

Minutes of the meeting of the Logan Municipal Council convened in regular session on Tuesday, April 15, 2025, in the Logan Municipal Council Chambers located at 290 North 100 West, Logan, Utah 84321 at 5:30 pm. Logan Municipal Council Meetings are televised live as a public service on Channel 17 and the City of Logan YouTube channel at: [https://www.youtube.com/channel/UCFLPAOK5eawKS\\_RDBU0stRQ](https://www.youtube.com/channel/UCFLPAOK5eawKS_RDBU0stRQ)

Councilmembers present at the beginning of the meeting: Chair Jeannie F. Simmonds, Vice Chair Mike Johnson, Councilmember Amy Z. Anderson, Councilmember Ernesto López, and Mark A. Anderson. Administration present: Mayor Holly H. Daines, City Attorney Craig Carlston, Finance Director Richard Anderson, and Deputy Recorder Esli Morales.

Excused: City Recorder Teresa Harris

Chair Simmonds welcomed those present. There were approximately 19 in attendance at the beginning of the meeting.

#### **OPENING CEREMONY:**

Shanan Ballam, Logan City Poet Laureate provided the opening ceremony by reading a poem. She also led the audience in the pledge of allegiance.

**Meeting Minutes.** Minutes of the Council meeting held on April 1, 2025 were reviewed.

**Meeting Agenda.** Chair Simmonds announced there are three public hearings scheduled for tonight's Council meeting.

**ACTION. Motion by Councilmember M. Anderson seconded by Councilmember López to approve tonight's agenda and minutes from April 1, 2025 as presented.**  
**Motion carried by roll call vote.**

**A. Anderson: Aye**

**M. Anderson: Aye**

**Johnson: Aye**

**López: Aye**

**Simmonds: Aye**

**Meeting Schedule.** Chair Simmonds announced that regular Council meetings are held on the first and third Tuesdays of the month at 5:30 p.m. The next regular Council meeting is Tuesday, May 6, 2025.

#### **QUESTIONS AND COMMENTS FOR MAYOR AND COUNCIL:**

Chair Simmonds explained that any person wishing to comment on any item not otherwise on the agenda may address the City Council at this point by stepping to the

microphone and giving his or her name and address for the record. Comments should be limited to not more than three (3) minutes unless additional time is authorized by the Council Chair. Citizen groups will be asked to appoint a spokesperson. This is the time and place for any person who wishes to comment on non-agenda items and items that are germane or relevant to the authority of the City Council. Items brought forward to the attention of the City Council will be turned over to staff to respond to outside of the City Council meeting.

Katilyn Line, a resident of Logan and a student of USU expressed concerns about the growing amount of homelessness in Cache County and the perception of homelessness among the community.

Joshua Molitor, a resident of Logan was opposed to the decision made by the Council for voting in favor of the light and power resolution. He disagreed with the final outcome.

Gail Hanson, a resident of Logan thanked the Council for their commitment, courage, and service is appreciated. She also was opposed to the decision made by the Council to vote in favor of the light and power resolution.

Patrick Belmont, a resident of Logan, and the Vice Chair of RESAB is resigning from their position on the board and also was not in favor of the decision made by the Council in regard to the light and power resolution.

Wes Mangum, a resident of Logan withdrew his application to be a member of the RESAB board. He was also not in favor of the decision made by the Council regarding the resolution of light and power.

There were no further comments or questions for the Mayor or Council.

#### **MAYOR/STAFF REPORTS:**

##### **Board Appointment (Planning Commission) – Mayor Daines ([28:13](#))**

Mayor Daines addressed the Council and requested ratification of Jennifer Duncan to serve on the Planning Commission which is a new appointment.

**ACTION. Motion by Vice Chair Johnson seconded by Councilmember M. Anderson to approve ratification of Jennifer Duncan as presented. Motion carried by roll call vote.**

**A. Anderson: Aye**

**M. Anderson: Aye**

**Johnson: Aye**

**López: Aye**

**Simmonds: Aye**

##### **Arbor Day Proclamation – Mayor Daines ([29:16](#))**

Mayor Daines read a portion of the 2025 Arbor Day Proclamation which she also signed.

**CITY OF LOGAN, UTAH**  
**A PROCLAMATION FOR ARBOR & BIRD DAY**

*WHEREAS: The City of Logan is making our world better with trees, and has maintained the coveted designation as a Tree City USA by the National Arbor Day Foundation since 1984; and*

*WHEREAS: Cache Valley hosts 323 species of birds which are an integral part of food chains and food webs, delight and uplift our hearts with color, motion, and song, pollinate flowers, disperse seeds, and devour pests; and*

*WHEREAS: Trees and birds include many keystone species essential to the health of our collective future; and*

*WHEREAS: Arbor and Bird Day highlights the value of trees and birds in our natural environment; and*

*WHEREAS: Trees Cool Our Streets, Sustain Our Birds, and Warm Our Hearts,*

**NOW, THEREFORE, I, Holly H. Daines, Mayor of the City of Logan, Utah, do hereby proclaim April 25th, 2025, as an**

**ARBOR & BIRD DAY**

*throughout the City of Logan, and urge all citizens to celebrate Arbor & Bird Day and support efforts to protect our trees, woodlands, and birds; and*

*FURTHER, I urge all citizens to plant trees to promote the well-being of present and future generations of people and birds.*

*IN WITNESS WHEREOF, I have hereunto set my hand on this 25th day of April, 2025*

**2025 Election – Holly Daines, Mayor ([29:55](#))**

Mayor Daines gave the following update of the 2025 Election.

#### 2025 Election

- The filing dates for this year's municipal election is Monday, June 2 – Friday, June 6 from 8am to 5pm on each of those days.
- The location is here at City Hall in the Recorder's Office.
- The seats open for filing are Mayor and two Council seats (Amy Anderson and Ernesto Lopez).
- All seats serve four-year terms and are elected at large.
- Those interested in filing for one of these offices must:
  - Be a US citizen at the time of filing
  - Be a registered voter in Logan City
  - Be at least 18 years old
  - Be a resident of Logan City for at least 365 consecutive days immediately preceding the date of election (November 4, 2025)
  - Not be a convicted felon.
- The Primary Election is Tuesday, August 12 (Needed if more than 2 file for Mayor and if more than 4 file for Council)
- The General Election is Tuesday, November 4

We have contracted with the Cache County Clerk's Office for this election and they will be sending and processing the ballots.

Utah has enacted HB300, a new election law that introduces important changes to our voting process.

- Opt-In for Mail-In Ballots: **Starting in 2029**, ballots will no longer be mailed automatically to all active registered voters. To continue voting by mail, you'll need to opt in. This can be done when registering to vote, renewing your driver's license, or through the lieutenant governor's website. Once you've opted in, your mail-in ballot status will remain active for eight years unless you fail to vote in two consecutive general elections.

- Voter Identification Requirements: **Beginning in 2029**, voters who choose to vote by mail will be required to provide the last four digits of their driver's license, state ID, or Social Security number on their ballot return envelope. For in-person voting, a valid ID will be necessary.

- Ballot Submission Deadline: **Beginning in 2025 so this election**, all mail-in ballots must be received by no later than 8 p.m. on Election Day to be counted.

What This Means for You Now:

Again, the Opt-in & Identification requirements will not take effect until 2029. Until then, as an active registered voter in Cache County, you will continue to receive your ballots by mail without needing to opt in.

Mayor Daines clarified that she will not run for another term nor will Councilmember A. Anderson.

### **COUNCIL BUSINESS:**

#### **Planning Commission Update – Councilmember Simmonds ([33:43](#))**

Chair Simmonds reported there was an excellent turnout for the vision plan.

#### **Board and Committee Reports – Vice Chair Johnson, Councilmember A. Anderson and Councilmember López**

Vice Chair Johnson reported that RESAB (Renewable Energy and Sustainability Council) discussed conservation practices to lower demand/reduction of power. There was also a presentation by a local solar installation company about building 100 MW of solar panels. The Audit Committee did not meet. BPAC (Bicycle Pedestrian Advisory Committee) continued to plan for Bike Week from May 12 through May 18. He also met with the Public Works Department to discuss a bike lane at 500 North.

Councilmember A. Anderson reported that the Bear River Homelessness Council will meet and that the warming center has closed. There was a State Legislation discussion of Code Red for the summer, and it did not pass. Parks & Rec are hiring for the summer. The Parks & Recreation Board met to discuss a county-wide recreation center. The County is paying for the entirety of a county recreation center feasibility study. The Plaza is programmed for the summer and the schedules are available on the city website. The Public Arts Committee met and cooperated with the middle school students to create stickers for the general plan. There is a meeting for Adams Neighborhood at 7 p.m. on April 16, 2025 at Adams Elementary School. Cache Community Connections is meeting at noon, April 16, 2025. BRAG (Bear River Association of Governments) has a STEPS program to help with childcare and other social community services.

Councilmember A. Anderson thanked the community for permitting her to serve as a council member. She will not be seeking re-election and invited other members of the community to step up and serve.

Councilmember López reported the library board met to discuss the pulling of holds with limitations. The library reported that the library is under budgeted to year to date. The Cache Arts is undergoing a website design to make it easier to navigate and is seeking new board members. The Cache Chamber of Commerce sought to merge with the Center Street Association, they are currently in discussions. Plaza 45 has been sold along with

the Jump the Moon building. The Airport Authority continues to discuss the suggestions provided by the consultant on how to better improve the airport.

**Board Appointments (Renewable Energy & Sustainability Advisory Board (RESAB) – Chair Simmonds - Cancelled**

Chair Simmonds addressed the Council, and the item was cancelled.

No further Council Business items were presented.

**ACTION ITEMS:**

**PUBLIC HEARING - Consideration of a proposed resolution adopting a New Drinking Water Master Plan and Capital Improvement Plan – Resolution 25-14 – Joe Hawkes, Water/Wastewater Manager & Ridley J. Griggs, Public Engineer from Hansen, Allen, & Luce, Inc. ([48:24](#))**

At the April 1, 2025 Council meeting, Water/Wastewater Manager Joe Hawkes addressed the Council regarding the proposed resolution. He stated that the City periodically revises and updates the Drinking Water Master Plan and Capital Improvement Plan. Hansen, Allen & Luce Inc. has completed the revision of the Logan Drinking Water Master Plan and Capital Improvement Plan and is being presented to the Council at this time.

The Logan City Water Advisory Board has received updates on the Master Plan and reviewed a draft of the Master Plan in August 2024. The Advisory Board provided feedback and recommended edits to Logan City who passed them onto Hansen, Allen & Luce Engineers. The Advisory Board at this time recommended the Master Plan for approval and feels it responsibly plans for expected growth, and aging infrastructure, and concerns about water availability and future droughts.

Ridley J. Griggs, Public Engineer, Hansen, Allen & Luce Inc. addressed the Council.

**Purpose of a Master Plan:**

- “Report Card” for existing system:
  1. Identify any weaknesses, deficiencies, and vulnerabilities.
- Planning document.
  1. Plan for future growth.
  2. Enables City to make decisions with confidence.
- Basis document for Impact Fees, water rates, and 40-year water rights plan.

**Future Storage – First Dam Tank:**

1. Addresses current storage deficiencies.
2. Provides adequate storage for the next 40 years of growth.

3. Reduces pressure swings throughout the Lower Zone
4. Provides source redundancy to other parts of the system

Which Provides solutions under and existing and future scenarios.

Annual Source Requirements			
Scenario	Requirement (ac-ft)	Available Capacity (ac-ft)	Surplus (+) Or Deficit (-)
Existing	15,606	22,115	6,509
10-year	17,216	22,115	4,899
20-year	18,387	22,115	3,728
40-year	21,190	22,115	925
Buildout	29,805	22,115	-7,690

**Future Source:**

- 1000 N. Well – 4,000 GPM
- Hillcrest Pump Station Upgrades
- River Park Well – 5,000 GPM
- Cliffside Pump Station: Redundant Source to Zone

Fire Flow Projects – Total Cost - **\$1,989,000.**

**Pipeline Replacement Program:**

Developed ranking criteria based on the following:

1. Material
2. Age
3. Number of Leaks
4. Flow (Usage)

Provided targeted approach that best utilizes available funds.

<b>Total Cost</b>	\$122,570,000
<b>Years</b>	80
<b>Cost Per Year</b>	\$1,532,000

SUMMARY OF COSTS	
<b>Project</b>	<b>Estimated Cost</b>
<b>0-10 Projects</b>	\$120,835,000



<b>10-20 Year Projects</b>	\$33,489,000
<b>Fire Flow Projects</b>	\$1,989,000
<b>Total</b>	\$156,313,000

Chair Simmonds requested that a summary be presented of the presentation.

Ridley J. Griggs, Public Engineer from Hansen, Allen, & Luce, Inc. presented a summary of the presentation previously presented.

Joseph Hawkes, Water/Wastewater Manager & Ridley stated that the plan identifies areas needed to address the growth and future needs of the City.

Vice Chair Johnson asked if the fire flow projects are incorporated into the expenses of the cost of another project or scratch.

Mr. Hawkes answered that it is estimated that the project is from scratch and not aligned with another project.

Chair Simmonds opened the meeting to a public hearing.

There were no comments and Chair Simmonds closed the public hearing.

**ACTION. Motion by Councilmember M. Anderson seconded by Councilmember López to approve Resolution 25-14 as presented. Motion carried by roll call vote.**

**A. Anderson: Aye**

**M. Anderson: Aye**

**Johnson: Aye**

**López: Aye**

**Simmonds: Aye**

**PUBLIC HEARING - CODE AMENDMENT – Consideration of a proposed ordinance amending Chapters 17.21 “Gateway Overlay Zones” to add a Commercial Node at Park Avenue/1700 South & Highway 89/91; Chapter 17.33 “Temporary Signs” to include sign standards for special events – Ordinance 25-05 – Russ Holley, Planner ([1:02:49](#))**

At the April 1, 2025 Council meeting, Planner Russ Holley addressed the Council regarding the proposed code amendments.

### **RECOMMENDATION**

Staff recommended that the Planning Commission recommend **approval** to the Municipal Council of the proposed amendments to Chapters 17.21 Gateway Overlay and 17.33 Temporary Signs.



317  
318 **REQUEST**

319 This is a proposal to add a fourth commercial node location along Highway 89/91 south of  
320 Logan City at the 1700 South/Park Avenue intersection in the 17.21 “Gateway Overlay”  
321 chapter and a new Special Event Temporary Signs section in the 17.33 “Signs” chapter of  
322 the Land Development Code (LDC).

323  
324 **SUMMARY OF CHANGES**

325 The proposed addition of a commercial node and associated setbacks at 1700 South/Park  
326 Avenue and Highway 89/91 follows the recommendations of the South Corridor Plan  
327 adopted in August of 2011. The South Corridor Plan encourages more concentrated  
328 development around traffic signals and more open pastoral stretches in between. The 1700  
329 South intersection has the potential to develop on all four quadrants. The Blacksmith Fork  
330 River runs along the north side of this intersection and development along this river will  
331 be subject to all other applicable code sections.

332  
333 The proposed addition to the LDC 17.33.110 Temporary Signs applies specifically to  
334 special events and brings more clarity to these types of events. The new regulations have  
335 specific timelines, total sign numbers, sizes, and placement standards for temporary signs  
336 associated with special events. The proposed addition allows up to eight temporary signs  
337 and two banners placed per event. Event signs cannot be placed more than seven days prior  
338 and must be removed 24 hours after the event.

339  
340 **STAFF RECOMMENDATION**

341 The changes to the 1700 South/Park Avenue commercial node will set the same regulations  
342 as the three other southern commercial nodes already adopted. It will create a more uniform  
343 develop pattern at every traffic signal along this corridor and will improve access and safety  
344 for entering and exiting this stretch of Highway.

345  
346 Prior to this temporary sign proposal, short-term special events had to adhere to the general  
347 temporary sign section, which is broader in nature and not always applicable to short-term  
348 events. These two amendments bring more clarity and equality to these two code sections.  
349 Staff recommends approval of both amendments.

350  
351 **GENERAL PLAN**

352 The Land Development Code was prepared and adopted to implement the vision expressed  
353 in the General Plan. The purpose of these code changes is to update and clarify provisions  
354 in the Land Development Code relative to corridor gateways and special events.

355  
356 **PUBLIC COMMENTS**

357 As of the time the staff report was prepared, no comments were received.

358  
359 **PUBLIC NOTIFICATION**

Legal notices were published in the Herald Journal on 3/1/25 and posted on the City's website and the Utah Public Meeting website on 3/3/25.

#### **AGENCY AND CITY DEPARTMENT COMMENTS**

As of the time the staff report was prepared, no comments were received.

#### **RECOMMENDED FINDINGS FOR APPROVAL**

The Planning Commission bases its decisions on the following findings:

1. Utah State Law authorizes local Planning Commission to recommend ordinance changes to the legislative body (Municipal Council).
2. The Code Amendments are done in conformance with the requirements of Title 17.51 of the Logan Municipal Code.
3. The proposed Code Amendments are consistent with the Logan City General Plan.
4. The proposed Code Amendments are consistent with UCA Title 10, Chapter 9a, Part 5 & Part 6.
5. No public comment has been received regarding the proposed amendments.

On March 8, 2025, the Planning Commission **recommended approval** to the Municipal Council for the Gateway Overlay and Temporary Signs Code Amendment as proposed by the applicant. **Planning Commissioners vote (6-0).**

Russ Holley, City Planner clarified that the size of the temporary yard signs is the same size as the campaign signs and is consistent across the board.

Chair Simmonds opened the meeting to a public hearing.

There were no comments and Chair Simmonds closed the public hearing.

**ACTION. Motion by Councilmember A. Anderson seconded by Vice Chair Johnson to adopt Ordinance 25-05 as presented. Motion carried by roll call vote.**

**A. Anderson: Aye**

**M. Anderson: Aye**

**Johnson: Aye**

**López: Aye**

**Simmonds: Aye**

**PUBLIC HEARING - Budget Adjustments FY 2024-2025 appropriating: \$11,050 funds the Library received from the State of Utah. The Community Library Enhancement Fund (CLEF) grant will be used for collection development and technology for public use; \$14,402 funds received from the response to a hazmat incident: \$5,000,000 funds the Sewer Treatment Department received from the Environmental Protection Agency to be used in the expansion of the handling system at the Wastewater Treatment Plant – Resolution 25-15 - Richard Anderson ([1:05:14](#))**

At the April 1, 2025 Council meeting, Finance Director Richard Anderson addressed the Council regarding the proposed budget adjustments.

Chair Simmonds requested confirmation that the funds for the sewer treatment department have been received from the EPA.

Richard Anderson, Finance Director confirmed the funds have been received from the EPA.

Vice Chair Johnson recommended using funds as they can.

Mr. Anderson agreed with in light of the state of the nation.

Craig Carlston, City Attorney added that there is a clause upon signing the agreement that the EPA can pull out of any agreement without ramifications.

Chair Simmonds opened the meeting to a public hearing.

There were no comments and Chair Simmonds closed the public hearing.

**ACTION. Motion by Vice Chair Johnson seconded by Councilmember López to approve Resolution 25-14 as presented. Motion carried by roll call vote.**

**A. Anderson: Aye**

**M. Anderson: Aye**

**Johnson: Aye**

**López: Aye**

**Simmonds: Aye**

**WORKSHOP ITEMS:**

**Consideration of a proposed resolution adopting the Community Development Block Grant (CDBG) Annual Action Plan (Program Year 2025) for the City of Logan – Resolution 25-17 – Amanda Pearce, CBDG Coordinator ([1:07:52](#))**

CDBG Coordinator Amanda Pearce addressed the Council regarding the proposed resolution.

The 2025 Annual Action Plan defines the funding priorities for project year 2025. This will be the second year of the 2024 – 2028 Consolidated Plan. HUD will allocate an estimated \$550,000 to Logan City for 2025 (based on the previous year's funding amount).

Based on the Con Plan's priorities, the funding outcome for 2025 should be approximately 60% to provide for a suitable living environment (50% to infrastructure & 10% to the remediation of access & mobility barriers), 20% to improve the capacity of public service

providers that serve LMI residents (10% to public facilities improvements & 10% to public service activities), and 20% to CDBG administration and planning.

The CDBG Steering Committee met on March 25, 2025, and based on the applications received, are recommending the following funding allocations:

ADA Ramps*	\$161,880
Pedestrian Crossings*	\$161,880
Logan City – Willow Park Art	\$30,000
Sunshine Terrace – Ice Machines	\$16,000
Common Ground Outdoor Adventure – Paint Remediation	\$12,240
Flores Community Garden – Electrical	\$33,000
Senior Center – Nutrition Program	\$25,000
WAB Warming Center – Homelessness Study	\$15,000
CDBG Admin	\$95,000
<b>Total Allocations</b>	<b>\$550,000</b>

\*Any additional funds recaptured from any other CDBG activity from any other program year will be reallocated to the designated receiver projects up to \$200,000 per project.

Any increase or decrease relative to the estimated allocation amount for 2025 will be applied to the ADA Ramps, Pedestrian Crossings, and CDBG Admin & Planning.

Vice Chair Johnson inquired if the decrease in funding was total funding or just administrative funding.

Amanda Pearce, CDBG Coordinator responded that the decrease is in total funding.

Chair Simmonds requested confirmation that there is not enough funding to pay for the warming center study.

Ms. Pearce confirmed that at this time, there is not enough funding to pay for the study.

Mayor Daines recommended that the item will be postponed until the final decision on funding is known, before being brought to the council.

The proposed resolution will be an action item and public hearing at the May 6, 2025 Council meeting.

**Consideration of a proposed ordinance adjusting the Municipal Boundaries between the City of Logan and Millville City – Ordinance 25-03 – Mike DeSimone, Community Development Director ([1:17:29](#))**

Community Development Director Mike DeSimone addressed the Council regarding the proposed ordinance.

Mr. DeSimone stated that this Ordinance adopts the proposed municipal boundary adjustment between Logan City and Millville City. Logan City has received a request from Global Properties (Zollinger) to adjust the Municipal Boundary between Logan and Millville City as shown in the attached map. Currently, there are five separate tax parcels, 02-089-0014, 0015, 0025, 0033, and 0041 along with a building on the building on parcel# 02-089-0033 that cross the existing recorded municipal boundary. This proposed action will adjust the municipal boundary to match existing parcel boundaries. In the image below, the green line is the current municipal boundary line while the red line is the proposed new boundary. The orange/yellow lines are parcel lines.

The proposed municipal boundary adjustment either affects or is adjacent to the following properties:

Tax ID	Name	Property Address	Acres
02-089-0033	Lance Zollinger	695 E 1700 S Bldg. 6, 28, 30	1.91
02..059..0014			3.10
02..059..0041			4.26
02-089-0024	Richard Zollinger	695 W 1700 S Bldg. 4, 5	4.29
02-089-0015			2.30

Utah Municipal Code 10-2-419 governs the adjustment of common municipal boundaries. Procedurally,

(1) each municipal shall adopt a resolution indicating their intent to adjust the common boundaries; (2) hold a hearing no less than 60 days after the adoption of the resolution; (3) publish a public notice for three weeks in the newspaper and on the Utah Public Notice Website; (4) hold a public hearing; (5) adopt an ordinance; and (6) file with the County and the State. While each jurisdiction will hold their own hearings, we are coordinating with Millville City on hearing dates and fulfilling minimum noticing requirements.

Logan adopted Resolutions of Intent #25-04 on February 18, 2025 supporting the modification of municipal boundary and met all of the required noticing and publication requirements.

Once both Cities have adopted ordinances approving the municipal boundary adjustment, the final plat document will be filed with both Cache County and the State for approval and recordation.

The proposed ordinance will be an action item and public hearing at the May 6, 2025 Council meeting.

**Consideration of a proposed ordinance adjusting the Municipal Boundaries between the City of Logan and Nibley City – Ordinance 25-04 – Mike DeSimone**

Community Development Director Mike DeSimone addressed the Council regarding the proposed ordinance.

Mr. DeSimone explained that this Ordinance adopts the proposed municipal boundary adjustment between Logan City and Millville City. Logan City has received a request from Fastlane Properties (B.J. Smith) and Todd & Dixie Anderson to adjust the Municipal Boundary between Logan and Nibley City as shown in the attached map. Currently, there are three tax parcels, 03-012-0026, 0027 and 0028 with existing residential structures on 26 & 28. This proposed action will move these three parcels from Logan into Nibley and adjust the municipal boundary to run with the UDOT right of way line. In the image below, the green line is the current municipal boundary line, the red line is the proposed new boundary, and the yellow lines are parcel lines.

The proposed municipal boundary adjustment either affects or is adjacent to the following properties:

Tax ID	Name	Property Address	Size
03-012-0026	Fastlane Properties LLC (B.J. Smith)	2944 S Hwy 89	1.205Acres
03-012-0027	Fastlane Properties LLC (B.J. Smith)	2966 S Hwy 89	2.007 Acres
03-012-0028	Todd and Dixie Anderson	2988 S Hwy 89	2.364Acres

Utah Municipal Code 10-2-419 governs the adjustment of common municipal boundaries. Procedurally,

- (1) each municipal shall adopt a resolution indicating their intent to adjust the common boundaries; (2) hold a hearing no less than 60 days after the adoption of the resolution; (3) publish a public notice for three weeks in the newspaper and on the Utah Public Notice Website; (4) hold a public hearing; (5) adopt an ordinance; and (6) file with the County and the State. While each jurisdiction will hold their own hearings, we are coordinating with Nibley City on hearing dates and fulfilling minimum noticing requirements.

Logan adopted Resolutions of Intent #25-06 on February 18, 2025 supporting the modification of municipal boundary and met all of the required noticing and publication requirements.

The proposed ordinance will be an action item and public hearing at the May 6, 2025 Council meeting.

**DOWNZONE – Consideration of proposed rezone of five (5) properties totaling approximately 1.36 acres located at 310 West 1400 North from Mixed Residential 20**



**(MR-20) to Mixed Residential 12 (MR-12) in the Bridger Neighborhood – Ordinance 25-07 – Aimee Egbert, Planner I ([1:22:20](#))**

Planner Aimee Egbert addressed the Council regarding the proposed downzone.

**RECOMMENDATION**

Staff recommended that the Planning Commission forward a recommendation of **approval** to the Municipal Council for a rezone of five (5) properties totaling approximately 1.36 acres located at 310 West 1400 North (TIN# 05-134-0001; -0002; -0003; -0004; -0005) from Mixed Residential 20 (MR-20) to Mixed Residential 12 (MR-12) in the Bridger Neighborhood.

Land Use adjoining the subject property

North: CS: Commercial Uses East: MR-12: Residential Uses

South: NR-6: Residential Uses West: MR-12: Residential Uses

**PROJECT**

The proponent is requesting to rezone five (5) properties for a total of 1.36 acres of property from MR-20 to MR-12. Developed in the 1990's as a five (5) 4-plexes totaling 20 dwelling units in the subdivision. Originally, the five (5) buildings were each individually owned with co-ownership of the land maintained and governed by the five building owners via the West Pointe Homeowners Association (HOA). The intent of the subdivision in 2022 was to change the nature of the ownership structure from a "condominium," where only the buildings are individually owned, to a condition where an owner owns both the building and the land underneath. The upzone to MR-20 was required to legally process the new subdivision. The purpose of the subdivision was to legitimize the current division of improvements & ownership and tie those improvements & ownership to the real property located underneath. No new structures were built, and the density did not change. The Municipal Council required the property owners to place a deed restriction that required an HOA, or similar entity, to maintain the common areas, e.g., driveways, open space, etc, with the agreement to downzone the parcels once the final plat was recorded. The final plat was recorded in June 2023 and the representative is now applying for the downzone as agreed upon in PC #22-037.

**GENERAL PLAN**

The Future Land Use Plan (FLUP), adopted in 2008, identifies these properties as Mixed Residential (MR) The General Plan, a nonregulatory visioning plan, describes MR areas as being intended for a diverse range of housing options located near employment centers and service areas. Mixed Residential is typically located near commercial zones.

**LAND DEVELOPMENT CODE**

The Land Development Code {LDC} 17.10.080 states the MR-12 is intended for a range of housing options, including multi-family housing. MR-12 is a lower mixed residential density as is transitions to single-family residential zones.



605  
606 **STAFF SUMMARY**

607 The FLUP and General Plan show this entire block are zoned as MR-12 areas. The rezone  
608 to MR-20 was site specific in order to subdivide the parcel that has existing 4-plex  
609 structures. Leaving the site zoned as MR-20 could allow for more units to be built than  
610 already exist. The

611 Project # 25 -025 West Pointe Downzone Staff Report for the Planning Commission  
612 meeting of March 13, 2025

613  
614 West Pointe project and associated with the MR-20 rezone in 2022, was site specific to that  
615 project. Now that the final plat has been recorded, these properties should be downzoned  
616 to be consistent with the rest of the block and to prevent the property from being sold and  
617 developed into a density consistent with MR-20. Staff recommends approval to rezone to  
618 MR-12.

619  
620 **AGENCY AND CITY DEPARTMENT COMMENTS**

621 No comments have been received.

622  
623 **PUBLIC COMMENTS**

624 Notices were mailed to property owners within 300 feet of the subject property. As of the  
625 time of this report one comment has been received and is attached for review.

626  
627 **PUBLIC NOTIFICATION**

628 Legal notices were published in the Herald Journal on 3/15/25 and the Utah Public Meeting  
629 website on 3/17/25. Public notices were mailed to all property owners within 300 feet of  
630 the project site on 3/10/25.

631  
632 **RECOMMENDED FINDINGS OF APPROVAL**

633 The Planning Commission bases its decision on the following findings supported in the  
634 administrative record for this project:

- 635 1. The Logan City FLUP identifies the area as MR which is consistent with this  
636 request.
- 637 2. The area is contiguous with other MR-12 zoned properties on the same block and  
638 along collector streets and corridors as prescribed in the LDC.
- 639 3. The downzone to MR-12 will prevent the sell and redevelopment of this property  
640 into new multi-family development, which would be out of character for this  
641 block.
- 642 4. The development standards in the LDC for MR-12 zoning will ensure compatibility  
643 with properties located in the area.

644  
645 On March 27, 2025, the Planning Commission recommended approval to the Municipal  
646 Council for the West Pointe Downzone as proposed. **Planning Commissioners vote (6-**  
647 **0).**

The proposed ordinance will be an action item and public hearing at the May 6, 2025 Council meeting.

**Consideration of a proposed ordinance amending Chapter 5.04 of the Logan Municipal Code “Special Event Licenses”. The proposed amendment includes changes to the administrative procedures, definitions, application process, review and denial criteria, and fees for special event licensing – Ordinance 25-06 - Aaron Smith, Business License Administrator ([1:26:00](#))**

Business License Administrator Aaron Smith addressed the Council regarding the proposed ordinance.

### **Executive Summary**

#### **Overview of Special Event Licensing**

In 2024 Logan City issued over 80 special event licenses for events ranging from mass gatherings on Center Street, such as the Pumpkin Festival, to fundraisers that bring out a small group of participants. Currently, our licensing process applies to all events equally and sometimes lacks the nuance necessary to address the various scales and impacts of differing events in Logan City. In particular, the number of large-scale special events is increasing in the city. Because of this, impacts from special events on our neighborhoods, infrastructure, residents, staff, and community resources are also increasing. To reduce these impacts and maintain an efficient and effective special event review process, Logan City Business Licensing is proposing an amendment to the special event application and licensing code.

#### **Areas Addressed in the Proposed Amendment**

- **Defining a Special Event** - The current definition includes all events that take place on public property and those on private property that are opened to the public for a fee. The purpose of special events is to provide a licensing process for temporary events that occur on public property or events at locations where the use exceeds the licensed or permitted use at the location. The proposed amendment addresses this by making impacts of the event a consideration in what is defined as a special event.
- **Special Event Scale** - The number of events that involve mass gatherings is increasing. The proposed amendment creates a three-tiered system that will place more responsibility on event organizers to have clear plans in place to address the impacts of larger events. The threshold for the three

691 tiers will be less than 250 participants, less than 1,000 participants, and  
692 1,000 or more participants.

- 693  
694 • **Application** - The proposed amendment revises the application deadline  
695 for special events based on the tier of the event. The smaller Tier 1 events  
696 have a shorter deadline, while Tier 3 applications will have a longer  
697 deadline and an application window.
- 698 • **Multiple-day/occurrences** - The proposed amendment creates  
699 criteria for evaluating multiple-day events.
- 700  
701 • **Logan City Venues** - The proposed amendment empowers city staff to  
702 develop unique policies for the various city venues to ensure that impacts  
703 to the neighborhood are minimized and that the venue is adequate to  
704 support the event.
- 705  
706 • **Film Shoots** - The proposed amendment includes a new code section  
707 on licensing requirements for film shoots, including the requirement to  
708 inform adjacent properties of the filming schedule and provide contact  
709 information.
- 710  
711 • **Fees** - The current fee structure for Special Events treats all events,  
712 independent of size, the same. The revised fee schedule will charge a  
713 higher review fee for larger events that require additional staff review time.  
714 In addition, Tier 3 applications will include a deposit that can be applied to  
715 cover the costs of city services or clean up after an event. Also, the new fee  
716 section empowers city departments to require city services that are  
717 determined to be necessary to protect public health, safety, and welfare.
- 718  
719 • **Review and Denial Criteria** - The proposed amendment revises the  
720 review and denial process for applications and empowers city staff to make  
721 decisions that will protect public health, safety, and welfare. City staff are  
722 empowered to impose restrictions or conditions on an event or require  
723 changes to the location or time of an event or deny an application if it is  
724 deemed necessary to protect the health, safety, and welfare of the public.
- 725  
726 • **Scheduling Conflicts** - The proposed amendment creates evaluation  
727 criteria for events that have conflicting schedules and locations. Logan City  
728 sponsored events, or other governmental events, will have first priority,  
729 followed by established/repeat events, followed by first-in-time filing of an  
730 application.

- 731
- 732 • **Signage** - Concurrent with the LMC 5.04 amendment, a Land Development
- 733 Code amendment is proposed to create rules for offsite commercial signage
- 734 that is associated with a licensed special event. Currently, our code
- 735 prohibits most offsite commercial signs, which has led to an enforcement
- 736 issue for special events.

737 **Special Event Application Fees**

738 Special event applications require a multi-departmental/division review. Typically,

739 a special event application review involves staff from Business Licensing,

740 Planning and Zoning, Parks and Recreation, Public Works, Streets, Environmental,

741 Fire, Police, and Legal. Other Divisions and Departments are assigned as needed

742 based on the type of event. The various reviewers each have their piece of the

743 special event to consider before they can sign off on an event. Depending on the

744 event, the review can include the consideration of street closures, security and

745 police coverage, emergency services, fire and building safety, adequate sanitary

746 and garbage facilities, park use and reservations, and insurance and

747 indemnification. Departments and Divisions that review applications also meet

748 monthly with event organizers to review applications. Generally, staff time spent

749 on an application review is directly related to the size and complexity of the

750 special event.

751

752 Currently, all special event applications are charged the same two fees: a \$75

753 business license application fee and a \$75 fire review fee. The fire review fee was

754 adopted to offset the cost that the Fire Department incurs to review special event

755 applications. There is also a fire review fee applied to most other types of business

756 license applications. No other Departments charge an additional application review

757 fee. No change to the Fire review fee is proposed in this amendment.

758 Instead of a "one size fits all" approach, this proposed amendment would create a

759 tiered fee schedule. Tier 1 applications - \$75, Tier 2 - \$150, and Tier 3 - \$300. This

760 increase in fees is directly related to the amount of time spent by staff on the review

761 and management of special event applications.

762

763 Business Licensing currently has one staff member dedicated to Special Event

764 management. It is estimated that 50% of her time is spent on Special Events. The

765 current business licensing revenue for special event applications is estimated at

766 \$6,000 per year (80 special event applications x \$75 application fee). Fire review

767 fees are estimated to be the same. Not calculated here is the time spent by other

768 departments to review special event applications. As shown below, the current

769 revenue from special event applications is inadequate to cover the staff time spent

770 on special events. Even with the proposed fee increases, the gap between expenses

771 and revenues is only narrowed and not closed entirely.

772  
773 .5 FTE staff estimated expenses= \$37,500

774 Current estimated special event business licensing  
775 application revenue 80 applications x \$75 = \$6,000  
776

777 Estimated future revenue based on a tiered fee schedule (estimated applications  
778 based on a review of 2024 applications)

779 Tier 1 - 20 applications x

780 \$75 = \$1,500 Tier 2 - 40

781 applications x \$150 =

782 \$6,000 Tier 3 - 20

783 applications x \$300 =

784 \$6,000

785 Total estimated special event revenue: \$13,500

## 786 **Summary of code**

## 787 **changes by section**

### 788 **5.04.010:**

### 789 **DEFINITIONS**

790 This section establishes definitions that are specific to the Special  
791 Events code. Summary of changes:

- 792 • Defines "Organizer"
- 793 • New definition for "Special Event"
  - 794 o Old definition
    - 795 • Events open to the public for a fee, events that require full
    - 796 or partial closure of ROW, or events that take place on city
    - 797 property.
  - 798 o New definition
    - 799 • Events on city property or that use city property.
    - 800 • Events that occur on public or private property that impact
    - 801 normal access and use by the general public; or
    - 802 • Events that occur on public or private property that exceed
    - 803 existing permitted use/license at the location.

### 804 **5.4.20 LICENSE REQUIRED**

805 This section establishes the requirement to obtain a license for a  
806 Special Events. Summary of changes:

- 807 • No substantial changes

### 809 **5.4.30 LICENSE TIERS AND MULTIPLE DAY EVENTS**

810 Summary of changes:

- 811 • Creates a new tier system for applications
  - 812 o Tier 1 - Events with less than 250 participants and no full or
  - 813 partial closing of any ROW.
  - 814

- o Tier 2 - Events with 250 or more, but less than 1,000 participants, or have a ROW closure, or have moderate off-site impacts to traffic, parking, safety, and noise.
- o Tier 3- Events with more than 1,000 participants, multi-day events, or have significant off-site impacts to traffic, parking, safety, and noise.
- Identify criteria for Multiple Day Event licensing
  - o No more than 5 days.
  - o 24 consecutive weeks either one day or weekend.
  - o Identify conditions when a separate license would be required for a multiple day event.

#### **5.4.40 APPLICATION FOR LICENSE- GENERAL REQUIREMENTS AND TIER 1**

Summary of changes:

- Adds specificity for Tier 1 application requirements, including garbage management, city services, and signage and marketing.
- Moves the traffic plan requirements to Tier 2 applications.
- Adds the requirement to provide a vendor list.

#### **5.4.50 APPLICATION FOR LICENSE - TIER 2**

Summary of changes:

- Specify additional application requirements for Tier 2 that are in addition to those for Tier 1.
  - o Attendance to the Special Event Committee meeting.
  - o ROW and traffic control plan and specification about third party traffic control.

#### **5.4.60 APPLICATION FOR LICENSE - TIER 3**

Summary of changes:

- Specify additional application requirements for Tier 3 that are in addition to those for Tier 1 and Tier 2.
  - o Preliminary application requirements (used as a planning tool by staff to manage and schedule large events).
  - o Mass gathering permit from BRHD.
  - o Application deposit.
  - o Pre and post event on-site meetings with staff.
  - o Public Safety Plan (Fire code).

#### **5.4.70 CITY VENUES**

Summary of changes:



- Establishes a staff curated list of available city venues for special events.
  - o The list will include information regarding schedule, event types, sizes, time, and additional fees.

#### **5.4.80 FILM SHOOTS**

Summary of changes:

- Establishes regulations regarding film shoots.
  - o Requires license for shoots on public property or on private property that cause material off-site impacts, including traffic, parking, and noise.
  - o Shoots with off-site impacts are required to provide a schedule and contact information to owners and occupants in the affected area.

#### **5.4.90 INDEMNIFICATION AND INSURANCE REQUIRED:**

Summary of changes:

- No substantial changes.

#### **5.4.100 FEES**

Summary of changes:

- Establishes application and city services fees for special events.
  - o Tier 3 applications will require a deposit that can be used by the city to cover city support services (such as Fire, Police, Streets, Parks, Environmental, etc.), or to cover damage or cleanup fees. The deposit, or portions thereof, are refunded back to the applicant once the location is evaluated post event.
    - The Tier 3 deposit may be waived based on unique event conditions that reduce the need for city support services.
  - o Establishes that Logan City may assess mandatory City Services fees based on departmental review to protect the health, safety, and welfare of the public.
  - o Establishes that the Organizer is responsible for damage or destruction of property, or for any cleanup that is attributable to the special event.

#### **5.4.110 REVIEW AND APPROVAL PROCESS:**

Summary of changes:

- Establishes the application schedule.
  - o Tier 1 applications need to be submitted 20 days prior to the event.
  - o Tier 2 applications need to be submitted 45 days prior to the event.
  - o Tier 3 applications:
    - Preliminary application submitted during application window.
    - Establishes three application windows based on event date.



- Final application needs to be submitted 60 days prior to the event.
- Establishes review criteria.
  - o Impact of the event on public infrastructure and the health, safety and welfare of the community.
  - o Ability of the Organizer to comply with requirements.
  - o The appropriateness of the event location and duration.
  - o Scheduling conflict with other events or availability of city resources.
  - o Establishes that the City may impose conditions of approval.
- Establishes that the City may require changes to location, venue, routes, or time of special events when there are conflicts in the area, such as construction or traffic, or to reduce impacts on the health, safety, and welfare of the community.
- Establishes that the Organizer is required to restore the space to pre-event conditions, including cleanup of litter and garbage.
- Establishes power to revoke license.

#### **5.4.120 GROUNDS FOR DENIAL:**

Summary of changes:

- Establishes the grounds for denial of a special event application.
  - o Conditions articulated by staff during application review have not been met.
  - o Incomplete application.
  - o The proposed special event violates laws, ordinances, policies, rules, procedures or regulations.
  - o Unreasonable danger to health or safety of organizers or public.
  - o Off-site impacts cannot be reasonably mitigated.
  - o Cause disruption of another event.
  - o Insufficient location, facility, or resources to accommodate the event.
  - o Previous debt to the city is unpaid.
  - o Organizer has previously mismanaged an event that caused negative impacts to public health and safety or resulted in property damage or cost to the public.

#### **5.4.130 CONFLICTING APPLICATIONS AND SCHEDULING:**

Summary of changes:

- Establishes the evaluation criteria for special events that are received for the same day and time.
  - o Priority order:
    - Logan City, Cache County or other government events.
    - Historic usage at a location on a particular day.
    - First-in-time filing.

**5.4.140 APPEALS:**

Summary of changes:

Identifies that the general business licensing appeals process will be used for special events.

Chair Simmonds gave an example of a private party at a restaurant.

Aaron Smith, Business License Administrator explained that the event may require a special event license only if it exceeds the intended use of the facility. Fire Code dictates that a location can only have a set number of individuals at any time. Anything more than that would be going against the code and would require a special event permit as the premise exceeds its use.

Chair Simmonds asked what about a neighborhood meeting at a school.

Mr. Smith responded that special event licenses are not issued to schools. Furthermore, the school has sufficient capacity in the gymnasium for a large gathering and not be over its limit capacity.

Chair Simmonds gave another example of an auto dealer holding a concert in their parking lot or host getting to know the candidate night.

Mr. Smith answered that a special event is applicable if they exceed the capacity of the location or the use of the location. In other words, that is not the intention of the business license for their premises.

Chair Simmonds requested clarification of the special event committee members.

Mr. Smith answered that the committee members are staff members from different departments reviewing the special event application.

Vice Chair Johnson described a hypothetical event held on Center Street. The estimate is 600 participants, but instead 1300 individuals show up.

Mr. Smith replied that the process has already commenced, and they will have a better estimate of the event for next year to apply a different tier requirement.

Chair Simmonds inquired about graduation at USU.

Mr. Smith responded that USU has sufficient parking for graduation and that they do not license events at USU.

Chair Simmonds requested clarification on why USU is different from the County Event Center.

989  
990 Mr. Smith clarified that USU has sufficient parking for their needs. However, the Cache  
991 County Event Center lacks sufficient parking and utilizes the Aquatic Center.  
992  
993 Councilmember A. Anderson asked if Vintage Market Days is required to apply for a  
994 Special Event permit.  
995  
996 Mr. Smith confirmed that Vintage Market Days is required to apply for a special event  
997 permit due to utilizing parking and the sheer size of the event capacity. Events like these  
998 are highly impactful on the residential areas.  
999  
1000 Councilmember López inquired about the reason for the 60 or 90-day application.  
1001  
1002 Mr. Smith responded that the purpose is to set the event calendar and ensure said dates  
1003 are available.  
1004  
1005 Mayor Daines added that part of the reasoning is the use of Center Street and its positive  
1006 and negative impact on local businesses. Center Street for the entire month of September  
1007 is booked every single Saturday.  
1008  
1009 Councilmember A. Anderson requested clarification on what priority meant and if it  
1010 pertained to the application window.  
1011  
1012 Mr. Smith answered the priority is Logan City, Cache County, prior (grandfathered)  
1013 events, and new events. In the application window, we give tentative confirmation during  
1014 the window as events come in. Official confirmation is granted at the end of the  
1015 application window.  
1016  
1017 Vice Chair Johnson expressed concerns that a new event may be ousted by grandfathered  
1018 events.  
1019  
1020 Mr. Smith replied that grandfathered events typically apply early on. These event  
1021 applicants are familiar with the process. If there are new events seeking similar dates, we  
1022 will let them know early on that those days are not available and will work with them.  
1023 Should the grandfathered applicant not apply in time, they will lose said traditionally held  
1024 event date.  
1025  
1026 Councilmember López expressed reservations about the resolution going into effect and  
1027 the application process going into immediate effect and requested that the portion be  
1028 delayed.  
1029  
1030 Mr. Smith explained that the resolution will go into immediate effect, but the application  
1031 process timeline would not go into effect until next year.  
1032

1033 Chair Simmonds expressed concerns about making the application process stringent.  
1034  
1035 Mayor Daines commented that the event must work, and the event holders must be  
1036 responsible for the event. There has to be a balance.  
1037  
1038 Mr. Smith stated that from a business license standpoint, they desire responsibility and  
1039 accountability.  
1040  
1041 Councilmember A. Anderson expressed concerns regarding the fee schedule and its  
1042 addition to the deposit requirement.  
1043  
1044 Mr. Smith clarified that the deposit can be waived, but not the fees. The reason is that  
1045 there are events held on private property that have the same applicable fees such as the  
1046 fire inspection fee.  
1047  
1048 Craig Carlston, City attorney stated there was a question from Cache County Attorney's  
1049 office regarding the fire inspection fee. The fire department will conduct an onsite  
1050 inspection and request a brief explanation.  
1051  
1052 Mr. Smith explained that the fees that are collected are either the fire inspection fee or the  
1053 application review fee. The application review process applies to all business licenses,  
1054 hence the fee. The fire inspection fee is for on-site inspections.  
1055  
1056 Chair Simmonds requested clarification for the fire inspection fee as she understood that  
1057 the fee only applied to construction.  
1058  
1059 Mr. Smith clarified that the fee is applied to all business licenses.  
1060  
1061 Chair Simmonds asked if a business license has to pay a fire inspection fee again if they  
1062 already have a license.  
1063  
1064 Mr. Smith responded that if a special event permits its own license, they would be  
1065 required to pay fees for that special event license.  
1066  
1067 Mayor Daines gave an example of center street events, the Fire Marshall will inspect the  
1068 premise to ensure food trucks, vendors, and so forth are appropriately spaced as required  
1069 by law.  
1070  
1071 The proposed ordinance will be an action item and public hearing at the May 6, 2025  
1072 Council meeting.  
1073  
1074 **Consideration of a proposed resolution increasing the fees and establishing a deposit**  
1075 **for special event licenses on the Business Licensing Fee Schedule – Resolution 25-16**  
1076 **– Aaron Smith (*Was presented with the resolution above*)**

1077  
1078 Business License Administrator Aaron Smith addressed the Council regarding the  
1079 proposed resolution. He referred to the information presented in Ordinance 25-06.  
1080  
1081 The proposed resolution will be an action item and public hearing at the May 6, 2025  
1082 Council meeting.  
1083  
1084 **Budget Adjustment FY 2024-2025 appropriating: \$7,704 accident reimbursement**  
1085 **funds toward the repair of an ambulance – Resolution 25-18 - Richard Anderson**  
1086 **(2:17:43)**  
1087  
1088 Finance Director Richard Anderson addressed the Council regarding the proposed budget  
1089 adjustment.  
1090  
1091 The proposed resolution will be an action item and public hearing at the May 6, 2025  
1092 Council meeting.  
1093  
1094 No further workshop items were presented.  
1095  
1096 **OTHER CONSIDERATIONS:**  
1097  
1098 Councilmember López invited the community to attend the Cinco de Mayo celebration  
1099 held on May 03, 2025 at the fairgrounds.  
1100  
1101 There being no further business, the Logan Municipal Council adjourned at 7:44 p.m.  
1102  
1103  
1104  
1105 Esli Morales, Deputy City Recorder