQUIRED
- GALVANIZED STEEL (NOT POWDERCOATED)
- PETS CAN'T PUSH, CHEW OR CLIMB OUT
- COMPATIBLE W/ CURRENT ACCESSORIES & PARTS

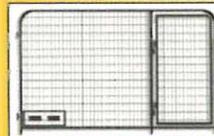
[Learn more ▶](#)

**Kennel Pro  
SPECIFICATIONS**

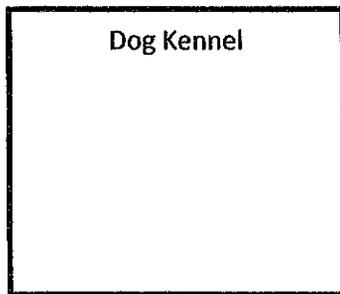
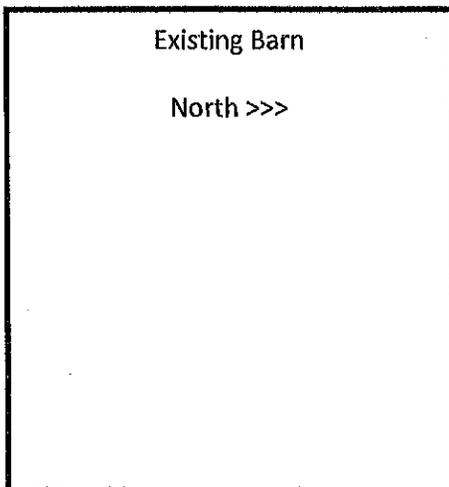
WIRE THICKNESS: 3/16"  
WIRE SPACING: Progressive  
DOOR SIZE: 3'  
PANEL HEIGHT: 6'  
PANEL WEIGHT

4"30LBS.	6"37LBS	8"50LBS.
47LBS.	55LBS.	80LBS.
w/door	w/door	w/door

- Galvanized for long life
- Built In Swivel Bowl Bracket
- Built In Door Panel
- Welded Wire Full Six Feet
- Works with raised flooring



Aerial View



See attached maps and topo's



June 26, 2019

Windmill Farms Golden Retrievers Co.  
325 South 700 East  
Smithfield, Utah 84335

Attn: Mr. Jed Packer

Re: Limited Sound Monitoring  
Windmill Farms Golden Dog Kennels  
Highway 142  
Trenton, Utah 84664

WT Job No. 6129JA109

Western Technologies Inc. has completed a limited sound monitoring survey of the above Property at the request of Jed Packer with Windmill Farms Golden Dog Kennels. WT visited the site on June 25, 2019 and monitored for 4 hours between approximately 10:00 AM and 2:00 PM with a Larson Davis Sound Track LxT1 Environmental & Occupational Noise Meter. The average decibel levels (Laeq A-weighted) during the time measured were found to be:

Measurement 001 – Average Level – 44.3 dB  
Measurement 002 – Average Level – 40.9 dB  
Measurement 003 – Average Level – 36.7 dB

Measurement 001 was taken at the center western Property line, measurement 002 at the northwestern Property corner, and measurement 003 near the northeastern Property corner. The average readings from the three measurements provide the ambient noise level of the Property, which is a baseline reference for the maximum allowable level. Readings between 50 to 70 dB would be equivalent to a quiet office or conversational speech. Readings near 80 dB would be equivalent to garbage disposal (US Department of Transportation).

According to the Home Kennels definition (3200) in Title 17.07.030 of Cache County Codes, the noise levels from the kennel must not exceed 10 decibels above the ambient noise levels at the Property line; therefore, the site-specific maximum is **50.6 dB**, as allowed by the county code.

This report completes the agreed scope of services. If you have any questions or if we may be of further assistance to you, please do not hesitate to contact us. Thank you for allowing us to provide these services.

Sincerely,  
**WESTERN TECHNOLOGIES INC.**

**Reviewed by:**

A handwritten signature in blue ink that reads "Sarah Reddinger".

A handwritten signature in blue ink that reads "Vicki L. Aullman".

Sarah Reddinger  
Environmental Scientist

Vicki Aullman  
Environmental Project Manager

Attachments: Figure 1, Noise Level Measurement Locations  
Sound Level Measurement Reports (001-003)

Limited Noise Monitoring  
Windmill Farms Golden Dog Kennels  
Highway 142, Trenton, Utah 84664  
Photographic Log

**WESTERN TECHNOLOGIES INC.**

WT Job No.: 6129JA109

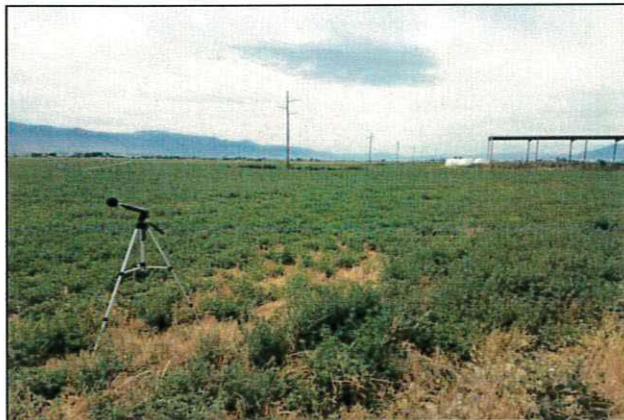
Date: June 25, 2019



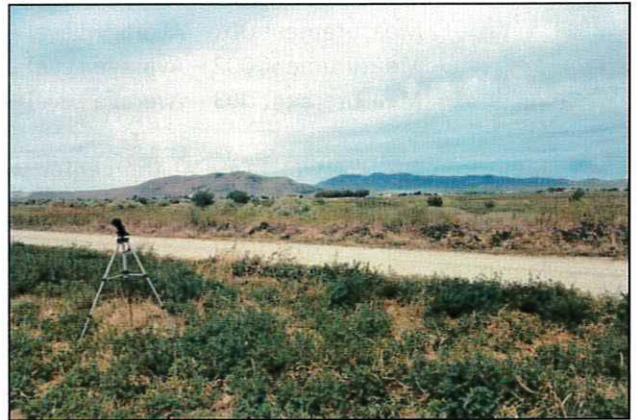
Picture 1 – View of Measurement 001 near the existing structure.



Picture 2 – View of Measurement 001 near the existing structure.



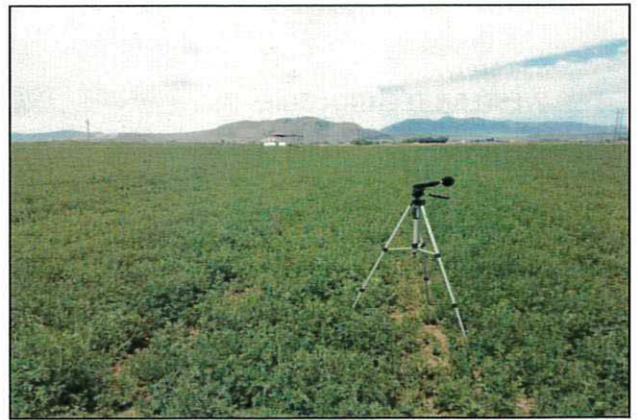
Picture 3 – View of Measurement 002 near the northwestern Property corner.



Picture 4 – View of Measurement 002 near the northwestern Property corner.



Picture 5 – View of Measurement 003 at the eastern Property edge.



Picture 6 – View of Measurement 003 at the eastern Property edge.



PROJECT: Windmill Farms Golden Dog Kennels, Highway 142, Trenton, Utah 84664

JOB NO.: 6129JA109

Figure 1: Limited Sound Monitoring

**Western Technologies Inc.**  
The Quality People  
Since 1955  
wt-us.com

Geotechnical  
Environmental  
Inspections  
Materials

# Measurement Report

## Report Summary

Meter's File Name	LxT_Data.008	Computer's File Name	SLM_0005532_LxT_Data_008.01.ldbin	
Meter	LxT1	0005532		
Firmware	2.302			
User			Location	
Description				
Note				
Start Time	2019-06-25 12:46:32	Duration	0:58:22.1	
End Time	2019-06-25 13:44:54	Run Time	0:58:21.0	Pause Time 0:00:01.1

## Results

### Overall Metrics

LA <sub>eq</sub>	36.7 dB		
LAE	72.1 dB	SEA	--- dB
EA	1.8 μPa²h		
EA8	14.9 μPa²h		
EA40	74.6 μPa²h		
LZ <sub>peak</sub>	90.8 dB	2019-06-25 13:12:43	
LAF <sub>max</sub>	60.9 dB	2019-06-25 13:44:52	
LAF <sub>min</sub>	28.5 dB	2019-06-25 13:34:47	
LA <sub>eq</sub>	36.7 dB		
LC <sub>eq</sub>	55.7 dB	LC <sub>eq</sub> - LA <sub>eq</sub>	19.0 dB
LAI <sub>eq</sub>	40.9 dB	LAI <sub>eq</sub> - LA <sub>eq</sub>	4.2 dB

### Exceedances

	Count	Duration
LAF > 85.0 dB	0	0:00:00.0
LAF > 115.0 dB	0	0:00:00.0
LZ <sub>peak</sub> > 135.0 dB	0	0:00:00.0
LZ <sub>peak</sub> > 137.0 dB	0	0:00:00.0
LZ <sub>peak</sub> > 140.0 dB	0	0:00:00.0

### Community Noise

LDN	LDay	LNight	
--- dB	--- dB	0.0 dB	
LDEN	LDay	LEve	LNight
--- dB	--- dB	--- dB	--- dB

### Any Data

	A		C		Z	
	Level	Time Stamp	Level	Time Stamp	Level	Time Stamp
L <sub>eq</sub>	36.7 dB		55.7 dB		--- dB	
LF <sub>(max)</sub>	60.9 dB	2019-06-25 13:44:52	--- dB		--- dB	
LF <sub>(min)</sub>	28.5 dB	2019-06-25 13:34:47	--- dB		--- dB	
L <sub>Peak(max)</sub>	--- dB		--- dB		90.8 dB	2019-06-25 13:12:43

### Overloads

Count	Duration
0	0:00:00.0

### Statistics

LAF 5.0	41.7 dB
LAF 10.0	40.0 dB
LAF 33.3	32.8 dB
LAF 50.0	30.9 dB
LAF 66.6	30.0 dB
LAF 90.0	29.2 dB

# Measurement Report

## Report Summary

Meter's File Name	LxT_Data.007	Computer's File Name	SLM_0005532_LxT_Data_007.01.ldbin
Meter	LxT1 0005532		
Firmware	2.302		
User		Location	
Description			
Note			
Start Time	2019-06-25 11:35:56	Duration	1:06:52.2
End Time	2019-06-25 12:42:48	Run Time	1:06:50.1
		Pause Time	0:00:02.1

## Results

### Overall Metrics

LA <sub>eq</sub>	40.9 dB		
LAE	76.9 dB	SEA	--- dB
EA	5.4 μPa²h		
EA8	38.9 μPa²h		
EA40	194.6 μPa²h		
LZ <sub>peak</sub>	87.6 dB	2019-06-25 11:55:57	
LAF <sub>max</sub>	71.9 dB	2019-06-25 11:55:57	
LAF <sub>min</sub>	29.2 dB	2019-06-25 12:38:48	
LA <sub>eq</sub>	40.9 dB		
LC <sub>eq</sub>	45.5 dB	LC <sub>eq</sub> - LA <sub>eq</sub>	4.6 dB
LAI <sub>eq</sub>	45.7 dB	LAI <sub>eq</sub> - LA <sub>eq</sub>	4.8 dB

### Exceedances

	Count	Duration
LAF > 85.0 dB	0	0:00:00.0
LAF > 115.0 dB	0	0:00:00.0
LZ <sub>peak</sub> > 135.0 dB	0	0:00:00.0
LZ <sub>peak</sub> > 137.0 dB	0	0:00:00.0
LZ <sub>peak</sub> > 140.0 dB	0	0:00:00.0

### Community Noise

LDN	LDay	LNight	
--- dB	--- dB	0.0 dB	
LDEN	LDay	LEve	LNight
--- dB	--- dB	--- dB	--- dB

### Any Data

	A		C		Z	
	Level	Time Stamp	Level	Time Stamp	Level	Time Stamp
L <sub>eq</sub>	40.9 dB		45.5 dB		--- dB	
LF <sub>(max)</sub>	71.9 dB	2019-06-25 11:55:57	--- dB		--- dB	
LF <sub>(min)</sub>	29.2 dB	2019-06-25 12:38:48	--- dB		--- dB	
L <sub>Peak(max)</sub>	--- dB		--- dB		87.6 dB	2019-06-25 11:55:57

### Overloads

Count	Duration
0	0:00:00.0

### Statistics

LAF 5.0	40.6 dB
LAF 10.0	37.3 dB
LAF 33.3	33.2 dB
LAF 50.0	32.2 dB
LAF 66.6	31.5 dB
LAF 90.0	30.5 dB

# Measurement Report

## Report Summary

Meter's File Name	LxT_Data.006	Computer's File Name	SLM_0005532_LxT_Data_006.01.ldbin	
Meter	LxT1 0005532			
Firmware	2.302			
User		Location		
Description				
Note				
Start Time	2019-06-25 10:24:16	Duration	1:09:40.3	
End Time	2019-06-25 11:33:56	Run Time	1:09:39.1	Pause Time 0:00:01.2

## Results

### Overall Metrics

LA <sub>eq</sub>	44.3 dB			
LAE	80.5 dB	SEA	--- dB	
EA	12.6 μPa²h			
EA8	86.8 μPa²h			
EA40	434.0 μPa²h			
LZ <sub>peak</sub>	88.1 dB		2019-06-25 10:24:36	
LAF <sub>max</sub>	68.1 dB		2019-06-25 10:37:35	
LAF <sub>min</sub>	31.6 dB		2019-06-25 11:33:09	
LA <sub>eq</sub>	44.3 dB			
LC <sub>eq</sub>	46.4 dB	LC <sub>eq</sub> - LA <sub>eq</sub>	2.1 dB	
LAI <sub>eq</sub>	47.3 dB	LAI <sub>eq</sub> - LA <sub>eq</sub>	2.9 dB	

### Exceedances

	Count	Duration
LAF > 85.0 dB	0	0:00:00.0
LAF > 115.0 dB	0	0:00:00.0
LZ <sub>peak</sub> > 135.0 dB	0	0:00:00.0
LZ <sub>peak</sub> > 137.0 dB	0	0:00:00.0
LZ <sub>peak</sub> > 140.0 dB	0	0:00:00.0

### Community Noise

<b>LDN</b>	<b>LDay</b>	<b>LNight</b>		
--- dB	--- dB	0.0 dB		
<b>LDEN</b>	<b>LDay</b>	<b>LEve</b>	<b>LNight</b>	
--- dB	--- dB	--- dB	--- dB	

### Any Data

	A		C		Z	
	Level	Time Stamp	Level	Time Stamp	Level	Time Stamp
L <sub>eq</sub>	44.3 dB		46.4 dB		--- dB	
LF <sub>(max)</sub>	68.1 dB	2019-06-25 10:37:35	--- dB		--- dB	
LF <sub>(min)</sub>	31.6 dB	2019-06-25 11:33:09	--- dB		--- dB	
L <sub>Peak(max)</sub>	--- dB		--- dB		88.1 dB	2019-06-25 10:24:36

### Overloads

Count	0
Duration	0:00:00.0

### Statistics

LAF 5.0	46.9 dB
LAF 10.0	46.4 dB
LAF 33.3	44.4 dB
LAF 50.0	41.5 dB
LAF 66.6	40.3 dB
LAF 90.0	38.4 dB

**Ordinance No. 2020-02**  
**Cache County, Utah**  
**Amendments to Title 16 and 17**

---

Amendments to Title 16.01, 16.02, and 17.02 concerning parcel legality, Land Use Authority, and the process for the adoption of land use applications; and to Title 17.07 regarding the use related definition of Recreational Facility

**Whereas**, the State of Utah has authorized Cache County to adopt Subdivision and Land Use Ordinances; and

**Whereas**, the purpose of this ordinance is to provide fair, consistent, and equitable land use regulations for all land owners; and

**Whereas**, the purpose of this ordinance is to provide clarity and ease of use of the County's Subdivision and Land Use Ordinances for all citizens; and

**Whereas**, the Planning Commission caused notice of a public hearing for the amendments to Titles 16 and 17 of the Cache County Ordinance to be advertised at least ten (10) days before the date of the public hearing in *The Herald Journal*, a newspaper of general circulation in Cache County, and;

**Whereas**, on February 6, 2020, at 5:45 p.m., the Planning Commission held a public hearing, accepted all comments, and recommended the approval of the proposed amendments to the County Council for final action; and

**Whereas**, following proper notice, the County Council held a public hearing on March 10, 2020, at 5:30 p.m. to consider any comments regarding the proposed amendments to Titles 16 and 17 of the Cache County Ordinance. The County Council accepted all comments, and;

**Whereas**, the Cache County Council has determined that it is both necessary and appropriate for the County to amend and implement this ordinance.

**Now, therefore, be it ordained** by the County Legislative Body of Cache County that Title 16 - Chapters 1 and 2, and Title 17 - Chapters 2 and 7 of the Cache County Ordinance are hereby amended and superseded as follows:

**1. Statutory Authority**

The statutory authority for enacting this ordinance is Utah Code Annotated Sections 17-27a Part 1 and Part 3 (1953, as amended to date).

**2. Purpose of Provisions**

The purpose of this ordinance is to amend and supersede Title 16 - Chapters 1 and 2, and Title 17 - Chapters 2 and 7, of the Cache County Ordinance regarding parcel legality, Land Use Authority, the process for the adoption of land use applications, the use

related definition of Recreational Facility, and to insure compatibility with surrounding land uses, conformity with the Cache County Comprehensive Plan, consistency with the characteristics and purposes stated for the zones, and protection, preservation and promotion of the public interest, health, safety, convenience, comfort, prosperity and general welfare.

**3. Conclusions**

- A. The amendments to Titles 16 and 17 of the Cache County Ordinance are in conformity with Utah Code Annotated, §17-27a Parts 5 and 6 (1953, as amended), which requires compliance with standards set forth in an applicable ordinance.
- B. It is in the interest of the public and the citizens of Cache County that the proposed amendments to Titles 16 and 17 of the Cache County Ordinance be approved.

**4. Exhibits**

- A. Title 16 - Chapters 1 and 2, and Title 17 - Chapters 2 and 7 of the Cache County Ordinance are amended as detailed in Exhibit A (attached).

**5. Prior Ordinances, Resolutions, Policies And Actions Superseded.**

This ordinance amends and supersedes Title 16 - Chapters 1 and 2, and Title 17 - Chapters 2 and 7 of the Cache County Ordinance, and all prior ordinances, resolutions, policies, and actions of the Cache County Council to the extent that the provisions of such prior ordinances, resolutions, policies, or actions are in conflict with this ordinance. In all other respects, such prior ordinances, resolutions, policies, and actions shall remain in full force and effect.

**6. Effective Date.**

This ordinance takes effect on \_\_\_\_\_, 2020. Following its passage but prior to the effective date, a copy of the ordinance shall be deposited with the County Clerk and a short summary of the ordinance shall be published in a newspaper of general circulation within the County as required by law.

**Approved and adopted** \_\_\_\_\_, 2020.

	In Favor	Against	Abstained	Absent
Borup				
Erickson				
Tidwell				
Ward				
White				
Worthen				
Zilles				
Total				

Cache County Council:

Attest:

\_\_\_\_\_  
 Karl Ward, Chair  
 Cache County Council

\_\_\_\_\_  
 Jill Zollinger  
 Cache County Clerk

Publication Date: \_\_\_\_\_, 2020

1                   **Parcel Legality and Land Use Authority Amendments;**  
2                   **Adoption of Land Use Application Amendments;**  
3                   **Recreational Facility Amendments**

4  
5   **To County Council for public hearing**

6   March 10, 2020

7  
8   **To County Council to set hearing**

9   February 25, 2020

10  
11   **Planning Commission recommendation**

12   Approval (5-yea; 0-nay)

13   Public hearing held on February 6, 2020

14  
15   **Review by County Attorney’s Office**

16   John Luthy

17  
18   **Review by Planning Manager, Interim Director**

19   Chris Harrild

20  
21   **Research and draft by Planner**

22   Angie Zetterquist

23  
24   **General Description**

- 25       • This ordinance addresses parcel legality and clarifies the Land Use Authority for subdivisions.  
26       • This ordinance addresses the process for the adoption of land use applications.  
27       • This ordinance addresses the use related definition of a recreational facility.

28  
29   **This Ordinance**

- 30       • Updates the code language in Title 16 Subdivision Regulations that was overlooked in the  
31       amendments completed in 2019 regarding parcel legality and the Land Use Authority for  
32       subdivisions. These amendments will bring this section of code into alignment with the  
33       previous amendments.  
34       • Removes the requirement for Council approval of land use applications; adds the  
35       requirement that the application reflect the requirements of the County Code.  
36       • Defines the term “room” as relates to a recreational facility, includes minor edits to improve  
37       clarity, and moves related descriptions from the recreational facility definition in the use  
38       related definition section to the general definition section.

43 **County Code Sections Affected**

44 **Amends:**

45 Parcel Legality and Land Use Authority Amendments

- 46 • 16.01.060 – lines 149-153, 154, 157
- 47 • 16.01.070 – line 161
- 48 • 16.02.020 – lines 171, 180-181, 183, 187-190
- 49 • 16.02.040 – lines 200-204
- 50 • 16.02.060 – lines 240, 246
- 51 • 16.03.030 – line 268
- 52 • 16.03.040 – lines 358-359, 371, 374-375
- 53 • 16.04.060 – line 380
- 54 • 16.04.080 – lines 443-444
- 55 • 16.04.090 – line 453
- 56 • 16.04.100 – line 460

57 Adoption of Land Use Application Amendments

- 58 • 17.02.020 – lines 486-488
- 59 • 17.02.030 – lines 499-500

60 Recreation Facility Amendments

- 61 • 17.07.030 – lines 556-557, 559-580
- 62 • 17.02.040 – lines 586-602

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**84 Staff Comments to the Planning Commission from Feb. 6, 2020**

85 The Development Services staff has prepared code amendments (attached) for the review and  
86 recommendation of the Planning Commission to the County Council. The proposed amendments  
87 will add consistency and clarity to the code.

88  
89 Specifically, the proposed changes to Title 16 Subdivisions are related to changes made last year  
90 regarding parcel legality and Land Use Authority. Suggested amendments include removing  
91 references to “1970 parcels”, which no longer exist under the Code, and making the Land Use  
92 Authority designations consistent with changes made to Chapter 17.02 Administration in 2019.

93  
94 A proposed amendment to Chapter 17.02 will allow the Development Services Department to  
95 prepare application forms, which reflect the requirements of the County Code, for required permits  
96 and approvals and place those applications into effect immediately without having to obtain  
97 approval of the County Council for each revision. Due to the current language in the Chapter 17.02,  
98 any change to an application must go to the County Council for approval, which is a time-consuming  
99 process and rarely results in any changes to the application as presented by staff.

100  
101 Finally, the Development Services Department has fielded questions from different developers  
102 regarding Use Type 4100 Recreational Facility. Staff feels the intent of the definition is best clarified  
103 by the Planning Commission and County Council. Specifically, the question is how “room” is defined  
104 for the incidental transient lodging allowed as part of a Recreational Facility. Staff has drafted a  
105 proposed definition for “room” that would only apply to Recreational Facilities, since it is a unique  
106 use type that allows for incidental lodging up to a maximum of 15 rooms, but can be interpreted  
107 differently depending on the point-of-view. For instance, developers typically equate a “room” in a  
108 transient lodging setting as a “key”, which may allow for multiple sleeping quarters in a single,  
109 rentable area. The developer understanding of room/key likely differs from what the intent of the  
110 Planning Commission and County Council was when the original definition was adopted. Staff is  
111 anticipating that there will be new applications for recreational facilities submitted in the next few  
112 months, subsequently, staff is seeking a clarification of this term and has proposed a definition of  
113 “room” that they believe reflects the original intent of the Code.

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129 **Parcel Legality and Land Use Authority Amendments**

130 **16.01.060 General Responsibilities**

- 131 A. The developer shall prepare a plat consistent with the standards contained herein and shall pay  
132 for the design and inspection of the public improvements required. The County shall process said  
133 plats in accordance with the regulations set forth herein.
- 134 B. The Development Services Department shall review the plats for design; for conformity to the  
135 Cache Countywide Comprehensive Plan and to the Cache County Zoning Ordinance; for the  
136 environmental quality of the subdivision design; and shall process the subdivision plats and  
137 reports as provided for in this title.
- 138 C. Proposed subdivisions shall be referred by the Development Services Department to such county  
139 departments and special districts, governmental boards, bureaus, utility companies, and other  
140 agencies which will provide public and private facilities and services to the subdivision for their  
141 information and comment. The Cache County Development Services Office is responsible for  
142 coordinating the comments received from all public and private entities and shall decide which  
143 agencies to refer the proposed subdivisions to.
- 144 D. The County Surveyors Office and County Road Department shall make comments as to  
145 engineering requirements for street widths, grades, alignments and flood control, whether the  
146 proposed public improvements are consistent with this title and other applicable ordinances and  
147 for the inspection and approval of all construction of public improvements. Street layout and  
148 overall circulation shall be coordinated with the Development Services Department
- 149 ~~E. The Planning Commission shall act as an advisory agency to the County Council. It is charged with~~  
150 ~~making investigations, reports and recommendations on proposed subdivisions as to their~~  
151 ~~conformance to the Cache Countywide Comprehensive Plan and Cache County Zoning Ordinance,~~  
152 ~~and other pertinent documents. The Planning Commission shall recommend approval, approval~~  
153 ~~with conditions, or denial of the preliminary and final plats to the County Council.~~
- 154 E. F. The Development Services Department shall approve the form of the final plat, that the  
155 developer dedicating land for use of the public is the owner of record, and that the land is free  
156 and clear of unacceptable encumbrances according to the title report.

157 ~~F. G.~~ The ~~County Council~~ Planning Commission has final jurisdiction in the approval of subdivision  
158 plats; the establishment of requirements for and design standards of public improvements; and  
159 the acceptance of lands and public improvements that may be proposed for dedication.

160

161 **16.01.070: Site Preparation Work Prohibited**

162 No excavation, grading or regrading, or removal of vegetation for a proposed subdivision shall take  
163 place and no building permits shall be issued until a proposed subdivision has received approval  
164 from the ~~Cache County Council~~ Planning Commission and the subdivision has been recorded in the  
165 office of the Cache County Recorder, as required herein.

166

167 **16.02.020: Natural Barrier**

168 A. Applicants may utilize natural or manmade obstructions as boundary lines for subdivisions in  
169 conformance with this title and the Zoning Ordinance.

170 B. An application may be made for any lot that is clearly separated by a natural or manmade barrier  
171 within the Agricultural Zone. ~~Natural barrier determinations do not create new 1970 parcels.~~

172 1. Natural barrier determinations of this type will require that the lot is of sufficient size to allow  
173 for access, sewer/septic and water, and that further variances will not be required for  
174 development of the lot.

175 2. Natural barrier determinations that do not meet the minimum density requirements for the  
176 zone within which the parcel is located may apply to the Board of Adjustments for a variance  
177 to the density requirement.

178 a. The Board of Adjustments shall consider any such request in compliance with state and  
179 county code requirements.

180 3. The ~~Director of Development Services~~ Planning Commission is the land use authority for  
181 natural barrier determinations. In the event that the ~~Director~~ Planning Commission or  
182 applicant requires further review of a proposed natural barrier, the County Council shall be the  
183 land use authority. Any appeal of the ~~Director's~~ Planning Commission's decision ~~shall~~ **must** be  
184 reviewed by the Board of Adjustments.

185 4. Parcels created through the natural barrier process are allowed further subdivision in  
186 accordance with the standards of the Cache County Ordinance currently in effect.

187 C. Each parcel created by a natural barrier determination ~~made prior to October 11, 2005~~, may be  
188 allowed to be further divided in compliance with this Ititle and Title 17 of this code. ~~Each parcel~~  
189 ~~created prior to October 11, 2005, by the natural barrier determination shall be allowed to develop~~  
190 ~~as if it were a 1970 parcel.~~

191  
192 **16.02.040: Approval Process**

193 Subdivisions are to be approved utilizing the following process (any alterations in this process shall  
194 be approved by the Director of Development Services):

195 A. Concept Plan: Upon completing a concept plan, applicants may request that the Director and/or  
196 the Planning Commission review all applicable codes and identify any preliminary issues which  
197 are likely to be of concern in evaluating the subdivision.

198 B. Preliminary Plat: Applicants ~~shall~~ **must** submit to the Director a completed subdivision application,  
199 a preliminary plat, and any other associated materials deemed necessary by this code or by the  
200 Director. This information shall be reviewed by the Planning Commission ~~and a recommendation~~  
201 ~~for action shall be forwarded to the County Council.~~

202 C. Final Plat: The ~~County Council~~ Planning Commission ~~must~~ **shall** review the application, proposed  
203 plat, and any recommendations by staff ~~and/or the Planning Commission~~. The Council Planning  
204 Commission may approve, approve with stipulations or alterations, or deny any subdivision plat.

205 D. Final Plat Recordation: The final step in the review and approval process is the recordation of the  
206 final plat of the proposed subdivision in the office of the Cache County Recorder. It shall be the  
207 responsibility of the Director to ensure that all stipulations/alterations have been completed and  
208 that the plat meets all applicable codes prior to recordation.

209  
210 **16.02.060: Cluster Subdivision Option**

211 The cluster subdivision option is provided by Cache County to encourage creativity in subdivision  
212 design, to encourage the achievement of the goals and policies of the Cache Countywide  
213 Comprehensive Plan, and to allow for the protection of natural features and the provision of  
214 features and amenities for the subdivision site and Cache County. Full compliance with all the  
215 provisions of this title and all other applicable state and federal requirements is required.

**Exhibit A of Ord. 2020-02**

- 216 A. An application for a cluster subdivision shall be submitted to the Director of Development  
217 Services and shall be considered concurrently with an application for subdivision approval. All use  
218 requirements of the zoning district in which the cluster subdivision is located shall apply; and the  
219 application requirements for either a preliminary subdivision plat application, final subdivision  
220 plat application, or lot split subdivision application, as applicable, shall apply.
- 221 B. The total number of dwelling units allowed in a cluster subdivision shall be the same as the  
222 number allowed by the minimum lot area requirements of the zoning district in which the  
223 proposed cluster subdivision is located. Any land(s) used for other uses shall not be included in  
224 the area for determining the total number of allowed dwelling units. The total number of allowed  
225 dwelling units must also recognize any sensitive areas overlay requirements that may be  
226 applicable to the development site as identified in chapter 17.18 of this code.
- 227 C. The land(s) proposed for a cluster subdivision shall be in a single ownership or the application for  
228 a cluster subdivision shall be filed jointly by all owners.
- 229 D. A "cluster" is a designed grouping of residential lots of two (2) or more lots which may be used as  
230 a repetitive motif to form a series of clusters. Each cluster grouping shall be separated by either  
231 an agricultural area or natural open space to form the larger cluster subdivision.
- 232 E. Total open space areas for a cluster subdivision must be fifty percent (50%) or greater of the total  
233 area of the subdivision.
- 234 F. All roads developed within the cluster subdivision shall be designed and constructed in  
235 accordance with the county's road standards, and shall also be designed in a manner as to limit  
236 the amount of impact on the open space areas of the subdivisions.
- 237 G. All areas to be preserved for farm use and/or open space areas as a result of a cluster subdivision  
238 approval shall be preserved. These areas shall only be used, and shall be maintained in  
239 accordance with the conditions of the cluster subdivision approval as approved by the ~~County~~  
240 Council Planning Commission. Such area(s) shall be noted on the subdivision plat as an  
241 agricultural or open space area with future residential and commercial development prohibited.
- 242 H. The maximum density, or number of lots allowed, is based on the total amount of developable  
243 land. "Developable land" is defined as land that is not restricted by hill slopes (grades greater  
244 than 20 percent), wetlands, floodplains, natural water features, or other lands that may be

245 deemed undevelopable in conformance with Title 17.18 of this code or as determined by the  
246 Planning Commission ~~or County Council~~.

247

248 **16.03.030: Preliminary Subdivision Plat Requirements**

249 The following information is required for the subdivision of all lands located within Cache County.

250 The applicant may be required to provide other information as required by the Director of  
251 Development Services, Planning Commission, and/or County Council necessary to evaluate the  
252 proposed subdivision.

253 A. An application for a subdivision, provided by the Director, completed and signed by the owner(s),  
254 or authorized agent of the owner(s), of the land parcel(s) proposed to be subdivided.

255 B. A preliminary subdivision plat shall be prepared by a licensed land surveyor in pen and the sheets  
256 shall be numbered in sequence if more than one sheet is used or required by the Director.

257 C. The preliminary subdivision plat shall show the following:

258 1. The layout or configuration of the proposed subdivision at a scale of no more than one inch  
259 equals one hundred feet (1" = 100'), or as recommended by the Director;

260 2. Located at the top and center of the subdivision plat the proposed name of the subdivision and  
261 the section, township, range, principal median, and county of its location;

262 3. A title block, placed on the lower right hand corner of the plat showing:

263 a. Name and address of owner(s) of record; and

264 b. Name and address of the licensed land surveyor responsible for preparing the preliminary  
265 plat; and

266 c. Date of preparation of the preliminary subdivision plat, and any revision dates;

267 4. Signature blocks prepared, as required and provided by the county, for the dated signatures of  
268 the ~~County Council Chair attested to by the County Clerk~~, Planning Commission Chair, Deputy  
269 County Surveyor, County Attorney, County Recorder and Bear River Board of Health Director;

270 5. North arrow, graphic and written scale, and the basis of bearings used;

271 6. Bearings shall be shown to the nearest second; lengths to the nearest hundredth foot; areas to  
272 the nearest hundredth acre;

273 7. Tabulation of the number of acres in the proposed subdivision, showing the total number of  
274 lots, and the areas of each lot;

- 275 8. A vicinity map of the site at a minimum scale of one inch equals two thousand feet  
276 (1" = 2,000');
- 277 9. Surveyed boundary of the proposed subdivision; accurate in scale, dimension, and bearing;  
278 giving the location of and ties to the nearest two (2) existing government control monuments.  
279 This information shall provide data sufficient to determine readily the location, bearing, and  
280 length of all lines and the location of all proposed monuments. The names of all adjoining  
281 property owners shall be shown;
- 282 10. A legal description of the entire subdivision site boundary;
- 283 11. All existing monuments found during the course of the survey (including a physical description  
284 such as "brass cap");
- 285 12. Identification of known natural features including, but not limited to, wetlands as identified  
286 by the U.S. army corps of engineers, areas which would be covered in the event of 100-year  
287 floods, all water bodies, floodways and drainage ways, slopes exceeding twenty percent (20%)  
288 and slopes exceeding thirty percent (30%), and any other natural features as required by the  
289 Director, Planning Commission, or County Council for the entire or a portion of the subdivision  
290 site, including a tabulation of the acres in each;
- 291 13. Identification of known manmade features including, but not limited to, high voltage power  
292 lines, high pressure gas lines, hard surfaced roads, road easements, road rights of way, bridges,  
293 culverts and drainage channels, field drains, existing water and sewer trunk lines, all utility  
294 easements, railroads and railroad easements, irrigation ditches, canals and canal easements  
295 within and adjacent to the subdivision site as required by the Director, Planning Commission,  
296 or County Council for the entire or a portion of the subdivision site;
- 297 14. The location and dimensions of all existing buildings, existing property lines and fence lines;
- 298 15. The location with name and parcel number of all existing platted lots within, or contiguous to  
299 the subdivision site;
- 300 16. All lots, rights of way, and easements created by the subdivision with their boundary,  
301 bearings, lengths, widths, name, number, or purpose, shall be given. The addresses of all lots  
302 shall be shown. All proposed new roads, whether public or private, shall be numbered, as  
303 provided by the Development Services Department, with the coordinates to proposed  
304 connections to existing county roads being shown;

- 305 17. All existing and proposed roadway locations and dimensions, including the width of the  
306 driving surface and the rights of way, with cross sections of all proposed roads. All proposed  
307 roads shall be designed to comply with the adopted road standards of Cache County;
- 308 18. Location and size of existing and proposed culinary water and sewer lines and/or, the location  
309 of all wells proposed, active and abandoned, and springs used for culinary water and the  
310 location of all septic systems and drain fields, as applicable, and the location of fire hydrants,  
311 and secondary water facilities if proposed as required by the Director, Planning Commission, or  
312 County Council for the entire or a portion of the subdivision site shall be shown;
- 313 19. Proposed storm water drainage system for both surface and flood water, including any  
314 drainage easements and natural drainage ways, indicating how the flow will be altered with  
315 the proposed development;
- 316 20. Layout of proposed power lines, including the source and connection to the existing power  
317 supply, together with the location of existing and proposed bridges, culverts, utilities, utility  
318 easements, and any common space or open space areas including the location and dimensions  
319 of all property proposed to be set aside for public or private reservation, with designation of  
320 the purpose of those set aside, and conditions, if any, of the dedication or reservation;
- 321 21. Located on the preliminary plat, or separate map, the identification of the minimum building  
322 setback lines for each lot shall be shown;
- 323 22. An indication of the use for all proposed lots including required plat notes identifying  
324 agricultural protection areas, and other proposed or required protective and restrictive  
325 covenants;
- 326 23. Endorsement on the plat by every person having a security interest in the subdivision  
327 property that they are subordinating their liens to all covenants, servitudes, and easements  
328 imposed on the property;
- 329 24. All monuments erected, corners, and other points established in the field in their proper  
330 places. The material of which the monuments, corners, or other points are made shall be  
331 noted. The legend for metal monuments shall indicate the kind of metal, the diameter, and  
332 length of the monuments;

- 333 25. A letter or other written form of consent by the owner including a reference to the named  
334 subdivision and the dedication of public ways or spaces, as required. This shall be signed,  
335 dated, and notarized;
- 336 26. A surveyor's certificate showing the name and registration number of the land surveyor  
337 responsible for making the final plat, and certifying to the plat's accuracy. A simple subdivision  
338 may not require a full survey, but instead may be completed through a metes and bounds  
339 determination. A waiver form shall be approved by the Cache County Recorder, the County  
340 Surveyor (or their representative), and the Director;
- 341 27. Any subdivision notes as required by the Director. An approved list of all possible notes and  
342 their applicability shall be maintained by staff.
- 343 D. A title report for the property proposed to be subdivided provided by a title company within  
344 thirty (30) days of the date of subdivision application.
- 345 E. A development phasing schedule (if applicable) including the sequence for each phase,  
346 approximate size in area of each phase, and proposed phasing of construction of all private and  
347 public improvements.
- 348 F. A tax clearance from the Cache County Treasurer indicating that all taxes, interest and penalties  
349 owing for the property have been paid.
- 350 G. The names and addresses of all owners of record of real property within three hundred feet  
351 (300') of the parcel of land proposed for subdivision, including the names and addresses of the  
352 holders of any known valid mineral leases.
- 353 H. Payment of the nonrefundable administrative processing fee, and a refundable preliminary plat  
354 application fee, as established by resolution by the County Council.

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356 **16.03.040: Final Subdivision Plat Requirements**

357 The final subdivision plat is required for the recordation of a subdivision plat as approved by the  
358 Planning Commission ~~and County Council~~. The final plat shall reflect any changes to the proposed  
359 plat required by the ~~County Council~~ Planning Commission, and ~~must shall~~ be reviewed by the  
360 Director of Development Services for completeness prior to recordation.

361 A. A final subdivision plat shall be prepared by a licensed land surveyor, and conforming to current  
362 surveying practice and in a form acceptable to the Cache County Recorder for recordation. The

363 final subdivision plat shall contain all of the information required in the preliminary subdivision  
364 plat and shall be presented to the Director in the following form: one 24-inches by 36-inches in  
365 ink on reproducible mylar copy of the final subdivision plat along with one digital copy (type to be  
366 specified by the Director) at the same scale and containing the same information. All sheets shall  
367 be numbered and referenced to an index map and all required certificates shall appear on a  
368 single sheet (along with the index and vicinity maps). All revision dates must be shown as well as  
369 the following:

- 370 1. Notation of any self-imposed restrictions, or other restrictions, if required by the Planning  
371 Commission ~~or County Council~~ in accordance with this title or Title 17 of this code;
- 372 2. Other final subdivision plat notes, as required by the Planning Commission or County Council.
- 373 B. All of the required signature blocks shall be signed prior to the recordation of the final plat.
- 374 C. All other requirements of this title, Title 17 of this code, or of the ~~County Council~~ Planning  
375 Commission shall be met prior to the recordation of the final plat.

376

377 **16.04.060: Utilities and Easements**

378 Utility easements shall be provided within the subdivision as required for public utility purposes.  
379 Easements shall be dedicated along all front, rear, and side setbacks as deemed necessary by the  
380 ~~County Council~~ Planning Commission and/or utility providers.

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382 **16.04.080: Suitability Requirements for Subdivisions**

383 The following information is required as part of a subdivision review to establish the availability of  
384 basic services required to provide for the public health, safety, and welfare.

385 A. Water Requirements:

- 386 1. Domestic water rights are required for all subdivided lot(s) with the exception of subsection  
387 [A][1][a] of this section. The land use authority may also require culinary water systems on  
388 any subdivision. The required water rights shall be as approved by the State Division of Water  
389 Quality and in conformance with Utah Administrative Code R309-510.
- 390 a. Subdivisions may be approved with a single dry lot. Any dry lot approved shall be labeled  
391 clearly on the plat as "Dry Lot - Restricted for development until an approved domestic  
392 water right is provided". In addition to the plat notation, a certificate shall be recorded on

393 each new dry lot created stating that the lot has been approved, but that domestic water  
394 shall be required prior to the issuance of a zoning clearance. The plat notation may be  
395 removed by the Director of Development Services upon evidence that an approved water  
396 right has been assigned to the lot.

397 2. If a water source being utilized for a lot is not located within that lot, appropriate easements  
398 and rights of way shall be provided and recorded with the plat, or at such time that  
399 development occurs.

400 3. The land use authority may require that secondary (irrigation) water rights for a subdivided  
401 lot(s) be established as a condition of any subdivision approval. The amount of water required  
402 shall be in conformance with Utah Administrative Code R309-510.

403 4. Any secondary water presented to fulfill the requirements of this title shall indicate the source  
404 of the water, proof of water rights, and the equivalent amount of acre feet.

405 B. Sewage Requirements:

406 1. Subdivision applications, proposing individual on site wastewater disposal systems, shall  
407 include feasibility reports meeting the requirements of the Bear River Health Department or  
408 Utah Department of Environmental Quality, as applicable, for each lot proposed. All applicants  
409 for a subdivision where on site wastewater systems are proposed shall provide a septic tank  
410 permit or septic tank feasibility letter from the applicable authority for the entire subdivision  
411 and/or each lot proposed. The minimum lot size, as determined in each base zoning district,  
412 may be increased as required to ensure that each lot will be able to provide adequate on site  
413 sewer treatment.

414 2. If a subdivision requires that off site facilities be provided, appropriate easements and rights of  
415 way shall be required. Additionally, any engineering, site studies, or other requirements by the  
416 health department shall be conditions of approval for the proposed subdivision.

417 3. Alternative sewage treatment may be required in conformance with Title 17.10.050 (4)(b).

418 C. Fire Control: A review provided by the Cache County Fire District identifying any items related to  
419 providing the proposed subdivision with adequate fire protection and suppression services  
420 including but not limited to:

421 1. Ability to meet the requirements of the International Fire code

- 422 2. Suitable equipment access based on the needs of the proposed use including but not limited  
423 to sufficient roadway improvements (minimum width, structural stability, turn-around  
424 capabilities, year round maintenance, and other legal requirements.)
- 425 3. Access to suitable water supply for fire protection (water tenders, hydrants, storage tanks, or  
426 as otherwise required)
- 427 D. School Bus Service: A review provided by the Cache County School District, identifying any items  
428 related to the provision of school bus services.
- 429 E. Roads and Access: A review provided by the Development Services Department that identifies the  
430 following:
- 431 1. Basic layout of the existing road(s) proposed to service the subdivision  
432 2. A basic analysis, to the extent possible, outlining if the existing roads meet current standards  
433 as outlined within Title 12.  
434 3. A review of the existing maintenance efforts, both summer (pavement preservation vs.  
435 grading) and winter (snow removal services).  
436 4. Additional information that would impact access issues related to the proposed subdivision or  
437 the traveling public.
- 438 Alternatively, if the proposed subdivision is accessed directly from a state highway, an access  
439 permit as required by the state of Utah Department of Transportation shall be provided with  
440 the application materials. A UDOT review through the Cache Access Management Program  
441 shall be provided prior to Planning Commission review of the plat.
- 442 F. Solid Waste Disposal: If the proposed subdivision is located outside of the boundaries of Service  
443 Area #1, a garbage or refuse plan shall be provided for review by the ~~County Council~~ Planning  
444 Commission.
- 445 G. Other Information and Materials: The Land Use Authority may require, with the reasons for such  
446 request being identified as either code requirements or items of concern as specified on the  
447 record, the applicant to provide additional information including but not limited to feasibility  
448 studies and/or evidence indicating suitability of the area for the proposed subdivision.

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452 **16.04.090 Redesign**

453 The ~~County Council~~ Planning Commission may require that a subdivision be redesigned based on a  
454 recommendation from either staff or the Planning Commission. The redesign may be required based  
455 on either site constraints that may include, but are not limited to: topography, floodplain or  
456 waterways, historic or culturally significant elements, access issues, or other natural features. A  
457 redesign of a subdivision may also be required based on land use planning external to the site.

458  
459 **16.04.100: Completion of Development Improvements**

460 A. Improvements: The ~~County Council~~ Planning Commission may require on-site and off-site  
461 improvements as outlined within County Code or as otherwise determined necessary by the Land  
462 Use Authority based on the record as required to protect the public health, safety, and welfare

463 B. No development shall be recorded until all of the conditions for approval have been met and all  
464 required improvements have been completed to the standards and specifications established by  
465 the county or other codes, laws, or regulations unless an improvement agreement is in place as  
466 defined by 17.07.040. The following minimum requirements also apply:

- 467 1. Construction within the subdivision shall conform to all federal and state regulations.  
468 2. Construction drawings and construction within the subdivision shall conform to the Cache  
469 County Ordinance and Manual of Roadway Design and Construction Standards.

470 C. Permits must be obtained for construction of the infrastructure facilities within the subdivision.

471 D. Issuance of Permits: No permits for structures shall be issued within a development that has not  
472 completed all improvements and/or conditions. However, the Director of Development Services  
473 may, upon review of health, safety, and/or access concerns, issue permits for non-combustible  
474 construction only.

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**Adoption of Land Use Application Amendments**

**17.02.020 Rules of Procedure**

A. The Development Services Department shall adopt rules of procedure establishing the application and decision making process for required permits and approvals. These policies and procedures, including preparation of applications, must reflect the requirements of County Code, ~~but not limited to, applications and Permitting~~ fees, must be approved by resolution by the County Council. The collected fees must be used to defray the costs of administering land use requests or appeals.

**17.02.030 Establishing Land Use Authority Duties, Authorities, and Powers**

A. Director:

1. The Cache County Director of Development Services is established and functions as specified in Title 2.4 of the County Code and in this chapter; and
2. The Director must be appointed by the Cache County Executive; and
3. The Director has the duties, authority, and powers as set forth in this chapter.
4. The Director must:
  - a. Adopt procedures for land use application processes. ~~These procedures must be approved by the County Council~~; and
  - b. Administer and enforce the Land Use Ordinance, the Cache County Subdivision Ordinance, and any associated policies or procedures; and
  - c. Determine the mapped location of a base or overlay zoning district boundary in instances where the location may be unclear. The Director must consider the following criteria in reaching a decision:
    - i. The policies and development standards that apply to the base or overlay zoning district; and
    - ii. Where a base or overlay zoning district map boundary is shown following a road, right-of-way line, interstate highway, public utility right-of-way, railroad line, a stream or watercourse, or a line located midway between the main track of a railroad, the base or overlay zoning district map boundary is deemed to be

512 changed automatically whenever such centerline is changed by natural or  
513 artificial means; and

514 d. Interpret the Use Related Definitions in the applicable base or overlay zoning district as  
515 contained in chapter 17.09 Schedule of Zoning Uses, of this title; and

516 5. Designee: The Director may assign a designee to act as the land use authority in the place of  
517 the Director. Any designee must be identified in writing by the Director prior to any land use  
518 decision by the designee.

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553 **Recreation Facility Amendments**

554 **17.07.030 Use Related Definitions, Section A**

555 4100 RECREATIONAL FACILITY: A place, either indoor or outdoor, designed and equipped for the  
556 conduct of sports and leisure time activities that ~~are~~ is operated as a business and/or open to  
557 the general public. ~~These facilities are typically~~ A recreational facility is operated for a period  
558 of greater than 30 days per year and may also include incidental transient lodging  
559 accommodations for up to 15 rooms. For the purposes of a recreational facility only, "room"  
560 is defined as a self-contained area within a structure that has a maximum of two sleeping  
561 areas, one bathroom, and no provision for cooking. A room provides sleeping  
562 accommodations for the general public utilizing the associated recreational facility. All rooms  
563 associated with a recreational facility must be contained within a single structure, and access  
564 to rooms must be primarily from interior lobbies or halls. A central kitchen and dining room  
565 catering to guests and the general public can be provided within the same structure. This  
566 ~~also~~ The term recreational facility includes, but is not limited to, the following ~~specific uses:~~  
567 ski facility, golf course, and campground.

568 ~~1. Ski Facility: A recreational use, with associated facilities and improvements, for~~  
569 ~~downhill or cross-country skiing, snowboarding, snowshoeing, snowmobiling, or other~~  
570 ~~snow related activities. Associated facilities and improvements include, but are not~~  
571 ~~limited to: transient lodging; food, retail, and support services; recreational and~~  
572 ~~fitness facilities; parking accommodations; and other uses of a similar nature~~  
573 ~~specifically authorized in conjunction with the operation of the facilities as a resort.~~

574 ~~2. Golf Course: A tract of land laid out with at least nine holes for playing a game of golf~~  
575 ~~and improved with tees, greens, fairways, and hazards. A golf course may include a~~  
576 ~~clubhouse, restrooms, driving range, and shelters as accessory uses.~~

577 ~~3. Campground: Any area with more than three (3) sites that are improved for~~  
578 ~~occupancy by transients using recreational vehicles, motor homes, mobile trailers, or~~  
579 ~~tents for dwelling, lodging, or sleeping purposes with a maximum duration of stay of~~  
580 ~~two (2) weeks.~~

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**17.07.040 General Definitions**

CAMPGROUND: Any area with more than 3 campsites that are improved for occupancy by transients using recreational vehicles, motor homes, mobile trailers, or tents for dwelling, lodging, or sleeping purposes with a duration of stay for a period of 30 days or less.

CAMPSITE: An area within a campground designed or used to accommodate one party in a single travel trailer, recreational vehicle, or tent.

GOLF COURSE: A tract of land laid out with at least nine holes for playing a game of golf and improved with tees, greens, fairways, and hazards. A golf course may include a clubhouse, restrooms, driving range, and shelters as accessory uses.

SKI FACILITY: A tract of land, with associated improvements, used for downhill or cross country skiing, snowboarding, snowshoeing, snowmobiling, or other snow related activities. Associated improvements may include, but are not limited to: facilities for the preparation or sale of food, retail, and support services facilities; recreational and fitness facilities; parking facilities; and other facilities of a similar nature that are specifically authorized by the land use authority as part of the conditional use permit approval to operate a recreational facility.

**RESOLUTION NO. 2020 – 04**

**A RESOLUTION INCREASING THE BUDGET APPROPRIATIONS FOR CERTAIN COUNTY DEPARTMENTS.**

The Cache County Council, in a duly convened meeting, pursuant to Sections 17-36-22 through 17-36-26, Utah Code Annotated, 1953 as amended, finds that certain adjustments to the Cache County budget for 2020 are reasonable and necessary; that the said budget has been reviewed by the County Executive with all affected department heads; that a duly called hearing has been held and all interested parties have been given an opportunity to be heard; that the County Council has given due consideration to matters discussed at the public hearing and to any revised estimates of revenues; and that it is in the best interest of the County that these adjustments be made.

NOW THEREFORE, it is hereby resolved that:

Section 1.

The following adjustments are made to the 2020 budget for Cache County:

**See attached**

Section 2.

Other than as specifically set forth above, all other matters set forth in the 2020 budget shall remain in full force and effect.

Section 3.

This resolution shall take effect immediately upon adoption and the County Executive and other county officials are authorized and directed to act accordingly.

This resolution was duly adopted by the Cache County Council on the 24<sup>th</sup> day of March, 2020.

ATTESTED TO:

CACHE COUNTY COUNCIL

\_\_\_\_\_  
Jill N. Zollinger, Cache County Clerk-Auditor

\_\_\_\_\_  
Karl Ward, Council Chair



# BUDGET AMENDMENT

EXECUTIVE SUMMARY FOR RESOLUTION 2020-04

March 10, 2020 at 6:00 PM

<b>GENERAL FUND</b>	<b>Budget: \$31,830,700</b>	<b>Proposed: \$32,649,000</b>
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## Revenues

<b>Intergovernmental</b>		<b>Budget: \$1,089,100</b>	<b>Proposed: \$1,187,400</b>
100-33-12350	FEDERAL GRANT - SCAAP: Increase to the federal SCAAP award. These funds can be used for the probation program.		98,300
Total Change			98,300

<b>Charges for Services</b>		<b>Budget: \$6,361,600</b>	<b>Proposed: \$6,386,600</b>
100-34-47700	ADMIN FEES: Estimated administration fees to cover costs associated with garbage billing and collection.		25,000
Total Change			25,000

<b>Miscellaneous Revenue</b>		<b>Budget: \$1,902,000</b>	<b>Proposed: \$2,124,500</b>
100-36-95000	LEASE PROCEEDS: Provide funding to correct Sheriff's patrol vehicle lease.		222,500
Total Change			222,500

<b>Contributions and Transfers In</b>		<b>Budget: \$162,000</b>	<b>Proposed: \$634,500</b>
100-38-90000	APPROPRIATED FUND BALANCE: Reduced need for fund balance appropriation due to the adjustments in the Sheriff's patrol vehicle lease program.		-56,800
100-38-90500	APP FUND BAL - PO CARRY OVER: Fund balance appropriated to provide funding for PO's authorized prior to the beginning of the year.		529,300
Total Change			472,500

<b>Total General Fund Revenues</b>	<b>\$818,300</b>
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## Expenditures

<b>Council</b>		<b>Budget: \$131,900</b>	<b>Proposed: \$128,100</b>
100-4112-110	FULL TIME EMPLOYEES: Provide funding for the implementation of the 2020 pay plan.		-3,700
100-4112-130	EMPLOYEE BENEFITS: Provide funding for the implementation of the 2020 pay plan.		-600
100-4112-999	A&C ALLOC - COUNCIL 10%: Cost allocation to the Tax Administration fund.		500
Total Change			-3,800

<b>Executive</b>		<b>Budget: \$459,800</b>	<b>Proposed: \$450,000</b>
100-4131-110	FULL TIME EMPLOYEES: Provide funding for the implementation of the 2020 pay plan.		-6,000
100-4131-130	EMPLOYEE BENEFITS: Provide funding for the implementation of the 2020 pay plan.		-5,600
100-4131-999	A&C ALLOC - EXECUTIVE 15%: Cost allocation to the Tax Administration fund.		1,800
Total Change			-9,800

<b>Finance</b>		<b>Budget: \$521,100</b>	<b>Proposed: \$531,600</b>
100-4132-110	FULL TIME EMPLOYEES: Allocation of funding to implement the 2020 pay plan.		4,900
100-4132-130	PAYROLL TAXES AND BENEFITS: Provide funding for the implementation of the 2020 pay plan.		-4,900



## BUDGET AMENDMENT

EXECUTIVE SUMMARY FOR RESOLUTION 2020-04

March 10, 2020 at 6:00 PM

100-4132-520	COLLECTION COSTS: Allocation to cover costs associated with garbage billing and collection.	25,000
<b>Total Change</b>		<b>25,000</b>

<b>Human Resources</b>		<b>Budget: \$362,600</b>	<b>Proposed: \$355,600</b>
100-4134-110	FULL TIME EMPLOYEES: Allocation of funding to implement the 2020 pay plan.		9,900
100-4134-130	EMPLOYEE BENEFITS: Provide funding for the implementation of the 2020 pay plan.		-18,200
100-4134-999	A&C ALLOC - HUMAN RESOURCE 15%: Cost allocation to the Tax Administration fund.		1,300
<b>Total Change</b>			<b>-7,000</b>

<b>GIS</b>		<b>Budget: \$122,500</b>	<b>Proposed: \$110,700</b>
100-4135-110	FULL TIME EMPLOYEES: Provide funding for the implementation of the 2020 pay plan.		-6,100
100-4135-130	EMPLOYEE BENEFITS: Provide funding for the implementation of the 2020 pay plan.		-6,800
100-4135-999	A&C ALLOC - GIS 60%: Cost allocation to the Tax Administration fund.		1,100
<b>Total Change</b>			<b>-11,800</b>

<b>IT</b>		<b>Budget: \$978,100</b>	<b>Proposed: \$976,900</b>
100-4136-110	FULL TIME EMPLOYEES: Allocation of funding to implement the 2020 pay plan.		28,800
100-4136-130	EMPLOYEE BENEFITS: Provide funding for the implementation of the 2020 pay plan.		-30,600
100-4136-999	A&C ALLOCATION - 30%: Cost allocation to the Tax Administration fund.		600
<b>Total Change</b>			<b>-1,200</b>

<b>Auditor</b>		<b>Budget: \$29,000</b>	<b>Proposed: \$29,200</b>
100-4141-110	FULL TIME EMPLOYEES: Allocation of funding to implement the 2020 pay plan.		3,000
100-4141-130	EMPLOYEE BENEFITS: Provide funding for the implementation of the 2020 pay plan.		-1,100
100-4141-999	A&C ALLOC - AUDITOR 86%: Cost allocation to the Tax Administration fund.		-1,700
<b>Total Change</b>			<b>200</b>

<b>Clerk</b>		<b>Budget: \$119,200</b>	<b>Proposed: \$127,500</b>
100-4142-110	FULL TIME EMPLOYEES: Allocation of funding to implement the 2020 pay plan.		6,200
100-4142-130	EMPLOYEE BENEFITS: Allocation of funding to implement the 2020 pay plan.		2,100
<b>Total Change</b>			<b>8,300</b>

<b>Recorder</b>		<b>Budget: \$198,100</b>	<b>Proposed: \$178,100</b>
100-4144-110	FULL TIME EMPLOYEES: Provide funding for the implementation of the 2020 pay plan.		-15,200
100-4144-120	PART TIME EMPLOYEES: Provide funding for the implementation of the 2020 pay plan.		-1,200
100-4144-130	EMPLOYEE BENEFITS: Provide funding for the implementation of the 2020 pay plan.		-23,600
100-4144-620	MISC SERVICES: Provide funding to replace wide format printer. The printer died and is no longer usable.		-9,300
100-4144-740	CAPITALIZED EQUIPMENT: Allocation to replace wide format printer.		9,300
100-4144-999	A&C ALLOC - RECORDER 50%: Cost allocation to the Tax Administration fund.		20,000
<b>Total Change</b>			<b>-20,000</b>



## BUDGET AMENDMENT

EXECUTIVE SUMMARY FOR RESOLUTION 2020-04

March 10, 2020 at 6:00 PM

<b>Attorney</b>		<b>Budget:</b>	<b>\$1,650,200</b>	<b>Proposed:</b>	<b>\$1,800,800</b>
100-4145-110	FULL TIME EMPLOYEES: Allocation of funding to implement the 2020 pay plan.			100,000	
100-4145-120	PART TIME EMPLOYEES: Provide funding for the implementation of the 2020 pay plan.			-29,400	
100-4145-130	EMPLOYEE BENEFITS: Allocation of funding to implement the 2020 pay plan.			55,000	
100-4145-311	SOFTWARE PACKAGES: Allocation for additional storage space for Attorney's Office Justware Application.			40,000	
100-4145-999	A&C ALLOC - ATTORNEY 9%: Cost allocation to the Tax Administration fund.			-15,000	
<b>Total Change</b>				<b>150,600</b>	

<b>Victim Advocate - VOCA</b>		<b>Budget:</b>	<b>\$442,400</b>	<b>Proposed:</b>	<b>\$227,500</b>
100-4148-110	FULL TIME EMPLOYEES: Updated Grant amounts for the FY 18-19 and FY 19-20 awards. Amounts that were expensed prior to July 1 are updated in the original account. Amounts from July 1 and forward are being split out to multiple departments for tracking purposes and grant compliance.			-130,600	
100-4148-115	OVERTIME: Updated Grant amounts for the fiscal year 2018-2019 and fiscal year 2019-2020 awards.			1,100	
100-4148-120	PART TIME EMPLOYEES: Updated Grant amounts for the fiscal year 2018-2019 and fiscal year 2019-2020 awards.			-28,700	
100-4148-130	EMPLOYEE BENEFITS: Updated Grant amounts for the fiscal year 2018-2019 and fiscal year 2019-2020 awards.			-60,900	
100-4148-230	TRAVEL: Updated Grant amounts for the fiscal year 2018-2019 and fiscal year 2019-2020 awards.			5,000	
100-4148-235	TRAVEL - SAS: Updated Grant amounts for the fiscal year 2018-2019 and fiscal year 2019-2020 awards.			-800	
100-4148-240	OFFICE EXPENSE & SUPPLIES: Updated Grant amounts for the fiscal year 2018-2019 and fiscal year 2019-2020 awards.			-3,200	
100-4148-245	OFFICE SUPPLIES - SAS: Updated Grant amounts for the fiscal year 2018-2019 and fiscal year 2019-2020 awards.			-600	
100-4148-250	EQUIP SUPPLIES & MAINT: Updated Grant amounts for the fiscal year 2018-2019 and fiscal year 2019-2020 awards.			-15,300	
100-4148-251	NON-CAPITALIZED EQUIPMENT: Updated Grant amounts for the fiscal year 2018-2019 and fiscal year 2019-2020 awards.			1,500	
100-4148-255	EQUIP SUPPLIES/MAINT - SAS: Updated Grant amounts for the fiscal year 2018-2019 and fiscal year 2019-2020 awards.			-1,000	
100-4148-280	COMMUNICATIONS: Updated Grant amounts for the fiscal year 2018-2019 and fiscal year 2019-2020 awards.			-600	
100-4148-450	SPEC DEPT-EMERG ASSISTANCE: Updated Grant amounts for the fiscal year 2018-2019 and fiscal year 2019-2020 awards.			19,200	
<b>Total Change</b>				<b>-214,900</b>	

<b>Victim Services - VAWA</b>		<b>Budget:</b>	<b>\$198,500</b>	<b>Proposed:</b>	<b>\$135,200</b>
100-4149-110	FULL TIME EMPLOYEES: Updated Grant amounts for the fiscal year 2018-2019 and fiscal year 2019-2020 awards. Amounts that were expensed prior to July 1 are updated in the original account. Amounts from July 1 and forward are being split out to multiple departments for tracking purposes and grant compliance.			-49,700	
100-4149-115	OVERTIME: Updated Grant amounts for the fiscal year 2018-2019 and fiscal year 2019-2020 awards.			2,800	



## BUDGET AMENDMENT

EXECUTIVE SUMMARY FOR RESOLUTION 2020-04

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100-4149-120	PART TIME EMPLOYEES: Updated Grant amounts for the fiscal year 2018-2019 and fiscal year 2019-2020 awards.	7,700
100-4149-130	EMPLOYEE BENEFITS: Updated Grant amounts for the fiscal year 2018-2019 and fiscal year 2019-2020 awards.	-29,800
100-4149-230	TRAVEL: Updated Grant amounts for the fiscal year 2018-2019 and fiscal year 2019-2020 awards.	8,500
100-4149-235	TRAVEL - INVESTIGATOR: Updated Grant amounts for the fiscal year 2018-2019 and fiscal year 2019-2020 awards.	-2,200
100-4149-240	OFFICE EXPENSE: Updated Grant amounts for the fiscal year 2018-2019 and fiscal year 2019-2020 awards.	100
100-4149-245	OFFICE EXPENSE - INVESTIGATOR: Updated Grant amounts for the fiscal year 2018-2019 and fiscal year 2019-2020 awards.	-200
100-4149-250	EQUIP SUPPLIES & MAINT: Updated Grant amounts for the fiscal year 2018-2019 and fiscal year 2019-2020 awards.	1,200
100-4149-251	NON-CAPITALIZED EQUIPMENT: Updated Grant amounts for the fiscal year 2018-2019 and fiscal year 2019-2020 awards.	-900
100-4149-280	COMMUNICATIONS: Updated Grant amounts for the fiscal year 2018-2019 and fiscal year 2019-2020 awards.	-100
100-4149-285	COMMUNICATIONS - INVESTIGATOR: Updated Grant amounts for the fiscal year 2018-2019 and fiscal year 2019-2020 awards.	-700
<b>Total Change</b>		<b>-63,300</b>

<b>Victim Advocate – VOCA</b>		<b>Budget: \$402,700</b>	<b>Proposed: \$376,000</b>
100-4162-110	FULL TIME EMPLOYEES: Provide funding for the implementation of the 2020 pay plan.		-25,600
100-4162-120	PART TIME EMPLOYEES: Provide funding for the implementation of the 2020 pay plan.		-15,500
100-4162-130	PAYROLL TAXES AND BENEFITS: Allocation of funding to implement the 2020 pay plan.		14,400
<b>Total Change</b>			<b>-26,700</b>

<b>Victim Advocate – VOCA SAS</b>		<b>Budget: \$125,000</b>	<b>Proposed: \$128,700</b>
100-4164-110	FULL TIME EMPLOYEES: Allocation of funding to implement the 2020 pay plan.		5,000
100-4164-120	PART TIME EMPLOYEES: Provide funding for the implementation of the 2020 pay plan.		-4,700
100-4164-130	PAYROLL TAXES AND BENEFITS: Allocation of funding to implement the 2020 pay plan.		3,400
<b>Total Change</b>			<b>3,700</b>

<b>Victim Advocate – Investigation</b>		<b>Budget: \$97,800</b>	<b>Proposed: \$92,700</b>
100-4166-110	FULL TIME EMPLOYEES: Provide funding for the implementation of the 2020 pay plan.		-4,200
100-4166-130	PAYROLL TAXES AND BENEFITS: Provide funding for the implementation of the 2020 pay plan.		-900
<b>Total Change</b>			<b>-5,100</b>

<b>Victim Advocate – Prosecution</b>		<b>Budget: \$96,100</b>	<b>Proposed: \$116,800</b>
100-4168-110	FULL TIME EMPLOYEES: Allocation of funding to implement the 2020 pay plan.		20,100



## BUDGET AMENDMENT

EXECUTIVE SUMMARY FOR RESOLUTION 2020-04

March 10, 2020 at 6:00 PM

100-4168-130	PAYROLL TAXES AND BENEFITS: Allocation of funding to implement the 2020 pay plan.	600
<b>Total Change</b>		<b>20,700</b>

<b>Buildings and Grounds</b>		<b>Budget: \$328,100</b>	<b>Proposed: \$404,000</b>
100-4160-110	FULL TIME EMPLOYEES: Provide funding for the implementation of the 2020 pay plan.		-2,000
100-4160-120	PART TIME EMPLOYEES: Allocation of funding to implement the 2020 pay plan.		4,600
100-4160-130	EMPLOYEE BENEFITS: Provide funding for the implementation of the 2020 pay plan.		-9,900
100-4160-720	BUILDINGS: Allocation for PO 27882 - Thomson Electric Sales - Light Fixtures		3,300
100-4160-720	BUILDINGS: Allocation for PO 28115 - Tenko Metals Inc - Replace HVAC 3rd Floor		7,200
100-4160-720	BUILDINGS: Allocation for PO 28139 - Island Heights Construction - Re-roof Admin Bldg		60,400
100-4160-740	CAPITALIZED EQUIPMENT: Allocation for PO 27602 - Buzz Electric Co - Backup Generator Work		46,400
100-4160-999	A&C ALLOC - BLDG & GROUNDS 31%: Cost allocation to the Tax Administration fund.		-34,100
<b>Total Change</b>			<b>75,900</b>

<b>Elections</b>		<b>Budget: \$656,700</b>	<b>Proposed: \$673,900</b>
100-4170-110	FULL TIME EMPLOYEES: Allocation of funding to implement the 2020 pay plan.		3,900
100-4170-120	PART TIME EMPLOYEES: Allocation of funding to implement the 2020 pay plan.		10,500
100-4170-130	EMPLOYEE BENEFITS: Allocation of funding to implement the 2020 pay plan.		200
100-4170-620	MISC SERVICES: Allocation for PO 28184 - Postal Express - Pres Election Affiliation Forms		2,600
<b>Total Change</b>			<b>17,200</b>

<b>Sheriff: Criminal</b>		<b>Budget: \$4,954,600</b>	<b>Proposed: \$4,842,400</b>
100-4210-110	FULL TIME EMPLOYEES: Provide funding for the implementation of the 2020 pay plan.		-41,900
100-4210-130	EMPLOYEE BENEFITS: Provide funding for the implementation of the 2020 pay plan.		-52,800
100-4210-740	CAPITALIZED EQUIPMENT: Provide funding to correct Sheriff's patrol vehicle lease.		-17,500
<b>Total Change</b>			<b>-112,200</b>

<b>Sheriff: Support Services</b>		<b>Budget: \$2,518,400</b>	<b>Proposed: \$2,573,600</b>
100-4211-110	FULL TIME EMPLOYEES: Allocation of funding to implement the 2020 pay plan.		63,600
100-4211-120	PART TIME EMPLOYEES: Provide funding for the implementation of the 2020 pay plan.		-27,400
100-4211-130	EMPLOYEE BENEFITS: Allocation of funding to implement the 2020 pay plan.		19,000
<b>Total Change</b>			<b>55,200</b>

<b>Sheriff: Administration</b>		<b>Budget: \$1,665,200</b>	<b>Proposed: \$1,717,000</b>
100-4215-110	FULL TIME EMPLOYEES: Provide funding for the implementation of the 2020 pay plan.		-3,500
100-4215-120	PART TIME EMPLOYEES: Allocation of funding to implement the 2020 pay plan.		3,500
100-4215-130	EMPLOYEE BENEFITS: Provide funding for the implementation of the 2020 pay plan.		-17,300
100-4215-260	BUILDINGS AND GROUNDS: Allocation for PO 28204 - Gary Ricks Services Inc - Vacuum & Clean 3rd Floor		4,600



## BUDGET AMENDMENT

EXECUTIVE SUMMARY FOR RESOLUTION 2020-04

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100-4215-720	BUILDING: Allocation for PO 28197 - Dale Willden Drywall Inc - Repair Water Damaged Dry Wall	12,500
100-4215-720	BUILDING: Allocation for PO 28198 - CEV Bldg & Repair - Tile & RegROUT Chg Rm Floor	6,000
100-4215-740	CAPITALIZED EQUIPMENT: Allocation for PO 28198 - CEV Bldg & Repair - Tile Shower Floors	46,000
<b>Total Change</b>		<b>51,800</b>

<b>Sheriff: Corrections</b>		<b>Budget: \$8,409,600</b>	<b>Proposed: \$8,409,600</b>
100-4230-110	FULL TIME EMPLOYEES: Allocation of funding to implement the 2020 pay plan.	12,100	
100-4230-120	PART TIME EMPLOYEES: Provide funding for the implementation of the 2020 pay plan.	-34,900	
100-4230-130	EMPLOYEE BENEFITS: Allocation of funding to implement the 2020 pay plan.	22,800	
<b>Total Change</b>		<b>0</b>	

<b>Sheriff: Animal Control</b>		<b>Budget: \$186,100</b>	<b>Proposed: \$187,700</b>
100-4253-110	FULL TIME EMPLOYEES: Provide funding for the implementation of the 2020 pay plan.	-1,400	
100-4253-130	EMPLOYEE BENEFITS: Allocation of funding to implement the 2020 pay plan.	3,000	
<b>Total Change</b>		<b>1,600</b>	

<b>Sheriff: Search and Rescue</b>		<b>Budget: \$82,700</b>	<b>Proposed: \$137,000</b>
100-4216-270	UTILITIES: Transfer funding from the Emergency Management budget to correctly account for the utilities expense that is associated to the Search and Rescue building.	2,900	
100-4216-280	COMMUNICATIONS: Transfer funding from the Emergency Management budget to correctly account for the WIFI expense that is associated to the Search and Rescue building.	1,000	
100-4216-740	CAPITALIZED EQUIPMENT: Allocation for PO 28164 - The Bancorp Bank - F-450 Pickup Truck	50,400	
<b>Total Change</b>		<b>54,300</b>	

<b>Sheriff: Explorers</b>		<b>Budget: \$25,100</b>	<b>Proposed: \$25,100</b>
100-4217-210	SUBSCRIPTIONS & MEMBERSHIPS: Allocation to cover BSA membership dues	600	
100-4217-250	EQUIPMENT SUPPLIES & MAINT: Allocation to cover misc repairs	2,000	
100-4217-251	NON-CAPITALIZED EQUIPMENT: Allocation to cover decals on trailer & mis non-capital equipment	5,000	
100-4217-330	EDUCATION & TRAINING: Allocation to cover training expenses	500	
100-4217-486	UNIFORMS AND SUPPLIES: Allocation to cover uniform expenses	4,500	
100-4217-611	MISC SUPPLIES - POSSE BURGER: Allocation to cover Posse Burger expenses for the fair	12,500	
100-4217-615	ACADEMY SCHOLARSHIPS: Provide funding to specific accounts and purposes in the explorer program. The original budget was in only one account.	-25,100	
<b>Total Change</b>		<b>0</b>	

<b>Sheriff: Emergency Management</b>		<b>Budget: \$181,700</b>	<b>Proposed: \$1800,200</b>
100-4255-110	FULL TIME EMPLOYEES: Provide funding for the implementation of the 2020 pay plan.	-1,600	



## BUDGET AMENDMENT

EXECUTIVE SUMMARY FOR RESOLUTION 2020-04

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100-4255-115	OVERTIME: Provide funding for the implementation of the 2020 pay plan.	-3,000
100-4255-130	EMPLOYEE BENEFITS: Allocation of funding to implement the 2020 pay plan.	3,000
100-4255-251	NON-CAPITALIZED EQUIPMENT: Allocation for PO 28166 from 2019 for a roll-off container for sand storage.	4,000
100-4255-270	UTILITIES: Transfer funding to the Search and Rescue budget to correctly account for the utilities expense that is associated to the Search and Rescue building.	-2,900
100-4255-280	COMMUNICATIONS: Transfer funding to the Search and Rescue budget to correctly account for the WIFI expense that is associated to the Search and Rescue building.	-1,000
<b>Total Change</b>		<b>-1,500</b>

<b>Fire</b>		<b>Budget: \$1,084,300</b>	<b>Proposed: \$1,088,400</b>
100-4220-120	PART TIME EMPLOYEES: Allocation of funding to implement the 2020 pay plan.		5,000
100-4220-130	EMPLOYEE BENEFITS: Provide funding for the implementation of the 2020 pay plan.		-10,700
100-4220-740	CAPITALIZED EQUIPMENT: Allocation for PO #28176 from 2019 for KNG2-P150CMD VHF Radios/Mic/Antenna Cable		3,300
100-4220-740	CAPITALIZED EQUIPMENT: Allocation for PO #28183 from 2019 for an emergency light package.		6,500
<b>Total Change</b>			<b>4,100</b>

<b>Fairgrounds</b>		<b>Budget: \$867,200</b>	<b>Proposed: \$1,236,000</b>
100-4511-110	FULL TIME EMPLOYEES: Allocation of funding to implement the 2020 pay plan.		12,500
100-4511-120	PART TIME EMPLOYEES: Allocation of funding to implement the 2020 pay plan.		7,300
100-4511-130	EMPLOYEE BENEFITS: Provide funding for the implementation of the 2020 pay plan.		-5,700
100-4511-720	BUILDINGS: Allocation for PO 28067 Cache Arena Addition - Rapz Tax		79,900
100-4511-720	BUILDINGS: Allocation for Rapz Match Reroofing Project		4,000
100-4511-720	BUILDINGS: Allocation for Rapz Match Shade for Event Center		5,000
100-4511-720	BUILDINGS: Allocation for Rapz Match Cache Arena Addition		69,600
100-4511-720	BUILDINGS: Allocation for PO 28098 - Edge Excavation - Earth Berm Removal Around Cache Arena		20,000
100-4511-720	BUILDINGS: Allocation for PO 28138 - Trend Interiors, Inc - Event Center Blinds		30,000
100-4511-720	BUILDINGS: Allocation for PO 28167 - Buzz Electric Company - Electrical Chgs & Cable Blind Install		2,000
100-4511-730	IMPROVEMENTS: Allocation for PO 28065 Cache Arena Asphalt Replace & Addition - RAPZ Tax		12,200
100-4511-730	IMPROVEMENTS: Allocation for PO 28099 - Edge Excavation - Paving & Asphalt Repair		75,200
100-4511-740	CAPITALIZED EQUIPMENT: Allocation for PO 28069 Arena Sound System Upgrades - Restaurant Tax		13,200
100-4511-740	CAPITALIZED EQUIPMENT: Allocation for PO 28178 - Century Industries - Mobile Bleachers		43,600
<b>Total Change</b>			<b>368,800</b>

<b>Library</b>		<b>Budget: \$109,700</b>	<b>Proposed: \$101,300</b>
100-4581-120	PART TIME EMPLOYEES: Provide funding for the implementation of the 2020 pay plan.		-8,400
<b>Total Change</b>			<b>-8,400</b>



## BUDGET AMENDMENT

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<b>USU Extension</b>		<b>Budget:</b>	<b>\$244,600</b>	<b>Proposed:</b>	<b>\$244,600</b>
100-4610-120	PART TIME EMPLOYEES: Provide funding for contracted amount. The new contract with USU Extension is for a specified amount, rather than specific reimbursements. These changes are to reflect the change in the contract.				-28,400
100-4610-130	EMPLOYEE BENEFITS: Provide funding for contracted amount.				-2,600
100-4610-210	SUBSCRIPTIONS & MEMBERSHIPS: Provide funding for contracted amount.				-1,000
100-4610-230	TRAVEL-AG AGENT: Provide funding for contracted amount.				-4,200
100-4610-231	TRAVEL-FAMILY CONSUMER SCIENCE: Provide funding for contracted amount.				-4,200
100-4610-232	TRAVEL -4H AGENT: Provide funding for contracted amount.				-4,200
100-4610-234	TRAVEL-HORTICULTURAL AGENT: Provide funding for contracted amount.				-4,200
100-4610-235	TRAVEL - 4H LATINO PROGRAMS: Provide funding for contracted amount.				-1,000
100-4610-240	OFFICE EXPENSE: Provide funding for contracted amount.				-6,800
100-4610-250	EQUIPMENT SUPPLIES & MAINT: Provide funding for contracted amount.				-7,300
100-4610-251	NON-CAPITALIZED EQUIPMENT: Provide funding for contracted amount.				-1,500
100-4610-280	COMMUNICATIONS: Provide funding for contracted amount.				-4,400
100-4610-290	RENTAL FACILITIES OR EQUIPMENT: Provide funding for contracted amount.				-500
100-4610-310	PROFESSIONAL & TECHNICAL: Provide funding for contracted amount.				-800
100-4610-320	CONTRACT SERVICES: Allocation for contract amount with USU Extension.				244,600
100-4610-381	FOOD & DEMONSTRATIONS: Provide funding for contracted amount.				-5,000
100-4610-481	VOLUNTEER/INTERN EXPENSE: Provide funding for contracted amount.				-2,000
100-4610-610	MISC SUPPLIES-BULLETINS: Provide funding for contracted amount.				-300
100-4610-621	MISCELLANEOUS SERVICES: Provide funding for contracted amount.				-5,000
100-4610-622	CONTRACT SERV w/USU -4H ASSIST: Provide funding for contracted amount.				-66,300
100-4610-623	CONTRACT SERV W/USU SECRETARY: Provide funding for contracted amount.				-88,800
100-4610-630	4-H CLUB: Provide funding for contracted amount.				-5,500
100-4610-631	DAIRY HERD TRANSPORTATION: Provide funding for contracted amount.				-600
<b>Total Change</b>					<b>0</b>

<b>Rodeo</b>		<b>Budget:</b>	<b>\$185,500</b>	<b>Proposed:</b>	<b>\$185,500</b>
100-4621-290	PRIZE MONEY & TROPHIES: Additional allocation for prize money to draw and keep top contestants.				8,000
100-4621-621	CONTRACTS: Provide funding for additional prize money.				-3,000
100-4621-650	SPECIAL RODEO EVENTS: Provide funding for additional prize money.				-5,000
<b>Total Change</b>					<b>0</b>

<b>Contributions to Other Entities</b>		<b>Budget:</b>	<b>\$1,030,000</b>	<b>Proposed:</b>	<b>\$1,171,400</b>
100-4800-990	CONTRIBUTION - FUND BALANCE: Increased contribution to fund balance due to the increase received from the SCAAP grant.				98,300
100-4800-990	CONTRIBUTION - FUND BALANCE: Increased contribution to fund balance due to the adjustments in the Sheriff's patrol vehicle program.				17,600
100-4800-990	CONTRIBUTION - FUND BALANCE: Increased contribution to fund balance due to the cost allocation to the Tax Administration fund.				25,500
<b>Total Change</b>					<b>141,400</b>

<b>Transfers to Other Funds</b>		<b>Budget:</b>	<b>\$1,934,800</b>	<b>Proposed:</b>	<b>\$1,981,800</b>
100-4810-310	TRANSFER OUT - DEBT SERVICE: Increased estimate for lease payment of Sheriff's patrol vehicles.				47,000
<b>Total Change</b>					<b>47,000</b>



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<b>Total General Fund Expenditures</b>	<b>\$818,300</b>
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<b>TAX ADMINISTRATION FUND</b>	<b>Budget: \$4,392,400</b>	<b>Proposed: \$4,478,700</b>
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**Revenues**

<b>Contributions and Transfers</b>		<b>Budget: \$483,600</b>	<b>Proposed: \$569,900</b>
150-38-90000	APPROPRIATED FUND BALANCE: Provide funding for the cost allocation from the General fund.		25,500
150-38-90500	APP FUND BAL - PO CARRY OVER: Provide funding for PO #28127 from 2019 for two Jeep Cherokee vehicles.		60,800
<b>Total Change</b>			<b>86,300</b>

<b>Total Tax Administration Fund Revenues</b>	<b>\$86,300</b>
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**Expenditures**

<b>Council</b>		<b>Budget: \$14,200</b>	<b>Proposed: \$13,700</b>
150-4112-999	A&C ALLOC - COUNCIL 10%: Cost allocation from the General fund.		-500
<b>Total Change</b>			<b>-500</b>

<b>Executive</b>		<b>Budget: \$35,300</b>	<b>Proposed: \$33,500</b>
150-4131-999	A&C ALLOC - EXECUTIVE 15%: Cost allocation from the General fund.		-1,800
<b>Total Change</b>			<b>-1,800</b>

<b>Human Resources</b>		<b>Budget: \$68,500</b>	<b>Proposed: \$67,200</b>
150-4134-999	A&C ALLOC - HUMAN RESOURCE 15%: Cost allocation from the General fund.		-1,300
<b>Total Change</b>			<b>-1,300</b>

<b>GIS</b>		<b>Budget: \$180,800</b>	<b>Proposed: \$179,700</b>
150-4135-999	A&C ALLOC - GIS 60%: Cost allocation from the General fund.		-1,100
<b>Total Change</b>			<b>-1,100</b>

<b>IT</b>		<b>Budget: \$832,600</b>	<b>Proposed: \$832,000</b>
150-4136-999	A&C ALLOCATION - 30%: Cost allocation from the General fund.		-600
<b>Total Change</b>			<b>-600</b>

<b>Auditor</b>		<b>Budget: \$178,400</b>	<b>Proposed: \$180,100</b>
150-4141-999	A&C ALLOC - AUDITOR 86%: Cost allocation from the General fund.		1,700
<b>Total Change</b>			<b>1,700</b>

<b>Recorder</b>		<b>Budget: \$193,400</b>	<b>Proposed: \$173,400</b>
150-4144-999	A&C ALLOC - RECORDER 50%: Cost allocation from the General fund.		-20,000
<b>Total Change</b>			<b>-20,000</b>



# BUDGET AMENDMENT

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<b>Attorney</b>		<b>Budget:</b>	<b>\$164,300</b>	<b>Proposed:</b>	<b>\$179,300</b>
150-4145-999	A&C ALLOC - ATTORNEY 9%: Cost allocation from the General fund.				15,000
<b>Total Change</b>					<b>15,000</b>

<b>Assessor</b>		<b>Budget:</b>	<b>\$2,014,800</b>	<b>Proposed:</b>	<b>\$2,075,600</b>
150-4146-740	CAPITALIZED EQUIPMENT: Allocation for PO #28127 from 2019 for two Jeep Cherokee vehicles.				60,800
<b>Total Change</b>					<b>60,800</b>

<b>Building and Grounds</b>		<b>Budget:</b>	<b>\$141,800</b>	<b>Proposed:</b>	<b>\$175,900</b>
150-4160-999	A&C ALLOC - BLDG & GROUNDS 31%: Cost allocation from the General fund.				34,100
<b>Total Change</b>					<b>34,100</b>

<b>Total Tax Administration Fund Expenditures</b>				<b>\$86,300</b>
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<b>MUNICIPAL SERVICES FUND</b>		<b>Budget:</b>	<b>\$9,301,200</b>	<b>Proposed:</b>	<b>\$10,899,100</b>
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## Revenues

<b>Contributions and Transfers In</b>		<b>Budget:</b>	<b>\$1,146,300</b>	<b>Proposed:</b>	<b>\$2,744,200</b>
200-38-90500	APP FUND BAL - ROADS - PO: Provide funding for PO's authorized in 2019, but not used until 2020.				1,597,900
<b>Total Change</b>					<b>1,597,900</b>

<b>Total Municipal Services Fund Revenues</b>				<b>\$1,597,900</b>
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## Expenditures

<b>Zoning</b>		<b>Budget:</b>	<b>\$589,300</b>	<b>Proposed:</b>	<b>\$882,800</b>
200-4180-110	FULL TIME EMPLOYEES: Provide funding for the implementation of the 2020 pay plan.				-5,500
200-4180-130	EMPLOYEE BENEFITS: Provide funding for the implementation of the 2020 pay plan.				-6,000
200-4180-310	PROF & TECHNICAL - ZONING: Allocation for PO 28185 Logan Simson - Urban/Rural Assessment, Cost of Service Plan				305,000
<b>Total Change</b>					<b>293,500</b>

<b>Building Inspection</b>		<b>Budget:</b>	<b>\$834,700</b>	<b>Proposed:</b>	<b>\$843,300</b>
200-4241-110	FULL TIME EMPLOYEES: Allocation of funding to implement the 2020 pay plan.				2,600
200-4241-130	EMPLOYEE BENEFITS: Allocation of funding to implement the 2020 pay plan.				6,000
<b>Total Change</b>					<b>8,600</b>

<b>Road</b>		<b>Budget:</b>	<b>\$6,297,800</b>	<b>Proposed:</b>	<b>\$5,382,800</b>
200-4415-720	BUILDINGS: Transfer funding for the Road Facilities project to the Capital Projects fund.				-1,400,000
200-4415-250	EQUIPMENT SUPPLIES & MAINT: Allocation for PO 28182 Kenco Corp - Cherry Picker				3,700
200-4415-290	ROAD SIGNING: Allocation for PO 28189 - Safety Supply & Sign - Road Signs				21,700
200-4415-410	ROAD MAINTENANCE: Allocation for PO 27855 Pisgah Stone - Rock for Road Maint				4,000



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200-4415-410	ROAD MAINTENANCE: Allocation for PO 28148 TMS International - Rock for Road Maintenance	3,400
200-4415-410	ROAD MAINTENANCE: Allocation for PO 28187 TMS International - Rock for Road Maintenance	32,000
200-4415-416	ROAD SALT: Allocation for PO 27591 Redmond Minerals Inc - Road Salt	5,900
200-4415-416	ROAD SALT: Allocation for PO 28149 Redmond Minerals Inc - Road Salt	40,000
200-4415-416	ROAD SALT: Allocation for PO 28150 Saltworx, LLC - Road Salt	11,500
200-4415-416	ROAD SALT: Allocation for PO 28151 Compass Minerals America - Road Salt	10,900
200-4415-418	ASPHALT & CONCRETE: Allocation for PO 27854 Hyde Park City - Work on 2nd South	4,000
200-4415-418	ASPHALT & CONCRETE: Allocation for PO 28097 Legrand Johnson Const - Asphalt	25,400
200-4415-418	ASPHALT & CONCRETE: Allocation for PO 28145 Staker Parson Co. - Asphalt	32,300
200-4415-420	ROAD PAINTING: Allocation for PO 28188 Straight Stripe Paining - Road Striping	10,000
200-4415-422	PIPE, DRAINAGE & BOXES: Allocation for PO 27934 Ferguson Enterprises Inc - Culvert Pipe	28,600
200-4415-422	PIPE, DRAINAGE & BOXES: Allocation for PO 27935 Peterson Plumbing Supply - Culvert Pipe	10,000
200-4415-422	PIPE, DRAINAGE & BOXES: Allocation for PO 28195 Oldcastle Infrastructure - Concrete Box Culvert	8,000
200-4415-740	CAPITALIZED EQUIPMENT: Allocation for PO 28136 Semi Service Inc - Bed, Plow and Sander Hydraulics for Bobtail Truck	82,000
200-4415-740	CAPITALIZED EQUIPMENT: Allocation for PO 28161 Semi Service Inc - 2020 Bed, Plow, Sander and Hydraulics for Dump Truck	95,600
200-4415-740	CAPITALIZED EQUIPMENT: Allocation for PO 28196 Ken Garff Ford - 2020 Silverado 3500 HD 4WD Crew Cab Truck	38,000
200-4415-760	NEW ROAD CONSTRUCTION: Pisgah Stone Products LLC - Rock for FEMA Projects	18,000
<b>Total Change</b>		<b>-915,000</b>

<b>Vegetation Management</b>		<b>Budget:</b>	<b>\$607,600</b>	<b>Proposed:</b>	<b>\$627,800</b>
200-4450-110	FULL TIME EMPLOYEES: Provide funding for the implementation of the 2020 pay plan.			-7,600	
200-4450-130	EMPLOYEE BENEFITS: Allocation of funding to implement the 2020 pay plan.			7,600	
200-4450-250	EQUIPMENT SUPPLIES & MAINT: Allocation for PO 28194 Cache Equipment - Kubota Repair			3,000	
200-4450-291	CHEMICAL SPRAY: Allocation for PO 28201 Wilbur-Ellis Co - Weed Chemicals			6,200	
200-4450-295	CHEMICAL SPRAY - CONTRACTS: Allocation for PO 28201 Wilbur-Ellis Co - Weed Chemicals			11,000	
<b>Total Change</b>				<b>20,200</b>	

<b>Public Works</b>		<b>Budget:</b>	<b>\$470,600</b>	<b>Proposed:</b>	<b>\$625,300</b>
200-4475-110	FULL TIME EMPLOYEES: Provide funding for the implementation of the 2020 pay plan.			-10,400	
200-4475-130	EMPLOYEE BENEFITS: Allocation of funding to implement the 2020 pay plan.			13,300	
200-4475-320	PROF & TECH - ENGINEER REVIEWS: Allocation for PO 28105 JUB Engineers Inc - Benson Bridge Rehab			1,000	
200-4475-320	PROF & TECH - ENGINEER REVIEWS: Allocation for PO 28193 JUB Engineers Inc - Engineering & Eng Reviews			86,800	
200-4475-322	PROF & TECH - SURVEY REVIEWS: Allocation for PO 28192 JUB Engineers Inc - Survey Reviews			22,000	



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200-4475-324	PROF & TECH - FIELD SURVEYS: Allocation for PO 28191 Foresight Land Surveying - Field Surveys	12,000
200-4475-326	PROF & TECH - SECTION CORNERS: Allocation for PO 28190 Foresight Land Surveying - Section Corners	30,000
<b>Total Change</b>		<b>154,700</b>

<b>Trails Management</b>		<b>Budget:</b>	<b>\$125,000</b>	<b>Proposed:</b>	<b>\$760,900</b>
200-4780-730	IMPROVEMENTS: Allocation for PO 27709 Utah Department of Transportation - Cache Bikeway Planning Study			1,700	
200-4780-730	IMPROVEMENTS: Allocation for PO 28051 CenturyLink - Relocation of Utilities 800 West 1600 So			85,900	
200-4780-730	IMPROVEMENTS: Allocation for PO 28052 Bio-West, Inc. - Construction Management 800 W Trail Project			9,300	
200-4780-730	IMPROVEMENTS: Allocation for PO 28070 Cache County Dev - Cache Bikeway Street Painting			10,000	
200-4780-730	IMPROVEMENTS: Allocation for PO 28072 Cache County Dev - Middle Canal Trail and Crossings			20,000	
200-4780-730	IMPROVEMENTS: Allocation for PO 28143 ACME Construction - 800 W Trail Construction			509,000	
<b>Total Change</b>				<b>635,900</b>	

<b>Transfers Out</b>		<b>Budget:</b>	<b>\$31,400</b>	<b>Proposed:</b>	<b>\$1,431,400</b>
200-4810-400	TRANSFER OUT - CAPITAL PROJECT: Allocation to transfer funding for the Road Facilities project to the Capital Projects fund.			1,400,000	
<b>Total Change</b>				<b>1,400,000</b>	

**Total Municipal Services Fund Expenditures** **\$1,597,900**

**VISITOR'S BUREAU FUND** **Budget: \$1,106,000** **Proposed: \$1,116,100**

### Revenues

<b>Contributions and Transfers In</b>		<b>Budget:</b>	<b>\$3,400</b>	<b>Proposed:</b>	<b>\$13,500</b>
230-38-90000	APPROPRIATED FUND BALANCE: Provide funding for NIA National Show			1,000	
230-38-90500	APP FUND BAL - PO CARRY OVER: Provide funding for PO's authorized prior to the beginning of the year.			9,100	
<b>Total Change</b>				<b>10,100</b>	

**Total Visitor's Bureau Fund Revenues** **\$10,100**

### Expenditures

<b>Visitor's Bureau</b>		<b>Budget:</b>	<b>\$844,000</b>	<b>Proposed:</b>	<b>\$854,100</b>
230-4780-650	EVENT DEVELOPMENT: Allocate funds for PO #28158 from 2019 to USA Wrestling Utah for Intermountain Warrior Challenge 2020			1,500	
230-4780-660	LOCAL MATCHING PROGRAM: Allocate funds for PO #28156 from 2019 for CacheARTS Presents 2019-2020 National Touring Season			1,500	



## BUDGET AMENDMENT

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230-4780-660	LOCAL MATCHING PROGRAM: Allocate funds for PO #28157 from 2019 for Cache Valley Rendezvous 2020	1,500
230-4780-660	LOCAL MATCHING PROGRAM: Allocation for NIA National Show - 2019 Matching Grant Monies	1,000
230-4780-920	CONTRIBUTIONS TO OTHER UNITS: Allocate funds for PO #28165 from 2019 for New Welcome Exhibit and Interpretation Printing and Design	4,600
<b>Total Change</b>		<b>10,100</b>

<b>Total Visitor's Bureau Fund Expenditures</b>	<b>\$10,100</b>
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<b>COUNCIL ON AGING FUND</b>	<b>Budget: \$729,100</b>	<b>Proposed: \$896,700</b>
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### Revenues

<b>Intergovernmental</b>		<b>Budget: \$309,600</b>	<b>Proposed: \$371,400</b>
240-33-15101	CMM-CONGREGATE MEALS III C-1: Revenue adjustment to match updated grant award.		82,200
240-33-15103	CMM-USDA CASH-IN-LIEU C-1: Revenue adjustment to match updated grant award.		-52,700
240-33-15105	CMM-STATE NUTRITION C-1: Revenue adjustment to match updated grant award.		-1,400
240-33-15201	HDM-HOME DELIVERED III C-2: Revenue adjustment to match updated grant award.		11,400
240-33-15203	HDM-USDA CASH-IN-LIEU C-2: Revenue adjustment to match updated grant award.		2,400
240-33-15205	HDM-STATE NUTRITION C-2: Revenue adjustment to match updated grant award.		-1,400
240-33-15207	HDM-STATE HOME DELIVERED C-2: Revenue adjustment to match updated grant award.		-9,200
240-33-15209	ACCESS MANDATED-TITLE IIIB: Revenue adjustment to match updated grant award.		20,400
240-33-15301	ACCESS MANDATED-STATE SERVICE: Revenue adjustment to match updated grant award.		-1,500
240-33-15407	HEALTH INSURANCE COUNSELING: Revenue adjustment to match updated grant award.		1,000
240-33-15409	TITLE III D -PHP: Revenue adjustment to match updated grant award.		2,600
240-33-44100	MISC STATE GRANTS: Appropriate Tai Chi Grant for Arthritis, originally awarded in 2019.		8,000
<b>Total Change</b>			<b>61,800</b>

<b>Contributions and Transfers In</b>		<b>Budget: \$405,900</b>	<b>Proposed: \$511,700</b>
240-38-90000	APPROPRIATED FUND BALANCE: Provide funding for the implementation of the 2020 pay plan.		8,800
240-38-90000	APPROPRIATED FUND BALANCE: Provide funding for building and parking lot projects.		15,000
240-38-90500	APP FUND BALANCE - PO: Provide funding for PO's authorized in 2019, but not used until 2020.		82,000
<b>Total Change</b>			<b>105,800</b>

<b>Total Council on Aging Fund Revenues</b>	<b>\$167,600</b>
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## BUDGET AMENDMENT

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### Expenditures

<b>Nutrition</b>		<b>Budget:</b>	<b>\$430,000</b>	<b>Proposed:</b>	<b>\$454,400</b>
240-4970-110	FULL TIME EMPLOYEES: Allocation of funding to implement the 2020 pay plan.				6,200
240-4970-120	PART TIME EMPLOYEES: Allocation of funding to implement the 2020 pay plan.				2,400
240-4970-130	EMPLOYEE BENEFITS: Provide funding for the implementation of the 2020 pay plan.				-4,600
240-4970-240	SUPPLIES: Allocation for PO 28206 - CIS Office Furniture - Desks & File Cabinets				7,400
240-4970-255	HDM SUPPLIES & MAINTENANCE: Allocation for PO 28207 - Katom Restaurant Supply - Heated Cabinets				2,900
240-4970-260	BUILDINGS & GROUNDS MAINT: Allocation for PO 28179 - ChemDry of No Utah - Strip & Wax Cafeteria Floor				2,200
240-4970-260	BUILDINGS & GROUNDS MAINT: Allocation for PO 28205 - Schools In - Round Mobile Cafeteria Tables				5,900
240-4970-381	MEALS: Allocation to cover increased prices for milk				2,000
<b>Total Change</b>					<b>24,400</b>

<b>Senior Center</b>		<b>Budget:</b>	<b>\$190,100</b>	<b>Proposed:</b>	<b>\$320,700</b>
240-4971-110	FULL TIME EMPLOYEES: Provide funding for the implementation of the 2020 pay plan.				-2,500
240-4971-130	EMPLOYEE BENEFITS: Provide funding for the implementation of the 2020 pay plan.				-5,300
240-4971-230	TRAVEL: Allocation for costs associated with the Tai Chi for Arthritis grant.				2,000
240-4971-240	SUPPLIES: Allocation for costs associated with the Tai Chi for Arthritis grant.				1,500
240-4971-251	NON CAPITALIZED EQUIPMENT: Allocation for PO 28203 - Capital Ceramics - KMT 1227 Kiln				3,600
240-4971-270	UTILITIES: Allocation for costs associated with the Tai Chi for Arthritis grant.				1,500
240-4971-280	COMMUNICATIONS: Allocation for costs associated with the Tai Chi for Arthritis grant.				1,000
240-4971-680	CENTER - ACTIVITIES EXPENSE: Allocation for costs associated with the Tai Chi for Arthritis grant.				1,000
240-4971-720	BUILDING REMODEL: Allocation for PO 28180 - Mountain Peak Builders - Tear Down, Removal, and Install Roof				60,000
240-4971-720	BUILDING REMODEL: Allocation for texturing and painting the ceiling				25,000
240-4971-720	BUILDING REMODEL: Allocation for removal of floor and tile installation in the multipurpose room				25,000
240-4971-730	IMPROVEMENTS: Allocation for parking lot repair				17,800
<b>Total Change</b>					<b>130,600</b>

<b>Access</b>		<b>Budget:</b>	<b>\$109,000</b>	<b>Proposed:</b>	<b>\$121,600</b>
240-4974-110	FULL TIME EMPLOYEES: Allocation of funding to implement the 2020 pay plan.				3,200
240-4974-130	EMPLOYEE BENEFITS: Allocation of funding to implement the 2020 pay plan.				9,400
<b>Total Change</b>					<b>12,600</b>

<b>Total Council on Aging Fund Expenditures</b>					<b>\$167,600</b>
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# BUDGET AMENDMENT

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<b>AMBULANCE FUND</b>	<b>Budget:</b>	<b>\$1,192,800</b>	<b>Proposed:</b>	<b>\$1,309,600</b>
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## Revenues

<b>Contributions and Transfers In</b>		<b>Budget:</b>	<b>\$1,192,800</b>	<b>Proposed:</b>	<b>\$1,309,600</b>
295-38-70000	APPROPRIATED FUND BALANCE: Appropriation for an ambulance operations assessment that was budgeted in 2019, but it was not used or attached to a PO.			50,000	
295-38-70000	APPROPRIATED FUND BALANCE: Appropriation for paramedic training intended to be conducted in 2019, but classes did not start until 2020.			46,800	
295-38-70000	APPROPRIATED FUND BALANCE: Appropriation for the purchase of a used Ambulance.			20,000	
<b>Total Change</b>				<b>116,800</b>	

<b>Total Ambulance Fund Revenues</b>	<b>\$116,800</b>
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## Expenditures

<b>Ambulance</b>		<b>Budget:</b>	<b>\$1,192,800</b>	<b>Proposed:</b>	<b>\$1,309,600</b>
295-4262-310	PROFESSIONAL & TECHNICAL: Funding for an ambulance operations assessment.			50,000	
295-4262-620	MISC SERVICES: Funding for paramedic training.			46,800	
295-4262-740	CAPITALIZED EQUIPMENT: Funding for the purchase of a used ambulance.			20,000	
<b>Total Change</b>				<b>116,800</b>	

<b>Total Ambulance Fund Expenditures</b>	<b>\$116,800</b>
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<b>DEBT SERVICE FUND</b>	<b>Budget:</b>	<b>\$1,935,500</b>	<b>Proposed:</b>	<b>\$1,982,500</b>
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## Revenues

<b>Contributions and Transfers In</b>		<b>Budget:</b>	<b>\$1,935,500</b>	<b>Proposed:</b>	<b>\$1,192,500</b>
310-38-10100	TRANSFER IN - GENERAL FUND: Increased estimate for lease payment of Sheriff's patrol vehicles.			47,000	
<b>Total Change</b>				<b>47,000</b>	

<b>Total Debt Service Fund Revenues</b>	<b>\$47,000</b>
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## Expenditures

<b>Patrol Vehicles</b>		<b>Budget:</b>	<b>\$616,400</b>	<b>Proposed:</b>	<b>\$663,400</b>
310-4710-810	PRINCIPAL - PATROL VEHICLES: Increased estimate for lease payment of Sheriff's patrol vehicles.			47,000	
<b>Total Change</b>				<b>47,000</b>	

<b>Total Debt Service Fund Expenditures</b>	<b>\$47,000</b>
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# BUDGET AMENDMENT

EXECUTIVE SUMMARY FOR RESOLUTION 2020-04

March 10, 2020 at 6:00 PM

<b>CAPITAL PROJECTS - ROADS</b>	<b>Budget:</b>	<b>\$0</b>	<b>Proposed: \$15,282,300</b>
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## Revenues

<b>Contributions and Transfers In</b>		<b>Budget:</b>	<b>\$0</b>	<b>Proposed: \$15,282,300</b>
400-38-10200	TRANSFER IN - MUNICIPAL SERVIC: Transfer funding from the Municipal Services fund for the Road Facilities project.			1,400,000
400-38-90500	APP FUND BAL - PO CARRY OVER: Provide funding to carry forward PO's authorized, but not spent, in 2019.			13,882,300
<b>Total Change</b>				<b>15,282,300</b>

<b>Total Capital Projects - Road Fund Revenues</b>	<b>\$15,282,300</b>
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## Expenditures

<b>Road Facilities</b>		<b>Budget:</b>	<b>\$0</b>	<b>Proposed: \$15,282,300</b>
400-4415-720	BUILDINGS: Allocation for the Road Facilities project.			1,400,000
400-4415-720	BUILDINGS: Allocation for PO 27152 JUB Engineering - Shop Facility Representative			51,500
400-4415-720	BUILDINGS: Allocation for PO 28104 Blalock & Partners - Road & Weed Facility A&E Contract			192,900
400-4415-720	BUILDINGS: Allocation for PO 28106 JUB Engineers - Road & Weed Facility Owners Representative			224,500
400-4415-720	BUILDINGS: Allocation for PO 28120 GEM Buildings - Steel Buildings			289,600
400-4415-720	BUILDINGS: Allocation for PO 28155 Utah Testing & Engineering - Testing for New Building			37,200
400-4415-720	BUILDINGS: Allocation for PO 28200 Lundahl Building Systems - New Building Construction			13,071,600
400-4415-720	BUILDINGS: Allocation for PO 28202 Rocky Mountain Power - Power to New Road Building			15,000
<b>Total Change</b>				<b>15,282,300</b>

<b>Total Capital Projects - Road Fund Expenditures</b>	<b>\$15,282,300</b>
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**CACHE COUNTY  
RESOLUTION 2020 – 05**

**A RESOLUTION APPROVING THE APPOINTMENT OF A REPRESENTATIVE  
TO THE AVON CEMETERY DISTRICT BOARD OF TRUSTEES**

The County Council of Cache County, Utah, in a regular meeting lawful notice of which has been given, finds that pursuant to 17B-1-304 of the Utah Code, the Cache County Executive shall appoint certain individuals to serve on cemetery district boards.

THEREFORE, the Cache County Council hereby adopts the following resolution.

BE IT RESOLVED, that the following individual has been recommended by the Cache County Executive to serve on the Avon Cemetery District Board of Trustees.

Section 1. Appointment

Please see “Exhibit A” attached hereto and made a part hereof.

Section 2. Authorization

The Cache County Council hereby ratifies the appointments listed on “Exhibit A” attached hereto and made a part hereof to the Avon Cemetery District Board of Trustees pursuant to the recommendation of the Cache County Executive.

Section 3. Terms

The term of each appointment shall be to fill an unexpired term which expires on December 31, 2021.

Section 4. Effective Date

This appointment shall become effective immediately upon the adoption of this resolution.

This resolution was adopted by the Cache County Council on the 10th day of March, 2020.

Cache County Council

Attest:

By: \_\_\_\_\_  
Karl B. Ward, Chairman

By: \_\_\_\_\_  
Jill N. Zollinger, County Clerk/Auditor

# APPOINTMENTS

03/10/2020

## AVON CEMETERY DISTRICT BOARD OF TRUSTEES

**BOARD MEMBER**  
REPLACING STEVEN GIBBS

**DAVID MAUGHAN**  
745 East 11000 South  
Avon, UT 84328  
435-245-2109  
[dncmon@yahoo.com](mailto:dncmon@yahoo.com)

**Appointed to Fill an Unexpired Term**  
**Expiring: 12/31/2021**



**CACHE COUNTY  
RESOLUTION 2020-06**

**A RESOLUTION RECOGNIZING SUPPORT FOR THE INDIVIDUAL  
LIBERTIES AND RIGHTS FOUND IN THE UTAH STATE CONSTITUTION  
AND THE UNITED STATES CONSTITUTION INCLUDING  
THE RIGHT TO BEAR ARMS**

**WHEREAS**, each member of the Cache County Council has been duly elected to represent the people of Cache County and has solemnly sworn to uphold the United States Constitution and the Constitution of the State of Utah, and;

**WHEREAS**, the Utah House of Representatives and the Utah Senate, being elected by the people of the State of Utah and being duly sworn by their oath of office to uphold the Constitution of the State of Utah and the United States Constitution, and;

**WHEREAS**, the Governor of Utah, being elected to represent the people of the State of Utah and being duly sworn by an oath of office to uphold the Constitution of the State of Utah and the United States Constitution and;

**WHEREAS**, the President of the United States, United States House of Representatives and the United States Senate, being elected by the people of the United States, and being duly sworn by their oath of office to uphold the United States Constitution and;

**WHEREAS**, each member of the Cache County Council holds dear all inalienable rights enumerated and bestowed within the Constitution of the State of Utah and the United States Constitution; and,

**WHEREAS**, the right of the people to keep and bear arms is guaranteed as an individual right under Article I Section 6 of the Utah State Constitution, which states “The individual right of the people to keep and bear arms for security and defense of self, family, others, property, or the state, as well as for other lawful purposes shall not be infringed; but nothing herein shall prevent the Legislature from defining the lawful use of arms.”

**WHEREAS**, the United States Supreme Court has held that the right to keep and bear arms is an individual right protected by the Second Amendment; and,

**WHEREAS**, it must be understood that the Cache County Council has no authority over the independent execution of the duties of state and federal legislators or other constitutional officers involved in law enforcement and must rely on those elected



officials to independently uphold and defend the Constitution when and where applicable; and,

**WHEREAS**, to effect meaningful safeguards against infringements to our Constitutions and the inalienable rights recognized and protected therein, we must have alignment with and concurrence from our constitutional officers involved in law enforcement to help preserve and ensure these rights; and,

**WHEREAS**, the Cache County Council wishes to respond to the request of its citizenry on this issue and put forth an official position on the Second Amendment that shall serve to edify federal and state lawmakers on where the County of Cache stands on any current or future legislative considerations deemed contrary to the rights granted within both the Second Amendment of the U.S. Constitution and Article 1, Section 6 of the Utah Constitution and of each respective constitutional document, or deemed as an erosion of either's sanctity.

**NOW, THEREFORE, BE IT RESOLVED** that the Cache County Council in direct response to its citizens, we do hereby support upholding the Constitution of the State of Utah and the Constitution of the United States and shall defend with all legal means necessary, all the inalienable rights held therein, including the Second Amendment and the right it guarantees the citizens of Cache County, Utah to keep and bear arms without infringement.

**BE IT FURTHER RESOLVED**, that Cache County Council urges federal agencies to closely adhere to the 2009 Presidential Memorandum, re: Preemption of State Law directing federal agencies to consider the impact of their decisions on the states.

**BE IT FURTHER RESOLVED**, that the Cache County Council appeal for a continued and meaningful dialogue between federal and state officials on matters of common interest and seek active collaboration on an intergovernmental basis.

**BE IT FURTHER RESOLVED**, that the Cache County Council shall hereby honor and uphold always the oath each individual member has duly taken to support the U.S. and Utah Constitutions, and shall do so by pledging this day never to propose or pass local legislation contrary to or eroding those rights and fundamental principles granted and held within these instruments of freedom.

**BE IT FURTHER RESOLVED**, by the Cache County Council, that we encourage our local constitutional officers involved in law enforcement to stand in agreement with this Council to uphold our oaths of office and preserve, protect and never infringe upon the Utah State or U.S. Constitutions or our Second Amendment right.



**BE IT FURTHER RESOLVED**, we do hereby declare that Cache County shall for all intents and purposes be considered a county that supports all inalienable rights enumerated and bestowed within the Constitution of the State of Utah and the United States Constitution including the Right to Bear Arms.

**NOW, THEREFORE, BE IT LASTLY RESOLVED**, by the Cache County Council, that our official position and our declaration to be a county supportive of the Second Amendment be shared with our federal and state legislators, our fellow localities and municipalities throughout the State and with all those who have interest in Cache County's stance to uphold, support and defend the Constitution of the State of Utah, the Constitution of the United States and their frameworks.

Adopted by the County Council of Cache County, Utah, this \_\_\_\_\_ day of March, 2019.

CACHE COUNTY COUNCIL

By:

\_\_\_\_\_  
Karl B. Ward, Chair

ATTEST:

By: \_\_\_\_\_  
Jill N. Zollinger, County Clerk / Auditor