



SPECIAL CITY COUNCIL MEETING

Tuesday, August 09, 2022, at 7:00 PM
Court Room/Council Chambers (2nd Floor) and Online

MEETINGS HELD IN PERSON & ONLINE

The public is invited to participate as outlined below:

- **In Person** – Meetings are held on the 2nd floor in the Court Room/Council Chambers at City Hall
 - **YouTube Live** – Public meetings will be shown live on the Santaquin City YouTube Channel, which can be found at <https://bit.ly/2P7ICfQ> or by searching for Santaquin City Channel on YouTube.
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ADA NOTICE

If you are planning to attend this Public Meeting and due to a disability need assistance in understanding or participating in the meeting, please notify the City Office ten or more hours in advance and we will, within reason, provide what assistance may be required.

AGENDA

ROLL CALL

PLEDGE OF ALLEGIANCE

INVOCATION / INSPIRATIONAL THOUGHT

DECLARATION OF POTENTIAL CONFLICTS OF INTEREST

CONSENT AGENDA (MINUTES, BILLS, ITEMS)

Minutes

1. 07-19-2022 City Council Work Session Minutes
2. 07-19-2022 City Council Regular Meeting Minutes

Bills

3. City Expenditures for 07/15/22 to 08/03/22 totaling \$3,213,697.73

PUBLIC FORUM, BID OPENINGS, AWARDS, AND APPOINTMENTS

Recognitions

4. Employee of the Month - Brayden Partridge

Public Forum

BUILDING PERMIT & BUSINESS LICENSE REPORT

NEW BUSINESS

Ordinances

5. Ordinance 08-01-2022 Main Street Business Districts Land Uses
6. Ordinance 08-02-2022 Automotive Service Amendment

7. Ordinance 08-03-2022 Agritourism as a Temporary Use Amendment

Discussion & Possible Action

8. Fire Department Extrication Equipment Purchase

9. Police Officer Wages and Related Budget Adjustment

REPORTS OF OFFICERS, STAFF, BOARDS, AND COMMITTEES

REPORTS BY MAYOR AND COUNCIL MEMBERS

EXECUTIVE SESSION (May be called to discuss the character, professional competence, or physical or mental health of an individual)


EXECUTIVE SESSION (May be called to discuss the pending or reasonably imminent litigation, and/or purchase, exchange, or lease of real property)

ADJOURNMENT

CERTIFICATE OF MAILING/POSTING

The undersigned duly appointed City Recorder for the municipality of Santaquin City hereby certifies that a copy of the foregoing Notice and Agenda was posted on www.santaquin.org, Santaquin City Social Media sites, posted in three physical locations, and posted on the State of Utah's Public Notice Website.

BY:



Amalie R. Ottley, City Recorder



SPECIAL CITY COUNCIL MEETING

Tuesday, August 9th at 7:00 p.m.

Court Room/Council Chambers (2nd floor) and Online

MINUTES

Mayor Olson called the meeting to order at 7:00 p.m.

ROLL CALL

Councilors Present included Adcock, Siddoway, Mecham and Hathaway.

Councilor Montoya was excused from the meeting.

Others present included City Manager Norm Beagley, Assistant City Manager Jason Bond, Recorder Amalie Ottley, Legal Counsel Brett Rich, Fire Chief Ryan Lind, and Police Chief Rodney Hurst.

Various members of the public attended the meeting.

PLEDGE OF ALLEGIANCE

Doug Rohbock led the pledge of allegiance.

INVOCATION/INSPIRATIONAL THOUGHT

Councilor Adcock offered an inspirational thought.

DECLARATION OF POTENTIAL CONFLICTS OF INTEREST

There were no declarations of potential conflicts offered by any of the councilors.

Mayor Olson wished to commend the city staff and other supporters that gave their time and talents to make Santaquin Orchard Days a success. He expressed his appreciation for the Police, Fire, and Public Works department for their around-the-clock attention to the event. He wanted to send a thank you to everyone who supported the Little Buckaroo Rodeo and the parade. He was impressed by the effort, time, and expense it took to have the livestock ready at the rodeo and enjoyed seeing the children's enjoyment at the event. He expressed the value in the Community Services department and the citizens that have supported the city in the last week.

CONSENT AGENDA (MINUTES, BILLS, ITEMS)

1. 07-19-2022 City Council Work Session Minutes
2. 07-19-2022 City Council Regular Meeting Minutes

3. City Expenditures for 07/15/2022 to 08/03/2022 totaling \$3,213,697.73

Councilor Mecham made a motion to approve the Consent Agenda items that included the 07-19-2022 City Council Work Session Minutes, the 07-19-2022 City Council Regular Meeting Minutes, and the City Expenditures for 07/15/2022 to 08/03/2022 in the amount of \$3,213,697.73. Councilor Siddoway seconded the motion.

Councilor Adcock	Yes
Councilor Siddoway	Yes
Councilor Mecham	Yes
Councilor Hathaway	Yes
Councilor Montoya	Absent

The motion passed unanimously.

RECOGNITIONS

4. Employee of the Month

Chief Lind presented the August 2022 Employee of the Month award to Brayden Partridge by reading the following statement.

"Brayden is a paramedic and firefighter with Santaquin City and has been with the city for almost three years. He was given the task of learning the department's report writing system, Imagetrend, and has excelled at it. According to our Fire Chief Ryan Lind, Brayden is an amazing paramedic firefighter, and the department is better off for his dedicated work.

Brayden grew up in Levan, Utah, and graduated from Juab High School. He then graduated in 2019 from UVU with a bachelor's degree in Emergency Management. Along with his bachelor's degree, he received five associate degrees. Brayden is employed full-time at Orem City as a firefighter/paramedic. He is married to his sweetheart Rachel, they have two little girls, and they live in Goshen, Utah. He loves to hunt and fish in his free time. When asked what he loves about his work at Santaquin City, he said it is the comradery of the Santaquin fire family.

The city is pleased to recognize Brayden as our August Employee of the Month. Thank you, Brayden, for your work with the city."

Chief Lind praised Brayden's hard work and dedication to the Santaquin Fire Department.

PUBLIC FORUM

Prior to opening the Public Forum Mayor Olson communicated recent processes both by city staff and legislative bodies in proposed updates to the city code. He expressed his appreciation to the public for attending meetings in person and being willing to confront issues with the city face to face in an appropriate manner.

Keith Judd wished to speak to the city council to express his own appreciation to the council for their consideration in reevaluating the details in the Automotive Service Code Amendment. He addressed the Planning Commission's willingness to work through the language in the code in a positive way with the public. He believes the city will move forward better after working through what could have been a difficult situation together.

Mayor Olson acknowledged his and the councils support of all local businesses in Santaquin and the city's desire to work with all business owners closely.

BUILDING PERMIT & BUSINESS LICENSE REPORT

Assistant City Manager Bond presented the Building Permit & Business License Report. 221 total Building Permits have been issued in 2022. Three new business licenses were issued in the last month.

One single-family home building permit has been issued in the last month pointing to growth slowing down in the city. From a budgetary standpoint, not seeing the expected growth in the last few weeks will be a consideration moving forward.

Mayor Olson spoke to housing and developments slowing down in the area and stated that the city will act responsibly with the money that is entrusted to them.

NEW BUSINESS

5. Ordinance 08-01-2022 Main Street Business Districts Land Uses

Assistant Manager Bond presented the proposed amendments to the Main Street Business Districts Zone. He pointed out several discrepancies in the ordinance that needed to be updated and fixed. The concerns received in automotive repair will be addressed in Ordinance 08-02-2022. The Planning Commission and City Council have both worked to clarify the definitions and land use terms listed in the code. Mr. Bond pointed out that updates are done regularly to zoning codes to allow for the city to make sure the code is sound in its implementation and legal obligations.

Councilor Adcock asked to look at storage units on the Land Use table.

Mr. Rich stated that he has reviewed the changes to the code and approves of the city's attempt to make appropriate adjustments to allow or not allow certain businesses in the area.

Councilor Mecham made a motion to adopt Ordinance 08-01-2022. Councilor Siddoway seconded the motion.

Councilor Adcock	Yes
Councilor Siddoway	Yes
Councilor Mecham	Yes

Councilor Hathaway	Yes
Councilor Montoya	Absent

The motion passed unanimously.

6. Ordinance 08-02-2022 Automotive Service Code Amendment

Councilor Mecham spoke about the opportunity to speak with Automotive Service Business owners in the city. He thanked them for their willingness to work with the city to get the code right.

Assistant Manager Bond addressed the adjustments as directed by the council to consolidate the two Automotive Service and Repair definitions into one definition. He pointed out the addition of the Automotive Car Wash service definition.

For clarification, Councilor Adcock inquired if any of the changes would affect current businesses in the Commercial Business District and/or Main Street Business District. Both Mayor Olson and Assistant Manager Bond stated that the amendment to the code would not impact existing businesses. City Manager Beagley also confirmed that the proposed changes do not impact businesses in the above-mentioned zones. Assistant Manager Bond pointed out that Automotive Service and Repair businesses would now be permitted uses in the zones and would now have the ability to expand when they weren't able to do so prior to the proposed amendment.

Councilor Siddoway motioned to adopt Ordinance 08-02-2022. Councilor Mecham seconded the motion.

Councilor Adcock	Yes
Councilor Siddoway	Yes
Councilor Mecham	Yes
Councilor Hathaway	Yes
Councilor Montoya	Absent

The motion passed unanimously.

7. Ordinance 08-03-2022 Agritourism as a Temporary Use Amendment

Mayor Olson stated that the city was approached by a local farmer/resident with an idea to allow agritourism in the city to support his and other local business. Assistant Manager Bond addressed the need to establish an agritourism definition for the city code. He read the language created in the code focusing on guidelines for which agritourism will be allowed. He explained the standards that will be put into use for agritourism specific characteristics such as

parking and hours of operation. Mr. Bond hopes that the changes to the code will allow local farmers to be creative and have more financially viable interests on their properties.

Councilor Siddoway inquired if the individual that brought up the initial concern will have enough land to participate in agritourism per city code. He wanted to make sure the city addressed their specific needs. Mr. Bond anticipated that most established agricultural businesses will be able to work with the minimum 5-acre requirement in the code.

Councilor Hathaway asked if the proposed amendment has any bearing on the issue of overnight RV parking at Rowley's Red Barn. Mr. Bond stated that the RV parking situation at the Red Barn doesn't apply to this code.

Councilor Adcock expressed his concerns for the listed hours of operation in the proposed amendment. He was concerned that the city's council latitude in deciding extended hours could set a precedent or portray favoritism in the council. Mr. Bond addressed the possibility of businesses asking for extended hours in certain situations but at the time didn't anticipate that it would happen often. Manager Beagley pointed out that should the council desire to, they may strike the proposed language for the council to consider exceptions on a case-by-case basis. Councilor Mecham stated the exception language could be beneficial in order to protect residents and it gives the council an opportunity to review what's happening in the agritourism scenarios. The council discussed whether to strike it out now or leave it as is. Councilor Siddoway stated that if exceptions are requested it'll give council a better idea on how to create guidelines in the code in the future. Mr. Bond agreed that exceptions requested by residents in this code would prove to be beneficial for creating more specific guidelines in the future.

Councilor Mecham motioned to adopt Ordinance 08-03-2022. The motion was seconded by Councilor Hathaway.

Councilor Adcock	Yes
Councilor Siddoway	Yes
Councilor Mecham	Yes
Councilor Hathaway	Yes
Councilor Montoya	Absent

The motion passed unanimously.

8. Fire Department Extrication Equipment Purchase

Chief Ryan Lind explained to the council the extrication equipment currently is use by the department is not as fast and reliable as needed. The department put out to bid for battery operated extrication equipment that will enable them to assist more effectively at accidents in the future. Councilor Adcock inquired where the money for the equipment is coming from. Chief Lind stated the money will come from the fire department reserve account. Chief Lind

spoke to two recent incidents that battery powered extrication tools saved lives. Mayor Olson asked about the downside of the equipment. Chief Lind stated like many other tools the battery itself can be a downside as well as the weight of the tool. It will not be a tool to be used underwater. Chief Lind explained the apparatus' included with the extrication tool that were included in the bid. He also explained that the extrication tool has a lifetime warranty.

Councilor Mecham made a motion to approve TNT's bid for the purchase of extrication equipment. Councilor Adcock seconded the motion.

Councilor Adcock	Yes
Councilor Siddoway	Yes
Councilor Mecham	Yes
Councilor Hathaway	Yes
Councilor Montoya	Absent

The motion passed unanimously.

9. Police Officer Wages and Related Budget Adjustment

Mayor Olson spoke to recent reports submitted to the council by Chief Hurst representing the police department's need for pay range and salary increases in order to keep staff and officers in the city. Manager Beagley stated that retention and recruitment of officers within the city over the years has been a challenge due to Santaquin not being able to keep up with salaries in other cities. He stated the proposed increase would be covered under the current budget but would also need to be seriously considered in next year's budget. He addressed competitive cities in the county that anticipate tax raises in their city to raise public safety costs alone. He stated that this would be a budget change that would lower the purchase of four new vehicles this year to two and reallocate those funds to the police department to allow for the increase in pay ranges and salaries.

Councilor Mecham told of an emergency situation he experienced at a school in a different community. He explained that after a child was hit by a vehicle the officers could not respond timely because of being short staffed. Councilor Mecham expressed the importance of the emergency response time for Santaquin's police department. He wants to look at pay increases for all employees but understands the immediate needs of the police department.

Councilor Adcock expressed his concerns in lowering the vehicle rotation from four to two and the affect it will have on the city long term. He stated he met with the Public Works Director Jason Callaway and was able to locate money that could possibly be reallocated. Councilor Adcock commended Jason Callaway for his creative thinking when it came to the budget.

Councilor Hathaway talked about his concerns with the slowing of growth in the city. He stated that he thinks down the road the city will need to think outside of the box with the budget and city employees' income.

Manager Beagley read the following statement submitted by Councilor Montoya.

"Esteemed Mayor and Fellow Council Members,

Due to a personal vacation, which was planned before the council meeting schedule was changed from August 2 to August 9,

I am unable to attend the council meeting on August 9 in person or virtually. I have asked that my thoughts on police officer wages be read into the minutes for the official record.

- 1. I truly respect and appreciate our police chief and officers and am thankful for their service to our community. Their job is a difficult one and, many times, thankless as they often see people on their worst day. They put their own lives on the line every day for the safety of the residents of Santaquin City. It is a challenging time to be in law enforcement and our officers handle themselves with dignity and care.*
- 2. We have invested a tremendous amount of time and money, precious resources, into our officers and I want to keep them in Santaquin so that our residents can see the fruits of those investments. It is frustrating to see other agencies benefit from the high-quality training of our officers when they are poached and lured by said agencies. Those agencies do not have to invest what we have invested in our people because they arrive capable to do the job they are hired to do.*
- 3. We cannot compete with all other agencies. However, as State and County law enforcement agencies have very recently increased wages significantly, and many cities are set to do that same, I believe that we must do what we can do and not stand still and watch our people leave. In my opinion, doing nothing and thereby seeing a reduction in services is not an option.*
- 4. I support the proposed wage and range increases for those identified in the Staff memo, which is included in the packet for this meeting, held August 9, 2022.*
- 5. I support the proposed methods of covering the costs of wage and range increases, for the immediate time period, as identified in the Staff memo for this meeting, held August 9, 2022.*

Most Sincerely,

Council Member Montoya"

Councilor Mecham made a motion to authorize the reallocation of budget funds in the amount of \$130,000 from the Capital Vehicle and Equipment budget to the Police Department Salaries and Wages budget. The motion was seconded by Councilor Hathaway.

Councilor Adcock	Yes
Councilor Siddoway	Yes
Councilor Mecham	Yes
Councilor Hathaway	Yes
Councilor Montoya	Absent

The motion passed unanimously.

Manager Beagley stated that a ratification and budget amendment will be submitted to council at a future meeting.

REPORTS OF OFFICERS, STAFF, BOARDS, AND COMMITTEES

Assistant Manager Bond introduced the State of Utah's recent mandate for municipalities to update their Moderate-Income Housing plans by October 1st, 2022. (See attachment.) Mr. Bond pointed out the need for City Council to update and implement strategies for Moderate-Income Housing within Santaquin. Mr. Bond addressed the recent discussion had by the Planning Commission regarding Detached Accessory Dwelling Units that could possibly satisfy one of the suggested strategies provided by the State in October 2022.

Assistant Manager Bond spoke to the Mountainland Association of Government's (MAG) update to their Regional Transportation Plan. He stated localized meetings are being held and our area meeting will be on September 8th. Manager Norm recommended that the mayor and council attend this meeting as it has been beneficial in the past to look at roads and transportation plans in and around Santaquin.

Assistant Manager Bond also addressed an upcoming meeting with the Chamber of Commerce and Senator Romney.

City Manager Beagley updated the council on the future design of the fire station in the Summit Ridge area. Manager Beagley stated that the city will focus on putting the station on the west side of the bridge on Summit Ridge Parkway due to anticipated growth in the area. He stated that Chief Lind concurs that it makes more sense to have the station on the west side of the bridge after reviewing response times and associated radii.

Manager Beagley reiterated the mayor's previous commendations to the city council and employees and their work to pull off Orchard Days. Manager Beagley brought up dates for the pickleball court ribbon cutting.

Manager Beagley inquired about Labor Day week and the council meeting scheduled for that following Tuesday. All council members present confirmed that they will be in town and present to that meeting.

Manager Beagley also brought up the council's upcoming newsletter schedules.

REPORTS BY MAYOR AND COUNCIL MEMBERS

Councilor Hathaway asked Manager Beagley to update the council on the Mt. Nebo Water Association meeting. Manager Beagley stated that Strawberry Water Users Board items will be brought to the council in a future meeting as an amendment to the existing agreement.

Councilor Hathaway updated the council on interviews for the Recreation Coordinator.

Councilor Hathaway expressed his honor in being a part of the planning for the Orchard Days Rodeo and wanted to thank the staff for the efforts put into the venues and activities all year long. He expressed his appreciation to the staff for all their hard work.

Councilor Mecham also expressed his thanks to city staff for their hard work in the Orchard Days events and said he was really impressed and grateful for the outcome the week had.

Councilor Siddoway spoke to concerns that were brought up by citizens while council members attended the booth at the Hometown Market. Citizens inquired about the booster pump on the northwest side of Summit Ridge. Additional citizens inquired about dumpsters close to apartment buildings and garbage that then ends up in residents' yards. Councilor Hathaway and Siddoway inquired if the city could address development owners to help facilitate trash not being thrown into yards. Councilor Hathaway asked that city management follow through with communication to those development owners. Assistant Manager Bond stated that the city will encourage residents to be good neighbors. Councilor Hathaway and Siddoway brought up speeding concerns within the city and asked the police to keep a look out in specific areas. Councilor Adcock brought up the area of 200 North at Center Street to Macey's grocery store and the thoroughfare that exists there. He brought up the possibility of putting a four way stop at 200 East and 200 North. Councilor Siddoway asked that other council members be mindful of attending the booth at the Hometown Market.

Councilor Siddoway inquired if the signage and striping along 300 West was completed. He asked that the police department enforce any reoccurring violations in that area.

Councilor Adcock spoke about the Parris RV Chamber of Commerce event he attended recently. He spoke to the business and DOT coordination of their property and parking lot.

Councilor Adcock commended the staff on the Orchard Days events and their patriotism. He was touched to see residents place their hands on their hearts as the flag went by in the parade. Councilor Adcock also addressed an email from Central Utah Water that reported on water efficiency. He also spoke to future interviews he will be a part of in the Public Works Department.

Mayor Olson had no updates for the council and staff but requested that they move into an Executive Session to address the purchase, exchange, or lease of real property.

Councilor Mecham made a motion to enter into an Executive Session to address the purchase, exchange, or lease of real property. The motion was seconded by Councilor Adcock.

Councilor Adcock	Yes
Councilor Siddoway	Yes
Councilor Mecham	Yes

Councilor Hathaway	Yes
Councilor Montoya	Absent

The motion passed unanimously.

The Executive Session was entered into at 9:00 p.m.

Councilor Mecham made a motion to adjourn the Executive Session at 9:16 p.m. Councilor Siddoway seconded the motion.

Councilor Adcock	Yes
Councilor Siddoway	Yes
Councilor Mecham	Yes
Councilor Hathaway	Yes
Councilor Montoya	Absent

The motion passed unanimously

ADJOURNMENT

Councilor Mecham made a motion to adjourn the Special City Council meeting. Councilor Siddoway seconded the motion.

Councilor Adcock	Yes
Councilor Siddoway	Yes
Councilor Mecham	Yes
Councilor Hathaway	Yes
Councilor Montoya	Absent

The motion passed unanimously.

The meeting adjourned at 9:17 p.m.



Lynn Mecham, Mayor pro tem

ATTEST:



Amalie R. Ottley, City Recorder

Planning

Utah's Dedication to Affordable Housing

General plans act as a jurisdiction's guiding light over the coming years. These comprehensive, long-range plans evaluate the present and future needs of the jurisdiction while also directing the growth and development of that jurisdiction. These plans cover a wide range of topics from transportation, water, recreation, education, and culture.

Since 1996, the Utah State Legislature has deemed planning and development of moderate income housing a statewide concern with the initial adoption of 10-9-307 of the Utah Code. Most jurisdictions must incorporate a moderate income housing element within their general plan. This moderate income housing element includes an "analysis of how the jurisdiction will provide a realistic opportunity for development of moderate income housing within the next five years."

While all jurisdictions are highly encouraged to include a moderate income housing element in their general plan and to take proactive steps towards creating affordable housing, the Legislature of the State of Utah has set the following criteria for those jurisdictions that must meet the requirement:

COUNTIES

First, second, and third class* counties with at least 5,000 people in the unincorporated portion.

MUNICIPALITIES

Cities**

- First, second, third, or fourth class cities
- Fifth class cities with at least 5,000 people and part of a first, second, or third class county

Metro Townships

- Metro townships with at least 5,000 people

* - First class = 1,000,000 people or more; second class = 175,000-999,999 people; third class = 40,000-174,999 people

** - First class = 100,000 people or more; second class = 65,000-99,999 people; third class = 30,000-64,999 people; fourth class = 10,000-29,999 people; fifth class = 1,000-9,999 people

The Importance of Planning for Moderate Income Housing

With proper planning and regulations, jurisdictions can pave the way for the private market to adequately address the housing needs and demand of Utah residents - today and in the future. Housing is one of the top priorities of people and ensuring there's enough housing that people can afford is very important.

As defined by Utah Code, moderate income housing is "housing occupied or reserved for occupancy by households with a gross household income equal to or less than 80% of the median gross

income for households of the same size in the county in which the city is located.” By planning for moderate income housing, jurisdictions will be able to target and direct housing development that will cover a large segment of their population and help to limit the cost burden their residents experience in owning a home.

Planning for moderate income housing by identifying key strategies and how a jurisdiction will implement them within the general plan is a major first step. For a greater impact and to ensure those strategies and implementations continue to work in the future, it’s imperative to analyze and revise this planning regularly. Our communities are forever changing and the direction and planning we take must be adjusted accordingly to ensure we’re supporting existing and future residents throughout Utah.

Benefits and Limitations

There are benefits for those jurisdictions that meet or even exceed the moderate income housing requirement. Those jurisdictions that exceed the standard requirements by (selecting and implementing two additional strategies) will receive priority consideration of specific funding for the following year after the annual report submission. On the flip side, jurisdictions that do not submit their annual report or do not meet the standard requirements will be deemed ineligible for those same funding opportunities.

The funding opportunities related to this requirement include:

- Transportation Project Funding from the Transportation Commission (Transportation Investment Fund and Transit Transportation Investment Fund) and
- COVID-19 Local Assistance Matching Grant Technical Assistance Program through the Governor’s Office of Planning and Budget.

Housing Element Guidance

There are a number of elements that relate to planning for moderate income housing in Utah. We’ve outlined the primary elements of the state requirement to provide general guidance.

Moderate Income Housing Element in the General Plan

While all jurisdictions are encouraged to plan for moderate income housing, certain jurisdictions are required to include a moderate income housing element within their general plan. The inclusion of this element demonstrates that the jurisdiction desires to create an opportunity for a variety of housing in order “to meet the needs of people of various income levels living, working, or desiring to live or work in the community” while also allowing “people of various incomes to benefit from and fully participate in all aspects of neighborhood and community life.”

This housing element should include two pieces: specific strategies which the jurisdiction intends to utilize and an implementation plan to see those strategies through over the next five years.

Strategies

Municipalities and counties must include at least three strategies - municipalities with a “fixed guideway transit station” (train or BRT station) must have at least four strategies. The menu of strategies includes the following:

- A. Rezone for densities necessary to facilitate the production of moderate income housing

B.	Demonstrate investment in the rehabilitation or expansion of infrastructure that facilitates the construction of moderate income housing
C.	Demonstrate investment in the rehabilitation of existing uninhabitable housing stock into moderate income housing
D.	Identify and utilize general fund subsidies or other sources of revenue to waive construction related fees that are otherwise generally imposed by the county/municipality for the construction or rehabilitation of moderate income housing
E.	Create or allow for, and reduce regulations related to, internal or detached accessory dwelling units in residential zones
F.	Zone or rezone for higher density or moderate income residential development in commercial or mixed-use zones near major transit investment corridors, commercial centers, or employment centers
G.	Amend land use regulations to allow for higher density or new moderate income residential development in commercial or mixed-use zones near major transit investment corridors
H.	Amend land use regulations to eliminate or reduce parking requirements for residential development where a resident is less likely to rely on the resident's own vehicle, such as residential development near major transit investment corridors or senior living facilities
I.	Amend land use regulations to allow for single room occupancy developments
J.	Implement zoning incentives for moderate income units in new developments
K.	Preserve existing and new moderate income housing and subsidized units by utilizing a landlord incentive program, providing for deed restricted units through a grant program, or establishing a housing loss mitigation fund
L.	Reduce, waive, or eliminate impact fees related to moderate income housing
M.	Demonstrate creation of, or participation in, a community land trust program for moderate income housing
N.	Implement a mortgage assistance program for employees of the county/municipality, an employer that provides contracted services for the county/to the municipality, or any other public employer that operates within the county/municipality
O.	Apply for or partner with an entity that applies for state or federal funds or tax incentives to promote the construction of moderate income housing, an entity that applies for programs offered by the Utah Housing Corporation within that agency's funding capacity, an entity that applies for affordable housing programs administered by the Department of Workforce Services, an entity that applies for affordable housing programs administered by an association of governments established by an interlocal agreement under Title 11, Chapter 13, Interlocal Cooperation Act, an entity that applies for services provided by a public housing authority to preserve and create moderate income housing, or any other entity that applies for programs or services that promote the construction or preservation of moderate income housing
P.	Demonstrate utilization of a moderate income housing set aside from a community reinvestment agency, redevelopment agency, or community development and renewal agency to create or subsidize moderate income housing
Q.	Create a housing and transit reinvestment zone pursuant to Title 63N, Chapter 3, Part 6, Housing and Transit Reinvestment Zone Act
R.	Eliminate impact fees for any accessory dwelling unit that is not an internal accessory dwelling unit as defined in Section 10-9a-530
S.	Create a program to transfer development rights for moderate income housing
T.	Ratify a joint acquisition agreement with another local political subdivision for the purpose of combining resources to acquire property for moderate income housing
U.	Develop a moderate income housing project for residents who are disabled or 55 years old or older
V.	Develop and adopt a station area plan in accordance with Section 10-9a-403.1

- W. Create or allow for, and reduce regulations related to, multifamily residential dwellings compatible in scale and form with detached single-family residential dwellings and located in walkable communities within residential or mixed-use zones
- X. Demonstrate implementation of any other program or strategy to address the housing needs of residents of the county/municipality who earn less than 80% of the area median income, including the dedication of a local funding source to moderate income housing or the adoption of a land use ordinance that requires 10% or more of new residential development in a residential zone be dedicated to moderate income housing

Notes:

1. Municipalities with a fixed guideway transit station must include strategy V in their moderate income housing element.
2. Strategy "O" above does not include the phrase "an entity that applies for affordable housing programs administered by an association of governments established by an interlocal agreement under Title 11, Chapter 13, Interlocal Cooperative Act," for counties.
3. Strategy "V" above does not apply to counties.

Implementation

Identifying the key strategies that your jurisdiction is going to utilize is a first step to planning for moderate income housing. The next piece, and some might say the most important piece, is the implementation plan for these strategies.

The jurisdiction should determine an appropriate and realistic implementation plan to bring these strategies to life over the next five years. This implementation plan should be developed in a way that there's flexibility so that the jurisdiction can make adjustments as needed over time. The implementation should also identify specific measures and benchmarks for the strategies. This allows the jurisdiction and general public to understand exactly what needs to happen and creates a method of verifying and determining if the moderate income housing plan is being met.

Adoption

Drafting the strategies and implementation plan need to then be followed by incorporation and adoption of the moderate income housing element within the general plan. Below are a number of resources to assist with this phase.

A [basic outline](#) for the moderate income housing element of the general plan has been drafted. The outline is based on a number of guidelines and best practices recommended by the American Planning Association (APA) and the US Department of Housing and Urban Development (HUD). The [writing guide](#) provides easy to follow tips on preparing a high-quality moderate income housing element.

The moderate income housing element and implementation plan must be formally adopted by resolution and posted on the jurisdiction's website. Prior to the adoption, a public notice and comment along with a public hearing must be held to review the proposed amendment to the general plan.

Analysis

Starting in 2023, jurisdictions that are required to submit an annual report will also need to include an analysis of the progress they've made over the past year. This analysis is self-reported and reviewed by the Housing and Community Development Division. It gives the jurisdiction the ability to truly look at the strategies they've selected, the progress they've made toward implementation, as well as

identify any barriers or issues they've run into over the year while trying to enable and encourage moderate income housing.

More details about the annual report and the analysis element can be found on the [Reporting](#) page.

Clearinghouse of Affordable Housing Data

Planning is said to be policymaking with a map. Evidence-based policies are forward-looking and shaped by high-quality, reliable information rather than reflex responses to short-term pressures. They tackle causes not symptoms. Evidence-based policies are designed to: 1) Test the validity of perceived issues in a community; 2) Assess the extent of verified problems; 3) Evaluate the potential efficacy of proposed solutions; and 4) Monitor progress in resolving those problems.

Each year the U.S. Census Bureau conducts an extensive household survey called the American Community Survey (ACS) and posts the results on its website. The [U.S. Census Bureau](#) provides table and map-based data for you to explore and use. HUD then compiles the ACS into Comprehensive Housing Affordability Strategy (CHAS) datasets, which are tabulations of housing needs according to household income and program eligibility limits. It then publishes these data on its [HUDuser](#) website. However, these websites are not the most intuitive websites to use. HCD has provided a number of easy to follow tutorials and an Affordable Housing Gap Analysis tool to help guide you on your way to evidence-based planning.

The Role of the Utah Housing and Community Development Division

The Utah Housing and Community Development Division (HCD) plays a critical role assisting the State in the creation of moderate income housing. In addition to developing the regulations related to this topic within the State Code, HCD is here to:

- Train jurisdictions on the annual reporting process,
- Review and publish all submitted annual reports,
- Determine compliance with the regulation as well as priority funding consideration for jurisdictions that exceed the standard requirement,
- Identify jurisdictions that are in noncompliance and therefore ineligible for certain funding, and
- Provide support and answers to jurisdictions throughout the general plan adoption and implementation of the housing element.

Questions?

If you need any assistance in submitting your annual report or have questions about the requirements, please reach out to William Cobabe (wcobabe@utah.gov).