

ORDINANCE 22-07

AN ORDINANCE OF THE NORTH LOGAN CITY COUNCIL MAKING CHANGES TO SUBMITTAL REQUIREMENTS FOR LAND USE APPLICATIONS

WHEREAS, the City Council of the City of North Logan, Utah, adopted and passed the Code of Revised Ordinances of the City of North Logan on March 16, 1989, which Code was published and effective on March 20, 1989; and

WHEREAS, said Code included Title 12 which is the City's Land Use Ordinance; and

WHEREAS the City Council and the City's Planning and Zoning Commission have determined there is need and good cause to amend the City's Land Use Ordinance to modify submittal requirements for certain land use applications.

NOW, THEREFORE, pursuant to Section 12A-301 of Title 12 of North Logan City code and Section 10-9a-205 of the Utah Code, and after fourteen (14) days' notice and a public hearing held February 17, 2022 by the Planning Commission as required, the City Council of the City of North Logan, Utah hereby adopts, passes and publishes the following:

AN ORDINANCE OF THE NORTH LOGAN CITY COUNCIL MAKING CHANGES TO SUBMITTAL REQUIREMENTS FOR LAND USE APPLICATIONS

BE IT ORDAINED by the City Council of the City of North Logan, Utah as follows (highlighted portions added, crossed through items deleted):

SECTION I: Amend TITLE 12 LAND USE, modifying 12C-1104 Site Plan Material; Size; Copies, to allow for digital submittal only.

~~Plan may be prepared on linen or on a stable base polyester film (Mylar). Plats shall be 24 by 36 inches. Three paper copies shall be submitted along with the linen or film copy. Also a digital copy shall be provided.~~

Plan shall be submitted as a digital copy.

SECTION II: Amend TITLE 12 LAND USE, modifying 12C-1106 Final Site Plan Submittal (Staff Review), to allow for digital submittal only.

- A. ~~Three (3) full size (24" x 36") engineering scaled copies~~ **A digital copy** of the Final Site Plan shall be submitted for the review of the city staff. If the Final Site Plan is not complete, the Applicant shall be provided with written notice identifying the deficiencies in the Site Plan. The written notice shall include a checklist of items indicating which requirements have been met, which required items are missing.
- B. Following approval of the city staff, the applicant shall submit the **digital copy** ~~final mylar drawings~~ of the Final Site Plan with all corrections or changes recommended by the city staff, for final review and approval. The Applicant shall receive approval of the Final Site Plan from the city staff before any work is done on the project

SECTION III: Amend TITLE 12 LAND USE, modifying 12D-303 Site Plan Material; Size; Copies, to allow for digital submittal only.

~~Plan may be prepared on linen or on a stable base polyester film (Mylar). Plats shall be 24 by 36 inches. Three paper copies shall be submitted along with the linen or film copy.~~

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Plan shall be submitted as a digital copy.

SECTION IV: Amend TITLE 12 LAND USE, modifying 12D-305 Final Site Plan Submittal (Staff Review), to allow for digital submittal only.

- A. ~~Three (3) full size (24" x 36") engineering sealed copies~~ **A digital copy** of the Final Site Plan shall be submitted for the review of the city staff. If the Final Site Plan is not complete, the Applicant shall be provided with written notice identifying the deficiencies in the Site Plan. The written notice shall include a checklist of items indicating which requirements have been met, which required items are missing.
- B. Following approval of the city staff, the applicant shall submit the **digital copy** ~~final mylar drawings~~ of the Final Site Plan with all corrections or changes recommended by the city staff, for final review and approval. The Applicant shall receive approval of the Final Site Plan from the city staff before any work is done on the project

SECTION V: Amend TITLE 12 LAND USE, modifying 12D-401 Concept Plan Application Procedure, to allow for digital submittal only.

- D. Concept Plan submittal (Staff Review).
 1. ~~Five (5) copies~~ **A digital copy** of the Concept Plan shall be submitted for the review of the city staff. The application shall, within thirty (30) calendar days, be reviewed for content, correctness, completeness, and compliance with the subdivision ordinance. Upon such review, the Applicant shall be provided with written notice of any corrections needing to be made and/or deficiencies in the Concept Plan. The Applicant shall correct any deficiencies in the concept plan to the satisfaction of the city staff before any item is placed on the Planning Commission agenda.
 2. Following the correction of deficiencies in the concept plan to the satisfaction of the city staff, and at least twenty (20) days prior to the Planning Commission meeting at which the concept plan is to be considered, the applicant shall submit **a digital copy** ~~thirteen (13) copies~~ of the completed Concept Plan, with all changes recommended by the city staff, for review by the Planning Commission and City Council.

SECTION VI: Amend TITLE 12 LAND USE, modifying 12D-402 Development Plan Application Procedure, to allow for digital submittal only.

- B. Development Plan and Preliminary Plat submittal (Staff Review).
 1. ~~Five (5) full size (24" x 36") and one half size (11" x 17") engineering sealed copies~~ **A digital copy** of the Development Plan and Preliminary Plat, shall be submitted for the review of the city staff. The development plan shall, within thirty (30) calendar days, be reviewed by the city staff for content, correctness, completeness, and compliance with the subdivision ordinance. Upon such review, the Applicant shall be provided with written notice of any corrections needing to be made and/or deficiencies in the Development Plan. The Applicant shall correct any deficiencies in the development plan to the satisfaction of the city staff before any item is placed on the Planning Commission agenda.
 2. Following the correction of deficiencies in the development plan to the satisfaction of the city staff, and at least twenty (20) days prior to the Planning Commission meeting at which the development

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plan is to be considered, the applicant shall submit **a digital copy** ~~thirteen (13) engineering sealed copies (11" x 17" minimum)~~ of the Development Plan and Preliminary Plat, with all changes recommended by the city staff, for review by the Planning Commission and City Council. The Applicant shall receive approval of the Development Plan and Preliminary Plat from the city staff before any proposal is placed on the Planning Commission agenda.

[Sections C, D, E, and F have no changes]

- G. Authorization to Proceed. ~~Three (3) full size (24" x 36") copies~~ **A digital copy** of the "approved" Development Plan and Preliminary Plat with all conditions required by the City Council shall be submitted to the City Recorder. The Mayor, Planning Commission Chairman, and City Engineer shall review the Development Plan and Preliminary Plat for completeness and correctness. If the Development Plan and Preliminary Plat are found to be consistent with the City Councils approval, including any conditions that may have been required, The Mayor and Planning Commission Chairman shall sign the Development Plan and Preliminary Plat. If the City Engineer finds that the subdivision fully complies with the improvements required by the ordinance, that the survey description is correct and that the easements are appropriately located, he shall sign the Development Plan and Preliminary Plat. One signed copy of the Development Plan and Preliminary Plat by the Mayor, Planning Commission Chairman, and City Engineer shall be given to the subdivider. One Signed copy shall be filed with the City Recorder, and one copy shall be a working copy for the city. Receipt of the signed copy by the subdivider shall be authorization for the subdivider to proceed with the preparation of plans and specifications for the improvements required in the Final Plat and Construction Drawings. Approval of the Development Plan and Preliminary Plat does not constitute acceptance of the Final Plat or the Construction Drawings of the Subdivision.

SECTION VII: Amend TITLE 12 LAND USE, modifying 12D-801 Concept Plan Application Procedure, to allow for digital submittal only.

C. Concept Plan Application Procedure.

1. ~~Five (5) 24" x 36" size and one half size (1) 11" x 17" size copies~~ **A digital copy** of the Concept Plan shall be submitted for the review of the city staff. The application shall, within twenty (20) calendar days, be reviewed for content, correctness, completeness, and compliance with the subdivision ordinance. Upon such review, the Applicant shall be provided with written notice of any corrections needing to be made and/or deficiencies in the Concept Plan. The Applicant shall correct any deficiencies in the concept plan to the satisfaction of the city staff before any item is placed on the Planning Commission agenda.
2. Following the correction of deficiencies in the concept plan to the satisfaction of the city staff, and at least twenty (20) days prior to the Planning Commission meeting at which the concept plan is to be considered, the applicant shall submit **a digital copy** ~~thirteen (13) copies~~ of the completed Concept Plan, with all changes recommended by the city staff, for review by the Planning Commission and City Council.

SECTION VIII: Amend TITLE 12 LAND USE, modifying 12D-802 Development Plan Application Procedure, to allow for digital submittal only.

B. Development Plan and Preliminary Plat submittal (Staff Review).

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1. Five (5) full size (24" x 36") and one half size (11" x 17") engineering sealed copies **A digital copy** of the Development Plan and Preliminary Plat, shall be submitted for the review of the city staff. The development plan shall, within thirty (30) calendar days, be reviewed by the city staff for content, correctness, completeness, and compliance with the subdivision ordinance. Upon such review, the Applicant shall be provided with written notice of any corrections needing to be made and/or deficiencies in the Development Plan. The Applicant shall correct any deficiencies in the development plan to the satisfaction of the city staff before any item is placed on the Planning Commission agenda.
2. Following the correction of deficiencies in the development plan to the satisfaction of the city staff, and at least twenty (20) days prior to the Planning Commission meeting at which the development plan is to be considered, the applicant shall submit **a digital copy** ~~thirteen (13) engineering sealed copies (11" x 17" minimum)~~ of the Development Plan and Preliminary Plat, with all changes recommended by the city staff, for review by the Planning Commission and City Council. The Applicant shall receive approval of the Development Plan and Preliminary Plat from the city staff before any proposal is placed on the Planning Commission agenda.

[Sections C, D, E, and F have no changes]

- G. Authorization to Proceed (Final Processing). ~~Three (3) full size (24" x 36") copies~~ **A digital copy** of the "approved" Development Plan and Preliminary Plat with all conditions required by the City Council shall be submitted to the City Staff. The Mayor, Planning Commission Chairman, and City Engineer shall review the Development Plan and Preliminary Plat for completeness and correctness. If the Development Plan and Preliminary Plat are found to be consistent with the City Councils approval, including any conditions that may have been required, The Mayor and Planning Commission Chairman and City Attorney shall sign the Development Plan and Preliminary Plat.

If the City Engineer finds that the subdivision fully complies with the improvements required by the ordinance, that the survey description is correct and that the easements are appropriately located, he shall sign the Development Plan and Preliminary Plat. One signed copy of the Development Plan and Preliminary Plat by the Mayor, Planning Commission Chairman, City Attorney and City Engineer shall be given to the subdivider and shall be filed with the County Recorder, and one copy shall be made after recording as a working copy for the city. Recording of the signed copy by the County Recorder shall be authorization for the subdivider to proceed with the preparation of plans and specifications for the improvements required in the Final Plat and Construction Drawings. Approval of the Development Plan and Preliminary Plat does not constitute acceptance of the Final Plat or the Construction Drawings of the Subdivision.

SECTION IX: CONFLICT. To the extent of any conflict between this ordinance and any other North Logan City ordinance(s) or regulation(s), the provisions of this Ordinance shall be controlling.

SECTION X: SEVERABILITY. The sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable. If any such section, paragraph, sentence, clause, or phrase shall be declared invalid or unconstitutional by the valid judgment or decree of a Court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any of the remaining sections, paragraphs, sentences, clauses, or phrases of this Ordinance.

SECTION XI: EFFECTIVE DATE. In the opinion of the City Council of North Logan, it is necessary that this ordinance take effect immediately; therefore, this Ordinance shall take effect immediately upon its passage and first posting as provided by law.

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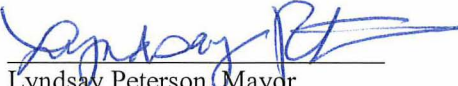
ADOPTED AND PASSED by the City Council of the City of North Logan, Utah, this 9th day of
March, 2022

NORTH LOGAN CITY, A Utah Municipal Corporation

ATTEST:



Scott Bennett, City Recorder

By 

Lyndsay Peterson, Mayor

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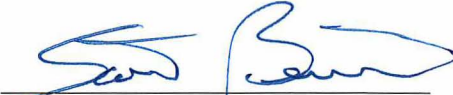
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CERTIFICATE OF DUE POSTING

I, SCOTT BENNETT, City Recorder of North Logan, Utah, hereby certify that I, on the 9th day of March, 2022, in the City of North Logan, Cache County, State of Utah, posted the foregoing Ordinance No. 22-07 in a likely manner, a copy of which is hereto attached, in each of three public places in the said City of North Logan, to-wit:

1. North Logan City Offices, 2076 North 1200 East
2. North Logan City Library, 475 East 2500 North
3. North Park Police Department, 575 East 2500 North

WITNESS my hand this 10th day of March, 2022.



Scott Bennett, City Recorder