

ROLL CALL VOTING:		
	YES	NO
Mayor Brent Winder (tie only)	[ ]	[ ]
Council Member Ben Hillyard	[X]	[ ]
Council Member Brian Hutchings	[ ]	[ ]
Council Member Dorel Kynaston	[X]	[ ]
Council Member Janet Lunt	[X]	[ ]
Council Member Kari Malkovich	[X]	[ ]

I move that this Ordinance be adopted.

  
Council Member Hillyard

I second the foregoing motion.

  
Council Member Malkovich

## Ordinance 2025-01

### An Ordinance Amending City Code 6.1.2 Other Violations to Include a Letter E

**WHEREAS**, the Woodland Hills City Planning Commission has reviewed and made a recommendation to the City Council concerning proposed amendments to the Woodland Hills Municipal City Code Title 6.1.2; and


**WHEREAS**, a public hearing before the Planning Commission of Woodland Hills City was held after being duly advertised as required by law; and

**WHEREAS**, the City Council of Woodland Hills City finds that such amendments to the Woodland Hills Municipal City Code Title 6.1.2 should be made;

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of Woodland Hills City, Utah, that the Woodland Hills Municipal City Code Title 6.1.2 be amended to include a letter E which shall read:

*Motorized Vehicles, both gasoline, diesel, and electric powered, including ATVs, UTVs, Motorcycles, Scooters, Bicycles, Snowmobiles, etc., are not permitted to be ridden in the Physical Facility District (PF) designated as the Park, including on the grass or surrounding trails, unless approval by the city officials is given to do so. Motorized vehicles may park in the designated parking areas of the Park. this ordinance would not exclude the use of e-bikes or scooters.*

PASSED AND ADOPTED by the City Council of Woodland Hills, Utah, this 25<sup>th</sup> day of February, 2025.

  
Brent T. Winder  
Mayor of Woodland Hills, Utah

ATTEST:

  
Jody Stones  
Woodland Hills City Recorder

## CERTIFICATE OF POSTING ORDINANCE

For the City of Woodland Hills

I, Jody Stones, the duly appointed Recorder for the City of Woodland Hills, hereby certify that copies of the foregoing Ordinance No. 202501 were posted at three public places within the municipality this 26<sup>th</sup> th day February of 2025 which public places are:

1. Utah Public Notice Website
2. Woodland Hills City Center, 690 S. Woodland Hills Drive
3. Woodland Hills Web Site, [www.woodlandhills-ut.gov](http://www.woodlandhills-ut.gov)

Dated this 26<sup>th</sup> day of February, 2025.

Jody Stones  
Jody Stones, Recorder



ROLL CALL VOTING:		
	YES	NO
Mayor Brent Winder (tie only)	[ ]	[ ]
Council Member Ben Hillyard	[X]	[ ]
Council Member Brian Hutchings	[ ]	[ ]
Council Member Dorel Kynaston	[X]	[X]
Council Member Janet Lunt	[X]	[ ]
Council Member Kari Malkovich	[X]	[ ]

I move that this Ordinance be adopted.

  
Council Member Lunt

I second the foregoing motion.

  
Council Member Malkovich

## Ordinance 2025-02

### An Ordinance Amending City Code 10.2.1 to include a Definition for Accessory Dwelling Unit and Wall

**WHEREAS**, the Woodland Hills City Planning Commission has reviewed and made a recommendation to the City Council concerning proposed amendments to the Woodland Hills Municipal City Code Title 10.2.1 and

**WHEREAS**, a public hearing before the Planning Commission of Woodland Hills City was held after being duly advertised as required by law; and


**WHEREAS**, the City Council of Woodland Hills City finds that such amendments to the Woodland Hills Municipal City Code Title 10.2.1 should be made;

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of Woodland Hills City, Utah, that the Woodland Hills Municipal City Code Title 10.2.1 be amended to include the following definitions:


Accessory Dwelling Unit: A habitable living unit added to, created within, or detached from a primary single-family dwelling and contained on one lot.

Wall: A wall outside of a structure is a continuous barrier made of rock, cement, blocks, wood, or other material to retain dirt or other organic substances. They are, by name, considered to be retaining walls, whether for landscaping, decoration, or otherwise. A wall is not a fence, nor is a fence considered to be a wall. They each stand on their own definition and construction requirements.

PASSED AND ADOPTED by the City Council of Woodland Hills, Utah, this 25<sup>th</sup> day of February, 2025.

  
Brent T. Winder  
Mayor of Woodland Hills, Utah

ATTEST:

  
Jody Stones  
Woodland Hills City Recorder

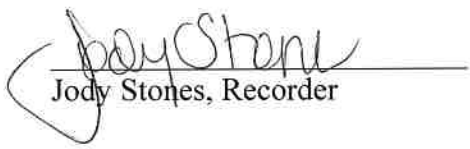
## CERTIFICATE OF POSTING ORDINANCE

For the City of Woodland Hills

I, Jody Stones, the duly appointed Recorder for the City of Woodland Hills, hereby certify that copies of the foregoing Ordinance No. 2025-02 were posted at three public places within the municipality this 26<sup>th</sup> th day of February of 2025 which public places are:

1. Utah Public Notice Website
2. Woodland Hills City Center, 690 S. Woodland Hills Drive
3. Woodland Hills Web Site, [www.woodlandhills-ut.gov](http://www.woodlandhills-ut.gov)

Dated this 26<sup>th</sup> day of February, 2025.


  
Jody Stones, Recorder





ROLL CALL VOTING:		
	YES	NO
Mayor Brent Winder (tie only)	[ ]	[ ]
Council Member Ben Hillyard	[X]	[ ]
Council Member Brian Hutchings	[X]	[ ]
Council Member Dorel Kynaston	[X]	[ ]
Council Member Janet Lunt	[X]	[ ]
Council Member Kari Malkovich	[X]	[ ]

I move that this Ordinance be adopted.

  
Council Member Malkovich

I second the foregoing motion.

  
Council Member Lunt

## Ordinance 2025-03

### An Ordinance Amending City Code 10.3.1 Changing "Building Inspector" to "Building Official"

**WHEREAS**, the Woodland Hills City Planning Commission has reviewed and made a recommendation to the City Council concerning an amendment to the Woodland Hills Municipal City Code Title 10.3.1 and

**WHEREAS**, a public hearing before the Planning Commission of Woodland Hills City was held after being duly advertised as required by law; and

**WHEREAS**, the City Council of Woodland Hills City finds that such amendments to the Woodland Hills Municipal City Code Title 10.3.1 should be made;

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of Woodland Hills City, Utah, that the Woodland Hills Municipal City Code Title 10.3.1 be amended to read:

*In any case where any building or structure is erected, constructed, reconstructed, altered, repaired, converted or maintained, or where any building, structure or land is used in violation of this title, the zoning enforcement officer and/or ~~building inspector~~ <sup>may</sup> ~~building official~~ or city council, in addition to other remedies, shall institute any appropriate action or proceedings to prevent such unlawful erection, construction, reconstruction, alteration, repair, conversion, maintenance or use, to restrain, correct or abate such violation, to prevent occupancy of such building, structure or land, or to prevent any illegal act, conduct of business or use in or about such premises.*

PASSED AND ADOPTED by the City Council of Woodland Hills, Utah, this 25<sup>th</sup> day of

February, 2025.

  
Brent T. Winder  
Mayor of Woodland Hills, Utah

ATTEST:

  
Jody Stones  
Woodland Hills City Recorder

ROLL CALL VOTING:		
	YES	NO
Mayor Brent Winder (tie only)	[ ]	[ ]
Council Member Ben Hillyard	[X]	[ ]
Council Member Brian Hutchings	[ ]	[ ]
Council Member Dorel Kynaston	[X]	[ ]
Council Member Janet Lunt	[X]	[ ]
Council Member Kari Malkovich	[X]	[ ]

I move that this Ordinance be adopted.

Ben Hillyard  
Council Member

I second the foregoing motion.

Brian Hutchings  
Council Member

## Ordinance 2025-04

### An Ordinance Amending City Code 10.11.8.B.1.j

**WHEREAS**, the Woodland Hills City Planning Commission has reviewed and made a recommendation to the City Council concerning an amendment to the Woodland Hills Municipal City Code Title 10.11.8.B.1.j and

**WHEREAS**, a public hearing before the Planning Commission of Woodland Hills City was held after being duly advertised as required by law; and

**WHEREAS**, the City Council of Woodland Hills City finds that such amendments to the Woodland Hills Municipal City Code Title 10.11.8.B.1.j should be made;

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of Woodland Hills City, Utah, that the Woodland Hills Municipal City Code Title 0.11.8.B.1.j be amended to read:

*Fencing around a small group of trees, garden, or landscape feature not exceeding ~~two~~ six hundred (200600) square feet is not required to comply with this section's height or material limitation. It is limited, however, to a fence no taller than eight (8) feet in height, and is restricted from using barbed wire, razor wire, or any other similar style and cannot be in the front setback of the home or along the street frontage. Also, the ~~two~~ six hundred (200600) square feet limitation can be waived by the ~~planning commission site reviewers~~ city, given good cause to do so.*

PASSED AND ADOPTED by the City Council of Woodland Hills, Utah, this 25<sup>th</sup> day of

February, 2025.

Brent T. Winder

Brent T. Winder  
Mayor of Woodland Hills, Utah

ATTEST:

Jody Stones  
Jody Stones  
Woodland Hills City Recorder

CERTIFICATE OF POSTING ORDINANCE

For the City of Woodland Hills

I, Jody Stones, the duly appointed Recorder for the City of Woodland Hills, hereby certify that copies of the foregoing Ordinance No. 2025-~~04~~ were posted at three public places within the municipality this 26<sup>th</sup> th day February of 2025 which public places are:

1. Utah Public Notice Website
2. Woodland Hills City Center, 690 S. Woodland Hills Drive
3. Woodland Hills Web Site, [www.woodlandhills-ut.gov](http://www.woodlandhills-ut.gov)

Dated this 26<sup>th</sup> day of February, 2025.

Jody Stones  
Jody Stones, Recorder



## CERTIFICATE OF POSTING ORDINANCE

For the City of Woodland Hills

I, Jody Stones, the duly appointed Recorder for the City of Woodland Hills, hereby certify that copies of the foregoing Ordinance No. 2025-05 were posted at three public places within the municipality this 26<sup>th</sup> th day of February of 2025 which public places are:

1. Utah Public Notice Website
2. Woodland Hills City Center, 690 S. Woodland Hills Drive
3. Woodland Hills Web Site, [www.woodlandhills-ut.gov](http://www.woodlandhills-ut.gov)

Dated this 26<sup>th</sup> day of February, 2025.

Jody Stones  
Jody Stones, Recorder



ROLL CALL VOTING:		
	YES	NO
Mayor Brent Winder (tie only)	[ ]	[ ]
Council Member Ben Hillyard	[X]	[ ]
Council Member Brian Hutchings	[ ]	[ ]
Council Member Dorel Kynaston	[X]	[ ]
Council Member Janet Lunt	[X]	[ ]
Council Member Kari Malkovich	[X]	[ ]

I move that this Ordinance be adopted.

  
Council Member Malkovich

I second the foregoing motion.

  
Council Member Lunt

## Ordinance 2025-05

### An Ordinance Amending City Code 10.11.8.B.2a

**WHEREAS**, the Woodland Hills City Planning Commission has reviewed and made a recommendation to the City Council concerning an amendment to the Woodland Hills Municipal City Code Title 10.11.8.B.2a and

**WHEREAS**, a public hearing before the Planning Commission of Woodland Hills City was held after being duly advertised as required by law; and


**WHEREAS**, the City Council of Woodland Hills City finds that such amendments to the Woodland Hills Municipal City Code Title 10.11.8.B.2a should be made;

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of Woodland Hills City, Utah, that the Woodland Hills Municipal City Code Title 10.11.8.B.2a be amended to read:

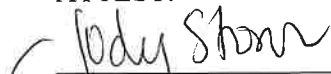
*Acceptable fence materials include ~~natural~~ stone, wood, **composite material**, vinyl, vinyl-coated chain link wire, steel, and wrought iron. Masonry and concrete may be used for fence posts or pillars only. Plain (not vinyl-coated) chain link fencing, wire mesh, and vinyl mesh may be used for sports courts, gardens, and animal enclosures. No part of a fence will be constructed of any form of barbed wire, chain link privacy slats, or chain link privacy screen, with the exception that city property or facilities deemed by the city to require fencing for security may use plain (not vinyl coated) chain link fencing, barbed wire, **razor wire**, or an equivalent **and may be constructed of opaque building material**. Enclosures exclusively for livestock may use barbed wire fencing.*

PASSED AND ADOPTED by the City Council of Woodland Hills, Utah, this 25<sup>th</sup> day of

February, 2025.

  
Brent T. Winder  
Mayor of Woodland Hills, Utah

ATTEST:

  
Jody Stones  
Woodland Hills City Recorder

P



ROLL CALL VOTING:		
	YES	NO
Mayor Brent Winder (tie only)	[ ]	[ ]
Council Member Ben Hillyard	[ ]	[ ]
Council Member Brian Hutchings	[ ]	[ ]
Council Member Dorel Kynaston	[ ]	[ ]
Council Member Janet Lunt	[ ]	[ ]
Council Member Kari Malkovich	[ ]	[ ]

I move that this Ordinance be adopted.

\_\_\_\_\_  
Council Member

I second the foregoing motion.

\_\_\_\_\_  
Council Member

## Ordinance 2025-06

### An Ordinance Amending City Code 10.11.8.B.5 Sport Courts

**WHEREAS**, the Woodland Hills City Planning Commission has reviewed and made a recommendation to the City Council to amendment to the Woodland Hills Municipal City Code Title 10.11.8.B.5; and

**WHEREAS**, a public hearing before the Planning Commission of Woodland Hills City was held after being duly advertised as required by law; and

**WHEREAS**, the City Council of Woodland Hills City finds that said amendments to the Woodland Hills Municipal City Code Title 10.11.8.B.5 should be made;

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of Woodland Hills City, Utah, that the Woodland Hills Municipal City Code Title 10.11.8.B.5 be amended to read:

**Sport Courts:** For purposes of this subsection, a **open air** sport court is an area, **not an enclosed structure**, for recreational activities that **usually** requires a fence to keep balls, etc., from leaving the area. All parts of a sport court, including fences, **shall be located within the area of a lot where an accessory building may be constructed as specified in the table in section 10-11-2(B). Fences which are part of a sport court shall comply with this subsection except that fences may not be more than eighteen feet (18') in height above natural grade can be located anywhere on the lot, except they cannot be forward of the front plane of the home nor can they be on any easement. Any lighting installed shall not illuminate direct light outside of the owner's property. Should fencing be installed, which is the part of the sports court, it shall not be more than eighteen (18) feet in height above the natural grade. The total enclosed area of a sports court shall not exceed seven thousand two hundred (7,200) square feet. Any portion of a sports court fence higher than six feet (6') must be seventy-five percent (75%) open. The construction of an open-air sports court does not need approval from the city; however, if a sports court fence is to be installed, a city permit is required for the fence.**

PASSED AND ADOPTED by the City Council of Woodland Hills, Utah, this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Brent T. Winder  
Mayor of Woodland Hills, Utah

ATTEST:

\_\_\_\_\_  
Jody Stones, City Recorder

## **CERTIFICATE OF POSTING ORDINANCE**

For the City of Woodland Hills

I, Jody Stones, the duly appointed Recorder for the City of Woodland Hills, hereby certify that copies of the foregoing Ordinance No. 2025-\_\_\_\_\_ were posted at three public places within the municipality this \_\_\_\_\_th day \_\_\_\_\_ of 2025 which public places are:

1. Utah Public Notice Website
2. Woodland Hills City Center, 690 S. Woodland Hills Drive
3. Woodland Hills Web Site, [www.woodlandhills-ut.gov](http://www.woodlandhills-ut.gov)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Jody Stones, Recorder

TABLED

ROLL CALL VOTING:		
	YES	NO
Mayor Brent Winder (tie only)	[ ]	[ ]
Council Member Ben Hillyard	[X]	[ ]
Council Member Brian Hutchings	[X]	[ ]
Council Member Dorel Kynaston	[X]	[ ]
Council Member Janet Lunt	[X]	[ ]
Council Member Kari Malkovich	[X]	[ ]

I move that this Ordinance be adopted.

*Ben Hillyard*  
Council Member Hillyard

I second the foregoing motion.

*Kari Malkovich*  
Council Member Malkovich

### Ordinance 2025-07

#### An Ordinance Adopting City Code 10.11.8.D Retaining Walls

**WHEREAS**, the Woodland Hills City Planning Commission has reviewed and made a recommendation to the City Council to adopt Woodland Hills Municipal City Code Title 10.11.8.D titled Retaining Walls; and

**WHEREAS**, a public hearing before the Planning Commission of Woodland Hills City was held after being duly advertised as required by law; and

**WHEREAS**, the City Council of Woodland Hills City finds that said adoption of the Woodland Hills Municipal City Code Title 10.11.8.D should be made;

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of Woodland Hills City, Utah, that the Woodland Hills Municipal City Code Title 10.11.8.D be amended to read:

#### D. Retaining Walls

1. All exterior retaining walls which exceed 4 feet in height, require engineering for stability regardless of their composition, and a building permit may be required to construct them.
2. Retaining walls which are adjacent or parallel to a street frontage of the property and are closer than 30 feet to the street property line, cannot be more than 42 inches in height, as measured from the natural grade, including any top of wall fencing. Retaining walls more than 30 feet away from the street frontage property line may have safety fences that run on top of the wall that exceed 42 inches in height.
3. Retaining walls can be terraced but if any part or number of them are over 4 feet in height, they must be engineered. Fencing atop of retaining walls shall adhere to the fencing section of this code, with the restriction in number 2. above. Further, terracing shall not be required when retaining walls are constructed for the purpose of providing support for external basement stairways, however, if over 4 feet in height, they will require engineering.
4. Walls must have at least a 4 foot circumference around fire hydrants and electrical boxes.
5. Corner Lots: On corner lots, a sight obscuring retaining wall, or similar, may not extend into the front setback area and clear vision area of the lot as defined in this Title.

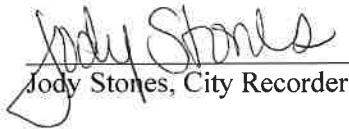


PASSED AND ADOPTED by the City Council of Woodland Hills, Utah, this 25<sup>th</sup> day of February, 2025.



Brent T. Winder  
Mayor of Woodland Hills, Utah

ATTEST:

  
Jody Stones, City Recorder

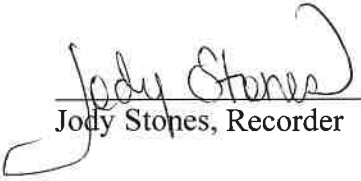
## CERTIFICATE OF POSTING ORDINANCE

For the City of Woodland Hills

I, Jody Stones, the duly appointed Recorder for the City of Woodland Hills, hereby certify that copies of the foregoing Ordinance No. 2025-07 were posted at three public places within the municipality this 26<sup>th</sup> day of February of 2025 which public places are:

1. Utah Public Notice Website
2. Woodland Hills City Center, 690 S. Woodland Hills Drive
3. Woodland Hills Web Site, [www.woodlandhills-ut.gov](http://www.woodlandhills-ut.gov)

Dated this 26<sup>th</sup> day of February, 2025.

  
Jody Stones, Recorder



ROLL CALL VOTING:		
	YES	NO
Mayor Brent Winder (tie only)	[ ]	[ ]
Council Member Ben Hillyard	[X]	[ ]
Council Member Brian Hutchings	[ ]	[ ]
Council Member Dorel Kynaston	[ ]	[X]
Council Member Janet Lunt	[X]	[ ]
Council Member Kari Malkovich	[X]	[ ]

I move that this Ordinance be adopted.

*Kari Malkovich*  
Council Member *Malkovich*

I second the foregoing motion.

*Ben Hillyard*  
Council Member *Hillyard*

## Ordinance 2025-08

### An Ordinance Amending City Code 10.18.1.B, E, K, and L Accessory Dwelling Units

**WHEREAS**, the Woodland Hills City Planning Commission has reviewed and made a recommendation to the City Council to amend Woodland Hills Municipal City Code Title 10.18.1.B, E, K, and L Accessory Dwelling Units; and

**WHEREAS**, a public hearing before the Planning Commission of Woodland Hills City was held after being duly advertised as required by law; and

**WHEREAS**, the City Council of Woodland Hills City finds that said amendments of the Woodland Hills Municipal City Code Title 10.18.1.B, E, K, and L should be made;

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of Woodland Hills City, Utah, that the Woodland Hills Municipal City Code Title 10.18.1.B, E, K, and L be amended to read:

#### Section 1

##### City Code 10.18.1.B:

All ADUs must be located on an existing lot or parcel with a single-family dwelling. Only one ADU may be created on a parcel. ~~Except as provided herein, the ADU may only be located within a single-family dwelling.~~ The building containing an Internal ADU shall maintain the appearance of a single-family dwelling. Entrances for an Internal ADU must be on the side or rear of the dwelling, unless an existing dwelling already has two doors facing the front.

#### Section 2

##### City Code 10.18.1. E:

~~Internal~~ ADUs are only permitted in single-family dwellings on lots of 19,000 square feet or larger. Lots or parcels in residential zones ~~larger than two acres~~ may have an ADU in a detached garage or accessory structure. A detached ADU ~~shall~~ can be located in an accessory structure. ~~It may not be or~~ a stand-alone dwelling unit.

#### Section 3

##### City Code 10.18.1.K:

The ADU shall meet all applicable building and fire codes. Building permits are required to ensure inspections and compliance with codes. ~~An external ADU requires a site plan and building permit and must adhere to the setback requirements outlined in City Code 10.8.5. It must also adhere to all applicable building codes.~~

#### Section 4


##### City Code 10.18.1.L

L. ADUs previously created without a building permit shall comply with minimum health and safety standards, including, but not limited to, the following:

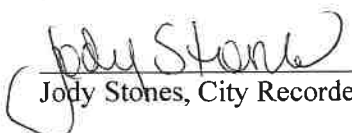
1. Minimum height, measured from floor to ceiling in each room, shall not be less than seven feet, or mitigated to the satisfaction of the Chief Building Official.
2. Smoke detectors must be installed in each bedroom and the hallways or room adjacent to the bedrooms.
3. GFCI protection must be provided in all required circuits per the IRC Building Code.
4. One window in each bedroom must meet the emergency egress standards established in the building code or mitigated to the satisfaction of the Chief Building Official.
5. Handrails must be installed for any interior or exterior stairway with more than three steps.
6. The ADU must be inspected to ensure compliance with all city and building codes related to the ADU.
7. A business license must be obtained from the city to have an ADU.

PASSED AND ADOPTED by the City Council of Woodland Hills, Utah, this 25<sup>th</sup> day of

February, 2025.

  
Brent T. Winder  
Mayor of Woodland Hills, Utah

ATTEST:

  
Jody Stones, City Recorder

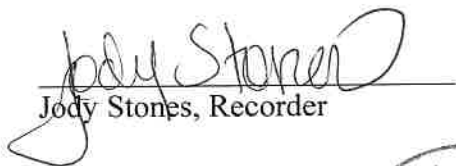
## CERTIFICATE OF POSTING ORDINANCE

For the City of Woodland Hills

I, Jody Stones, the duly appointed Recorder for the City of Woodland Hills, hereby certify that copies of the foregoing Ordinance No. 2025-08 were posted at three public places within the municipality this 26<sup>th</sup> th day of February of 2025 which public places are:

1. Utah Public Notice Website
2. Woodland Hills City Center, 690 S. Woodland Hills Drive
3. Woodland Hills Web Site, [www.woodlandhills-ut.gov](http://www.woodlandhills-ut.gov)

Dated this 26<sup>th</sup> day of February, 2025.

  
Jody Stones, Recorder



ROLL CALL VOTING:		
	YES	NO
Mayor Brent Winder (tie only)	[ ]	[ ]
Council Member Ben Hillyard	[X]	[ ]
Council Member Brian Hutchings	[X]	[ ]
Council Member Dorel Kynaston	[X]	[ ]
Council Member Janet Lunt	[X]	[ ]
Council Member Kari Malkovich	[X]	[ ]

I move that this Ordinance be adopted.

Council Member Hutchings

I second the foregoing motion.

Brian Hutchings  
Council Member

## Ordinance 2025-09

### *An Ordinance Amending City Code 12.4.2 Section B*

**Be it ordained by the Woodland Hills City Council, City Code 12.4.2- Prohibited Illicit Discharges Section B be amended to read:**

#### B. Exceptions


1. Water line flushing or other potable water sources.
2. Landscape irrigation or lawn watering with potable water.
3. Diverted Stream Flows.
4. Rising ground water.
5. Groundwater infiltration to storm drains.
6. Uncontaminated pumped groundwater.
7. Discharges from potable water sources.
8. Foundation or footing drains.
9. Crawl space pumps.
10. Air conditioning condensation.
11. Springs.
12. Natural riparian habitat or wet-land flows.
13. Swimming pools if dechlorinated, typically less than one PPM chlorine.
14. Firefighting activities.
15. Any other uncontaminated water source.
16. Discharges specified in writing by the City Engineer or public works director as being necessary to protect public health and safety.
17. Dye testing is an allowable discharge if the City Engineer or public works director has so specified in writing.
18. The prohibition shall not apply to any non-storm water discharge permitted under an UPDES permit, waiver, or waste discharge order issued to the discharger and administered under the authority of the State of Utah Division of Water Quality, provided that the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations, and provided that written approval has been granted for any discharge to the storm drain system.
19. Individual residential car washing.
20. Dechlorinated water reservoir discharges.

This ordinance shall take effect immediately upon its passage by the Woodland Hills City Council and subsequent publication according to State Law and city ordinances.

Passed and ordained by the Woodland Hills City Council this 25<sup>th</sup> day of February 2025.

  
Brent Winder  
Mayor

ATTEST:

  
Jody Stones  
Recorder

**CERTIFICATE OF POSTING ORDINANCE**  
For the City of Woodland Hills

I, the duly appointed and acting Recorder for the City of Woodland Hills, hereby certify that copies of the foregoing Ordinance No. 2025-09 were posted at three public places within the municipality this 26<sup>th</sup> th day February of 2025 which public places are:

1. City Information Bulletin Board, 200 S. Woodland Hills Drive
2. Woodland Hills City Center, 690 S. Woodland Hills Drive
3. Woodland Hills Web Site, [www.woodlandhills-ut.gov](http://www.woodlandhills-ut.gov)

Dated this 26<sup>th</sup> day of February, 2025.

  
\_\_\_\_\_  
Jody Stones, Recorder



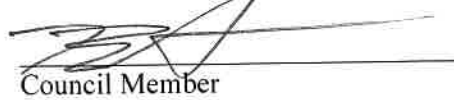


ROLL CALL VOTING:		
	YES	NO
Mayor Brent Winder (tie only)	<input type="checkbox"/>	<input type="checkbox"/>
Council Member Ben Hillyard	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Brian Hutchings	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Dorel Kynaston	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Janet Lunt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Kari Malkovich	<input checked="" type="checkbox"/>	<input type="checkbox"/>

I move that this Ordinance be adopted.

  
Council Member

I second the foregoing motion.

  
Council Member

## Ordinance 2025-10

### SUBDIVISION ORDINANCE AND CODIFICATION

*An Ordinance Revising the Subdivision Ordinance of Woodland Hills, Utah*

WHEREAS the City Council of Woodland Hills, Utah, pursuant to the provisions of §10-3-707 of Utah State Code, as amended, has the authority to revise ordinances of the municipality of a general and permanent character;

WHEREAS the City Council has reviewed the proposed revisions and has made such changes, alterations, modifications, additions, and substitutions as it deems best; and

WHEREAS the City Planning Commission has held a public hearing on the proposed revisions and provided a recommendation to the City Council.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF Woodland Hills, UTAH:

SECTION I: The document titled "Title 11 Subdivision Ordinance", attached as Exhibit 'A', is hereby adopted as a replacement for the currently existing Title 11 of the City's ordinances (governing the subdivision of land within the City), subject to any immaterial changes that may occur post-adoption during the codification process. This document shall be accepted in all courts without question as the official subdivision ordinances of the City as enacted by the City Council.

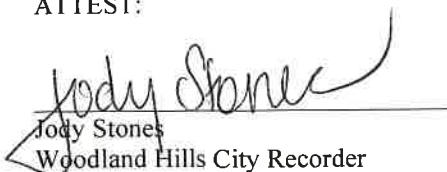
SECTION II: If any provisions of the City's code previously adopted are inconsistent, they are hereby repealed.

SECTION III: This ordinance being necessary for the peace, health, and safety of the municipality, shall become effective immediately upon posting.

PASSED AND ADOPTED by the City Council of Woodland Hills, Utah, this 11<sup>th</sup> day of March, 2025.

  
Brent T. Winder  
Mayor of Woodland Hills, Utah

ATTEST:

  
Jody Stones  
Woodland Hills City Recorder



*updated code  
city  
05-27-2025*

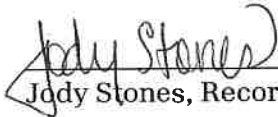
# **CERTIFICATE OF POSTING ORDINANCE**

For the City of Woodland Hills

I, Jody Stones, the duly appointed Recorder for the City of Woodland Hills, hereby certify that copies of the foregoing Ordinance No. 2025-10 were posted at three public places within the municipality this 12 th day March of 2025 which public places are:

1. Utah Public Notice Website
2. Woodland Hills City Center, 690 S. Woodland Hills Drive
3. Woodland Hills Web Site, [www.woodlandhills-ut.gov](http://www.woodlandhills-ut.gov)

Dated this 12<sup>th</sup> day of March, 2025.

  
Jody Stones, Recorder



## Title 11: Subdivision

*[This Table of Contents is for review purposes only]*

11.1 Administration and Enforcement .....	2
11.2 Definitions.....	6
11.3 Subdivision Applications .....	11
11.4 Improvements Required .....	25
11.5 Design Standards .....	32
11.6 Fees and Special Considerations.....	37
11.7 Variances.....	39
11.8 Reimbursement for On-Site or Off-Site Improvements .....	40
11.9 Natural Hazard and Flood Hazard Study.....	43



## **11.1 Administration and Enforcement**

### **11.1.1 Title**

This Title shall be entitled the *WOODLAND HILLS SUBDIVISION ORDINANCE* and may be so cited and pleaded.

HISTORY:

(Ord., 8-17-1994)

### **11.1.2 Purpose and Intent**

A. The purposes of this Title shall be as follows:

1. To promote the health, safety, convenience, and general welfare of the present and future inhabitants of the City;
2. To facilitate the transfer of land having accurate legal descriptions;
3. To provide for the development of a wholesome and attractive environment within and adjacent to the City;
4. To set forth the rights, duties and obligations of subdividers with respect to the subdivision and development of land;
5. To facilitate the implementation of the general plan for the City and to comply with the proposals and requirements of the zoning ordinance respectively;
6. To encourage orderly development of land to obtain harmonious and stable neighborhoods;
7. To provide for reservation and dedication of land for safe and convenient pedestrian and vehicular circulation and public open spaces for recreation and other public purposes;
8. To provide for the construction of streets and utilities which will be adequate and economical to maintain; and
9. To assure the accurate surveying of land and preparing and recording plats.

HISTORY:

(Ord., 8-17-1994)

### **11.1.3 Scope of Applicability**

This Title applies to any application to subdivide land in the City. The requirements of this Title do not apply retroactively to any subdivision application that was approved by the City prior to the enactment of this ordinance.

#### **11.1.4 Land Shall be Subdivided Before Recording**

- A. From the effective date hereof, no person may subdivide any tract of land which is located wholly or in part within the City, sell, exchange or purchase any parcel of land which is any part of a subdivision of a larger tract of land within the above described territory, or offer for recording any deed conveying a parcel of land or any interest therein, unless the person shall first have or cause to have made a plat thereof, which plat must be approved by the Planning Commission and which has been recorded with the county recorder before such sale or exchange or purchase is affected. Approval of a final plat shall be subject to compliance with the requirements of this and other City ordinances and policies.
- B. A Subdivision of land is not valid unless its governing document is approved by the Administrative Land Use Authority and properly recorded in the County Recorder's Office.

#### **11.1.5 Interpretation**

The provisions of this Title shall be construed to be the minimum requirements necessary for the preservation of public health, safety and welfare within the City. This Title is not intended to conflict with any statutes, laws, or regulations of the state or county, except that this Title shall prevail in cases where the Title imposes a lawful restriction or requirement more severe than existing statutes, laws or regulations.

##### **HISTORY:**

(Ord.,8-17-1994)

#### **11.1.6 Validity**

If any section or provision of this Title is declared invalid by a court of competent jurisdiction, such decision may not affect the validity of this Title as a whole, or any part thereof, other than the section or provision so declared to be invalid, nor may the decision affect its application to different facts or circumstances.

##### **HISTORY:**

(Ord., 8-17-1994)

#### **11.1.7 Conflict**

- A. If any provision in this Ordinance conflicts with Utah statutes, the more stringent or restrictive provision shall apply.
- B. Any ordinance, regulation, resolution, or part thereof which is in conflict herewith, to the extent of such conflict, is hereby repealed.

#### **11.1.8 Amendment Procedure**

- A. The City shall follow the following procedure in amending this Title, as required by Utah Code:

1. Planning Commission Public Hearing and Recommendation: The Planning



#### *Woodland Hills Subdivision Title 11*

Commission shall hold a public hearing on the proposed amendment before making its recommendation to the City Council. The Planning Commission shall provide at least 10 days' notice of the public hearing prior to the date of the public hearing.

2. City Council Decision: Upon receiving the Planning Commission's recommendation, the City Council may adopt, amend, or reject the proposed amendment.

#### **HISTORY:**

(Ord., 8-17-1994)

#### **11.1.9 Penalty**

- A. Any person, firm, or corporation who transfers or sells any lot or land in a "subdivision," as defined in Section 11.2.1 of this Title, without approval by the Planning Commission and without recordation in the Office of the County Recorder, shall be guilty of a class C misdemeanor for each lot or parcel of land so transferred or sold, and subject to penalty as provided in Section 1-4-1 of this code.
- B. The City may also institute injunction, mandamus or other appropriate action or actions to prevent violation of the provisions of this Title.
- C. Any person, firm, or corporation violating any of the provisions of this Title shall be guilty of a Class C misdemeanor and, upon conviction thereof, may be subject to penalty as provided in Section 1-4-1 of this Code. Each day that a violation exists shall constitute a separate offense. The imposition of any sentence or fine shall not exempt the offender from compliance with the requirements of this Title.

#### **11.1.10 Administrative Land Use Authority**

- A. The Administrative Land Use Authority for any subdivision application is the Planning Commission which shall be responsible for the following, but may delegate certain duties to City staff, the Technical Review Committee ("TRC"), or individual members of the TRC to:
  1. Finalize land use decisions related to subdivision applications;
  2. Review subdivision applications in an impartial manner in compliance with the standards and deadlines described herein;
  3. Convene one public hearing for any subdivision application at the City's discretion;
  4. Provide feedback to any applicant on the applicant's subdivision application;
  5. Schedule and hold a pre-application meeting with any potential applicant when requested by the applicant;
  6. Maintain current application forms and related informational material, publish or make the application forms and informational material publicly accessible, and distribute the application forms and informational material to potential applicants by City staff;



*Woodland Hills Subdivision Title 11*

7. Provide timely notice to any entity or applicant as required by this Title by City staff; and
  8. Verify that documents are properly submitted with the County after final subdivision application approval and note whether or not final recordation of the subdivision has occurred.
- B. Any subdivision application decision is administrative, not legislative. The Planning Commission is authorized to make any subdivision decision described in this Title without City Council approval.
- C. The City Council may not require the Planning Commission to approve, deny, or amend any subdivision application. The City Council or any member thereof may not serve on the Planning Commission.

**11.1.11 Appeal Authority. Hearing Officer.**

- A. The Appeal Authority for City decisions under this Title shall be the Hearing Officer, except for a panel convened to hear a dispute arising on a subdivision improvement plan review as required in Utah Code Ann. § 10-9a-604.2.
- B. The Hearing Officer shall hear any appeal on any administrative delay, adverse action, or final decision of the Administrative Land Use Authority in administering the provisions of this Title.
- C. Any petitioner appealing the written decision by the Administrative Land Use Authority under this Title shall exhaust its administrative remedies under this Section before bringing an action against the City in a court of law.
- D. Any applicant who has submitted a subdivision application may file an appeal to the Hearing Officer within 10 days after the occurrence of delay, adverse administrative action, or final written decision.
- E. Any party may file an appeal or complaint in writing. The appeal shall include:
1. A brief explanation of the relief the petitioner seeks;
  2. The clear statement of facts and grounds for relief;
  3. The most recent version of the subdivision application or subdivision improvement plan the applicant submitted; and
  4. Any supplemental documentation or information that the Appeal Authority requests.
- F. The petitioner must file the appeal with the City Recorder through email or mail, using the Recorder's official City address and/or email account listed on the City website.
- G. After receiving a complete appeal or complaint in accordance with this Section, the Hearing Officer shall render a written decision to the applicant within a reasonable time.



## 11.2 Definitions

### 11.2.1 Definitions

- A. Words in this Title are normally used in their ordinary English usage. Certain terms are, however, defined in this Chapter, and wherever used in this Title, they shall have the meaning as set forth in this Chapter, except where the context clearly indicates a different meaning.
- B. The word "shall" is to be interpreted as mandatory and shall be complied with unless waived; "may" is to be interpreted as having permission or being allowed to carry out a provision; "should" is to be interpreted as expressing that the application of said criteria or standard is desired and essential unless commensurate criteria or standards are achieved.
- C. All words used in the singular shall include the plural, and all words used in the present tense shall include the future tense, unless the context clearly indicates the contrary.
  - 1. **ADMINISTRATIVE LAND USE AUTHORITY:** The Planning Commission appointed by the City to make final subdivision application decisions, excluding the city council or a city council member as the legislative body. "Administrative land use authority" includes any appropriately authorized designees.
  - 2. **AFFECTED ENTITIES:** Any entity, county, municipality, local district, or special service district that provides a service to an owner of record of the portion of the plat that is being vacated or amended.
  - 3. **APPLICANT:** Any person, firm, corporation, partnership, association, or other entity that files a completed subdivision application with the City for subdivision approval.
  - 4. **ASSOCIATION:** A corporation or other legal entity, any member of which:
    - a. Is an owner of a residential lot located within the jurisdiction of the association, as described in the governing documents; and
    - b. By virtue of membership or ownership of a residential lot is obligated to pay:
      - i. Real property taxes;
      - ii. Insurance premiums;
      - iii. Maintenance costs; or
      - iv. For improvement of real property not owned by the member.
  - 5. **BUILDING OFFICIAL:** The person identified and authorized in City Code Section 9-1-1 B charged with the enforcement of this Title.
  - 6. **CITY:** The City of Woodland Hills, Utah.
  - 7. **CITY ENGINEER:** A registered professional engineer retained by the City of Woodland Hills to perform engineering services for the City.
  - 8. **COMMISSION:** The Planning Commission for the City of Woodland Hills.
  - 9. **COMMON AREA:** Property that the Association:



- a. Owns;
  - b. Maintains;
  - c. Repairs; or
  - d. Administers.
10. **COMPLETION ASSURANCE:** A surety bond, or other equivalent security required by the City to guarantee the proper completion of landscaping or an infrastructure improvement required as a condition precedent to recording a subdivision plat.
11. **CONCEPT PLAN:** The conceptual layout of a proposed subdivision drawn to scale and on a topographic map.
12. **DECLARANT:** All persons who execute the declaration or on whose behalf the declaration is executed. From the time of the recordation of any amendment to the declaration expanding an expandable condominium, all persons who execute that amendment or on whose behalf that amendment is executed shall also come within this definition. Any successors of the person referred to in this subdivision who come to stand in the same relation to the condominium project as their predecessors also come within this definition.
13. **DECLARATION:** Instrument by which the property is submitted to the provisions of this act, as it from time to time may be lawfully amended.
14. **DWELLING:** Any building or portion thereof designed or used exclusively as the more or less permanent residence or sleeping place of one or more persons.
15. **EASEMENT:** That portion of a lot or lots reserved for present or future use by a person or agency other than the legal owner of said property. The easement may be for use on, under or above said lot.
16. **FACILITY OWNER:** Any individual, entity, mutual water company, or unincorporated organization:
- a. Operating a water conveyance facility;
  - b. Owning any interest in a water conveyance facility; or
  - c. Having a property interest in real property based on the presence of the water conveyance facility located and operating on the real property.
17. **FINAL PLAT:** Any subdivision map prepared in accordance with the provisions of this Title, which is designed to be recorded with the office of the county recorder. It is also an instrument for subdividing property into lots as described on a map or other graphic representation of land that a licensed professional land surveyor makes and prepares in accordance with Sec. 10-9a 603 or Sec. 57-8-13 of Utah State Code (as amended).
18. **GENERAL PLAN:** An overall plan for the long-range growth and development of the City of Woodland Hills with an emphasis on land use and transportation.
19. **HEARING OFFICER:** The Appeal Authority appointed by the Mayor and approved by the City Council to hear any disputes arising from subdivision application procedures and administrative decisions.



20. **LAND USE APPLICATION:** The application required by the City and submitted by a land use applicant to obtain any land use approval; this does not mean an application to enact, amend, or repeal a land use regulation.
21. **LOCAL HEALTH DEPARTMENT:** The Utah County Health Department.
22. **LOT:** A division of land separated from other divisions for purpose of sale, lease or separate use, described on a recorded subdivision plat, recorded survey map or by metes and bounds.
23. **ORDINANCE:** The adopted subdivision ordinance for the City of Woodland Hills.
24. **PERIOD OF ADMINISTRATIVE CONTROL:** The period of control described in Utah Code Ann. Subsection 57-8-16(1).
25. **PLANTING SCREEN:** A twenty-foot (20') buffer that is landscaped with coniferous and deciduous plant material for screening purposes and including earth berms, depending on the topographic characteristics of the area.
26. **PUBLIC LANDSCAPING IMPROVEMENT:** Landscaping that an applicant is required to install to comply with published installation and inspection specifications for public improvements that:
  - a. Will be dedicated to and maintained by the City; or
  - b. Are associated with and proximate to trail improvements that connect to planned or existing public infrastructure.
27. **REGISTERED ENGINEER:** A professional engineer registered to perform engineering services in the state of Utah.
28. **REGISTERED LAND SURVEYOR:** A professional land surveyor registered to perform land survey services in the state of Utah.
29. **REGISTERED LANDSCAPE ARCHITECT:** A professional landscape architect registered to perform landscape architectural services in the state of Utah.
30. **REVIEW CYCLE:** The occurrence of:
  - a. The applicant's submittal of a complete subdivision application;
  - b. The City's review of that subdivision application;
  - c. The City's Response to that subdivision application; and
  - d. The applicant's reply to the City's response that addresses each of the City's required modifications or requests for additional information.
31. **SECURITY OF PERFORMANCE BOND AGREEMENT:** The performance bond agreement as executed between the City and the applicant/developer and transferred and assigned through the Bank's escrow account to the City to secure the proper and complete installation of infrastructure improvements in accordance with the City's agreements, specifications, rules, and regulations.
32. **STATE ENGINEER'S INVENTORY OF CANALS:** The state engineer's inventory of water conveyance systems established in Utah Code Ann. §73-5-7.

- 33. **STREET, COLLECTOR:** A street designated in a subdivision that collects internal traffic movements from minor streets within a large subdivision and connects such areas with the arterial street system.
- 34. **STREET, MAJOR:** A street or road designated as a principal thoroughfare or major arterial on the City street plan.
- 35. **STREET, MINOR:** Any dedicated street serving as a principal means of access to property, intended to serve the local needs of the neighborhood.
- 36. **SUBDIVIDER:** Any person, firm, corporation, partnership, association, or other entity which causes land to be subdivided into a subdivision for himself or others.
- 37. **SUBDIVISION:** Any land that is divided, re-subdivided or proposed to be divided into two (2) or more lots, parcels, sites, units, plots, or other division of land for the purpose, whether immediate or future, for offer, sale, lease, or development either on the installment plan or upon any and all other plans, terms and conditions.
  - a. "Subdivision" includes:
    - i. The division or development of land whether by deed, metes and bounds description, devise and testacy, map, plat or other recorded instrument; and
    - ii. Except as provided in subsection (b) of this definition, divisions of land for residential and nonresidential uses, including land used or to be used for commercial, agricultural and industrial purposes.
  - b. Subdivision does not include:
    - i. A bona fide division or partition of agricultural land for the purpose of joining one of the resulting separate parcels to a contiguous parcel of unsubdivided agricultural land, if neither the resulting combined parcel nor the parcel remaining from the division or partition violates an applicable land use ordinance.
    - ii. A recorded agreement between owners of adjoining unsubdivided properties adjusting their mutual boundary if:
      - 1. No new lot is created; and
      - 2. The adjustment does not violate applicable land use ordinances.
    - iii. A parcel boundary adjustment.
  - c. The joining of a subdivided parcel of property to another parcel of property that has not been subdivided does not constitute a subdivision under this definition as to the unsubdivided parcel of property or subject the unsubdivided parcel to the municipality's subdivision ordinance.
- 38. **SUBDIVISION IMPROVEMENT PLAN:** The civil engineering plans associated with required infrastructure improvements and municipally controlled utilities required for a subdivision.
- 39. **SUBDIVISION ORDINANCE REVIEW:** A review by the City to verify that the subdivision application meets the criteria of the City's subdivision ordinances.
- 40. **SUBDIVISION PLAN REVIEW:** A review of the Applicant's subdivision improvement plans and other aspects of the subdivision application to verify that the application complies with City ordinances and applicable standards and specifications.

41. **TECHNICAL REVIEW COMMITTEE (TRC):** A board appointed or employed by the City, including City staff. The TRC includes the Building Official, Zoning Enforcement Officer, Recorder, Planning Commission Chair, City Engineer, and others as needed. The TRC is created and established to review land use applications and ensure that the proposed use, activity, building or structure is consistent with the City's General Plan, complies with requirements of the City's land use and zoning regulations, and otherwise meets the requirements of this Title.
42. **UNDERGROUND FACILITY:** Personal property that is buried or placed below ground level for use in the storage or conveyance of any of the following:
- a. Water;
  - b. Sewage;
  - c. Communications;
  - d. Electric power;
  - e. Oil;
  - f. Gas;
  - g. Steam;
  - h. Slurry; or
  - i. Other dangerous materials or products.
43. **WATER CONVEYANCE FACILITY:** means a ditch, canal, flume, pipeline, or other watercourse used to convey water used for irrigation or storm water drainage and any related easement for the ditch, canal, flume, pipeline, or other watercourse. "Water conveyance facility" does not mean a ditch, canal, flume, pipeline, or other watercourse used to convey water used for culinary or industrial water, or any federal water project facility.

## **11.3 Subdivision Applications**

### **11.3.1 Plans and Plats Required**

Before any subdivider shall transfer or contract for the transfer of or offer to transfer any subdivisions of land, or any part thereof, which is laid out wholly, or partially, within the corporate limits of the City, such subdivider shall file a final plat of a subdivision, together with detailed plans and specifications for all required improvements and appurtenances thereto with the Planning Commission and obtain the approval, conditional approval and final approval thereof as hereinafter provided.

### **11.3.2 Process and Requirements**

A. To be considered complete, a subdivision application must include at least the following elements:

1. An approved land use application that describes how the property will be used after it is subdivided.
  - a. If the intended use is permitted by right under City ordinances, the land use application must include citations to the specific ordinance that the applicant believes authorizes the intended use.
  - b. If the intended use requires a conditional use permit or is otherwise conditioned on City approval, the land use application must include an approved, City-issued permit authorizing the intended use. If an applicant seeks a use permit concurrently with a related subdivision application, the subdivision application shall be considered incomplete until the use permit is issued.
  - c. If the intended use is prohibited under City ordinances and requires a variance, the land use application must include an approved, City-issued variance authorizing the intended use. If an applicant seeks a variance concurrently with a related subdivision application, the subdivision application shall be considered incomplete until the variance is issued.
  - d. If the intended use is a Planned Unit Development (PUD), the land use application must include a City-issued approval authorizing the intended use.
2. A plat, unless exempted under Section 11.3.3, that includes:
  - a. The Final Plat shall be prepared and certified by a Professional Land Surveyor licensed by the State of Utah. Drawings shall be on mylar (initial reviews can be on paper) having outside dimensions of 24x36 inches. The border of the Plat shall be drawn in heavy lines, leaving a margin of at least 1-1/2 inches on the left-hand side of the sheet, and at least 1/2 inch on the remaining 3 sides of the sheet. The Plat shall be drawn so that the top of the sheet either faces North or East. All lines, dimensions, and markings shall be made on the mylar with permanent, waterproof, black "India Drawing Ink", or equivalent. The Plat shall be drawn/plotted to a conventional scale (i.e. 20,30,40,50,60) large enough to clearly show all details. The workmanship on finished drawings shall be neat, clear, and readable. The



prepared form adopted by Utah County is preferred. A poorly drawn or illegible Plat is sufficient cause for rejection.

- b. Title Block showing: the subdivision name, type of development, date of preparation, and owner's dedication; a paragraph of acceptance by the Planning Commission, the Mayor, the City Recorder, and the City Engineer; the City Engineer's stamp and signature block, and the contact information of the owner, developer, designer, engineer, and surveyor.
- c. North Arrow, scale, and vicinity map.
- d. Accurately drawn boundary of Plat, drawn as a heavy, solid line, showing the proper bearings-distances, etc., tied to Public Survey Monumentation. Said tie must include a bearing-distance along a Section or 1/4 Section line as part of the tie. A rectangular tie (i.e. North **xxx.xx'** and East **xxx.xx'**) from a monument is inadequate. Proper Basis of Bearing must be promulgated.
- e. The names, widths, lengths, bearings, curve data, etc. on the center lines of proposed streets and easements; also the boundaries, bearings and dimensions of all portions within the Subdivision, as intended to be dedicated to the use of the public; the lines, dimensions, bearings, and numbers of **all** proposed lots, parcels reserved for any reason within the subdivision. In any case, provide adequate dimensions, ties, widths, etc. to enable reproduction and/or establishment of any part or portion of Plat. All lots shall be numbered consecutively under a definite system. All proposed streets shall be named or numbered in accordance and **in** conformity with the street naming and numbering system of Woodland Hills. All streets must also be shown on the plat as "Public" or "Private", as applicable.
- f. Curve data on all curves in the Subdivision including radius, arc length, delta, and chord bearing and distance.
- g. Areas of all lots-parcels in square feet. Areas for lots larger than 1 acre in size may be noted in acres.
- h. Location of all proposed Survey monuments as provided in City Standards for monument requirements.
- i. FEMA Flood Zones or Flood Ways, if applicable, and all necessary easements associated with drainage channels.
- J. Identification of the buildable area of each lot, including setback details for each lot, which must comply with City Code Section 10.8.5. Any area within 30 feet of any natural or man-made drainage channel shall be marked as a non-buildable area.
- k. State Code requires that all existing rights-of-way and easements of record be shown on the Plat with applicable Book/Page recording information. These may include any existing easements, etc. crossing through, or affecting the subdivision in some manner.



- l. Location of existing geological hazards according to the "Utah County Geological Hazards" map or other professionally qualified onsite investigation. Include all proposed hazard mitigation plans, improvements or restrictions.
  - m. A summary of total project acreage, total acreage in lots, total number of units, total acreage of open space or other dedicated parcels, total acreage in roads, lane miles of road, and zone.
  - n. All information required by the Planning Commission or City Engineer after review.
  - o. Notation explaining how all storm water runoff will be handled on the site.
  - p. A tabulation table indicating the total subdivision area, number of lots, density, zoning, and open space area.
  - q. If the subdivision includes a condominium, the requirements found in Utah Code Ann. § 57-8-13, as amended.
- 3. Reports and studies including:
  - a. A traffic study, if one is required by an applicable UDOT Access Management Plan or requested by the Land Use Authority.
  - b. Existing contours at 2' intervals at least 100' beyond the project boundary. Elevations to be based on Utah County datum with benchmark and elevation noted.
  - c. Site or grading plans: Indication of anticipated cut and fill areas including slopes and heights. In addition, the City Engineer may require individual site or road grading plans to determine buildable area, driveway slope, erosion control, etc.
  - d. Geotechnical Soil Study: Geotechnical soils study to determine, at a minimum, roadway pavement design, percolation rate (if used), backfill, and compaction requirements and slope stability (if applicable).
  - e. Storm Drainage Calculations: Storm drainage calculations for the collection, transport, storage and discharge of a 25-year storm and a storm water plan for a 100-year storm. Include rainfall intensities used with drainage calculations. If sumps are to be used, a percolation test rate is to be submitted.
  - f. Storm Water Pollution Prevention Plan (SWPPP) with NOI Permit Number.
  - g. If the subdivision covers only a part of a larger Un-subdivided area whether owned by the developer or not, the following shall be submitted: 1. A plan showing the location of the subdivision as it forms part of the larger area. 2. A plan proposing a future street system that demonstrates how the balance of the un-subdivided area could be developed.
  - h. Septic Tank Diagram and Percolation Test if Septic Tank is Required: Provide a diagram showing placement of septic tank and drain field for each lot. Provide results of a percolation test performed for each lot (if subdivision is three lots or less) or for the entire property (if subdivision is more than three lots). Provide also a letter from the County Health Department regarding any proposed septic tanks or leach fields.
  - i. Any other study or report reasonably necessary to ensure compliance with City design standards and improvement requirements.
  - j. Explanation of drainage and site easements, if any, including any prepared easements for any necessary offsite water, sewer, or drainage improvements across



privately owned land.

- k. Explanation of reservations and conservation easements, if any.
4. A subdivision improvement plan, as required in accordance with Sections 11.3 and 11.4 of this Title, for all public improvements proposed by the applicant or required by City ordinances.
- a. In addition to the requirements in Chapters 11.3 and 11.4, the subdivision improvement plan must contain an engineer's estimate of the cost of completing the required improvements.
5. Certifications, including:
- a. An affidavit from the applicant certifying that the submitted information is true and accurate.
  - b. The signature of each owner of record of land described on the plat, signifying their consent to the subdivision application and their intent to dedicate portions of the plat to the public as described in the application.
  - c. An acknowledgement from the owners of record that all construction will conform to the City's approved development and construction standards and **APWA** standards and other pertinent City ordinances.
  - d. Evidence of certificates of water appropriation in the amount of 0.90 acre feet per year for each lot.
  - e. Certification that the surveyor who prepared the plat:
    - i. Holds a license in accordance with Utah Code 58-22;
    - ii. Either
      - 1. Has completed a survey of the property described on the plat in accordance with state requirements and has verified all measurements; or
      - 2. Has referenced a record of survey map of the existing property boundaries shown on the plat and verified the locations of the boundaries; and
    - iii. Has placed monuments as represented on the plat.
  - f. A Title Report or Title Insurance Policy for the land to be subdivided verifying property ownership.
  - g. A Tax Clearance Certificate from the state indicating that all taxes, interest, and penalties owing on the land have been paid.
  - h. Owner's Certification of Dedication.
  - i. Proof of approval by the City's Public Works Department (for culinary water and sewer), Utah County Health Department, Woodland Hills Fire Department, and the local public safety answering point.
  - j. Written assurance and proof of bond from the public utility companies that necessary utilities will be installed and proof that the developer has submitted petitions in writing for the creation or extension of any improvement necessary. In order to satisfy these provisions, a letter of recognition from the service provider





*Woodland Hills Subdivision Title 11*

on their letterhead shall be provided to the City. These utilities include, but are not limited to; Comcast, Century Link, Nebo School District, Dominion Energy, SESD, and the United States Post Office.

6. A completion assurance bond or escrow for all public improvements required by the approved subdivision improvement plan, or a statement that such improvements will be completed before the development occurs on the proposed subdivision and before the applicant records the plat, as required by 11.4.3 of this Title.
    - a. Applicant shall include a completed and signed Security of Performance Bond Agreement.
    - b. Applicant shall assign and transfer to the City all its right and title to the escrow account established with the Bank is an amount of 1.1 times the reasonable value of said improvements.
  7. Binding dedication documents, including:
    - a. As applicable, formal, irrevocable offers for dedication to the public of streets, City uses, utilities, parks, easements, or other spaces.
    - b. If the plat is to be part of a community association (HOA), signed and binding documents conveying to the association all common areas and a final draft of any HOA restrictive covenants or agreements.
  8. Copies, including:
    - a. A PDF document of the complete application (including the plat and all other plans and supporting documents required by this Title).
    - b. Two paper copies of the plat:
      - i. One full size set 24"X36"
      - ii. One reduced size set 11" x 17"
    - c. Plat and improvement drawings shall be furnished electronically in AutoCAD format (.dwg) or Data Exchange Format (.dxf). These electronic files shall be provided to the City after final approval but before recording of the plat.
    - d. After completion of all public works improvements the Developer shall provide the City with a set of sepia (reproducible) "record drawings" which have been corrected to show the constructed improvements (as-builts). Final payment from the durability retainer shall not be made until these records are received.
  9. Payment of any application-processing fees required by the City. In addition to any fees listed on the City's Fee Schedule, the applicant shall be liable for any reasonable costs the City incurs in obtaining engineering and legal review of the application.
- B. The Planning Commission or City staff as delegated shall produce, maintain, and make available to the public a list of the specific items that comprise a complete subdivision application and a breakdown of any fees due upon submission or approval of the application.
- C. The Planning Commission may require, and the applicant shall provide, additional information beyond the requirements of this Section or those published by the City relating to an applicant's plans to ensure compliance with City ordinances and approved standards and specifications for construction of public improvements and to protect the health and safety of City residents.
- D. Notwithstanding 11.3.2.A, the Planning Commission may, in its sole discretion, waive any of the specific requirements found in this Section.



*Woodland Hills Subdivision Title 11*

### **11.3.3 Exceptions to Specific Application Requirements**

#### **A. Agricultural Land:**

1. Applications to subdivide agricultural land are exempt from the plat requirements (but not the other application requirements) of Section 11.3.2 if the resulting parcels:
  - a. Qualify as land in agricultural use under Utah Code Ann. § 59-2-502;
  - b. Meet the minimum size requirement of applicable City land use ordinances; and
  - c. Are not used and will not be used for any nonagricultural purpose.
2. For subdivision applications for which this exception applies, an applicant may submit to the City-in place of a plat-a record of survey map that illustrates the boundaries of the parcels.
3. If the City approves a subdivision application based on a record of survey map, the applicant shall record the map, signed by the City, with the County Recorder's Office. This shall be done in the same manner as is done for a plat under Sections 11.3.2 and 11.3.3.
4. If a parcel resulting from a subdivision under this exception ever ceases to be used for agriculture, the subdivision shall become invalid. The City may, in its discretion, impose the penalty in Section 11.1.9 and/or require a subdivision amendment before issuing a building permit.

#### **B. Development Agreements**

1. Subdivisions platted in a valid development agreement are exempt from the application requirements of Section 11.3.2 and review and approval requirements Section 11.3.1 of this Chapter, unless the development agreement states otherwise.
2. Clauses in a valid development agreement with the City superseded all conflicting requirements in this Title, except where a clause in the development agreement poses a substantial danger to the health and safety of City Residents.
3. Development Agreements shall comply with Utah Code Ann. § 10-9a-532.

### **11.3.4 Concept Plan; Preapplication Procedure**

- A. Any applicant intending to submit a subdivision application under this Part may request a pre-application meeting with the Planning Commission or other City staff for the purpose of reviewing any element of the party's proposed subdivision application. The proposed application need not be complete for purposes of this meeting and may be limited to a concept plan by the potential applicant.
  1. If an applicant requests a pre-application meeting, the City shall schedule the meeting within 15 business days after the request. The meeting shall be scheduled at the earliest convenient opportunity, and, if the meeting is with the Planning Commission, shall occur at the next regularly scheduled Planning Commission meeting for which public notice is attainable.



2. The Planning Commission or City staff shall conduct the meeting, provide feedback on materials as requested by the party, and provide or have available on the City website the following at the time of the meeting:
  - a. Copies of applicable land use regulations;
  - b. A complete list of standards required for the project;
  - c. Relevant subdivision application checklists; and
  - d. Feedback on the concept plan if the applicant requests it.

#### **11.3.5 Notice to Affected Entities**

- A. Within 15 calendar days after receiving a complete subdivision application under this Part, City staff shall provide written notice of the proposed subdivision to the facility owner of any known water conveyance facility located, entirely or partially, within 100 feet of the subdivision plat.
  1. To determine whether any water conveyance facility is located within 100 feet of a proposed subdivision, City staff shall review information:
    - a. From the facility owner under Utah Code §10-9a-211, using mapping-grade global positioning satellite units or digitized data from the most recent aerial photo available to the facility owner;
    - b. From the state engineer's inventory of canals; or
    - c. From a licensed surveyor who has consulted with a representative of an existing water conveyance facility that services an area near the land the application concerns.
  2. To give water conveyance facilities time to provide feedback on subdivision applications, the Land Use Authority shall not approve a subdivision application sooner than 20 calendar days after the applicant submits a complete application. This waiting period does not apply to revised applications the applicant may submit during the application review process.
    - a. A water conveyance facility owner's failure to provide comments to the Land Use Authority about a subdivision application does not affect or impair the Land Use Authority's authority to approve the subdivision application.

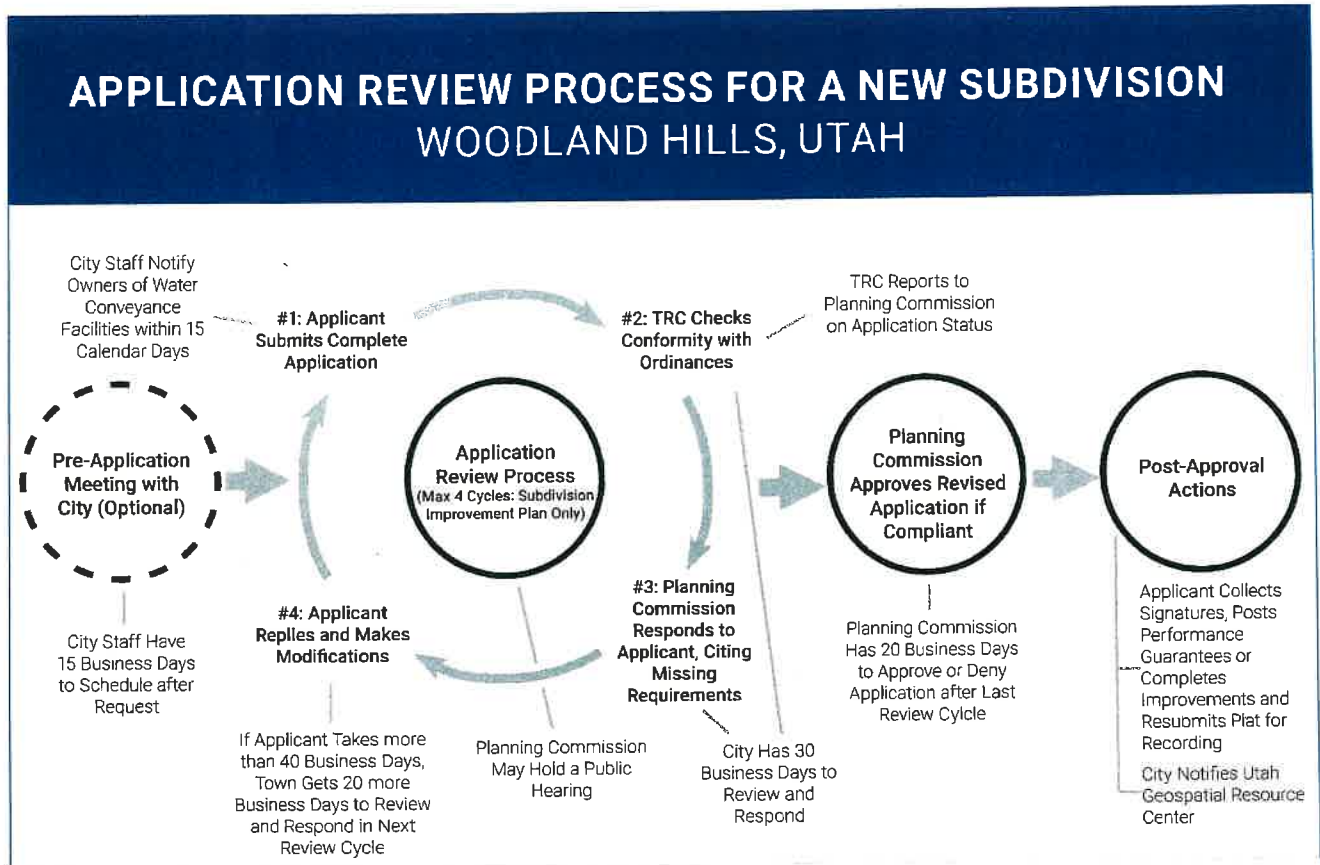
#### **11.3.6 Review**

- A. The Planning Commission, as the Administrative Land Use Authority, shall review the subdivision improvement plan if required by the City and submitted with the application that is complete with all the required information in accordance with the requirements of this Title before completing the subdivision plan review.
- B. The review process begins when an applicant submits a complete application to the City.



*Woodland Hills Subdivision Title 11*

1. The Administrative Land Use Authority shall not review an incomplete subdivision application, except to determine whether the application is complete.
  2. If City staff determine that an application is incomplete, it shall notify the applicant of the incompleteness, highlighting any insufficiencies and explaining that the application will not be reviewed until it is complete.
- C. After the applicant submits a complete application, City staff shall submit the subdivision application to the Technical Review Committee ("TRC") for its ordinance review. Within 30 business days, the TRC shall review and check compliance with applicable sections of the City's General Plan, zoning provisions, subdivision and land use ordinances, design requirements, construction requirements, and other appropriate regulations and standards. The TRC will then make a recommendation to the Planning Commission regarding the submitted subdivision application, specifying any inadequacy in the information submitted or noncompliance with City Regulations.
- D. The Administrative Land Use Authority shall review the complete subdivision improvement plan application in a series of four "review cycles." A review cycle consists of the following phases:
1. Phase #1: The applicant submits a subdivision improvement plan.
  2. Phase #2: The Administrative Land Use Authority reviews the subdivision improvement plan in detail and assesses whether the subdivision improvement plan requires a change or correction. The TRC provides comments and recommendations.
  3. Phase #3: The Administrative Land Use Authority responds to the applicant, citing any missing requirements or areas of noncompliance and providing a detailed list of necessary revisions to the applicant. For any required modification or addition to the subdivision improvement plan or request for more information, the Administrative Land Use Authority shall be specific and include citations to ordinances, standards, or specifications that require the modification or addition and shall provide the applicant with an index of all requested modifications or additions.
  4. Phase #4: The applicant revises the subdivision improvement plan, addressing each comment or requirement the Administrative Land Use Authority made. The applicant must submit the revised subdivision improvement plan and a written explanation in response to the City's review comments, identifying and explaining the applicant's revisions and reasons for declining to make revisions, if any. This written explanation must be comprehensive and specific, including citations to applicable standards and ordinances and an index of requested revisions or additions for each required correction. If the applicant fails to respond to a comment made by the Administrative Land Use Authority in its review, the review cycle is not complete and will remain open until the applicant addresses all comments.
  5. Any correction or change not addressed or referenced in the City's subdivision improvement plan is waived by the City. The City may not engage in a substantive review of required infrastructure improvements or a municipally controlled utility outside of the review cycle.



E. The Administrative Land Use Authority and other City representatives or agents shall adhere to the four review cycles limitation only applicable to subdivision improvement plan review. If no further revisions are needed, the Administrative Land Use Authority may end the review process early and approve or deny the application.

1. The review cycle and requirements of Utah Code Ann. § 10-9a-604.2 do not apply to the review of subdivision applications affecting property within identified geological hazard areas.
2. If the applicant makes a material change to the subdivision improvement plan in the application not requested by the City at any point in the review process, the Administrative Land Use Authority may restart the review process, but only with respect to the portion of the application that the material change substantively affects.
3. If an applicant takes longer than 40 business days to submit a revised subdivision improvement plan responding to the City's requests for modifications and additions, the City shall have an additional 20 business days to review and respond to the revised subdivision improvement plan.
4. After the fourth or final review of the subdivision improvement plan is determined, if the Administrative Land Use Authority has failed to respond within 20 business days, the applicant may request a decision. After such a request, the City shall, within 10 business days:





#### *Woodland Hills Subdivision Title 11*

- a. For a dispute arising from the subdivision improvement plans, assemble an appeal panel in accordance with Utah Code §10-9a-508(5)(d) to review and approve or deny the revised set of plans; or
- b. For a dispute arising from the subdivision ordinance review, advise the applicant, in writing, of the deficiency in the application and of the right to appeal the determination to the designated Appeal Authority.

#### **11.3.7 Approval**

- A. If a subdivision application complies with the requirements of Utah Code 10-9a-604.1 and the applicable City ordinances, the Planning Commission shall approve the subdivision application.
- B. A subdivision application is approved when the Administrative Land Use Authority certifies the approved plat, either by signing the plat directly or by attaching a signed certification to the plat. In addition to the Land Use Authority's signature, the Mayor, City Engineer, and City Recorder shall sign the plat.
  1. The signatures of the Mayor, the City Recorder, and the owners of the land to be subdivided together function as transfer from the owners of the land and acceptance by the City of any public streets and other public parcels, easements, and uses that are described on the plat.

#### **11.3.8 Post-Approval Actions**

- A. The applicant shall deliver the approved and signed mylar final subdivision plat to the City Recorder for recording with the County Recorder's Office within 365 calendar days after the City approves the subdivision application, provided that the applicant has deeded the appropriate number of water shares to the City and has completed any improvements or posted any completion assurance required by City ordinances or described in the approved improvement plan. No party shall record the plat until the water shares have been transferred and the required public improvements are completed or assured in compliance with City ordinances and the approved improvement plan.
- B. If the approved and signed plat is already in the City's possession, the applicant shall request recording and provide proof that the water shares have been transferred and the improvements have been completed or guaranteed within the timeframe required in 11.3.8(A).
- C. An approved plat not properly delivered or requested for recording within the timeline specified in Paragraphs 11.3.8(A) and (B) is void, unless the Planning Commission approves an extension.
  1. An expired application loses its vesting under prior ordinances of the City and must, if resubmitted, conform to all City ordinances in effect at the time of resubmission.

#### **11.3.9 Amending a Subdivision**

- A. The City Council may vacate a subdivision or a portion of a subdivision by enacting an ordinance to that effect that describes the subdivision or the portion being vacated and recording that ordinance in the County Recorder's Office.



*Woodland Hills Subdivision Title 11*

B. A fee owner of land in a platted subdivision may request a subdivision amendment by filing a written petition with the Planning Commission. This petition must meet all the requirements for a subdivision application specified in Section 11.3.2, with the following changes:

1. The plat (or the record of survey map, if applicable) should:
  - a. Depict only the portion of the subdivision that is proposed to be amended;
  - b. Include a plat name distinguishing the amended plat from the original plat;
  - c. Describe the differences between the amended plat and the original plat;
  - d. Include references to the original plat; and
  - e. Meet all the other plat requirements specified in Section 11.3.2.A.
2. The petition must additionally include the name and address of each property owner affected by the petition and the signature of each of those property owners who consents to the petition.
  - a. The petitioner must include, with the petition, envelopes addressed to each property owner in the subdivision.
3. Upon receipt of an amendment petition, City staff shall provide notice of the petition to:
  - a. Each utility provider that services a parcel of the subdivision. The City shall not approve an amendment petition until at least 10 calendar days after noticing these utility providers. The City may notify the utility providers in any effective manner (email, mail, etc.).
  - b. Each property owner in the subdivision. The City shall notify these property owners by mail.
4. The Planning Commission shall hold a public hearing before approving a petition to amend a subdivision and within 45 calendar days after the day on which the petition is submitted if:
  - a. A property owner objects in writing to the amendment within 10 days of the City notifying the property owner by mail, or
  - b. Not every property owner in the subdivision has signed the revised plat.
5. Notwithstanding Section 11.3.5.C.4, the Planning Commission need not hold a public hearing if notice has been given to adjoining property owners in accordance with any applicable local ordinance and the petition seeks to:
  - a. Join two or more of the petitioner's contiguous lots;
  - b. Subdivide one or more of the petitioner's lots;
  - c. Adjust the lot lines of adjoining lots or between a lot and an adjoining parcel if the fee owners of each of the adjoining properties join in the petition, regardless of whether the properties are located in the same subdivision;





*Woodland Hills Subdivision Title 11*

- d. On a lot owned by the petitioner, adjust an internal lot restriction imposed by the local political subdivision; or
    - e. Alter the plat in a manner that does not change existing boundaries or other attributes of lots within the subdivision that are not owned by the petitioner or designated as a common area.
  6. If the Planning Commission approves the amendment petition, the Planning Commission shall sign the amended plat in the manner described in Section 11.3.2.B. The City Recorder shall record the plat, subject to the completion or guarantee of any improvements, as described in Section 11.3.3.

**11.3.10 Boundary Line Adjustment and Lot Combination**

- A. City staff may, upon petition by one or more landowners, consider and approve a boundary adjustment ("lot line adjustment") or a combination ("lot merger") of two or more parcels under the provisions of this Section and Utah Code.

**B. Lot Line Adjustments:**

1. Petitions to adjust lot lines between adjacent properties may be executed upon the recordation of an appropriate deed, following City approval and the adjoining property owners' written consent to the new lot lines, if:
  - a. No new dwelling lot or housing unit results from the lot line adjustment;
  - b. The lot line adjustment does not result in remnant land that did not previously exist; and
  - c. The lot line adjustment does not result in a violation of applicable zoning requirements.
2. A petition for a lot line adjustment must be made by the fee owners of the parcels and must include:
  - a. An amended plat or both a record of survey map and a metes-and-bounds description showing the adjustment, created by a licensed surveyor. The existing property line(s) and the proposed property line(s) must be identified.
    - i. This will allow City staff and representatives of the private utility companies to determine whether or not the proposed lot line adjustment will impact the ability of the utility company to provide adequate services.
  - b. An explanation of the reason for the adjustment.
  - c. Signatures from all the parcel owners involved in the adjustment.
  - d. Any other information that City staff requests.

3. In deciding whether to approve a lot line adjustment, City staff shall consider, at a



minimum, the following:

- a. Utility easements surrounding each parcel or through a parcel.
    - b. The impact on the ability of the City of Woodland Hills or any other utility provider to serve the properties.
    - c. The vacation of existing easements and the potential recording of new easements.
  4. If the lot line adjustment or combination involves the vacation of a street, right-of-way, or easement, the additional requirements and procedures in Utah Code § 10-9a-609.5, as amended, shall apply.
  5. If public utilities exist in a public utility easement between the two lots that are the subject of the lot line adjustment, the public utilities shall be relocated to an appropriate easement at the applicant's expense for a boundary line adjustment.
  6. If the lot line adjustment satisfies all applicable ordinances and resolutions of the City of Woodland Hills, City staff shall issue to the petitioner a notice of approval. The City Recorder shall then, at the request of the petitioner, record with the County Recorder's Office the amended plat or the survey map and a metes-and-bounds description.
    - a. The notice of approval does not effectuate an exchange of title. In order to convey title, the adjoining property owner(s) will need to prepare and record a quit claim deed, warranty deed, or other acceptable instruments and record them in the Office of the County Recorder.
  7. A request for a boundary line adjustment to accommodate development may be denied by the City if it is determined the application fails to meet the requirements of this Title.
- C. **Lot Merger:** A request to combine two legally existing, subdivided parcels may be approved by City staff unless the lot combination involves the vacation of a street, right-of-way, or easement. Following approval, the applicant shall prepare and submit to the City Recorder deeds removing the property line between the two lots.

## **11.4 Improvements Required**

### **11.4.1 Required Submission and Approval of Plans and Specifications**

Separate plans and specifications, including all necessary details, profiles and cross sections for each improvement and meeting the minimum standards, must be submitted to and approved by the City Engineer as outlined in the final plat application and checklist. Approval must also be obtained by the Planning Commission and prior to the installation or construction of each such improvement.

### **11.4.2 Improvement Plan Requirements**

- A. Construction plans shall be prepared for all required improvements and stamped by an engineer licensed to practice in the state of Utah. Plans shall be drawn at a scale of no more than one (1) inch equals fifty (50) feet, and map sheets shall be the same size as the plat. These requirements are the minimum and other information may be required as the need dictates.
- B. Construction Plans shall have the following notes:
  - 1. "All construction shall conform to the latest version of APWA and Woodland Hills City Development and Construction Standards and appropriate ordinances."
  - 2. "Prior to construction, an erosion and sedimentation control plan shall be submitted to the Public Works Inspector for approval."
  - 3. "Prior to the commencement of any work, a pre-construction meeting shall be held with the Public Works Director, City Engineer, contractor, property owner, and others as needed."
- C. Storm drain drawings shall show:
  - 1. Plans and profiles of all storm drain lines (profiles of short lines connecting inlets to mains are not required).
  - 2. Location, size, length, pipe type, and grade of all lines.
  - 3. Manhole size, location and towline elevations (maximum manhole spacing is 400').
  - 4. Inlet size, location, grate elevations and towline elevations.
- D. Sewer drawings shall show:
  - 1. Plans and profiles of all sewer lines.
  - 2. Location, size, length, pipe type, and grade of all lines.
  - 3. Manhole size, location and towline elevations (maximum manhole spacing is 400', manholes shall have adequate drop from inlet to outlet).
  - 4. Service locations or note specifying locations.
- E. Culinary water drawings shall show:



1. Location, size, and pipe type of water mains, valves, fittings and hydrants. Hydrants shall be located per Section 2.8.6 of the Development and Construction Standards.
2. Resolution of vertical conflicts with gravity lines. Show looping as required.
3. Service locations or note specifying locations.

F. Grading plans shall show:

1. Existing contours at 2' intervals.
2. Design contours at 2' intervals in all areas where grading is to be done outside of the street right-of-way (including driveways).
3. Elevations to be based on Utah County datum with benchmark and elevation noted.
4. Plans must note a maximum slope of 4% for the distance between the 6-inch cobble rock ditch and property line.
5. Details at all curb returns including spot elevations and curb slopes.
6. Lot grading details showing proper drainage away from all structures.
7. Plan and profile of any piping of ditches or ravines.

G. Erosion control and re-vegetations plans shall show:

1. Location of historic drainage channels.
2. Location and type of erosion control devices.
3. Location and type of re-vegetation proposed.
4. Specific times of implementation of the plan, both in terms of planting season and number of days following commencement of grading.
5. Duration that erosion control and re-vegetation measures are to be in place.
6. Who has responsibility for implementation and maintenance of the plan.
7. Details of all best management practices (BMP's) to be used for the plan.

H. Construction details shall include:

1. A separate sheet of details for structures that are to be constructed shall accompany each set of plans. All structures shall be designed in accordance with minimum requirements established by the City of Woodland Hills Standard Specifications and shall be clearly dimensioned and described.
2. Street cross section showing cross slopes as shown on the standard cross section drawings, standard utility line locations, and the pavement section design (as per Geotechnical Study).
3. Retention/detention pond details and cross sections, where applicable.

I. Street surfacing drawings shall show:



1. Flow direction and type of cross drainage structures at intersections with adequate flow line elevations.
2. Existing ground at centerline and at each side of the road (if they differ more than two feet).
3. **All ADA** ramps and street signs.
4. Street profiles from the City's Development and Construction Standards.

#### **11.4.3 Subdivision Improvements Before Recording Approved Plat**

- A. No subdivision improvements shall commence until the final plat improvement plans and specifications have been approved in accordance with Section 11.3.2 of this Title. The developer may begin construction prior to recording the final plat pursuant to this Section and Section 11.4.5.
1. If every improvement has not been installed, after the certification of the City Engineer as to the installed improvements, the plat may nevertheless be approved for recordation to accept the dedication of any streets thereon, provided the subdivider completes other improvements and the Planning Commission approves by a majority vote, the bonding or escrow with the City recorder. The funds shall be one hundred percent (100%) of the amount considered sufficient by the City Engineer to pay the cost and expense of all improvements not yet installed and secured through:
    - a. Cash escrow deposited with a regulated financial institution located in the state;
    - b. An irrevocable letter of credit issued by a bank that is located in Utah and insured by the Federal Deposit Insurance Corporation; and
    - c. A Surety Bond in compliance with Section 1-5-9 of City Code and state laws.
  2. The subdivider shall install the improvements in accordance with the performance agreement, executed by the subdivider in a form satisfactory to the City Attorney and approved as to timelines by the Planning Commission.

#### **11.4.4 Subdivision Improvements After Recording Approved Plat**

Except as permitted by Section 11-4-3 of this Title, no public improvements shall be made on the project until water rights have been deeded to the City, the approved plat is recorded, all bonding is in place, and a pre-construction meeting is held. All improvements must be installed in the subdivision in accordance with the approved improvement plan, as well as the City's construction and development standards.

#### **11.4.5 Additional Requirements for Posted Security**

- A. Estimate Required; Withdrawal Of Funds:
1. The subdivider shall furnish an estimate of the cost of construction of required improvements to aid the City Engineer in determination of improvement costs. Said cost estimate shall be reviewed and approved by the City Engineer. Following approval, the



*Woodland Hills Subdivision Title 11*

subdivider shall obtain the performance guarantee for the appropriate amount.

2. Said funds may be withdrawn in the same proportion as the completion of the improvements bears to the project.
- B. Duration: The duration of the performance guarantee shall be for two (2) years from the date of issuance of the performance guarantee. An extension of time may be granted by the City Council upon application by the subdivider, provided such application is submitted at least sixty (60) days prior to the expiration of the two (2) year time period.
- C. Default:
1. In the event the subdivider defaults or fails or neglects to satisfactorily install the required improvements within one (1) year from the date of posting the performance guarantee regarding the final plat, the City Council may declare the performance guarantee forfeited, to the extent required to satisfy the default, and the City may use the assurance towards completion of the required improvements.
  2. In the event the subdivider is found to be in default or fails to or neglects to satisfactorily install the required improvements, it shall be unlawful for any person to receive any further building permits within the subdivision until all improvements are installed and accepted by the City Council, or a formal extension is granted by the City Council and a new agreement is signed.
  3. In the event that the City determines that a minimum level of improvements have been installed to meet basic public health, building codes, fire codes, and safety concerns, such as streets, water, drainage and other utilities, then in that event, the City may, in its sole discretion, issue a building permit; provided, that the applicant/property owner executes an acknowledgment and waiver in a form satisfactory to the City Attorney, acknowledging that all improvements have not been finally installed and waiving all claims against City.
- D. Final Inspection And Release: The subdivider shall be responsible for the quality of all materials and workmanship. At the completion of the work but in no case more than one (1) year from said date or not less than ten (10) days prior to the release date of the bond, the City Engineer shall make a preliminary inspection of the improvements and shall submit a report to the City Council stating whether the conditions are found to be satisfactory. Following a satisfactory report, the City Council may release the bond subject to the requirements of Subsection F of this Section. The City Council may, at the option of the applicant, issue a partial release of bonded or escrow funds proportional to the improvements accepted during the prior quarter. If the condition of the improvements shows premature depreciation or defects or does not comply with the specifications of the City, the City Council may declare the subdivider in default.
1. City shall publish and maintain objective inspection standards for acceptance of improvements that:
    - a. Does not change from project to project and
    - b. Are backed up by expert opinion.
- E. Posting Of Assurance: All performance guarantees submitted to the Planning Commission, upon approval, be posted with the City recorder, which shall be done before recording of the final plat. Should the instrument require recording, the City recorder shall record the same with the county





recorder and the subdivider shall pay all costs for the bond or other assurance.

**F. Durability Retainer:**

1. An improvements durability guarantee, in the amount of not less than ten percent (10%) of the initial amount of the engineer's estimate, shall be retained by the City for a period of not less than one (1) year following the date of final acceptance of the improvements by the City. The retainage shall be for the purpose of guaranteeing the improvements. If, during the one (1) year period, the durability of said improvements is found to be satisfactory, the retainage shall be released following the normal procedure for release of posted security. If, however, during said period, any required improvement fails or shows unusual depreciation, or if it becomes evident that certain work was not completed, or that the materials or workmanship used in constructing the improvements do not otherwise comply with accepted standards of durability, said condition shall be corrected by and at the expense of the person giving the performance guarantee. If the corrections are not made within a reasonable time, the City Council shall declare such person in default and use the retainage to defray the cost of any required work. Costs in excess of the durability retainage remain the responsibility of the person or entity for whom the performance guarantee was given.
2. In the event the subdivider is found to be in default, it shall be unlawful for any person to receive any further building permits within the subdivision until all corrections have been made and accepted by the Planning Commission and City Council, or a formal extension is granted by the City Council and a new agreement is signed.
3. Part or all of the performance guarantee will be retained unless brush, tree stumps, branches and other debris which are the result of the subdivider or its agents, but not subsequent builders, are removed.

**G. Inspection Fees**

1. An inspection fee, in the amount of not less than six percent (6%) of the initial amount of the engineer's estimate, shall be retained by the City for the duration of the construction period. The retainage shall be for the purpose of paying for inspections that occur throughout the construction process. If, after construction is complete and all inspection services have been paid for, there is still a remaining balance of the original inspection fee, the retainage shall be released following the normal procedure for release of posted security. If, however, after said period, the amount required to pay for all inspection services exceeds that of the original amount, the subdivider shall pay the remaining balance required to cover all inspection services of the project.

**11.4.6 Engineering Drawings, Easement And Street Dedication**

A. None of the improvements required by this Title shall be installed or constructed and no construction work relative thereto shall be performed until after:

1. Engineering Drawings: Engineering drawings, including agreement to comply with street profiles adopted by the City, and other pertinent data required by the City Engineer regarding on- and off-site improvements, have been approved by the City Engineer.
2. Compliance: The subdivider has shown compliance with the provisions of Section 11-4-4 of this Chapter.
3. Easements: Appropriate easements are granted to the City in form approved by the City





#### *Woodland Hills Subdivision Title 11*

Attorney, accepted by the Planning Commission and caused to be filed for record by the City recorder, at the subdivider's expense. The acceptance of such easements shall bind the City only as to the location, width and termini of any proposed streets or other public places, with which such easements are coterminous, and shall not be construed as an acceptance of dedication of any proposed streets or other public place. Easements acceptable to the City must be recorded with the Utah county recorder's office prior to any recording of a final plat in which the easement is pertinent.

#### **HISTORY:**

(Ord., 8-17-1994)

#### **11.4.7 Planning Commission Acceptance of Dedication; Title Verification**

- A. Ordinance Accepting Dedication: After a plat for record has been approved for recording purposes only and has been so recorded, and after all of the specified improvements have been completed to the satisfaction of the Planning Commission and with the advice and approval of the City Engineer, the Planning Commission may enact an ordinance accepting the dedication of the streets, roads, parks, open space or other public spaces. The Planning Commission shall also authorize the entering upon said plat appropriate clauses evidencing the acceptance of dedication.
- B. Conditioned Upon Title Report: Such acceptance shall be conditioned upon the subdivider furnishing to the City a preliminary title report in a form approved by the City Attorney as specified in 11.3.2.A.5 e-f. Said title report shall cover all lands to be dedicated for public use and show title to the City will be free and clear of any easements, taxes, liens, assessments or other encumbrances of any kind whatsoever, except the easements required by this title.

#### **11.4.8 Conditions for Issuance of Building Permit**

No building permit shall be issued for any lot in the subdivision by the building official prior to recording of the final plat and the completion of all the improvements required by and as specified in Section 11-4-1 or 11-4-4 of this Title. Exceptions to this rule shall be in compliance with Section 11-4-5 of this Title.

#### **HISTORY:**

(Ord., 8-17-1994; amd. Ord. 2022-13, 5-10-2022; Ord. 2022-16, 5-10-2022)

#### **11.4.9 Development Agreement**

The provisions of this Part do not supersede the terms of a valid development agreement, an adopted phasing plan, or the state construction code.

## **11.5 Design Standards**

### **11.5.1 General Standards**

The following design standards are intended as a guide to sound land planning. Should there be unusual topographic or property problems, these standards may be modified to greater or lesser conformance at the discretion of the Planning Commission. In general, every subdivision shall conform to the requirements and purposes of the general plan or any parts thereof, the zoning ordinance, and other ordinances adopted by the City.

#### **HISTORY:**

(Ord., 8-17-1994)

### **11.5.2 Streets**

#### **A. Layout:**

1. The arrangement, character, extent, width and location of all streets shall conform to the general plan and shall be considered in their relation to existing and planned streets, to topographical conditions, to public convenience and safety, and in their appropriate relation to the proposed uses of the land to be served by such streets.
2. The layout of proposed streets shall provide for the continuation of existing streets in surrounding areas and/or shall conform to a plan for the neighborhood approved by the Planning Commission in cases where topographical or other conditions preclude the continuation of existing streets. In general, such streets shall be of a width as great as that of the street so extended or wider if necessary to conform to existing regulations. Due consideration shall be given to traffic safety. Streets shall be laid out so as to discourage their use by through traffic to obtain the maximum livability and amenity of the subdivision.

B. Major Streets: Where the subdivision abuts or contains an existing or proposed major street, the Planning Commission may, at its discretion, require the construction of marginal access streets, double frontage of lots with provision of a planting screen contained in a no access reservation along the rear property lines, or other treatment which the Planning Commission considers essential for adequate protection of residential lots.

C. Private Streets: Private streets shall be allowed only in the R-1-19 Villa Overlay Zone.

D. Access To Property: Each residential lot within a subdivision shall be provided with a satisfactory means of access. Building permits shall not be issued for the construction of buildings on lots within a subdivision which do not have access onto a public street. There shall be no reserve strips controlling access to a street except where the control is definitely placed with the City Council.

E. Half Streets: Half streets shall not be permitted, except in cases where there exists an adjacent subdivision with an existing dedicated half street. Only in those instances will the half street be allowed to make the adjacent street complete.

F. Dead End Streets: Dead end streets shall be permitted only in cases where the Planning Commission



## *Woodland Hills Subdivision Title 11*

is of the opinion that there is a reasonable expectation that such street will be extended to a suitable outlet when the adjacent property is platted. If the Planning Commission permits the platting of dead-end streets with the expectation of such future expansion, the commission shall determine whether the subdivider shall provide a temporary turnaround at the closed end of the street.

- G. **Street Names:** New street names shall not duplicate those names already in use. A street, obviously a continuation of a street already in existence, shall bear the same name.
- H. **Relations To Adjoining Streets:** The arrangement of streets in new subdivisions shall make provision for the continuation of existing streets in adjoining areas. Where the Planning Commission determines that it is desirable to provide an orderly development of a street system, proposed streets shall be extended by dedication to the boundary of such property along with improvements of said street.
- I. **Road Construction Standards:** New roads shall comply with the current construction standards and specifications of the City.

### **HISTORY:**

(Amd. Ord. 2021-08, 5-11-2021)

### **11.5.3 Easements**

Easements shall be provided on each side of all rear lot lines of not less than eight feet (8') in width for public utilities and elsewhere as may be required.

#### **History:**

(Ord., 8-17-1994)

### **11.5.4 Building Lines and Setback Lines**

Building and setback lines shall conform to the requirements of the zoning ordinance in Section 10-8-5.

#### **HISTORY:**

(Ord., 8-17-1994)

### **11.5.5 Lots**

- A. **Building Sites:** The lot arrangement, design and shape shall be such that lots will provide a compact body of land for buildings and be properly related to topography and conform to requirements set forth herein. Lots shall not contain peculiarly shaped elongations, solely to provide necessary square footage, which would be unusable for normal purposes.
- B. **Lot Sizes:** Each lot shown on the plat must conform to the minimum requirements of the zoning ordinance for the zone in which the lot is situated. Excessive width of a lot in relation to the depth shall be avoided to the extent possible.



*Woodland Hills Subdivision Title 11*

- C. Corner Lots: Corner lots shall have dimensions sufficient for the maintenance of required building setback lines on both streets, along with sufficient area to comply with area requirements of the zoning ordinance. Generally, corner lots should be larger than typical subdivision lots.
- D. Side Lot Lines: Side lot lines shall be approximately at right angles to street lines unless, in the opinion of the Planning Commission, a variation from this rule will give a better street and lot plan.
- E. Lots Must Abut on Public Streets: Each lot shall abut on a street dedicated by the plat or an existing dedicated street which meets the minimum width requirements. A dedicated street must be fully improved.
- F. Parts Of Lots: All remnants of lots below minimum size, left over after subdividing a larger tract, must be attached to adjacent lots, and evidence of such attachment submitted to become effective on approval of the final plat.
- G. Lot Layout In Planned Unit Developments: Where a planned unit development is proposed in the City, lot sizes may vary from traditional zoning regulations. Therefore, they shall meet the zoning ordinance requirements applicable to planned unit developments.

**HISTORY:**

(Ord., 8-17-1994; amd. 5-10-1995)

**11.5.6 Survey Monuments**

The installation of survey monuments in accordance with the City construction standards and specifications shall be required.

**HISTORY:**

(Ord., 8-17-1994)

**11.5.7 Fire Hydrants**

Fire hydrants shall be installed in accordance with the construction standards and specifications for the City.

**HISTORY:**

(Ord., 8-17-1994)

**11.5.8 Utilities**

- A. Standards And Specifications: All utilities shall be designed and installed in accordance with the construction standards and specifications for the City.
- B. Underground: All utilities shall be placed underground within street rights-of-way or other established easements.

### **11.5.9 Trails and Walkways**

#### **A. Layout**

1. The arrangement, character, extent, width and location of all trails and walkways shall be considered in relation to existing and planned streets, trails and walkways, to topographical conditions, to public convenience and safety and in relation to the proposed uses of the land to be served by such trails and walkways.
2. The layout of proposed trails and walkways shall provide for the continuation of existing or planned trails and walkways in the surrounding area. In cases where topographical or other conditions preclude the continuation of existing trails and walkways, the layout of proposed trails and walkways shall conform to a plan for the neighborhood approved by the Planning Commission.

#### **B. Construction Standards: Trails and walkways shall comply with Construction Standards and Specifications of City of Woodland Hills.**

#### **C. Definitions:**

1. Animal: Any non-human living creature.
2. Litter: Any wrapper, food or water covering, paper product, or organic commodity.
3. Motorized Vehicle: Any type of motorized vehicle such as ATV, UTV, motorcycle, etc.
4. Electric Vehicle: Any type of self or peddle-propelled vehicle which is propelled in whole or in part by an electric motor.

#### **D. Prohibitions:**

1. It is prohibited to use any gas or electric-powered vehicle with a wheel width measured from the outside of the front or rear wheel to the outside of the opposite wheel, which is greater than fifty (50) inches wide on the switchback trail. Bollards may be installed at the trailhead to better control this prohibition.
2. It is prohibited to litter along any trail within the limits of the City of Woodland Hills. What you bring with you must be taken out.
3. Motorized vehicle use throughout the City on designated trails is limited to hours between 7 am to 10:30 pm or as designated in the City's disturbing the peace ordinance (City Code 5-1-5 B and C), whichever is more restrictive.
4. Any dog not on a lease or properly controlled on or off a trail will be considered not under control, and the owner will be subject to any fines or violations as stated in Subsection E: Penalties.
5. Any animal defecation on or off the trail must be picked up and carried out by the person in charge of the animal.

#### **E. Penalties**

1. Any person violating any of the prohibitions listed in Subsection D. can be charged with a Class C Misdemeanor which is subject to a fine of up to seven hundred fifty dollars (\$750.00).



(Ord. 2006-13, 12-21-2006; amd. Ord. 2022-35, 12-13-2022)

*Woodland Hills Subdivision Title 11*

## 11.6 Fees and Special Considerations

### 11.6.1 Cost Responsibility in Connection with Development of Subdivision

- A. Cost Assignments Schedule: Costs and charges in connection with the planning and development of a subdivision in the City shall be shared between the subdivider and the City according to the following schedule:

Plan or Facility	Subdivider	City
Final Plat	100%	0%
Easements and rights-of-way, both on- and off-site	100%	0%
Grading and draining of streets, trails and walkways	100%	0%
Bridges and culverts, pressure reducing stations	Special negotiations with City	Special negotiations with subdivider
Street paving and improvements to trails and walkways	100% on-site; off-site to be negotiated	0% on-site
Street signs	100%	0%
Water rights and supply	0.90 acre feet per lot, except originally platted	0%
Water mains and connections to lots of 1 inch polyethylene line with water meter box	100% for mains up to and including 6 inches in diameter	Negotiations for mains in excess of 6 inches in diameter
Sewage disposal	Special negotiations with City	Special negotiations with subdivider
Electric utilities	100%	0%
Survey monuments	100%	0%
Environmental hazards	100%	0%
Dominion Energy	100%	0%

- B. Impact Fees: Applicable fees for the costs of capital improvements required to accommodate impact producing development and reasonably benefitting the development shall be enacted by the City Council pursuant to the City impact fee procedural ordinance and shall be imposed and paid as provided by such enactment.





- C. Fees Charged Subdivider For Final Plat: The final plat shall be accompanied by fees as set from time to time by resolution of the City Council.

### **11.6.2 Special Considerations**

Standards And Specifications: Whenever the provisions of this Title require improvements to be installed in subdivisions in accordance with the City construction standards and specifications, said standards and specifications shall be the standards and specifications last adopted by resolution by the City Council and in force at the time of approval of the plat. Said standards and specifications may be examined at the office of the City recorder during regular office hours. Further, APWA standards

and specifications, as most recently approved and adopted by the State of Utah, are to be followed. If there is any conflict, the APWA standards will supersede City standards.

#### **HISTORY:**

(Ord., 8-17-1994)

## **11.7 Variances**

### **11.7.1 Hardship and Conditions For Granting Variances**

- A. Specified: The Planning Commission may permit variances from the minimum standards after receiving the recommendation of the City Engineer as to the proposed variance. The Planning Commission, in granting such permission, and the City Engineer in making a recommendation, shall base their decision and recommendation upon their determination that such variance will not have the effect of nullifying the intent and purposes of the general plan or this Title; provided, however:
1. The Planning Commission shall require such additional conditions as will, in its judgment, secure substantially the objectives of the standards or requirements so varied or modified;
  2. The improvement under the proposed variance from the minimum standards will be equally as effective, safe, adequate and desirable as the improvement would be under such standards, and that the improvement under the proposed variance will perform the same function as and have a life or usefulness equal to the improvement made pursuant to such standards; or
  3. The strict application of the minimum standards to improvements which are under construction or which have been fully planned and contracted for at the time this Section becomes effective would cause extreme undue hardship or practical difficulty; provided, however, that no variance shall be approved that is not in harmony with the general purpose and intent of this Title or will interfere with the public health, safety or general welfare.
- B. Intent: It is the intent of this Section that variances be granted only in cases of extreme hardship, and that only minor variances be granted if a clear hardship can be shown by the subdivider. The findings shall be supported by facts which are made a part of the record of the Planning Commission when a variance is granted. Economic hardship shall not be deemed a sufficient reason for granting a variance.

#### **HISTORY:**

(Ord., 8-17-1994)

## **11.8 Reimbursement for On-Site or Off-Site Improvements**

### **11.8.1 Reimbursement for On-Site or Off-Site Improvements**

- A. **Reimbursement Permitted:** A developer of land within the City, including the developer's legal successors in interest to the land to be developed (collectively, the "original developer"), shall be entitled to reimbursement for eligible on-site and off-site improvements and facilities required to be constructed and installed by the original developer as a condition to development approval, including, without limitation, culinary water, sanitary sewer and storm drainage improvements, roads and related facilities. For the purpose of this Section, "eligible on-site and off-site improvements" are defined to be improvements and related facilities constructed and installed by the original developer: 1) which will benefit lands serviceable by said improvements and related facilities; and 2) which are designed, sized and constructed with capacity beyond that required to serve the original developer's development project, as determined by the City Engineer ("eligible improvements").
- B. **Procedures:** The original developer shall be entitled to recover from any landowner of property which is benefitted by the eligible improvements (each property is herein referred to as a "benefitted property"), the benefitted property's pro rata share of the original developer's actual cost of designing, constructing and installing the eligible improvements, plus accrued interest as provided in Subsection B3a(3) of this Section, subject to and in compliance with the following:
1. **Tenns:** The original developer shall be entitled to reimbursement from any benefitted property, for a period of thirty (30) years after the final functioning installation of the eligible improvements for all eligible improvements, except roads, for which the right to reimbursement shall be for a period of twenty (20) years after the final functioning installation of the roads, or until the available capacity in the eligible improvements is fully utilized and the original developer has been fully reimbursed pursuant to this Section, whichever comes sooner (the "reimbursement period"). The reimbursement period may be extended at the request of the original developer, upon approval of the City Council.
  2. **Payment Required:** The benefitted property shall be required to pay the amount of reimbursement due pursuant to this Section as a condition to receiving the service to be provided to the benefitted property's property through the eligible improvements for which reimbursement is due.
  3. **Reimbursement Application:** As a condition to reimbursement, the original developer shall be required to submit an application for reimbursement ("reimbursement application") for each property benefitted by the eligible improvements. For properties that will benefit from the eligible improvements, the City shall not approve any plat, plat change or plat amendment without an approved reimbursement application for any development project which is to be benefitted by the eligible improvements.
    - a. **Information Required:** The reimbursement application shall include the following information:
      - i. A description of the property which is to be benefitted by the eligible

- improvements and the basis of the benefit to be received by the benefitted property;
- ii. A description of the eligible improvements which will benefit the benefitted property's development project;
  - iii. An engineer's written statement of the actual cost of design, construction and installation of the eligible improvements for which reimbursement is sought; and
  - iv. An engineer's estimate of the pro rata amount of reimbursement due and owing by the benefitted property to the original developer, including accrued interest at the determined rate.
- b. **Sufficient Information:** The sufficiency of the information contained in the reimbursement application shall be reviewed and accepted by the City Engineer as a condition to acceptance and approval of the reimbursement application.
  - c. **Filing:** A reimbursement application shall be filed with the City Engineer prior to the benefitted property obtaining final plat approval or, in the case of a development proceeding pursuant to a site plan, prior to the issuance of a building permit.
  - d. **Approval Authority:** The City Engineer shall have authority to approve any reimbursement application.
4. **Amount Of Reimbursement:** The amount of reimbursement due from each benefitted property pursuant to an approved reimbursement application shall be collected by the City in conformance with the following:
- a. **Notice:** Upon approval of the reimbursement application by the City Engineer, the City Engineer shall send written notice to each benefitted property affected property with a copy to the original developer described in the reimbursement application from whom reimbursement is required to be paid, setting forth the amount of reimbursement that is due and payable from the benefitted property (the "reimbursement amount").
  - b. **Collection:** The reimbursement amount shall be collected by the City from the benefitted property, in full, at the time of and as a condition to: 1) in the case of a subdivision approval, final plat recordation for a subdivision in the benefitted property's development project; or 2) in the case of a site plan approval, the issuance of the building permit. All City development approvals required to be obtained by a benefitted property, including, but not limited to, subdivision and site plan approvals, shall be conditioned upon and subject to payment in full of any reimbursement amount determined to be due and owing as provided in this Section.
  - c. **Administrative Fee:** The City may deduct from the reimbursement amount, a reasonable administrative fee sufficient to cover costs and expenses incurred by the City in the processing of the reimbursement application and the collection and remittance of the reimbursement amount.
  - d. **Remit:** Upon receipt of the reimbursement amount due and owing from a benefitted



property, the City shall immediately remit the reimbursement amount collected, less the City's administrative fee, to the original developer.

5. Location Of Original Developer: The City shall not be responsible for locating any assignee or other successor in interest to the original developer who might be entitled to reimbursement pursuant to this Section. It shall be the obligation of the original developer to give written notice to the City of any sale, transfer, assignment or other alienation of the original developer's interest in its land and the right to receive reimbursement pursuant to this Section. Any reimbursement amount collected and unclaimed after two (2) years from the date said funds are received by the City from a benefited property, shall be returned to the benefited property from which the reimbursement amount was collected, less any administrative fee due and owing; and, in the event the City is unable, for any reason, to return the funds to the benefited property from which the funds were collected, said funds shall be credited to the City enterprise fund corresponding to the eligible improvement for which the funds were collected, as determined by the finance director.
- C. Protest And Appeal: A decision of the City Engineer on a reimbursement application may be protested and appealed in conformance with the following:
1. Time Limit: The original developer may file a written protest with the City Engineer to contest any decision of the City Engineer with respect to the original developer's reimbursement application. The protest shall be filed within thirty (30) days of receipt of the City engineer's notice of decision on the reimbursement application. The decision of the City Engineer with respect to the original developer's protest may be appealed to the City Council for determination.
  2. Protest: A benefited property may file a written protest with the City Engineer to contest:
    - a) a determination that the benefitted property's property will be benefitted by the eligible improvements; and/or) the reimbursement amount determined to be due and collectible from the benefited property and payable to the original developer pursuant to this Section.
    - a. Time Limit: The protest shall be filed by a benefited property within thirty (30) days from the date of the City's written notice to the benefited property of the reimbursement amount due. A protest filed by a benefited property pursuant to this Section must include documentation sufficient to establish the basis of the protest.
    - b. Notice: Upon receipt of a written protest, the City Engineer shall send written notice of the protest, including a copy of the protest, to the original developer. The original developer shall have thirty (30) days from the date of said notice to submit a written response to the protest.
    - c. Decision; Appeal: Upon receipt of the original developer's response, the City Engineer shall, within a reasonable time, decide the matter. The decision of the City Engineer with respect to the protest may be appealed to the City Council for determination.

**HISTORY:**

(Ord.2013-07, 10-22-2013)

## **11.9 Natural Hazard and Flood Hazard Study**

### **11.9.1 Purpose**

This Chapter is adopted in order to protect human life and health and to reduce the potential risk of rock fall, debris flow, land slide, flooding, avalanche, earthquake and other natural hazards.

HISTORY:

(Ord. 2019-06, 11-19-2019)

### **11.9.2 Requirement to Conduct**

A natural hazard study shall be required for every application for occupied structures and habitable spaces where the lot on which the structure will be located has been identified through governmental-sponsored studies, research, surveys, analysis, etc., as an area that may be susceptible to a natural hazard, as identified on the City's Natural Hazard Map No. 1. With the exception of a permit for renovation, remodel, or repair of an existing occupied structure or habitable space if the proposed application does not expand the footprint or scale of the existing occupied structure or habitable space.

HISTORY:

(Ord. 2019-06, 11-19-2019; amd. Ord. 2022-25, 8-23-2022)

### **11.9.3 Study Requirements**

A. Natural hazards assessments shall meet the following requirements:

1. The assessment shall be prepared by a geologist or engineer licensed by the state who has at least four (4) years of experience in a responsible position in the field of engineering geology. The assessment shall be signed, dated and stamped by the preparer and include the qualifications of the preparer.
2. The assessment shall be a site-specific engineering geology study and shall identify all known or suspected potential geologic hazards, originating on-site or off-site, whether previously mapped or unmapped, which may affect the proposed structure or use of land.
3. The assessment shall identify the degree to which the hazards affect the proposed structure or use of land and recommend mitigation measures to adequately protect persons and property, including occupants and property improvements related to the proposed structures and uses, and to meet the standards of this Chapter.
4. The assessment shall contain a detailed site map of the subject area showing any site-specific mapping performed as part of the geologic investigation, and including boundaries and features related to any natural or geological hazards, topography and drainage. The site map must show the location and boundaries of the hazard(s), delineation of any





#### *Woodland Hills Subdivision Title 11*

recommended setback distances from hazard(s), and recommended location(s) for structures. Recommended buildable and non-buildable areas shall be clearly identified. City geological maps are included herein as attachments to this Chapter and as references which show potential or existing hazards within the City of Woodland Hills. These maps are updated from time to time to reflect current conditions within the City of the hazards outlined. New maps will replace existing ones and will automatically be included as attachments to this Chapter as they are received.

5. The assessment shall contain trench logs and test pit logs, boring logs, aerial photographs, references with citations, and other supporting information, as applicable.
  6. The City Engineer shall determine whether the natural hazards assessment meets the standards of this Chapter. The City Engineer may reject the assessment if the County Engineer finds that the professional geologist or engineer has insufficient training or experience, or if the County Engineer finds that the assessment is insufficient in depth, scope or detail. The City Engineer may require that a supplemental or revised assessment be submitted.
  7. All recommended mitigation measures identified in the natural hazards assessment shall be incorporated into the design of the proposed structure or use of land. In the event that the natural hazards assessment provides alternative mitigation measures, the applicant shall elect which mitigation measures to implement, and the applicant shall submit a supplemental natural hazards assessment confirming that the elected mitigation measures are sufficient to adequately protect persons and property and to meet the standards of this Chapter. The applicant shall submit engineered plans for the proposed mitigation measures, which plans will demonstrate how the mitigation measures will be incorporated into the design of the applicable structure or use of land. These plans shall be prepared by a professional engineer who is licensed to practice in the state of Utah and is qualified to develop such plans. The City Engineer may reject the plans if the City Engineer finds that the professional engineer has insufficient training or experience, or if the City Engineer finds that the plans insufficiently describe the proposed mitigation measures or do not meet the other requirements of this Chapter. The City Engineer may require that supplemental or revised plans be submitted.
  8. The City Engineer shall determine if the submitted plans sufficiently describe the proposed mitigation measures.
- B. Upon the determination by the City Engineer that the natural hazards assessment meets the standards of this Section, the City shall issue a clearance which incorporates the uses, structures, and mitigation measures approved by the City Engineer.

#### **HISTORY:**

(Ord. 2019-06, 11-19-2019)

#### **11.9.4 Standards**

- A. General Standard: The mitigation measures identified in the natural hazards assessment shall be sufficient to provide adequate protection to persons and property, including occupants and





property improvements related to the proposed structures and uses, and to meet the standards of this Chapter.

- B. Site Investigation, Hazard Identification And Mitigation Implementations: Occupied structures and habitable spaces, shall not be placed in, an area subject to rockfall, debris flow, landslides or surface fault rupture, unless the site for such structure or use of land is investigated in the site-specific natural hazards assessment and it meets the requirements of this Section and the mitigation measures identified in the natural hazards assessment are all incorporated into the design of the structure or use of land and implemented. If the natural hazards assessment finds that no mitigating measures are needed, then no mitigating measures are required.
- C. No Covering Up: No use, construction, or grading shall be permitted or performed which would conceal, misrepresent or cause to be unrecognized the presence of any natural hazard.

**HISTORY:**

(Ord. 2019-06, 11-19-2019)

**11.9.5 Special Requirements**

- A. Certification by Engineer-Plans: When this Chapter requires the preparation and submittal of engineered plans, such plans shall be prepared by a professional engineer licensed to practice in the state of Utah and who is qualified to prepare such plans through experience and training. The required engineered plans shall bear on it a certification by the engineer that the plans implement all of the recommended mitigation measures. Prior to the City issuing any clearance to commence construction, the City Engineer shall determine if the requirements of this Section have been met.
- B. Certification by Geologist Or Engineer: When a natural hazards assessments is required by this for a structure, the Natural Hazards Assessment shall bear the signed certification of the Utah state licensed geologist or engineer, who has at least four (4) years of experience in a responsible position in the field of engineering geology, that the recommended mitigation measures are sufficient to provide adequate protection to persons and property. Prior to the City issuing any clearance to commence construction, the City Engineer shall determine if the requirements have been met.

**HISTORY:**

(Ord. 2019-06, 11-19-2019)

## **11.10 Flood Damage Prevention**

### **11.10.1 Statutory Authorizations, Findings of Fact, Purpose and Methods**

A. Statutory Authorization: The legislature of the state has in Utah Code Section 10-3-701 delegated the responsibility to local governmental units to adopt regulations designed to promote the public health, safety and general welfare of its citizenry. Therefore, the City Council does or has delegated the responsibility of local governmental units to adopt regulations designed to minimize flood losses. Therefore, the City Council does ordain as follows:

1. Findings of Fact:

- a. The flood hazard areas of the City are subject to periodic inundation, which results in loss of life and property, health and safety hazards, disruption of commerce and governmental services, and extraordinary public expenditures for flood protection and relief, all of which adversely affect the public health, safety and general welfare.
- b. These flood losses are created by the cumulative effect of obstructions in floodplains which cause an increase in flood heights and velocities, and by the occupancy of flood hazards areas by uses vulnerable to floods and hazardous to other lands because they are inadequately elevated, flood proofed or otherwise protected from flood damage.

2. Statement of Purpose: It is the purpose of this Chapter to promote the public health, safety and general welfare and to minimize public and private losses due to flood conditions in specific areas by provisions designed to:

- a. Protect human life and health;
- b. Minimize expenditure of public money for costly flood control projects;
- c. Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- d. Minimize prolonged business interruptions;
- e. Minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets and bridges located in floodplains;
- f. Help maintain a stable tax base by providing for the sound use and development of flood-prone areas in such a manner as to minimize future flood blight areas; and
- g. Ensure that potential buyers are notified that property is in a flood area.

3. Methods of Reducing Flood Losses: In order to accomplish its purposes, this Chapter uses the following methods:

- a. Restrict or prohibit uses that are dangerous to health, safety or property in times of flood, or cause excessive increases in flood heights or velocities;
- b. Require that uses vulnerable to floods, including facilities, which serve such uses,



be protected against flood damage at the time of initial construction;

- c. Control the alteration of natural floodplains, stream channels and natural protective barriers, which are involved in the accommodation of flood waters;
- d. Control filling, grading, dredging and other development, which may increase flood damage; and
- e. Prevent or regulate the construction of flood barriers which will unnaturally divert flood waters or which may increase flood hazards to other lands.

**HISTORY:**

(Ord.2018-02, 11-I3-2018)

**11.10.2 Definitions**

- A. Unless specifically defined below, words or phrases used in this Chapter shall be interpreted to give them the meaning they have in common usage and to give this Chapter its most reasonable application.
- 1. **ALLUVIAL FAN FLOODING:** Flooding occurring on the surface of an alluvial fan or similar landform, which originates at the apex and is characterized by high-velocity flows: active processes of erosion, sediment transport and deposition; and unpredictable flow paths.
  - 2. **APEX:** A point on an alluvial fan or similar landform below which the flow path of the major stream that formed the fan becomes unpredictable and alluvial fan flooding can occur.
  - 3. **AREA OF SHALLOW FLOODING:** A designated AO, AH or VO zone on a community's flood insurance rate map (FIRM) with a one percent (1%) chance or greater annual chance of flooding to an average depth of one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.
  - 4. **AREA OF SPECIAL FLOOD HAZARD:** The land in the floodplain within a community subject to a one percent (1%) or greater chance of flooding in any given year. The area may be designated as Zone A on the flood hazard boundary map (FHBM). After detailed ratemaking has been completed in preparation for publication of the FIRM, Zone A usually is refined into Zones A, AE, AH, AO, AI-99, VO, VI-30, VE or V.
  - 5. **BASE FLOOD:** The flood having a one percent (1%) chance of being equaled or exceeded in any given year.
  - 6. **BASE FLOOD ELEVATION (BFE):** The water surface elevation of the one percent (1%) annual chance flood event. It is the height in relation to mean sea level expected to be reached by the waters of the base flood at pertinent points in the floodplains of coastal and riverine areas. It is also the elevation shown on the FIRM and found in the accompanying flood insurance study (FIS) for Zones A, AE, AH, AI-A30, AR, VI-V30 or VE that



indicates the water surface elevation resulting from the flood that has a one percent (1%) chance of equaling or exceeding that level in any given year.

7. **BASEMENT:** Any area of the building having its floor sub grade (below ground level) on all sides.
8. **CRITICAL FEATURE:** An integral and readily identifiable part of a flood protection system, without which the flood protection provided by the entire system would be compromised.
9. **DEVELOPMENT:** Any man-made change in improved and unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.
10. **ELEVATED BUILDING:**
  - a. A non-basement building:
    - i. Built, in the case of a building in Zones AI-30, AE, A, A99, AO, AH, B, C, X and D, to have the top of the elevated floor, or in the case of a building in Zones VI-30, VE or V, to have the bottom of the lowest horizontal structure member of the elevated floor elevated above the ground level by means of pilings, columns (posts and piers), or shear walls parallel to the flow of the water; and
    - ii. Adequately anchored so as not to impair the structural integrity of the building during a flood of up to the magnitude of the base flood.
  - b. In the case of Zones AI-30, AE, A, A99, AO, AH, B, C, X and D, "elevated building" also includes a building elevated by means of fill or solid foundation perimeter walls with openings sufficient to facilitate the unimpeded movement of flood waters. In the case of Zones VI-30, VE, or V, "elevated building" also includes a building otherwise meeting the definition of "elevated building," even though the lower area is enclosed by means of breakaway walls if the breakaway walls met the standards of Section 60.3(e)(S) of the national flood insurance program regulations.
11. **EXISTING CONSTRUCTION:** For the purposes of determining rates, structures for which the "start of construction" commenced before the effective date of the FIRM or before January 1, 1975, for FIRMs effective before that date. "Existing construction" may also be referred to as "existing structures".
12. **EXISTING MANUFACTURED HOME PARK OR SUBDIVISION:** A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by a community.
13. **EXPANSION TO AN EXISTING MANUFACTURED HOME PARK OR SUBDIVISION:** The preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).



14. **FLOOD or FLOODING:** A general and temporary condition of partial or complete inundation of normally dry land areas from:
  - a. The overflow of inland or tidal waters; and
  - b. The unusual and rapid accumulation or runoff of surface waters from any source.
15. **FLOOD HAZARD BOUNDARY MAP (FHBM):** An official map of a community, issued by the administrator, where the boundaries of the flood, mudslide (i.e., mudflow) related erosion areas having special hazards have been designated as Zones A, Mand/or E.
16. **FLOOD INSURANCE RATE MAP (FIRM):** An official map of a community, on which the federal emergency management agency has delineated both the areas of special flood hazards and the risk premium zones applicable to the community.
17. **FLOOD INSURANCE STUDY:** The official report provided by the federal emergency management agency. The report contains flood profiles, water surface elevation of the base flood, as well as the flood boundary-floodway map.
18. **FLOODPLAIN OR FLOOD-PRONE AREA:** Any land area susceptible to being inundated by water from any source. (See definition of "flooding".)
19. **FLOODPLAIN MANAGEMENT.** The operation of an overall program of corrective and preventive measures for reducing flood damage, including, but not limited to, emergency preparedness plans, flood control works and floodplain management regulations.
20. **FLOODPLAIN MANAGEMENT REGULATIONS:** Zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as a floodplain ordinance, grading ordinance and erosion control ordinance) and other applications of police power. The term describes such state or local regulations, in any combination thereof, which provide standards for the purpose of flood damage prevention and reduction.
21. **FLOOD PROTECTION SYSTEM:** Those physical structural works for which funds have been authorized, appropriated, and expended and which have been constructed specifically to modify flooding in order to reduce the extent of the areas within a community subject to a "special flood hazard" and the extent of the depths of associated flooding. Such a system typically includes hurricane tidal barriers, dams, reservoirs, levees or dikes. These specialized flood modifying works are those constructed in conformance with sound engineering standards.
22. **FLOOD PROOFING:** Any combination of structural and non-structural additions, changes or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.
23. **FLOODWAY (REGULATORY FLOODWAY):** The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base



flood without cumulatively increasing the water surface elevation more than a designated height.

24. **FUNCTIONALLY DEPENDENT USE:** A use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities.
25. **HIGHEST ADJACENT GRADE:** The highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.
26. **HISTORIC STRUCTURE:** Any structure that is:
  - a. Listed individually in the national register of historic places (a listing maintained by the department of interior) or preliminarily determined by the secretary of the interior as meeting the requirements for individual listing on the national register;
  - b. Certified or preliminarily determined by the secretary of the interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
  - c. Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the secretary of interior; or
  - d. Individually listed on a local inventory or historic places in communities with historic preservation programs that have been certified either:
    - i. By an approved state program as determined by the secretary of the interior; or
    - ii. Directly by the secretary of the interior in states without approve programs.
27. **LEVEE:** A man-made structure, usually an earthen embankment, designed and constructed in accordance with sound engineering practices to contain, control, or divert the flow of water so as to provide protection from temporary flooding.
28. **LEVEE SYSTEM:** A flood protection system which consists of a levee, or levees, and associated structures, such as closure and drainage devices, which are constructed and operated in accordance with sound engineering practices.
29. **LOWEST FLOOR:** The lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking or vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirement of Section 60.3 of the national flood insurance program regulations.
30. **MANUFACTURED HOME:** A structure transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. The term "manufactured home" does not include

a "recreational vehicle".

31. **MANUFACTURED HOME PARK OR SUBDIVISION:** A parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.
32. **MEAN SEA LEVEL:** For purposes of the national flood insurance program, the national geodetic vertical datum (NGVD) of 1929 or other datum, to which base flood elevations shown on a community's flood insurance rate map are referenced.
33. **NEW CONSTRUCTION:** For the purpose of determining insurance rates, structures for which the "start of construction" commenced on or after the effective date of an initial FIRM or after December 31, 1974, whichever is later, and includes any subsequent improvements to such structures. For floodplain management purposes, "new construction" means structures for which the "start of construction" commenced on or after the effective date of a floodplain management regulation adopted by a community and includes any subsequent improvements to such structures.
34. **NEW MANUFACTURED HOME PARK OR SUBDIVISION:** A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of floodplain management regulations adopted by a community.
35. **RECREATIONAL VEHICLE:** A vehicle which is:
  - a. Built on a single chassis;
  - b. Four hundred (400) square feet or less when measured at the largest horizontal projections;
  - c. Designed to be self-propelled or permanently towable by a light duty truck; and
  - d. Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel or seasonal use.
36. **START OF CONSTRUCTION:** For other than new construction or substantial improvements under the coastal barrier resources act (Pub. L. 97-348), includes substantial improvement and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land prep aeration, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for basement, footings, piers or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor or other





structural part of a building, whether or not that alteration affects the external dimensions of the building.

37. **STRUCTURE:** A walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home.

38. **SUBSTANTIAL DAMAGE:** Damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed fifty percent (50%) of the market value of the structure before the damage occurred.

**39. SUBSTANTIAL IMPROVEMENT:**

a. Any reconstruction, rehabilitation, addition or other improvement of a structure, the cost of which equals or exceeds fifty percent (50%) of the market value of the structure before "start of construction" of the improvement. This includes structures which have incurred "substantial damage", regardless of the actual repair work performed.

b. The term does not, however, include either:

i. Any project for improvement of a structure to correct existing violations of state or local health, sanitary or safety code specifications, which have been identified by the local code enforcement official and which are the minimum necessary conditions; or

ii. Any alteration of a "historic structure", provided that the alteration will not preclude the structure's continued designation as a "historic structure".

40. **VARIANCE:** A grant of relief to a person from the requirement of this Chapter when specific enforcement would result in unnecessary hardship. A variance, therefore, permits construction or development in a manner otherwise prohibited by this Chapter. (For full requirements see Section 60.6 of the national flood insurance program regulations.)

41. **VIOLATION:** The failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in Section 60.3(b)(5), (c)(4), (c)(10), (d)(3), (e)(2), (e)(4), or (e)(5) is presumed to be in violation until such time as that documentation is provided.

42. **WATER SURFACE ELEVATION:** The height, in relation to the national geodetic vertical datum (NGVD) of 1929 (or other datum, where specified), of floods of various magnitudes and frequencies in the floodplains of coastal or riverine areas.

**HISTORY:**

(Ord. 2018-02, 11-13-2018)

### **11.10.3 General Provisions**

- A. **Lands to Which this Chapter Applies:** The Chapter shall apply to all areas of special flood hazard within the jurisdiction of the City.
- B. **Basis for Establishing the Areas of Special Flood Hazard:** Since areas of special flood hazard have not been identified, water surface elevations have not been provided, nor has sufficient data identifying the floodway been provided by the federal emergency management agency (FEMA), the community shall obtain, review, and reasonably utilize data available from other federal, state or other sources. The areas of special flood hazard identified (Zone C) by the federal emergency management agency in a scientific and engineering report entitled, "The Flood Insurance Study for Utah County", dated October 15, 1982 with accompany flood insurance rate maps and flood boundary-floodway maps (FIRM and FBFM) including panels 4955170480A and 4955170500A dated October 15, 1982 and any revisions thereto are hereby adopted by reference and declared to be a part of this Chapter.
- C. **Establishment of Development Permit:** A development permit shall be required to ensure conformance with the provisions of this Chapter.
- D. **Compliance:** No structure or land shall hereafter be located, altered or have its use changed without full compliance with the terms of this Chapter and other applicable regulations.
- E. **Abrogation and Greater Restrictions:** This Chapter is not intended to repeal, abrogate or impair any existing easements, covenants or deed restrictions. However, where this Chapter and another ordinance, easement, covenant or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail.
- F. **Interpretation:** In the interpretation and application of this Chapter, all provisions shall be:
  - 1. Considered as minimum requirements;
  - 2. Liberally construed in favor of the governing body; and
  - 3. Deemed neither to limit nor repeal any other powers granted under state statutes.
- G. **Warning and Disclaimer or Liability:** The degree of flood protection required by this Chapter is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. On rare occasions greater floods can and will occur and flood heights may be increased by man-made or natural causes. This Chapter does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages. This Chapter shall not create liability on the part of the community or any official or employee thereof for any flood damages that result from reliance on this Chapter or any administrative decision lawfully made thereunder.
- H. **Severability:** If any section, provision or portion of this Chapter is adjudged unconstitutional or invalid by a court, the remainder of the ordinance shall not be affected.

### **HISTORY:**



(Ord. 2018-02, 11-13-2018)

#### **11.10.4 Administration**

- A. Designation of the Floodplain Administrator: The public works director is hereby appointed the floodplain administrator to administer and implement the provisions of this Chapter and other appropriate sections of 44 C.F.R. (National flood insurance program regulations) pertaining to floodplain management.
- B. Duties and Responsibilities of the Floodplain Administrator: Duties and responsibilities of the floodplain administrator shall include, but not be limited to, the following:
  - 1. Maintain and hold open for public inspection all records pertaining to the provisions of this Chapter.
  - 2. Review permit application to determine whether proposed construction or other development, including the placement of manufactured homes, will be reasonably safe from flooding.
  - 3. Review, approve or deny all applications for development permits required by adoption of this Chapter.
  - 4. Review permits for proposed development to assure that all necessary permits have been obtained from those federal, state or local governmental agencies (including Section 404 of the federal water pollution control act amendments of 1972, 33 U.S.C. 1334) from which prior approval is required.
  - 5. Where interpretation is needed as to the exact location of the boundaries of the areas of special flood hazards (for example, where there appears to be a conflict between a mapped boundary and actual field conditions) the floodplain administrator shall make the necessary interpretation.
- C. Permit Procedures
  - 1. Additionally, the following information is required:
    - a. Elevation (in relation to mean sea level), of the lowest floor (including basement) of all new and substantially improved structures;
    - b. Elevation in relation to mean sea level to which any nonresidential structure shall be flood proofed;
    - c. A certificate from a registered professional engineer or architect that the nonresidential flood proofed structure shall meet the flood proofing criteria of Section 11-11-5B2;
    - d. Description of the extent to which any watercourse or natural drainage will be altered or relocated as a result of proposed development; and

- e. Maintain a record of all such information in accordance with Subsection B1 of this Section.
2. Approval or denial of a development permit by the floodplain administrator shall be based on all of the provisions of this Chapter and the following relevant factors:
- a. The danger to life and property due to flooding or erosion damage;
  - b. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
  - c. The danger that materials may be swept onto other lands to the injury of others;
  - d. The compatibility of the proposed use with existing and anticipated development;
  - e. The safety of access to the property in times of flood for ordinary and emergency vehicles;
  - f. The costs of providing governmental services during and after flood conditions including maintenance and repair of streets and bridges, and public utilities and facilities such as sewer, gas, electrical and water systems;
  - g. The expected heights, velocity, duration, rate of rise and sediment transport of the flood waters and the effects of wave action, if applicable, expected at the site;
  - h. The necessity to the facility of a waterfront location, where applicable;
  - i. The availability of alternative locations, not subject to flooding or erosion damage for the proposed use;
  - j. The relationship of the proposed use to the comprehensive plan for that area.
3. Variance Procedures:
- a. The appeal board as established by the community shall hear and render judgment on requests for variances from the requirements of this Chapter.
  - b. The appeal board shall hear and render judgment on an appeal only when it is alleged there is an error in any requirement, decision, or determination made by the floodplain administrator in the enforcement or administration of this Chapter.
  - c. Any person or persons aggrieved by the decision of the appeal board may appeal such decision in the courts of competent jurisdiction.
  - d. The floodplain administrator shall maintain a record of all actions involving



*Woodland Hills Subdivision Title 11*

an appeal and shall report variances to the federal emergency management agency upon request.

- e. Variances may be issued for the reconstruction, rehabilitation or restoration of structures listed on the National Register of Historic Places or the State Inventory of Historic Places, without regard to the procedures set forth in the remainder of this Chapter.
- f. Variances may be issued for new construction and substantial improvements to be erected on a lot of one-half (1/2) acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, providing the relevant factors in Subsection C of this Section have been fully considered. As the lot size increases beyond the one-half acre, the technical justification required for issuing the variance increases.
- g. Upon consideration of the factors noted above and the intent of this Chapter, the appeal board may attach such conditions to the granting of variances as it deems necessary to further the purpose and objectives of this Chapter (Section 11-11-1C).
- h. Variances shall not be issued within any designated floodway if any increase in flood levels during the base flood discharge would result.
- i. Variances may be issued for the repair or rehabilitation of historic structures upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure.
- j. Prerequisites for granting variances:
  - i. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
  - ii. Variances shall only be issued upon.
    - 1. Showing a good and sufficient cause;
    - 2. A determination that failure to grant the variance would result in exceptional hardship to the applicant; and
    - 3. A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.
  - iii. Any application to whom a variance is granted shall be given written notice that the structure will be permitted to be built with the lowest floor elevation below the base flood elevation, and that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation.



- k. Variances may be issued by a community for new construction and substantial improvements and for other development necessary for the conduct of a functionally dependent use provided that:
  - i. The criteria outlined in Subsection DJ through D9 of this Section are met; and
  - ii. The structure or other development is protected by methods that minimize flood damages during the base flood and create no additional threats to public safety.

(Ord.2018-02, 11-13-2018)

#### **11.10.5 Provisions for Flood Hazard Reduction**

A. General Standards: In all areas of special flood hazards the following provisions are required for all new construction and substantial improvements.

- 1. All new construction or substantial improvements shall be designed (or modified) and adequately anchored to prevent flotation, collapse or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy;
- 2. All new construction or substantial improvements shall be constructed by methods and practices that minimize flood damage;
- 3. All new construction or substantial improvements shall be constructed with materials resistant to flood damage;
- 4. All new construction or substantial improvements shall be constructed with electrical, heating, ventilation, plumbing and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding;
- 5. All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system;
- 6. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the system and discharge from the systems into flood waters; and
- 7. On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.

B. Standards for Subdivision Proposal:

- 1. All subdivision proposals including the placement of manufactured home parks and subdivisions shall be consistent with Section 11-11-1B, C, and D of this Chapter.



*Woodland Hills Subdivision Title 11*

2. All proposals for the development of subdivisions including the placement of manufactured home parks and subdivisions shall meet development permit requirements of Section 11-11-3C; Section 11-11-4C; and the provisions of this Section of this Chapter.
3. All subdivision proposals including the placement of manufactured home parks and subdivisions shall have adequate drainage provided to reduce exposure to flood hazards.
4. All subdivision proposals including the placement of manufactured home parks and subdivisions shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize or eliminate flood damage.

**HISTORY:**

(Ord. 2018-02, 11-13-2018)



ROLL CALL VOTING:	YES	NO
Mayor Brent Winder (tie only)	[ ]	[ ]
Council Member Ben Hillyard	<input checked="" type="checkbox"/>	[ ]
Council Member Brian Hutchings	<input checked="" type="checkbox"/>	[ ]
Council Member Dorel Kynaston	<input checked="" type="checkbox"/>	[ ]
Council Member Janet Lunt	<input checked="" type="checkbox"/>	[ ]
Council Member Kari Malkovich	<input checked="" type="checkbox"/>	[ ]

I move that this Ordinance be adopted.

  
Council Member

I second the foregoing motion.

  
Council Member

## Ordinance 2025-11

### An Ordinance Amending the City Development and Construction Standards for Subdivisions 2.9.2

**WHEREAS**, the Woodland Hills City Planning Commission has reviewed and made a recommendation to the City Council concerning proposed amendments to the Woodland Hills City and Development and Construction Standards for 2.9.2: Sanitary Sewer and Sanitary Sewage Facilities; and

**WHEREAS**, a public hearing before the Planning Commission of Woodland Hills City was held after being duly advertised as required by law; and

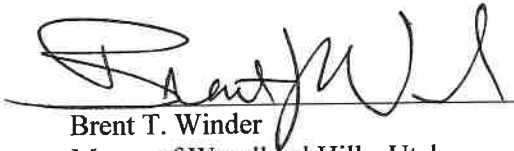
**WHEREAS**, the City Council of Woodland Hills City finds that such amendments to the Woodland Hills City and Development and Construction Standards for 2.9.2: Sanitary Sewer and Sanitary Sewage Facilities should be made;

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of Woodland Hills City, Utah, that the Woodland Hills City Development and Construction Standards for 2.9.2: Sanitary Sewer And Sanitary Sewage Facilities be amended to read:


All new developments within the "Master Plan Development Area" as depicted by the Woodland Hills Sewer Master Plan Map is required to install sanitary sewer lines according to Section 2.9 Sanitary Sewer of Woodland Hills Development and Construction Standards. Each lot must have the capability to discharge sanitary sewer to a sewer main fronting each lot, either by gravity through a lateral or by an individual lift station. Until such time as a City sewer treatment facility is available, septic tank/fill drain systems will be allowed on each lot pursuant to Utah County health department regulations.

Further, new builds on existing property or remodels that will exceed fifty (50) percent of the current residential floor space and used for human occupancy shall be required to connect to the city's sewer system as part of the building permitting process if the property line is within three hundred feet (300) of the city's sewer system line. The connection will include running the main sewer line to the property and connecting the sewer lateral from the residential property to the main sewer line.

PASSED AND ADOPTED by the City Council of Woodland Hills, Utah, this 8<sup>th</sup> day of April, 2025.

  
Brent T. Winder  
Mayor of Woodland Hills, Utah

ATTEST:

  
Jody Stones  
Woodland Hills City Recorder

## CERTIFICATE OF POSTING ORDINANCE

For the City of Woodland Hills

I, Jody Stones, the duly appointed Recorder for the City of Woodland Hills, hereby certify that copies of the foregoing Ordinance No. 2025- 11 were posted at three public places within the municipality this 9th th day April of 2025 which public places are:

1. Utah Public Notice Website
2. Woodland Hills City Center, 690 S. Woodland Hills Drive
3. Woodland Hills Website, [www.woodlandhills-ut.gov](http://www.woodlandhills-ut.gov)


Dated this 9th day of April, 2025.

  
\_\_\_\_\_  
Jody Stones, Recorder



ROLL CALL VOTING:		
	YES	NO
Mayor Brent Winder (tie only)	[ ]	[ ]
Council Member Ben Hillyard	[X]	[ ]
Council Member Brian Hutchings	[X]	[ ]
Council Member Dorel Kynaston	[X]	[ ]
Council Member Janet Lunt	[X]	[ ]
Council Member Kari Malkovich	[X]	[ ]

I move that this Ordinance be adopted.

  
Council Member

I second the foregoing motion.

  
Council Member

## Ordinance 2025-12

### An Ordinance Amending Section 10-8-2B of the City Code- Permitted Building Uses

**WHEREAS**, the Woodland Hills City Planning Commission has reviewed and made a recommendation to the City Council concerning proposed amendments to Section 10-8-2B of the Woodland Hills City Code- Permitted Building Uses; and

**WHEREAS**, a public hearing before the Planning Commission of Woodland Hills City was held after being duly advertised as required by law; and


**WHEREAS**, the City Council of Woodland Hills City finds that such amendments to Section 10-8-2B of the Woodland Hills City Code- Permitted Building Uses should be made;

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of Woodland Hills City, Utah, that the Woodland Hills City Code Section 10-8-2B be amended to read:

B. Permitted uses in the ~~RR-10, R1-1 and R1-2 zones~~ **any residential zone** shall not include any of the following:

- (1) Sexually oriented businesses or enterprises of any kind or nature;
- (2) Commercial recycling collection or storing of recycled or recyclable material;
- (3) ~~Hotels, motels or other transient housing, which is defined as a dwelling unit that is used and/or advertised through an online platform, or other media, for short-term occupancy for a period of less than three (3) months~~ **thirty (30) days**;
- (4) Riding stables or other animal boarding facilities or activities;
- (5) Animal slaughtering or animal products processing;
- (6) Use or storage of hazardous materials, including, without limitation, explosives, chemicals, and flammables, in quantities greater than used for normal residential activities associated with use of the specific residence;
- (7) Commercial repair of large or small engines;
- (8) Commercial motor vehicle rental, sales or repair;
- (9) Food service businesses or establishments;
- (10) Clubhouses, including fraternity or sorority houses;
- (11) Mechanical amusements, such as carnival rides;
- (12) Sale or distribution of fuel such as gasoline, heating oil, propane, or coal; and
- (13) Excavation or mining of earth, sand, or gravel.

PASSED AND ADOPTED by the City Council of Woodland Hills, Utah, this 8<sup>th</sup> day of April, 2025.

  
Brent T. Winder  
Mayor of Woodland Hills, Utah

ATTEST:

  
Jody Stones  
Woodland Hills City Recorder

**CERTIFICATE OF POSTING ORDINANCE**  
For the City of Woodland Hills

I, Jody Stones, the duly appointed Recorder for the City of Woodland Hills, hereby certify that copies of the foregoing Ordinance No. 2025-12 were posted at three public places within the municipality this 9 th day April of 2025 which public places are:

1. Utah Public Notice Website
2. Woodland Hills City Center, 690 S. Woodland Hills Drive
3. Woodland Hills Website, [www.woodlandhills-ut.gov](http://www.woodlandhills-ut.gov)

Dated this 9th day of April, 2025.

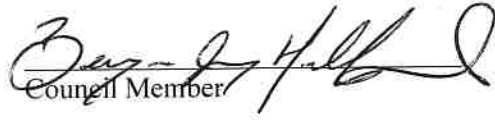
Jody Stones  
Jody Stones, Recorder





ROLL CALL VOTING:		
	YES	NO
Mayor Brent Winder (tie only)	[ ]	[ ]
Council Member Ben Hillyard	[X]	[ ]
Council Member Brian Hutchings	[X]	[ ]
Council Member Dorel Kynaston	[X]	[ ]
Council Member Janet Lunt	[X]	[ ]
Council Member Kari Malkovich	[X]	[ ]

I move that this Ordinance be adopted.

  
Council Member

I second the foregoing motion.

  
Council Member

## Ordinance 2025-13

### An Ordinance Amending City Code Section 10.11.8.B.1.J Fences and Hedges

**WHEREAS**, the Woodland Hills City Planning Commission has reviewed and made a recommendation to the City Council concerning proposed amendments to Section 10.11.8.B.1.J of the Woodland Hills City Code; and

**WHEREAS**, a public hearing before the Planning Commission of Woodland Hills City was held after being duly advertised as required by law; and

**WHEREAS**, the City Council of Woodland Hills City finds that such amendments to Section 10.11.8.B.1.J of the Woodland Hills City Code should be made;

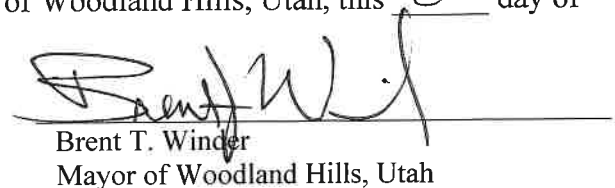
**NOW, THEREFORE, BE IT ORDAINED** by the City Council of Woodland Hills City, Utah, that the Woodland Hills City Code Section 10.11.8.B.1.J be amended to read:

B. Fences and Hedges. Fences and hedges shall comply with the following

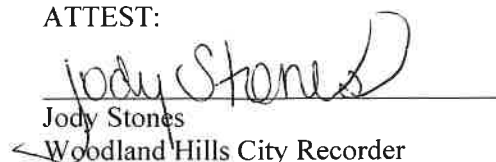
1. Location and Height:

J. Fencing around a small group of trees, a garden, or a landscape feature not exceeding 600 square feet is not required to comply with the height or material limitations of this section. It is limited, however, to a fence no taller than eight (8) feet in height, and is restricted from using barbed wire, razor wire, or any other similar style, and cannot be in the front setback of the home or along the street frontage. Additionally, the 600-square-foot limitation can be waived by the approving authority, provided there is good cause to do so.

PASSED AND ADOPTED by the City Council of Woodland Hills, Utah, this 8<sup>th</sup> day of April, 2025.

  
Brent T. Winder  
Mayor of Woodland Hills, Utah

ATTEST:

  
Jody Stones  
Woodland Hills City Recorder

## CERTIFICATE OF POSTING ORDINANCE

For the City of Woodland Hills

I, Jody Stones, the duly appointed Recorder for the City of Woodland Hills, hereby certify that copies of the foregoing Ordinance No. 2025- 13 were posted at three public places within the municipality this 9<sup>th</sup> day of April of 2025 which public places are:

1. Utah Public Notice Website
2. Woodland Hills City Center, 690 S. Woodland Hills Drive
3. Woodland Hills Website, [www.woodlandhills-ut.gov](http://www.woodlandhills-ut.gov)

Dated this 9<sup>th</sup> day of April, 2025.

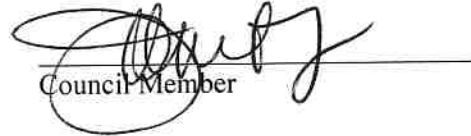
  
\_\_\_\_\_  
Jody Stones, Recorder

ROLL CALL VOTING:	YES	NO
Mayor Brent Winder (tie only)	[ ]	[ ]
Council Member Ben Hillyard	[X]	[ ]
Council Member Brian Hutchings	[X]	[ ]
Council Member Dorel Kynaston	[X]	[ ]
Council Member Janet Lunt	[X]	[ ]
Council Member Kari Malkovich	[X]	[ ]

I move that this Ordinance be adopted.

  
Council Member

I second the foregoing motion.

  
Council Member

## Ordinance 2025-14

### An Ordinance Amending City Code Section 10.11.8.B.2 Fences and Hedges

**WHEREAS**, the Woodland Hills City Planning Commission has reviewed and made a recommendation to the City Council concerning proposed amendments to Section 10.11.8.B.2 of the Woodland Hills City Code; and


**WHEREAS**, a public hearing before the Planning Commission of Woodland Hills City was held after being duly advertised as required by law; and

**WHEREAS**, the City Council of Woodland Hills City finds that such amendments to Section 10.11.8.B.2a of the Woodland Hills City Code should be made;

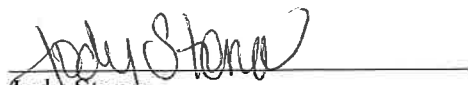
**NOW, THEREFORE, BE IT ORDAINED** by the City Council of Woodland Hills City, Utah, that the Woodland Hills City Code Section 10.11.8.B.2a be amended to read:  
2. Type of Fence:

a. Acceptable fence materials include, but are not limited to, stone, wood, composite materials, vinyl, vinyl-coated chain-link wire, and wrought iron. Masonry and concrete may be used for fence posts or pillars. Plain ~~(not vinyl-coated)~~ <sup>galvanized</sup> chain link fencing, wire mesh, and vinyl mesh may be used for sports courts, gardens, and animal enclosures. No part of a fence will be constructed of any form of barbed wire, chain link privacy slats or chain link privacy screen with the exception that city property or facilities deemed by the city to require fencing for security may use plain (not vinyl coated) chain link fencing and barbed wire, razor wire or an equivalent and may be constructed of opaque building material. Enclosures exclusively for livestock may use barbed wire fencing. The approving authority can approve other fence materials.

PASSED AND ADOPTED by the City Council of Woodland Hills, Utah, this 9th day of April, 2025.

  
Brent T. Winder  
Mayor of Woodland Hills, Utah

ATTEST:

  
Jody Stones  
Woodland Hills City Recorder

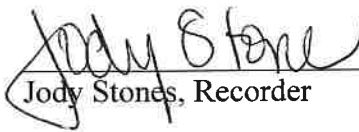
## CERTIFICATE OF POSTING ORDINANCE

For the City of Woodland Hills

I, Jody Stones, the duly appointed Recorder for the City of Woodland Hills, hereby certify that copies of the foregoing Ordinance No. 2025-14 were posted at three public places within the municipality this 9 th day April of 2025 which public places are:

1. Utah Public Notice Website
2. Woodland Hills City Center, 690 S. Woodland Hills Drive
3. Woodland Hills Website, [www.woodlandhills-ut.gov](http://www.woodlandhills-ut.gov)

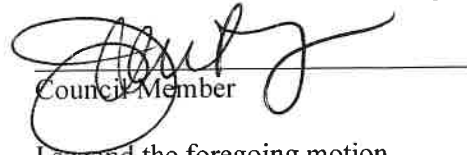
Dated this 9th day of April, 2025.

  
Jody Stones, Recorder

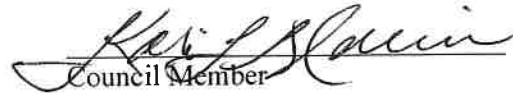


ROLL CALL VOTING:		
	YES	NO
Mayor Brent Winder (tie only)	[ ]	[ ]
Council Member Ben Hillyard	[X]	[ ]
Council Member Brian Hutchings	[X]	[ ]
Council Member Dorel Kynaston	[X]	[ ]
Council Member Janet Lunt	[X]	[ ]
Council Member Kari Malkovich	[X]	[ ]

I move that this Ordinance be adopted.

  
Council Member

I second the foregoing motion.

  
Council Member

## Ordinance 2025-15

### An Ordinance Amending Section 10.11.8. B. 6a and b of the City Code

**WHEREAS**, the Woodland Hills City Planning Commission has reviewed and made a recommendation to the City Council concerning proposed amendments to Section 10.11.8. B. 6a and b of the Woodland Hills City Code; and

**WHEREAS**, a public hearing before the Planning Commission of Woodland Hills City was held after being duly advertised as required by law; and

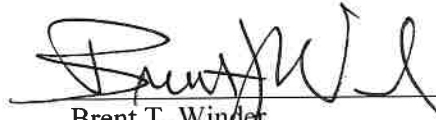
**WHEREAS**, the City Council of Woodland Hills City finds that such amendments to Section 10.11.8. B. 6a and b of the Woodland Hills City Code should be made;

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of Woodland Hills City, Utah, that the Woodland Hills City Code Section 10.11.8. B.6a and b be amended to read:


#### 6. Permit Requirements:

- a. Except as exempted by subparagraph B.6.c., no fence shall be constructed without a permit from the ~~planning commission city~~.
- (1) Application to the ~~planning commission~~ <sup>city</sup> for a fence permit shall be made to the city recorder.
- (2) Each applicant for a fence permit shall pay an application fee to the city in the amount specified by the city fee schedule.
- (3) The application for a fence permit shall include: applicant's name, address and telephone number, name of owner of the land where the fence will be constructed; address of the land where the fence will be constructed; a scale drawing showing the location and height of the fence, all applicable dimensions, location of property lines, location of buildings within eighty feet (80') of the fence, and location of streets; and a description of the material, color and percent of openness of the fence.
- b. The ~~planning commission~~ <sup>city</sup> shall issue the permit if the fence conforms to the requirements of this chapter. The ~~planning commission~~ <sup>city</sup> may require, as a condition of issuing the permit, that property lines adjacent to the fence location be located and marked by a licensed land surveyor.

PASSED AND ADOPTED by the City Council of Woodland Hills, Utah, this 9<sup>th</sup> day of April, 2025.

  
Brent T. Winder  
Mayor of Woodland Hills, Utah

ATTEST:

  
Jody Stones  
Woodland Hills City Recorder





## CERTIFICATE OF POSTING ORDINANCE

For the City of Woodland Hills

I, Jody Stones, the duly appointed Recorder for the City of Woodland Hills, hereby certify that copies of the foregoing Ordinance No. 2025-15 were posted at three public places within the municipality this 9<sup>th</sup> day of April of 2025 which public places are:

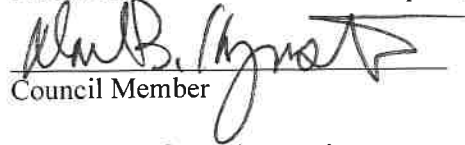
1. Utah Public Notice Website
2. Woodland Hills City Center, 690 S. Woodland Hills Drive
3. Woodland Hills Website, [www.woodlandhills-ut.gov](http://www.woodlandhills-ut.gov)

Dated this 9<sup>th</sup> day of April, 2025.

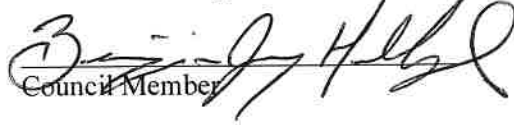
  
\_\_\_\_\_  
Jody Stones, Recorder

ROLL CALL VOTING:	YES	NO
Mayor Brent Winder (tie only)	<input type="checkbox"/>	<input type="checkbox"/>
Council Member Ben Hillyard	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Brian Hutchings	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Dorel Kynaston	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Janet Lunt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Kari Malkovich	<input checked="" type="checkbox"/>	<input type="checkbox"/>

I move that this Ordinance be adopted.

  
Council Member

I second the foregoing motion.

  
Council Member

## Ordinance 2025-16

### An Ordinance Amending Section 10.11.8.C.4 of the City Code

**WHEREAS**, the Woodland Hills City Planning Commission has reviewed and made a recommendation to the City Council concerning proposed amendments to Section 10.11.8.C.4 of the Woodland Hills City Code; and

**WHEREAS**, a public hearing before the Planning Commission of Woodland Hills City was held after being duly advertised as required by law; and

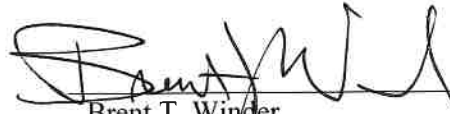
**WHEREAS**, the City Council of Woodland Hills City finds that such amendments to Section 10.11.8.C.4 of the Woodland Hills City Code should be made;

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of Woodland Hills City, Utah, that the Woodland Hills City Code Section 10.11.8.C.4 be amended to read:

C. Perimeter Fences for homes constructed in the R1-19 ZONE with no overlay must meet the following standards:

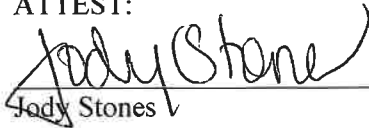
- 1) No fence shall be located closer than 4 feet from any fire hydrant or electrical transformer
- 2) No fence shall be placed across a public trail
- 3) A fence may be placed on a property line provided there is no vision impairment created that would affect the safety of any type of traffic at the specific site.
- 4) Perimeter fences shall not be greater than six feet in height. The city, as the approving authority, can approve exceptions with good cause.
- 5) Vision barrier fences are permitted, provided they do not interfere with the safety of motorists, bicyclists, or pedestrian traffic. The site location may be inspected by the city at any time to ensure this requirement is followed.
- 6) All properties located on the corners of intersecting streets shall be prohibited from having or permitting any fence or obstruction that would obscure the view of oncoming vehicle traffic.
- 7) A fence permit is required from the city before fence construction can begin.

PASSED AND ADOPTED by the City Council of Woodland Hills, Utah, this 8th day of April, 2025.



Brent T. Winder  
Mayor of Woodland Hills, Utah

ATTEST:



Jody Stones  
Woodland Hills City Recorder



## CERTIFICATE OF POSTING ORDINANCE

For the City of Woodland Hills

I, Jody Stones, the duly appointed Recorder for the City of Woodland Hills, hereby certify that copies of the foregoing Ordinance No. 2025-110 were posted at three public places within the municipality this 9th day of April of 2025 which public places are:

1. Utah Public Notice Website
2. Woodland Hills City Center, 690 S. Woodland Hills Drive
3. Woodland Hills Website, [www.woodlandhills-ut.gov](http://www.woodlandhills-ut.gov)

Dated this 9th day of April, 2025.

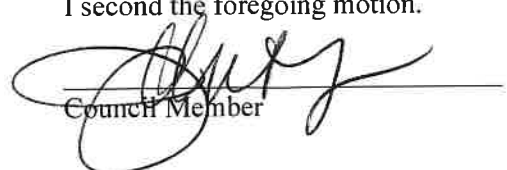
  
Jody Stones, Recorder

ROLL CALL VOTING:		
	YES	NO
Mayor Brent Winder (tie only)	[ ]	[ ]
Council Member Ben Hillyard	[X]	[ ]
Council Member Brian Hutchings	[X]	[ ]
Council Member Dorel Kynaston	[X]	[ ]
Council Member Janet Lunt	[X]	[ ]
Council Member Kari Malkovich	[X]	[ ]

I move that this Ordinance be adopted.

  
Council Member

I second the foregoing motion.

  
Council Member

## Ordinance 2025-17

### An Ordinance Amending Section 10.11.8.C(8-10) of the City Code

**WHEREAS**, the Woodland Hills City Planning Commission has reviewed and made a recommendation to the City Council concerning proposed amendments to Section 10.11.8.C(8-10) of the Woodland Hills City Code; and

**WHEREAS**, a public hearing before the Planning Commission of Woodland Hills City was held after being duly advertised as required by law; and

**WHEREAS**, the City Council of Woodland Hills City finds that such amendments to Section 10.11.8.C(8-10) of the Woodland Hills City Code should be made;

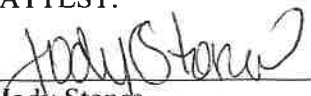
**NOW, THEREFORE, BE IT ORDAINED** by the City Council of Woodland Hills City, Utah, that the Woodland Hills City Code Section 10.11.8.C(8-10) be amended to read:

8. All other requirements contained in 10-11-8 sections 2- 8. of the fencing ordinance shall be complied with.
9. No barbed wire, strand wire, or ~~uncoated~~ <sup>galvanized</sup> chain-link fencing is approved for use, except in agricultural zones. For approved fence material, see B.2.a of this title.
10. Fencing is limited to the back and side yards and shall not extend forward beyond the front plane of the residence.

PASSED AND ADOPTED by the City Council of Woodland Hills, Utah, this 8th day of April, 2025.

  
Brent T. Winder  
Mayor of Woodland Hills, Utah

ATTEST:

  
Jody Stones  
Woodland Hills City Recorder

## CERTIFICATE OF POSTING ORDINANCE

For the City of Woodland Hills

I, Jody Stones, the duly appointed Recorder for the City of Woodland Hills, hereby certify that copies of the foregoing Ordinance No. 2025-17 were posted at three public places within the municipality this 9th day of April of 2025 which public places are:

1. Utah Public Notice Website
2. Woodland Hills City Center, 690 S. Woodland Hills Drive
3. Woodland Hills Website, [www.woodlandhills-ut.gov](http://www.woodlandhills-ut.gov)


Dated this 9th day of April, 2025.

Jody Stones  
Jody Stones, Recorder

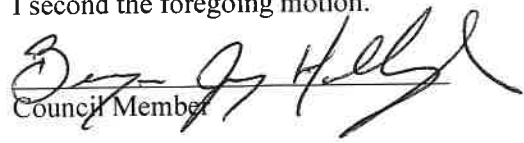


ROLL CALL VOTING:		
	YES	NO
Mayor Brent Winder (tie only)	[ ]	[ ]
Council Member Ben Hillyard	<input checked="" type="checkbox"/>	[ ]
Council Member Brian Hutchings	<input checked="" type="checkbox"/>	[ ]
Council Member Dorel Kynaston	<input checked="" type="checkbox"/>	[ ]
Council Member Janet Lunt	<input checked="" type="checkbox"/>	[ ]
Council Member Kari Malkovich	<input checked="" type="checkbox"/>	[ ]

I move that this Ordinance be adopted.

  
Council Member

I second the foregoing motion.

  
Council Member

## Ordinance 2025-18

### An Ordinance Amending Section 10-15

**WHEREAS**, the Woodland Hills City Planning Commission has reviewed and made a recommendation to the City Council concerning proposed amendments to Section 10-15; and

**WHEREAS**, a public hearing before the Planning Commission of Woodland Hills City was held after being duly advertised as required by law; and

**WHEREAS**, the City Council of Woodland Hills City finds that such amendments to Section 10-15 of the Woodland Hills City Code should be made;

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of Woodland Hills City, Utah, that the Woodland Hills City Code Section 10-15 be amended to include a subsection 5. 10-15-5 shall read:

The City of Woodland Hills is a residential community, and at the present time, it has no commercial zoning. The city wishes to keep its residential appearance and standards in those areas that are residentially zoned. As such, homeowners who conduct a business out of their home must follow this residential appearance standard. Business license applicants must be mindful of this. Commercial activities must be only incidental to home living. There are certain home uses that by ordinance do not require a Conditional Use Permit to engage in as they have been identified as being allowed in a residential setting and neighborhood. However, some business entities may require both a Conditional Use Permit as well as a Business License while some will only need a business license. They include things such as a piano or voice teacher; receiving and sending mail from a residence; consultation by an attorney, physician, engineer, counseling services; use of an office for bookkeeping or architect, to name a few. Generally, if sales are actually taking place at the location, then a Conditional Use Permit is required. However, if only services are being offered, then a business license is all that is usually required. A business license is also required by the owner of the property if they are renting out an Accessory Apartment or a Accessory Dwelling Unit (ADU).

A few activities do not require a Conditional Use Permit or a Business License. Such as: hobbies, even if some income is derived from them; child vendors with corner lemonade stands; pet sitting and a few other similar activities. Generally, however, if one operates a business out of their home, a business license is required.

#### A. APPLICATION PROCEDURES:

The Business License application and Conditional Use Permit application are the same. On the application, circle which one you are doing. The application will be submitted to the City Recorder and reviewed for approval by the Code Enforcement Officer or their designee.



**B. DEFINITIONS AND BUSINESS LICENSE REQUIREMENTS:**

Business: means and includes all activities engaged within the municipality carried on for the purpose of gain or economic profit.

Home Occupation: a business that takes place within a residential zone, conducted by a resident(s) residing in a home.

Employee: can be a spouse or family member or an outside city resident employed by the business owner..

Door-to-door sales: A person(s) going from door to door selling goods or services must have procured a business license from the city to do so.

Door-to-door canvassing or soliciting information: Soliciting for information (sometimes political, product, and religious presentations. As defined, this does not need a business license to do so.

Mobile Food Vendor: Selling food from a mobile non-stationary location within the city. Needs a business license to operate, but not necessarily from the city.

One-time charity or nonprofit fundraising activity conducted in the city: No business license is needed.

Person(s) owning a company or business does not need a city business license for an event held in the city to promote the business or entertain clients.

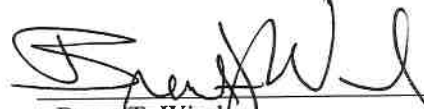
**C. DESIGN AND USE STANDARDS FOR A BUSINESS LICENSE:**

1. Must provide off-street parking for clients/customers and employee(s)
2. Must obtain a business license to operate.
3. May require a Conditional Use Permit as well.
4. Cannot operate with business foot traffic after curfew hours.
5. No business signage can be posted.
6. Residence must be code compliant.
7. If an accessory structure is used for the business activity, it must be code compliant.
8. Can have a limited number of employees.
9. Cannot be a walk in establishment, must be by appointment only;

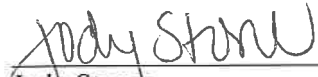
**D. ISSUANCE AND RENEWAL OF LICENSE**

A business license will be issued during any part of the year. It is valid for January through December in the year it was issued. Once issued, all licenses must be renewed on a yearly basis, during the month of January, and fees paid for it's issuance. If not renewed during January it becomes invalid. Failure to obtain a business license with continued operation of the business, may subject the business owner to fines and penalties.

PASSED AND ADOPTED by the City Council of Woodland Hills, Utah, this 8<sup>th</sup> day of April, 2025.

  
Brent T. Winder  
Mayor of Woodland Hills, Utah

ATTEST:

  
Jody Stones  
Woodland Hills City Recorder




# **CERTIFICATE OF POSTING ORDINANCE**

For the City of Woodland Hills

I, Jody Stones, the duly appointed Recorder for the City of Woodland Hills, hereby certify that copies of the foregoing Ordinance No. 2025- 10 were posted at three public places within the municipality this 9 th day April of 2025 which public places are:

1. Utah Public Notice Website
2. Woodland Hills City Center, 690 S. Woodland Hills Drive
3. Woodland Hills Website, [www.woodlandhills-ut.gov](http://www.woodlandhills-ut.gov)

Dated this 9<sup>th</sup> day of April, 2025.

  
\_\_\_\_\_  
Jody Stones, Recorder

ROLL CALL VOTING:		
	YES	NO
Mayor Brent Winder (tie only)	[ ]	[ ]
Council Member Ben Hillyard	[ ]	[ ]
Council Member Brian Hutchings	[X]	[ ]
Council Member Dorel Kynaston	[X]	[ ]
Council Member Janet Lunt	[X]	[ ]
Council Member Kari Malkovich	[X]	[ ]

I move that this Ordinance be adopted.

  
Council Member

I second the foregoing motion.

  
Council Member

## Ordinance 2025-19

### An Ordinance Amending Section 10-11-8 B.5

**WHEREAS**, the Woodland Hills City Planning Commission has reviewed and made a recommendation to the City Council concerning proposed amendments to Section 10-11-8 B5; and

**WHEREAS**, a public hearing before the Planning Commission of Woodland Hills City was held after being duly advertised as required by law; and

**WHEREAS**, the City Council of Woodland Hills City finds that such amendments to Section 10-15 of the Woodland Hills City Code should be made;

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of Woodland Hills City, Utah, that the Woodland Hills City Code Section 10-11-8 B5 be amended to read:

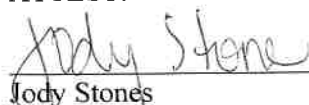
For purposes of this subsection, a sports court is an area for recreational activities that may use a fence to keep balls, etc., from leaving the area. Where fences are used which are part of a sports court, they shall comply with the city fencing ordinance except that fences may not be more than eighteen feet (18') in height above the natural grade. The total enclosed area of a sport court shall not exceed seven thousand, two hundred (7,200) square feet. Any portion of a sport court fence higher than six feet (6') must be seventy-five percent (75%) open. A sports court must be permitted with a site plan and any other required information submitted and approved by the city.

PASSED AND ADOPTED by the City Council of Woodland Hills, Utah, this 8th day of April, 2025.



Brent T. Winder  
Mayor of Woodland Hills, Utah

ATTEST:



Jody Stones  
Woodland Hills City Recorder

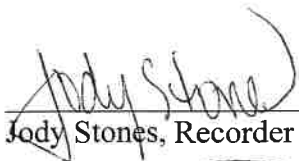
## CERTIFICATE OF POSTING ORDINANCE

For the City of Woodland Hills

I, Jody Stones, the duly appointed Recorder for the City of Woodland Hills, hereby certify that copies of the foregoing Ordinance No. 2025-19 were posted at three public places within the municipality this 9th day of April of 2025 which public places are:

1. Utah Public Notice Website
2. Woodland Hills City Center, 690 S. Woodland Hills Drive
3. Woodland Hills Website, [www.woodlandhills-ut.gov](http://www.woodlandhills-ut.gov)

Dated this 9th day of April, 2025.

  
Jody Stones, Recorder



ROLL CALL VOTING:	YES	NO
Mayor Brent Winder (tie only)	[ ]	[ ]
Council Member Ben Hillyard	[X]	[ ]
Council Member Brian Hutchings	[X]	[ ]
Council Member Dorel Kynaston	[X]	[ ]
Council Member Janet Lunt	[X]	[ ]
Council Member Kari Malkovich	[X]	[ ]

I move that this Ordinance be adopted.

Council Member *Kari Malkovich*

I second the foregoing motion.

Council Member *Hutchings*

## Ordinance 2025-20

### An Ordinance Amending the City Development and Construction Standards 2.3.16

**WHEREAS**, the Woodland Hills City Planning Commission has reviewed and made a recommendation to the City Council concerning proposed amendments to the **City Development and Construction Standards 2.3.16**; and

**WHEREAS**, a public hearing before the Planning Commission of Woodland Hills City was held after being duly advertised as required by law; and

**WHEREAS**, the City Council of Woodland Hills City finds that such amendments to the **City Development and Construction Standards 2.3.16** should be made;

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of Woodland Hills City, Utah, that the **City Development and Construction Standards 2.3.16 Parking Lots and Driveways** shall be amended to read:

Parking shall meet the requirements of the zoning ordinance. Parking lots and drives shall be designed to meet appropriate engineering standards, including drainage and load capacity. All drive and parking lot drainage, asphalt, and base design shall be reviewed by the City engineer or his/her designee prior to approval. Driveways shall provide a minimum unobstructed width, not including shoulders, of ~~ten (10)~~ **twelve (12)** feet and a minimum unobstructed overhead clearance of 13.5 feet. Driveway grades shall not exceed 15% as measured along the center line of the driveway. The driveway grade requirement can be modified by the city council where observance of this standard is not feasible due to the terrain in which the driveway is to be constructed. On all lots, driveway approaches shall slope away from the edge of the asphalt at 2% for at least 3 feet. Driveway approaches within the city right-of-way shall not exceed a grade of 4%. Drainage culverts shall be constructed beneath all driveways. Culvert size shall comply with the culvert sizing exhibit posted online.

PASSED AND ADOPTED by the City Council of Woodland Hills, Utah, this 22<sup>nd</sup> day of April, 2025.

*Brent T. Winder*  
Brent T. Winder

Mayor of Woodland Hills, Utah

ATTEST:

*Jody Stones*  
Jody Stones, Woodland Hills City Recorder

Updated 06-18-2025

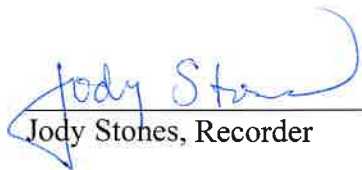
## **CERTIFICATE OF POSTING ORDINANCE**

For the City of Woodland Hills

I, Jody Stones, the duly appointed Recorder for the City of Woodland Hills, hereby certify that copies of the foregoing Ordinance No. 2025-20 were posted at three public places within the municipality this 23<sup>rd</sup> day of April of 2025 which public places are:

1. Utah Public Notice Website
2. Woodland Hills City Center, 690 S. Woodland Hills Drive
3. Woodland Hills Website, [www.woodlandhills-ut.gov](http://www.woodlandhills-ut.gov)

Dated this 23<sup>rd</sup> day of April, 2025.

  
\_\_\_\_\_  
Jody Stones, Recorder



ROLL CALL VOTING:		
	YES	NO
Mayor Brent Winder (tie only)	[ ]	[ ]
Council Member Ben Hillyard	[X]	[ ]
Council Member Brian Hutchings	[X]	[ ]
Council Member Dorel Kynaston	[X]	[ ]
Council Member Janet Lunt	[X]	[ ]
Council Member Kari Malkovich	[X]	[ ]

I move that this Ordinance be adopted.

  
Council Member Kynaston

I second the foregoing motion.

  
Council Member Lunt

## Ordinance 2025-21

### An Ordinance Amending Sections of the Woodland Hills City Code

**WHEREAS**, the Woodland Hills City Planning Commission has reviewed and made a recommendation to the City Council concerning proposed amendments to the **City Code Sections 5.4.2.C, 10.16.9, and 10.11.8A.3**; and

**WHEREAS**, a public hearing before the Planning Commission of Woodland Hills City was held after being duly advertised as required by law; and

**WHEREAS**, the City Council of Woodland Hills City finds that such amendments to the **City Code Sections 5.4.2.C, 10.16.9, and 10.11.8A.3** should be made;

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of Woodland Hills City, Utah, that the **Woodland Hills City Code Sections 5.4.2.C, 10.16.9, and 10.11.8A.3** shall be amended to read as follows:

#### Section 1: Woodland Hills City Code Section 5.4.2C Driveways:

Notwithstanding any provision of the fire code adopted by the city, all driveways on any parcel of land in the city shall provide a minimum unobstructed width, not including shoulders, of ~~ten feet (10')~~ **twelve feet (12')** and minimum unobstructed overhead clearance of thirteen and one-half feet (13.5 feet).

The intersection of the driveway with the main road will be on a twenty-foot radius that will start ten feet back from where the driveway intersects with the main road.


#### Section 2: The table following letter D of Woodland Hills City Code 10.16.9 Driveways to Parking Areas shall be amended as follows:

Width of Driveway		
Number of Lanes	Minimum Feet	Maximum Feet
1	<del>10</del> <b>12</b>	<del>12</del> <b>14</b>
2	<del>18</del> <b>20</b>	<del>24</del> <b>28</b>
3	<del>27</del> <b>31</b>	<del>36</del> <b>42</b>

**Section 3: Woodland Hills City Code 10.11.8.A3 Landscape Features, Fences, Walls, Driveways, and Culverts shall read:**

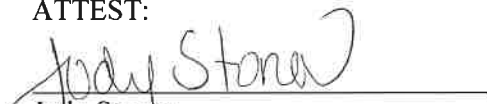
3. Have a minimum of ~~ten feet (10')~~ twelve feet (12').

PASSED AND ADOPTED by the City Council of Woodland Hills, Utah, this 22<sup>nd</sup> day of April, 2025.



Brent T. Winder  
Mayor of Woodland Hills, Utah

ATTEST:



Jody Stones  
Woodland Hills City Recorder

## **CERTIFICATE OF POSTING ORDINANCE**

For the City of Woodland Hills

I, Jody Stones, the duly appointed Recorder for the City of Woodland Hills, hereby certify that copies of the foregoing Ordinance No. 2025-20 were posted at three public places within the municipality this 23<sup>rd</sup> th day of April of 2025 which public places are:

1. Utah Public Notice Website
2. Woodland Hills City Center, 690 S. Woodland Hills Drive
3. Woodland Hills Website, [www.woodlandhills-ut.gov](http://www.woodlandhills-ut.gov)

Dated this 23<sup>rd</sup> day of April, 2025.

  
\_\_\_\_\_  
Jody Stones, Recorder

ROLL CALL VOTING:		
	YES	NO
Mayor Brent Winder (tie only)	[ ]	[ ]
Council Member Ben Hillyard	[X]	[ ]
Council Member Brian Hutchings	[X]	[ ]
Council Member Dorel Kynaston	[X]	[ ]
Council Member Janet Lunt	[X]	[ ]
Council Member Kari Malkovich	[X]	[ ]

I move that this Ordinance be adopted.

  
Council Member Malkovich

I second the foregoing motion.

  
Council Member Lunt

## Ordinance 2025-22

### An Ordinance Amending City Code 10.18.1. Accessory Dwelling Units

**WHEREAS**, the Woodland Hills City Planning Commission has reviewed and made a recommendation to the City Council to amend Woodland Hills Municipal City Code Title 10.18.1 Accessory Dwelling Units; and

**WHEREAS**, a public hearing before the Planning Commission of Woodland Hills City was held after being duly advertised as required by law; and

**WHEREAS**, the City Council of Woodland Hills City finds that said amendments of the Woodland Hills Municipal City Code Title 10.18.1 should be made;

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of Woodland Hills City, Utah, that the Woodland Hills Municipal City Code Title 10.18.1 be amended to read as follows:

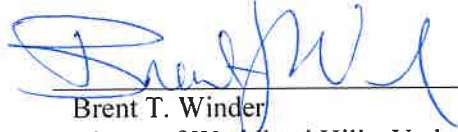
An accessory dwelling unit (ADU) located within a primary dwelling ("Internal ADU") or external to the dwelling unit is a permitted use in all residential zones. In the zones where they are permitted, an ADU shall meet these requirements:

- A. The owner of the property must reside on the property. Exceptions shall be permitted if the property owner applies to have the occupancy requirement suspended, if the owner has resided on the property for at least one (1) year, and if any of the following situations exist:
  1. The owner has a bona fide temporary absence of three (3) years or less for activities such as temporary job assignments, sabbaticals, or voluntary service (indefinite periods of absence from the dwelling unit shall not qualify for this suspension).
  2. The owner is placed in a hospital, nursing home, assisted living facility, or other similar facility.
- B. All ADUs must be located on an existing lot or parcel with a single-family dwelling. Only one ADU may be created on a parcel. The building containing an Internal ADU shall maintain the appearance of a single-family dwelling. Entrances for an Internal ADU must be on the side or rear of the dwelling, unless an existing dwelling already has two doors facing the front.

- C. For Internal ADUs, an interior access between the main living area and the accessory apartment must be maintained.
- D. Each ADU must have its own mailing address provided by the City of Woodland Hills.
- E. ADUs are only permitted in single-family dwellings on lots of 19,000 square feet or larger **in any residential zone**. Lots or parcels in residential zones may have an ADU in a detached garage or accessory structure. A detached ADU can be located in an accessory structure or a stand-alone dwelling unit.
- F. Single-family dwellings with ADUs must have a total of five (5) off-street parking spaces. Tandem parking arrangements are allowed. Any parking spaces contained within a garage or carport that are lost by the creation of an Internal ADU within the garage or carport shall be replaced. An ADU shall have legal access from the lot upon which the main dwelling is located on a recorded easement. Driveway access to an ADU must meet the same standard as any other approved driveway. The access to the ADU shall be located within 500 feet of a fire hydrant.
- G. Utility connections shall be shared with the main dwelling. If utility service to the main dwelling is not large enough to accommodate an ADU, it shall be upsized at the applicant's expense.
- H. An ADU may not be created within a mobile home.
- I. The minimum time period for rental of an ADU shall be 30 consecutive days.
- J. The ADU must be registered with the city. Any fees required for registration shall be established in the City's Fee Schedule.
- K. The ADU shall meet all applicable building and fire codes. Building permits are required to ensure inspections and compliance with codes. An external Accessory Dwelling Unit (ADU) requires a site plan and building permit and must adhere to the setback requirements outlined in City Code 10.8.5. It must also adhere to all applicable building codes.
- L. ADUs previously created without a building permit shall comply with minimum health and safety standards, including, but not limited to, the following:
  - 1. Minimum height, measured from floor to ceiling in each room, shall not be less than seven feet, or mitigated to the satisfaction of the Chief Building Official.
  - 2. Smoke detectors must be installed in each bedroom and the hallways or rooms adjacent to the bedrooms.
  - 3. GFCI protection must be provided in all required circuits per the IRC Building Code.
  - 4. One window in each bedroom must meet the emergency egress standards established in the building code or mitigated to the satisfaction of the Chief Building Official.
  - 5. Handrails must be installed for any interior or exterior stairway with more than three steps.
  - 6. The ADU must be inspected to ensure compliance with all city and building codes related to an ADU.
  - 7. A business license must be obtained from the city to have an ADU.
- M. A final inspection must be conducted by the Building Department to assure that minimum health and safety standards are satisfied.
- N. Pursuant to Utah Code Ann. 10-9A-530, the City may hold a lien against the property that contains an ADU and require a notice to be recorded with the Utah County

Recorder disclosing the conditions of the ADU for potential future purchasers of the dwelling.

PASSED AND ADOPTED by the City Council of Woodland Hills, Utah, this 27<sup>th</sup> day of May, 2025.

  
Brent T. Winder  
Mayor of Woodland Hills, Utah

ATTEST:

  
Jody Stones, City Recorder

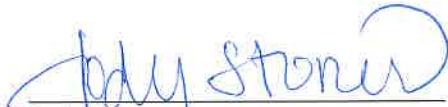
## **CERTIFICATE OF POSTING ORDINANCE**

For the City of Woodland Hills

I, Jody Stones, the duly appointed Recorder for the City of Woodland Hills, hereby certify that copies of the foregoing Ordinance No. 2025-<sup>22</sup> were posted at three public places within the municipality this 28 th day May of 2025 which public places are:

1. Utah Public Notice Website
2. Woodland Hills City Center, 690 S. Woodland Hills Drive
3. Woodland Hills Web Site, [www.woodlandhills-ut.gov](http://www.woodlandhills-ut.gov)

Dated this 28<sup>th</sup> day of May, 2025.

  
Jody Stones, Recorder





ROLL CALL VOTING:		
	YES	NO
Mayor Brent Winder (tie only)	[ ]	[ ]
Council Member Ben Hillyard	[X]	[ ]
Council Member Brian Hutchings	[X]	[ ]
Council Member Dorel Kynaston	[X]	[ ]
Council Member Janet Lunt	[X]	[ ]
Council Member Kari Malkovich	[X]	[ ]

I move that this Ordinance be adopted.

  
Council Member Kynaston

I second the foregoing motion.

  
Council Member Hutchings

## Ordinance 2025-23

### An Ordinance Amending City Code 10.16.9 Driveways to Parking Areas to Allow for Gates

**WHEREAS**, the Woodland Hills City Planning Commission has reviewed and made a recommendation to the City Council to amend Woodland Hills Municipal City Code Title 10.16.9 Driveways to Parking Areas; and

**WHEREAS**, a public hearing before the Planning Commission of Woodland Hills City was held after being duly advertised as required by law; and

**WHEREAS**, the City Council of Woodland Hills City finds that said amendment of the Woodland Hills Municipal City Code Title 10.16.9 should be made;


**NOW, THEREFORE, BE IT ORDAINED** by the City Council of Woodland Hills City, Utah, that the Woodland Hills Municipal City Code Title 10.16.9 is amended to include a letter ~~E~~. Gates, which will read:

~~F.~~ <sup>F.</sup> ~~E~~. Gates:

1. No part of the gate can be taller than six feet, measured from the top of the driveway's hard surface to any part along the top of the gate.
2. Any fencing that connects to the gate along a street right-of-way cannot be taller than 42 inches in height and must otherwise comply with the city's fencing ordinance.
3. The gate must open inwardly towards the residential property and away from the city road, for any single or dual swinging gate. There must be an unobstructed driveway entrance of at least 12 feet, side to side, including any upward swing of a driveway gate. Any gate-side monuments must be placed so that the driveway has a 12-foot unobstructed view opening.
4. A gate must respond and open to a siren yelp sound, common to emergency vehicles.
5. A gate must have a fail-safe mechanism, such as removing a pin, that would allow the gate to be opened manually in an emergency. This manual opening control must be installed on the street side of the gate.

6. The city may manually test gates once yearly to ensure that they will open with the siren yelp sound. Any gate that fails to open may subject the property owners to a \$500 fine. Following a failure to open, the gate must be left open until it is repaired and functioning properly. The property owner must inform the city when the repair has been made and the gate is functioning properly. The city may retest the gate operation once the repair has been made.
7. The gate design must allow the gate to automatically open and stay open if there is a power failure at the property.
8. If the gate needs repair to work properly, it must be left in an open condition until the repair is made and the gate is functioning properly.
9. Should the city need to be evacuated due to fire or other situations, the gate design must allow the gate to remain open for emergency vehicle and personnel access.
10. Any liability caused by a malfunctioning gate is the sole responsibility of the property owner.
11. The driveway gate must be at least 19 feet from the street property line.

PASSED AND ADOPTED by the City Council of Woodland Hills, Utah, this 27<sup>th</sup> day of May, 2025.

  
Brent T. Winder  
Mayor of Woodland Hills, Utah

ATTEST:

  
Jody Stones, City Recorder

## CERTIFICATE OF POSTING ORDINANCE

For the City of Woodland Hills

I, Jody Stones, the duly appointed Recorder for the City of Woodland Hills, hereby certify that copies of the foregoing Ordinance No. 2025-23 were posted at three public places within the municipality this 26<sup>th</sup> day of May of 2025 which public places are:

1. Utah Public Notice Website
2. Woodland Hills City Center, 690 S. Woodland Hills Drive
3. Woodland Hills Web Site, [www.woodlandhills-ut.gov](http://www.woodlandhills-ut.gov)

Dated this 26<sup>th</sup> day of May, 2025.

  
Jody Stones, Recorder



ROLL CALL VOTING:		
	YES	NO
Mayor Brent Winder (tie only)	<input type="checkbox"/>	<input type="checkbox"/>
Council Member Ben Hillyard	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Brian Hutchings	<input type="checkbox"/>	<input type="checkbox"/>
Council Member Dorel Kynaston	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Janet Lunt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Kari Malkovich	<input checked="" type="checkbox"/>	<input type="checkbox"/>

I move that this Ordinance be adopted.

  
Council Member *Malkovich*

I second the foregoing motion.

  
Council Member *Lunt*

### **Ordinance 2025-24**

#### **AN ORDINANCE OF THE CITY COUNCIL OF Woodland Hills, UTAH, APPROVING AND ADOPTING A BUDGET FOR FISCAL YEAR 2025-2026**

WHEREAS on April 22, 2025, the Mayor of Woodland Hills, Utah, presented a Tentative Budget for Fiscal Year 2025-2026 to the City Council; and

WHEREAS the City Council has, through prior public work sessions and public hearings, reviewed the components of the Fiscal Year 2025-2026 Tentative Budget; and

WHEREAS the City Council, on due public notice, held a public hearing on Tuesday, May 27, 2025, and June 24, 2025, in the City Council Chambers of the Woodland Hills City Offices to receive input regarding the budget prior to adopting the final 2025-2026 Budget; and

WHEREAS the City Council considered the budget as submitted and all information presented at the public hearings and made all changes which the City Council desires to make; and

WHEREAS the City Council has developed a budget in which the anticipated revenues equal the total of appropriated expenditures; and

WHEREAS the budget has been revised to reflect each of the changes and modifications which the City Council believes should be made in the budget;


**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF Woodland Hills, UTAH, as follows:**

1. Woodland Hills City budget for the Fiscal Year 2025-2026, which budget is attached hereto, is adopted.
2. The City Finance Director is directed to implement this budget in accordance with State laws and appropriate City procedures.

3. A copy of the Woodland Hills City Budget shall be placed on file in the office of the City Recorder of Woodland Hills, Utah.
4. This ordinance shall take effect immediately upon passage.
5. All other resolutions, ordinances, and policies in conflict herewith, either in whole or in part, are hereby repealed.

PASSED AND ADOPTED by the City Council of Woodland Hills, Utah, this 24<sup>th</sup> day of

June, 2025.

  
Ben Hillyard  
Mayor Pro Tempore of Woodland Hills, Utah

ATTEST:

  
Jody Stones, City Recorder



**CERTIFICATE OF POSTING ORDINANCE**  
For the City of Woodland Hills

I, Jody Stones, the duly appointed Recorder for the City of Woodland Hills, hereby certify that copies of the foregoing Ordinance No. 2025-24 were posted at three public places within the municipality this 25<sup>th</sup> day of June of 2025 which public places are:

1. Utah Public Notice Website
2. Woodland Hills City Center, 690 S. Woodland Hills Drive
3. Woodland Hills Web Site, [www.woodlandhills-ut.gov](http://www.woodlandhills-ut.gov)

Dated this 25<sup>th</sup> day of June, 2025.

Jody Stones  
Jody Stones, Recorder



**City of Woodland Hills**  
**Operational Budget 2026**  
**10 10 General Fund - 07/01/2025 to 06/30/2026**  
**100.00% of the fiscal year has expired**

	2025 Actual Expenses thru 4/21/25	2025 Original Budget	Revised June 2025	Original FY 2026 Budget
<b>Change in Net Position</b>				
<b>Revenue:</b>				
<b>Taxes</b>				
3110 Property tax - current	968,468	983,940	970,000	1,114,396
3120 Unpaid Prior Year's Property tax	73,477	55,000	75,000	65,000
3125 Motor vehicle fees	35,342	40,000	38,000	38,000
3130 Sales and use taxes	267,230	280,000	280,000	280,000
3131 Transportation tax	35,648	25,000	37,000	31,000
3140 Franchise tax (Electric/Gas)	114,783	130,000	117,000	125,000
3150 Telecom tax (Cell & Landline)	4,555	4,000	4,700	4,200
<b>Total Taxes</b>	<b>1,499,503</b>	<b>1,517,940</b>	<b>1,521,700</b>	<b>1,657,596</b>
<b>Licenses and permits</b>				
3210 Business licenses	600	500	600	500
3221 Building permits	102,580	80,000	103,000	80,000
3225 Animal Licenses	0	500	500	500
3226 Appeal/Variance	100	500	500	500
<b>Total Licenses and permits</b>	<b>103,280</b>	<b>81,500</b>	<b>104,600</b>	<b>81,500</b>
<b>Intergovernmental revenue</b>				
3332 Fire department grants	25,000	0	25,000	0
3356 Class C road allocation	127,860	105,000	130,000	105,000
3358 Liquor fund allotment	0	1,000	1,000	1,000
3359 Parks Grants - PASS THRU	6,892	1,000	7,000	0
<b>Total Intergovernmental revenue</b>	<b>159,752</b>	<b>107,000</b>	<b>163,000</b>	<b>106,000</b>
<b>Charges for services</b>				
3413 Zoning and subdivision fees	11,417	5,000	11,500	2,000
3418 SWPPP	0	20,000	0	0
3421 Fire department services	(2,767)	15,000	1,000	1,000
3422 Fuel Reduction	149,639	150,000	150,000	250,000
3440 Sanitation - garbage fees	184,758	160,000	185,000	199,500
3470 Summit Creek Trail Improvement Fees	3,000	2,000	3,000	2,000
3480 Fiber Revenue	23,000	20,000	23,000	18,000
3490 Miscellaneous services	2,720	100	3,000	2,500
3491 City Center Rental	2,750	1,000	3,000	2,200
3492 Park Rental	250	200	300	200
<b>Total Charges for services</b>	<b>374,766</b>	<b>373,300</b>	<b>379,800</b>	<b>477,400</b>
<b>Interest</b>				
3610 Interest earnings	157,110	150,000	180,000	190,000
3611 Interest - Fiber	0	1,500	0	0
<b>Total Interest</b>	<b>157,110</b>	<b>151,500</b>	<b>180,000</b>	<b>190,000</b>
<b>Miscellaneous revenue</b>				
3640 Proceeds of sale of capital assets	41,320	0	65,000	0
3685 CC Fee	987	0	1,000	800
3690 Miscellaneous revenue	68,509	2,000	70,000	5,000
3691 City Celebration Revenues - PASS THRU	2,871	4,000	4,000	3,000
3692 Emergency Management	0	0	0	0
<b>Total Miscellaneous revenue</b>	<b>113,686</b>	<b>6,000</b>	<b>140,000</b>	<b>8,800</b>
<b>Contributions and transfers</b>				
3840 Transfer from capital projects	0	458,537	0	391,589
<b>Total Contributions and transfers</b>	<b>0</b>	<b>458,537</b>	<b>0</b>	<b>391,589</b>
<b>Total Revenue:</b>	<b>2,408,098</b>	<b>2,695,777</b>	<b>2,489,100</b>	<b>2,912,885</b>
<b>Expenditures:</b>				
<b>General government</b>				
<b>Council</b>				
4111.100 Mayor/Council Wages	17,308	18,000	18,000	18,000
4111.220 Mayor/Council FICA	1,321	1,400	1,400	1,400
4111.580 Council Travel	3,844	5,000	5,000	7,000

**City of Woodland Hills**  
**Operational Budget 2026**  
**10 10 General Fund - 07/01/2025 to 06/30/2026**  
**100.00% of the fiscal year has expired**

	2025 Actual Expenses thru 4/21/25	2025 Original Budget	Revised June 2025	Original FY 2026 Budget
4111.600 Mayor Expenses	42	500	500	500
4111.601 Council Expenses	64	1,000	1,000	1,000
4111.602 Council Discretionary	0	300	300	300
<b>Total Council</b>	<b>22,580</b>	<b>26,200</b>	<b>26,200</b>	<b>28,200</b>
<b>Administrative</b>	148,724	182,000	160,000	175,000
4141.100 Admin salaries and wages	12,882	14,000	14,000	14,000
4141.220 Admin employee FICA	30,993	38,000	33,000	35,000
4141.230 Retirement	3,963	0	5,500	16,000
4141.240 Admin Health Insurance	12,600	13,000	12,600	14,000
4141.348 Admin audit	37,336	75,000	72,000	100,000
4141.349 Admin attorney	54,436	30,000	65,000	36,000
4141.350 Admin Prof. Services	22	2,500	0	6,600
4141.352 Elections	0	500	500	500
4141.353 Appeal/Variance	17,798	40,000	30,000	32,000
4141.400 Admin utilities	19,655	60,000	60,000	60,000
4141.521 Admin insurance and surety bonds	1,665	3,000	3,000	3,000
4141.580 Admin travel, conferences	6,930	5,000	7,500	6,000
4141.600 Admin books, subscriptions, memberships	8,541	10,500	13,500	10,500
4141.601 Admin office supplies & expense	30,706	20,000	31,000	20,000
4141.649 Repairs/maintenance to city facilities	18,176	9,000	34,000	14,000
4141.650 Admin computer software support	0	4,500	4,500	4,500
4141.651 Admin web site	67	1,000	1,000	1,000
4141.699 Admin miscellaneous expenditures	86,749	85,000	86,749	90,000
4141.700 2019 Bond Principal	21,068	23,200	21,068	18,954
4141.701 2019 Bond Interest	0	2,000	2,000	2,000
4141.740 Admin capital outlay equipment	0	2,000	2,000	2,000
<b>Total Administrative</b>	<b>512,311</b>	<b>618,200</b>	<b>656,917</b>	<b>659,054</b>
<b>Planning and zoning</b>	0	0	0	0
4180.220 Planning commission FICA	0	1,500	0	1,500
4180.600 Planning commission expenses	0	1,500	0	1,500
<b>Total Planning and zoning</b>	<b>0</b>	<b>1,500</b>	<b>0</b>	<b>1,500</b>
<b>Building</b>	14,688	25,250	15,000	17,000
4190.100 Inspections Wages	10,058	11,200	12,000	12,500
4190.101 Site Plan Review	0	20,000	0	0
4190.102 SWPPP	2,287	3,000	2,400	2,300
4190.220 Building FICA	1,966	7,500	2,000	2,200
4190.230 Building Retirement	187	5,000	3,000	2,500
4190.240 Building Health Insurance	15,444	27,500	18,000	17,000
4190.300 Plan Review	1,151	2,000	2,000	3,000
4190.600 Building Tools, Books, Dues, Subscriptions	45,782	101,450	54,400	56,500
<b>Total Building</b>	<b>580,672</b>	<b>747,350</b>	<b>737,517</b>	<b>745,254</b>
<b>Total General government</b>				
<b>Public safety</b>				
<b>Police</b>	6,240	10,000	10,000	10,500
4210.100 Ordinance Enforcement Officer	531	800	800	850
4210.220 Ordinance Enforcement Officer FICA	447	0	1,000	550
4210.230 Retirement	149	0	0	500
4210.240 Enforcement Health Insurance	112,216	115,000	115,000	119,600
4210.300 Police services	12,646	5,876	18,000	20,000
4210.301 Dispatch fees	0	10,000	0	1,000
4210.349 Enforcement attorney fees	132,229	141,676	144,800	153,000
<b>Total Police</b>				
<b>Fire</b>	16,437	35,000	20,000	20,000
4220.100 Fire wages	1,370	2,700	1,400	1,600
4220.220 Fire FICA	894	4,000	1,000	1,000
4220.230 Retirement	280	600	600	600
4220.300 Fire Telephone Notification System				



**City of Woodland Hills**  
**Operational Budget 2026**  
**10 10 General Fund - 07/01/2025 to 06/30/2026**  
**100.00% of the fiscal year has expired**

	2025 Actual Expenses thru 4/21/25	2025 Original Budget	Revised June 2025	Original FY 2026 Budget
4220.600 Fire equipment supplies	96,036	45,000	115,000	55,000
4220.601 Fire training	8,125	10,000	10,000	10,000
4220.602 Fire Discretionary Fund	725	1,000	1,000	1,000
4220.604 Fire Fighter Appreciation	2,012	1,800	2,050	2,000
4220.605 Emergency Management	0	0	0	0
4220.648 Fire equipment fuel	3,617	5,000	5,000	5,000
4220.649 Fire equipment repairs/maintenance	5,351	5,000	5,000	5,000
4220.700 Fire Truck Lease principal	39,481	0	39,481	41,400
4220.701 Fire Truck Lease interest	20,673	0	20,673	19,000
4220.702 Chief's Truck Lease principal	8,880	0	8,880	9,400
4220.703 Chief's Truck Lease interest	3,620	0	3,620	3,120
4220.740 Fire capital outlay	9,245	66,500	9,245	0
<b>Total Fire</b>	<b>216,747</b>	<b>176,600</b>	<b>242,949</b>	<b>174,120</b>
<b>Fire Fuel Reduction</b>	165,693	80,000	180,000	250,000
4222.100 Fire Fuel Reduction wages	12,699	6,120	14,000	0
4222.200 Fire Fuel Reduction benefits	16	500	500	0
4222.230 Fire Fuel Reduction Retirement	15,865	10,600	20,000	0
4222.600 Fire Fuel Reduction equipment supplies	18	1,000	600	0
4222.601 Fire Fuel Reduction training	8,778	200	7,000	0
4222.602 Fire Fuel Reduction Discretionary Fund	9,400	6,000	10,000	0
4222.648 Fire Fuel Reduction equipment fuel	12,744	12,000	13,000	0
4222.649 Fire Fuel Reduction equipment repairs/maintenance	225,212	116,420	245,100	250,000
<b>Total Fire Fuel Reduction</b>	<b>225,212</b>	<b>116,420</b>	<b>245,100</b>	<b>250,000</b>
<b>EMS</b>	13,323	12,500	14,000	14,000
4225.100 EMS Wages	1,019	1,000	1,100	1,100
4225.220 EMS FICA	3,970	7,500	7,500	7,500
4225.600 EMS Equipment Supplies	6,087	6,100	6,100	6,100
4225.601 EMS Training	552	300	550	300
4225.602 EMS Appreciation	127	1,000	300	1,000
4225.648 EMS Equipment Fuel	11	1,000	1,000	1,000
4225.649 EMS Equipment Repairs/Maintenance	25,088	29,400	30,550	31,000
<b>Total EMS</b>	<b>25,088</b>	<b>29,400</b>	<b>30,550</b>	<b>31,000</b>
<b>Animal control</b>	2,428	3,000	2,428	5,000
4253.300 Animal control and regulation	2,428	3,000	2,428	5,000
<b>Total Animal control</b>	<b>2,428</b>	<b>3,000</b>	<b>2,428</b>	<b>5,000</b>
<b>Emergency Management</b>	0	500	500	500
4227.100 EM Wages	0	40	40	40
4227.220 EM FICA	0	2,000	2,000	4,000
4227.600 EM Equipment Supplies	0	2,540	2,540	4,540
<b>Total Emergency Management</b>	<b>0</b>	<b>2,540</b>	<b>2,540</b>	<b>4,540</b>
<b>Total Public safety</b>	<b>601,705</b>	<b>469,636</b>	<b>668,367</b>	<b>617,660</b>
<b>Roads and public improvements</b>				
<b>Roads</b>	65,014	85,000	70,000	82,000
4410.100 Streets wages	(4,828)	6,500	5,500	6,300
4410.220 Streets FICA	7,493	13,000	13,000	13,500
4410.230 Retirement	23,074	9,000	25,000	13,000
4410.240 Health Insurance	38,641	30,000	50,000	35,000
4410.300 Streets Professional & technical	7,005	0	7,005	50,000
4410.452 Streets Storm drainage	1,796	4,000	4,000	3,000
4410.600 Streets Road supplies	500	1,500	1,500	1,000
4410.602 Roads Discretionary	1,404	2,500	2,500	2,000
4410.603 Tools and equipment	7,284	697,741	40,000	697,741
4410.606 Streets General Maintenance	12,728	20,000	20,000	10,000
4410.607 Fiber Installs	359	4,000	4,000	3,000
4410.648 Streets Road fuel	1,038	4,000	4,000	4,000
4410.649 Streets Road Vehicle repairs/maintenance	58,000	57,000	58,000	58,000
4410.702 \$580,000 Principal				

**City of Woodland Hills**  
**Operational Budget 2026**  
**10 10 General Fund - 07/01/2025 to 06/30/2026**  
**100.00% of the fiscal year has expired**

	2025 Actual Expenses thru 4/21/25	2025 Original Budget	Revised June 2025	Original FY 2026 Budget
4410.703 \$580,000 Interest	10,685	13,000	10,695	10,200
4410.740 Streets capital outlay equipment	9,849	3,500	3,500	3,500
4410.741 Streets Debt service - principal	68,806	10,000	10,000	35,250
4410.742 Streets Debt service - interest	7,836	3,500	1,000	6,915
4415.608 Class C Road maintenance	0	105,000	10,000	105,000
<b>Total Roads</b>	<b>316,682</b>	<b>1,069,241</b>	<b>339,700</b>	<b>1,139,406</b>
<b>Sanitation</b>	<b>154,994</b>	<b>145,000</b>	<b>170,000</b>	<b>178,500</b>
4420.300 Sanitation - garbage removal	154,994	145,000	170,000	178,500
<b>Total Sanitation</b>	<b>154,994</b>	<b>145,000</b>	<b>170,000</b>	<b>178,500</b>
<b>Snowplow</b>	<b>39,308</b>	<b>40,000</b>	<b>40,000</b>	<b>50,000</b>
4418.100 Snowplowing wages	3,499	2,300	3,500	3,900
4418.220 Snowplowing FICA	97	3,900	100	100
4418.230 Snowplowing Retirement	1,283	1,500	1,500	1,500
4418.600 Snowplowing supplies	30,110	50,000	30,100	40,000
4418.601 Snowplowing road salt	10,643	16,000	10,000	22,000
4418.602 Snow Plowing tools and equipment	4,313	5,000	4,313	6,000
4418.648 Snowplowing fuel	2,924	10,000	4,000	10,000
4418.649 Snow Plowing repairs/maintenance	37,368	35,750	37,400	0
4418.740 Snowplowing capital outlay equipment	7,978	10,000	10,000	35,250
4418.800 Snowplowing Debt service - principal	137	3,500	1,000	6,915
4418.801 Snowplowing Debt service - interest	137	3,500	1,000	6,915
<b>Total Snowplow</b>	<b>137,659</b>	<b>177,950</b>	<b>141,913</b>	<b>175,665</b>
<b>Total Roads and public improvements</b>	<b>609,336</b>	<b>1,392,191</b>	<b>651,613</b>	<b>1,493,571</b>
<b>Parks, recreation, and public property</b>				
<b>Parks</b>	<b>9,772</b>	<b>10,000</b>	<b>12,000</b>	<b>11,000</b>
4510.100 Parks Salaries & Wages	728	800	1,000	900
4510.220 Parks FICA	1,117	800	1,300	1,000
4510.230 Parks Retirement	372	0	1,000	2,500
4510.240 Parks Health Insurance	0	10,000	5,000	10,000
4510.300 Chipper Days	0	1,500	1,500	1,500
4510.600 PTR	11,758	12,000	14,000	14,000
4510.601 City Celebrations	19	0	0	0
4510.648 Parks fuel	3,868	14,500	14,500	14,500
4510.649 Parks repairs/maintenance	0	1,000	1,000	1,000
4510.740 Parks Capital Outlay	0	0	0	0
4540.602 Parks Discretionary	0	0	0	0
<b>Total Parks</b>	<b>27,634</b>	<b>50,600</b>	<b>51,300</b>	<b>56,400</b>
<b>Total Parks, recreation, and public property</b>	<b>27,634</b>	<b>50,600</b>	<b>51,300</b>	<b>56,400</b>
<b>Transfers</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>
4850 Transfer to FIRE capital projects fund	0	10,000	10,000	0
4855 Transfer to EMS capital projects fund	0	10,000	10,000	0
4860 Transfer to PUBLIC WORKS capital projects fund	0	5,000	349,303	0
4870 Transfer to ROADS capital projects fund	0	1,000	0	0
4880 Transfer to PTR capital projects fund	0	0	0	0
<b>Total Transfers</b>	<b>0</b>	<b>36,000</b>	<b>379,303</b>	<b>0</b>
<b>Total Expenditures:</b>	<b>1,819,346</b>	<b>2,695,777</b>	<b>2,488,100</b>	<b>2,912,885</b>
<b>Total Change In Net Position</b>	<b>588,752</b>	<b>0</b>	<b>1,000</b>	<b>0</b>

**City of Woodland Hills**  
**Operational Budget 2026**  
**41 41 Capital Projects - Fire - 07/01/2025 to 06/30/2026**  
**100.00% of the fiscal year has expired**

	2025 Actual Expenses thru 4/21/25	2025 Original Budget	Revised June 2025	Original FY 2026 Budget
<b>Change In Net Position</b>				
<b>Revenue:</b>				
<b>Miscellaneous revenue</b>	0	0	0	0
3680 Loan Proceeds	0	0	0	0
<b>Total Miscellaneous revenue</b>				
<b>Contributions and transfers</b>	0	10,000	0	0
3810 Transfer from general fund	0	10,000	0	0
<b>Total Contributions and transfers</b>	0	10,000	0	0
<b>Total Revenue:</b>				
<b>Expenditures:</b>				
<b>Public safety</b>				
<b>Fire</b>	0	0	0	0
4220.72 Saving - 2022 down payment on a new engine	0	0	0	0
<b>Total Fire</b>	0	0	0	0
<b>Total Public safety</b>				
<b>Miscellaneous</b>	0	0	0	0
4811 Transfer to PW Capital Project	0	0	0	0
<b>Total Miscellaneous</b>	0	0	0	0
<b>Total Expenditures:</b>	0	10,000	0	0
<b>Total Change In Net Position</b>				

**City of Woodland Hills**  
**Operational Budget 2026**  
**42 42 Capital Projects - EMS - 07/01/2025 to 06/30/2026**  
**100.00% of the fiscal year has expired**

	2025 Actual Expenses thru 4/21/25	2025 Original Budget	Revised June 2025	Original FY 2026 Budget
<b>Change In Net Position</b>				
<b>Revenue:</b>				
<b>Intergovernmental revenue</b>	0	10,000	0	0
3810 Transfer from general fund	0	10,000	0	0
<b>Total Intergovernmental revenue</b>				
<b>Contributions and transfers</b>	0	0	0	0
4811 Transfer to PW Capital Projects	0	0	0	0
<b>Total Contributions and transfers</b>	0	10,000	0	0
<b>Total Revenue:</b>	0	10,000	0	0
<b>Total Change In Net Position</b>				

**City of Woodland Hills**  
**Operational Budget 2026**  
**43 43 Capital Projects - Snowplowing - 07/01/2025 to 06/30/2026**  
**100.00% of the fiscal year has expired**

	2025 Actual Expenses thru 4/21/25	2025 Original Budget	Revised June 2025	Original FY 2026 Budget
<b>Change In Net Position</b>				
<b>Revenue:</b>				
<b>Miscellaneous revenue</b>	0	0	0	0
3670 Lease Proceeds	0	0	0	0
<b>Total Miscellaneous revenue</b>				
<b>Contributions and transfers</b>	0	10,000	0	0
3810 Transfer from general fund	0	10,000	0	0
<b>Total Contributions and transfers</b>	0	10,000	0	0
<b>Total Revenue:</b>				
<b>Expenditures:</b>				
<b>Roads and public improvements</b>				
<b>Snowplow</b>	0	0	0	0
4220.73 Savings for future truck purchase(s)	0	0	0	0
<b>Total Snowplow</b>	0	0	0	0
<b>Total Roads and public improvements</b>				
<b>Miscellaneous</b>	0	0	0	0
4811 Transfer PW Capital Projects	0	0	0	0
<b>Total Miscellaneous</b>	0	0	0	0
<b>Total Expenditures:</b>	0	10,000	0	0
<b>Total Change In Net Position</b>				

**City of Woodland Hills**  
**Operational Budget 2026**  
**44 44 Capital Projects - Public Works - 07/01/2025 to 06/30/2026**  
**100.00% of the fiscal year has expired**

**Change In Net Position**

**Revenue:**

**Intergovernmental revenue**

3611 W. Loafer Project

**Total Intergovernmental revenue**

**Contributions and transfers**

3810 Transfer from general fund

3820 Transfer from Capital Projects

3990 Appropriated fund balance

**Total Contributions and transfers**

**Total Revenue:**

**Expenditures:**

**Roads and public improvements**

**Roads**

4220.73 N. View Circle

4220.75 W. Loafer

4220.78 UDOT Community Dev. Grant

**Total Roads**

**Total Roads and public improvements**

**Miscellaneous**

4810 Transfer to general fund

**Total Miscellaneous**

**Total Expenditures:**

**Total Change In Net Position**

	2025 Actual Expenses thru 4/21/25	2025 Original Budget	Revised June 2025	Original FY 2026 Budget
	110,000	0	110,000	0
	<u>110,000</u>	<u>0</u>	<u>110,000</u>	<u>0</u>
	0	5,000	349,303	0
	0	0	0	0
	0	900,074	421,667	391,589
	<u>0</u>	<u>905,074</u>	<u>770,970</u>	<u>391,589</u>
	<u>110,000</u>	<u>905,074</u>	<u>880,970</u>	<u>391,589</u>
	0	0	0	0
	303,477	330,000	330,000	30,000
	46,867	116,537	116,537	0
	<u>350,344</u>	<u>446,537</u>	<u>446,537</u>	<u>30,000</u>
	<u>350,344</u>	<u>446,537</u>	<u>446,537</u>	<u>30,000</u>
	0	458,537	111,653	391,589
	<u>0</u>	<u>458,537</u>	<u>111,653</u>	<u>391,589</u>
	<u>350,344</u>	<u>905,074</u>	<u>558,190</u>	<u>421,589</u>
	<u>(240,344)</u>	<u>0</u>	<u>322,780</u>	<u>(30,000)</u>

**City of Woodland Hills**  
**Operational Budget 2026**  
**45 45 Capital Projects - PTR - 07/01/2025 to 06/30/2026**  
**100.00% of the fiscal year has expired**

	2025 Actual Expenses thru 4/21/25	2025 Original Budget	Revised June 2025	Original FY 2026 Budget
<b>Change In Net Position</b>				
<b>Revenue:</b>				
<b>Contributions and transfers</b>	0	1,000	0	0
3810 Transfer from general fund	0	1,000	0	0
<b>Total Contributions and transfers</b>	0	1,000	0	0
<b>Total Revenue:</b>				
<b>Expenditures:</b>				
<b>Miscellaneous</b>	0	0	0	0
4811 Transfer to PW Capital Projects	0	0	0	0
<b>Total Miscellaneous</b>	0	0	0	0
<b>Total Expenditures:</b>	0	1,000	0	0
<b>Total Change In Net Position</b>				

**City of Woodland Hills**  
**Operational Budget 2026**  
**51 51 Enterprise - 07/01/2025 to 06/30/2026**  
**100.00% of the fiscal year has expired**

	2025 Actual Expenses thru 4/21/25	2025 Original Budget	Revised June 2025	Original FY 2026 Budget
<b>Income or Expense</b>				
<b>Income From Operations:</b>				
<b>Operating income</b>	769,418	770,000	830,000	828,000
5140 Water service revenues	37,260	15,000	40,000	15,000
5241 Miscellaneous service revenues	0	0	0	0
5242 Transfer ARPA funds in from General	5,850	7,000	7,000	7,000
5311 Connection fee income	<b>812,528</b>	<b>792,000</b>	<b>877,000</b>	<b>850,000</b>
<b>Total Operating income</b>				
<b>Operating expense</b>	171,153	115,000	180,000	160,000
6110 Salaries and wages	1,567	0	2,000	0
6112 Water Repairs	0	0	0	0
6115 Well	29,700	9,000	31,000	12,500
6130 Employee FICA	26,025	13,000	27,000	35,000
6140 Health Insurance	17,261	17,000	19,000	18,000
6150 Retirement	2,840	8,000	4,000	2,500
6210 Books, dues and subscriptions	828	1,500	1,500	1,500
6230 Travel and conferences	2,324	5,500	5,500	4,000
6240 Office supplies and expense	15,247	8,100	18,000	14,000
6245 Computer software support	3,324	7,000	7,000	5,000
6250 Tools and work equipment	56,532	80,000	80,000	80,000
6280 Utilities	0	5,000	5,000	5,000
6311 Legal services	38,439	20,000	45,000	50,000
6313 Engineering services	2,432	10,000	5,000	10,000
6420 Water sampling and testing	(50)	8,000	0	8,000
6440 Meter installation and service	23,234	10,000	24,000	15,000
6445 Supplies	17,121	10,000	30,000	10,000
6447 Water equipment repairs/maintenance	446,236	100,000	810,000	150,000
6450 Water system maintenance	145,999	180,511	180,511	0
6451 ARPA Funds	397	0	1,000	0
6452 Fuel	27,588	25,000	28,000	30,000
6510 Insurance and surety bonds	0	5,000	5,000	5,000
6550 Capital Outlay	0	62,500	62,500	46,000
6555 2014 Upper Well Principal	0	61,500	0	0
6610 Miscellaneous operating expense	0	120,000	120,000	125,000
6690 Depreciation expense	0	97,000	97,000	99,000
6822 2021 Emergency Water loan \$2.9M	14,551	15,000	15,000	15,000
6830 Monthly CC Processing and Bank Fees	<b>1,042,749</b>	<b>993,611</b>	<b>1,803,011</b>	<b>900,500</b>
<b>Total Operating expense</b>	<b>(230,221)</b>	<b>(201,611)</b>	<b>(926,011)</b>	<b>(50,500)</b>
<b>Total Income From Operations:</b>				
<b>Non-Operating Items:</b>				
<b>Non-operating income</b>	68,471	60,000	70,000	52,670
5521 Water Impact Fee revenue	0	0	0	0
5523 Well Impact Fee Revenue	63,729	70,000	70,000	70,000
5610 Interest income	4,487	5,000	5,000	5,500
5610.1 Impact Fee Interest	0	0	0	0
5630 Gain (loss) on asset retirement	<b>136,687</b>	<b>135,000</b>	<b>145,000</b>	<b>128,170</b>
<b>Total Non-operating income</b>				
<b>Non-operating expense</b>	18,952	60,500	60,500	15,330
6820 Interest expense (New Bond Well Interest Payment)	<b>18,952</b>	<b>60,500</b>	<b>60,500</b>	<b>15,330</b>
<b>Total Non-operating expense</b>	<b>117,735</b>	<b>74,500</b>	<b>84,500</b>	<b>112,840</b>
<b>Total Non-Operating Items:</b>	<b>(112,486)</b>	<b>(127,111)</b>	<b>(841,511)</b>	<b>62,340</b>
<b>Total Income or Expense</b>				



**City of Woodland Hills**  
**Operational Budget 2026**  
**52 52 Sewer - 07/01/2025 to 06/30/2026**  
**100.00% of the fiscal year has expired**

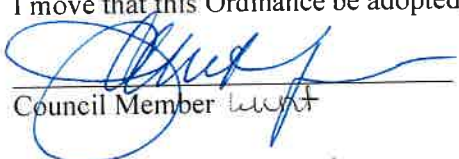
	2025 Actual Expenses thru 4/21/25	2025 Original Budget	Revised June 2025	Original FY 2026 Budget
<b>Income or Expense</b>				
<b>Income From Operations:</b>				
<b>Operating income</b>				
5150 Sewer service revenues	121,771	70,000	132,000	130,000
5311 Connection fee income	2,000	6,000	3,000	6,000
<b>Total Operating income</b>	<b>123,771</b>	<b>76,000</b>	<b>135,000</b>	<b>136,000</b>
<b>Operating expense</b>				
6112 Sewer Repairs/Maintenance	0	10,000	0	20,000
6285 Sewer service expense to Payson	93,276	57,000	104,000	94,000
6313 Engineering services	0	5,000	0	0
6690 Depreciation expense	0	4,000	4,000	12,000
<b>Total Operating expense</b>	<b>93,276</b>	<b>76,000</b>	<b>108,000</b>	<b>126,000</b>
<b>Total Income From Operations:</b>	<b>30,496</b>	<b>0</b>	<b>27,000</b>	<b>10,000</b>
<b>Non-Operating Items:</b>				
<b>Non-operating income</b>				
5522 Sewer Impact Fee revenue	53,815	20,000	54,000	20,000
<b>Total Non-operating income</b>	<b>53,815</b>	<b>20,000</b>	<b>54,000</b>	<b>20,000</b>
<b>Non-operating expense</b>				
6998 WH Sewer Impact Fee	0	0	0	0
6999 Impact Fee to Payson City	58,427	20,000	80,000	20,000
<b>Total Non-operating expense</b>	<b>58,427</b>	<b>20,000</b>	<b>80,000</b>	<b>20,000</b>
<b>Total Non-Operating Items:</b>	<b>(4,612)</b>	<b>0</b>	<b>(26,000)</b>	<b>0</b>
<b>Total Income or Expense</b>	<b>25,884</b>	<b>0</b>	<b>1,000</b>	<b>10,000</b>

**City of Woodland Hills**  
**Operational Budget 2026**  
**91 91 General Fixed Assets - 07/01/2025 to 06/30/2026**  
**100.00% of the fiscal year has expired**

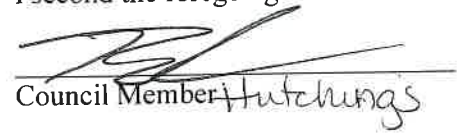
	2025 Actual Expenses thru 4/21/25	2025 Original Budget	Revised June 2025	Original FY 2026 Budget
<b>Change In Net Position</b>				
<b>Expenditures:</b>				
<b>Miscellaneous</b>	0	0	0	0
4401 Pension streets	0	0	0	0
<b>Total Miscellaneous</b>	0	0	0	0
<b>Total Expenditures:</b>	0	0	0	0
<b>Total Change In Net Position</b>	0	0	0	0

ROLL CALL VOTING:		
	YES	NO
Mayor Brent Winder (tie only)	[ ]	[ ]
Council Member Ben Hillyard	[X]	[ ]
Council Member Brian Hutchings	[X]	[ ]
Council Member Dorel Kynaston	[X]	[ ]
Council Member Janet Lunt	[X]	[ ]
Council Member Kari Malkovich	[X]	[ ]

I move that this Ordinance be adopted.

  
Council Member Lunt

I second the foregoing motion.

  
Council Member Hutchings

### Ordinance 2025-25

AN ORDINANCE ADOPTING AN AMENDMENT TO THE CITY'S ANNUAL BUDGET  
FOR FISCAL YEAR 2025.


WHEREAS, the Mayor and Finance Director have prepared an Amended Annual Budget for Fiscal Year 2025 and have submitted the same to the City Council; and

WHEREAS, the City Council held a public hearing on June 24, 2025, concerning such amended budget.

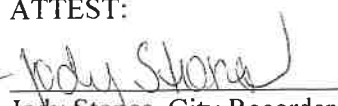
NOW, THEREFORE, IT IS ORDAINED BY THE CITY COUNCIL OF WOODLAND  
HILLS, UTAH:

Section 1. The City Council hereby adopts the City's Amended Annual Budget for Fiscal Year 2025, which began on July 1, 2025, and ends on June 30, 2026, as attached hereto.

Section 2: PASSED AND ADOPTED by the City Council of Woodland Hills, Utah, this 24<sup>th</sup> day  
of June, 2025.

  
Ben Hillyard  
Mayor Pro Tempore of Woodland Hills, Utah

ATTEST:

  
Jody Stones, City Recorder

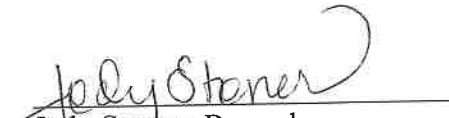


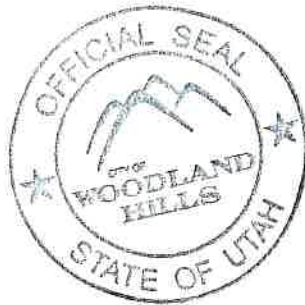
**CERTIFICATE OF POSTING ORDINANCE**  
For the City of Woodland Hills

I, Jody Stones, the duly appointed Recorder for the City of Woodland Hills, hereby certify that copies of the foregoing Ordinance No. 2025-25 were posted at three public places within the municipality this 25 th day June of 2025 which public places are:

1. Utah Public Notice Website
2. Woodland Hills City Center, 690 S. Woodland Hills Drive
3. Woodland Hills Web Site, [www.woodlandhills-ut.gov](http://www.woodlandhills-ut.gov)

Dated this 25<sup>th</sup> day of June, 2025.

  
Jody Stones, Recorder



**City of Woodland Hills**  
**Operational Budget Report**  
**10 10 General Fund - 07/01/2024 to 06/30/2025**  
**100.00% of the fiscal year has expired**

	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget June 2025	Percent Used
<b>Change In Net Position</b>						
<b>Revenue:</b>						
<b>Taxes</b>						
3110 Property tax - current	945,866.23	0.00	968,468.18	983,940.00	970,000.00	99.84%
3120 Unpaid Prior Year's Property tax	72,442.49	0.00	73,476.52	55,000.00	75,000.00	97.97%
3125 Motor vehicle fees	37,098.39	0.00	35,342.04	40,000.00	38,000.00	93.01%
3130 Sales and use taxes	280,503.53	0.00	267,230.09	280,000.00	280,000.00	95.44%
3131 Transportation tax	30,870.28	0.00	35,648.05	25,000.00	37,000.00	96.35%
3140 Franchise tax (Electric/Gas)	130,892.53	3,060.64	114,783.23	130,000.00	117,000.00	98.11%
3150 Telecom tax (Cell & Landline)	5,532.81	0.00	4,555.29	4,000.00	4,700.00	96.92%
<b>Total Taxes</b>	<b>1,503,206.26</b>	<b>3,060.64</b>	<b>1,499,503.40</b>	<b>1,517,940.00</b>	<b>1,521,700.00</b>	<b>98.54%</b>
<b>Licenses and permits</b>						
3210 Business licenses	735.00	200.00	600.00	500.00	600.00	100.00%
3221 Building permits	74,486.47	0.00	102,580.04	80,000.00	103,000.00	99.59%
3225 Animal Licenses	0.00	0.00	0.00	500.00	500.00	0.00%
3226 Appeal/Variance	500.00	0.00	100.00	500.00	500.00	20.00%
<b>Total Licenses and permits</b>	<b>75,721.47</b>	<b>200.00</b>	<b>103,280.04</b>	<b>81,500.00</b>	<b>104,600.00</b>	<b>98.74%</b>
<b>Intergovernmental revenue</b>						
3332 Fire department grants	0.00	0.00	25,000.00	0.00	25,000.00	100.00%
3356 Class C road allocation	109,243.25	0.00	127,860.11	105,000.00	130,000.00	98.35%
3358 Liquor fund allotment	0.00	0.00	0.00	1,000.00	1,000.00	0.00%
3359 Parks Grants - PASS THRU	0.00	0.00	6,891.65	1,000.00	7,000.00	98.45%
<b>Total Intergovernmental revenue</b>	<b>109,243.25</b>	<b>0.00</b>	<b>159,751.76</b>	<b>107,000.00</b>	<b>163,000.00</b>	<b>98.01%</b>
<b>Charges for services</b>						
3413 Zoning and subdivision fees	6,250.00	500.00	11,416.50	5,000.00	11,500.00	99.27%
3418 SWPPP	0.00	0.00	0.00	20,000.00	0.00	0.00%
3421 Fire department services	1,094.26	0.00	(2,767.00)	15,000.00	1,000.00	-276.70%
3422 Fuel Reduction	79,886.26	1,000.00	149,638.57	150,000.00	150,000.00	99.76%
3440 Sanitation - garbage fees	172,485.53	24.20	184,758.12	160,000.00	185,000.00	99.87%
3470 Summit Creek Trail Improvement	6,000.00	1,000.00	3,000.00	2,000.00	3,000.00	100.00%
3480 Fiber Revenue	42,933.16	3,000.00	23,000.00	20,000.00	23,000.00	100.00%
3490 Miscellaneous services	0.00	220.00	2,720.00	100.00	3,000.00	90.67%
3491 City Center Rental	1,565.00	100.00	2,750.00	1,000.00	3,000.00	91.67%
3492 Park Rental	585.00	(150.00)	250.00	200.00	300.00	83.33%
<b>Total Charges for services</b>	<b>310,799.21</b>	<b>5,694.20</b>	<b>374,766.19</b>	<b>373,300.00</b>	<b>379,800.00</b>	<b>98.67%</b>
<b>Interest</b>						
3610 Interest earnings	177,250.50	0.00	157,110.41	150,000.00	180,000.00	87.28%
3611 Interest - Fiber	491.66	0.00	0.00	1,500.00	0.00	0.00%
<b>Total Interest</b>	<b>177,742.16</b>	<b>0.00</b>	<b>157,110.41</b>	<b>151,500.00</b>	<b>180,000.00</b>	<b>87.28%</b>
<b>Miscellaneous revenue</b>						
3640 Proceeds of sale of capital assets	145,705.60	9,500.00	41,319.80	0.00	65,000.00	63.57%
3685 CC Fee	1,091.77	67.65	986.91	0.00	1,000.00	98.69%
3690 Miscellaneous revenue	25,564.97	7,008.23	68,508.63	2,000.00	70,000.00	97.87%
3691 City Celebration Revenues - PASS	2,143.00	0.00	2,871.00	4,000.00	4,000.00	71.78%
3692 Emergency Management	320.00	0.00	0.00	0.00	0.00	0.00%
<b>Total Miscellaneous revenue</b>	<b>174,825.34</b>	<b>16,575.88</b>	<b>113,686.34</b>	<b>6,000.00</b>	<b>140,000.00</b>	<b>81.20%</b>
<b>Contributions and transfers</b>						
3840 Transfer from capital projects	0.00	0.00	0.00	458,537.00	0.00	0.00%
<b>Total Contributions and transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>458,537.00</b>	<b>0.00</b>	<b>0.00%</b>

**City of Woodland Hills**  
**Operational Budget Report**  
**10 10 General Fund - 07/01/2024 to 06/30/2025**  
**100.00% of the fiscal year has expired**

	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget June 2025	Percent Used
<b>Total Revenue:</b>	<b>2,351,537.69</b>	<b>25,530.72</b>	<b>2,408,098.14</b>	<b>2,695,777.00</b>	<b>2,489,100.00</b>	<b>96.75%</b>
<b>Expenditures:</b>						
<b>General government</b>						
<b>Council</b>						
4111.100 Mayor/Council Wages	18,607.57	687.27	17,307.68	18,000.00	18,000.00	96.15%
4111.220 Mayor/Council FICA	1,235.16	52.56	1,321.13	1,400.00	1,400.00	94.37%
4111.580 Council Travel	3,439.52	0.00	3,844.40	5,000.00	5,000.00	76.89%
4111.600 Mayor Expenses	20.32	0.00	42.00	500.00	500.00	8.40%
4111.601 Council Expenses	245.61	0.00	64.39	1,000.00	1,000.00	6.44%
4111.602 Council Discretionary	124.07	0.00	0.00	300.00	300.00	0.00%
<b>Total Council</b>	<b>23,672.25</b>	<b>739.83</b>	<b>22,579.60</b>	<b>26,200.00</b>	<b>26,200.00</b>	<b>86.18%</b>
<b>Administrative</b>						
4141.100 Admin salaries and wages	161,449.85	6,149.10	148,724.39	182,000.00	160,000.00	92.95%
4141.220 Admin employee FICA	10,545.26	466.09	12,882.11	14,000.00	14,000.00	92.02%
4141.230 Retirement	63,308.15	970.19	30,992.91	38,000.00	33,000.00	93.92%
4141.240 Admin Health Insurance	0.00	1,322.85	3,962.71	0.00	5,500.00	72.05%
4141.348 Admin audit	12,200.00	0.00	12,600.00	13,000.00	12,600.00	100.00%
4141.349 Admin attorney	38,451.90	0.00	37,335.50	75,000.00	72,000.00	51.85%
4141.350 Admin Prof. Services	35,975.25	3,998.75	54,435.72	30,000.00	65,000.00	83.75%
4141.352 Elections	2,621.37	0.00	22.43	2,500.00	0.00	0.00%
4141.353 Appeal/Variance	0.00	0.00	0.00	500.00	500.00	0.00%
4141.400 Admin utilities	24,659.77	195.82	17,798.03	40,000.00	30,000.00	59.33%
4141.521 Admin insurance and surety	9,621.55	0.00	19,654.88	60,000.00	60,000.00	32.76%
4141.580 Admin travel, conferences	3,504.27	4.62	1,665.08	3,000.00	3,000.00	55.50%
4141.600 Admin books, subscriptions,	2,857.99	0.00	6,930.32	5,000.00	7,500.00	92.40%
4141.601 Admin office supplies &	9,201.48	427.93	8,541.02	10,500.00	13,500.00	63.27%
4141.649 Repairs/maintenance to city	26,666.58	4.64	30,706.17	20,000.00	31,000.00	99.05%
4141.650 Admin computer software	8,185.22	1,315.00	18,175.89	9,000.00	34,000.00	53.46%
4141.651 Admin web site	0.00	0.00	0.00	4,500.00	4,500.00	0.00%
4141.699 Admin miscellaneous	2,090.49	0.00	66.76	1,000.00	1,000.00	6.68%
4141.700 2019 Bond Principal	84,957.73	0.00	86,748.59	85,000.00	86,749.00	100.00%
4141.701 2019 Bond Interest	23,133.60	0.00	21,068.10	23,200.00	21,068.00	100.00%
4141.740 Admin capital outlay	0.00	0.00	0.00	2,000.00	2,000.00	0.00%
<b>Total Administrative</b>	<b>519,430.46</b>	<b>14,854.99</b>	<b>512,310.61</b>	<b>618,200.00</b>	<b>656,917.00</b>	<b>77.99%</b>
<b>Planning and zoning</b>						
4180.220 Planning commission FICA	923.20	0.00	0.00	0.00	0.00	0.00%
4180.600 Planning commission	1,083.75	0.00	0.00	1,500.00	0.00	0.00%
<b>Total Planning and zoning</b>	<b>2,006.95</b>	<b>0.00</b>	<b>0.00</b>	<b>1,500.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Building</b>						
4190.100 Inspections Wages	18,343.48	1,779.36	14,688.44	25,250.00	15,000.00	97.92%
4190.101 Site Plan Review	7,094.59	419.07	10,057.68	11,200.00	12,000.00	83.81%
4190.102 SWPPP	24,614.44	0.00	0.00	20,000.00	0.00	0.00%
4190.220 Building FICA	1,600.93	137.22	2,286.71	3,000.00	2,400.00	95.28%
4190.230 Building Retirement	1,301.66	89.38	1,966.46	7,500.00	2,000.00	98.32%
4190.240 Building Health Insurance	0.00	0.00	187.24	5,000.00	3,000.00	6.24%
4190.300 Plan Review	24,648.00	2,691.00	15,444.00	27,500.00	18,000.00	85.80%
4190.600 Building Tools, Books, Dues,	166.98	0.00	1,150.98	2,000.00	2,000.00	57.55%
<b>Total Building</b>	<b>77,770.08</b>	<b>5,116.03</b>	<b>45,781.51</b>	<b>101,450.00</b>	<b>54,400.00</b>	<b>84.16%</b>
<b>Total General government</b>	<b>622,879.74</b>	<b>20,710.85</b>	<b>580,671.72</b>	<b>747,350.00</b>	<b>737,517.00</b>	<b>78.73%</b>

**City of Woodland Hills**  
**Operational Budget Report**  
**10 10 General Fund - 07/01/2024 to 06/30/2025**  
**100.00% of the fiscal year has expired**

	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget June 2025	Percent Used
<b>Public safety</b>						
<b>Police</b>						
4210.100 Ordinance Enforcement	4,582.72	244.66	6,240.19	10,000.00	10,000.00	62.40%
4210.220 Ordinance Enforcement	350.76	18.19	531.41	800.00	800.00	66.43%
4210.230 Retirement	233.11	17.88	447.01	0.00	1,000.00	44.70%
4210.240 Enforcement Health	0.00	74.17	149.05	0.00	0.00	0.00%
4210.300 Police services	107,586.09	9,351.34	112,216.08	115,000.00	115,000.00	97.58%
4210.301 Dispatch fees	9,782.23	0.00	12,645.73	5,876.00	18,000.00	70.25%
4210.349 Enforcement attorney fees	0.00	0.00	0.00	10,000.00	0.00	0.00%
<b>Total Police</b>	<b>122,534.91</b>	<b>9,706.24</b>	<b>132,229.47</b>	<b>141,676.00</b>	<b>144,800.00</b>	<b>91.32%</b>
<b>Fire</b>						
4220.100 Fire wages	14,808.23	357.72	16,437.05	35,000.00	20,000.00	82.19%
4220.220 Fire FICA	1,011.28	26.26	1,370.14	2,700.00	1,400.00	97.87%
4220.230 Retirement	484.97	37.25	894.00	4,000.00	1,000.00	89.40%
4220.300 Fire Telephone Notification	280.05	0.00	280.05	600.00	600.00	46.68%
4220.600 Fire equipment supplies	70,462.36	1,369.34	96,036.29	45,000.00	115,000.00	83.51%
4220.601 Fire training	7,044.38	323.37	8,125.08	10,000.00	10,000.00	81.25%
4220.602 Fire Discretionary Fund	1,115.37	94.02	725.17	1,000.00	1,000.00	72.52%
4220.604 Fire Fighter Appreciation	1,986.42	0.00	2,012.11	1,800.00	2,050.00	98.15%
4220.605 Emergency Management	39.00	0.00	0.00	0.00	0.00	0.00%
4220.648 Fire equipment fuel	3,408.59	119.75	3,617.38	5,000.00	5,000.00	72.35%
4220.649 Fire equipment	2,641.00	0.00	5,350.73	5,000.00	5,000.00	107.01%
4220.700 Fire Truck Lease principal	50,176.14	39,480.82	39,480.82	0.00	39,481.00	100.00%
4220.701 Fire Truck Lease interest	23,994.78	20,673.21	20,673.21	0.00	20,673.00	100.00%
4220.702 Chief's Truck Lease principal	0.00	8,879.80	8,879.80	0.00	8,880.00	100.00%
4220.703 Chief's Truck Lease interest	0.00	3,620.20	3,620.20	0.00	3,620.00	100.01%
4220.740 Fire capital outlay	21,500.00	0.00	9,245.00	66,500.00	9,245.00	100.00%
<b>Total Fire</b>	<b>198,952.57</b>	<b>74,981.74</b>	<b>216,747.03</b>	<b>176,600.00</b>	<b>242,949.00</b>	<b>89.22%</b>
<b>Fire Fuel Reduction</b>						
4222.100 Fire Fuel Reduction wages	95,485.33	11,166.00	165,692.53	80,000.00	180,000.00	92.05%
4222.200 Fire Fuel Reduction benefits	7,260.75	854.20	12,699.28	6,120.00	14,000.00	90.71%
4222.230 Fire Fuel Reduction	0.00	0.00	16.03	500.00	500.00	3.21%
4222.600 Fire Fuel Reduction	10,304.88	729.13	15,864.51	10,600.00	20,000.00	79.32%
4222.601 Fire Fuel Reduction training	73.18	0.00	17.77	1,000.00	600.00	2.96%
4222.602 Fire Fuel Reduction	956.85	0.00	8,777.71	200.00	7,000.00	125.40%
4222.648 Fire Fuel Reduction	4,458.44	500.24	9,400.15	6,000.00	10,000.00	94.00%
4222.649 Fire Fuel Reduction	12,528.31	85.98	12,744.02	12,000.00	13,000.00	98.03%
<b>Total Fire Fuel Reduction</b>	<b>131,067.74</b>	<b>13,335.55</b>	<b>225,212.00</b>	<b>116,420.00</b>	<b>245,100.00</b>	<b>91.89%</b>
<b>EMS</b>						
4225.100 EMS Wages	10,522.35	346.16	13,322.50	12,500.00	14,000.00	95.16%
4225.220 EMS FICA	805.08	26.48	1,019.15	1,000.00	1,100.00	92.65%
4225.600 EMS Equipment Supplies	5,037.48	264.85	3,969.62	7,500.00	7,500.00	52.93%
4225.601 EMS Training	3,825.88	0.00	6,087.37	6,100.00	6,100.00	99.79%
4225.602 EMS Appreciation	0.00	0.00	552.26	300.00	550.00	100.41%
4225.648 EMS Equipment Fuel	510.13	0.00	126.54	1,000.00	300.00	42.18%
4225.649 EMS Equipment	0.00	0.00	10.99	1,000.00	1,000.00	1.10%
<b>Total EMS</b>	<b>20,700.92</b>	<b>637.49</b>	<b>25,088.43</b>	<b>29,400.00</b>	<b>30,550.00</b>	<b>82.12%</b>
<b>Animal control</b>						
4253.300 Animal control and regulation	678.54	0.00	2,428.10	3,000.00	2,428.00	100.00%
<b>Total Animal control</b>	<b>678.54</b>	<b>0.00</b>	<b>2,428.10</b>	<b>3,000.00</b>	<b>2,428.00</b>	<b>100.00%</b>

**City of Woodland Hills**  
**Operational Budget Report**  
**10 10 General Fund - 07/01/2024 to 06/30/2025**  
**100.00% of the fiscal year has expired**

	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget June 2025	Percent Used
<b>Emergency Management</b>						
4227.100 EM Wages	0.00	0.00	0.00	500.00	500.00	0.00%
4227.220 EM FICA	0.00	0.00	0.00	40.00	40.00	0.00%
4227.600 EM Equipment Supplies	402.48	0.00	0.00	2,000.00	2,000.00	0.00%
<b>Total Emergency Management</b>	<b>402.48</b>	<b>0.00</b>	<b>0.00</b>	<b>2,540.00</b>	<b>2,540.00</b>	<b>0.00%</b>
<b>Total Public safety</b>	<b>474,337.16</b>	<b>98,661.02</b>	<b>601,705.03</b>	<b>469,636.00</b>	<b>668,367.00</b>	<b>90.03%</b>
<b>Roads and public improvements</b>						
<b>Roads</b>						
4410.100 Streets wages	61,886.16	1,918.95	65,013.89	85,000.00	70,000.00	92.88%
4410.220 Streets FICA	4,035.66	138.10	(4,827.63)	6,500.00	5,500.00	-87.78%
4410.230 Retirement	5,594.78	294.94	7,492.80	13,000.00	13,000.00	57.64%
4410.240 Health Insurance	11,737.71	2,157.79	23,073.61	9,000.00	25,000.00	92.29%
4410.300 Streets Professional &	43,566.25	0.00	38,641.00	30,000.00	50,000.00	77.28%
4410.452 Streets Storm drainage	0.00	0.00	7,004.61	0.00	7,005.00	99.99%
4410.600 Streets Road supplies	2,433.48	184.64	1,796.16	4,000.00	4,000.00	44.90%
4410.602 Roads Discretionary	467.62	0.00	500.00	1,500.00	1,500.00	33.33%
4410.603 Tools and equipment	4,731.17	0.00	1,403.71	2,500.00	2,500.00	56.15%
4410.606 Streets General Maintenance	45,663.62	0.00	7,283.50	697,741.00	40,000.00	18.21%
4410.607 Fiber Installs	34,900.00	0.00	12,728.10	20,000.00	20,000.00	63.64%
4410.648 Streets Road fuel	2,642.33	0.00	358.91	4,000.00	4,000.00	8.97%
4410.649 Streets Road Vehicle	1,704.53	0.00	1,037.75	4,000.00	4,000.00	25.94%
4410.702 \$580,000 Principal	57,000.00	0.00	58,000.00	57,000.00	58,000.00	100.00%
4410.703 \$580,000 Interest	11,682.50	0.00	10,685.00	13,000.00	10,695.00	99.91%
4410.740 Streets capital outlay	39,905.00	9,849.11	9,849.11	3,500.00	3,500.00	281.40%
4410.741 Streets Debt service -	71,553.45	60,828.12	68,806.14	10,000.00	10,000.00	688.06%
4410.742 Streets Debt service - interest	22,000.20	6,875.10	7,835.51	3,500.00	1,000.00	783.55%
4415.608 Class C Road maintenance	0.00	0.00	0.00	105,000.00	10,000.00	0.00%
<b>Total Roads</b>	<b>421,504.46</b>	<b>82,246.75</b>	<b>316,682.17</b>	<b>1,069,241.00</b>	<b>339,700.00</b>	<b>93.22%</b>
<b>Sanitation</b>						
4420.300 Sanitation - garbage removal	161,730.82	10,403.78	154,994.47	145,000.00	170,000.00	91.17%
<b>Total Sanitation</b>	<b>161,730.82</b>	<b>10,403.78</b>	<b>154,994.47</b>	<b>145,000.00</b>	<b>170,000.00</b>	<b>91.17%</b>
<b>Snowplow</b>						
4418.100 Snowplowing wages	27,757.27	0.00	39,307.59	40,000.00	40,000.00	98.27%
4418.220 Snowplowing FICA	2,117.18	0.00	3,499.16	2,300.00	3,500.00	99.98%
4418.230 Snowplowing Retirement	1,311.97	0.00	97.18	3,900.00	100.00	97.18%
4418.600 Snowplowing supplies	1,161.01	0.00	1,283.04	1,500.00	1,500.00	85.54%
4418.601 Snowplowing road salt	51,118.80	0.00	30,109.81	50,000.00	30,100.00	100.03%
4418.602 Snow Plowing tools and	6,302.38	0.00	10,643.09	16,000.00	10,000.00	106.43%
4418.648 Snowplowing fuel	3,750.30	0.00	4,312.79	5,000.00	4,313.00	100.00%
4418.649 Snow Plowing	5,708.96	0.00	2,923.82	10,000.00	4,000.00	73.10%
4418.740 Snowplowing capital outlay	3,575.00	0.00	37,367.77	35,750.00	37,400.00	99.91%
4418.800 Snowplowing Debt service -	25,850.45	0.00	7,978.02	10,000.00	10,000.00	79.78%
4418.801 Snowplowing Debt service -	0.00	0.00	136.80	3,500.00	1,000.00	13.68%
<b>Total Snowplow</b>	<b>128,653.32</b>	<b>0.00</b>	<b>137,659.07</b>	<b>177,950.00</b>	<b>141,913.00</b>	<b>97.00%</b>
<b>Total Roads and public improvements</b>	<b>711,888.60</b>	<b>92,650.53</b>	<b>609,335.71</b>	<b>1,392,191.00</b>	<b>651,613.00</b>	<b>93.51%</b>
<b>Parks, recreation, and public property</b>						
<b>Parks</b>						
4510.100 Parks Salaries & Wages	7,848.22	290.75	9,772.25	10,000.00	12,000.00	81.44%
4510.220 Parks FICA	595.37	20.93	727.75	800.00	1,000.00	72.78%



**City of Woodland Hills**  
**Operational Budget Report**  
**10 10 General Fund - 07/01/2024 to 06/30/2025**  
**100.00% of the fiscal year has expired**

	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget June 2025	Percent Used
4510.230 Parks Retirement	582.83	44.68	1,117.04	800.00	1,300.00	85.93%
4510.240 Parks Health Insurance	0.00	184.85	372.09	0.00	1,000.00	37.21%
4510.300 Chipper Days	0.00	0.00	0.00	10,000.00	5,000.00	0.00%
4510.600 PTR	10,149.26	0.00	0.00	1,500.00	1,500.00	0.00%
4510.601 City Celebrations	12,412.67	0.00	11,757.84	12,000.00	14,000.00	83.98%
4510.648 Parks fuel	0.00	0.00	19.18	0.00	0.00	0.00%
4510.649 Parks repairs/maintenance	3,568.77	49.45	3,867.55	14,500.00	14,500.00	26.67%
4510.740 Parks Capital Outlay	7,475.28	0.00	0.00	1,000.00	1,000.00	0.00%
4540.602 Parks Discretionary	302.45	0.00	0.00	0.00	0.00	0.00%
<b>Total Parks</b>	<b>42,934.85</b>	<b>590.66</b>	<b>27,633.70</b>	<b>50,600.00</b>	<b>51,300.00</b>	<b>53.87%</b>
<b>Total Parks, recreation, and public</b>	<b>42,934.85</b>	<b>590.66</b>	<b>27,633.70</b>	<b>50,600.00</b>	<b>51,300.00</b>	<b>53.87%</b>
<b>Transfers</b>						
4850 Transfer to FIRE capital projects	0.00	0.00	0.00	10,000.00	10,000.00	0.00%
4855 Transfer to EMS capital projects	5,000.00	0.00	0.00	10,000.00	10,000.00	0.00%
4860 Transfer to PUBLIC WORKS capital	10,000.00	0.00	0.00	10,000.00	10,000.00	0.00%
4870 Transfer to ROADS capital projects	458,537.00	0.00	0.00	5,000.00	349,303.00	0.00%
4880 Transfer to PTR capital projects	1,000.00	0.00	0.00	1,000.00	1,000.00	0.00%
<b>Total Transfers</b>	<b>474,537.00</b>	<b>0.00</b>	<b>0.00</b>	<b>36,000.00</b>	<b>380,303.00</b>	<b>0.00%</b>
<b>Total Expenditures:</b>	<b>2,326,577.35</b>	<b>212,613.06</b>	<b>1,819,346.16</b>	<b>2,695,777.00</b>	<b>2,489,100.00</b>	<b>73.09%</b>
<b>Total Change In Net Position</b>	<b>24,960.34</b>	<b>(187,082.34)</b>	<b>588,751.98</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>

**City of Woodland Hills**  
**Operational Budget Report**  
**41 41 Capital Projects - Fire - 07/01/2024 to 06/30/2025**  
**100.00% of the fiscal year has expired**

	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget June 2025	Percent Used
<b>Change In Net Position</b>						
<b>Revenue:</b>						
<b>Miscellaneous revenue</b>						
3680 Loan Proceeds	546,038.36	0.00	0.00	0.00	0.00	0.00%
<b>Total Miscellaneous revenue</b>	<b>546,038.36</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Contributions and transfers</b>						
3810 Transfer from general fund	0.00	0.00	0.00	10,000.00	0.00	0.00%
<b>Total Contributions and transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Revenue:</b>	<b>546,038.36</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Expenditures:</b>						
<b>Public safety</b>						
<b>Fire</b>						
4220.72 Saving - 2022 down payment	546,038.36	0.00	0.00	0.00	0.00	0.00%
<b>Total Fire</b>	<b>546,038.36</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Public safety</b>	<b>546,038.36</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Expenditures:</b>	<b>546,038.36</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Change In Net Position</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>0.00%</b>

**City of Woodland Hills**  
**Operational Budget Report**  
**42 42 Capital Projects - EMS - 07/01/2024 to 06/30/2025**  
**100.00% of the fiscal year has expired**

	<u>Prior YTD</u>	<u>Current Period</u>	<u>Current YTD</u>	<u>Original Budget</u>	<u>Revised Budget June 2025</u>	<u>Percent Used</u>
<b>Change In Net Position</b>						
<b>Revenue:</b>						
<b>Intergovernmental revenue</b>						
3810 Transfer from general fund	5,000.00	0.00	0.00	10,000.00	0.00	0.00%
<b>Total Intergovernmental revenue</b>	<u>5,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>0.00</u>	<u>0.00%</u>
<b>Total Revenue:</b>	<u>5,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>0.00</u>	<u>0.00%</u>
<b>Total Change In Net Position</b>	<u>5,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>0.00</u>	<u>0.00%</u>

**City of Woodland Hills**  
**Operational Budget Report**  
**43 43 Capital Projects - Snowplowing - 07/01/2024 to 06/30/2025**  
**100.00% of the fiscal year has expired**

	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget June 2025	Percent Used
<b>Change In Net Position</b>						
<b>Revenue:</b>						
<b>Miscellaneous revenue</b>						
3670 Lease Proceeds	182,658.78	0.00	0.00	0.00	0.00	0.00%
<b>Total Miscellaneous revenue</b>	<b>182,658.78</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Contributions and transfers</b>						
3810 Transfer from general fund	10,000.00	0.00	0.00	10,000.00	0.00	0.00%
<b>Total Contributions and transfers</b>	<b>10,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Revenue:</b>	<b>192,658.78</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Expenditures:</b>						
<b>Roads and public improvements</b>						
<b>Snowplow</b>						
4220.73 Savings for future truck	182,658.78	0.00	0.00	0.00	0.00	0.00%
<b>Total Snowplow</b>	<b>182,658.78</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Roads and public improvements</b>	<b>182,658.78</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Expenditures:</b>	<b>182,658.78</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Change In Net Position</b>	<b>10,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>0.00%</b>

**City of Woodland Hills**  
**Operational Budget Report**  
**44 44 Capital Projects - Public Works - 07/01/2024 to 06/30/2025**  
**100.00% of the fiscal year has expired**

	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget June 2025	Percent Used
<b>Change In Net Position</b>						
<b>Revenue:</b>						
<b>Intergovernmental revenue</b>						
3611 W. Loafer Project	0.00	0.00	110,000.00	0.00	110,000.00	100.00%
<b>Total Intergovernmental revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>110,000.00</b>	<b>0.00</b>	<b>110,000.00</b>	<b>100.00%</b>
<b>Contributions and transfers</b>						
3810 Transfer from general fund	458,537.00	0.00	0.00	5,000.00	349,303.00	0.00%
3990 Appropriated fund balance	0.00	0.00	0.00	900,074.00	421,667.00	0.00%
<b>Total Contributions and transfers</b>	<b>458,537.00</b>	<b>0.00</b>	<b>0.00</b>	<b>905,074.00</b>	<b>770,970.00</b>	<b>0.00%</b>
<b>Total Revenue:</b>	<b>458,537.00</b>	<b>0.00</b>	<b>110,000.00</b>	<b>905,074.00</b>	<b>880,970.00</b>	<b>12.49%</b>
<b>Expenditures:</b>						
<b>Roads and public improvements</b>						
<b>Roads</b>						
4220.75 W. Loafer	0.00	0.00	303,477.10	330,000.00	330,000.00	91.96%
4220.78 UDOT Community Dev. Grant	0.00	3,800.00	46,866.50	116,537.00	116,537.00	40.22%
<b>Total Roads</b>	<b>0.00</b>	<b>3,800.00</b>	<b>350,343.60</b>	<b>446,537.00</b>	<b>446,537.00</b>	<b>78.46%</b>
<b>Total Roads and public improvements</b>	<b>0.00</b>	<b>3,800.00</b>	<b>350,343.60</b>	<b>446,537.00</b>	<b>446,537.00</b>	<b>78.46%</b>
<b>Miscellaneous</b>						
4810 Transfer to general fund	0.00	0.00	0.00	458,537.00	111,653.00	0.00%
<b>Total Miscellaneous</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>458,537.00</b>	<b>111,653.00</b>	<b>0.00%</b>
<b>Total Expenditures:</b>	<b>0.00</b>	<b>3,800.00</b>	<b>350,343.60</b>	<b>905,074.00</b>	<b>558,190.00</b>	<b>62.76%</b>
<b>Total Change In Net Position</b>	<b>458,537.00</b>	<b>(3,800.00)</b>	<b>(240,343.60)</b>	<b>0.00</b>	<b>322,780.00</b>	<b>-74.46%</b>

**City of Woodland Hills**  
**Operational Budget Report**  
**45 45 Capital Projects - PTR - 07/01/2024 to 06/30/2025**  
**100.00% of the fiscal year has expired**

	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget June 2025	Percent Used
<b>Change In Net Position</b>						
<b>Revenue:</b>						
<b>Contributions and transfers</b>						
3810 Transfer from general fund	1,000.00	0.00	0.00	1,000.00	0.00	0.00%
<b>Total Contributions and transfers</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Revenue:</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Change In Net Position</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00%</b>

**City of Woodland Hills**  
**Operational Budget Report**  
**51 51 Enterprise - 07/01/2024 to 06/30/2025**  
**100.00% of the fiscal year has expired**

	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget June 2025	Percent Used
<b>Income or Expense</b>						
<b>Income From Operations:</b>						
<b>Operating income</b>						
5140 Water service revenues	802,835.07	30.05	769,417.95	770,000.00	830,000.00	92.70%
5241 Miscellaneous service revenues	15,914.36	72.22	37,259.92	15,000.00	40,000.00	93.15%
5311 Connection fee income	7,402.92	0.00	5,850.00	7,000.00	7,000.00	83.57%
<b>Total Operating income</b>	<b>826,152.35</b>	<b>102.27</b>	<b>812,527.87</b>	<b>792,000.00</b>	<b>877,000.00</b>	<b>92.65%</b>
<b>Operating expense</b>						
6110 Salaries and wages	163,974.23	7,518.11	171,153.41	115,000.00	180,000.00	95.09%
6112 Water Repairs	8,097.08	0.00	1,567.00	0.00	2,000.00	78.35%
6115 Well	50,868.00	0.00	0.00	0.00	0.00	0.00%
6130 Employee FICA	14,865.68	560.10	29,700.21	9,000.00	31,000.00	95.81%
6140 Health Insurance	11,737.83	3,348.90	26,024.87	13,000.00	27,000.00	96.39%
6150 Retirement	15,891.60	910.63	17,261.18	17,000.00	19,000.00	90.85%
6210 Books, dues and subscriptions	4,802.38	0.00	2,839.91	8,000.00	4,000.00	71.00%
6230 Travel and conferences	246.31	0.00	828.43	1,500.00	1,500.00	55.23%
6240 Office supplies and expense	4,968.78	33.36	2,323.73	5,500.00	5,500.00	42.25%
6245 Computer software support	8,054.46	1,315.00	15,247.46	8,100.00	18,000.00	84.71%
6250 Tools and work equipment	6,978.34	0.00	3,324.37	7,000.00	7,000.00	47.49%
6280 Utilities	47,567.09	12.50	56,532.08	80,000.00	80,000.00	70.67%
6311 Legal services	0.00	0.00	0.00	5,000.00	5,000.00	0.00%
6313 Engineering services	42,140.48	0.00	38,438.64	20,000.00	45,000.00	85.42%
6420 Water sampling and testing	1,787.00	83.00	2,431.61	10,000.00	5,000.00	48.63%
6440 Meter installation and service	4,813.45	0.00	(50.00)	8,000.00	0.00	0.00%
6445 Supplies	10,605.31	163.73	23,234.12	10,000.00	24,000.00	96.81%
6447 Water equipment	5,193.04	6.00	17,120.93	10,000.00	30,000.00	57.07%
6450 Water system maintenance	6,998.13	107,891.43	446,236.09	100,000.00	810,000.00	55.09%
6451 ARPA Funds	47,066.04	0.00	145,998.50	180,511.00	180,511.00	80.88%
6452 Fuel	0.00	123.59	396.78	0.00	1,000.00	39.68%
6510 Insurance and surety bonds	6,757.51	0.00	27,587.97	25,000.00	28,000.00	98.53%
6550 Capital Outlay	0.00	0.00	0.00	5,000.00	5,000.00	0.00%
6555 2014 Upper Well Principal	0.00	0.00	0.00	62,500.00	62,500.00	0.00%
6610 Miscellaneous operating expense	2,842.88	0.00	0.00	61,500.00	0.00	0.00%
6690 Depreciation expense	276,125.70	0.00	0.00	120,000.00	120,000.00	0.00%
6822 2021 Emergency Water loan \$2.9M	0.00	0.00	0.00	97,000.00	97,000.00	0.00%
6830 Monthly CC Processing and Bank	13,716.00	0.00	14,551.35	15,000.00	15,000.00	97.01%
<b>Total Operating expense</b>	<b>756,097.32</b>	<b>121,966.35</b>	<b>1,042,748.64</b>	<b>993,611.00</b>	<b>1,803,011.00</b>	<b>57.83%</b>
<b>Total Income From Operations:</b>	<b>70,055.03</b>	<b>(121,864.08)</b>	<b>(230,220.77)</b>	<b>(201,611.00)</b>	<b>(926,011.00)</b>	<b>24.86%</b>
<b>Non-Operating Items:</b>						
<b>Non-operating income</b>						
5521 Water Impact Fee revenue	42,136.00	0.00	68,471.00	60,000.00	70,000.00	97.82%
5610 Interest income	70,203.41	0.00	63,729.28	70,000.00	70,000.00	91.04%
5610.1 Impact Fee Interest	5,393.64	0.00	4,486.64	5,000.00	5,000.00	89.73%
5630 Gain (loss) on asset retirement	(3,464.44)	0.00	0.00	0.00	0.00	0.00%
<b>Total Non-operating income</b>	<b>114,268.61</b>	<b>0.00</b>	<b>136,686.92</b>	<b>135,000.00</b>	<b>145,000.00</b>	<b>94.27%</b>
<b>Non-operating expense</b>						
6820 Interest expense (New Bond Well	16,964.79	0.00	18,952.26	60,500.00	60,500.00	31.33%
<b>Total Non-operating expense</b>	<b>16,964.79</b>	<b>0.00</b>	<b>18,952.26</b>	<b>60,500.00</b>	<b>60,500.00</b>	<b>31.33%</b>
<b>Total Non-Operating Items:</b>	<b>97,303.82</b>	<b>0.00</b>	<b>117,734.66</b>	<b>74,500.00</b>	<b>84,500.00</b>	<b>139.33%</b>

**City of Woodland Hills**  
**Operational Budget Report**  
**51 51 Enterprise - 07/01/2024 to 06/30/2025**  
**100.00% of the fiscal year has expired**

	<u>Prior YTD</u>	<u>Current Period</u>	<u>Current YTD</u>	<u>Original Budget</u>	<u>Revised Budget June 2025</u>	<u>Percent Used</u>
<b>Total Income or Expense</b>	<b>167,358.85</b>	<b>(121,864.08)</b>	<b>(112,486.11)</b>	<b>(127,111.00)</b>	<b>(841,511.00)</b>	<b>13.37%</b>



**City of Woodland Hills**  
**Operational Budget Report**  
**52 52 Sewer - 07/01/2024 to 06/30/2025**  
**100.00% of the fiscal year has expired**

	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget June 2025	Percent Used
<b>Income or Expense</b>						
<b>Income From Operations:</b>						
<b>Operating income</b>						
5150 Sewer service revenues	107,347.66	0.00	121,771.36	70,000.00	132,000.00	92.25%
5311 Connection fee income	5,101.00	0.00	2,000.00	6,000.00	3,000.00	66.67%
<b>Total Operating income</b>	<b>112,448.66</b>	<b>0.00</b>	<b>123,771.36</b>	<b>76,000.00</b>	<b>135,000.00</b>	<b>91.68%</b>
<b>Operating expense</b>						
6112 Sewer Repairs/Maintenance	8,530.10	0.00	0.00	10,000.00	0.00	0.00%
6285 Sewer service expense to Payson	70,953.75	0.00	93,275.75	57,000.00	104,000.00	89.69%
6313 Engineering services	5,950.00	0.00	0.00	5,000.00	0.00	0.00%
6690 Depreciation expense	0.00	0.00	0.00	4,000.00	4,000.00	0.00%
<b>Total Operating expense</b>	<b>85,433.85</b>	<b>0.00</b>	<b>93,275.75</b>	<b>76,000.00</b>	<b>108,000.00</b>	<b>86.37%</b>
<b>Total Income From Operations:</b>	<b>27,014.81</b>	<b>0.00</b>	<b>30,495.61</b>	<b>0.00</b>	<b>27,000.00</b>	<b>112.95%</b>
<b>Non-Operating Items:</b>						
<b>Non-operating income</b>						
5522 Sewer Impact Fee revenue	42,787.00	0.00	53,815.00	20,000.00	54,000.00	99.66%
<b>Total Non-operating income</b>	<b>42,787.00</b>	<b>0.00</b>	<b>53,815.00</b>	<b>20,000.00</b>	<b>54,000.00</b>	<b>99.66%</b>
<b>Non-operating expense</b>						
6998 WH Sewer Impact Fee	20,495.00	0.00	0.00	0.00	0.00	0.00%
6999 Impact Fee to Payson City	27,672.00	0.00	58,427.00	20,000.00	80,000.00	73.03%
<b>Total Non-operating expense</b>	<b>48,167.00</b>	<b>0.00</b>	<b>58,427.00</b>	<b>20,000.00</b>	<b>80,000.00</b>	<b>73.03%</b>
<b>Total Non-Operating Items:</b>	<b>(5,380.00)</b>	<b>0.00</b>	<b>(4,612.00)</b>	<b>0.00</b>	<b>(26,000.00)</b>	<b>17.74%</b>
<b>Total Income or Expense</b>	<b>21,634.81</b>	<b>0.00</b>	<b>25,883.61</b>	<b>0.00</b>	<b>1,000.00</b>	<b>2,588.36%</b>

**City of Woodland Hills**  
**Operational Budget Report**  
91 91 General Fixed Assets - 07/01/2024 to 06/30/2025  
100.00% of the fiscal year has expired

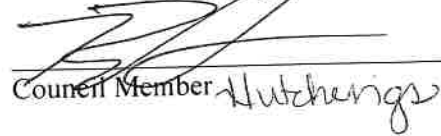
	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget June 2025	Percent Used
<b>Change In Net Position</b>						
<b>Expenditures:</b>						
<b>Miscellaneous</b>						
4401 Pension streets	(774.00)	0.00	0.00	0.00	0.00	0.00%
<b>Total Miscellaneous</b>	(774.00)	0.00	0.00	0.00	0.00	0.00%
<b>Total Expenditures:</b>	(774.00)	0.00	0.00	0.00	0.00	0.00%
<b>Total Change In Net Position</b>	774.00	0.00	0.00	0.00	0.00	0.00%

ROLL CALL VOTING:	YES	NO
Mayor Brent Winder (tie only)	<input type="checkbox"/>	<input type="checkbox"/>
Council Member Ben Hillyard	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Brian Hutchings	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Dorel Kynaston	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Janet Lunt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Kari Malkovich	<input checked="" type="checkbox"/>	<input type="checkbox"/>

I move that this Ordinance be adopted.

  
Council Member Malkovich

I second the foregoing motion.

  
Council Member Hutchings

## Ordinance 2025-26

### An Ordinance Adopting City Code 9-1-7 Wildland Urban Interface Code to the Woodland Hills City Code

**WHEREAS**, the Woodland Hills City Planning Commission has reviewed and made a recommendation to the City Council to adopt Woodland Hills Municipal City Code Title 9-1-7 Wildland Urban Interface Code; and

**WHEREAS**, a public hearing before the Planning Commission of Woodland Hills City was held after being duly advertised as required by law; and


**WHEREAS**, the City Council of Woodland Hills City finds that said adoption of the Woodland Hills Municipal City Code should be made;

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of Woodland Hills City, Utah, that Title 9 of the Woodland Hills Municipal City Code be amended to include section 1-7, which shall read:

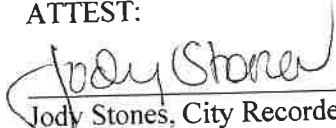
- A. Adoption of the International Wildland Urban Interface Code: The nationally recognized International Wildland Urban Interface Code, as adopted and utilized alongside the International Building Code (IBC) or the International Residential Code (IRC), as may be amended from time to time, is hereby adopted by Woodland Hills City and will be followed in all building construction.
- B. Adoption of the Utah Wildland Urban Interface Code: The Utah Wildland Urban Interface Code, as adopted by the State of Utah and may be amended from time to time, is hereby adopted by Woodland Hills City and will be followed in all building construction. Should there be any conflict between the International Wildland Urban Interface Code and the Utah Wildland Urban Interface Code, the more strict interpretation will be followed.
- C. Penalty: Any violation of either of these two codes, in paragraph A or B, may be punishable by a fine, as outlined in the City fee schedules, or charged as a Class C misdemeanor.

PASSED AND ADOPTED by the City Council of Woodland Hills, Utah, this 24<sup>th</sup> day of

June, 2025.

  
Ben Hilliard  
Mayor Pro Tempore of Woodland Hills, Utah

ATTEST:

  
Jody Stones, City Recorder



**CERTIFICATE OF POSTING ORDINANCE**  
For the City of Woodland Hills

I, Jody Stones, the duly appointed Recorder for the City of Woodland Hills, hereby certify that copies of the foregoing Ordinance No. 2025-<sup>26</sup> were posted at three public places within the municipality this 25 th day June of 2025 which public places are:

1. Utah Public Notice Website
2. Woodland Hills City Center, 690 S. Woodland Hills Drive
3. Woodland Hills Web Site, [www.woodlandhills-ut.gov](http://www.woodlandhills-ut.gov)


Dated this 25<sup>th</sup> day of June, 2025.

Jody Stones  
Jody Stones, Recorder

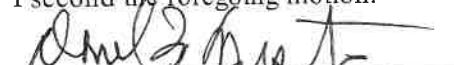


ROLL CALL VOTING:		
	YES	NO
Mayor Brent Winder (tie only)	<input type="checkbox"/>	<input type="checkbox"/>
Council Member Ben Hillyard	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Brian Hutchings	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Dorel Kynaston	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Janet Lunt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Kari Malkovich	<input checked="" type="checkbox"/>	<input type="checkbox"/>

I move that this Ordinance be adopted.

  
Council Member Hutchings

I second the foregoing motion.

  
Council Member Kynaston

## Ordinance 2025-27

### AN ORDINANCE OF THE CITY COUNCIL OF WOODLAND HILLS, UTAH ENACTING COMPENSATION INCREASES FOR SPECIFIC CITY OFFICERS

**WHEREAS**, the Utah State Legislature during the 2024 General Session passed S.B. 91;  
and

**WHEREAS**, S.B. 91 amended Utah Code Section 10-3-818 regarding City employees  
salaries; and

**WHEREAS**, the Woodland Hills City must now publish public notice and hold a separate public hearing  
on proposed compensation increases for executive municipal officers before adopting those increases;  
and

**WHEREAS**, the Woodland Hills City Council finds that enacting the proposed compensation  
increases as set forth in this Ordinance will comply with Utah Code requirements and will promote  
the public health, safety, and welfare of the residents of Woodland Hills, Utah.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE Woodland Hills  
City, UTAH, THAT:**

#### SECTION I – ENACTMENT

The attached Exhibit A contains compensation increases for executive municipal officers proposed for  
inclusion in the City's Fiscal Year 2026 budget.

#### SECTION II – AMENDMENT OF CONFLICTING ORDINANCES

If any ordinances, resolutions, policies, or zoning maps of Woodland Hills City heretofore  
adopted are inconsistent herewith they are hereby amended to comply with the provisions  
hereof. If they cannot be amended to comply with the provisions hereof, they are hereby  
repealed.

#### SECTION III – EFFECTIVE DATE

This ordinance shall take effect upon its passage by a majority vote of the Woodland Hills City Council  
and following notice and publication as required by the Utah Code.

#### SECTION IV – SEVERABILITY

If any section, subsection, sentence, clause, phrase, or portion of this ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such provision shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this ordinance.

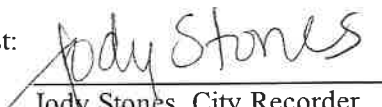
#### **SECTION V – PUBLIC NOTICE**

The Woodland Hills City Recorder is hereby ordered, in accordance with the requirements of Utah Code § 10-3-710–711, to do as follows:

- a. deposit a copy of this ordinance in the office of the City Recorder; and
- b. publish notice as follows:
  - i. publish a summary of this ordinance on the Utah Public Notice Website created in Utah Code § 63F-1-701 and on the City's official website; and
  - ii. publish a summary of this ordinance in a public location within the City that is reasonably likely to be seen by residents of the City.

**ADOPTED AND PASSED** by the City Council of Woodland Hills, Utah, this 29th of July 2025.

Signed:   
Brent T. Winder, Mayor

Attest:   
Jody Stones, City Recorder

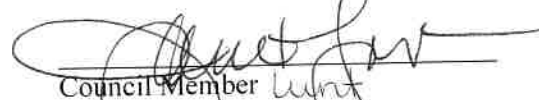


<b>Job Title</b>	<b>Cost of Living Adjustment (COLA) <i>Effective July 1, 2025</i></b>	<b>Merit Based Increase <i>Effective July 1, 2025</i></b>	<b>Total Increase Up To</b>
Finance Director	3%	1%	4%
Recorder	3%	1%	4%
Treasurer	3%	1%	4%
Public Works Director	3%	1%	4%

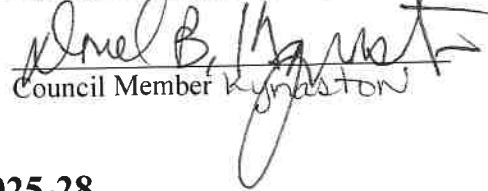


ROLL CALL VOTING:		
	YES	NO
Mayor Brent Winder (tie only)	[ ]	[ ]
Council Member Ben Hillyard	[X]	[ ]
Council Member Brian Hutchings	[X]	[ ]
Council Member Dorel Kynaston	[X]	[ ]
Council Member Janet Lunt	[X]	[ ]
Council Member Kari Malkovich	[ ]	[ ]

I move that this Ordinance be adopted.

  
Council Member Lunt

I second the foregoing motion.

  
Council Member Kynaston

## Ordinance 2025-28

### An Ordinance Amending City Code 10.13.2 D- Sign Regulations: Establishing Regulations

**WHEREAS**, the Woodland Hills City Planning Commission has reviewed and made a recommendation to the City Council to amend Woodland Hills Municipal City Code Title 10.13.2D Sign Regulations: Establishing Regulations; and

**WHEREAS**, a public hearing before the Planning Commission of Woodland Hills City was held after being duly advertised as required by law; and

**WHEREAS**, the City Council of Woodland Hills City finds that said amendment of the Woodland Hills Municipal City Code Title 10.13.2D Sign Regulations: Establishing Regulations be amended;

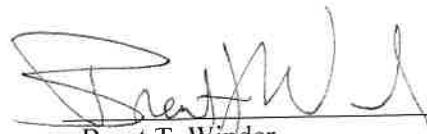
**NOW, THEREFORE, BE IT ORDAINED** by the City Council of Woodland Hills City, Utah, that the Woodland Hills Municipal City Code Title 10.13.2D is amended to read:

#### D: Prohibited Placement:

No sign, permanent or temporary, shall be erected, attached or placed with the city right-of-way or any dedicated street or roadway of the city, without the approval of the city Zoning Enforcement Official or their designee.

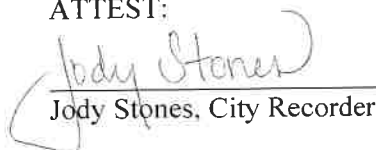
PASSED AND ADOPTED by the City Council of Woodland Hills, Utah, this 29<sup>th</sup> day of July, 2025.





Brent T. Winder  
Mayor of Woodland Hills, Utah

ATTEST:

  
Jody Stones, City Recorder

Added  
07-31-2025

**CERTIFICATE OF POSTING ORDINANCE**  
For the City of Woodland Hills

I, Jody Stones, the duly appointed Recorder for the City of Woodland Hills, hereby certify that copies of the foregoing Ordinance No. 2025- 28 were posted at three public places within the municipality this 30 th day July of 2025 which public places are:

1. Utah Public Notice Website
2. Woodland Hills City Center, 690 S. Woodland Hills Drive
3. Woodland Hills Web Site, [www.woodlandhills-ut.gov](http://www.woodlandhills-ut.gov)

Dated this 30<sup>th</sup> day of July, 2025.

Jody Stones  
Jody Stones, Recorder



ROLL CALL VOTING:		
	YES	NO
Mayor Brent Winder (tie only)	[ ]	[ ]
Council Member Ben Hillyard	[X]	[ ]
Council Member Brian Hutchings	[ ]	[ ]
Council Member Dorel Kynaston	RECUSE	
Council Member Janet Lunt	[X]	[ ]
Council Member Kari Malkovich	[X]	[ ]

I move that this Ordinance be adopted.

*[Signature]*  
Council Member *Malkovich*

I second the foregoing motion.

*[Signature]*  
Council Member *Lunt*

## Ordinance 2025-29

### AN ORDINANCE ADOPTING A CHANGE OF ZONE CLASSIFICATION FOR CERTAIN PROPERTY LOCATED IN THE CITY OF WOODLAND HILLS.

WHEREAS the proposed zone change has been referred to the City of Woodland Hills Planning and Zoning Commission for consideration in accordance with Utah Code Annotated §10-9a-501 et seq. (1953 as amended);

WHEREAS, the Planning Commission for Woodland Hills

WHEREAS a public hearing was held before the Woodland Hills City Council on August 26<sup>th</sup>, 2025, where public input was received.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Woodland Hills:

SECTION I: That specific property currently classified as Zone R-1-2 is hereby classified as Zone R-1-19 in accordance with the City's zoning ordinance. The said property is known on the Utah County Records as Serial# 55:052:0124 410 South Woodland Hills Drive, with the current acreage of 9.106 acres.

SECTION 2: The Woodland Hills City zoning map is hereby amended by the rezoning of said property.

ADOPTED by the City Council of Woodland Hills this 26th day of August 2025.

PASSED AND ADOPTED by the City Council of Woodland Hills, Utah, this 26<sup>th</sup> day of August, 2025.



*[Signature]*  
Brent T. Winder  
Mayor of Woodland Hills, Utah

ATTEST:

*[Signature]*  
Jody Stones

*uploaded website*

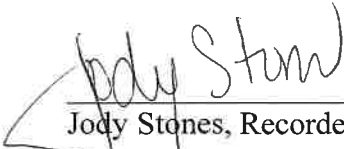
Woodland Hills City Recorder

**CERTIFICATE OF POSTING ORDINANCE**  
For the City of Woodland Hills

I, Jody Stones, the duly appointed Recorder for the City of Woodland Hills, hereby certify that copies of the foregoing Ordinance No. 2025-29 were posted at three public places within the municipality this 27<sup>th</sup> day of August of 2025 which public places are:

1. Utah Public Notice Website
2. Woodland Hills City Center, 690 S. Woodland Hills Drive
3. Woodland Hills Web Site, [www.woodlandhills-ut.gov](http://www.woodlandhills-ut.gov)

Dated this 27<sup>th</sup> day of August, 2025.

  
\_\_\_\_\_  
Jody Stones, Recorder

ROLL CALL VOTING:		
	YES	NO
Mayor Brent Winder (tie only)	[ ]	[ ]
Council Member Ben Hillyard	[X]	[ ]
Council Member Brian Hutchings	[ ]	[ ]
Council Member Dorel Kynaston	[X]	[ ]
Council Member Janet Lunt	[X]	[ ]
Council Member Kari Malkovich	[X]	[ ]

I move that this Ordinance be adopted.

*Ben Hillyard*  
Council Member Hillyard

I second the foregoing motion.

*Kari Malkovich*  
Council Member Malkovich

### Ordinance 2025-30

AN ORDINANCE ADOPTING WOODLAND HILLS CITY'S ANNUAL BUDGET FOR FISCAL YEAR 2026.

WHEREAS, the Mayor and Finance Director have prepared an Annual Budget for Fiscal Year 2026 and have submitted the same to the City Council; and

WHEREAS, the City Council held a public hearing on August 26, 2025, concerning such budget.

NOW, THEREFORE, IT IS ORDAINED BY THE CITY COUNCIL OF WOODLAND HILLS, UTAH:

Section 1. The City Council hereby adopts the City's Annual Budget for Fiscal Year 2026, which began on July 1, 2025, and ends on June 30, 2026, as attached hereto.

Section 2: PASSED AND ADOPTED by the City Council of Woodland Hills, Utah, this 26<sup>th</sup> day of August, 2025.

*Brent T. Winder*  
Brent T. Winder  
Mayor of Woodland Hills, Utah

ATTEST:

*Jody Stones*  
Jody Stones, City Recorder



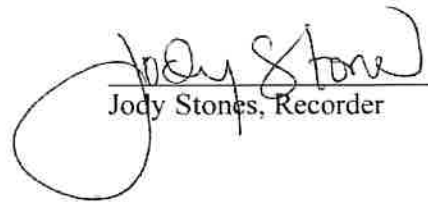
## CERTIFICATE OF POSTING ORDINANCE

For the City of Woodland Hills

I, Jody Stones, the duly appointed Recorder for the City of Woodland Hills, hereby certify that copies of the foregoing Ordinance No. 2025-30 were posted at three public places within the municipality this 27<sup>th</sup> day of August of 2025 which public places are:

1. Utah Public Notice Website
2. Woodland Hills City Center, 690 S. Woodland Hills Drive
3. Woodland Hills Web Site, [www.woodlandhills-ut.gov](http://www.woodlandhills-ut.gov)

Dated this 27<sup>th</sup> day of August, 2025.

  
\_\_\_\_\_  
Jody Stones, Recorder



Account No. Current Budget 2027 Budget 2028 Budget 2029 Budget 2030 Budget 2031 Budget 2032 Budget

Change In Net Position

Revenue:

Taxes Increase

	0%	0%	0%	0%	0%	0%	0%
3110 Property tax - current	1,012,581.00	1,012,581.00	1,012,581.00	1,012,581.00	1,012,581.00	1,012,581.00	1,012,581.00
3120 Unpaid Prior Year's Property tax	65,000.00	66,300.00	67,625.00	68,979.00	70,703.00	71,766.00	74,238.00
3125 Motor vehicle fees	38,000.00	38,760.00	39,535.00	40,326.00	41,334.00	41,956.00	43,401.00
3130 Sales and use taxes	280,000.00	285,600.00	291,312.00	297,138.00	304,566.00	309,143.00	319,794.00
3131 Transportation tax	31,000.00	31,620.00	32,252.00	32,897.00	33,719.00	34,226.00	35,405.00
3140 Franchise tax (Electric/Gas)	125,000.00	127,500.00	130,050.00	132,651.00	135,967.00	138,010.00	142,765.00
3150 Telecom tax (Cell & Landline)	4,200.00	4,284.00	4,370.00	4,457.00	4,568.00	4,837.00	4,796.00
Total Taxes	1,555,781.00	1,566,645.00	1,577,726.00	1,589,029.00	1,603,438.00	1,612,319.00	1,632,980.00

Licenses and permits

3210 Business Licenses	500	500	500	500	500	500	500
3221 Building permits	80,000.00	81,600.00	83,232.00	84,897.00	85,000.00	88,327.00	89,250.00
3225 Animal Licenses	500	500	500	500	500	500	500
3226 Appeal/Variance	500	500	500	500	500	500	500
Total Licenses and permits	81,500.00	83,100.00	84,732.00	86,397.00	86,500.00	89,827.00	90,750.00

Intergovernmental revenue

3332 Fire department grants	0	0	0	0	0	0	0
3356 Class C road allocation	105,000.00	107,100.00	109,242.00	111,427.00	114,213.00	115,929.00	119,924.00
3358 Liquor fund allotment	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
3359 Parks Grants - PASS THRU	0	0	0	0	0	0	0
Total Intergovernmental revenue	106,000.00	108,100.00	110,242.00	112,427.00	115,213.00	116,929.00	120,924.00

Charges for services

3413 Zoning and subdivision fees	2,000.00	2,000.00	2,000.00	2,100.00	2,100.00	2,200.00	2,200.00
3421 Fire department services	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
3422 Fuel Reduction	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00
3440 Sanitation - garbage fees	199,500.00	205,000.00	207,560.00	211,711.00	217,004.00	220,264.00	223,854.00
3470 Summit Creek Trail Improvement Fees	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,100.00
3480 Fiber Revenue	18,000.00	18,000.00	18,750.00	18,000.00	18,500.00	18,500.00	18,500.00
3490 Miscellaneous services	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
3491 City Center Rental	2,200.00	2,200.00	2,300.00	2,500.00	2,500.00	2,500.00	2,500.00
3492 Park Rental	200	200	200	200	200	200	200
Total Charges for services	477,400.00	482,900.00	486,310.00	490,011.00	496,804.00	499,164.00	502,854.00

Interest

3610 Interest earnings	70,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
Total Interest	70,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00

Miscellaneous revenue

3640 Proceeds of sale of capital assets	0	0	0	0	0	0	0
3685 CC Fee	800	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
3690 Miscellaneous revenue	2,145,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
3691 City Celebration Revenues - PASS THRU	3,000.00	3,000.00	3,000.00	3,100.00	3,100.00	3,100.00	3,500.00
Total Miscellaneous revenue	2,148,800.00	9,000.00	9,000.00	9,100.00	9,100.00	9,100.00	9,500.00

Contributions and transfers

3840 Transfer from capital projects	1,412,502.00	34,740.00	51,769.00	54,982.00	114,672.00	49,536.00	73,693.00
Total Contributions and transfers	1,412,502.00	34,740.00	51,769.00	54,982.00	114,672.00	49,536.00	73,693.00

Accept state rate and keep it level  
Pay off 2019 Bond and get a new bond for ~\$1.610M

44 Fund Balance Estimate 6/25

FY 26 transfer to General	\$ 2,253,447.00
Est. year-end balance 6/26	\$ (1,412,502.00)
FY 27 transfer to General	\$ 840,945.00
Est. year-end balance 6/27	\$ (34,740.00)
FY 28 transfer to General	\$ 806,205.00
Est. year-end balance 6/28	\$ (51,769.00)
FY 29 transfer to General	\$ 754,436.00
Est. year-end balance 6/29	\$ (54,982.00)
FY 30 transfer to General	\$ 699,454.00
Est. year-end balance 6/30	\$ (114,672.00)
FY 31 transfer to General	\$ 584,782.00
Est. year-end balance 6/31	\$ (49,536.00)
FY 32 transfer to General	\$ 535,246.00
Est. year-end balance 6/32	\$ (73,693.00)
	\$ 461,553.00

Total Revenue: 5,851,983.00 2,299,485.00 2,334,779.00 2,356,946.00 2,439,727.00 2,391,875.00 2,445,701.00

Expenditures:

General government

Council

4111.100 Mayor/Council Wages	4111.1	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00
4111.220 Mayor/Council FICA	4111.22	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00
4111.580 Council Travel	4111.58	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00
4111.600 Mayor Expenses	4111.6	500	500	500	500	500	500	500	500
4111.601 Council Expenses	4111.601	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
4111.602 Council Discretionary	4111.602	300	300	300	300	300	300	300	300
Total Council		28,200.00	28,200.00	28,200.00	28,200.00	28,200.00	28,200.00	28,200.00	28,200.00

Administrative

4141.100 Admin salaries and wages	4141.1	175,000.00	179,375.00	183,859.00	188,456.00	193,167.00	198,000.00	203,000.00	203,000.00
4141.220 Admin employee FICA	4141.22	14,000.00	13,722.00	14,100.00	14,500.00	14,800.00	15,200.00	15,500.00	16,500.00
4141.230 Retirement	4141.23	35,000.00	35,700.00	36,414.00	37,142.00	38,071.00	38,643.00	39,975.00	39,975.00
4141.240 Admin Health Insurance	4141.24	16,000.00	16,320.00	16,646.00	16,979.00	17,403.00	17,665.00	18,273.00	18,273.00
4141.348 Admin audit	4141.348	14,000.00	14,280.00	14,566.00	14,857.00	15,228.00	15,457.00	15,989.00	15,989.00
4141.349 Admin attorney	4141.349	100,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00
4141.350 Admin Prof. Services	4141.35	36,000.00	36,720.00	37,454.00	38,203.00	40,000.00	35,000.00	42,000.00	42,000.00
4141.352 Elections	4141.352	6,600.00	6,500.00	6,500.00	6,500.00	7,000.00	7,000.00	7,000.00	7,000.00
4141.353 Appeal/Variance	4141.353	500	500	500	500	500	500	500	500
4141.400 Admin utilities	4141.4	32,000.00	32,640.00	33,293.00	33,959.00	34,808.00	35,331.00	36,548.00	36,548.00
4141.521 Admin insurance and surety bonds	4141.521	60,000.00	61,200.00	62,424.00	63,672.00	65,264.00	66,244.00	68,527.00	68,527.00
4141.580 Admin travel, conferences	4141.58	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,150.00	3,150.00
4141.600 Admin books, subscriptions, membership	4141.6	6,000.00	6,120.00	6,242.00	7,000.00	7,000.00	7,000.00	7,350.00	7,350.00
4141.601 Admin office supplies & expense	4141.601	10,500.00	11,000.00	11,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00
4141.649 Repairs/maintenance to city facilities	4141.649	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	21,000.00	21,000.00
4141.650 Admin computer software support	4141.65	14,000.00	14,280.00	14,566.00	14,857.00	15,228.00	15,457.00	16,000.00	16,000.00
4141.651 Admin web site	4141.651	4,500.00	4,500.00	5,000.00	5,500.00	5,500.00	6,000.00	6,000.00	6,000.00
4141.699 Admin miscellaneous expenditures	4141.699	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
4141.700 2019 Principal Sales Tax Revenue Refund	4141.7	690,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4141.701 2019 Interest Sales Tax Revenue Refund	4141.701	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
New note		0.00	270,000.00	270,000.00	270,000.00	270,000.00	270,000.00	270,000.00	270,000.00
4141.740 Admin capital outlay equipment	4141.74	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,100.00	2,100.00
Total Administrative		1,240,100.00	803,857.00	813,564.00	825,125.00	836,989.00	840,497.00	861,912.00	861,912.00

Planning and zoning

4180.600 Planning commission expenses

Total Planning and zoning

4180.6	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
--------	----------	----------	----------	----------	----------	----------	----------	----------	----------

Building

4190.100 Inspections Wages	4190.1	17,000.00	17,425.00	17,860.00	18,307.00	18,800.00	19,234.00	19,800.00	19,800.00
4190.101 Site Plan Review	4190.101	12,500.00	12,750.00	13,005.00	13,265.00	13,597.00	13,801.00	14,277.00	14,277.00
4190.220 Building FICA	4190.22	2,300.00	2,310.00	2,400.00	2,450.00	2,480.00	2,530.00	2,501.00	2,501.00
4190.230 Building Retirement	4190.23	2,200.00	2,300.00	2,400.00	2,500.00	2,600.00	2,700.00	2,800.00	2,800.00
4190.240 Building Health Insurance	4190.24	2,500.00	2,650.00	2,601.00	2,653.00	2,719.00	2,760.00	2,855.00	2,855.00
4190.300 Plan Review	4190.3	17,000.00	17,250.00	17,500.00	17,750.00	18,000.00	18,250.00	18,500.00	18,500.00
4190.600 Building Tools, Books, Dues, Subscription	4190.6	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
Total Building		56,500.00	57,585.00	58,766.00	59,925.00	61,196.00	62,275.00	63,733.00	63,733.00



Total General government		1,326,300.00	891,142.00	902,030.00	914,750.00	927,865.00	932,472.00	955,345.00
Public safety								
Police								
4210.100 Ordinance Enforcement Officer	4210.1	10,500.00	10,710.00	10,924.00	11,142.00	11,421.00	11,592.00	11,992.00
4210.220 Ordinance Enforcement Officer FICA	4210.22	850	867	884	902	925	938	971
4210.230 Retirement	4210.23	550	561	572	583	598	607	628
4210.240 Enforcement Health Insurance	4210.24	500	510	520	530	543	552	570
4210.300 Police services	4210.3	119,600.00	125,560.00	131,859.00	138,452.00	145,375.00	152,700.00	160,275.00
4210.301 Dispatch fees	4210.301	20,000.00	20,400.00	20,808.00	21,224.00	21,755.00	22,081.00	22,843.00
4210.349 Enforcement attorney fees	4210.349	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Total Police		153,000.00	159,628.00	166,567.00	173,833.00	181,617.00	189,470.00	198,279.00
Fire								
4220.100 Fire wages	4220.1	20,000.00	20,400.00	20,808.00	21,224.00	21,755.00	22,081.00	22,843.00
4220.220 Fire FICA	4220.22	1,600.00	1,632.00	1,665.00	1,698.00	1,740.00	1,767.00	1,827.00
4220.230 Retirement	4220.23	1,000.00	1,020.00	1,040.00	1,061.00	1,088.00	1,104.00	1,142.00
4220.300 Fire Telephone Notification System	4220.3	600	612	624	636	652	662	685
4220.600 Fire equipment supplies	4220.6	55,000.00	56,100.00	57,222.00	58,366.00	59,525.00	60,724.00	62,816.00
4220.601 Fire training	4220.601	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,500.00	10,500.00
4220.602 Fire Discretionary Fund	4220.602	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
4220.604 Fire Fighter Appreciation	4220.604	2,000.00	2,000.00	2,000.00	2,100.00	2,100.00	2,100.00	2,200.00
4220.648 Fire equipment fuel	4220.648	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,250.00	5,250.00
4220.649 Fire equipment repairs/maintenance	4220.649	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,250.00
4220.700 Fire Truck Lease principal	4220.7	41,400.00	43,354.00	45,430.00	47,606.00	49,866.00	52,300.00	54,800.00
4220.701 Fire Truck Lease interest	4220.701	19,000.00	16,800.00	14,724.00	12,547.00	10,267.00	7,878.00	5,400.00
4220.702 Chief's Truck Lease principal	4220.702	9,400.00	22,376.00	23,636.00	24,900.00	26,167.00	27,433.00	28,700.00
4220.703 Chief's Truck Lease interest	4220.703	3,120.00	2,600.00	1,331.00	3,000.00	3,000.00	3,000.00	3,000.00
4220.740 Fire capital outlay	4220.74	0	0	0	0	0	0	0
Total Fire		174,120.00	187,894.00	189,480.00	178,238.00	180,293.00	182,366.00	185,713.00
Fire Fuel Reduction								
4222.100 Fire Fuel Reduction wages	4222.1	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00
4222.200 Fire Fuel Reduction benefits	4222.2	0	0	0	0	0	0	0
4222.230 Fire Fuel Reduction Retirement	4222.23	0	0	0	0	0	0	0
4222.600 Fire Fuel Reduction equipment supplies	4222.6	0	0	0	0	0	0	0
4222.601 Fire Fuel Reduction training	4222.601	0	0	0	0	0	0	0
4222.602 Fire Fuel Reduction Discretionary Fund	4222.602	0	0	0	0	0	0	0
4222.648 Fire Fuel Reduction equipment fuel	4222.648	0	0	0	0	0	0	0
4222.649 Fire Fuel Reduction equipment repairs/r	4222.649	0	0	0	0	0	0	0
Total Fire Fuel Reduction		250,000.00	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00
EMS								
4225.100 EMS Wages	4225.1	14,000.00	14,280.00	14,566.00	14,857.00	15,228.00	15,457.00	15,989.00
4225.220 EMS FICA	4225.22	1,100.00	1,122.00	1,144.00	1,167.00	1,196.00	1,214.00	1,256.00
4225.600 EMS Equipment Supplies	4225.6	7,500.00	7,500.00	8,000.00	8,000.00	8,000.00	8,000.00	8,400.00
4225.601 EMS Training	4225.601	6,100.00	6,100.00	6,100.00	6,500.00	6,500.00	6,500.00	6,500.00
4225.602 EMS Appreciation	4225.602	300	300	350	350	350	350	400
4225.648 EMS Equipment Fuel	4225.648	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
4225.649 EMS Equipment Repairs/Maintenance	4225.649	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Total EMS		31,000.00	31,302.00	32,160.00	32,874.00	33,274.00	33,521.00	34,545.00
Animal control								

4253.300 Animal control and regulation	4253.3	5,000.00	5,100.00	5,202.00	5,306.00	5,439.00	5,520.00	5,711.00
Total Animal control		5,000.00	5,100.00	5,202.00	5,306.00	5,439.00	5,520.00	5,711.00
Emergency Management								
4227.100 EM Wages	4227.1	500	500	500	500	500	500	500
4227.220 EM FICA	4227.22	40	40	40	40	40	40	40
4227.600 EM Equipment Supplies	4227.6	4,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
Total Emergency Management		4,540.00	2,540.00	2,540.00	2,540.00	2,540.00	2,540.00	2,540.00
Total Public safety		617,660.00	636,464.00	645,949.00	642,791.00	653,163.00	663,417.00	676,788.00
Roads and public improvements								
Roads								
4410.100 Streets wages	4410.1	82,000.00	83,640.00	85,313.00	87,019.00	89,194.00	90,534.00	93,654.00
4410.220 Streets FICA	4410.22	6,300.00	6,426.00	6,555.00	6,686.00	6,853.00	6,956.00	7,196.00
4410.230 Retirement	4410.23	13,500.00	13,770.00	14,045.00	14,326.00	14,684.00	14,905.00	15,418.00
4410.240 Health Insurance	4410.24	13,000.00	13,260.00	13,525.00	13,796.00	14,141.00	14,353.00	14,848.00
4410.300 Streets Professional & technical	4410.3	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00
4410.452 Streets Storm drainage	4410.452	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
4410.600 Streets Road supplies	4410.6	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
4410.602 Roads Discretionary	4410.602	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
4410.603 Tools and equipment	4410.603	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,100.00
4410.606 Streets General Maintenance (including i	4410.606	3,210,000.00	50,000.00	50,000.00	50,000.00	100,000.00	100,000.00	100,000.00
4410.607 Fiber installs	4410.607	10,000.00	10,200.00	10,404.00	10,612.00	10,877.00	11,040.00	11,421.00
4410.648 Streets Road fuel	4410.648	3,000.00	3,000.00	3,100.00	3,100.00	3,100.00	3,100.00	3,300.00
4410.649 Streets Road Vehicle repairs/maintenanc	4410.649	4,000.00	4,000.00	4,100.00	4,300.00	4,300.00	4,500.00	4,500.00
4410.702 \$580,000 Principal	4410.702	64,763.00	61,000.00	63,000.00	65,000.00	67,000.00	0	0
4410.703 \$580,000 Interest	4410.703	9,500.00	8,025.00	6,400.00	4,500.00	2,600.00	0	0
4410.740 Streets capital outlay equipment	4410.74	3,500.00	3,000.00	3,500.00	4,000.00	4,000.00	4,000.00	4,200.00
4410.741 Streets Debt service - principal	4410.741	27,700.00	37,450.00	39,678.00	41,099.00	39,450.00	39,450.00	39,450.00
4410.742 Streets Debt service - Interest	4410.742	4,330.00	5,300.00	4,694.00	5,098.00	5,800.00	5,800.00	5,100.00
4415.608 Class C Road maintenance	4415.608	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Roads		3,507,593.00	355,071.00	360,314.00	365,536.00	417,999.00	350,638.00	355,187.00
Sanitation								
4420.300 Sanitation - garbage removal	4420.3	178,500.00	182,070.00	185,711.00	189,425.00	194,161.00	197,078.00	203,969.00
Total Sanitation		178,500.00	182,070.00	185,711.00	189,425.00	194,161.00	197,078.00	203,969.00
Snowplow								
4418.100 Snowplowing wages	4418.1	50,000.00	51,000.00	52,020.00	53,060.00	54,387.00	55,203.00	57,106.00
4418.220 Snowplowing FICA	4418.22	3,900.00	3,978.00	4,058.00	4,139.00	4,242.00	4,306.00	4,454.00
4418.230 Snowplowing Retirement	4418.23	100	102	104	106	109	110	114
4418.600 Snowplowing supplies	4418.6	1,500.00	1,500.00	1,600.00	1,500.00	1,700.00	1,700.00	1,700.00
4418.601 Snowplowing road salt	4418.601	40,000.00	40,000.00	40,000.00	40,000.00	41,000.00	41,000.00	42,000.00
4418.602 Snow Plowing tools and equipment	4418.602	22,000.00	22,000.00	23,000.00	23,000.00	23,000.00	23,000.00	24,000.00
4418.648 Snowplowing fuel	4418.648	6,000.00	6,000.00	6,500.00	6,000.00	6,000.00	6,000.00	6,300.00
4418.649 Snow Plowing repairs/maintenance	4418.649	10,000.00	10,200.00	10,500.00	10,500.00	10,500.00	10,500.00	10,500.00
4418.740 Snow Plowing capital outlay equipment	4418.74	0	0	0	0	0	0	0
4418.800 Snowplowing Debt service - principal	4418.8	27,700.00	37,450.00	39,678.00	41,099.00	39,450.00	39,450.00	39,450.00
4418.801 Snowplowing Debt service - Interest	4418.801	4,330.00	5,300.00	4,694.00	5,098.00	5,800.00	5,800.00	5,100.00
Total Snowplow		165,530.00	177,530.00	182,154.00	184,502.00	186,186.00	187,069.00	190,724.00
Total Roads and public improvements		3,851,623.00	714,671.00	728,179.00	739,463.00	798,348.00	734,785.00	749,780.00

## Parks

Total Parks, recreation, and public property

**Total Expenditures:**

Total Change In Net Position	0.00	0.00	0.00	0.00
------------------------------	------	------	------	------

**City of Woodland Hills**  
**Operational Budget 2025**  
51 51 Enterprise - 07/01/2025 to 06/30/2026  
100.00% of the fiscal year has expired

	2025 Actual Expenses	Revised June 2025 for FY 2025 Budget	Original FY 2026 Budget	Revised 8/26/2025 for FY 2026 Budget
<b>Income or Expense</b>				
<b>Income From Operations:</b>				
<b>Operating income</b>				
5140 Water service revenues	860,435	830,000	828,000	828,000
5241 Miscellaneous service revenues	40,668	40,000	15,000	15,000
5242 Transfer ARPA funds in from General	0	0	0	0
5311 Connection fee income	5,850	7,000	7,000	7,000
<b>Total Operating income</b>	<b>906,953</b>	<b>877,000</b>	<b>850,000</b>	<b>850,000</b>
<b>Operating expense</b>				
6110 Salaries and wages	178,107	180,000	160,000	160,000
6112 Water Repairs	1,567	2,000	0	0
6115 Well	0	0	0	0
6130 Employee FICA	30,213	31,000	12,500	12,500
6140 Health Insurance	26,025	27,000	35,000	35,000
6150 Retirement	18,094	19,000	18,000	18,000
6210 Books, dues and subscriptions	3,880	4,000	2,500	2,500
6230 Travel and conferences	837	1,500	1,500	1,500
6240 Office supplies and expense	2,340	5,500	4,000	4,000
6245 Computer software support	15,247	18,000	14,000	14,000
6250 Tools and work equipment	3,495	7,000	5,000	5,000
6280 Utilities	59,247	80,000	80,000	80,000
6311 Legal services	0	5,000	5,000	5,000
6313 Engineering services	38,439	45,000	50,000	50,000
6420 Water sampling and testing	2,492	5,000	10,000	10,000
6440 Meter installation and service	(50)	0	8,000	8,000
6445 Supplies	23,234	24,000	15,000	15,000
6447 Water equipment repairs/maintenance	17,121	30,000	10,000	10,000
6450 Water system maintenance	849,679	810,000	150,000	150,000
6451 ARPA Funds	145,999	180,511	0	0
6452 Fuel	397	1,000	0	0
6510 Insurance and surety bonds	27,588	28,000	30,000	30,000
6550 Capital Outlay	0	5,000	5,000	34,888
6555 2014 Upper Well Principal	0	62,500	46,000	46,000
6610 Miscellaneous operating expense	1,500	0	0	0
6690 Depreciation expense	0	120,000	125,000	125,000
6822 2021 Emergency Water loan \$2.9M	0	97,000	99,000	99,000
6830 Monthly CC Processing and Bank Fees	16,611	15,000	15,000	15,000
<b>Total Operating expense</b>	<b>1,462,061</b>	<b>1,803,011</b>	<b>900,500</b>	<b>930,388</b>
<b>Total Income From Operations:</b>	<b>(555,109)</b>	<b>(926,011)</b>	<b>(50,500)</b>	<b>(80,388)</b>
<b>Non-Operating Items:</b>				
<b>Non-operating income</b>				
5521 Water Impact Fee revenue	68,471	70,000	52,670	52,670
5523 Well Impact Fee Revenue	0	0	0	0
5610 Interest income	69,130	70,000	70,000	70,000
5610.1 Impact Fee Interest	5,479	5,000	5,500	5,500
5630 Gain (loss) on asset retirement	0	0	0	0
<b>Total Non-operating income</b>	<b>143,080</b>	<b>145,000</b>	<b>128,170</b>	<b>128,170</b>
<b>Non-operating expense</b>				
6820 Interest expense (New Bond Well Interest Payment)	18,952	60,500	15,330	15,330
<b>Total Non-operating expense</b>	<b>18,952</b>	<b>60,500</b>	<b>15,330</b>	<b>15,330</b>
<b>Total Non-Operating Items:</b>	<b>124,128</b>	<b>84,500</b>	<b>112,840</b>	<b>112,840</b>
<b>Total Income or Expense</b>	<b>(430,981)</b>	<b>(841,511)</b>	<b>62,340</b>	<b>32,452</b>

**City of Woodland Hills**  
**Operational Budget 2026**  
52 52 Sewer - 07/01/2025 to 06/30/2026  
100.00% of the fiscal year has expired

	2025 Actual Expenses	Revised June 2025 for FY 2025 Budget	Original FY 2026 Budget	Revised 8/26/2025 for FY 2026 Budget
<b>Income or Expense</b>				
<b>Income From Operations:</b>				
<b>Operating income</b>				
5150 Sewer service revenues	133,650	132,000	130,000	130,000
5311 Connection fee income	2,000	3,000	6,000	6,000
<b>Total Operating income</b>	<u>135,650</u>	<u>135,000</u>	<u>136,000</u>	<u>136,000</u>
<b>Operating expense</b>				
6112 Sewer Repairs/Maintenance	0	0	20,000	20,000
6285 Sewer service expense to Payson	101,615	104,000	94,000	94,000
6313 Engineering services	0	0	0	0
6690 Depreciation expense	0	4,000	12,000	12,000
<b>Total Operating expense</b>	<u>101,615</u>	<u>108,000</u>	<u>126,000</u>	<u>126,000</u>
<b>Total Income From Operations:</b>	<u>34,035</u>	<u>27,000</u>	<u>10,000</u>	<u>10,000</u>
<b>Non-Operating Items:</b>				
<b>Non-operating Income</b>				
5522 Sewer Impact Fee revenue	53,815	54,000	20,000	20,000
<b>Total Non-operating income</b>	<u>53,815</u>	<u>54,000</u>	<u>20,000</u>	<u>20,000</u>
<b>Non-operating expense</b>				
6998 WH Sewer Impact Fee	0	0	0	0
6999 Impact Fee to Payson City	58,427	80,000	20,000	20,000
<b>Total Non-operating expense</b>	<u>58,427</u>	<u>80,000</u>	<u>20,000</u>	<u>20,000</u>
<b>Total Non-Operating Items:</b>	<u>(4,612)</u>	<u>(26,000)</u>	<u>0</u>	<u>0</u>
<b>Total Income or Expense</b>	<u>29,423</u>	<u>1,000</u>	<u>10,000</u>	<u>10,000</u>

ROLL CALL VOTING:		
	YES	NO
Mayor Brent Winder (tie only)	[ ]	[ ]
Council Member Ben Hillyard	[X]	[ ]
Council Member Brian Hutchings	[ ]	[ ]
Council Member Dorel Kynaston	[X]	[ ]
Council Member Janet Lunt	[X]	[ ]
Council Member Kari Malkovich	[X]	[ ]

I move that this Ordinance be adopted.

*Ben Hillyard*  
Council Member

I second the foregoing motion.

*Kari Malkovich*  
Council Member

### Ordinance 2025-31

**AN ORDINANCE IS HEREBY ESTABLISHED TO CREATE THE POSITION OF COMMUNITY DEVELOPMENT DIRECTOR. THIS ORDINANCE ALSO INCLUDES THE RENUMBERING OF WOODLAND HILL MUNICIPAL CODE SECTION 1-7-7 TO 1-7-8 TO REFLECT THIS ADDITION. ADDITIONALLY, THE TITLE 'BUILDING OFFICIAL' SHALL BE REPLACED WITH 'COMMUNITY DEVELOPMENT DIRECTOR' WHERE APPLICABLE WITHIN THE ORDINANCE. THE TERM 'BUILDING OFFICIAL' SHALL CONTINUE TO BE USED AS NECESSARY TO ENSURE CLARITY AND MAINTAIN CONSISTENCY**

**WHEREAS**, the Woodland Hills City Planning Commission has reviewed and made a recommendation to the City Council to amend Woodland Hills Municipal City Code Title; and

**WHEREAS**, a public hearing before the Planning Commission of Woodland Hills City was held after being duly advertised as required by law; and

**WHEREAS**, the City Council of Woodland Hills City finds that said amendments of the Woodland Hills Municipal City Code should be made in order to comply with recent changes in the 2025 Utah State Code relative to specific responsibilities and qualifications of a "Qualified Building Official";

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of Woodland Hills City, Utah, that the following amendment be made to the Woodland Hills Municipal City Code:

**Title 1-7-7 Community Development Director:** The mayor may appoint or hire a Community Development Director, with the advise and consent of the city council, to enforce and carry out the provisions and purposes of the city code related to, but not limited to, current and long range planning efforts, engineering, building and development, compliance with local, state and Federal regulations, code enforcement, overseeing the building permit process including reviewing related documents, issuing building permits, enforcing building codes and zoning regulations, managing departmental budgets, managing department employees, and other duties as determined by the mayor. The Community Development Director may authorize such other persons as may be necessary and as approved by the mayor to serve as representatives in carrying out the duties of the Director, City Engineer, Fire Chief, Zoning Enforcement Officer, and Health and Safety Officers, and such others as may be necessary. Such other

*website ✓*

authorized persons shall have the powers and duties of the Community Development Director as may be necessary in carrying out their respective duties.

**Title 1-7-8: Indemnification of City Employees and Elected, and Appointed Officials:** It is the intent of the City to indemnify its employees, elected officials, appointed officials, and city authorized volunteers of to the fullest extent consistent with the Governmental Immunity Act of Utah, Title 63G, Chapter 7 of the Utah Code Annotated. The City shall defend and indemnify employees, elected officials, appointed officials, and city-authorized volunteers from claims that may arise while acting in the scope of their duties for the City, except for the following:

- A. Fraud or willful misconduct of the City's employee, elected official, appointed official, and city-authorized volunteer;
- B. Operation or control of a vehicle by the City's employee, elected official, appointed official, and city-authorized volunteer while under the influence of drugs or alcohol; or
- C. Physical or mental impairment resulting in the City's employee, elected official, appointed official, and city-authorized volunteer being unable to reasonably perform his/her job functions because of the use of alcohol or non-prescribed drugs.

**Title 4.1.9 Inspection and Enforcement:**

A. The mayor shall appoint one or more qualified persons to enforce and carry out the purposes of this chapter. The appointed individual(s) may include the ~~building official~~, ~~community development director~~, zoning enforcement officer, fire chief, health and safety officer, or other qualified individuals. The person(s) appointed shall serve as the health and safety officer and may authorize other necessary individuals to act as their representatives in performing inspection and enforcement duties under this chapter, including but not limited to the ~~building official~~, ~~community development director~~, zoning enforcement officer, fire chief, and health and safety officers. Such authorized persons shall have the powers and duties of a zoning enforcement officer in carrying out their authorized duties.

Title 4.1.9 B to remain as written.

Title 4.1.9 C to remain as written.

**Title 8.2.3 Protection and Maintenance of the System**

A. **City Responsibility:** The superintendent of the water department shall be responsible for taking reasonable measures for the protection of the water system from foreseeable conditions leading to possible contamination or pollution of the water system due to backflow of contaminants or pollutants into the water system. In carrying out that responsibility, the superintendent shall cause culinary water system surveys and inspections of water users' distribution systems to be conducted. Records of such surveys and inspections shall indicate compliance with the health and safety standards listed in section 8-2-1 of this chapter. The water department shall maintain all such records. Based upon the result of such surveys and inspections, the superintendent shall select and approve a backflow prevention assembly for the service connection of any water user as deemed appropriate by the superintendent.

B. **User Responsibility:** It shall be the responsibility of a water user to purchase, install, test, and maintain any backflow prevention assembly required to comply with this section.

C. **Community Development Director; Certified Technician:** The Community Development Director, charged with enforcement of the plumbing code adopted by the city, will review all plans to ensure that unprotected cross-connections are not part of the water user's system. If a cross-connection cannot be eliminated, it shall be protected by the installation of an air gap or an approved backflow prevention assembly. All repairs, tests or maintenance of backflow prevention assemblies, whether done by a water user or the water department, shall be performed by a certified technician. The technician shall:

1. Ensure that acceptable testing equipment and procedures are used for testing, repairing or overhauling backflow prevention assemblies.
2. Make reports of such testing, repair or overhauling to the water user and water department. The report shall include a list of materials or replacement parts used.
3. Use replacement parts equal in quality to parts originally supplied by the manufacturer of the backflow prevention assembly.
4. Not change the design, material or operational characteristics of a backflow prevention assembly.
5. Use testing equipment in proper operating condition and acceptable to the superintendent.



6. Be equipped with, and be competent to use, all necessary tools, gauges, and other equipment necessary to properly test and maintain backflow prevention assemblies.
7. Attach to each backflow prevention assembly tested or repaired, a tag showing the serial number, date tested, name of technician and technician's license number.

#### **Title 9.1.1 Building Code and Regulations**

A. To remain as written

**B.1 Building Official.** The mayor, with the advice and consent of the city council shall appoint a qualified person to serve as the city of Woodland Hills Building Official to perform the duties of the Qualified Building Official as set forth in State Code, to include the issuance of Certificates of Occupancy, Temporary Certificates of Occupancy, and Certificates of Completion. once all required inspections required by the International Building Code, the Residential Building Code and other adopted construction codes have been completed, passed and approved. The qualified building official may delegate other qualified building officials to act in their place as the need arises.

B.2. Community Development Director. The mayor, with the city council's advice and consent, will appoint a qualified individual to serve as the Woodland Hills City Community Development Director. This person will carry out the duties outlined in the city code, including those specified in City Code 1.7.7, as adopted by this ordinance. These duties include current and long-range planning, engineering, building and development, compliance with local, state, and federal regulations, code enforcement, overseeing the building permit process, managing departmental budgets, supervising department employees, and performing other duties as determined by the mayor. The Community Development Director can also authorize other approved individuals, such as the City Engineer, Fire Chief, Zoning Enforcement Officer, and Health and Safety Officers, to carry out their respective duties. These individuals will have the necessary powers and duties to fulfill their responsibilities.

C. To remain as written

D. To remain as written

E.1 Remain as written

E.2: It shall be a class C misdemeanor subject to penalty as provided in section 1-4-1 of this code for any person to remove a stop work order posted upon a building within the project by the building official, or community development director, or their designee.

E.3: It shall be a class C misdemeanor, subject to penalty as provided in section 1-4-1 of this code, for any person to continue working on any building or project or building within a project when a stop work order has been posted by the building official, or community development director, or their designee.

E.4: The building official, or community development director, or their designee may issue citations for any violation of the building code adopted by subsection A of this section.

#### **Title 10.2.1 Definitions**

**Amend BUILDING OFFICIAL:** The person authorized by the city to issue certificates of occupancy, temporary certificates of occupancy, and certificates of completion, and may perform inspections on building code compliance for all structures, both newly constructed and renovated. Will interpret the IRC and IBC codes, as well as their interpretations under Utah's State Construction Code.

**Add COMMUNITY DEVELOPMENT DIRECTOR:** The person authorized to oversee city development, including subdivision development and improvements, building permits, and building throughout the city. The person works closely with the planning commission, plan reviewers, city engineers, inspectors, the qualified building official, and city staff to ensure plans and buildings conform to the International Residential Fire Code, city building standards/codes, and ensure AWP Standards are followed.

**Add CERTIFICATES OF COMPLETION:** A certificate issued for a remodel, ADU, or accessory building once all the modifications have been completed and all required code inspections have been performed and passed.

#### **Title 10.3.1 Enforcement Authority**

In any case where any building or structure is erected, constructed, reconstructed, altered, repaired, converted, or maintained, or where any building, structure, or land is used in violation of this title, the zoning enforcement officer and/or the building official, community development director, or city council, in addition to other remedies, may initiate any appropriate action or legal proceedings to

prevent such unlawful erection, construction, reconstruction, alteration, repair, conversion, maintenance, or use, to restrain, correct, or abate such violation, to prevent occupancy of such building, structure, or land, or to prevent any illegal act, conduct of business, or use in or about such premises.

#### **Title 10.3.2 Penalty**

It is a class C misdemeanor for any person to violate any of the provisions of this title, or to fail to observe and obey any of the requirements and restrictions hereof.

It shall be the duty of the zoning enforcement officer and/or building inspector, community development director, or city council to enforce all provisions of this title strictly. An owner, tenant, general agent, architect, building contractor, or any other person who commits, takes part in, or assists in any violation of this title, or who maintains any building or land in or on which any violations of this title exist, is guilty of a class C misdemeanor. Violators may be subject to penalty as provided in section 1-4-1 of this code. Each day that a violation is permitted to exist constitutes a separate offense.

#### **Title 10.3.3. Zoning Enforcement Officer**

The mayor shall appoint a zoning enforcement officer to enforce and carry out the purposes of this chapter. The zoning enforcement officer may authorize such other persons as may be necessary to serve as his representatives in carrying out the zoning enforcement functions under this chapter, including, but not limited to, the community development director, fire chief, and health officers. Such authorized persons shall have the powers and duties of the zoning enforcement officer in carrying out their duties under this chapter.

#### **Title 10.4.2 General Procedures**

- A. Administration: The administration of this title is vested in the following officials, commissions and boards of the city:
1. City council;
  2. Planning commission;
  3. Appeal authority;
  4. City engineer;
  5. ~~Building inspector~~ Community Development Director; and
  6. Zoning enforcement officer.

B. To remain as written

C. To remain as written

D. Certificates of Non-Compliance: In the event that the proper permits are not obtained or approvals given by the city for any work or activity requiring such in the Woodland Hills City code, the ~~city building official~~ **Community Development Director**, or zoning/code enforcement officer may issue a Certificate of Non-Compliance against the property where the illegal/unapproved activity occurred or is occurring. That Certificate will remain on file with the city until the activity prompting the issuance of the Certificate is resolved. Further, the city may file such a Certificate with the Utah County Recorder's Office against the particular piece of property, giving public notice, until such time as the matter is resolved by the appropriate city's approving officials.

Issues that can prompt the issuance of a certificate of non-compliance include, but are not limited to:

1. Building without the required permit or approval
2. Building with an expired permit
3. Occupying a home without a valid Certificate of Occupancy
4. Occupying a home on an expired temporary occupancy certificate
5. Building contrary to or disregarding the city's building and zoning codes

The offending party can be notified of the referenced action by email, postal mail, or in person. This action is in addition to any fines or other actions that may be incurred as a result of the actions involved.

The Certificate is to include the name and address of the property owners, the location of the property, the parcel number, date of issuance of the certificate, the name and signature of the person authorizing it, and a detailed reason for the issuance.

#### **Title 10.4.3 Zoning Requirements For Building Permits**

Excavations for buildings or site improvements shall not be started, nor buildings or structures, or parts thereof, shall not be erected, altered, or moved, until a building permit has been applied for and issued by the ~~building official~~ **building department**. If the building permit is for new-home construction, a permit will not be issued unless the required water shares have been deeded to the city and building permit fees have been paid.

A. Approval of Site Plans: Whenever a site plan has been submitted by the developer/builder as required by this title, the preliminary plan and final plan for recording of the project shall have been approved by the planning commission and city council before a building permit may be issued by the ~~building official~~ **building department**.

B. Compliance with Zoning Regulations: Permits for the construction of a building or improvements or change in use may be issued by the Community Development Director, or his/her designee, only if the work described in an application clearly complies with all provisions of this title and other ordinances of the city. If the proposed building or use does not clearly comply with the provisions of this title, the Community Development Director shall not have the power to grant variances or make exceptions, but must refer the builder to the City hearing officer as the Appeal Authority for their review and determination.

C. To remain as written

D. To remain as written

#### **Title 10.4.5 Required Drawings and Information:**

In addition to drawings required by the provisions of the building code, application for a building permit shall be accompanied by:

A. A site plan for the construction project submitted shall contain the following information unless specifically waived by the ~~Building Official~~ Community Development Director and Zoning Enforcement Officer, in whole or in part:

1. The name, address, and contact information of the applicant; and the construction manager/general contractor for the construction project.
2. Date, north arrow, and scale on the plat. (No more than 1" = 20'; supplementary site plans at a larger scale are encouraged).
3. Existing zoning of the property, lot size, and dimensions
4. All lot and/or property lines are to be shown with dimensions, including building setback lines and easements.
5. Street name(s) adjacent to the property.
6. Topographical details if the slope of the lot is greater than 10%
7. Location of proposed retaining walls. Please note that all retaining walls over 4 feet or greater than a 2:1 slope requires engineering.
8. The location and dimensions of all existing and proposed drives, sidewalks, curb openings, curbing, and parking areas including the total number of parking spaces (show dimensions of a

typical parking space), recreation areas, common use areas, and areas to be conveyed for public use and purpose.

9. Size and location of existing and proposed hydrants and utilities including proposed connections to public sewer (if applicable) or water supply systems. All lines shall be a minimum of 1 1/2" diameter.

10. Homes requiring a septic tank must submit a letter of approval along with a copy of the permitted design that has been signed and approved by the Utah County Health Department Private Wastewater Treatment Department.

11. The following statement must appear on the site plan. "Actual construction will comply with applicable local ordinances and the state construction code."

**B. Construction plans and drawings, including:**

1. Elevations
2. Floor plans for each level, including the location and size of doors and windows;
3. Foundation, structural, and framing detail; and
4. Electrical, mechanical, and plumbing design;

**C. Documentation of energy code compliance**

**D. Structural calculations, except for trusses**

**E. A natural hazard study for homes located in identified hazard areas.**

**Title 10.4.7 Certificate of Occupancy:**

**A. General:**

1. The city may issue a building permit upon application, in compliance with all laws, ordinances, rules and regulations. A fire safety permit, confirming compliance with the wildland interface ordinance, is also required. No building permits will be issued until compliance with the uniform fire code to allow access to the construction site by fire apparatus vehicles. Once approval has been granted, a building permit may be obtained.
2. A certificate of occupancy must be obtained from the building official before the building is occupied. A certificate shall only be issued if the building is in conformity with the building code, the zoning ordinance and all other applicable ordinances; provided however, if the only deficiency is the inability to complete the required hard-surfaced driveway because of inclement weather, a

temporary certificate may be issued if a sum equal to one hundred and twenty-five percent (125%) of the estimated cost of such driveway, as determined by the building official is placed in an escrow account available to the city for the purpose of completing the driveway if the applicant has not completed the driveway within nine (9) months of receipt of the temporary certificate.

B. Application: A certificate of occupancy shall be applied for by the owner or agent and shall be issued by the building official as a condition precedent to the occupancy and/or use of a building and land as follows:

1. Occupancy of Building Erected or Altered: A certificate of occupancy shall be required before occupancy of a new building, or before occupancy of an existing building which has been altered, moved, changed in use or increased in off-street parking requirements. Such a certificate shall only be issued after the erection or alteration of a building, or a component thereof, or after a required accessory use has been provided and found by inspection to be in conformity with the provisions of this title and the building code.
2. Change in Use of Conforming Building or Land: A certificate of occupancy shall be required before occupancy of a conforming building or land where the use has been changed, provided the use is different than the prior use, and shall be issued, when found by inspection, to be in conformity with provisions of this title.
3. Change in Use of Nonconforming Building or Land: A certificate of occupancy shall be required whenever a nonconforming building or land is changed and shall not be issued until the planning commission has approved the change in accordance with the provisions of chapter 14 of this title.

C. Record Of Existing Building and Land Use: Upon application by the owner, or agent, the building official shall inspect a building or tract of land and shall issue a certificate of ~~occupancy~~ **compliance** therefore certifying:

1. The present use of the building or land.
2. If such use conforms to all the provisions of this title; and
3. If it is a lawfully existing nonconforming use.

D. Application For Certificate:

1. Applications for a certificate of occupancy may be submitted separately or may accompany an application for a building permit. Accurate information shall be furnished by the owner

or his agent, as to size and location of the lot, buildings or structures occupying the lot, the dimensions of all yards and open spaces, the use of land or building, and all such information as may be included on a form to be furnished by the city.

2. A record of all applications and certificates issued shall be kept on file in the office of the city recorder and copies shall be furnished, upon request, to any person having a proprietary or tenancy interest in the building or land affected.

#### **Title 10.4.8 Enforcement**

The duty of administering and enforcing the provisions of this title is hereby conferred upon the zoning enforcement officer, except for those provisions specifically within the purview of the ~~building official~~ Community Development Director. The zoning enforcement officer may promulgate rules and regulations as he may determine necessary to supplement the administration of this title. After approval by the city council, such rules of the zoning enforcement officer shall have the same force and effect as other provisions of this title.

A. Duties: remain unchanged

B. Inspections: Inspections shall be made by the zoning enforcement officer or ~~the building official~~ the Community Development Director, or their designees.

C. To remain unchanged

D. To remain unchanged

E. To remain unchanged

#### **Title 10.4.9. Development Approval Process**

A. Site plan review:

1. Submit all required information to the city recorder which is on the building permit site plan checklist unless it is waived in whole or in part by the ~~building~~ officials conducting the review. Any residential building construction requires a site plan regardless of the district/zone it is being constructed in.
2. Required fees must be paid to the city before a review of the site plan may occur.
3. The Community Development Director will review the site plan for completeness, accuracy, and to ensure it complies with all city building codes, except for zoning regulations. The zoning enforcement officer and his/her designees shall review the site plan to ensure compliance with all city zoning provisions.



4. If there is compliance with number 3 above, a building permit will be issued by the Community Development Director.

B. Conditional use permits:

1. Preapplication reviews with planning commission.
2. Submit application to zoning enforcement officer.
3. Planning commission review, public hearing, review and final recommend.
4. City council public hearing, review and final action.

C. Zoning ordinance amendments (including rezoning):

1. Preapplication review with zoning enforcement officer and planning commission (optional).
2. Submit application form and fee to city recorder.
3. Application referred to city council for consideration.
4. City council refers application to planning commission for recommendation.
5. Council hold public hearing and considers planning commission recommend.
6. Final action.

D. Zoning variances (as defined by ordinance):

1. Submit application to appeal authority.
2. Appeal authority meets within thirty (30) days to hear appeal.
3. Appeal authority hears appeal, final action.
4. Decision is effective on date of final action.

**Title 10.6.5 Appeals**

- A. To remain as written
- B. To remain as written
- C. To remain as written
- D. To remain as written
- E. To remain as written
- F. Zoning decisions applying the ordinance and conditional use decisions by the city council or planning commission may be appealed to the land use hearing officer, and other appeals as outlined in city ordinances.
- G. To remain as written
- H. To remain as written

**Title 10.12.1. Site Plan Required**

- A. No building, fence or wall shall be constructed, or any grading performed on any lot or parcel of land, and no driveway shall be constructed on or providing access from a public street to any lot or

parcel of land, until a site plan has been submitted to and approved by the ~~building official~~, **Community Development Director**, zoning enforcement officer or their designees.

B. The ~~building official~~ **Community Development Director** shall not issue a building permit for construction on any lot or parcel until the site plan for said lot or parcel has been approved. All plans and specifications for the proposed construction shall conform to the approved site plan.

#### **Title 10.12.2 Contents of Site Plan**

Each site plan shall include all items listed on the site plan requirement checklist (section 10-4-5D), unless the ~~building official~~ **Community Development Director** and the zoning enforcement officer concur to waive the inclusion of any item.

#### **Title 10.12.3 Submission and Review**

- A. Submittal: The person seeking approval of a site plan shall submit copies as detailed in the building permit packet and in the site plan approval flow chart.
- B. Additional Review: The **Community Development Director**, or zoning enforcement officer, may request the city engineer, city attorney, or other designee to review a site plan and provide comments.
- C. Decision Of **Community Development Director** and Zoning Enforcement Time Limit: The **Community Development Director** and zoning enforcement officer shall act to approve, approve with conditions, or disapprove the site plan per state statute.

#### **Title 10.12.4 Standard Of Review**

- A. Approval: If the ~~building official~~ **Community Development Director**, and zoning enforcement officer determine that the proposed work shown on the site plan conforms to all requirements of this title, the subdivision ordinance, building code, and all other city ordinances and regulations, they shall approve the site plan. Upon approval, **Community Development Director** shall file one copy of the site plan showing his signature and date of approval with the city recorder and return one copy showing his signature and date of approval to the applicant.
- B. Approval With Minor Changes: If the **Community Development Director** and zoning enforcement officer determine that the proposed work shown on the site plan does not conform to all requirements of this title, the subdivision ordinance, building code, and all

other city ordinances and regulations but can be made to conform with minor changes to the site plan, Re they shall approve the site plan subject to condition that such changes be made to the site plan before a building permit is issued as the Community Development Director and zoning enforcement officer may require. Upon approval, the Community Development Director shall file one copy of the site plan and written conditions of approval with the city recorder and return one copy showing his signature and date of approval to the applicant.

- C. Disapproval: If the Community Development Director and zoning enforcement officer determine that the proposed work shown on the site plan does not conform to all requirements of this title, the subdivision ordinance, building code, and all other city ordinances and regulations and cannot be made to conform except with major changes to the site plan, they shall disapprove the site plan and notify the applicant in writing of the reason or reasons for disapproval. A copy of this letter will be given to the city recorder for retention.

#### **Title 10.12.5 Duration Of Approval**

Each approval of a site plan pursuant to this chapter shall expire as follows:

- A. If a building permit is required for any of the improvements shown on the site plan, approval shall expire six (6) months after the date of approval unless a complete application for a building permit is submitted to the Community Development Director I before such expiration;
- B. If a building permit is required for any of the improvements shown on the site plan and a building permit is issued but construction is not completed before expiration of the building permit, approval of the site plan shall expire upon expiration of the building permit;
- C. If none of the improvements shown on the site plan require a building permit, approval of the site plan shall expire six (6) months after date of approval unless construction is commenced before such expiration; provided, however, if such construction is not prosecuted diligently to completion, approval of the site plan shall expire at the later of:
1. Failure to diligently continue the construction; or
  2. Six (6) months after approval. If approval of a site plan expires as provided herein, the site plan shall be of no further force or effect.

#### **Title 10.12.6 Appeal**

The applicant or any other person aggrieved by a decision of the Community Development Director or Zoning Officer pursuant to this chapter may appeal that decision to the appeal authority as provided by section 10-6-4 of this title.

### **Title 10.18.1 Accessory Dwelling Units**

An accessory dwelling unit (ADU) located within a primary dwelling ("Internal ADU") or external to the dwelling unit is a permitted use in all residential zones. In the zones where they are permitted, an ADU shall meet these requirements:

- A. The owner of the property must reside on the property. Exceptions shall be permitted if the property owner applies to have the occupancy requirement suspended, if the owner has resided on the property for at least one (1) year, and if any of the following situations exist:
  - 1. The owner has a bona fide temporary absence of three (3) years or less for activities such as temporary job assignments, sabbaticals, or voluntary service (indefinite periods of absence from the dwelling unit shall not qualify for this suspension).
  - 2. The owner is placed in a hospital, nursing home, assisted living facility, or other similar facility.
- B. All ADUs must be located on an existing lot or parcel with a single-family dwelling. Only one ADU may be created on a parcel. The building containing an Internal ADU shall maintain the appearance of a single-family dwelling. Entrances for an Internal ADU must be on the side or rear of the dwelling, unless an existing dwelling already has two doors facing the front.
- C. For Internal ADUs, an interior access between the main living area and the accessory apartment must be maintained.
- D. Each ADU must have its own mailing address provided by the City of Woodland Hills.
- E. ADUs are only permitted in single-family dwellings on lots of 19,000 square feet or larger. Lots or parcels in residential zones may have an ADU in a detached garage or accessory structure. A detached ADU can be located in an accessory structure or a stand-alone dwelling unit.
- F. Single-family dwellings with ADUs must have a total of five (5) off street parking spaces. Tandem parking arrangements are allowed. Any parking spaces contained within a garage or carport that are lost by creation of an Internal ADU within the garage or carport shall be replaced. An ADU shall have legal access from the lot upon which the main dwelling is located on a recorded easement. Driveway access to an ADU must meet the same standard as any other approved driveway. The access to the ADU shall be located within 500 feet of a fire hydrant.
- G. Utility connections shall be shared with the main dwelling. If utility service to the main dwelling is not large enough to accommodate an ADU, it shall be upsized at the applicant's expense.

- H. An ADU may not be created within a mobile home.
- I. The minimum time period for rental of an ADU shall be 30 consecutive days.
- J. The ADU must be registered with the city. Any fees required for registration shall be established in the City's Fee Schedule.
- K. The ADU shall meet all applicable building and fire codes. Building permits are required to ensure inspections and compliance with codes. An external ADU requires a site plan and building permit and must adhere to the setback requirements outlined in City Code 10.8.5. It must also adhere to all applicable building codes.
- L. ADUs previously created without a building permit shall comply with minimum health and safety standards, including, but not limited to, the following:
  - 1. Minimum height, measured from floor to ceiling in each room, shall not be less than seven feet, or mitigated to the satisfaction of the Building Inspector and/or Building Official.
  - 2. Smoke detectors must be installed in each bedroom and the hallways or room adjacent to the bedrooms.
  - 3. GFCI protection must be provided in all required circuits per the IRC Building Code.
  - 4. One window in each bedroom must meet the emergency egress standards established in the building code or mitigated to the satisfaction of the Building Inspector and/or Building Official.
  - 5. Handrails must be installed for any interior or exterior stairway with more than three steps.
  - 6. The ADU must be inspected to ensure compliance with all city and building codes related to an ADU.
  - 7. A business license must be obtained from the city to have an ADU.
- M. A final inspection must be conducted by the Building Inspector and Fire Chief to assure that minimum health and safety standards are satisfied.
- N. Pursuant to Utah Code Ann. 10-9A-530, the City may hold a lien against the property that contains an ADU and require a notice to be recorded with the Utah County Recorder disclosing the conditions of the ADU for potential future purchasers of the dwelling.

#### **Title 11.2.1 Definitions**

- A. Words in this Title are normally used in their ordinary English usage. Certain terms are, however, defined in this Chapter, and wherever used in this Title, they shall have the meaning as set forth in

this Chapter, except where the context clearly indicates a different meaning.

- B. The word "shall" is to be interpreted as mandatory and shall be complied with unless waived; "may" is to be interpreted as having permission or being allowed to carry out a provision; "should" is to be interpreted as expressing that the application of said criteria or standard is desired and essential unless commensurate criteria or standards are achieved.
- C. All words used in the singular shall include the plural, and all words used in the present tense shall include the future tense, unless the context clearly indicates the contrary.

1. **ADMINISTRATIVE LAND USE AUTHORITY:** The Planning Commission appointed by the City to make final subdivision application decisions, excluding the city council or a city council member as the legislative body. "Administrative land use authority" includes any appropriately authorized designees.
2. **AFFECTED ENTITIES:** Any entity, county, municipality, local district, or special service district that provides a service to an owner of record of the portion of the plat that is being vacated or amended.
3. **APPLICANT:** Any person, firm, corporation, partnership, association, or other entity that files a completed subdivision application with the City for subdivision approval.
4. **ASSOCIATION:** A corporation or other legal entity, any member of which:
  - a. Is an owner of a residential lot located within the jurisdiction of the association, as described in the governing documents; and
  - b. By virtue of membership or ownership of a residential lot is obligated to pay:
    1. Real property taxes;
    2. Insurance premiums;
    3. Maintenance costs; or
    4. For improvement of real property not owned by the member.
5. ~~BUILDING OFFICIAL~~ **COMMUNITY DEVELOPMENT DIRECTOR:** The person

identified and authorized in City Code 9.1.1.B charged with the enforcement of this Title.

6. thru 43. To remain the same

### **Title 12.9.2 Violations**

A. Violations Enumerated - No person shall fail, refuse, or neglect to comply with the following:

1. Provisions of this Chapter;
2. Orders issued by the City Engineer or the Community Development Director pursuant to the provisions of this title;
3. Conditions imposed on the excavation permit pursuant to the provisions of this title; and
4. Rules and regulations of the office of the City Engineer or public works director with respect to grading, which were in effect at the time the excavation permit was issued.

B. Continuing Violation. Each and every day, or portion thereof, during which any violation of any of the provisions of this title are violated, continued, or land disturbance permitted, shall be considered a separate offense.

PASSED AND ADOPTED by the City Council of Woodland Hills, Utah, this 9th day of September, 2025.

\_\_\_\_\_  
Brent T. Winder  
Mayor of Woodland Hills, Utah

ATTEST:

Jody Stones  
Jody Stones, City Recorder



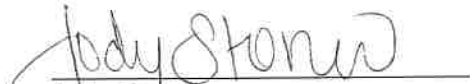
## **CERTIFICATE OF POSTING ORDINANCE**

For the City of Woodland Hills

I, Jody Stones, the duly appointed Recorder for the City of Woodland Hills, hereby certify that copies of the foregoing Ordinance No. 2025-31 were posted at three public places within the municipality this 10 th day September of 2025 which public places are:

1. Utah Public Notice Website
2. Woodland Hills City Center, 690 S. Woodland Hills Drive
3. Woodland Hills Web Site, [www.woodlandhills-ut.gov](http://www.woodlandhills-ut.gov)

Dated this 10<sup>th</sup> day of September 2025.

  
\_\_\_\_\_  
Jody Stones, Recorder



ROLL CALL VOTING:		
	YES	NO
Mayor Brent Winder (tie only)	[ ]	[ ]
Council Member Ben Hillyard	[✓]	[ ]
Council Member Brian Hutchings	[✓]	[ ]
Council Member Dorel Kynaston	[✓]	[ ]
Council Member Janet Lunt	[✓]	[ ]
Council Member Kari Malkovich	[✓]	[ ]

I move that this Ordinance be adopted.

Brent Winder  
Council Member Kynaston

I second the foregoing motion.

Janet Lunt  
Council Member Lunt

## Ordinance 2025-32

### AN ORDINANCE ADOPTING A CHANGE OF ZONE CLASSIFICATION FOR CERTAIN PROPERTY LOCATED IN THE CITY OF WOODLAND HILLS.

WHEREAS the proposed zone change has been referred to the City of Woodland Hills Planning and Zoning Commission for consideration in accordance with Utah Code Annotated §10-9a-501 et seq. (1953 as amended);

WHEREAS, the Planning Commission for Woodland Hills

WHEREAS a public hearing was held before the Woodland Hills City Council on September 23rd, 2025, where public input was received.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Woodland Hills:

SECTION 1: That specific property currently classified as Zone R-1-1 is hereby classified as Zone R-1-19 in accordance with the City's zoning ordinance. The said property is known on the Utah County Records as Serial# 55:053:0077 90 East Highline Drive.

SECTION 2: The Woodland Hills City zoning map is hereby amended by the rezoning of said property.

ADOPTED by the City Council of Woodland Hills this 23rd day of September 2025.

Brent Winder  
Brent T. Winder  
Mayor of Woodland Hills, Utah

ATTEST:

Jody Stones  
Jody Stones  
Woodland Hills City Recorder

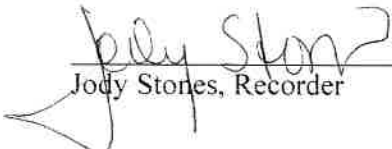


For the City of Woodland Hills

I, Jody Stones, the duly appointed Recorder for the City of Woodland Hills, hereby certify that copies of the foregoing Ordinance No. 2025-32 were posted at three public places within the municipality this 24<sup>th</sup> day of September of 2025 which public places are:

1. Utah Public Notice Website
2. Woodland Hills City Center, 690 S. Woodland Hills Drive
3. Woodland Hills Web Site, [www.woodlandhills-ut.gov](http://www.woodlandhills-ut.gov)

Dated this 24<sup>th</sup> day of September, 2025.

  
\_\_\_\_\_  
Jody Stones, Recorder

ROLL CALL VOTING:		
	YES	NO
Mayor Brent Winder (tie only)	[ ]	[ ]
Council Member Ben Hillyard	[ ]	[ ]
Council Member Brian Hutchings	[ ]	[ ]
Council Member Dorel Kynaston	[ ]	[ ]
Council Member Janet Lunt	[ ]	[ ]
Council Member Kari Malkovich	[ ]	[ ]

I move that this Ordinance be adopted.

~~Adon~~  
Council Member Kynaston

I second the foregoing motion.

Brian Hutchings  
Council Member Hutchings

## Ordinance 2025-33

### AN ORDINANCE OF WOODLAND HILLS CITY, UTAH, APPROVING AND ADOPTING A DEVELOPMENT AGREEMENT WITH THREE BRIDGES, LLC.

WHEREAS, the City Council under Utah Code §10-9a-532, the City Council may lawfully adopt development agreements that have different standards set forth in existing land use regulations if it does so in accordance with the same procedures for enacting a land use regulation, including review and recommendation from the Planning Commission and a public hearing; and,

WHEREAS, the applicant, THREE BRIDGES LLC, seeks to develop a 10.1 acre parcel of land within the City identified as Utah County Parcel No. 29:061:0095; and

WHEREAS, the City Council finds that the Planning Commission has reviewed and recommended to the City Council a Development Agreement with THREE BRIDGES, LLC for development of the proposed property within the municipality; and,

WHEREAS, the City Council finds that the Development Agreement with THREE BRIDGES, LLC has been subjected to the required public hearing prior to its adoption; and,

WHEREAS, based on the recommendation of the WOODLAND HILLS City Planning Commission, the City Council determines it to be in the best interest of the City to adopt the proposed Development Agreement with THREE BRIDGES, LLC; and,

WHEREAS, the City Council finds that the public convenience and necessity, public safety, health and welfare is at issue and requires action by the City as noted above;

NOW THEREFORE, BE IT ORDAINED By the City Council of WOODLAND HILLS, Utah: The Development Agreement with THREE BRIDGES, LLC, attached as Attachment "A", and fully incorporated by this reference, is approved and adopted as follows:

#### SECTION I:

THE DEVELOPMENT AGREEMENT: The Development Agreement is hereby approved in substantially the form set forth in **Exhibit A**.

**SECTION II:**

REPEALER OF CONFLICTING ENACTMENTS: All orders, ordinances and resolutions regarding the changes enacted and adopted which have been adopted by the City, or parts, which conflict with this Ordinance, are, for such conflict, repealed, except this repeal will not be construed to revive any act, order or resolution, or part, repealed.

**SECTION III:**

PRIOR ORDINANCES AND RESOLUTIONS: The body and substance of all prior Ordinances and Resolutions, with their specific provisions, where not otherwise in conflict with this Ordinance, are reaffirmed and readopted.

**SECTION IV:**

SAVINGS CLAUSE: If any provision of this Ordinance be held or deemed or will be invalid, inoperative or unenforceable, such invalidity will render no other provision or provisions invalid, inoperative or unenforceable to any extent whatever, this Ordinance being deemed the separate independent and severable act of the City Council of WOODLAND HILLS City.

**SECTION V:**

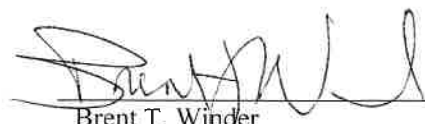
DIRECTION TO MAYOR: The WOODLAND HILLS Mayor is hereby authorized and directed to execute the development agreement on behalf of WOODLAND HILLS.

**SECTION V:**

DIRECTION TO STAFF: Staff are authorized and directed to take such steps as may be needed: (a) for this ordinance to become effective under Utah law, including but not limited to compliance with the requirements of Utah Code Ann. § 10-3-711; and (b) to finalize and post the ordinance, including but not limited to making non-substantive edits to correct any scrivener's formatting, and numbering errors.

DATE OF EFFECT This Ordinance will be effective on the 24<sup>th</sup> day of September, 2025 and after publication or posting as required by law.

DATED the 24<sup>th</sup>, day of September, 2025

  
Brent T. Winder  
Mayor of Woodland Hills, Utah

ATTEST:

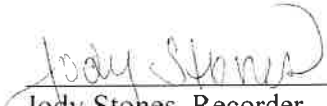
  
Jody Stones  
Woodland Hills City Recorder

**CERTIFICATE OF POSTING ORDINANCE**  
For the City of Woodland Hills

I, Jody Stones, the duly appointed Recorder for the City of Woodland Hills, hereby certify that copies of the foregoing Ordinance No. 2025-33 were posted at three public places within the municipality this 24th day of September of 2025 which public places are:

1. Utah Public Notice Website
2. Woodland Hills City Center, 690 S. Woodland Hills Drive
3. Woodland Hills Web Site, [www.woodlandhills-ut.gov](http://www.woodlandhills-ut.gov)

Dated this 24<sup>th</sup> day of September, 2025.

  
Jody Stones, Recorder



ROLL CALL VOTING:		
	YES	NO
Mayor Brent Winder (tie only)	[ ]	[ ]
Council Member Ben Hillyard	[✓]	[ ]
Council Member Brian Hutchings	[✓]	[ ]
Council Member Dorel Kynaston	[✓]	[ ]
Council Member Janet Lunt	[✓]	[ ]
Council Member Kari Malkovich	[✓]	[ ]

I move that this Ordinance be adopted.

  
Kari Malkovich (Nov 4, 2025 20:43:24 MST)

Council Member *Malkovich*

I second the foregoing motion:

  
Brian Hutchings (Nov 4, 2025 21:14:28 EST)

Council Member *Hutchings*

### ORDINANCE NO. 2025-34

**AN ORDINANCE AMENDING CITY CODE TITLE 8-5-1 (Water Requirements and Policies) ADDING CLARIFICATION REGARDING DEDICATION OF WATER RIGHTS AND SHARES AND OPPORTUNITY FOR PAYMENT OF FEE IN LIEU OF DEDICATION OF WATER RIGHTS AND SHARES.**

**WHEREAS**, the City of Woodland Hills Planning Commission held a public meeting on September 17, 2025 at 7:00 p.m., for the purpose of proposing an amendment to Title 8-5-1 Water Requirements and Policies, and;

**WHEREAS**, the City of Woodland Hills City Council held a public meeting on September 23<sup>rd</sup>, 2025 at 6:00 p.m., for the purpose of adopting an amendment Title 8-5-1 to Water Requirements and Policies Title 8-5-1 Water Requirements and Policies, and;

**WHEREAS**, the public meeting was preceded by the posting of a notice of public meeting at the city offices, city mailboxes, on the city website; along with notification to the Payson Chronicle Newspaper, a newspaper of general circulation, at least 24 hours prior to the Public Meeting;

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Woodland Hills that Title 8-5-1 of the City Code is amended as follows and read:

#### **8-5-1 WATER DEDICATION REQUIREMENTS AND POLICIES**

##### **A. Definitions:**

1. "City Water Dedication Requirements" means the requirement to dedicate to the City either Water Rights or Water Shares sufficient to meet the reasonable expected water demands of new development within the City, which will be served by the City System.

2. "City System" means the culinary water system owned and maintained by the City to deliver drinking water to the residents of the City or others served by the City System.
3. "Dedication" means to convey a Water Right or transfer a Water Share to the City, at no cost to the City, to meet the City's Water Dedication Requirements.
4. "ERC" means equivalent residential lot connection.
5. "State Engineer" is the individual appointed or acting under Title 73 Chapter 2 of the Utah Code to administer all water with the State of Utah.
6. "Water Right" is defined as the right to use water granted by the State of Utah under Title 73, Chapter 3 of the Utah Code.
7. "Water Share" is a share of stock issued by a mutual irrigation company which owns Water Rights and distributes water to its shareholders.
8. "Water Credit" is the result of payment of fees or dedication of Water Rights or Water Shares to the City in exchange for future connection to the City System that can be used, or assigned and used, to meet the City's water dedication requirements.

**B. Water Rights and Water Shares Acceptable for Dedication to the City:**

1. The State Engineer of Utah controls the allocation of Water Rights in Utah County. Presently, all Water Rights and Water Shares in Utah County are located. Since no Water Rights are available for appropriation in Utah County, those dedicating water to the City must dedicate an existing Water Right or Water Share. This is done by conveying a Water Right or transferring a Water Share to the City for its municipal use by the City at its points of diversion. This process is controlled by the State Engineer approving a permanent change of water application(change application).
2. The City currently requires 0.90 acre feet of water for indoor and outdoor use for each new ERC within the City. This amount of water may change in time, and a larger amount may be required for a business or other entity as determined by its use compared to an ERC.

**C. Transfer Process and Criteria for Water Rights or Water Shares**

1. Before any attempt to transfer a Water Right or Water Share to the City, the applicant shall provide the City with all documentation related to the intended transfer. In the event that the Water Right or Water Share is not owned by the applicant, the applicant shall provide further evidence demonstrating the commitment for the Water Right or Water Share to be transferred to the City. The City shall then review the documentation and provide notice if it is willing to accept the Water Right or Water Share being proposed for transfer. The City reserves the right to reject any proposed Water Right or Water Share being transferred if it is not sufficient in amount, the owner of the Water Right or Water

Share is in question, or the Water Right or Water Share is otherwise considered unsuitable for use by the City.

2. In order for the City to accept the Dedication of Water Rights or Water Shares the Water Right, or the water represented by the Water Share must receive final and non-appealable approval by the State Engineer of Utah for diversion from one or more sources which provide water to the City System for distribution by the City System and municipal use within the City. The administrative process necessary to obtain final and non-appealable approval for diversion, distribution, and municipal use within the City utilizing the City System is found in Utah Code §§ 73-3-3 & 73-3-8 and is commonly known as the change application process. For Water Shares, the non-profit mutual irrigation company issuing the Water Shares must approve the filing of the change application.
3. In order for the City to accept a Dedication of a Water Right, the Water Rights must be conveyed to the City by a warranty deed naming the City as the grantee under Utah Code § 57-1-12 and the Dedicator must obtain a policy of Water Title Insurance from an insurance company authorized to conduct business within the state of Utah naming the City as the insured in a policy amount determined by the City. The deed conveying the Water Right must be recorded with the Utah County Recorder's office and delivered to the City Recorder as evidence of the Water Right's transfer to the City. Evidence of completion of these procedures and copies of all related documents must be delivered to the city recorder prior to or at the time of a Final Plat submittal, whether it is for recording purposes or otherwise.
4. In order for the City to accept a Dedication of a Water Share the Water Share must be issued by a mutual non-profit water company acceptable to the City and transferred to the City by delivery to the City of a stock certificate issued by the water company issuing the Water Share naming the City as the owner of the Water Share pursuant to Utah Code § 73-1-10(2) and Title 70A Chapter 8. The City may also require a charge to cover any future assessment costs for the Water Shares. Evidence of completion of these procedures and copies of all related documents must be delivered to the city recorder prior to or at the time of a Final Plat submittal, whether it is for recording purposes or otherwise.
5. All costs and fees associated with the change application filing, prosecution, and ~~or~~ review process are to be paid by the individual or company transferring the Water Right or Water Share to the City.

D. Conveyance of Title To City:

1. Once a Water Right has been deeded to the city, it becomes the property of the city and is used at the city's sole discretion. If lots are later combined within a subdivision, the Water Right pertaining to one of the combined lots continues to belong to the city and will not be deeded back to any developer or lot owner.
2. Once a Water Share's stock certificate notes the city as the owner of the water shares, it becomes the property of the city and is used at the city's sole discretion. If lots are later combined within a subdivision, the water shares pertaining to one of the combined lots continue to belong to the city and will not be conveyed back to any developer or lot



owner.

E. Water Credit in Lieu of Dedication:

1. At the option of the city, it may accept payment of a fee in lieu of dedication of Water Rights or Water Shares as a water credit. The price of the water credit shall be the equivalent cost of the required Water Rights per, at a minimum, each equivalent residential lot connection that is being developed in the city. This money will be used by the city to recoup the cost of previously purchased Water Rights or purchase new Water Rights. The cost assessed is determined by the city engineer based on recent market prices for local surface irrigation and Water Rights.

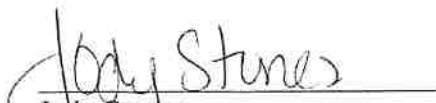
F. "Banking" Of Water Rights:

1. With the city council's approval, Water Rights can be "banked" by the city for future use in a development, subdivision, etc. The Water Right must have gone through the processes outlined above, and a Water Banking Agreement must have been executed between the conveyor and the city, which is acceptable to the city. The conveyor of the Water Right must pay any fees associated with this.
2. If the development or subdivision does not materialize or it is otherwise determined that the conveyor does not need the Water Right, the Water Right will be returned to the conveyor. The Water Right conveyor can remove these Water Rights from the "bank" at their own discretion, but are required to pay any fees that might be associated with the title transfer.
3. The city shall be granted full use of the banked water at the time of the execution of the Water Banking Agreement.

Passed and approved by the Woodland Hills City Council on this 14<sup>th</sup> day of October 2025.

  
Ben Hillyard, Mayor Pro-Tempore

ATTEST:

  
Jody Stones  
City Recorder

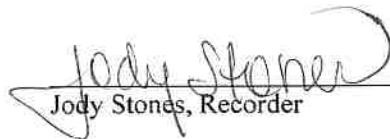


**CERTIFICATE OF POSTING ORDINANCE**  
For the City of Woodland Hills

I, the duly appointed and acting Recorder for the City of Woodland Hills, hereby certify that copies of the foregoing Ordinance No. 2025-34 were posted at three public places within the municipality this 15 th day October of 2025 which public places are:

1. City Information Bulletin Board, 200 S. Woodland Hills Drive
2. Woodland Hills City Center, 690 S. Woodland Hills Drive
3. Woodland Hills Website, [www.woodlandhills-ut.gov](http://www.woodlandhills-ut.gov)

Dated this 15<sup>th</sup> day of October, 2025.

  
\_\_\_\_\_  
Jody Stoner, Recorder

ROLL CALL VOTING:		
	YES	NO
Mayor Brent Winder (tie only)	[ ]	[ ]
Council Member Ben Hillyard	[ ]	[ ]
Council Member Brian Hutchings	[ ]	[ ]
Council Member Dorel Kynaston	[ ]	[ ]
Council Member Janet Lunt	[ ]	[ ]
Council Member Kari Malkovich	[x]	[ ]

I move that this Ordinance be adopted.

Council Member Lunt

I second the foregoing motion.

Council Member Malkovich

## Ordinance 2025-35

### AN ORDINANCE ADOPTING A CHANGE OF ZONE CLASSIFICATION FOR CERTAIN PROPERTY LOCATED IN THE CITY OF WOODLAND HILLS.

WHEREAS the proposed zone change has been referred to the City of Woodland Hills Planning and Zoning Commission for consideration in accordance with Utah Code Annotated §10-9a-501 et seq. (1953 as amended);

WHEREAS, the Planning Commission for Woodland Hills

WHEREAS a public hearing was held before the Woodland Hills City Council on September 23rd, 2025, where public input was received.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Woodland Hills:

SECTION 1: The property formerly listed as parcel 55:052:0067 in Utah County Land Records, which was classified as Zone R1-2, is now reclassified. Parcel A, measuring .80 acres, will be zoned R1-19, while Parcel B, covering 1.38 acres, will be zoned R1-1. (See Exhibit A attached parcel map)

SECTION 2: The Woodland Hills City zoning map is hereby amended by the rezoning of said property.

ADOPTED by the City Council of Woodland Hills, the 26<sup>th</sup> day of October 2025.

*Ben Hillyard*  
Ben Hillyard  
Mayor Pro Tempore Woodland Hills, Utah

ATTEST:

*Jody Stones*  
Jody Stones  
Woodland Hills City Recorder



upgraded

## CERTIFICATE OF POSTING ORDINANCE

For the City of Woodland Hills

I, Jody Stones, the duly appointed Recorder for the City of Woodland Hills, hereby certify that copies of the foregoing Ordinance No. 2025- 35 were posted at three public places within the municipality this 29 th day October of 2025 which public places are:

1. Utah Public Notice Website
2. Woodland Hills City Center, 690 S. Woodland Hills Drive
3. Woodland Hills Web Site, [www.woodlandhills-ut.gov](http://www.woodlandhills-ut.gov)

Dated this 29<sup>th</sup> day of October, 2025.

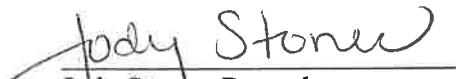
  
Jody Stones, Recorder

EXHIBIT A






ROLL CALL			
VOTING:	YES	NO	
Mayor Brent Winder (tie only)	[ ]	[ ]	
Council Member Ben Hillyard	[✓]	[ ]	
Council Member Brian Hutchings	[✓]	[ ]	
Council Member Dorel Kynaston	[✓]	[ ]	
Council Member Janet Lunt	[✓]	[ ]	
Council Member Kari Malkovich	[✓]	[ ]	

I move that this Ordinance be adopted.

  
Council Member Lunt

I second the foregoing motion.

  
Council Member Hutchings

### Ordinance No. 2025-36

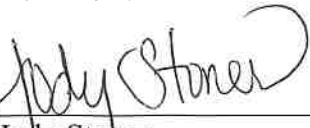
## AN ORDINANCE ESTABLISHING A TIME AND PLACE FOR HOLDING REGULAR CITY COUNCIL MEETINGS.

### BE IT ORDAINED BY THE CITY OF WOODLAND HILLS THAT:

- Section 1. The governing body of Woodland Hills shall conduct two regular monthly meetings for the year 2026, which shall be held on the 2nd and 4<sup>th</sup> Tuesday of each month unless otherwise noted. This meeting shall be held at the Woodland Hills City Center, 690 South Woodland Hills Drive, Woodland Hills, Utah. The meetings shall begin promptly at 6:00 pm or following a previously scheduled work session. In July, November, and December only one meeting will be held due to the holidays; this meeting will be held on the 2<sup>nd</sup> Tuesday of July, November, and December. Should there be any changes to schedule, time, or location; the City Recorder will post the change 24 hours prior to the meeting.
- Section 2. REPEALER. All previous ordinances regarding the establishing of a time and place for holding regular City Council meetings are hereby repealed.
- Section 3. EFFECTIVE DATE. This ordinance shall take effect immediately.

Passed and approved by the Woodland Hills City Council on this 9th day of December 2025.

ATTEST:

  
Jody Stones  
City Recorder



  
Brent Winder, Mayor

# **WOODLAND HILLS**

## **2026 CITY COUNCIL MEETING DATES**

- Pursuant to section 52-4-6, Utah Code Annotated 1953, the City of Woodland Hills hereby gives notice that the Woodland Hills City Council will hold its regular meetings on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month beginning at 6:00 p.m. at Woodland Hills City Center, 690 South Woodland Hills Dr., Woodland Hills, Utah, unless otherwise noted.
- January 6th and 27<sup>th</sup> (Note the first meeting of the year will be the first Tuesday)
- February 10th and 24th
- March 10th and 24th
- April 14th and 28th
- May 12th and 26th
- June 9th and 23rd
- July 14th
- August 11th and 25th
- September 8th and 22nd
- October 13th and 27th
- November 10th
- December 8th

Other meetings or events:

The Planning Commission holds a monthly meeting on the 3rd Wednesday of each month unless otherwise posted.

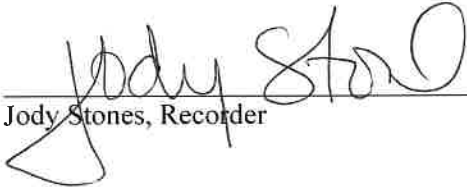


**CERTIFICATE OF POSTING ORDINANCE**  
For the City of Woodland Hills

I, the duly appointed and acting Recorder for the City of Woodland Hills, hereby certify that copies of the foregoing Ordinance No. 2025-3~~4~~<sup>3</sup> were posted at three public places within the municipality this day of 9<sup>th</sup> December 2025 which public places are:

1. City Information Bulletin Board, 200 S. Woodland Hills Drive
2. Woodland Hills City Center, 690 S. Woodland Hills Drive
3. Woodland Hills Website, [www.woodlandhills-ut.gov](http://www.woodlandhills-ut.gov)

Dated this day of 9<sup>th</sup> December 2025.

  
\_\_\_\_\_  
Jody Stones, Recorder



ROLL CALL		
VOTING:	YES	NO
Mayor Brent Winder (tie only)	[ ]	[ ]
Council Member Ben Hillyard	[✓]	[ ]
Council Member Brian Hutchings	[✓]	[ ]
Council Member Dorel Kynaston	[✓]	[ ]
Council Member Janet Lunt	[✓]	[ ]
Council Member Kari Malkovich	[✓]	[ ]

I move that this Ordinance be adopted.

  
Council Member Malkovich

I second the foregoing motion.

  
Council Member Hutchings

### ORDINANCE NO. 2025-37

**AN ORDINANCE TO INITIATE THE ESTABLISHMENT OF THE CITY OF WOODLAND HILLS DATA PRIVACY PROGRAM; DESIGNATE CHIEF ADMINISTRATIVE AND AUTHORIZED RECORDS OFFICERS; REQUIRE RECORDS FOR PROOF OF OFFICER AND EMPLOYEE PRIVACY TRAINING; PREPARE WEBSITE DATA PRIVACY NOTICE; ENDORSE THE STATE OF UTAH'S DATA PRIVACY POLICY; AND COMPLETE CITY OF WOODLAND HILLS INTERNAL DATA PRIVACY PROGRAM REPORT**

**WHEREAS**, the Woodland Hills City Council (“**Council**”) adopts programs to guide decision-making and policy; and

**WHEREAS**, the State of Utah requires each governmental entity, including the City of Woodland Hills (“**Woodland Hills**”), to initiate a data privacy program (“**DPP**”) that recognizes the state policy that “an individual has a fundamental interest in and inherent expectation of privacy regarding the individual’s personal data that an individual provides to a governmental entity” and each governmental entity shall process personal data consistent with this state policy pursuant to Utah Code § 63A-19-401; and

**WHEREAS**, the Utah State Legislature enacted HB 444, Data Privacy Amendments, in 2025, which requires Woodland Hills to prepare an internal DPP report (“**Report**”) no later than December 31, 2025, pursuant to Utah Code Ann. § 63A-19-401.3; and

**WHEREAS**, the Council resolves to fully comply with the requirements of Utah Code, Title 63A, Chapter 19, Government Data Privacy Act (“**GDPA**”); Utah Code, Title 63G, Chapter 2, Government Records Access and Management Act (“**GRAMA**”); and Utah Government Operations Code, Title 63A; including the completion of the Report; and

**WHEREAS**, the Council desires to initiate and establish an official Woodland Hills DPP to be developed and implemented over time to comply with the requirements of Utah Code, Title 63A, Chapter 19, Part 4, Duties of Governmental Entities, and other applicable laws; and

**WHEREAS**, the Council desires to appoint a Chief Administrative Officer (“**CAO**”) and an administrative records officer (“**ARO**”) for the City’s DPP.

**NOW, THEREFORE BE IT ORDAINED** by the Woodland Hills City Council that:

- a. Approval of Forms: The Council approves the following forms:
  - a. The internal privacy report form template included as **Exhibit A** of this Ordinance; and
  - b. The website data privacy statement attached as **Exhibit B** of this Ordinance.
- b. Appointment of CAO: The Council designates **the Mayor** as the CAO of Woodland Hills DPP and directs the CAO to:
  - a. Obtain all required training(s); and
  - b. Oversee the compliance of all Woodland Hills staff and applicable agents with the data privacy training pursuant to Utah Code § 63A-19-401.2; and
  - c. Report the names of the designated CAO and ARO to the Division of Archives and Records Services pursuant to Utah Code Subsections 63A-12-103(8)(c)(ii) and 63G-2-108; and
  - d. Prepare the Report to the best of the CAO's ability using the template attached as Exhibit A in accordance with applicable law and to file the completed report in Woodland Hills records, provided that such report will be a protected record; and
  - e. Prepare the website data privacy statement in a manner that is substantially similar to the notice template attached as Exhibit B and publish the completed statement to the City of Woodland Hills official website and the Utah Public Notice Website.
- c. Appointment of ARO: The Council designates **the City Recorder** as the ARO of Woodland Hills DPP to fulfill all duties under applicable law and Woodland Hills ordinances and directs the ARO to take all required training(s).
- d. Endorsement: The Council endorses the State of Utah's data privacy policy.
- e. Enactment of DPP: The Council approves:
  - a. The initiation and establishment of the Woodland Hills DPP, with direction to the Mayor and staff to and present to the Council for approval at a later date such other ordinances, rules, or policies needed to implement the DPP and to comply with applicable law; and
  - b. The designation of the CAO and appointment of the ARO, the intended recordkeeping for proof of completion of ARO training and certification and employee privacy training; and
  - c. The preparation and publication of the website data privacy notice; and

- d. The completion of the Report.
- f. Additional Direction to Mayor and Staff: The Mayor and staff are authorized and directed to take such other steps as may be needed:
  - a. For this Ordinance to become effective under Utah law; and
  - b. To make any non-substantive edits to correct any scrivener's, formatting, and numbering errors that may be needed, if any, to this Ordinance.
- g. Severability: If a court of competent jurisdiction determines that any part of this Ordinance is unconstitutional or invalid, then such portion of this Ordinance, or specific application of this Ordinance, shall be severed from the remainder, which shall continue in full force and effect.
- h. Effective Date: This Ordinance will go into effect immediately.

ADOPTED AND APPROVED at a duly called meeting of the Woodland Hills City Council on this 9th day of December 2025.

CITY OF WOODLAND HILLS

  
By: Brent Winder, Mayor

ATTEST:

  
Jody Stone, City Recorder



(Complete as Applicable)

Date ordinance summary was published on the Utah Public Notice Website per Utah Code §10-3-711:

Effective date of ordinance: 12.11.2025  
12.09.2025

# **EXHIBIT A**

**Classification:** This report is classified as a protected record under Utah Code § 63-2-305 pursuant to Utah Code Subsection 63A-19-401.3(2) and may be made available to the Utah Office of Data Privacy upon request. A template Report is provided herein to demonstrate compliance.

**Definitions:**

- “Governmental Entity” is the same as that term defined in Subsection 63G-2-103(12).
- “High-risk processing activities” is the same as that term defined in Subsection 63A-19-101(17).
- “Personal data” is the same as that term defined in Subsection 63A-19-101(24).
- “Privacy practice” is the same as that term defined in Subsection 63A-19-101(26).
- “Process”, “Processing”, or “Processing activity” are the same as those terms defined in Subsection 63A-19-101(27).
- “Purchase” or “Purchasing” are the same as those terms defined in Subsection 63A-19-101(29).
- “Sell” is the same as that term defined in Subsection 63A-19-101(33).

**Section 1: Governmental Entity Information**

**Governmental Entity Name:** Woodland Hills

**Governmental Entity Type (Select One):**

- |   |  |
|---|--|
| <input type="checkbox"/> State Agency             | <input type="checkbox"/> Interlocal                      |
| <input type="checkbox"/> County                   | <input type="checkbox"/> Associations of Government      |
| <input type="checkbox"/> Municipality             | <input type="checkbox"/> Charter School                  |
| <input type="checkbox"/> Special Service District | <input type="checkbox"/> Public School                   |
| <input type="checkbox"/> Board or Commission      | <input type="checkbox"/> Independent or Quasi-Government |
| <input type="checkbox"/> College or University    | <input type="checkbox"/> Other _____                     |

**Mailing Address:**

\_\_\_\_\_

**Chief Administrative Officer (CAO):**

- **Name:** \_\_\_\_\_
- **Title:** \_\_\_\_\_

- **Email:** \_\_\_\_\_
- **Phone:** \_\_\_\_\_
- **Date of Report Completion:** \_\_\_\_\_

## Section 2: Privacy Program Status

*Utah Code Ann. Subsection 63A-19-401.3(1)(a):*

- Has your governmental entity initiated a **privacy program**?

☐ Yes

☐ No

- What mechanism(s) has your governmental entity used to initiate its **privacy program**?

☐ Administrative Rule

☐ Ordinance

☐ Resolution

☐ Policy

☐ Privacy Program Report

Other: \_\_\_\_\_

## Section 3: Privacy Practices, Maturity and Strategies

*Utah Code Ann. Subsections 63A-19-401.3(1)(b)(i) and (ii):*

### Privacy Practice Maturity Model:

Level	Description
Level 0 Non-Existent	The practice is not implemented or acknowledged.
Level 1	The practice may occur but is undocumented (no policies or procedures), application is reactive and not standardized.

Ad Hoc	
Level 2 Defined	The practice is implemented and documented, but documentation may not cover all relevant aspects, and application may be informal and inconsistent.
Level 3 Consistently Implemented	The practice is documented to cover all relevant aspects, application is formal and consistent.
Level 4 Managed	The practice is actively managed with metrics that are regularly reviewed to assess efficacy and facilitate improvement.
Level 5 Optimized	The practice is fully embedded in the entity with recognition and understanding across the workforce through active training and awareness campaigns, and inclusion in operations and strategy.

**Privacy Practices Implemented:**

List all privacy practices implemented, and the strategies your entity will implement, in the coming calendar year to improve its privacy practices and program. The Office recommends entities indicate the current maturity level (0–5) of each practice and select the target maturity they plan to achieve for a given practice by the end of the following calendar year. This will be beneficial to the entity in moving their privacy programs forward.

Governance				
Practice	Implemented	Current Maturity	Strategies for Improvement	Target Maturity
Gov-1. Chief Administrative Officer (CAO) Designation	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0	<i>Example Strategy:</i> Adopt policy or ordinance formally adopting this practice and defines who will	Level 0



			make CAO designation and how that designation will be made.	
Gov-2. Records Officers Appointment	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0	<i>Example Strategy:</i> Adopt policy or ordinance formally adopting this practice and defines how the CAO will appoint records officers and review appointments.	Level 0
Gov-3. Records Officer Training and Certification	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0	<i>Example Strategy:</i> Adopt policy or ordinance formally adopting this practice and require records officers complete certification.	Level 0
Gov-4. Statewide Privacy Awareness Training	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0
Gov-5. Privacy Program Report	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0

### Identify

Practice	Implemented	Current Maturity	Strategies for Improvement	Target Maturity
----------	-------------	------------------	----------------------------	-----------------

Ide-1. Record Series Creation and Maintenance	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0
Ide-2. Record Series Designation and Classification	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0
Ide-3. Retention Schedule Proposal and Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0
Ide-4. Record Series Privacy Annotation	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0
Ide-5. Inventorying	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0	<i>Example strategy:</i> Adopt policy or ordinance that formally adopts this practice.	Level 0
Ide-6. Privacy Impact Assessment	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0
Ide-7. Record and Data Sharing, Selling, or Purchasing	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0	<i>Example Strategy:</i> Adopt policy or ordinance requiring any sharing, selling or purchasing of data be reported and inventoried.	Level 0

**Control**

<b>Practice</b>	<b>Implemented</b>	<b>Current Maturity</b>	<b>Strategies for Improvement</b>	<b>Target Maturity</b>
Con-1. Data Subject Requests for Access	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0
Con-2. Data Subject Requests for Amendment or Correction	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0
Con-3. Data Subject Requests for an Explanation	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0
Con-4. Data Subject Request At-Risk Employee Restrictions	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0

<b>Communicate</b>				
<b>Practice</b>	<b>Implemented</b>	<b>Current Maturity</b>	<b>Strategies for Improvement</b>	<b>Target Maturity</b>
Com-1. Website Privacy Notice (Policy)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0
Com-2. Privacy Notice (Notice to Provider of Information)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0

Protect				
Practice	Implemented	Current Maturity	Strategies for Improvement	Target Maturity
Pro-1. Minimum Data Necessary	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0
Pro-2. Record Retention and Disposition	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0
Pro-3. Incident Response	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0
Pro-4. Breach Notification	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0

Other Privacy Practices Implemented by the Governmental Entity				
Practice	Implemented	Current Maturity	Strategies for Improvement	Target Maturity
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0
	<input type="checkbox"/> Yes	Level 0		Level 0

	<input type="checkbox"/> No			
--	-----------------------------	--	--	--

#### Section 4: High-Risk Processing Activities

*Fulfills requirement of Subsection 63A-19-401.3(1)(b)(iii):* The chief administrative officer of each governmental entity shall prepare a report that includes a description of: the governmental entity's high-risk processing activities.

**Definition** – Utah Code § 63A-19-101(17)(a) and (b):

(a) “**High-risk processing activities**” means a governmental entity’s processing of personal data that may have a significant impact on an individual's privacy interests, based on factors that include:

- (i) the sensitivity of the personal data processed;
- (ii) the amount of personal data being processed;
- (iii) the individual’s ability to consent to the processing of personal data; and
- (iv) risks of unauthorized access or use.

(b) High-risk processing activities may include the use of:

- (i) facial recognition technology
- (ii) automated decision making
- (iii) profiling
- (iv) genetic data
- (v) biometric data
- (vi) geolocation data.

#### 4.1 High-Risk Activities:

Select all applicable high-risk processing activities your entity engages in and provide a brief description of the purposes and uses of each activity.

☐ **Facial recognition technology**

Explanation of Purpose:

---

☐ **Automated decision making**

Explanation of Purpose:

---

☐ **Profiling (e.g., behavioral or predictive analysis)**

Explanation of Purpose:

---

☐ **Genetic data processing**

Explanation of Purpose:

---

☐ **Biometric data processing (e.g., fingerprints, voice, iris scans)**

Explanation of Purpose:

---

☐ **Geolocation data processing**

Explanation of Purpose:

---

**4.2 Additional high-risk activities (not listed above):**

List any other processing activities your entity has identified as high-risk under the statutory definition and a brief description of the purposes and uses of each.

[Insert narrative or list here]

---

**Section 5: Personal Data Sharing, Selling, and Purchasing**

**5.1 Personal Data Sharing, Selling, and Purchasing**

*Fulfills requirements of Subsections 63A-19-401.3(1)(c) and (d):*

The chief administrative officer of each governmental entity shall prepare a report that includes: **a list of the types of personal data the governmental entity currently shares, sells, or purchases and the legal basis for sharing, selling, or purchasing personal data.**

Using the checkboxes below identify whether, and the types of, personal data that your governmental entity shares, sells, or purchases and provide a summary of the legal basis for the sharing, selling, or purchasing.

Types of Personal Data	Share, Sell and Purchase Status	Legal Basis for Sharing, Selling or Purchasing
<p><b>Basic Identification &amp; Contact Information</b></p> <ul style="list-style-type: none"> <li>● Full Name</li> <li>● Date of Birth</li> <li>● Place of Birth</li> <li>● Gender</li> <li>● Age</li> <li>● Government-Issued Identifiers: <ul style="list-style-type: none"> <li>○ Social Security Number</li> <li>○ Driver's License or State ID Number</li> <li>○ Passport Number</li> <li>○ Other national or government-assigned IDs</li> </ul> </li> <li>● Contact Information: <ul style="list-style-type: none"> <li>○ Home Address</li> <li>○ Email Address(es)</li> <li>○ Phone Number(s)</li> </ul> </li> </ul>	<div><input type="checkbox"/> Share</div> <div><input type="checkbox"/> Sell</div> <div><input type="checkbox"/> Purchase</div> <div><input type="checkbox"/> N/A</div>	

<ul style="list-style-type: none"> <li>○ Mailing Address (if different from home address)</li> </ul>		
<ul style="list-style-type: none"> <li>● <b>Demographic &amp; Personal Characteristics</b></li> <li>● Race or Ethnicity</li> <li>● Marital Status</li> <li>● Nationality or Citizenship</li> <li>● Language Preferences</li> <li>● Household Information <ul style="list-style-type: none"> <li>○ Household Size</li> <li>○ Household Composition</li> </ul> </li> </ul>	<input type="checkbox"/> Share  <input type="checkbox"/> Sell  <input type="checkbox"/> Purchase  <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> <li>● <b>Employment &amp; Professional Information</b></li> <li>● Job Title and Position</li> <li>● Employment History</li> <li>● Employer Name</li> <li>● Professional Credentials <ul style="list-style-type: none"> <li>○ Professional Licenses</li> <li>○ Certifications</li> </ul> </li> <li>● Work Contact Information</li> </ul>	<input type="checkbox"/> Share  <input type="checkbox"/> Sell  <input type="checkbox"/> Purchase  <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> <li>● <b>Financial Data</b></li> <li>● Banking Details</li> </ul>	<input type="checkbox"/> Share	



<ul style="list-style-type: none"> <li>○ Bank Account Numbers</li> <li>○ Credit Card Numbers</li> <li>● Tax Identification Numbers</li> <li>● Income and Wage Data</li> <li>● Credit Information <ul style="list-style-type: none"> <li>○ Credit Reports</li> <li>○ Credit Scores</li> </ul> </li> <li>● Payment History</li> </ul>	<input type="checkbox"/> Sell  <input type="checkbox"/> Purchase  <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> <li>● <b>Health and Medical Information</b></li> <li>● Medical History</li> <li>● Diagnoses or Treatments</li> <li>● Mental Health Data</li> <li>● Health Insurance Information</li> <li>● Prescription Information</li> <li>● Disability Status</li> </ul>	<input type="checkbox"/> Share  <input type="checkbox"/> Sell  <input type="checkbox"/> Purchase  <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> <li>● <b>Education Information</b></li> <li>● School or Institution Attended</li> <li>● Student ID Numbers</li> <li>● Academic Records</li> </ul>	<input type="checkbox"/> Share  <input type="checkbox"/> Sell	



<ul style="list-style-type: none"> <li>● Network Identifiers <ul style="list-style-type: none"> <li>○ IP Addresses</li> <li>○ Device IDs</li> </ul> </li> <li>● Tracking Technologies <ul style="list-style-type: none"> <li>○ Cookies</li> <li>○ Browser Fingerprints</li> </ul> </li> <li>● Location Data (e.g., GPS, precise geolocation)</li> <li>● Login Credentials (e.g., usernames, hashed passwords)</li> <li>● Online Activity Logs</li> <li>● Social Media Handles</li> </ul>	<input type="checkbox"/> Sell  <input type="checkbox"/> Purchase  <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> <li>● <b>Criminal or Legal Information</b></li> <li>● Arrest Records</li> <li>● Conviction History</li> <li>● Court Records</li> <li>● Probation or Parole Status</li> <li>● Incarceration Records</li> </ul>	<input type="checkbox"/> Share  <input type="checkbox"/> Sell  <input type="checkbox"/> Purchase  <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> <li>● <b>Vehicle &amp; Property Data</b></li> <li>● Vehicle Information</li> </ul>	<input type="checkbox"/> Share	

<ul style="list-style-type: none"> <li>○ Vehicle Registration</li> <li>○ VIN Numbers</li> <li>● Property Ownership <ul style="list-style-type: none"> <li>○ Property Ownership or Deed Information</li> <li>○ Property Tax Records</li> </ul> </li> <li>● Utility Usage Data</li> </ul>	<input type="checkbox"/> Sell  <input type="checkbox"/> Purchase  <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> <li>● <b>Photographic or Video Data</b></li> <li>● Surveillance Footage</li> <li>● Government ID Photos</li> <li>● School or Agency-Provided Photo Records</li> <li>● Body Camera Footage</li> <li>● Public Meeting Recordings</li> </ul>	<input type="checkbox"/> Share  <input type="checkbox"/> Sell  <input type="checkbox"/> Purchase  <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> <li>● <b>Voting &amp; Civic Data</b></li> <li>● Voter Registration</li> <li>● Voting History</li> <li>● Political District Assignments</li> <li>● Civic Engagement Program Data</li> </ul>	<input type="checkbox"/> Share  <input type="checkbox"/> Sell  <input type="checkbox"/> Purchase	

	<input type="checkbox"/> N/A	
<ul style="list-style-type: none"> <li>● <b>Immigration &amp; Travel Information</b></li> <li>● Visa Status</li> <li>● Travel History or Itineraries</li> <li>● Customs Declarations</li> <li>● Immigration Proceedings</li> </ul>	<input type="checkbox"/> Share  <input type="checkbox"/> Sell  <input type="checkbox"/> Purchase  <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> <li>● <b>Communication &amp; Complaints Data</b></li> <li>● Correspondence             <ul style="list-style-type: none"> <li>○ Emails or Written Correspondence</li> <li>○ Call Transcripts or Recordings</li> </ul> </li> <li>● Case Notes related to complaints or service requests</li> <li>●</li> </ul>	<input type="checkbox"/> Share  <input type="checkbox"/> Sell  <input type="checkbox"/> Purchase  <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> <li>● <b>Other</b></li> </ul> <p>Explain:</p> <hr/>	<input type="checkbox"/> Share  <input type="checkbox"/> Sell	

	<input type="checkbox"/> Purchase	
	<input type="checkbox"/> N/A	

## 5.2 Personal Data Recipients and Sources

*Fulfills requirements of Subsections 63A-19-401.3(1)(e)(i), (ii), and (iii):*

The chief administrative officer of each governmental entity shall prepare a report that includes:  
**the category of individuals or entities with whom, to whom, and from whom the governmental entity shares, sells, or purchases personal data.**

*Mark all that apply:*

Processing Activity	Categories of Recipients or Sources
Personal Data Shared With:	<b>Governmental and Public Sector Entities</b>  I. Domestic Governmental Entities:  <input type="checkbox"/> State, Local, Federal, or Tribal Governmental Entities  <input type="checkbox"/> Law Enforcement Agencies  <input type="checkbox"/> Judicial or Court Systems  <input type="checkbox"/> Legislative Bodies or Policy Research Organizations  <input type="checkbox"/> Regulatory Agencies  <input type="checkbox"/> Professional Licensing Boards

II. International Governmental Entities:

☐ Foreign Governments or International Organizations

☐ Public Services & Emergency:

☐ Emergency Services / Disaster Response Agencies

☐ Public Utilities or Infrastructure Partners

III. Public Disclosure:

☐ Public Disclosure / Open Records Releases

**Commercial and Private Sector Entities**

I. Service Providers & Vendors:

☐ Third-Party Service Providers / Contractors / Vendors

☐ Cloud Service Providers / Hosting Platforms

☐ Technology Integrators or Software Developers

II. Data & Marketing:

☐ Private Sector / Commercial Companies

☐ Data Brokers / Aggregators

☐ Social Media Platforms

III. Financial & Insurance:

☐ Credit Bureaus or Financial Institutions

☐ Insurance Providers

IV. Healthcare:

☐ Healthcare Providers or Health Information Exchanges

V. Media:

	<input type="checkbox"/> Media or News Organizations  <b>Research, Education, and Nonprofit Entities</b>  <input type="checkbox"/> Research Institutions / Universities  <input type="checkbox"/> Educational Institutions  <input type="checkbox"/> Nonprofit Organizations  <input type="checkbox"/> Non-Governmental Watchdogs / Advocacy Groups  <b>Individuals and Oversight</b>  <input type="checkbox"/> Individuals (e.g., data subjects or their authorized representatives)  <input type="checkbox"/> Auditors / Oversight Bodies  <b>Other/Not Applicable (N/A)</b>  <input type="checkbox"/> Other (Specify as needed)  <input type="checkbox"/> N/A (Indicate if no data is shared with or received from any of these categories)
Personal Data Sold To:	<b>Governmental and Public Sector Entities</b>  I. Domestic Governmental Entities:  <input type="checkbox"/> State, Local, Federal, or Tribal Governmental Entities  <input type="checkbox"/> Law Enforcement Agencies  <input type="checkbox"/> Judicial or Court Systems  <input type="checkbox"/> Legislative Bodies or Policy Research Organizations  <input type="checkbox"/> Regulatory Agencies  <input type="checkbox"/> Professional Licensing Boards  II. International Governmental Entities:



☐ Foreign Governments or International Organizations

☐ Public Services & Emergency:

☐ Emergency Services / Disaster Response Agencies

☐ Public Utilities or Infrastructure Partners

III. Public Disclosure:

☐ Public Disclosure / Open Records Releases

**Commercial and Private Sector Entities**

I. Service Providers & Vendors:

☐ Third-Party Service Providers / Contractors / Vendors

☐ Cloud Service Providers / Hosting Platforms

☐ Technology Integrators or Software Developers

II. Data & Marketing:

☐ Private Sector / Commercial Companies

☐ Data Brokers / Aggregators

☐ Social Media Platforms

III. Financial & Insurance:

☐ Credit Bureaus or Financial Institutions

☐ Insurance Providers

IV. Healthcare:

☐ Healthcare Providers or Health Information Exchanges

V. Media:

☐ Media or News Organizations

	<p><b>Research, Education, and Nonprofit Entities</b></p> <p><input type="checkbox"/> Research Institutions / Universities</p> <p><input type="checkbox"/> Educational Institutions</p> <p><input type="checkbox"/> Nonprofit Organizations</p> <p><input type="checkbox"/> Non-Governmental Watchdogs / Advocacy Groups</p> <p><b>Individuals and Oversight</b></p> <p><input type="checkbox"/> Individuals (e.g., data subjects or their authorized representatives)</p> <p><input type="checkbox"/> Auditors / Oversight Bodies</p> <p><b>Other/Not Applicable (N/A)</b></p> <p><input type="checkbox"/> Other (Specify as needed)</p> <p><input type="checkbox"/> N/A (Indicate if no data is shared with or received from any of these categories)</p>
<p>Personal Data Purchased From:</p>	<p><b>Governmental and Public Sector Entities</b></p> <p>I. Domestic Governmental Entities:</p> <p><input type="checkbox"/> State, Local, Federal, or Tribal Governmental Entities</p> <p><input type="checkbox"/> Law Enforcement Agencies</p> <p><input type="checkbox"/> Judicial or Court Systems</p> <p><input type="checkbox"/> Legislative Bodies or Policy Research Organizations</p> <p><input type="checkbox"/> Regulatory Agencies</p> <p><input type="checkbox"/> Professional Licensing Boards</p> <p>II. International Governmental Entities:</p> <p><input type="checkbox"/> Foreign Governments or International Organizations</p>

☐ Public Services & Emergency:

☐ Emergency Services / Disaster Response Agencies

☐ Public Utilities or Infrastructure Partners

III. Public Disclosure:

☐ Public Disclosure / Open Records Releases

**Commercial and Private Sector Entities**

I. Service Providers & Vendors:

☐ Third-Party Service Providers / Contractors / Vendors

☐ Cloud Service Providers / Hosting Platforms

☐ Technology Integrators or Software Developers

II. Data & Marketing:

☐ Private Sector / Commercial Companies

☐ Data Brokers / Aggregators

☐ Social Media Platforms

III. Financial & Insurance:

☐ Credit Bureaus or Financial Institutions

☐ Insurance Providers

IV. Healthcare:

☐ Healthcare Providers or Health Information Exchanges

V. Media:

☐ Media or News Organizations

**Research, Education, and Nonprofit Entities**

	<input type="checkbox"/> Research Institutions / Universities <input type="checkbox"/> Educational Institutions <input type="checkbox"/> Nonprofit Organizations <input type="checkbox"/> Non-Governmental Watchdogs / Advocacy Groups <b>Individuals and Oversight</b> <input type="checkbox"/> Individuals (e.g., data subjects or their authorized representatives) <input type="checkbox"/> Auditors / Oversight Bodies <b>Other/Not Applicable (N/A)</b> <input type="checkbox"/> Other (Specify as needed) <input type="checkbox"/> N/A (Indicate if no data is shared with or received from any of these categories)
--	--

## Section 6: Privacy Training Completion

*Fulfills requirement of Subsection 63A-19-401.3(1)(f):*

The chief administrative officer of each governmental entity shall prepare a report that includes: **the percentage of the governmental entity's employees that have fulfilled the data privacy training requirements described in Section [63A-19-401.2](#).**

What percentage of your entity's employees have completed the required privacy training requirements described in Section 63A-19-401.2?

***Enter %***

## Section 7: Non-Compliant Processing Activities (Must be completed by Dec 31, 2027)

*Fulfills requirement of Subsections 63A-19-401(2)(a)(iv)(D) and 63A-19-401.3(1)(g):*

The chief administrative officer of each governmental entity shall prepare a report that includes: **a description of any non-compliant processing activities identified under Subsection [63A-19-401\(2\)\(a\)\(iv\)](#) and the governmental entity's strategy for bringing those activities into compliance with Part 4 of the Government Data Privacy Act.**

Have any non-compliant processing activities been identified pursuant to Utah Code § 63A-19-401(2)(a)(iv)?

☐ *Yes*

☐ *No*

*If yes, provide details:*

<i>Processing Activity Name</i>	<i>Processing Activity Type</i>	<i>Issues Identified</i>	<i>Strategies for Compliance</i>	<i>Estimated Completion Date</i>

## Certification

Certification must be completed by the governmental entity's Chief Administrative Officer.

*I, the undersigned, certify that the information provided in this report is accurate to the best of my knowledge.*

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# **EXHIBIT B**

## Privacy Policy of Woodland Hills City

### **Purpose of Privacy Notice**

Woodland Hills City (the “City”) is committed to protecting residents’ personally identifiable information. The purpose of this Notice is to inform residents regarding the City’s collection and use of personally identifiable information. This information is provided on the City website and on account application cards.

### **Definition of Personally Identifiable Information**

For purposes of this Notice “Personally Identifiable Information” means any information relating to an identified or identifiable individual who is the subject of the information. This information could include information that identifies a user by name, account number, physical or mailing address, email address, telephone number, Social Security number, credit or debit card information, or bank account information. This information may include any combination of the above or other personal information that could be used to determine identity.

### **Information Gathered by the City**

The City only collects the Personally Identifiable Information that is required to carry out and provide services to the residents.

Some digital services require the creation of a user account that may use some personally identifiable information. Such information is only used by the City to provide these government services.

The City will make every reasonable effort to protect Personally Identifiable information. The City does not disclose gathered personal information to any third parties inside or outside the City except as required by law or to provide a service for which the City has contracted with a third party.

### **Access to Personally Identifiable Information from Governmental Websites and the Governmental Records Access and Management Act**

As a municipal government, the City is a public governmental body subject to Chapter 2, Title 63 of the Utah Code, the law entitled the Government Records Access and Management Act (GRAMA). Information about GRAMA can be found on the Utah State Legislature website at <https://le.utah.gov/xcode/Title63G/Chapter2/63G-2.html>. If an appropriate request is made to the City for information that is subject to disclosure under Chapter 2, and not made confidential elsewhere in the Utah Code, the City may be required to disclose the information requested, even if it may include your personally identifiable information. While Chapter 2 sets the general



policies for access to government records in the state of Utah, other sections of the Utah Code as well as other federal laws also deal with confidentiality issues.

All records that are prepared, owned, received, or retained by a governmental entity that may be reproduced by certain means are considered public, unless they are classified as private, controlled, or protected, as outlined in GRAMA Code 63G-2, or are records to which access is restricted according to court rule, other State law, federal law, or federal regulation. Personally identifiable information is not a classification of records under GRAMA.

### **Data Security**

The City is committed to data security and the data integrity of Personally Identifiable Information that is gathered and takes reasonable precautions to protect such information from loss, misuse, or alteration. The City maintains physical, technical, and administrative safeguards. The City restricts access to personal data to only those employees who need the information to provide necessary City benefits or services. As with any transmission over the Internet, there is always some element of risk involved in sending personal information. Unless otherwise prohibited by state or federal law, rule or regulation, an individual is granted the ability to access and correct personally identifiable information whether the information inaccuracy was accidental or by created unauthorized access. Individuals should be aware, however, that even though protections are in place, the City cannot guarantee against the occurrence of hardware failure, unauthorized intrusion, or other technical problems.

### **Information Storage**

Retention of records follows the State's General Retention Schedule (<https://archives.utah.gov/rim/retention-schedules.html>). Retention timelines can vary depending on what kind of information you provide.

### **Sharing Information**

The City may share information or statistics with third parties or the public in an anonymous form that does not directly identify individuals. No Personally Identifiable Information would be shared. Additionally, if a user is having issues with an online City service, the City may share information with outside parties to the extent necessary to troubleshoot the issues or enhance the performance of the system.

### **If We Are Required by Law to Disclose Information**

Under certain circumstances, the City may be required by law to disclose certain information to law enforcement authorities. Suspicious emails, electronic threats, and any information on illegal activity may be provided to the appropriate authorities.

### **Changes to this Privacy Notice and Security Policy**

The City reserves the right to change or amend this Privacy Notice from time to time and reserves the right to do so without notice.

**Identity of the City's website operator and contact information:**

City is the operator of the City's website. Any questions or concerns related to privacy or correcting any Personally Identifiable Information may be directed to the City by telephone at (801) 423-3900 or electronically by emailing [recorder@woodlandhills-ut.gov](mailto:recorder@woodlandhills-ut.gov).