

ORDINANCE NO. 2025-15

**AN ORDINANCE OF THE CITY OF NORTH SALT LAKE
AMENDING TITLE 1, CHAPTER 15, SECTIONS 1 AND 2, OF CITY
CODE PERTAINING TO WRITTEN MINUTES; POLICY AND
PROCEDURE FOR APPROVAL**

WHEREAS, the City of North Salt Lake is an incorporated city in Davis County Utah;
and

WHEREAS, the legislative session of 2025 made changes to the Open and Public Meetings Act and the City Council desires to align City Code with updated State law; and

WHEREAS, the City Council finds the proposed amendments pertaining to written minutes are in conformity with State law and will improve procedural clarity.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of North Salt Lake as follows:

Section 1. Code Amendment. Title 1, Chapter 15, Sections 1 and 2 of the City Code are hereby amended as attached in Exhibit A.

Section 2. Severability. If any section, part or provision of this Ordinance is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Ordinance, and all sections, parts and provisions of this Ordinance shall be severable.

Section 3. Effective Date. This Ordinance shall take effect immediately upon publication and posting.

APPROVED AND ADOPTED by the City of North Salt Lake, Utah on this 2nd day of September, 2025.



CITY OF NORTH SALT LAKE

BRIAN J. HORROCKS

Mayor

ATTEST:

WENDY PAGE

City Recorder

City Council Vote as Recorded:

Council Member Watts Baskin

aye

Council Member Clayton

aye

Council Member Jackson

aye

Council Member Knowlton

aye

Council Member Van Langeveld

aye

Certificate of Posting Ordinance:

I, the duly appointed recorder for the City of North Salt Lake, hereby certify that the foregoing Ordinance No. 2025-15 was passed by the governing body on the date shown above, and that copies were posted as required by Utah Code 10-3-711.

Recorded this 4th day of September, 2025.

Wendy Page
Wendy Page, City Recorder



[Seal]

CHAPTER 15

WRITTEN MINUTES; POLICY AND PROCEDURE FOR APPROVAL

SECTION:

1-15-1 : Definitions

1-15-2 : Policy For Approval Of Minutes

1-15-1 : DEFINITIONS:

For purposes of this chapter the following definitions shall apply so long as they are consistent with the definitions of the same terms found in the Utah open and public meetings act. If a term is defined differently in the Utah open and public meetings act, the definition found in that act shall apply.

~~CONVENING: The calling of a meeting of a public body by a person authorized to do so for the express purpose of discussing or acting upon a subject over which that public body has jurisdiction or advisory power.~~

MEETING: means a gathering of a public body or specified body; with a quorum present; and that is convened by an individual with authority to convene the public body or specified body; and following the process provided by law for convening the public body or specified body; and for the express purpose of acting as a public body or specified body to:

(A) receive public comment about a relevant matter;

(B) deliberate about a relevant matter; or

(C) take action upon a relevant matter.

~~A. The convening of a public body, with a quorum present, including a workshop or an executive session whether the meeting is held in person or by means of electronic communications, for the purpose of discussing, receiving comments from the public about, or acting upon a matter over which the public body has jurisdiction or advisory power.~~

~~"Meeting" does not mean:~~

~~A chance meeting;~~

~~A social meeting; or~~

~~The convening of a public body that has both legislative and executive responsibilities where no public funds are appropriated for expenditure during the time the public body is convened; and~~

~~The public body is convened solely for the discussion or implementation of administrative or operational matters for which no formal action by the public body is required; or~~

~~The public body is convened solely for the discussion or implementation of administrative or operational matters that would not come before the public body for discussion or action.~~

MEETING CLERK: The city recorder (or their authorized designee) for the city, or shall mean the person assigned by a public body, other than the city council, to record and to take the written minutes of a meeting of a public body of the city.

MINUTES OF A MEETING: A written record of the meeting that shall include:

A. The date, time, and place of the meeting;

- B. The names of members present and absent;
- C. The substance of all matters proposed, discussed, or decided by the public body which may include a summary of comments made by members of the public body;
- D. A record, by individual member, of each vote taken by the public body;
- E. The name of each person who:
 - 1. Is not a member of the public body; and
 - 2. After being recognized by the presiding member of the public body, provided testimony or comments to the public body;
- F. The substance, in brief, of the testimony or comments provided by the public under subsection E of this definition; and
- G. Any other information that is a record of the proceedings of the meeting that any member requests be entered in the minutes or recording.

PROPOSED MINUTES: The written minutes prepared by the meeting clerk that have been given to the members of a public body for their review and approval.

PUBLIC BODY: Any administrative, advisory, executive or legislative body of the city that:

- A. Is created by the Utah constitution, statute, rule, ordinance, or resolution;
- B. Consists of two (2) or more persons;
- C. Expends, disburses, or is supported in whole or in part by tax revenue; and
- D. Is vested with the authority to make decisions regarding the public's business. (Ord. 2013-06, 3-19-2013)

1-15-2 : POLICY FOR APPROVAL OF MINUTES:

The following shall be the policy and procedure for the approval of minutes for the city of North Salt Lake:

A. Written minutes shall be taken for all public meetings of any public body of the city. The minutes of all public meetings of any public body of the city shall be recorded and taken down by the meeting clerk during the course of any public meeting of the public body.

B. Within seven (7) working days from the end of the meeting, the meeting clerk shall prepare proposed minutes for the meeting and give a copy of the proposed minutes to each member of the public body for his or her review and corrections before the next scheduled meeting.

C. Once the proposed minutes have been given to the members of the public body, the meeting clerk shall immediately make available to the public the proposed written minutes, which shall be clearly identified as "awaiting formal approval" or "unapproved" or with some other appropriate notice that the proposed minutes are subject to change until formally approved and they shall become a public document available to any member of the public who requests to read or copy the proposed minutes.

D. Each member of the public body shall review the proposed minutes before the first meeting of the public body that immediately follows the meeting clerk giving the proposed minutes to the members of the public body. Each member of the public body may give to the meeting clerk his or her suggested corrections of the proposed minutes which suggested corrections shall be immediately sent by the meeting clerk to the other members of the public body. If any member of the public body objects to a suggested correction, he or she shall communicate that objection to the meeting clerk who will then put the matter of approving the minutes on the agenda of the next meeting of the public body for the public body to either accept as proposed or to correct as suggested.

E. If no member of the public body suggests corrections, or if no member of the public body objects to any suggested correction, on or before the first meeting of the public body that immediately follows the meeting clerk giving the proposed minutes to the members of the public body, the proposed minutes shall be ~~deemed to have been approved~~voted upon by the public body ~~and will stand as proposed~~.

F. Once the proposed minutes have ~~either~~ been approved by the public body, ~~or have been deemed to have been approved by the inaction of the public body~~, they shall become the official record of the proceedings of the public body and shall be signed by the clerk of the meeting and the mayor, or chair~~man~~, and shall be retained in the official records of the city and shall be a public document available for the inspection and copying by members of the public as appropriate under Utah law.

(Ord. 2013-06, 3-19-2013)

ORDINANCE NO. 2025-16

**AN ORDINANCE AMENDING THE CITY OF NORTH
SALT LAKE SELF STORAGE AND STORAGE SHED
OVERLAY ZONE MAP TO INCLUDE THE PROPERTY OF
100 WEST CENTER STREET WITHIN THE CITY OF
NORTH SALT LAKE, STATE OF UTAH**

WHEREAS, the City of North Salt Lake is an incorporated city in Davis County, Utah;
and

WHEREAS, the City of North Salt Lake has received an application to amend the Self Storage and Storage Shed Overlay Zone Map to include the property located at 100 West Center Street; and

WHEREAS, the proposed zoning change set forth herein has been reviewed by the Planning Commission and City Council, and all appropriate public hearings have been held in accordance with Utah law and the City of North Salt Lake's ordinances to obtain public input regarding the proposed revisions to the Self Storage and Storage Shed Overlay Map; and

WHEREAS, the Planning Commission has made a recommendation to the City Council concerning the proposed zoning change as required by City Code and Utah Code; and

WHEREAS, the City Council has reviewed the application and finds that it is consistent with the comprehensive general plan, goals and policies of the City and that changed conditions make the proposed amendment reasonably necessary to carry out the purposes stated in Title 10 of the Land Use Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of North Salt Lake, Utah, as follows:

SECTION 1. Self Storage and Storage Shed Overlay Zone Map Amendment. The City of North Salt Lake Self Storage and Storage Shed Overlay Zone Map is hereby amended to include the property described in Exhibit A located at 100 West Center Street, less the area acquired by UDOT for the expansion of I-15.

SECTION 2. Severability. If any provision of this ordinance is declared invalid by a court of competent jurisdiction, the remainder shall not be affected thereby.

SECTION 3. Effective Date. This ordinance is hereby adopted and shall take effect immediately upon posting as required in Utah Code 10-3-711.

APPROVED AND ADOPTED by the City Council of the City of North Salt Lake, Utah, this 2nd day of September, 2025.



CITY OF NORTH SALT LAKE

BRIAN J. HORROCKS
Mayor

ATTEST:

WENDY PAGE
City Recorder

City Council Vote as Recorded:

Council Member Watts Baskin	<u>aye</u>
Council Member Clayton	<u>aye</u>
Council Member Jackson	<u>aye</u>
Council Member Knowlton	<u>aye</u>
Council Member Van Langeveld	<u>aye</u>

Certificate of Posting Ordinance:

I, the duly appointed recorder for the City of North Salt Lake, hereby certify that the foregoing Ordinance No. 2025-16 was passed by the governing body on the date shown above, and that copies were posted as required by Utah Code 10-3-711.

Recorded this 4th day of September, 2025.

Wendy Page, City Recorder



[Seal]

EXHIBIT A

Property Description:

All property included in Davis County Parcel Identification number: 01-082-0106 containing approximately 2.9104 acres, less any area acquired by UDOT for the expansion of Interstate 15.

Legal Description:

BEG AT THE INTERSECTION OF N'LY LINE OF CUDAHY LANE & E'LY R/W FENCE OF UPRR; SD PT BEING 580.4 FT N 89°46' W FR A PT 27.6 FT N & 3822.9 FT W FR 1/4 COR COMMON TO SEC 1 & 12-T1N-R1W, SLM; TH N 14°37' E 6.66 FT, M/L, TO A PT ON THE S LINE OF PPTY CONV TO UTAH TRANSIT AUTHORITY IN WD RECORDED 05/08/2006 AS E# 2166259 BK 4029 PG 557; & RUN TH ALG SD LINE S 89°45'23" E 31.07 FT; TH N 14°38'16" E 24.46 FT; TH N 75°21'44" W 30.09 FT; TH N 14°37' E 2405.16 FT, M/L, ALG SD E'LY RR R/W FENCE LINE TO N BNDRY LINE TO N BNDRY LINE SD ENTIRE TRACT; TH E 34 FT, M/L, ALG SD N BNDRY LINE TO W'LY NO ACCESS LINE OF FWY; TH S 14°37' W 1489 FT; TH S'LY 938 FT, M/L, TO N'LY LINE OF CUDAHY LANE; TH W'LY 62 FT, M/L, ALG SD N'LY LINE TO E'LY BNDRY LINE OF MFS CO PPTY AS CONV IN 2-C PAGE 522 OF DEEDS; TH N 14°37' W 100 FT; TH N 89°46' W 40 FT; TH S 14°37' W 100 FT; TH N 89°46' W 40 FT TO THE POB. CONT. 2.9104 ACRES. (NOTE: THIS REMAINING LEGAL WAS WRITTEN IN THE DAVIS COUNTY RECORDER'S OFFICE FOR I.D. PURPOSES. IT DOES NOT REFLECT A SURVEY OF THE PROPERTY.)