

Mayor
Kenneth Romney

**City Engineer/ Land
Use Administrator**
Kris Nilsen

**City Recorder/
Community
Development**
Cathy Brightwell

WEST BOUNTIFUL PLANNING COMMISSION

550 North 800 West
West Bountiful, Utah 84087

Phone (801) 292-4486
FAX (801) 292-6355
www.WBCity.org

Chairman
Alan Malan

Commissioners
Mike Cottle
Laura Mitchell
Corey Sweat
Dennis Vest

**THE PLANNING COMMISSION WILL HOLD A REGULAR
MEETING AT 7:30 PM ON TUESDAY, APRIL 12, 2022,
AT THE CITY OFFICES, 550 N 800 WEST**

AGENDA:

1. Prayer/Thought - Commissioner Vest.
Pledge of Allegiance – Commissioner Mitchell.
2. Confirm Agenda.
3. Presentation by Justin Smart & Larry Reasch (UDOT) – I-15 Environmental Impact
Statement Study; Farmington to Salt Lake City.
4. WBMC 12.28 – Water Efficient Landscaping.
5. Proposed Clarifications for Non-Commercial Structures in Agricultural Zones.
6. Consider Meeting Minutes from March 22, 2022.
7. Staff report.
8. Adjourn.

*This notice has been sent to the Davis Journal and was posted on the State Public Notice Website
and the City website on April 8, 2022, by Cathy Brightwell, City Recorder.*

MEMORANDUM



TO: Planning Commission

DATE: April 8, 2022

FROM: Cathy Brightwell, Kris Nilsen

RE: Water-efficient Landscape Regulations

Staff provided a draft landscape ordinance, replacing existing WBMC 12.28, at the planning commission's last meeting. The draft was primarily based on documents provided by Weber Basin Conservancy District to encourage water efficient landscapes. This effort is important as we begin another season in extreme drought conditions. Also, Weber Basin will provide a rebate to residents who "flip their strip" by removing turf from park strips once a city approves an ordinance adopting their water-wise standards.

Attached for review and discussion is an updated proposal based on comments from the last meeting and further research by staff.

WBC Water Efficient Landscape Ordinance (NEW)

12.28 Water Efficient Landscape Standards and Requirements

12.28.010 Purpose

12.28.020 Applicability

12.28.030 Definitions

12.28.040 General Standards

12.28.050 Landscape Design Standards

12.28.060 Irrigation Design Standards

12.28.070 Landscape and Irrigation Plans Required

12.28.080 Completion of Improvements

12.28.090 Homeowner's Association Restrictions

12.28.100 Prohibited Watering Practices

12.28.110 Enforcement And Penalties

12.28.010 Purpose

The purpose of this chapter is to protect and enhance the community's environmental, economic, recreational, and aesthetic resources by promoting efficient use of water in the community's landscapes, reduce water waste, and establish a structure for designing, installing, and maintaining water efficient landscapes throughout the City.

12.28.020 Applicability

This chapter applies to all new and rehabilitated landscaping for public agency projects, private commercial and industrial development projects, developer/contractor installed landscaping residential projects, and homebuilder provided residential landscape improvements in front yards.

12.28.030 Definitions

The following definitions shall apply to this Chapter.

"Hardscape" means durable landscape materials such as water features, benches, artificial turf, walls, decorative rocks, mulch, curbing, planters, or other like materials that are not of a vegetative nature.

"Landscaped Area" means improved areas of the property that make up the landscape. The landscaped area does not include building or structure footprints, sidewalks, and other non-irrigated natural areas intentionally left undeveloped.

"Mulch" means any material such as rock, bark, wood chips, or other materials left loose and applied to the soil.

“Park Strip” means a typically narrow landscaped area located between the back-of-curb and sidewalk.

“Smart Automatic Irrigation Controller” means an automatic timing device used to remotely control valves in the operation of an irrigation system using the internet to connect to a real time weather source or soil moisture sensor. Smart Automatic Irrigation Controllers schedule irrigation events using either evapotranspiration or soil moisture data to control when and how long sprinklers or drip systems operate and will vary based on time of year and weather/soil moisture conditions.

“Turf” means a surface layer of earth containing grass species with full root structures that are maintained as mowed grass, also called lawn.

“Xeriscape” is a style of landscape design requiring little or no irrigation or other maintenance using plants that can survive on low or minimal water usage.

12.28.040 General Standards

- A. Every applicable property within the city of West Bountiful shall maintain landscape in a well-cared for manner that enhances the appearance of the property. ~~This shall include, but not be limited to, proper pruning, mowing, weeding, and removal of litter;~~
- B. Landscaping shall consist of a balance of living and nonliving landscape that does not violate any other federal, state, or municipal statute, ordinance, or law; and
- C. Landscape and hardscape shall comply with the clear view, fencing, and setback requirements of all West Bountiful City ordinances.

17.28.050 Landscape Design Standards

The following Landscape Design Standards are required for all applicable properties, and strongly encouraged for all landscape projects to conserve the public’s water resources and promote water efficient landscaping. Landscaping may include a combination of turf, plant cover, and xeriscape as described below.

- A. Plant Selection. Plants shall be selected for various landscape situations and conditions and be well-suited to the microclimate and soil conditions at the project site. Both native and locally-adapted plants are acceptable. Plants with similar water needs shall be grouped together as much as possible. *(A list of recommended plants is available on the city website.)*
- B. Lawns. Except for designated recreational areas that allow access to the public,

1. Lawn area shall not exceed thirty-five percent (35%) of the total landscaped area on residential properties.
 2. Lawn area shall not exceed fifteen percent (15%) of the total landscaped area on non-residential or mixed-use properties, or ten percent (10%) if secondary water is not available.
 3. No turf will be planted in park strips, areas less than 8-feet wide, or slopes greater than 25%. Water-conserving plants not requiring overhead spray irrigation may be planted in park strips subject to clear view regulations.
 4. Park strip areas may be designed as bioswales, especially recommended in commercial, industrial and HOA common areas.
- C. Mulch. After completion of all planting, all irrigated non-turf areas shall be covered with a minimum three (3) inch layer of mulch to retain water, inhibit weed growth, and moderate soil temperature. Non-porous material shall not be placed under the mulch.
- D. Tree Selection. Tree species shall be selected based on growth characteristics and site conditions, including available space, overhead clearance, soil conditions, exposure, and desired color and appearance. *(See city website for a list of general recommendations and trees prohibited in park strips.)*

12.28.060 Irrigation Design Standards

The following irrigation design standards are required for all applicable properties, and strongly encouraged for all landscape projects.

- A. Irrigation Controller. Landscaped areas shall be provided with a WaterSense labeled smart automatic irrigation controller, equipped with rain delay or rain shut-off capabilities.
- B. Irrigation valves shall irrigate landscapes with similar site, slope, soil conditions and plant materials with similar water needs.
1. Drip irrigation shall be used for all non-turf areas and be equipped with pressure regulator and filter.
 2. Turf and non-turf areas shall be irrigated on separate valves.
 3. Drip emitters and sprinklers shall be placed on separate valves.
 4. No combination of differing sprinkler heads on the same irrigation valve.

12.28.070 Landscape and Irrigation Plans Required

For new construction, these requirements shall take effect when building permits are required. An acceptable landscape and irrigation plan shall be provided to the city for approval as part of the building permit application package.

For rehabilitated landscaping, an acceptable landscape and irrigation plan shall be provided to the city for approval prior to work beginning. Rehabilitated landscaping means altering a landscape area by 35% or more.

A landscape plan shall include graphic and written descriptions, specifications, and detailed plans showing the name and location of all plant materials, natural features such as walkways, ground and water forms, and other features to comply with this Chapter.

An irrigation plan will show the components of the irrigation system with water meter size, backflow prevention (when outdoor irrigation is supplied with culinary water), precipitation rates, flow rate and operating pressure for each irrigation circuit/zone, and identification of all equipment.

For commercial, industrial, and institutional projects, the required landscape and irrigation plans shall be prepared by a registered landscape architect.

The city reserves the right to perform site inspections at any time during the irrigation and landscape installation and to require corrective measures if requirements of this Chapter are not satisfied.

12.28.080 Completion of Improvements

All landscaping improvements required for new construction in accordance with the approved landscape and irrigation plans shall be installed prior to issuance of a Certificate of Occupancy for commercial, developer, industrial, and public facility projects. For individual residential projects, improvements shall be completed no later than the end of the next planting season (October of the following year).

If the installation of any of these improvements cannot be completed due to weather, including drought conditions, or other circumstances beyond the control of the owner or developer, an extension may be granted by staff.

- ~~1. Performance Security and Deferral Agreement?~~
- ~~2. Escrow Agreement?~~
- ~~3. Cash Bond?~~

12.28.090 Homeowner's Association Restrictions

Any Homeowner's Association governing documents that govern the operation of a common interest development, shall not:

- A. Require the use of any uniform plant material requiring overhead spray irrigation in landscape areas less than 8 feet wide or require any uniform plant material requiring overhead spray irrigation in other areas that exceed 40% of the landscaped area; or

- B. Prohibit, or include conditions that have the effect of prohibiting, the use of water-conserving plants as a group; or
- C. Have the effect of prohibiting or restricting compliance with this Chapter or other water conservation measures.

12.28.100 Prohibited Watering Practices

Regardless of the age of a development or individual property, water shall be properly used. Waste of water, including but not limited to the following, is prohibited.

- A. The use of culinary water for irrigation where restrictions are in place for the use of the available existing secondary water.
- B. Washing sidewalks, driveways, parking areas, tennis courts, patios, or other paved areas except to alleviate immediate health or safety hazards.
- C. Irrigating any landscape between the hours of 10:00 am and 6:00 pm.

12.28.110 Enforcement and Penalties

The Land Use Administrator and Public Works Director, or their designee, shall be authorized to enforce all provisions of this Chapter.

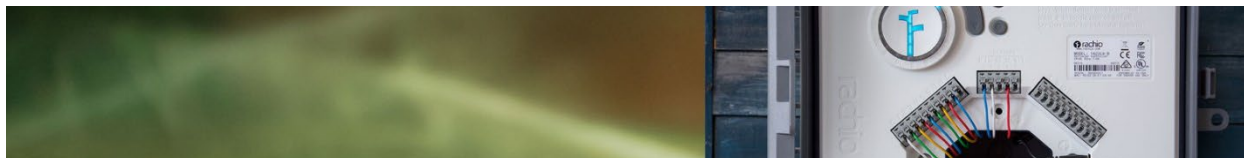
Refer to code enforcement ordinance.

***Discuss:** Weber Basin will patrol areas and assess fines (after initial warning) to non-metered irrigation customers. Many cities are assessing fines to culinary-only customers, which is not covered under code enforcement ordinance.*

***Discuss:** Exceptions – Designated passive or active recreational areas are an exception to the amount of allowed lawn. The Zoning Administrator may approve up to an additional 25% lawn above the applicable 15% or 35% where an applicant has demonstrated usable lawn area. Additional law may be approved above the limits allotted to the Zoning Administrator as a special exception by the planning commission.*

***Discuss:** Based on Applicability, can we enforce existing homeowners who have not made landscape changes? For example, watering during off hours.*

***Discuss:** We list maximum area for turf, but we do not list minimum landscaped areas especially important in commercial and residential developments. (see Clearfield)*



WHY WE OFFER REBATES

Water conservation is one of the most efficient ways to ensure we have enough water for our growing population. To make conservation easier for homeowners Weber Basin Water provides rebates for various products that help save water.



Weber Basin offers a rebate to residents in qualifying cities to remove turf in the park-strip area of their yard. The rebate is \$1.25 per square foot of turf removed and replaced with water-wise landscaping.

Qualifications:

- You must live in a qualifying city (see the list below).
- You [must apply for the program](#) before starting your park strip project. Previously converted park strips do not qualify for this program at this time. (The application requires you to create an account at utahwatersavers.com)
- You must attend a required “Flip Your Strip- Prerequisite Class” prior to beginning your project. [Click here for class calendar](#) . You will receive the class code needed to register for the class via email after you apply for the program.
- You will be required to sign a [participation agreement](#) to participate and receive the rebate.

Please read the full explanation of the program and a summary sheet of all [the requirements for the Flip Your Strip rebate](#). The program within Weber Basin's service area may be slightly different from other counties or other Water Districts. You must follow the process to receive this rebate. District staff will be in contact with you at various stages of the application process to clarify and assist you with parts of the application process or parts of the program that are different from other areas.

Cities with qualifying ordinances

- **Layton**
- **Riverdale**
- **Washington Terrace**

(Cities will be added as landscape ordinances are updated to meet District requirements. To get your city added to this list, contact your elected municipal representative and encourage them to work with Weber Basin on updating ordinances to qualify)

RESIDENTIAL SMART IRRIGATION CONTROLLERS AND TOILETS

Weber Basin offers rebates to all residents living in Davis, Weber, Morgan and Summit counties. There are specific requirements for each rebate offered. Smart controller rebates are 50% of the cost of a smart controller up to a maximum of \$150.00. For toilets, if your home is older than 1994 you can qualify to receive rebate on up to two toilets with a flat rebate of \$100.00 per toilet replaced. Newer homes do not qualify because toilets in those homes are already classified as "low flow". The District offers these rebates through the Utah Waters Savers program.

Click [HERE](#) to go to the application for your rebate

COMMERCIAL SMART IRRIGATION CONTROLLERS

For commercial, institutional, multifamily and other large properties that have many more irrigation stations than residential lots or multiple sites that need irrigation control from a central controller, Weber Basin offers incentives for smart central control systems. These are usually much more sophisticated and expensive because of the capabilities they offer. To qualify for rebates, please call the District to ensure that funding is still available. The rebate for commercial controllers is 50% of the cost of the controller up to a maximum of \$1,500 per controller.

Click [HERE](#) for a list of qualifying commercial smart controllers.

Click [HERE](#) to go to the application for your rebate

Unsure if you qualify? Call us at 801-771-1677 to check.

MEMORANDUM



TO: Commissioners

DATE: April 8, 2022

FROM: Staff

RE: Clarification of Yard Regulations for Non-commercial Structures

Background

In June 2020, the planning commission recommended, and the city council adopted Ordinance 427-20 amending uses in the A-1 Agricultural District. As part of this change, non-commercial structures (NCS) were added as a permitted use. A non-commercial structure is defined as a structure that (1) is not designed or used for commercial purposes, (2) is not designed or used as a dwelling, (3) is not accessory to a principal building or use on the same lot, and (4) is not a landscape enhancement. The definition goes on to say that if a principal building or use is established on the same lot as an NCS, the NCS will be deemed an accessory structure subject to all regulations governing accessory uses, building, or structures. An NCS requires a recorded agreement between the city and the property owner.

In 2021, the city council asked the planning commission to review regulations for non-commercial structures. The planning commission determined that there was a need for this use in the agricultural districts and recommended increasing rear and side yard setbacks based on height of the structure. This recommendation was adopted as part of Ordinance 441-21.

Current Direction

The city council has directed planning commission to review NCS regulations and clarify that when an NCS is proposed, sufficient space remains on the property for a principal building. Vacant land is expected to become extremely scarce in the future with a high demand for in-fill. It is important to plan ahead for these needs by ensuring that future dwellings may be constructed on lots that currently only consist of an NCS.

Recommendations for Discussion

Staff recommends that any plans submitted for an NCS include clearly delineated buildable area for a principal building. Staff also recommends that the footprint after all applicable yard regulations, such as setbacks and coverage ratios, are taken into account. This regulation would be in addition to any other yard regulation applicable to the NCS. To avoid submittals for very small dwellings, the following options could be considered.

1. The footprint of the NCS cannot exceed the maximum buildable area or building envelope of the main structure. This would ensure that when a main structure is built, its footprint could be at least as large as the NCS's footprint.
OR
2. The buildable area of a future dwelling must have a minimum footprint of 1000 sq. ft. not including garage. This would allow an average 2000 sq. ft. home with two levels.

1 **West Bountiful City** **March 22, 2022**
 2 **Planning Commission Meeting**

3 **PENDING – NOT APPROVED**

4 **Posting of Agenda** - *The agenda for this meeting was posted on the State of Utah Public Notice website, on*
 5 *the West Bountiful City website, and at city hall on March 18, 2022, per state statutory requirement.*

6 Minutes of the Planning Commission meeting of West Bountiful City held on Tuesday, March 22, 2022, at
 7 West Bountiful City Hall, Davis County, Utah.

8 **Those in Attendance:**

9 **MEMBERS ATTENDING:** Chairman Alan Malan, Commissioners Dennis Vest, Laura Mitchell, Mike Cottle,
 10 Corey Sweat, and Council member Kelly Enquist.

11
 12 **STAFF ATTENDING:** Kris Nilsen (City Engineer), Cathy Brightwell (Recorder), Duane Huffman (City
 13 Administrator), Steve Maughan (Public Works Director) and Debbie McKean (Secretary).

14 **VISITORS:** Gary Jacketta

15
 16 The Planning Commission meeting was called to order at 7:30 pm by Chairman Malan.

17 1. **Prayer by Commissioner Sweat.**
 18 **Pledge of Allegiance - Commissioner Cottle.**

19
 20 2. **Accept Agenda**

21 **Mike Cottle moved to approve the agenda as presented. Corey Sweat seconded the motion. Voting was**
 22 **unanimous in favor among all members present.**

23
 24 3. **Consider Conditional Use Application for West Bountiful City Public Works Facility at 1410**
 25 **West 1200 North**

26
 27 Commissioner packets included a staff memorandum dated March 18, 2022, from Kris Nilsen, a Conditional
 28 Use Application, site plan, and letter to the Commission from Duane Huffman on behalf of applicant for the
 29 city's new public works facility.

30
 31 Kris Nilsen explained that West Bountiful City has applied for a conditional use permit to build a new public
 32 works facility at 1410 W 1200 North. The property is in the A-1 Zone and Legacy Overlay Zone and the
 33 proposed use is "public" which is conditional in the A-1.

34
 35 Mr. Nilsen noted that the Legacy Overlay zone was intended for large developments expected when the
 36 Legacy Parkway was built to the west. It does not fit with small single site development. The only
 37 inconsistency found in the L-O zone is that it prohibits metal buildings. Mr. Huffman noted that there is
 38 specific language in WBMC 17.30.050 Design Guidelines that allows the planning commission to waive
 39 certain criteria as needed.

40
 41 It was suggested that the Legacy Overlay Zone code be readdressed and updated to meet the current needs
 42 of the area, including possible elimination of the zone entirely. The commissioners were in agreement to
 43 review the ordinance in the near future.

Mr. Nilsen explained that the city owns and operates a public works system that serves the residents of West Bountiful City for culinary water, streets, storm water, parks, and solid waste management. As part of operating and maintaining a public system, the city plans for a new facility to improve operations and keep up with service needs within the city.

The building is 80 ft by 225 ft with a 15 ft awning in the rear for outdoor covered storage. It will include space for staff offices, work areas, and conference room for meetings with contractors. Storage space is planned for water pipes, parts, equipment storage and maintenance, material storage (waste and recycle collection receptacles, signs, salt, road base, sand, gravel, mulch, wood chips, etc.).

The entire property will be fenced, frontage will be landscaped, and the primary building will have a concrete apron extending to the east with asphalt pad to the north and west of the structure. The site has been engineered to meet all necessary storm water requirements, has sufficient areas for off-street parking, and lighting is designed to remain on the property, and other than security lighting, will only be turned on when needed for night-time response needs.

In considering the proposed application and the health, safety and welfare of the community, the Commission considered the following: Drainage, Noise, Light, Traffic, Parking, Landscaping, and Outdoor Storage.

Action Taken:

Corey Sweat moved to grant Conditional Use Permit #22-02 to West Bountiful City for a Public Works Facility located at 1410 West 1200 North based on the following affirmative findings:

1. *The proposed use will provide for appropriate buffering of uses and buildings, proper parking and traffic circulation, the use of building materials and landscaping which are in harmony with the area, and compatibility with adjoining uses, and*
2. *The conditions to be imposed in the conditional use permit will mitigate the reasonably anticipated detrimental effects of the proposed use and accomplish the purposes of this subsection.*

The following conditions are imposed:

1. *Noise - Limit hours of construction operation to work between 7:00 AM start and 10:00 PM stop except for emergencies, such as water breaks or road plowing.*
2. *Lighting – All lighting will be “down-lighting.” Limit after hours site lighting to security lighting only, except for emergencies, such as water breaks or road plowing.*
3. *Dust and sediment control – The site and facility will maintain a Storm Water Pollution Prevention Plan (SWPPP) and associated Best Management Practices (BMP’s) for the site during construction and post construction that addresses prevention and cleanup of dust and sediment control.*
4. *Fencing - The site facility will maintain perimeter fencing.*
5. *Outdoor Storage will be allowed on the north side of building.*

Laura Mitchell seconded the motion and voting was unanimous in favor.

Duane Huffman reported that 1200 North residents will be receiving a letter this week explaining the project and expected impacts. The commissioners asked Mr. Huffman to send a copy of the letter to them as well.

On a different topic, Mr. Huffman announced that next Tuesday, March 29th at 7:30 pm a presentation will be made to city council and staff by the new owners of the Smith property southwest of the city limits and invited commissioners to attend. He noted that the new owner was also the owner of the Mountain View Subdivision.

92
93 **4. Discuss Proposed Changes to WBMC 12.28, Water Efficient Landscaping.**
94

95 Commissioner packets included a memorandum dated August 20,2021 from Cathy Brightwell and Kris Nilsen
96 regarding water-efficient Landscaping Regulations and a draft for review and discussion. This topic was
97 discussed during a commission meeting held in August 2021.
98

99 **Background**

100 With increasing awareness of regional drought conditions and projections of significant population growth
101 along the Wasatch Front over the next 40 years, conservation has become a key initiative of water districts
102 across the state. The monetary cost of water conservation is considered much less than finding new water
103 sources and building new infrastructure. With 60% of residential water used outdoors, Weber Basin
104 Conservancy District (Weber Basin) has asked cities to update landscape ordinances to encourage water
105 efficient landscape regulations. They implemented watering restrictions in 2021 and are expected to limit
106 water usage again in 2022.
107

108 To help with these efforts, Weber Basin has begun offering a “flip your strip” rebate program. The program
109 becomes eligible for residents that live in a city that has adopted a landscaping ordinance that meets certain
110 conservation standards as outlined by Weber Basin. To date, Layton, Washington Terrace, Riverdale, and
111 Clearfield have adopted water-efficient landscaping ordinances and qualify for Weber Basin’s rebate
112 program.
113

114 Cathy Brightwell stated that the city recognizes water as a valuable resource that should be used wisely and
115 as efficiently as possible and supports conservation efforts to protect water supply inventories for both
116 present and future water needs. She provided a summary of standards from Weber Basin that must be
117 included in a new ordinance in order to qualify for the ‘flip your strip’ rebate program. She said the program
118 has been a good incentive for existing residential properties to begin making changes to their landscaping
119 that are water-wise and customers are grateful for the help. The city receives several calls a week from
120 residents wanting to use the program.
121

122 Ms. Brightwell noted that our current ordinance includes a lot of things that we do not currently enforce and
123 until recently staff did not even know that some of the requirements existed, including approving landscape
124 plans for all new construction. Even without the Weber Basin standards, the current ordinance would benefit
125 from changes to update it to meet current needs and conditions in a water conservation environment.
126

127 Staff is proposing that the new WBC Water Efficient Landscape Ordinance replace the current ordinance
128 rather than amend it. The document presented this evening is for discussion purposes and not intended to
129 be a final document. The new document includes things from the current ordinance with a blend of new
130 water-wise/efficient landscaping standards.
131

132 The draft ordinance was reviewed and discussed. Commissioners prefer the new landscape restrictions to be
133 limited to new construction and front yards at this time. Existing yards would be exempt from the new
134 landscaping ordinance but would qualify for the rebate program “flip your strip” offered by Weber Basin. The
135 end goal is to have less grass areas to water. It was also suggested that the number of definitions be reduced,
136 and enforcement be handled as part of city code enforcement. The Commission also preferred to remove
137 some of the prohibited watering practices listed in 12.28.080 although there was discussion about needed a
138 way to protect against improper culinary water use.
139

Staff will do further research make changes, then bring it back for review. They would like to set a public hearing for the second meeting in April so it can be forwarded to the City Council for their review and approval.

5. Consider Meeting Minutes from March 8, 2022.

Action Taken:

Corey Sweat moved to approve the minutes from the March 8, 2022, meeting as presented. Dennis Vest seconded the motion and voting was unanimous in favor.

6. Staff Reports

Cathy Brightwell

- Regarding Manheim request: Todd Willey and Jay Gough met with City Council and were told to come up with options to present that may include a temporary zone change or overlay.
- The request for a private school on 400 North was heard by city council last week. A written decision is expected in the next week or two.
- Reminder of next Tuesday's special meeting regarding the Smith Property.

Kris Nilsen

- 600 West road project could start as early as April.
- 400 North well is expected to be up and running early April.
- Public Works facility building is moving forward as scheduled. Grading will begin this week.
- Updated FEMA maps are in and have been reviewed. There are 3 maps for West Bountiful with two of them having changes. They will be on the website within 60 days.
- City water conservation plan is due June 1st.

7. Adjourn.

Action Taken:

Laura Mitchell moved to adjourn the regular session of the Planning Commission meeting at 9:15 pm. Corey Sweat seconded the motion. Voting was unanimous in favor.

.....

The foregoing was approved by the West Bountiful City Planning Commission on April 12, 2022, by unanimous vote of all members present.

Cathy Brightwell – City Recorder