

CITY COUNCIL AGENDA

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PUBLIC NOTICE is hereby given that the City Council of SOUTH WEBER CITY, Utah, will meet in a regular public meeting commencing at 6:00 p.m. on Tuesday, September 24, 2024, in the Council Chambers at 1600 E. South Weber Dr.

OPEN (Agenda items may be moved to meet the needs of the Council.)

1. Pledge of Allegiance: Councilman Dills
2. Prayer: Councilman Halverson
3. Public Comment: Please respectfully follow these guidelines.
 - a. Individuals may speak once for 3 minutes or less: Do not remark from the audience.
 - b. State your name & city and direct comments to the entire Council (They will not respond).

PRESENTATIONS

4. Service to the City Recognition—Winterton Towing

ACTION ITEMS

5. Consent Agenda
 - a. August 26 Minutes
6. Conditional Use Permit 24-02: Young Quick Lube
7. Gilbert and Stewart Audit Proposal

REPORTS

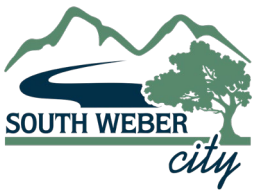
9. New Business
10. Council & Staff
11. Adjourn

In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify the City Recorder, 1600 East South Weber Drive, South Weber, Utah 84405 (801-479-3177) at least two days prior to the meeting.

The undersigned City Recorder for the municipality of South Weber City hereby certifies that a copy of the foregoing notice was mailed/emailed/posted to: City Office building; Mayor, Council, and others on the agenda; City Website southwebercity.com/; and Utah Public Notice website www.utah.gov/pmn/index.html.

DATE: September 17, 2024

CITY RECORDER: Lisa Smith



4 Winterton
CITY COUNCIL MEETING
STAFF REPORT

MEETING DATE

08/24/2024

PREPARED BY

Derek Tolman

Chief

ITEM TYPE

Legislative

ATTACHMENTS

PRIOR DISCUSSION DATES

none

AGENDA ITEM

Winterton Towing recognition

PURPOSE

Thank them for years of providing vehicles to the department to train with.

RECOMMENDATION

Present Plaque

BACKGROUND

On behalf of the South Weber Fire Department, I would like to extend our heartfelt gratitude for your invaluable support in providing vehicles for our training exercises. Your generosity allowed our team to practice essential skills, including vehicle extrication, fire suppression, and emergency medical services.

The opportunity to cut, burn, and perform EMS drills on real vehicles significantly enhances our readiness and ability to respond to emergencies effectively. These hands-on experiences are critical in preparing our firefighters and EMS personnel to serve our community with the highest level of proficiency.

Your contribution not only supports our department but also helps ensure the safety and well-being of the residents of South Weber. We deeply appreciate your commitment to our mission and the role you play in helping us maintain the highest standards of service.

Once again, thank you for your continued support and partnership. We look forward to working together in the future to keep our community safe.

ANALYSIS

Invaluable Training























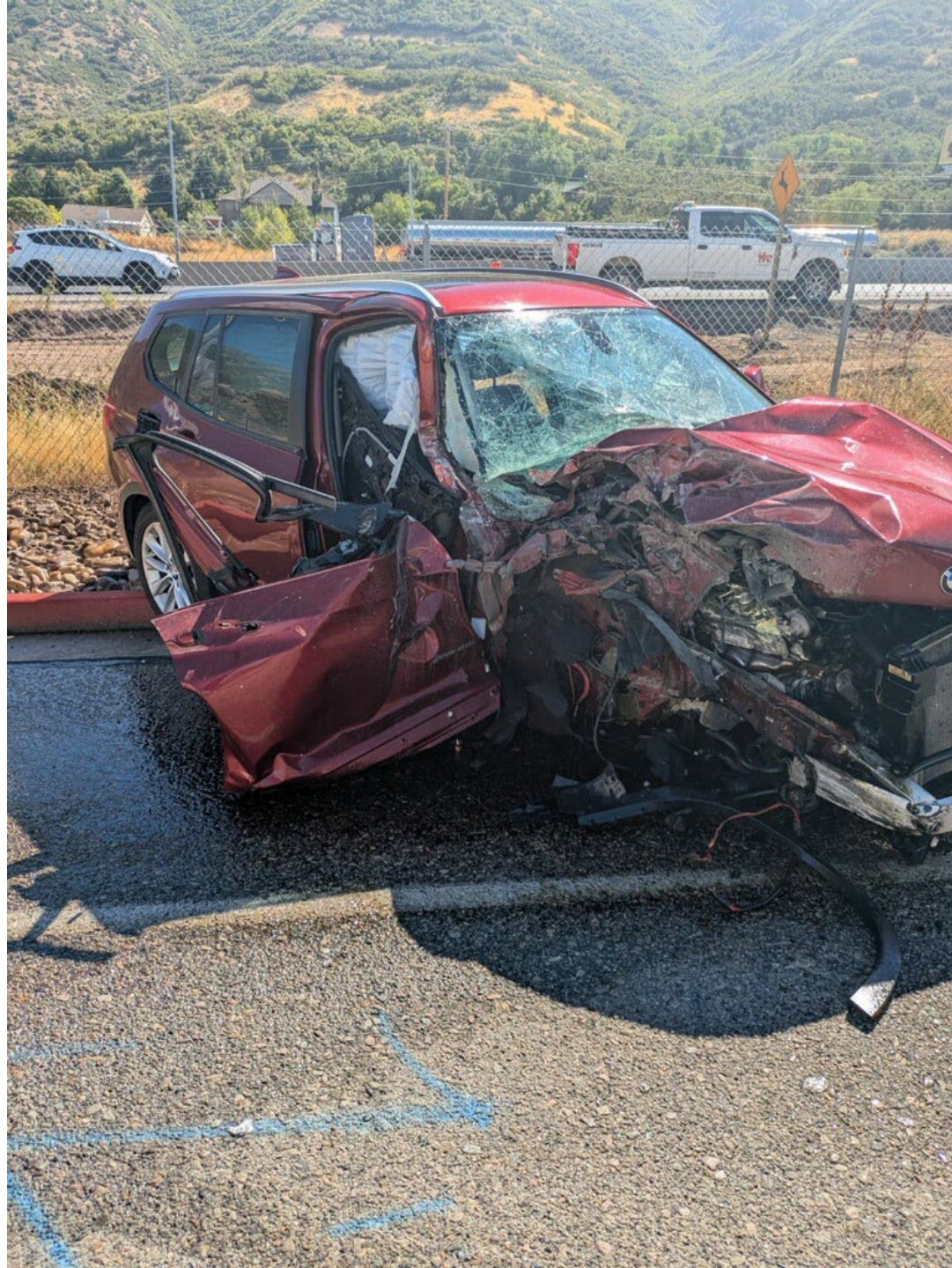














SOUTH WEBER CITY CITY COUNCIL MEETING

DATE OF MEETING: 27 August 2024

TIME COMMENCED: 6:00 p.m.

LOCATION: South Weber City Office @ 1600 East South Weber Drive, South Weber, UT

PRESENT: MAYOR: Rod Westbroek

COUNCIL MEMBERS: Jeremy Davis
Joel Dills
Blair Halverson
Angie Petty
Wayne Winsor

CITY MANAGER: David Larson

COMMUNITY DEVEL MGR: Lance Evans

COMMUNITY RELATIONS: Shaelee King

CITY ATTORNEY: Jayme Blakesley

FINANCE DIRECTOR: Brett Baltazar

DEPUTY RECORDER: Raelyn Boman

CITY RECORDER: Lisa Smith

Minutes: Michelle Clark

ATTENDEES: Paul Sturm, Tani Lynch, Lynn Poll, Kathy Poll, Chay Olson, Ben Hansen, Robbie Thomson, Traci Wiese, Mike & Natalie Clydesdale, Keith & Victoria Christensen.

Mayor Westbroek called the meeting to order and welcomed those in attendance.

1. Pledge of Allegiance: Councilman Winsor

2. Prayer: Mayor Westbroek

3. Public Comment:

Paul Sturm of South Weber City identified areas of discrepancy in the city packet concerning the certified tax rate.

Lynn Poll of South Weber City thanked the city staff for the gravel installed on the path leading to the elementary school.

PRESENTATIONS

4. Country Fair Days Committee Recognition

Mayor Westbroek expressed appreciation for those who played key roles in making this year's Country Fair Days. He thanked **Jo and Darrin Sjoblom** for their incredible organization of the pickleball competitions, **Daren Gardner, Toni Harper, and Tracy Harper** for the Golf Tournament, **Michael and Amy Poff** for the Family Dinner in Central Park, **Greg Anderson** for hosting the Family Game Night, **Alex Keetch** for the Little Buckaroo Rodeo, **Natalie Browning** for the Kid K Race, **Jenni Poll** for the Old Timers Baseball Game, **Angie Petty** for the Movie in the Park, **Chris Buckway** for the 3 on 3 Basketball Tournament, **Traci Wiese** for the Chalk Art event, **Skyler Becraft** for the 5k, 10k, and 2-mile walk, **Lacey Loveless** for the Parade, **Josh and Heidi Nilson** for the Classic Car Show, **Dusty Petty** for the Dutch Oven Contest, and the many sponsors and donors who contributed to the success of the Country Fair Days. Mayor Westbroek praised **Tani Lynch, Traci Wiese, Keith & Victoria Christensen** for their countless hours, days, weeks, and months of planning, coordinating, and organizing this event for South Weber City. He noted their commitment to making the Country Fair Days a success is deeply appreciated by the entire community.

5. Employee Recognition of City Transcriber Michelle Clark

Mayor Westbroek thanked transcriber Michelle Clark for her 30 years of service.

ACTION ITEMS

6. Consent Agenda

- a. July 9 Minutes**
- b. July 23 Minutes**
- c. July Checks**

Councilman Winsor moved to approve the consent agenda as written. Councilman Halverson seconded the motion. Mayor Westbroek called for a roll call vote. Council Members Davis, Dills, Halverson, Petty, and Winsor voted aye. The motion carried.

7. Resolution 24-25: Tax Year 2024 Certified Property Tax Rate of 0.001441

Each year the city must adopt the certified tax rate to allow the county to collect and distribute property taxes on behalf of the city. The proposed tax rate presented by Davis County was 0.001287. After reviewing five possible tax rates, the City Council proposed a rate of 0.001441. A truth in taxation hearing occurred on August 13, 2024.

Councilman Winsor moved to approve Resolution 24-25: Tax Year 2024 Certified Property Tax Rate of 0.001441. Councilman Halverson seconded the motion. Mayor Westbroek called for a roll call vote. Council Members Davis, Halverson, Petty, and Winsor voted aye. Councilman Dills voted nay. The motion carried 4 to 1.

8. Resolution 24-26: Adopt Fiscal Year 2025 Final Budget

All cities in Utah are required to adopt a city budget outlining expected revenues and expenditures for the next fiscal year. Staff and the City Council have worked together over the past several months to put together a balanced budget for all funds which meets the needs of the city for the fiscal year ending June 30, 2025.

Councilman Winsor moved to approve Resolution 24-26: Adopt Fiscal Year 2025 Final Budget. Councilwoman Petty seconded the motion. Mayor Westbroek called for a roll call vote. Council Members Davis, Dills, Halverson, Petty, and Winsor voted aye. The motion carried.

Councilman Halverson moved to open the public hearing for South Weber Gateway Development Agreement Third Amendment. Councilman Davis seconded the motion. Mayor Westbroek called for a roll call vote. Council Members Davis, Dills, Halverson, Petty, and Winsor voted aye. The motion carried.

9. Public Hearing on South Weber Gateway Development Agreement Third Amendment

On April 9th and June 11, 2024, the Council held work sessions to discuss and review proposed changes to the Amended South Gateway Development Agreement. Since the two work sessions, Wasatch Bridge has taken steps toward developing the commercial phases of the project and constructing a commercial building including hiring a civil engineer, a commercial land planner/architect, and a local developer/builder. They have spent a significant amount of money and time to make this project work within the parameters of the development agreement and to meet the Council's requirements.

The proposed Third amendment to the Development Agreement has the ownership corrected to Wasatch Bride Primary Investments, clarification on the garage size to 20 feet x 20 feet and leaving the driveway length at 25'.

Section 4 of the third amendment also clarifies the timing of each project phase.

1. Section 2(c) of the Amended DA is modified as follows: "c. A building permit in accordance with the schedule outlined in Section 2(a) and (b) above for the commercial buildings must be issued prior to occupancy of any townhomes in the same phase. Notwithstanding anything to the contrary set forth herein, in no event shall a developer of townhomes be denied certificates of occupancy for constructed townhomes, provided that a building permit or permits, as applicable, for the commercial buildings has been issued and vertical construction of such commercial buildings has commenced."

The clarification on the process for the phases, permitting and construction will ensure that the residential and commercial elements will be constructed in an orderly manner that is beneficial for the project and the city.

----- PUBLIC HEARING OPENED -----

Mayor Westbroek asked if there was any public comment.

Paul Sturm of South Weber City noted Exhibit C was omitted and opined this development project has greatly eroded the overall concept from the SWC General Plan.

Councilman Halverson moved to close the public hearing for South Weber Gateway Development Agreement Third Amendment. Councilman Dills seconded the motion.

Mayor Westbroek called for a roll call vote. Council Members Davis, Dills, Halverson, Petty, and Winsor voted aye. The motion carried.

----- PUBLIC HEARING CLOSED -----

10. Resolution 24-27: South Weber Gateway Development Agreement Third Amendment

Lance Evans expressed he neglected to include Exhibit C in this city packet, and further explained it is the same exhibit used by Tripointe Homes. He noted during phase 1 commercial building permits will be issued prior to any townhome in same phase, and vertical construction commenced. Robbie Thompson conveyed there will be 57 townhomes and not 60. Councilman Winsor questioned the definition of “vertical construction.” Robbie replied vertical construction is foundation. City Attorney Jayme Blakesley suggested the following amendment defining vertical construction:

4. Section 2(c) of the Amended DA is modified as follows: "c. A building permit in accordance with the schedule outlined in Section 2(a) and (b) above for the commercial buildings must be issued prior to occupancy of any townhomes in the same phase. Notwithstanding anything to the contrary set forth herein, in no event shall a developer of townhomes be denied certificates of occupancy for constructed townhomes, provided that a building permit or permits, as applicable, for the commercial buildings has been issued and vertical construction of such commercial buildings has commenced. For purposes of this section, "vertical construction" shall mean the construction of portions of the structure that are above-grade (e.g., framing)."

Discussion took place regarding the phasing of this project. Councilman Dills asked if the Council is okay with the decreased garage size of 20' x 20'. The Council agreed. Councilwoman Petty expressed she would appreciate reviewing a completed packet that includes all the amendments before voting.

Councilman Davis moved to continue Resolution 24-27: South Weber Gateway Development Agreement Third Amendment to include definitions and update documents. Councilwoman Petty seconded the motion. Mayor Westbroek called for a roll call vote. Council Members Davis, Dills, Halverson, Petty, and Winsor voted aye. The motion carried.

Councilman Davis moved to open the public hearing to declare playground equipment as surplus. Councilman Halverson seconded the motion. Mayor Westbroek called for a roll call vote. Council Members Davis, Dills, Halverson, Petty, and Winsor voted aye. The motion carried.

11. Public Hearing to Declare Playground Equipment as Surplus

Trust representative and park manager Chay Olson conducted a risk assessment of all the parks in December 2023. Several high-risk problems were found in Cedar Cove Park. Mrs. Olson took the findings to the parks committee, and it was assessed to be a high priority. Parks staff will remove the equipment to save on costs.

PUBLIC HEARING OPENED

No comments were made

Councilman Winsor moved to close the public hearing to declare playground equipment as surplus. Councilwoman Petty seconded the motion. Mayor Westbroek called for a roll call vote. Council Members Davis, Dills, Halverson, Petty, and Winsor voted aye. The motion carried.

PUBLIC HEARING CLOSED

12. Resolution 24-28: Declaring Playground Equipment as Surplus

Councilwoman Petty moved to approve Resolution 24-28: Declaring Playground Equipment as Surplus. Councilman Winsor seconded the motion. Mayor Westbroek called for a roll call vote. Council Members Davis, Dills, Halverson, Petty, and Winsor voted aye. The motion carried.

13. Playground Equipment Purchase for Cedar Cove Park

The current playground set is over 20 years old. Trust representative Jason Watterson and Parks Manager Chay Olson did an assessment in 2023 and found multiple safety concerns. The need went before the parks committee and a request for supplemental funds for the current budget was presented at the Council retreat in February. The 2025 tentative budget has been approved with this project included.

Councilman Dills moved to approve playground equipment purchase for Cedar Cove Park for \$34,910.76. Councilman Winsor seconded the motion. Mayor Westbroek called for a roll call vote. Council Members Davis, Dills, Halverson, Petty, and Winsor voted aye. The motion carried.

Councilwoman Petty thanked Mrs. Olson and city staff for their help.

14. Real Estate Purchase Contract from South Weber, LLC (General RV) Amendment #2

South Weber City and General RV entered into a purchase agreement on September 26, 2023, and amended that agreement on May 28, 2024. The closing deadline is August 23, 2027. There are a few outstanding items to finalize prior to officially closing on the property. Recognizing the closing deadline per contract (August 23) and the timeline for City Council meetings recently (last business meeting was July 23), along with the desire to not let the deadline pass, City Attorney Jayme Blakesley recommended City Manager David Larson sign an amendment for extension then bring that forward to the City Council for ratification. General RV's legal counsel agreed with the process. Amendment #2 extends the deadline for closing to October 31, 2024. In the meantime, City staff will continue to work to complete the few remaining items necessary to finalize the purchase and prepare for closing.

Councilman Winsor moved to ratify Real Estate Purchase Contract from South Weber, LLC (General RV) Amendment #2. Councilman Halverson seconded the motion. Mayor Westbroek called for a roll call vote. Council Members Davis, Dills, Halverson, Petty, and Winsor voted aye. The motion carried.

15. Resolution 24-29: Appoint David Larson as Emergency Manager

The Public Safety Committee was tasked with looking into options for emergency operations moving forward, including the role of emergency manager. Rather than wait until that time when the research and vetting of options has been completed, not knowing the exact timeline for completion of the project, staff recommended designating City Manager David Larson as the emergency manager now to comply with state law.

Councilman Halverson moved to approve Resolution 24-29: Appoint David Larson as Emergency Manager. Councilwoman Petty seconded the motion. Mayor Westbroek called for a roll call vote. Council Members Davis, Dills, Halverson, Petty, and Winsor voted aye. The motion carried.

REPORTS**16. New Business**

Street Cleaning: Councilman Davis announced he received complaints from neighbors concerning the street sweeper going through their neighborhood on trash day. City Manager David Larson will follow up.

Cherry Farms Park Playground Equipment: Chay Olson presented a brief update on Cherry Farms Parks playground which has approximately three years left on the equipment at this park.

Sound Ordinance Sign for Highway 89: Councilwoman Petty requested a sound ordinance sign for Highway 89 regarding engine brakes.

Corner of 8100 S. 2250 E. Park Strip Site Line: Transcriber Michelle Clark mentioned it is difficult to see oncoming traffic at the corner of 8100 S 2250 E due to the overgrown park strip.

National Day of Service Day September 11, 2024: Councilman Winsor stated the city website has a list of service projects for individuals who would like to help.

17. Council & Staff

Councilman Dills: announced he is currently working on city code changes for commercial areas not taking care of sidewalks. He has received complaints concerning mosquitos in South Weber City. Mosquito abatement has found multiple pools with mosquitos carrying West Nile virus. The city will be sprayed again with attention given to specific areas. He urged residents to remove any standing water.

Councilman Halverson: Public Works Facility is moving forward but struggling with the transformer from Rocky Mountain Power.

Community Relations Shaelee King: announced the last concert in the park will be this Thursday with one food truck. A Mother and Son Picnic in the Park will be held September 14th at 6:00 pm. \$10 per mom. Bring your own picnic. Halloween Bash will be in October.

CLOSED SESSION held pursuant to the provision of UCA section 52-4-205 (1)(e) to discuss the sale of real property.

Councilman Halverson moved to adjourn the meeting and go into a closed session at 7:02 p.m. Councilman Winsor seconded the motion. Mayor Westbroek called for a roll call vote. Council Members Davis, Dills, Halverson, Petty, and Winsor voted aye. The motion carried.

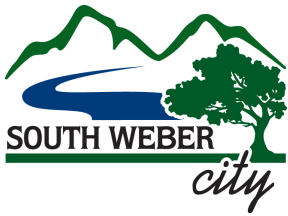
APPROVED: _____ **Date 09-24-2024**

Mayor: Rod Westbroek

Transcriber: Michelle Clark

Attest: _____
City Recorder: Lisa Smith

DRAFT



6 Young Lube
CITY COUNCIL MEETING
STAFF REPORT

MEETING DATE

September 24, 2024

PREPARED BY

Lance Evans, AICP

Community Development
Manager

ITEM TYPE

Staff Report

ATTACHMENTS

CUP application and plans

PRIOR DISCUSSION DATES

N/A

AGENDA ITEM

Conditional Use Permit for Young Tire and Service an automotive service center on 2.29 acres at 7716 S 2700 East. The property is zoned C-H: (Highway-Commercial Zone) and allows automotive uses as per the Land Use Matrix. Any commercial development over one acre in size requires a Conditional Use Permit. The proposal is for a 5,256 square foot building for automotive services on 2.29 acres.

PURPOSE

Review and approval of Young Automotive Service Center Conditional Use Permit.

RECOMMENDATION

The Planning Commission reviewed the application for the Conditional Use Permit and recommends approval with the following conditions.

1. Modify plans to meet Engineering site plan requirements.
2. Move the sidewalk location, as per the City Engineer recommendations in the site plan review.
3. That the grey split-faced CMU walls are modified to break up the wall with marbling or vertical and or horizontal elements to enhance visual interest.
4. Provide approval letters from oil and gas easement holders on the property.
5. Cross access easement shall be provided to share access with the adjacent property owner to the south.
6. That the tire storage area chain link fence be replaced with an 8' masonry wall.
7. That the site lighting be modified to reduce light levels at the property lines of the project to 0.2 lumens, to minimize off-site light.
8. That the parking spaces in front of the natural gas sub-station access road points be removed for emergency vehicle access.
9. That the landscaped area along South Weber Drive and 2700 East is maintained with UDOT approval.

PROJECT SUMMARY

The proposed building is 5,256 square feet, with six bays for automotive services including minor automotive repair. At the Planning Commission meeting it was also clarified that the building and site may be used for All Terrain Vehicle display and rental. The application materials for the Conditional Use Permit (CUP) are shown below in Exhibit A. The applicant has responded to each of the city code requirements and standards as stated in Chapter 10 of the City Code in the application in addition to the civil plans.

PLANNING COMMISSION DISCUSSION

The Planning Commission discussed several issues regarding the proposed automotive services and the appearance of the site. First, the importance of the automotive services being limited and that no long term outside storage of vehicles under repair was stressed. The Planning Commission felt that if the repairs were kept to items like brake repair, tire replacement and oil changes as per the City Code definition the use would be acceptable.

Second, as a gateway into South Weber, the building and fences should be attractive and the fence around the tire storage area should be replaced with an 8’ masonry wall. The landscaping needs to be maintained in the public right-of-way. The applicant assured the Planning Commission that these concerns would be addressed for the site plan approval.

Last, the Planning Commission discussed the need for appropriate wastewater storage. The applicant stated that the system will meet state codes and siphon contaminants from the water as part of the storm drain system.

PLANNING CODE REVIEW

The City Code requires City Council approval on all conditional use applications in non-residential zones and for short-term rentals. The City Council is the final review authority and will render a decision for all conditional use applications in non-residential zones and for short-term rentals, in accordance with the requirements of this chapter. (SWCC 10-7-2).

The proposed use most closely matched Vehicle and Equipment Repair (Minor) and Vehicle Rental in the Land Use Matrix and requires a Conditional Use Permit (CUP). Also, the property is over an acre in size which also triggers the CUP requirement.

South Weber City Code

10-5H-1: PURPOSE:

To provide areas in appropriate locations adjacent to highways or major streets where activities dependent upon or catering to thoroughfare traffic and the traveling public may be established, maintained and protected. The regulations of this district are designed to encourage harmony between traffic needs and centers for retail commercial, entertainment, automotive facilities and other appropriate highway related activities. (1989 Code § 12-9-001; amd. Ord. 2021-06, 5-25-2021)

10-5H-2: DEVELOPMENT OVER ONE ACRE:

Development over one acre must follow the conditional use permit procedure of chapter 7 of this title. (1989 Code § 12-9-002; amd. Ord. 2021-06, 5-25-2021)

10-5H-3: ARCHITECTURAL SITE PLAN REVIEW:

All proposed C-H development shall meet the requirements of chapter 12 of this title. (1989 Code § 12-9-003; amd. Ord. 2021-06, 5-25-2021)

10-5H-4: PERMITTED USES:

Permitted uses shall be in accordance with Chapter 1, Section 10A of this title and shall have meanings as defined in accordance with Chapter 1, Section 10 of this title. (1989 Code § 12-9-004; amd. Ord. 96-7, 12-10-1996, eff. 1-10-1997; Ord. 16-21, 9-13-2016; Ord. 2021-06, 5-25-2021)

10-5H-5: CONDITIONAL USES:

Conditional uses shall be in accordance with Chapter 1, Section 10A of this title and shall have meanings as defined in accordance with Chapter 1, Section 10 of this title. Conditions for approval shall be made in accordance with the provisions of chapter 7 of this title. (Ord. 19-09, 3-12-2019; amd. Ord. 2021-06, 5-25-2021)

VEHICLE AND EQUIPMENT REPAIR (MINOR):

An establishment providing motor vehicle repair or maintenance services and conducted entirely within completely enclosed buildings, but not including paint and body shops or other activities associated with Vehicle and Equipment Repair (Major). Typical uses include businesses engaged in the following activities: electronic tune-ups, brake repairs (including drum turning), air conditioning repairs, generator and starter repairs, tire repairs, front end alignments, battery recharging, lubrication, and sales, repair and installation of minor parts and accessories such as tires, batteries, windshield wipers, hoses, windows, etc. Vehicle and Equipment Repair (Minor) may include the retail sale of fuels, lubricants and other supplies for motor vehicles.

VEHICLE AND EQUIPMENT SALE AND RENTAL:

A facility providing for the sale, lease, or rental of new or used vehicles, including automobiles, trucks, motorcycles, recreational vehicles, or boats. The cleaning and routine maintenance of motor vehicles is allowed as an accessory use.

South Weber Code Section 10-7-4: STANDARDS outlines five main areas of review for a CUP each with specific elements to address as applicable.

- A. Compatibility with or impact to neighboring properties.
- B. Safety Of Persons and Property.
- C. Health And Sanitation.
- D. Environment.
- E. Traffic, Circulation, And Parking.

Each of these items and the sub-elements have been shown on the site plan and addressed in the application submittal. Staff has reviewed the elements and believes that the CUP follows the standards and recommends approval Young Tire and Service Center CUP with the recommended conditions of approval.

BACKGROUND

Project Information	
Project Name	Young South Weber Tire and Service Center
Site Location	7716 S. 2700 East
Tax ID Number	133770001
Applicant	Young Automotive
Owner	Young Automotive
Proposal Summary	Automotive Service Center, vehicle rentals
Current Zoning	C-H (Commercial Highway Zone)
General Plan Land Use Classification	(C-H) Commercial Highway

Gross Site	2.29 acres
Number of Units	NA
Units Per Acre	NA

SUMMARY

Staff has reviewed the city code and applicants' responses and believes the application meets the city code requirements and standards as stated in Chapter 10 of the City Code with conditions. A site plan permit is also required to address all the detailed elements for the use, but the proposed use complies with the CUP standards.


ATTACHMENTS

1. Engineering comments
2. CUP Application
3. Young Quick Lube Improvement Plans



MEMORANDUM

TO: Young Automotive – Developer
Reeve & Associates – Developer’s Engineer

FROM: Brandon K. Jones, P.E.
South Weber City Engineer 

CC: Lance Evans – South Weber Community Development Manager

**RE: YOUNG QUICK LUBE – CONDITIONAL USE
Engineering Review**

Date: September 6, 2024

Our office has completed a review of the requested Conditional Use for the Young Quick Lube, located at 7716 South 2700 East (across the street from Maverik). We offer the following comments:

10-7-4 STANDARDS

- A. Compatibility with or impact to neighboring properties:
1. Location Within the Zone: The location is compatible with the C-H Zone and neighboring properties.
 2. Site Configuration: The site configuration is compatible with the C-H Zone and neighboring properties.
 3. Screening: The only items that would need to be screened are the dumpster and tire storage areas. Both are located in a screened enclosure. No additional fencing is required or needed for the proposed use.
 4. Height: The building height is single story and well-within the C-H Zone requirements.
 5. Setbacks: The building meets the setbacks of the C-H Zone. The setback is taken from the new widened ROW line. So, the building location will remain compliant with code after the road is widened in the future.
 6. Density/Intensity/Livability: NA (mainly applies to residential uses) – The site is open and provides more parking than required, with a path that allows patrons of their establishment to cross the road to any of the other neighboring commercial uses.
- B. Safety of Persons and Property:
1. Flooding: This property has a very low risk of flooding.
 2. Attractive Nuisances: The only potential attractive nuisance on the property is the petroleum valve station. However, this is already fenced. No additional mitigation is necessary.

3. Setbacks: The building is located at the proper setbacks. No additional mitigation is necessary.
 4. Fault Lines: There are no fault lines on the property. No other known hazards are on the property. No additional mitigation is necessary.
 5. Signs and Similar Structures: All signs will comply with city code requirements. No additional mitigation is necessary.
 6. Loading Zones: No loading zones are proposed.
 7. Street Features: The construction of curb & gutter, drainage swales and piping, sidewalks, parking lots, fire hydrants, parking lot lighting, and street lighting are all being proposed. No additional mitigation is necessary.
- C. Health and Sanitation:
1. Water: Sufficient water supply, flow, and pressure are available to this property.
 2. Wastewater: The building will be connected to the sewer system. The sewer system is adequately sized to handle proposed wastewater discharges.
 3. Utilities: The proposed water lines, sewer lines, and storm drain lines are all sufficiently sized to serve the proposed use.
 4. Trash Collection: A dumpster is proposed and is in a location where it can be easily emptied on a regular basis.
 5. Snow Removal: There are multiple locations where snow may be safely stored.
- D. Environment:
1. Sensitive Areas: The ground where the petroleum lines are located could be considered sensitive. However, protection measures are already in place with the current fencing enclosure of the above ground piping/valves, and with a minimum of 4' of cover over the pipelines. All proposed improvements to the site will leave these protection measures in place.
 2. Pollution: All city, state, and building code requirements will be followed. No additional mitigation is necessary.
 3. Erosion: The entire site will either be covered by pavement or landscaping, which will protect against erosion.
 4. Odors: Proper ventilation required by the Building Code will control objectionable odors (most likely the exhaust from idling vehicles).
 5. Noise: There will be noise from typical equipment used in the service of the vehicle, but nothing outside of the ordinary operation of a service station such as is being proposed. In addition, the operating hours will likely be typical business hours which will not run late into the evening or open excessively early.
 6. Dust: The entire site will either be covered by pavement or landscaping, which will protect against dust and debris.
 7. Light: The proposed lighting includes three parking lot lights, a street light by the entrance on 2700 East, and the lights on the building itself. A photometric plan should still be provided, but nothing proposed appears to be excessive.
 8. Nuisance: The design of the building will minimize or eliminate any of the potential nuisance factors listed. No additional mitigation measures are necessary.

9. Natural Conditions: This site does not have any natural occurring features that need additional design measures to protect.
- E. Traffic, Circulation, and Parking:
1. Traffic: The city hired WCG back in 2022 to provide the city's Transportation Master Plan with a Sub-area Plan specifically conducted for 2700 East between South Weber Drive and 7800 South. More intense uses were assumed in the study. Therefore, no additional study is needed for the proposed use.
 2. Circulation: The proposed circulation allows vehicles to circumnavigate the entire building. Access to the road is well-designed with ample queuing length.
 3. Parking: The number of parking stalls proposed exceeds the minimum required. Also, the location and arrangement of the stalls works well with the proposed use.

10-7-6: CONDITIONAL USE APPLICATION REQUIREMENTS:

The following is a list of the required items listed in this section:

- Application
- Title Report and Survey of the property
- Site Plan (including all elements such as boundaries, setbacks, heights, lot coverage areas to meet zoning requirements, fencing, walls, landscaping, parking, loading, traffic circulation plan, snow removal, connection to public roads and ROW's, easements, natural property features, existing topography, proposed grading, trails, sidewalks, biking facilities, existing and proposed utilities, building plans, lighting plan, and screening required, erosion control plans, permits, etc.)
- Narrative of the proposed use (including calculations of pervious and impervious areas, description of use, projected increase in traffic trips, projected water and sewer demand, and how the proposed use complies with the General Plan)
- Proposed materials and colors for the building, signs, and fencing
- Traffic Study, if required

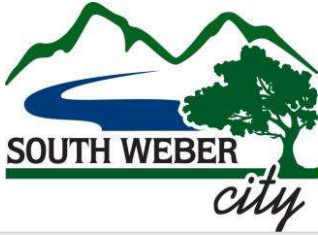
The items listed above have been provided and reviewed. There are some items that still need to be addressed on the site plan, but these can be a condition of approval.

10-7-7: APPROVAL STANDARDS FOR A CONDITIONAL USE APPLICATION:

Upon review of the materials provided, we have concluded that the conditional use complies with: the General Plan, the requirements of the C-H Zone, site plan (pending final comments being addressed), dedication requirements, infrastructure requirements, all applicable land use ordinances, all local, state and federal requirements, the property size is sufficient for the conditional use, and the conditional use will not be detrimental to adjoining and surrounding properties.

10-7-8: REASONABLE CONDITIONS FOR A CONDITIONAL USE AUTHORIZED:

All proposed design elements, features, building, infrastructure, architectural elements, and landscaping are sufficient to approve the requested conditional use. No additional conditions are recommended.



1600 E. South Weber Drive
 South Weber, UT 84405

www.southwebercity.com

801-479-3177
 FAX 801-479-0066

Approved by PC 6 Young Lube
 Approved by CC _____

OFFICE USE ONLY

	1-10 lots	11 + lots	Amt Pd	Date	Rcpt #	Mtg date
Concept	\$ 200.00	\$ 400.00				
Sketch	\$ 400.00	\$ 700.00				
2nd Sketch	\$ 300.00	\$ 350.00				
Prelim	\$ 600.00	\$ 900.00				
Final	\$ 700.00	\$ 1,100.00				

SUBDIVISION/LAND USE PROCESS APPLICATION

Project/Subdivision Name: Young Quick Lube
 Approx. Location: 7716 S 2700 EAST
 Parcel Number(s): 133770001 Total Acres: 2.547
 Current Zone: C-H If Rezoning, to what zone: _____ Bordering Zones: C-H
 Surrounding Land Uses: Commercial - car wash, convenience store, HWY 89 access
 Number of Lots: 1 # of Lots Per Acre: _____ PUD: Yes No

Developer or Agent

Name: Young Automotive
 Company: Young Automotive
 Address: _____
 City/State/Zip: _____
 Phone: _____
 Email: _____

Developer's Engineer

Name: Jeremy Draper
 Company: Reeve & Associates
 Address: 5160 S 1500 W
 City/State/Zip: Riverdale, UT 84405
 Phone: 801-621-3100
 Email: jeremy@reeve.co
 State License # 5338480

Property Owner, if not Developer

Name: _____
 Company: SOUTH WEBER DEVELOPMENT PARTNERS LLC
 Address: 6472 WILLOW CREEK RD
 City/State/Zip: Mountain Green, UT 84050
 Phone: _____
 Email: _____

Surveyor, if not Engineer

Name: Jason Felt
 Company: Reeve & Associates
 Address: 5160 S 1500 W
 City/State/Zip: Riverdale, UT 84405
 Phone: 801-621-3100
 Email: jasonf@reeve.co

Development Signs:

Please note that a building permit is required for all temporary subdivision signs. Signs cannot obstruct clear and free vision and must comply with all City Codes. Failure to comply will result in sign removal.

Applicant Certification

I swear the statements and answers contained herein, in the attached plans, and other exhibits, thoroughly, to the best of my/our ability, present the argument in behalf of the application requested herewith, and that the statements and information above referred to are in all respects true and correct to the best of my/our knowledge and belief. I also certify that I am the owner of the subject property and that the authorized agent noted in this application has my consent to represent me with respect to this application and to appear on my/our behalf before any city commission, board or council considering this application. Should any of the information or representations submitted be incorrect or untrue, I understand that The City of South Weber may rescind any approval or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the South Weber City Land Development Code (SWMC 11) and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. Additionally, I agree to pay all fees associated with this project, as set by the current adopted Consolidated Fee Schedule as well as **any fees associated with any City Consultant (i.e. engineer, attorney)**. The applicant shall also be responsible for all collection fees incurred including a collection fee of up to 40% (pursuant to the provisions of the Utah Code Ann. §12-1-11). I also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Applicant's Signature: _____ Date: 9/18/2023

State of Utah, County of Davis
Subscribed and sworn to before me on this 18th day of September, 2023
By Lesli Barker

Notary Lesli Barker



Seal

Property Owner's Signature: _____ Date: _____

State of Utah, County of Davis
Subscribed and sworn to before me on this _____ day of _____, 201__
By _____

Notary _____



Seal

Project Narrative/Notes/Revisions

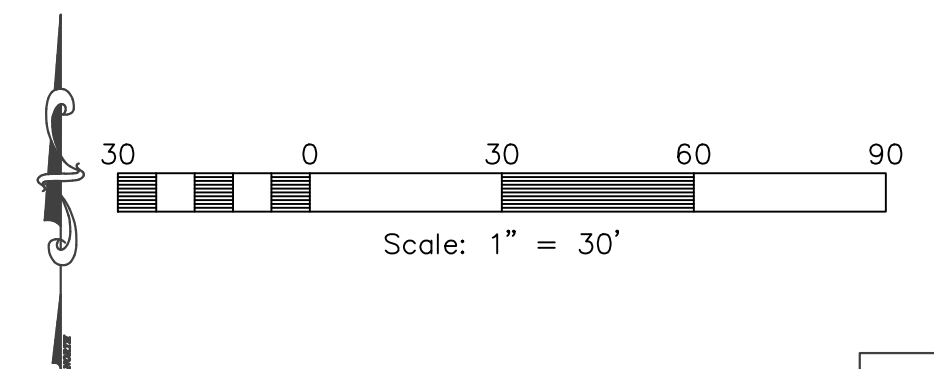
1. 01/15/2024 CK - COMPLETED DESIGN FOR CLIENT & CITY REVIEW.
2. 05/23/2024 CK - UPDATED PER CITY COMMENTS.
3. 07/08/2024 CK - UPDATED PER CITY COMMENTS.
4. 09/04/2024 CK - UPDATED PER CITY COMMENTS.

Young Quick Lube South Weber Drive Improvement Plans

SOUTH WEBER CITY, DAVIS COUNTY, UTAH
JANUARY 2024



Vicinity Map
NOT TO SCALE



SITE DATA	
PARCEL #:	13-377-0001
ZONE:	C-H
PARKING:	93 STALLS PROVIDED (4 A.D.A.)
VALVE STATION:	5,294 S.F.
PLATTED LOT:	110,957 S.F. (2.547 ACRES)
BUILDING AREA:	5,256 S.F. 4.7%
PAVEMENT AREA:	73,682 S.F. 66.4%
LANDSCAPE AREA:	32,019 S.F. 26.7%

Sheet Index

- Sheet 1 - Cover/Index Sheet
- Sheet 2 - Notes/Legend/Street Cross-Section
- Sheet 3 - Existing Site & Demolition Plan
- Sheet 4 - Site Plan
- Sheet 5 - Grading, Drainage, & Utility Plan
- Sheet 6 - Civil Details
- Sheet 6.1 - Civil Details
- Sheet 7 - Storm Water Pollution Prevention Plan Exhibit
- Sheet 8 - Storm Water Pollution Prevention Plan Details
- Sheet 9 - Landscape Plan
- Sheet 10 - Irrigation Plan
- Sheet 11 - Irrigation Details

Engineer's Notice To Contractors:
THE EXISTENCE AND LOCATION OF ANY UNDERGROUND UTILITY PIPES OR STRUCTURES SHOWN ON THESE PLANS WERE OBTAINED FROM AVAILABLE INFORMATION PROVIDED BY OTHERS. THE LOCATIONS SHOWN ARE APPROXIMATE AND SHALL BE CONFIRMED IN THE FIELD BY THE CONTRACTOR, SO THAT ANY NECESSARY ADJUSTMENT CAN BE MADE IN ALIGNMENT AND/OR GRADE OF THE PROPOSED IMPROVEMENT. THE CONTRACTOR IS REQUIRED TO CONTACT THE UTILITY COMPANIES AND TAKE DUE PRECAUTIONARY MEASURE TO PROTECT ANY UTILITY LINES SHOWN, AND ANY OTHER LINES OBTAINED BY THE CONTRACTOR'S RESEARCH, AND OTHERS NOT OF RECORD OR NOT SHOWN ON THESE PLANS.



Surveyor:
Jason Felt
Reeve & Associates, Inc.
5160 South 1500 West
Riverdale, Utah, 84405
PH: (801) 621-3100

Landscape Architect:
Nathan Peterson
Reeve & Associates, Inc.
5160 South 1500 West
Riverdale, Utah, 84405
PH: (801) 621-3100

Developer Contact:
Young Automotive Group

Project Contact:
Jeremy Draper
Reeve & Associates, Inc.
5160 South 1500 West
Riverdale, Utah, 84405
PH: (801) 621-3100

D
C
B
A

CENTER POINT CONSTRUCTION
289 East 400 North
Morgan, Utah 84050

CLH ARCHITECTS ENGINEERS
Case, Lowe & Hart, Inc. • 2484 Washington Blvd.
Suite 510 • Ogden, Utah 84401-2346
801-399-5821 • www.clhac.com

CONSULTANT

STAMP



YOUNG QUICK LUBE

7716 South 2700 East
Weber Dr.

MARK	DATE	DESCRIPTION



ISSUE DATE: 1/08/2024

PROJECT NO:

CAD DWG FILE:

DRAWN BY:

CHK'D BY:

Review Plan

JANUARY 2024

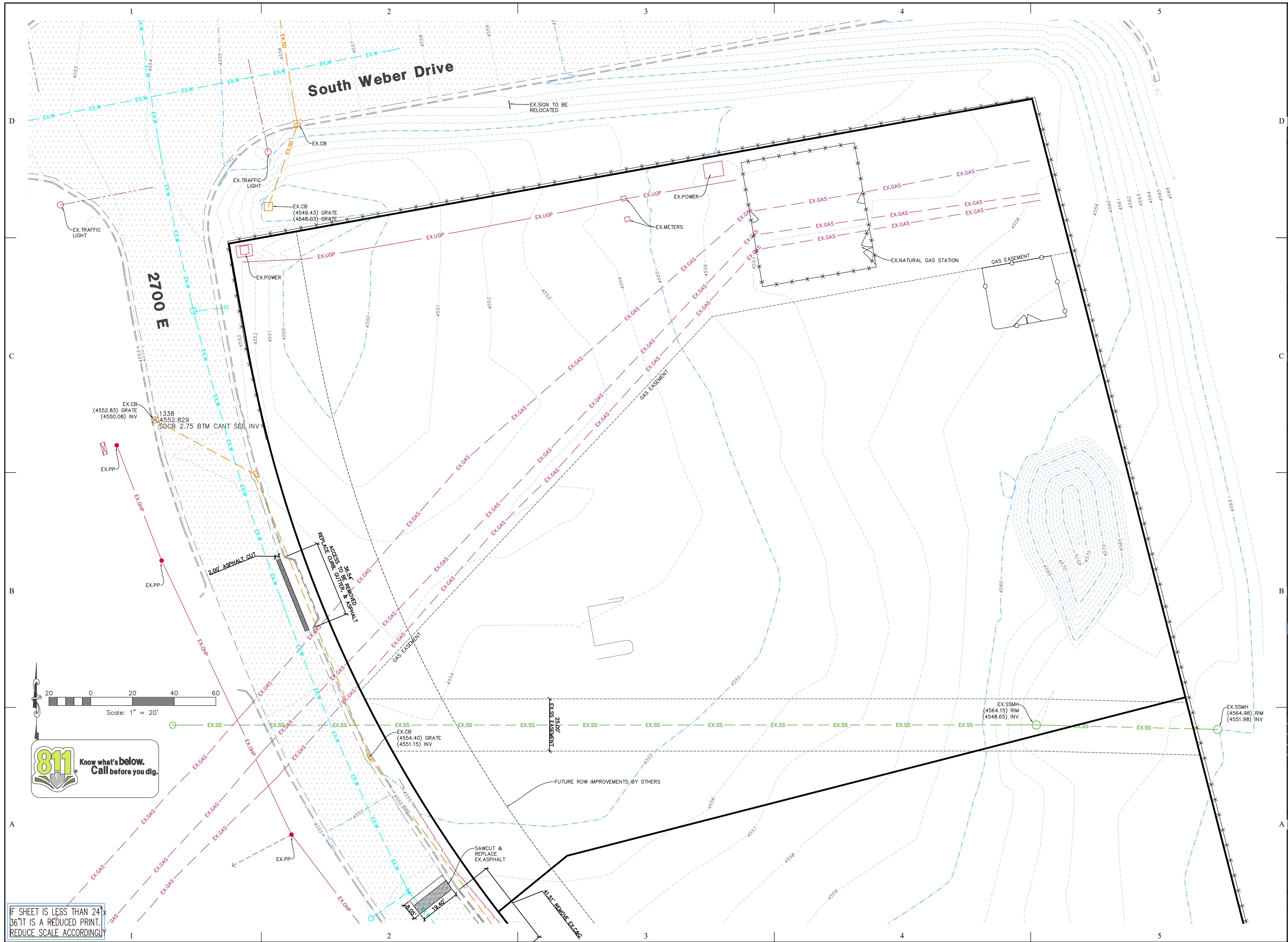
SHEET TITLE

Cover / Index

SHEET NO:

C101

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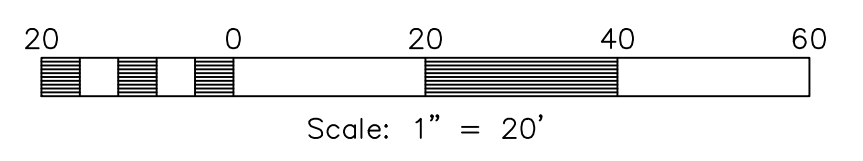
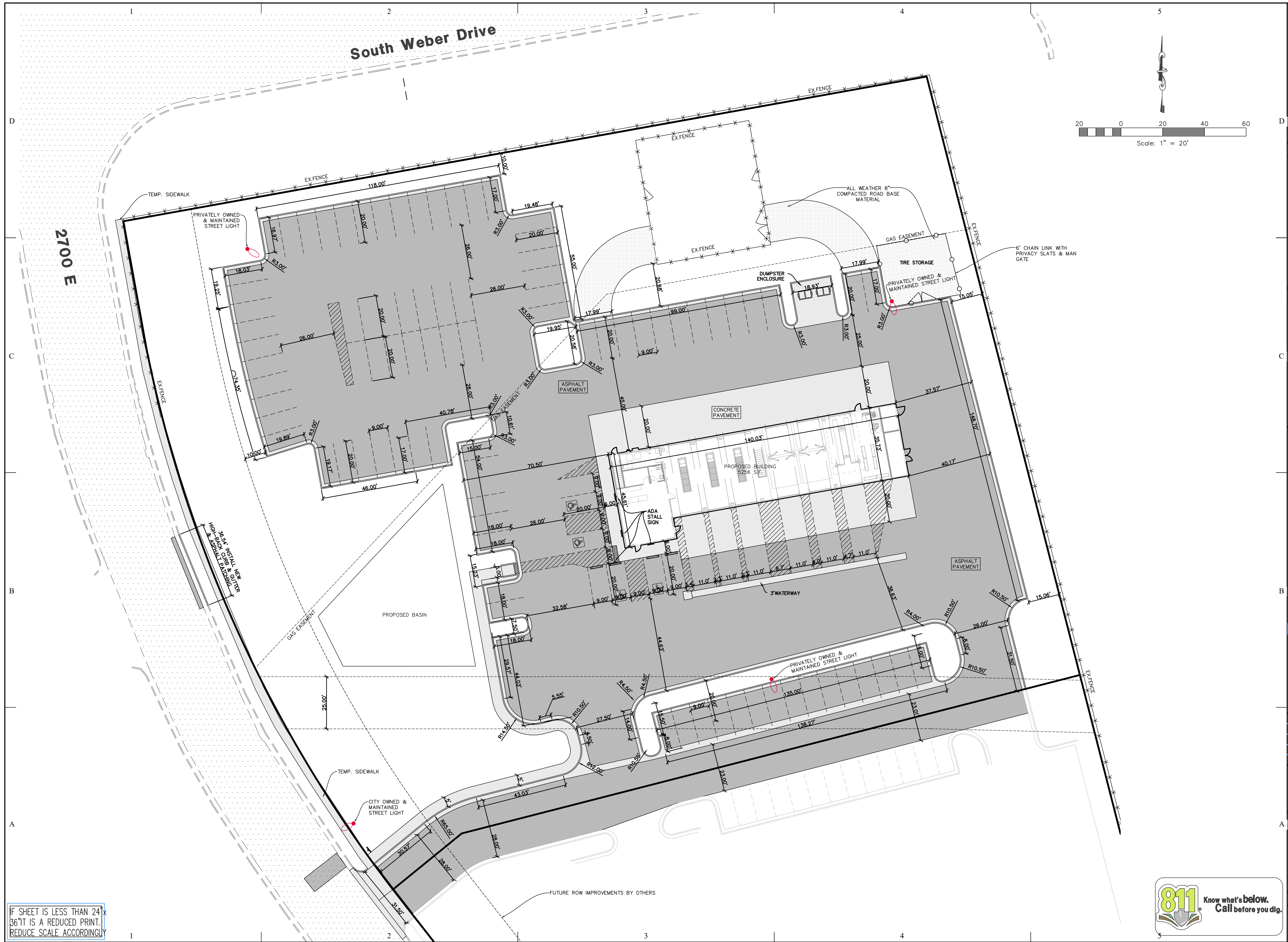
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SHEET TITLE
Existing Site & Demolition Plan

SHEET NO:
C103



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JANUARY 2024

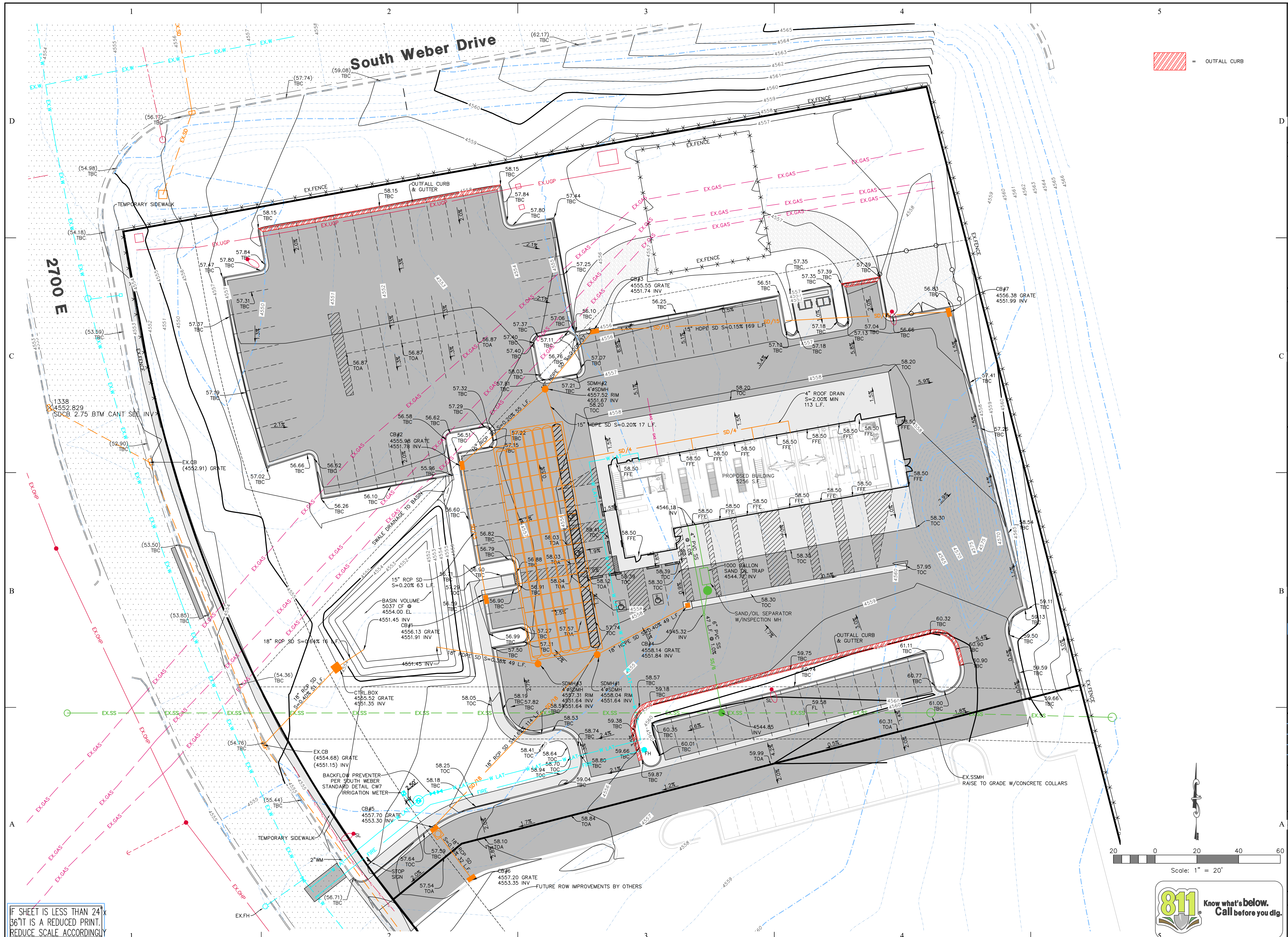
SHEET TITLE

Site Plan

SHEET NO:

C104





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SHEET TITLE

Grading,
 Drainage, &
 Utility Plan

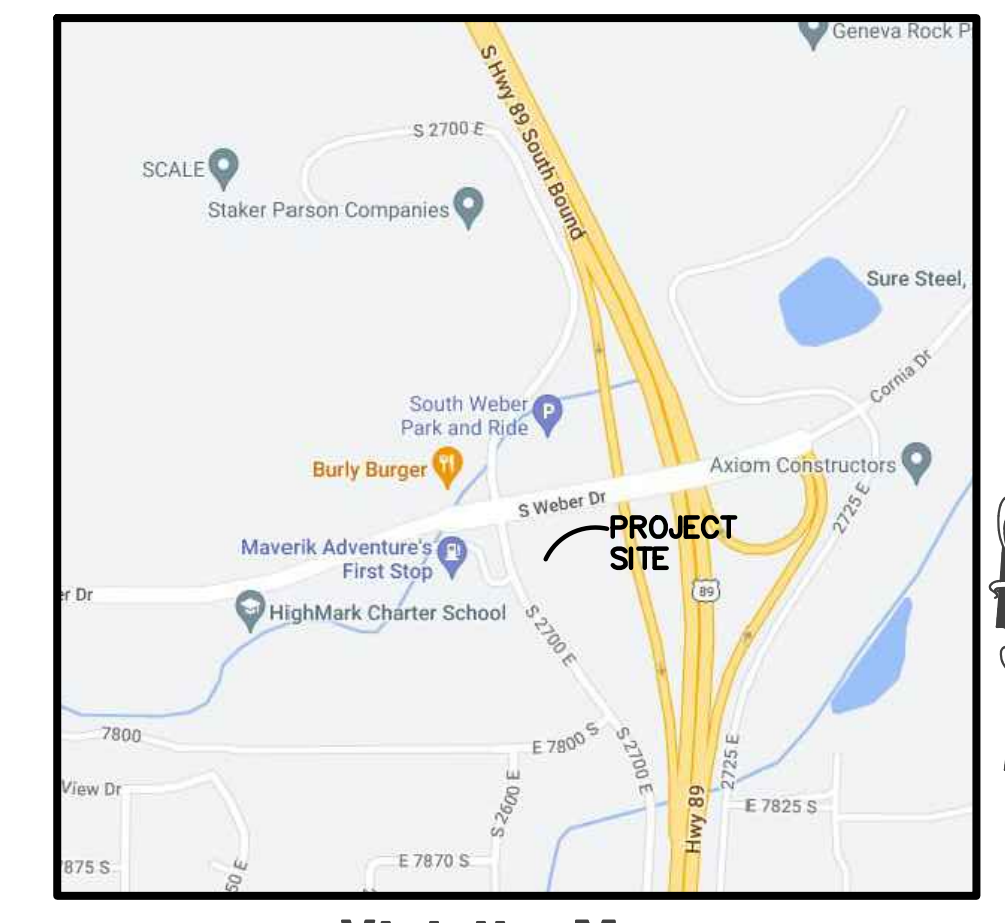
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C105

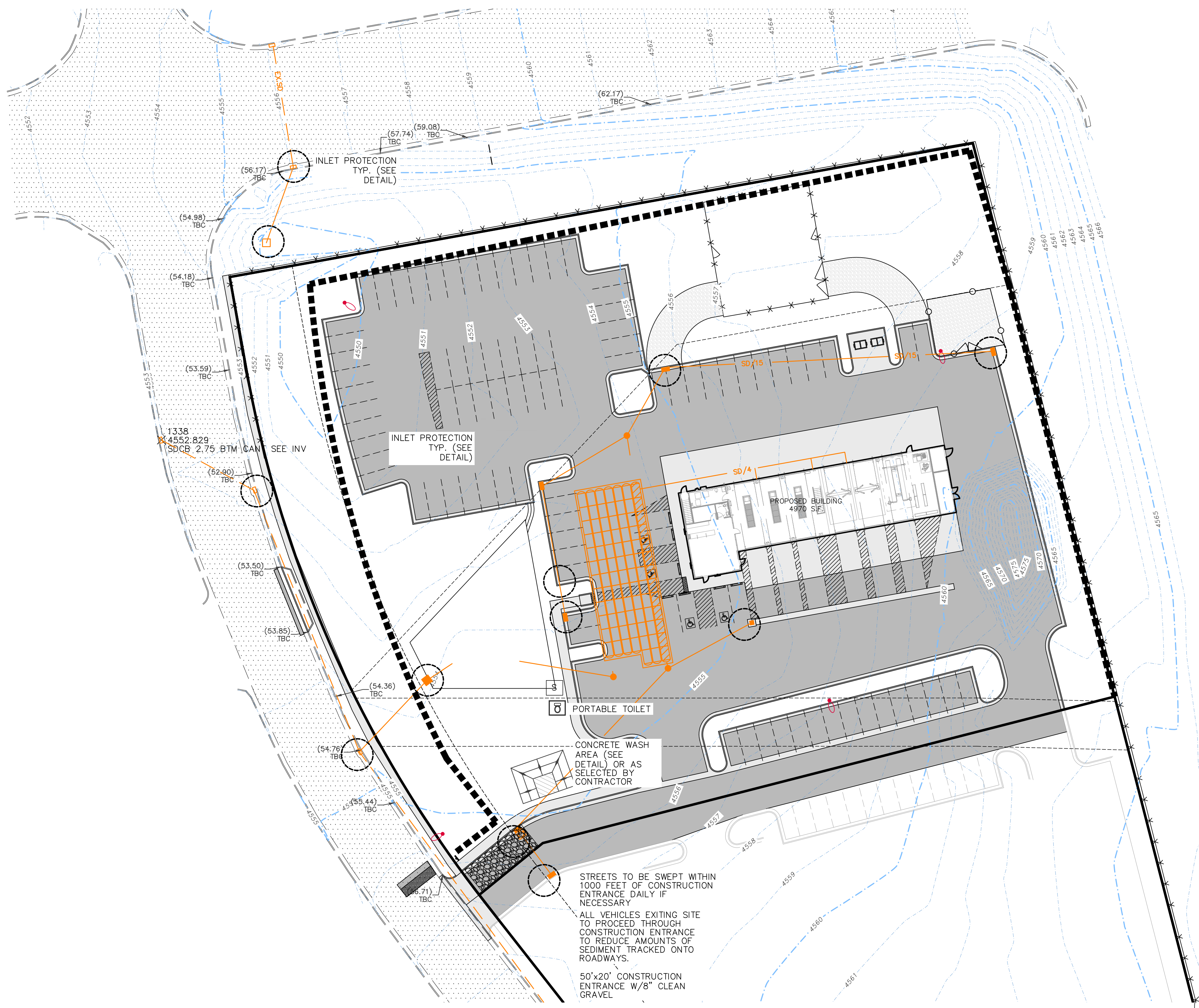
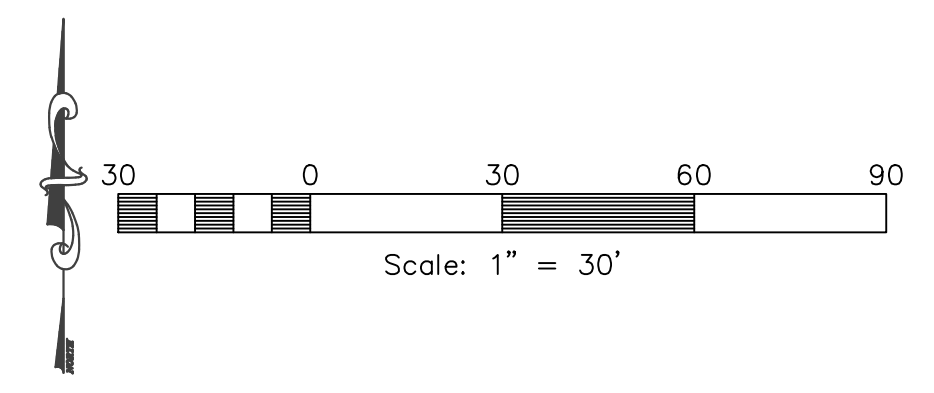
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Young Quick Lube South Weber Drive Storm Water Pollution Prevention Plan Exhibit

SOUTH WEBER CITY, DAVIS COUNTY, UTAH
JANUARY 2024



Vicinity Map
NOT TO SCALE



SWPPP Legend

- = PORTABLE TOILET
- = PORTABLE TOILET
- = INLET PROTECTION TYP. (SEE DETAIL)
- = SILT FENCE (SEE DETAIL)
- = 50'x20' CONSTRUCTION ENTRANCE W/8" CLEAN GRAVEL
- = CONCRETE WASH AREA (SEE DETAIL) OR AS SELECTED BY CONTRACTOR

- SWPPP NOTES:**
- ALL VEHICLES EXITING SITE TO PROCEED THROUGH CONSTRUCTION ENTRANCE TO REDUCE AMOUNTS OF SEDIMENT TRACKED ONTO ROADWAYS.
 - STREETS TO BE SWEEPED WITHIN 1000 FEET OF CONSTRUCTION ENTRANCE DAILY IF NECESSARY.

Construction Activity Schedule

PROJECT LOCATION.....	SOUTH OGDEN CITY, DAVIS COUNTY, UTAH
PROJECT BEGINNING DATE.....	JANUARY 2024
BMP'S DEPLOYMENT DATE.....	JANUARY 2024
STORM WATER MANAGEMENT CONTACT / INSPECTOR.....	CONTACT NAME (000) 000-0000
SPECIFIC CONSTRUCTION SCHEDULE INCLUDING BMP CONSTRUCTION SCHEDULE TO BE INCLUDED WITH SWPPP BY OWNER/DEVELOPER	

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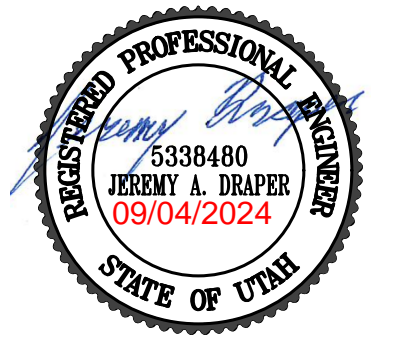
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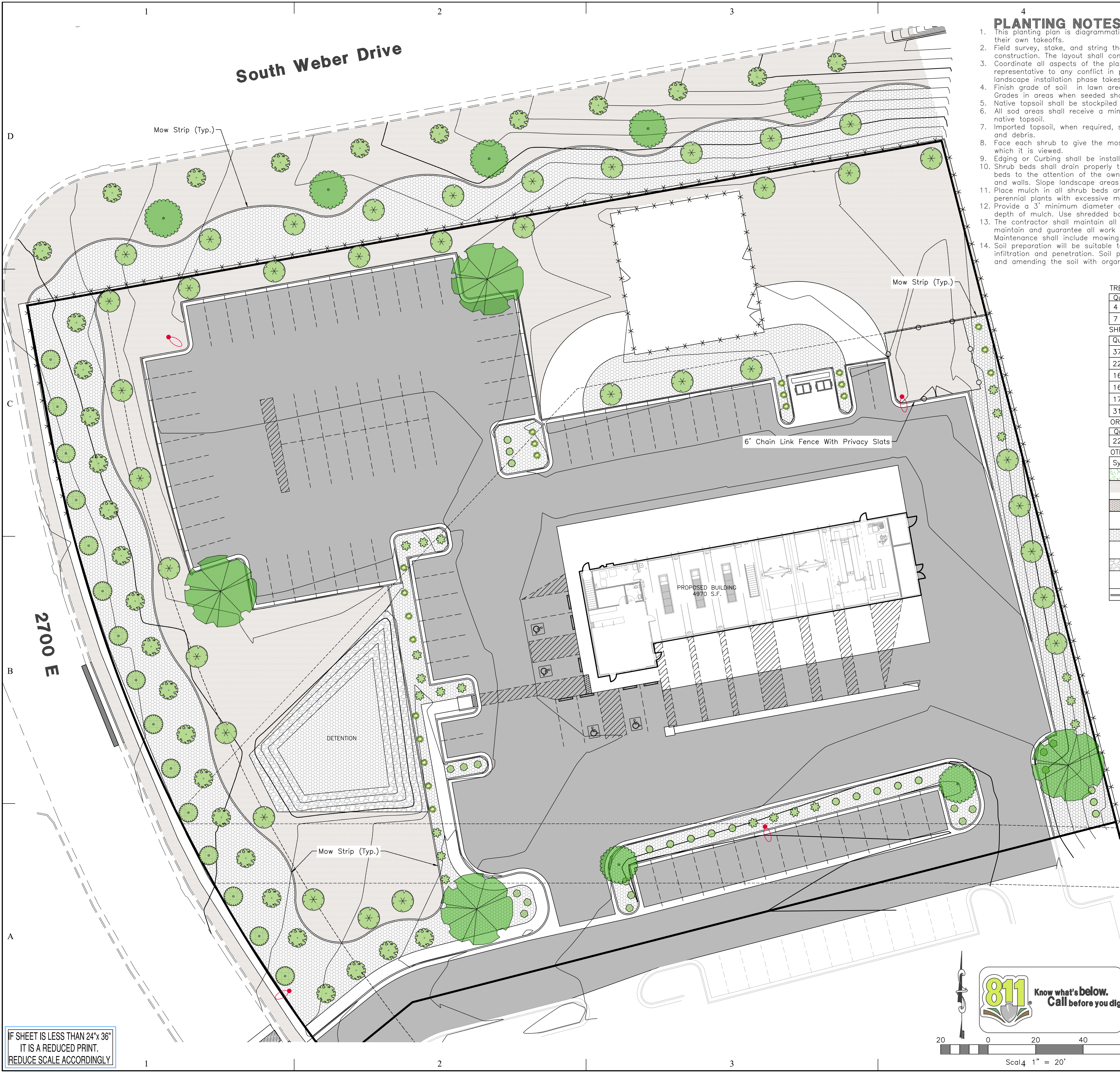
ISSUE DATE:	1/08/2024
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Review Plan
JANUARY 2024

SHEET TITLE
Storm Water Pollution
Prevention Plan
Exhibit

SHEET NO:
C107

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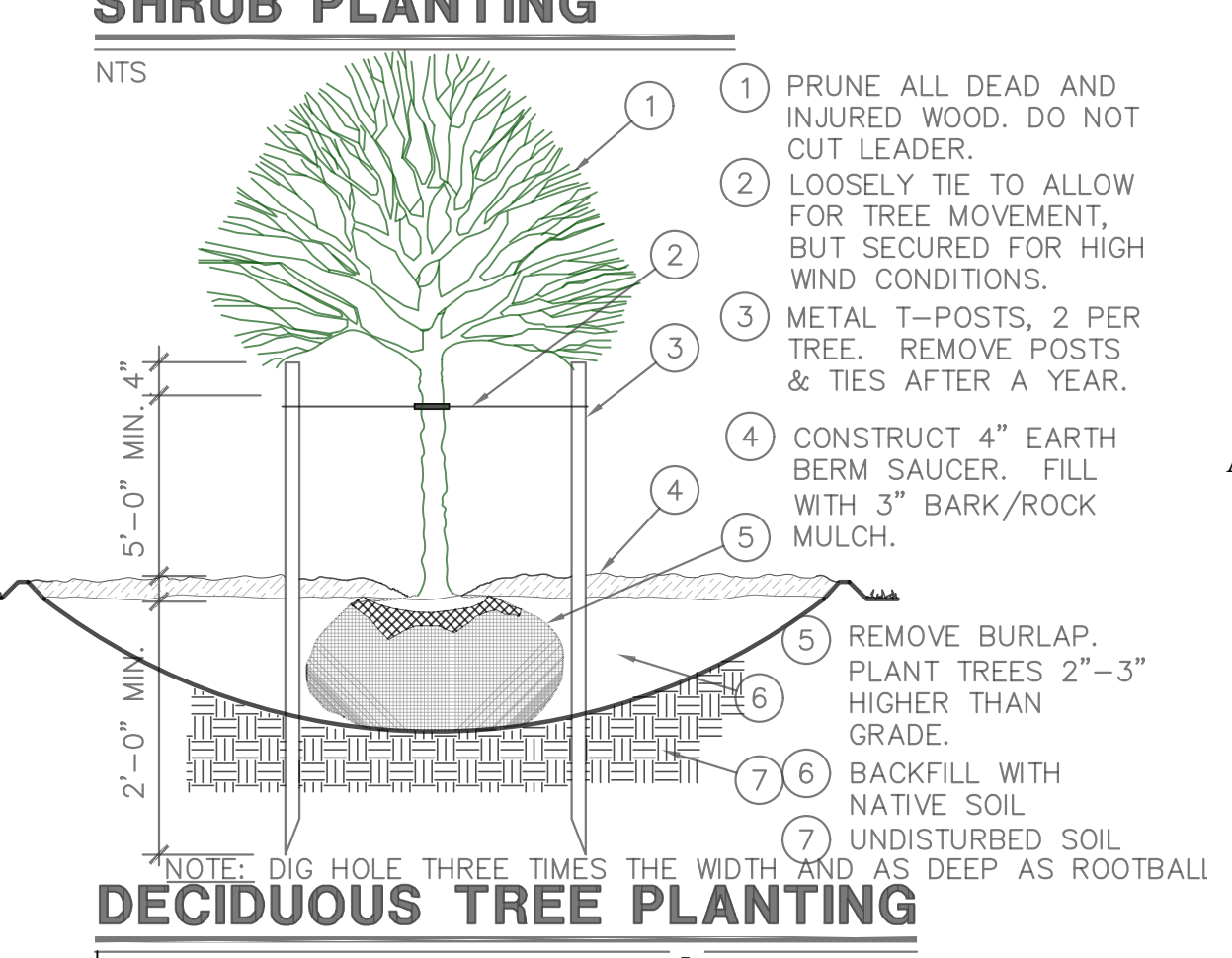
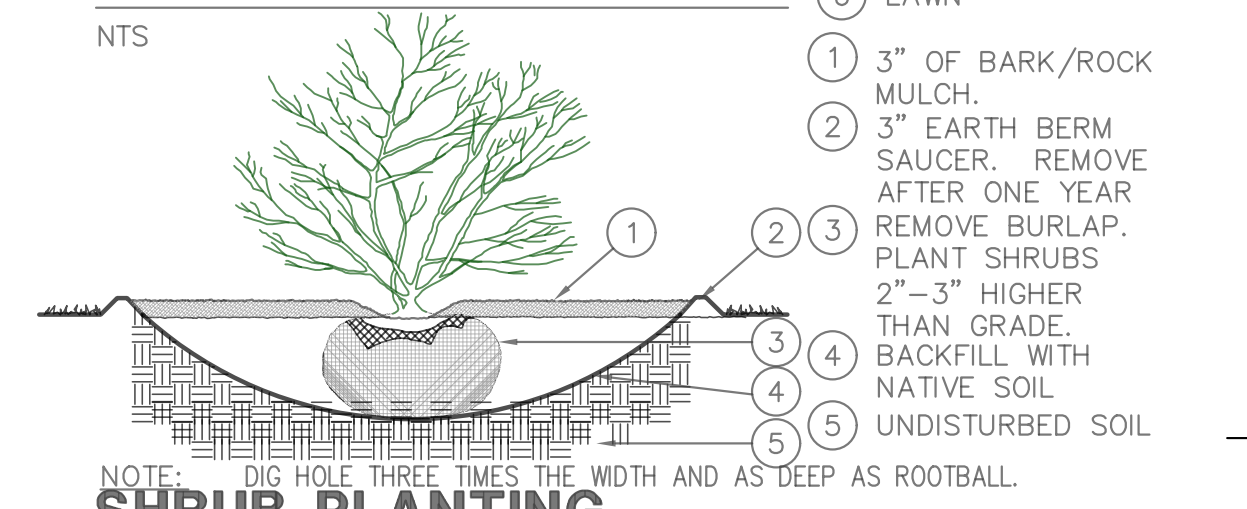
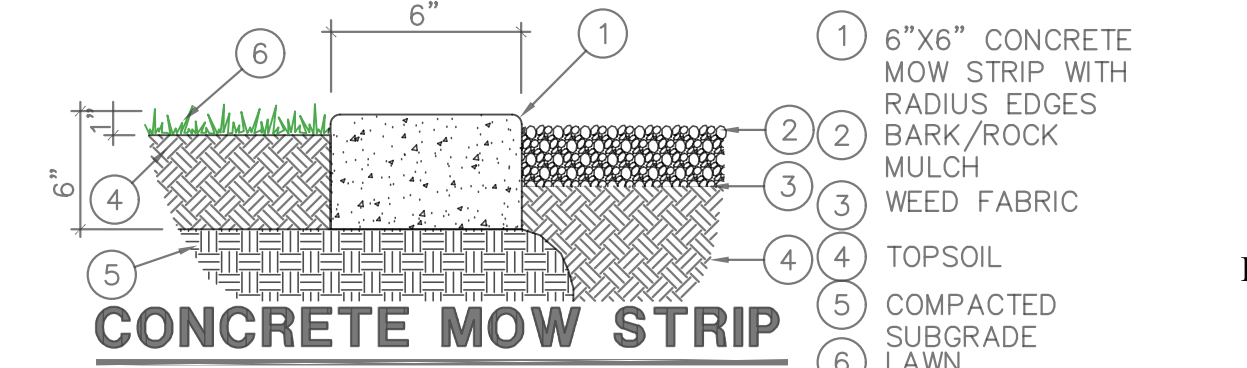


PLANTING NOTES

1. This planting plan is diagrammatic and plant locations are approximate. Contractor to verify all quantities and do their own takeoffs.
2. Field survey, stake, and string the layout and locations of site construction features for approval before actual construction. The layout shall conform to the exact location and grades of the intended work to be done.
3. Coordinate all aspects of the planting plans with the irrigation system and call the attention of the owners representative to any conflict in placement of plants in relation to sprinkler heads, lines and valves at the time the landscape installation phase takes place.
4. Finish grade of soil in lawn areas shall be 2" below pads, walks, paving, headers and curbs to accommodate sod. Grades in areas when seeded shall be 1" lower than adjacent edge.
5. Native topsoil shall be stockpiled and stored on site whenever possible for use in landscape areas.
6. All sod areas shall receive a minimum 4" depth of native topsoil and shrub beds shall receive a minimum of 8" of native topsoil.
7. Imported topsoil, when required, shall come from a reputable source, have a loam consistency and be free of weeds and debris.
8. Face each shrub to give the most pleasing look as seen from a line perpendicular to the wall or walk to/from which it is viewed.
9. Edging or Curbing shall be installed as shown on the plan to separate grass from shrub beds.
10. Shrub beds shall drain properly to prevent standing water from occurring. Call improperly draining planters or planting beds to the attention of the owners representative before planting. Provide positive drainage away from all structures and walls. Slope landscape areas 2% minimum.
11. Place mulch in all shrub beds and perennial areas. See schedule for depth and type. Do not crowd out small perennial plants with excessive mulch.
12. Provide a 3" minimum diameter circle "tree ring" around trees that are placed within lawn areas. Place a 3" min. depth of mulch. Use shredded bark mulch or match mulch being used for shrub beds.
13. The contractor shall maintain all work until work is complete and accepted by the Owner. The contractor shall maintain and guarantee all work for a period of THIRTY DAYS from the date of final acceptance by the Owner. Maintenance shall include mowing, weeding, fertilizing and irrigating.
14. Soil preparation will be suitable to provide healthy growing conditions for the plants and to encourage water infiltration and penetration. Soil preparation shall include scarifying the soil to a minimum depth of six (6) inches and amending the soil with organic material based on the soil conditions.

PLANT TABLE

Quantity	Symbol	Scientific Name	Common Name	Size
4		Gleditsia triacanthos 'Imperial'	Imperial Honey Locust	2" cal.
7		Syringa reticulata 'Ivory Silk'	Ivory Silk Lilac Tree	2" cal.
SHRUBS				
Quantity	Symbol	Scientific Name	Common Name	Size
37		Buddleia x weyeriana 'Sungold'	Sungold Butterfly Bush	5 gal.
22		Caryopteris x clandonensis	Blue Mist Spirea	5 gal.
16		Juniperus 'Buffalo'	Buffalo Juniper	5 gal.
16		Juniperus communis 'Mondap'	Alpine Carpet Juniper	5 gal.
17		Potentilla fruticosa 'Gold Drop'	Gold Drop Cinquefoil	5 gal.
31		Rhus aromatica 'Gro-Low'	Gro-Low Sumac	5 gal.
ORNAMENTAL GRASS				
Quantity	Symbol	Scientific Name	Common Name	Size
22		Calamagrostis 'Karl Foerster'	Karl Foerster Grass	1 gal.
OTHER				
Symbol	Description	Type		
	Turf Grass - Sod Kentucky Bluegrass Mix - 3 Species Minimum	Sod		
	Crushed Gravel - Place over Dewitt Pro 5 Weed Barrier Cloth	3/4" Minus 3" Depth		
	Rock Mulch - Tan/Brown - Place mulch over 5 ounce Professional Weed Fabric in all planting beds. Contractor to provide samples to owner for approval prior to delivery.	1-2" Dia.		
	Rock Mulch - Cobble - Brown/Tan Place mulch over 5 ounce Professional weed barrier cloth in all planting beds. Contractor to provide samples to owner for approval prior to delivery.	3" Depth		
	Rock Mulch - Gray - Place mulch over 5 ounce Professional weed barrier cloth in all planting beds. Contractor to provide samples to owner for approval prior to delivery.	2-4" Dia.		
	Concrete Mow Strip	4-6" Diameter		
	Concrete Mow Strip	6"x6"		



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Young AUTOMOTIVE GROUP

YOUNG QUICK LUBE

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SHEET TITLE

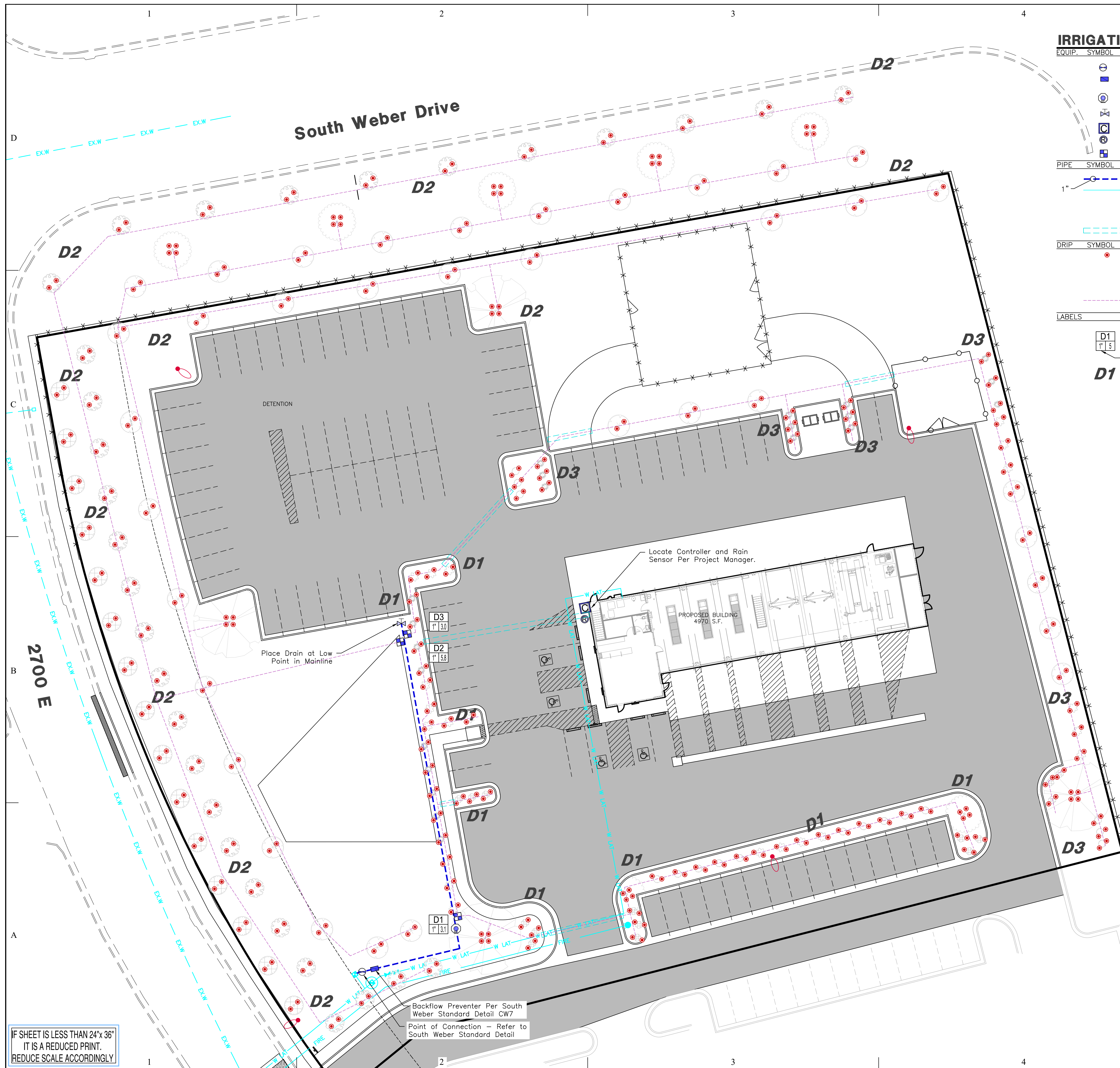
Landscape Plan

SHEET NO:

C109

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Scale 1" = 20'



IRRIGATION SCHEDULE

EQUIP.	SYMBOL	MANUFACT.	CATALOG #	DESCRIPTION
⊖		FORD	BC11-444SWM-NL	STOP AND WASTE
⊖		WILKINS	975XL2	BACKFLOW PREVENTION ASSEMBLY
⊖		STRONGBOX	SBBC-30AL	ALUMINUM BACKFLOW ENCLOSURE
⊖		RAINBIRD	MODEL 44LRC	1" QUICK COUPLING VALVE
⊖		FORD	B111-333-NL 3/4"	MANUAL DRAIN VALVE ASSEMBLY
⊖		RAINBIRD	ESP LXME	120 VAC-INDOOR/OUTDOOR CONTROLLER
⊖		RAINBIRD	WR2-RC	WIRELESS RAIN SENSOR
⊖		RAINBIRD	XCZ-100-PRB-COM	DRIP REMOTE CONTROL VALVE

PIPE	SYMBOL	CATALOG #	DESCRIPTION
1"	---	SCH. 40	PVC MAIN LINE
	---	SCH. 40	PVC LATERAL LINE
	---	SCH. 40	PVC SLEEVE

DRIP	SYMBOL	MANUFACT.	CATALOG #	DESCRIPTION
	●	RAINBIRD	XB-T-20-PC	XERIBUG DRIP EMITTERS, 2 GAL/HOUR
	---	PVC/POLY		DRIP LATERAL LINE

LABELS

D1 DRIP IRRIGATION ZONE NUMBER

NOTES:

Landscaped areas shall be provided with a WaterSense labeled smart irrigation controller which automatically adjusts the frequency and/or duration of irrigation events in response to changing weather conditions. All controllers shall be equipped with automatic rain delay or rain shut-off capabilities and shall be setup to operate in "smart" mode.

Water Budget Calculation

$MAWA = (E_{to}) \cdot (0.62) \cdot (1.15) \cdot [(0.8 \cdot LA) + (0.3 \cdot SLA)]$

$MAWA = (32) \cdot (0.62) \cdot (1.15) \cdot [(0.8 \cdot 14,977) + (0.3 \cdot 0)]$

MAWA = 273,372 Gallons

(Does not include non-irrigated seed mix areas)

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289 East 400 North
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Case, Lowe & Hart, Inc. • 2484 Washington Blvd.
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CONSULTANT

STAMP

Licensed Landscape Architect
NATHAN C. PETERSON
08/04/2024
STATE OF UTAH

Young AUTOMOTIVE GROUP

YOUNG QUICK LUBE

7716 South 2700 East Weber Dr.

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Review Plan
JANUARY 2024

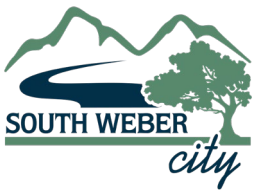
SHEET TITLE
Irrigation Plan

SHEET NO:
C110

Scale: 1" = 20'

811 Know what's below. Call before you dig.

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CITY COUNCIL MEETING STAFF REPORT

MEETING DATE

September 24, 2024

PREPARED BY

David Larson

City Manager

ITEM TYPE

Legislative

ATTACHMENTS

Gilbert & Stewart
Proposal

PRIOR DISCUSSION DATES

None

AGENDA ITEM

Gilbert & Stewart Audit Proposal

PURPOSE

Accept Gilbert & Stewart's Audit Proposal

RECOMMENDATION

Staff recommends approval

BACKGROUND

Staff have been pursuing the option to have our current audit firm K&C help us prepare for this year's audit and have a second company perform the audit as previously discussed and budgeted.

Based on K&C's firm recommendations, staff received 2 quotes and moved forward with the lower quote to get a firm proposal. The company that staff recommends is Gilbert & Stewart for \$15,000. They happen to be the firm that provided the City's audit service prior to going with K&C.

ANALYSIS

Gilbert & Stewart's proposal is within budget. They are very qualified to perform the audit.

In essence, for this year's audit, K&C will act as the City's accounting firm and Gilbert & Stewart will act as the City's auditing firm. The scenario of having two firms involved in the audit this year is one-time only for this audit, due to the multiple transitions of Finance Director last fiscal year. Our current audit service contract is up after this audit; a new request for proposals will be prepared and published after this audit is complete.

**PROPOSAL TO PROVIDE
AUDITING SERVICES TO
SOUTH WEBER CITY**



September 5, 2024

South Weber City
Attn: David Larson
1600 East South Weber Dr.
South Weber City, Utah 84405

Thank you for the opportunity to submit our proposal to provide audit and other services as described in your request for proposal for South Weber City for the year ending June 30, 2024. We believe we are the City's best choice for auditing services because we are uniquely qualified and experienced in providing auditing services to governmental entities and to Cities in particular.

We believe that our detailed response to the request for proposal demonstrates that:

- We have extensive experience in local government accounting and auditing. We believe that, compared to other firms, large and small, our partners and managers are more directly involved with our clients on a continuing basis. The team that will perform your audit will be highly trained and experienced.
- We have extensive experience auditing Cities. Our staff has detailed knowledge of the specific auditing and reporting requirements of Cities.
- We are committed to providing South Weber City with technical excellence and superior service with the highest level of professionalism.

Gilbert & Stewart CPA, PC was organized in 1974. We serve our clients from three locations, Provo, American Fork, and Heber. Ron Stewart, CPA, is the individual to contact if questions arise. Our firm contact information is as follows:

Gilbert & Stewart CPA, PC
190 West 800 North, Suite #100
Provo, Utah 84601
(801) 377-5300 (801) 373-5622 (Fax)
Email: rstewart@gilbertandstewart.com

As you read our proposal, you will see that we have the necessary experience, technical expertise and other resources required for this engagement.

We thank you in advance for your consideration.

Ron Stewart

Ron Stewart, CPA

PROFILE OF INDEPENDENT AUDITOR

General Background Information

The firm of Gilbert & Stewart CPA PC, a local firm, was organized in 1974 and has served clients from our three locations since that time. Gilbert & Stewart has gained a solid reputation in governmental auditing. The principals of Gilbert & Stewart have been established and practicing for periods up to 45 years. Ron Stewart is the individual to contact if questions arise.

Gilbert & Stewart (A Professional Corporation)
 Certified Public Accountants
 190 West 800 North, Suite #100
 Provo, Utah 84601
 (801) 377-5300 (801) 373-5622 (Fax)
 Email: rstewart@gilbertandstewart.com

Size and Structure of the Firm

Since 1974, Gilbert & Stewart, CPA's, a locally owned and managed firm of certified public accountants situated in Provo, Utah, has provided a wide range of professional services in auditing, accounting, tax and management services to a large variety of industries and entities. Our firm operates from one office with satellite offices in American Fork City and Heber City. This audit will be conducted from our Provo office. Our professional and support staff consists of the following this:

Partners	5
Managers	3
Accountants	9
Interns/Seasonal	3
Secretaries	<u>3</u>
Total Personnel	<u><u>23</u></u>

Positive Affirmations

Gilbert & Stewart is properly licensed for practice as a Certified Public Accounting firm in the State of Utah.

Gilbert & Stewart is independent of South Weber City as defined in the AICPA's *Rules of Conduct*, and by the requirements of the *Government Auditing Standards*, 2018 revision published by the U.S. General Accounting Office.

Gilbert & Stewart meets the continuing education and external quality review requirements contained in the *Government Auditing Standards*, 2018 revision published by the U.S. General Accounting Office.

Gilbert & Stewart was last reviewed by the office of the Utah State Auditor in 2021. Our firm received a pass rating (best rating that can be achieved).

Gilbert & Stewart, its principal, or any others affiliated with the firm **are not** the focus of any pending, or ongoing litigation, formal investigation, or administrative proceedings related to attestation services.

Gilbert & Stewart is a member of the Private Companies Practice Section of the Division for CPA Firms of the American Institute of Certified Public Accountants. We have undergone nine peer reviews administered by the Private Companies Practice Section, which review serves to document and enhance the quality of our auditing procedures. Our last review was performed in 2022 and we received a pass rating (the best rating that can be received). A copy of the report is attached.

Gilbert & Stewart does not discriminate against any individual because of race religion, sex, color, pregnancy, childbirth, or pregnancy-related conditions, age, disability sexual orientation, gender, identity, national origin, or other protected class per federal, state, and local laws, and that these shall not be a factor in consideration for employment, selection, of training, promotion, transfer, recruitment, rate of pay, or other forms of compensation, demotion, or separation.

FIRM QUALIFICATIONS

Gilbert & Stewart has had varied and extensive experience in auditing government entities including counties, cities, school districts, special improvement districts, non-profit government grant agencies, etc. (A list of some audit client references is attached).

The primary focus of our accounting and auditing practice is governmental, not-for-profit, retirement plans, and other industries. Prospective clients are screened carefully to ensure that the principals meet our high standards of integrity and business ethics. We believe that the image of our firm is reflected in the image of our individual clients.

The firm and/or individual principals have the following affiliations and memberships, among others:

1. American Institute of Certified Public Accountants (AICPA)
2. Utah Association of Certified Public Accountants (UACPA)
3. The Government Finance Officers Association (GFOA)
4. The AICPA Center for Audit Quality
5. The Association of Certified Fraud Examiners
6. AICPA Private Companies Practice Section

Members of the firm have conducted seminars, undertaken speaking engagements, and served on various committees and boards including leadership on those committees and boards.

Gilbert & Stewart engages in extensive recruitment processes to seek out only highly qualified and proven personnel to provide exceptional service to our clients. Each year general and specialized training programs are attended by all our staff. Each member of our staff is required to participate in a minimum of 40 hours of accounting and auditing continuing education each year and participate in at least 24 hours of highly specialized governmental accounting and auditing continuing education every two years.

Below is a summary of key personnel that will be assigned to the audit. Please see the attached resumes for qualifications and experience:

Ron Stewart, CPA - Audit Partner

Justin Gilbert, CPA - Audit Staff

Jason Gilbert, CPA - Audit Staff

No other auditors or specialists will participate in the audit.

Experience with Governmental Audits

A significant portion of our firm's audit practice is concentrated in local governments and in particular Cities and Districts. We currently audit forty-five governmental entities (including Cities and Districts) and many more non-profit organizations and for-profit entities. We assist many clients each year to present an Annual Comprehensive Financial Report (ACFR) and achieve the GFOA certificate of achievement for excellence in financial reporting. Some of the entities we provide audit services include: (additional references can be provided upon request).

Utah County

Jeremy Walker, Finance Director

Provo, Utah 801- 851-8221

South Jordan City (GFOA Certificate)

Sunil Naidu, Finance Director

South Jordan, Utah 801- 254-3742

Orem City (GFOA Certificate)

Brandon Nelson, Finance Director

Orem, Utah 801- 229-7010

Farmington City (GFOA Certificate)

Gary Davis, Finance Director

Farmington City, Utah 801-939-9204

Eagle Mountain City (GFOA Certificate)

Kimberly Reusch, Finance Director

Eagle Mountain City, Utah 801- 789-6606

Syracuse City (GFOA Certificate)

Steve Marshall, Finance Director

Syracuse City, Utah 801-614-9621

Lindon City (GFOA Certificate)

Kristen Colson, Finance Director

Lindon City, Utah 801-785-5043

APPROACH TO THE EXAMINATION

Audit Requirements

It is our understanding that this is a proposal to audit the basic financial statements of South Weber City including all governmental activities, each major fund, and the aggregate remaining fund information. All discretely presented component units will be included in the financial statements. This proposal also includes all compliance auditing and control systems review as required by The Single Audit Act and Uniform Guidance, *Government Auditing Standards*, and State Compliance Manuals.

We will provide the following reports as part of our audit of South Weber City:

1. Independent Audit Report in conformity with accounting principles generally accepted in the United States of America.
2. Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters.

3. Independent Auditor's Report on Compliance and Report on Internal Control Over Compliance as required by Utah State Compliance Audit Guide.
4. Management Letter which will include any findings and recommendations, along with a response from Management. If Management refuses to respond, that will be noted in the letter as well.

We will retain copies of all audit working papers, audit programs, time control records, and reports for a period of at least seven years after completion of related services and such records are available for inspection by the City and oversight agencies, as requested.

Audit Approach

Our audit will be conducted in accordance with generally accepted auditing standards; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, Uniform Guidance, and will include tests of the accounting records of South Weber City and other procedures we consider necessary to enable us to express an unmodified opinion that the financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on South Weber City's compliance with laws and regulations and its internal controls as required by *Government Auditing Standards* and Uniform Guidance. Our audit will also cover all requirements of the State of Utah Legal Compliance Audit Guide.

Our audit fieldwork will be determined by our evaluation of accounting systems and controls, by evaluation of audit risk and materiality, and will consist of both compliance and substantive testing based upon those evaluations. We would expect the cooperation of City personnel in providing a suitable place to work, in helping to locate records, preparation of schedules where possible, and by responding to questions. We would, however, try not to be unnecessarily disruptive of day-to-day operations.

Gilbert & Stewart uses remote access technology to maximize efficiency during fieldwork. This technology affords us the opportunity to access the full array of resources of our firm's servers while conducting the on-site audit work. To fully utilize our remote access system, we require high-speed internet connections in the audit room.

Computer Systems

We are familiar with most accounting systems and have the capability to audit all of them.

TIME REQUIREMENTS

Gilbert and Stewart will plan and perform our audit services to meet the required time frame of the City. We will plan our audit to be ready for preliminary work on July 1st. We will start field work in October, with the anticipation that the reports would be available to be issued by December 31st. We provide audit services to many entities that have reporting deadlines each year. We pride ourselves on completing those audits on time.

AUDIT HOURS AND FEES

The following is the expected audit hours by service and staff level:

2024	<u>Hourly Rate</u>	<u>Estimated Hours</u>	<u>Estimated Total</u>
Partners	\$ 200	40	\$ 8,000
Staff	130	54	7,000
Basic Financial Statement Audit & Utah State Compliance		<u>93.85</u>	<u>\$15,000</u>

OTHER

What Sets Us Apart

Gilbert & Stewart is different than most firms because partners and managers are on-site performing tests and audit procedures along with other staff members. This allows us to address critical issues up-front rather than later when reviews are performed. We have found that our clients enjoy the interaction with partners and the job is completed in a much more efficient manner when issues can be resolved immediately. Our firm approach is to have a partner on the audit rather than in the office.

Conflict of Interest

None of the officers, employees, or immediate family members of the officers and employees is or has been an elected official, employee, board member or commission member of South Weber City or its affiliates. Gilbert & Stewart also represent and warrant that it has not provided any compensation in any form directly or indirectly to an elected official, employee, board member or commission member of South Weber City or its affiliates.

PERSONNEL EXPERIENCE AND QUALIFICATIONS OF

RONALD J STEWART*Certified Public Accountant***Audit Partner**

Graduated	1999
Degree	Master of Accountancy B.S. degree in Business Management
College	Weber State University College of Business Utah Valley State College

Qualifications:

Awarded CPA certificate from the State of Utah in 2001.

Began working for Gilbert and Stewart in 1999 and has worked on municipal, non-profit, school district, and commercial audits.

Auditing Experience including but not limited to:

Audit Partner:	Utah County South Jordan City Saratoga Springs City Lindon City Syracuse City Grantsville City Eagle Mountain City North Ogden City Farmington City Eureka City Hooper City
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Many other Governmental, Non-Profit, and Commercial entities

Attends annual government accounting and auditing update courses sponsored by the Utah Association of CPAs.

Attended: Utah State Government Audit Update (attended annually)
UACPA State & Local Government Update (attended annually)
AICPA Practitioners' Symposium (attended annually)

Member of the American Institute and Utah Association of CPAs,
Member of Government Finance Officers Association
Member of Utah Government Finance Officers Association.

PERSONNEL EXPERIENCE AND QUALIFICATIONS OF

JUSTIN GILBERT
Certified Public Accountant
Staff

Graduated Degree	2023 Master of Accountancy B.S. Degree in Accounting
College	Brigham Young University Marriott School of Business

Qualifications:

Received Certified Public Accountant license from State of Utah in 2024.

Began working for Gilbert and Stewart in 2022 and has worked on municipal, non-profit, school district, and commercial audits.

Auditing Experience including but not limited to:

Utah County
 South Jordan City
 Payson City
 Eagle Mountain City
 Emery School District
 North Ogden City
 Military Installation Development Authority
 Farmington City
 Saratoga Springs City

Many other governmental, non-profit, and commercial entities

Attends Annually: Utah State Government Audit Update
 UACPA State and Local Government Update

JASON GILBERT
Certified Public Accountant
Staff

Graduated Degree	2023 Master of Accountancy B.S. Degree in Accounting
College	Brigham Young University Marriott School of Business

Qualifications:

Received Certified Public Accountant license from State of Utah in 2024.

Began working for Gilbert and Stewart in 2022 and has worked on municipal, non-profit, school district, and commercial audits.

Auditing Experience including but not limited to:

Utah County
 South Jordan City
 Payson City
 Eagle Mountain City
 American Preparatory Academy
 Farmington City
 Syracuse City
 Daniels Town
 Town of Cedar Fort
 Saratoga Springs City

Many other governmental, non-profit, and commercial entities

Attends Annually: Utah State Government Audit Update
 UACPA State and Local Government Update

February 5, 2022

**Gilbert & Stewart, CPA's PC and the
Peer Review Committee of the Nevada Society of CPA's**

We have reviewed the system of quality control for the accounting and auditing practice of Gilbert & Stewart, CPA's PC (the firm) in effect for the year ended September 30, 2021. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act, and an audit of and employee benefit plan.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Gilbert & Stewart, CPA's PC in effect for the year ended September 30, 2021, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency (ies)*, or *fail*. Gilbert & Stewart, CPA's PC has received a peer review rating of **Pass**.

Litz & Company, PC

LITZ & COMPANY, PC