BRIAN HEAD

The Regular Meeting of the Brian Head Town Council
Brian Head Town Hall – Council Chambers
56 North Highway 143 – Brian Head, UT 84719
www.Zoom.us (Click Here)
Via Zoom Meeting ID# 880 8002 8494
TUESDAY, DECEMBER 12, 2023 @ 1:00 PM

AGENDA

A. CALL TO ORDER

B. PLEDGE ALLEGIANCE

C. DISCLOSURES

D. APPROVAL OF THE MINUTES:

November 14, 2023 Town Council meeting
December 5, 2023 Town Council Special meeting

E. REPORTS / PUBLIC INPUT ON NON-AGENDA ITEMS. Public input is limited to three (3) minutes on non-agenda items.

F. AGENDA ITEMS:

1. **COMMUNTY DEVELOPMENT BLOCK GRANT 1ST PUBLIC HEARING.** Amber Burton, Public Safety Assistant. The Council will hold a public hearing for the first public hearing for the Community Development Block Grant (CDBG) on proposed projects.

2. **PUBLIC HEARING: ZONE CHANGE FOR RIDGELINE ESTATES, LOTS 1-6 FROM SINGLE-FAMILY RESIDENTIAL (R1) TO MULTI-FAMILY RESIDENTIAL (R3).** The Council will hold a public hearing to receive comments on a proposed zone change for lots 1-6 in the Ridgeline Estates located at 164 W. Ridge View Street. Comments are limited to 3 minutes and written comments may be submitted to the Town Clerk @ nleigh@bhtown.utah.gov.

3. **ORDINANCE AMENDING THE LAND MANAGEMENT CODE, CHAPTER 6, ZONE DISTRICT MAP FOR LOTS 1-6 OF THE RIDGELINE ESTATES FROM R1 TO R3.** Lester Ross, Building and Planning Official. The Council will consider an ordinance amending the LMC amending the Zone District Map for Ridgeline Estates, lots 1-6 changing the zone from R1 to R3.

4. **PLANNING COMMISSION MEMBER APPOINTMENTS**. Bret Howser, Town Manager. The Council will give their advice and consent for two Planning Commission Member appointments..

5. **2024 TOWN COUNCIL MEETING SCHEDULE APPROVAL** Nancy Leigh, Town Clerk. The Council will approve their 2024 meeting schedule.

6. **FUTURE AGENDA ITEMS.** The Council will discuss potential items for future agendas..

G. ADJOURNMENT

Date: December 8, 2023

Available to Board Members as per Ordinance No. 11-003 authorizes public bodies, including the Town, to establish written procedures governing the calling and holding of electronic meetings at which one or more members of the public board may participate by means of electronic communications. In compliance with the Americans with Disabilities Act, persons needing auxiliary communications aids and services for this meeting should call Brian Head Town Hall @ (435) 677-2029 at least three days in advance of the meeting.

CERTIFICATE OF POSTING

I hereby certify that I have posted copies of this agenda in three conspicuous locations; the Post Office, The Mall, and the Brian Head Town Hall and have posted copies on the Utah Meeting Notice Website and the Brian Head Town website and have caused a copy of this notice to be delivered to the Daily Spectrum, a newspaper of general circulation.

Nancy Leigh, Town Clerk

Brian Head Town Council Update

December 1, 2023

BRIAN HEAD MARSHALS OFFICE:

November started us out with a steady flow of skiers. Nothing to crazy, just a good change of pace from our summer visitors to our winters. We have had an increase in traffic flow accompanied by some winter weather. This has increased our presence in the canyon. The road construction has made for a couple of challenges, but nothing to crazy yet. We will continue to work the canyon as traffic picks up and hopefully keep things moving at a safe speed.

November must be the time to get your STR ready for rent. We handled a lot of fire inspections this past month. Most are trying hard to be compliant. But still, we find a few that need to be updated or fixed.

We did have a serious case of illegal dumping. Someone came through town and filled an entire dumpster full of ATV/motorcycle tires. We have followed up with our local related businesses. But have not come up with any leads. If you hear or see someone coming through town with a load of tires. Please contact the Marshal's Office. We would love to figure this case out.

The Public Safety Department picked up a substantial grant for a mental health program. This is a state funded grant that Amber Burton was able to apply for. It will be used for bringing in our licensed Clinical Social Worker to help with some training, as well as doing some mental health checkups. We will have a couple of fun events to help build team and decompress together. The grant total was for $39,000. We really appreciate Amber taking this on and are lucky to have her as a member of our staff.

November Incident Total= 90

- Fire Inspection- 31
- Motor Assists/Accidents- 21
- 911/Alarms- 9
- Fire Calls- 6

- Medicals- 5
- Parking- 3
- Unsecure Premise- 2
- DUI- 1
- Drugs- 1
- Theft- 1
- Illegal Dumping- 1
- Disorderly- 1

BRIAN HEAD FIRE DEPARTMENT:

Training is the hot topic this month. We have had some excellent in-house training. Trucks have been exercised and equipment inspected in preparation for the winter season.

We are excited to have brought back the "Firefighters Thanksgiving Dinner". After a couple of years off, we were ablet to bring it back. The idea is to provide a traditional dinner to those mountain employees that will be spending their Thanksgiving working and providing goods and services to our community and its many visitors. This event was well attended and the food was excellent. I suspect it is here to stay.

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STAFF REPORT TO THE TOWN COUNCIL

BRIAN HEAD

ITEM: **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FIRST PUBLIC HEARING**

AUTHOR: Amber Burton, Public Safety / Nancy Leigh, Town Clerk
DEPARTMENT: Administration
DATE: July 25, 2023
TYPE OF ITEM: Legislative Action

SUMMARY:

The Council will hold a public hearing for the Community Development Block Grant (CDBG) first public hearing which is required as part of their grant application requirements.

BACKGROUND:

Amber Burton, Public Safety Admin. has graciously stepped up to oversee her first CDBG grant and is following the CDBG process to obtain grant funding for the Town. CDBG requires a couple of public hearings that are very specific in their notice language and how they want the public hearing portion held.

ANALYSIS:

This is the first of two public hearings for CDBG. During this public hearing Amber will read what is required to be said for the public hearing portion. The purpose of this first public hearing is to provide information about the CDBG program and allow for discussion of possible applications.

The public hearing will also cover eligible activities, program requirements, and expected funding allocations for the region.

FINANCIAL IMPLICATIONS:

N/A

BOARD/COMMISSION RECOMMENDATION:

N/A

STAFF RECOMMENDATION:

No staff recommendation, informational only.

PROPOSED MOTION:

Informational only. No motion necessary.

ATTACHMENTS:

A – CDBG First Public Hearing Notice

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
FIRST PUBLIC HEARING NOTICE

Notice is hereby given that **Brian Head Town** will hold a public hearing on **December 12, 2023** at **Brian Head Town Hall, 56 N. Hwy. 143, Brian Head, UT 84719** at **1:00 p.m. Brian Head Town** is eligible to apply to the Utah Department of Workforce Services for funding under the Community Development Block Grant (CDBG) Small Cities Program, a federally funded program administered by the State of Utah, Housing and Community Development Division (HCD). Brian Head Town is eligible to apply for CDBG funding provided Brian Head Town meets the applicable program requirements.

The purpose of the public hearing is to provide citizens with pertinent information about the Community Development Block Grant program and to allow for discussion of possible applications. This public hearing will cover eligible activities, program requirements, and expected funding allocations in the region. The CDBG Program can fund a broad range of activities, including, but not limited to the construction of public works and facilities, e.g., water and sewer lines, fire stations, acquisition of real property, and provision of public services such as food banks or homeless shelters. In the event that Brian Head Town chooses to apply for CDBG funding, a second public hearing will be held at a later time to discuss the project. Further information can be obtained by contacting Amber Burton at (435) 677-2029.

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this hearing should notify Nancy Leigh at Brian Head Town, 56 North Hwy. 143, Brian Head, UT 84719 at least three days prior to the hearing. Individuals with speech and/or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1.888.346.3162.

Published on State of Utah's Public Meeting Notice Website – www.utah.gov/pmn on November 29, 2023.

Dated November 29, 2023
Nancy Leigh, Town Clerk

STAFF REPORT TO THE TOWN COUNCIL

BRIAN HEAD

ITEM: **RIDGELINE ESTATES LOTS 1-6 ZONE CHANGE ORDINANCE**

AUTHOR: Lester Ross
DEPARTMENT: Administration

DATE: December 12, 2023
TYPE OF ITEM: Legislative Action

SUMMARY:

The Town Council will consider an ordinance for a Zone Amendment which would change the zoning designation of the Ridgeline Estates, Lots 1–6 from R 1 Single Family Residential to R 3 Multi Family Residential.

BACKGROUND:

On July 12, 2023, staff received an application for zone amendment from Tmonr LLC, which owns Ridgeline Estates lots 1-6 located on Ridge View Street between MLV, Elevate at Brian Head and Copper Chase Condominiums located at approximately 165 W. Ridge View Street.

On November 15, 2023 Tmonr LLC proved the missing referral packet to complete their application for a Zone Amendment. Public notice was sent out on November 20, 2023 to any property owner within 300 feet of the proposed zone amendment and met the state's noticing requirements.

On December 5, 2023, the Planning Commission held a Public Hearing for the Zone Change. There was no public in attendance, but three written comments were submitted (see attached comments). The Planning Commission discussed the Zone Change and the number of times that this zone has been changed on this property. The Commission voted 4 to 1 in favor of a positive recommendation to rezone the property to R 3 Multi-family Residential.

ANALYSIS:

The following are the Standards for Review for a Zone Change which the Planning Commission considered:

- Addresses a recognized and demonstrated need in the community;
- Will be compatible with the character of the neighborhood and surrounding structures in use, scale, mass, and circulation;
- Will not result in an over intensive use of the land or excessive depletion of natural resources;
- Will not have a material adverse effect on community capital improvement programs;
- Will not require a level of community facilities and services greater than that which is available, or will be made available;
- Will not result in undue traffic congestion or traffic hazards;
- Will not cause significant air, odor, water, light, or noise pollution; and
- Will not otherwise be detrimental to the health, safety or welfare of the present or future inhabitants of the town.

FINDINGS OF FACT AND CONCLUSIONS OF LAW:

1. Lots 1-6 Ridgeline Estates were rezoned from R 3 to R 1 reviewed by Planning Commission August 17th, 2021, and adopted by ordinance by Town Council on August 24th 2021.

2. This development sits between multi-family neighborhoods and the south line would be the dividing line between a single family neighborhood and a multi-family. The General Plan Map would allow for these properties to fall either way. The development has access off a collector road and the impact of this development on the character of the neighborhood could be mitigated.
3. The applicant will need to provide water rights for a multi-family development or purchase from the Town's available pool of excess water rights, thus providing for limited resources.
4. No known impact on community capital improvement programs.
5. It is not anticipated that the impact on community facilities/services would be greater than what is available.
6. No known significant pollution impact if development follows Town standards.
7. No known detrimental impact to health, safety or welfare of residents,

STAFF RECOMMENDATION:

Staff recommends approval of the proposed Zone amendment as it is consistent with the Town's General Plan and provisions have been made in the Town Code to mitigate impacts of the development, which will be applied at the time of subdivision applications or building permits.

PROPOSED MOTION:

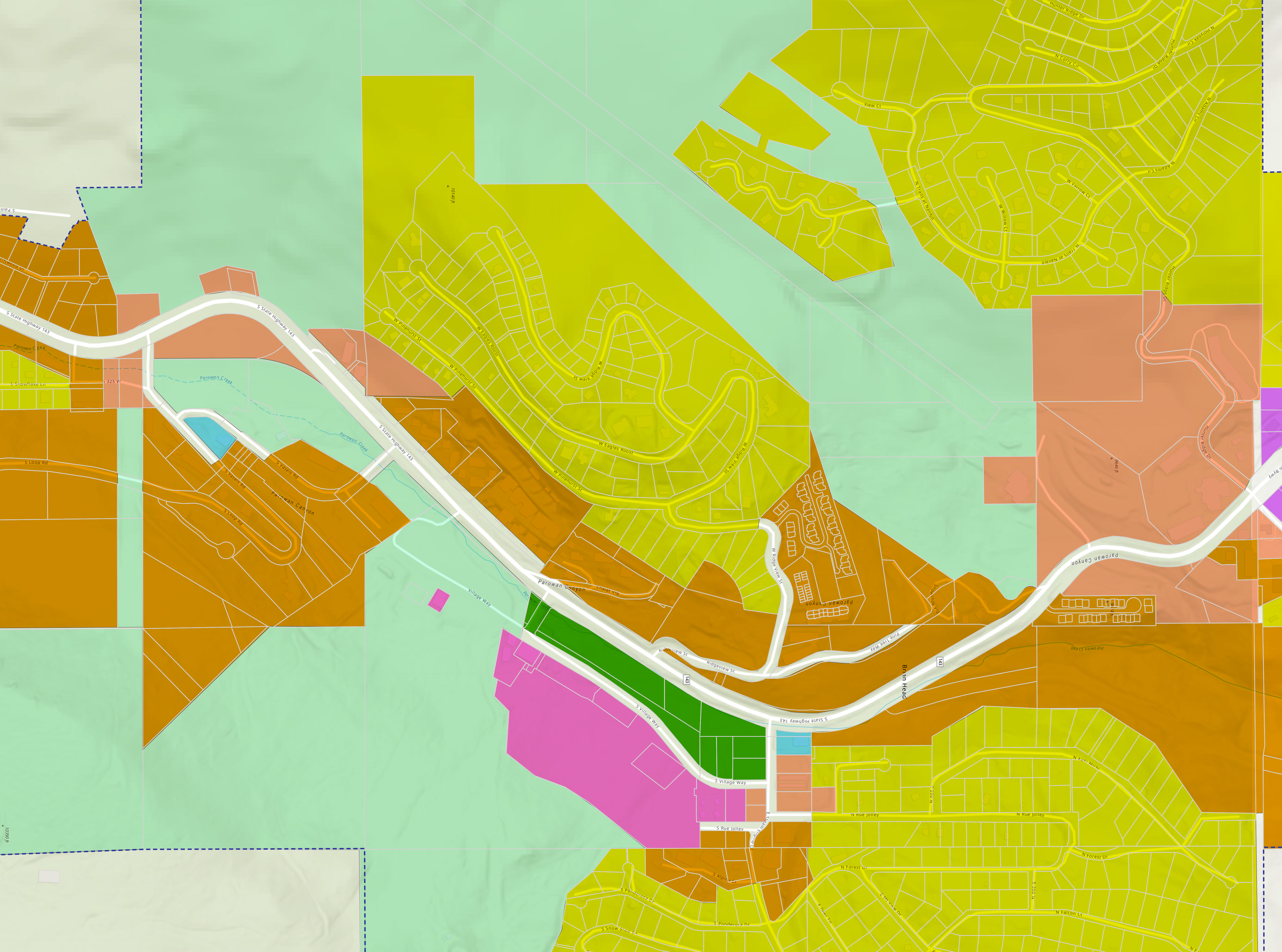
It should be noted that this is a legislative action, not an administrative application of an existing law. Unlike an administrative action, the Council is under no obligation to approve the zone amendment, even if there is an argument that the standards for review have been met.

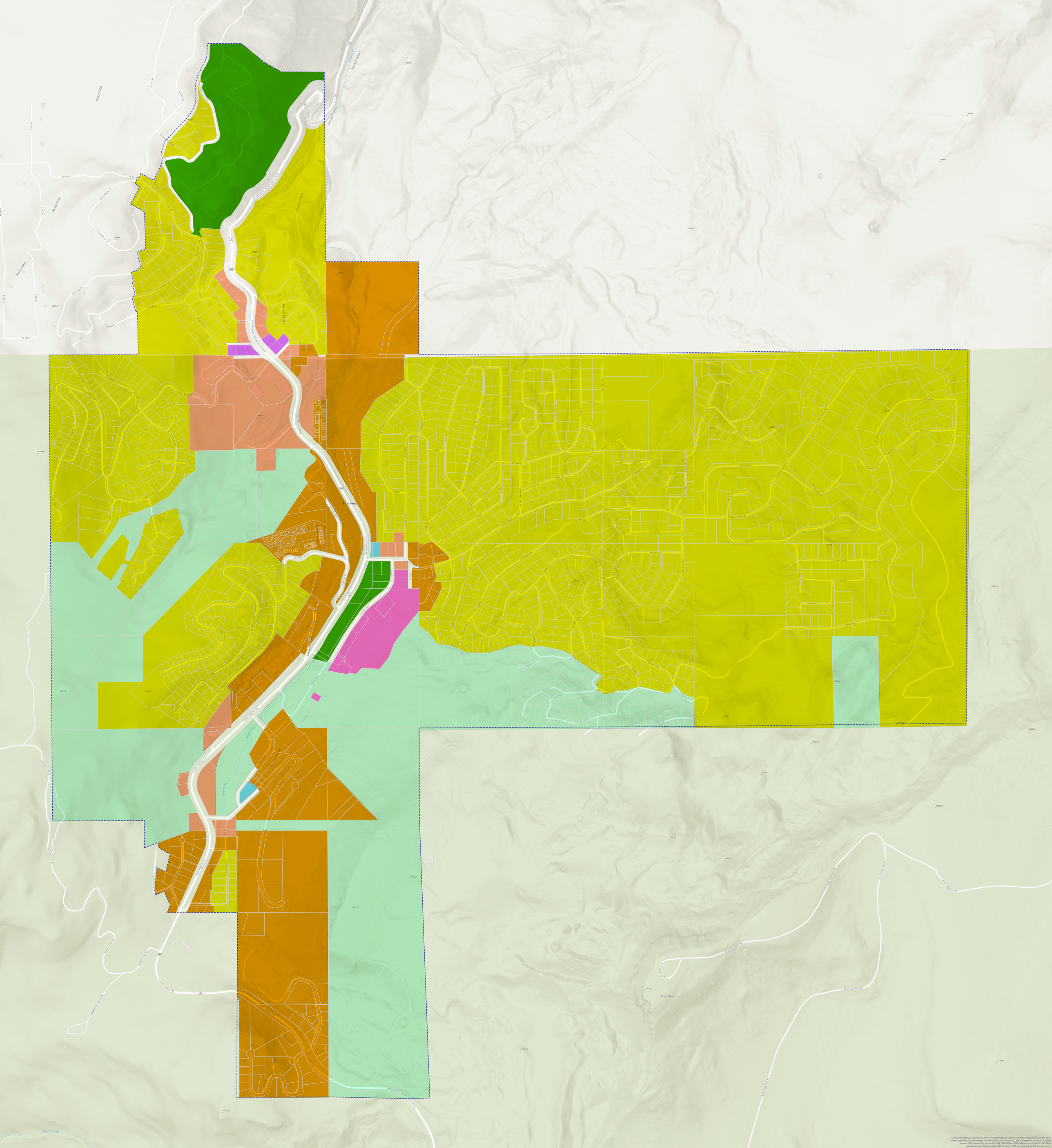
Proposed Motion: *I move to adopt ordinance No. 23-013, amending the Title 9 of the Town Code, Chapter 6, Zone District Map for lots 1-6 of the Ridgeline Estates Subdivision located at 165 West Ridge View Street from Single-Family Residential (R1) to Multi-Family Residential (R3) as presented).*

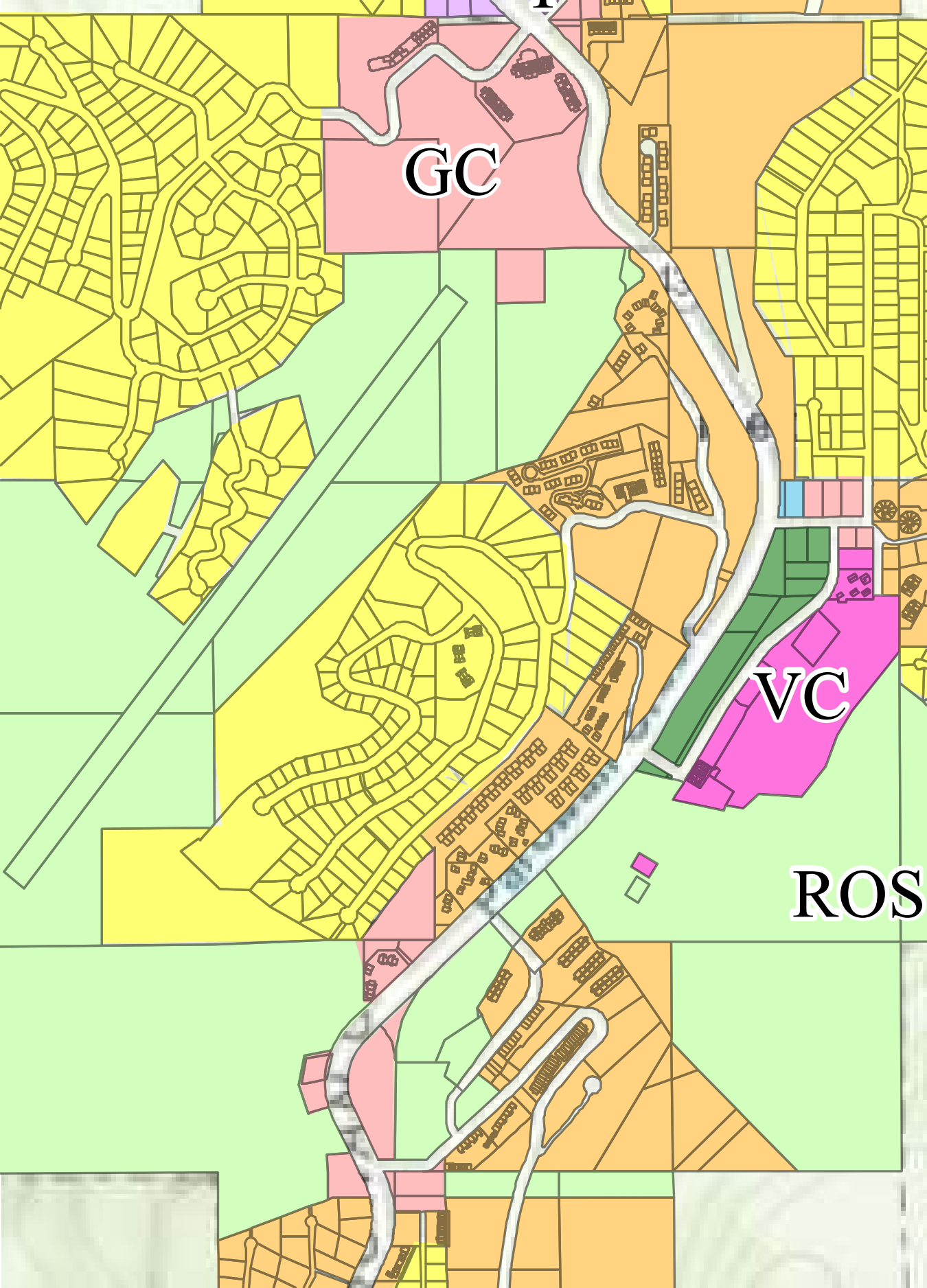
ATTACHMENTS:

A. Vicinity Map
B. Zoning Map
C. 2020 Zone District Map
D. General Plan Use Map
E. Written Comments (3)

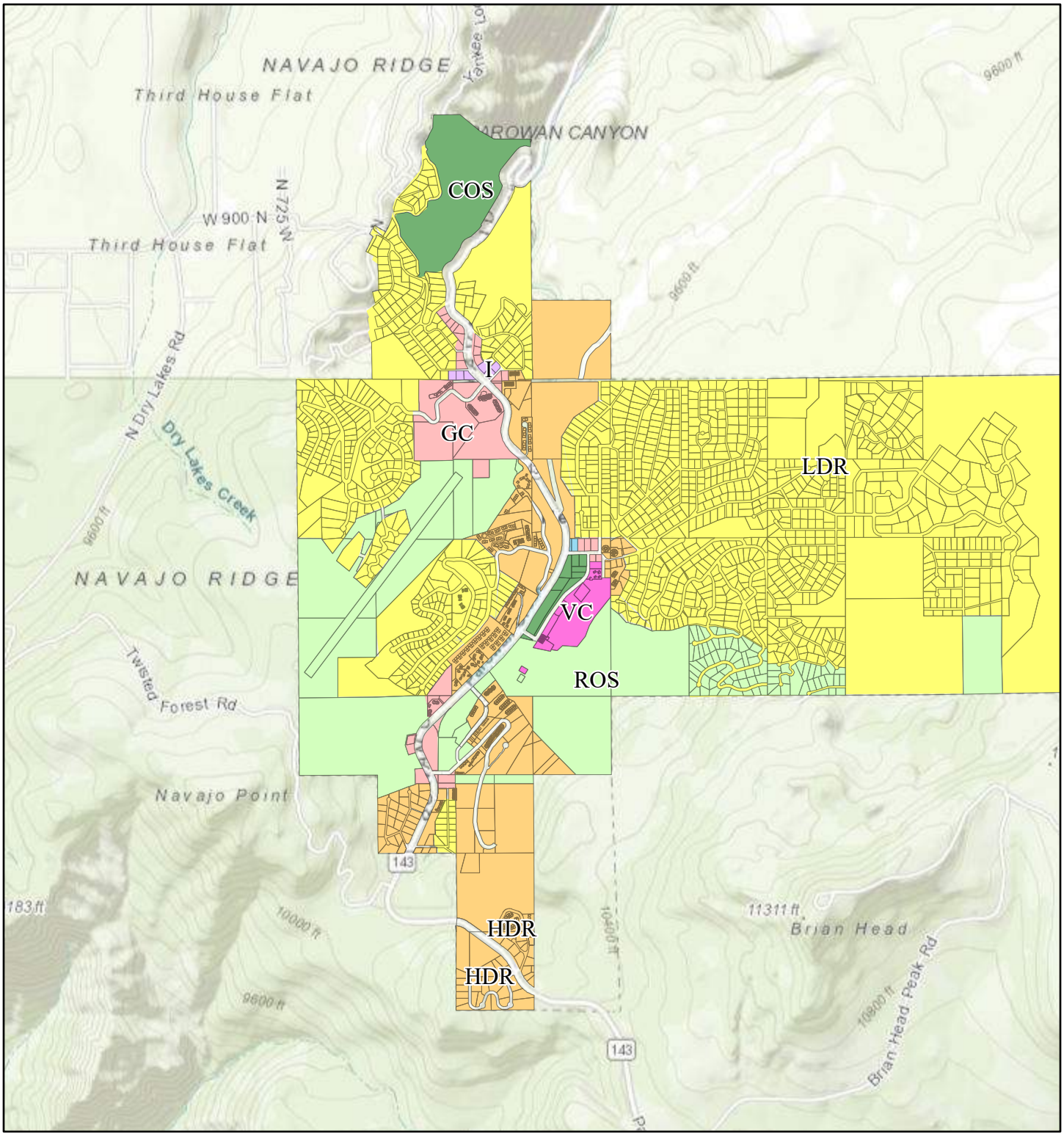
Pine Tree Way
Ridgeview St
S State Highway 143
S Village Way


Hunter Ridge Dr
N Corry Cir
View Ct
N Hollow Ct
Hunter Ridge Dr
N Saunter Ct
N Adams Cir
W Arrow Ct
N Willow Ct
N Lewis & Navajo
W Willow Ct
N Lewis & Navajo
Hunter Ridge Dr
Hunter Ridge Dr
N Page
10140 ft
W Pinehurst St
W Eagles Roost
W Pinehurst St
W Ridge View St
W Eagles Roost
W Ridge View St
W Pinehurst St
S State Highway 143
S State Highway 143
S State Highway 143
Parowan Creek
Parowan Creek
Parowan Creek
S Snowflake Ln
S 325 W
S Loop Rd
S Loop Rd
S Loop Rd
Parowan Canyon
Parowan Canyon
Village Way
Parowan Canyon
W Ridge View St
Parowan Canyon
Pine Tree Way
Ridgeview St
Ridgeview St
143
143
Brian Head
Parowan Canyon
S State Highway 143
S Village Way
S Village Way
N Rue Jolley
N Rue Jolley
S Rue Jolley
N Forest Dr
N Forest Dr
N Falcon Ct
S Alpine Ct
S Ponderosa Dr
S Ponderosa Dr
S Snow Shoe Ln
10390 ft


Brian Head
Brian Head
Parowan Canyon
Navajo Ridge
Navajo Ridge
Navajo Ridge
Navajo Ridge
Parowan Canyon
Parowan Canyon
Parowan Canyon


GC
VC
ROS

Zoning Map



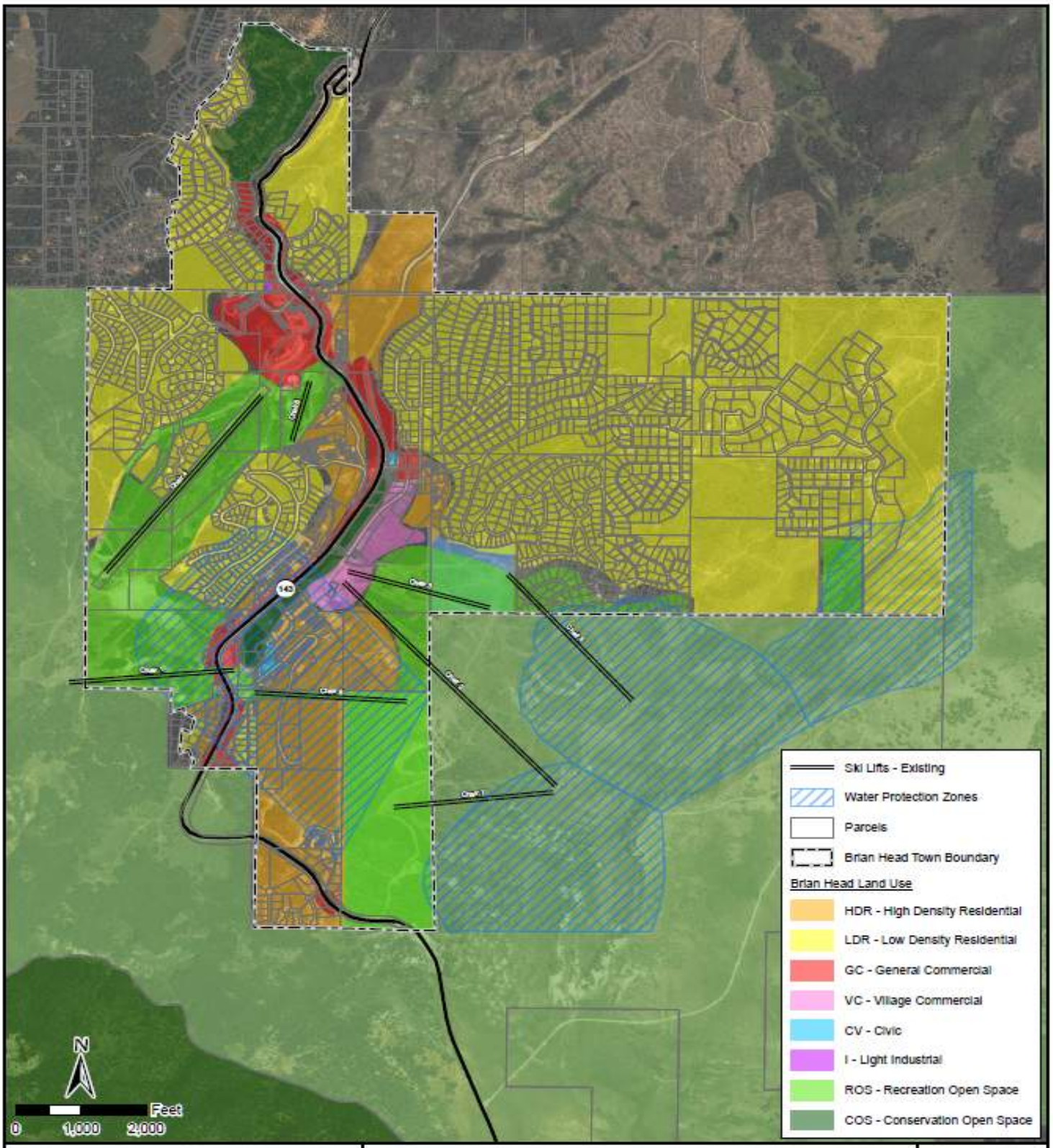
April 27, 2020

1:36,112

0 0.23 0.45 0.9 mi

0 0.38 0.75 1.5 km

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community



RURAL COMMUNITY CONSULTANTS

Brian Head Town

2018 General Plan Update
General Plan Land Use Map

Iron County

Scale: 1" = 2,000'

1

Zone Amendment Ridgeline Estates

External

Inbox

Carol Tingey < >

Nov 29, 2023, 12:32 PM (18 hours ago)

to Nancy Leigh

My condo in Copper Chase faces Ridgeview Street opposite Ridgeline Estates. Ridgeview Street at that place is a blind curve with a driveway for Copper Chase. If a new plat is developed to create smaller lots in Ridgeline Estates, perhaps a central driveway cutting across the middle of the lots would reduce the impact of more traffic on an already busy curved road.

Brian Head Zone Change

External

Kade Ence < >

Sat, Dec 2, 9:20 AM

to nleigh@bhtown.utah.gov

Dear Brian Head Town,

We recently received a notice in the mail from Lester Ross informing us that a nearby land owner would like to change the zoning of his property from R1 Single Family Residential to R3 Multi Family. The land we are talking about is Ridgeline Estates lots 1-6. Unfortunately we won't be able to attend the Public Hearing. We are writing this letter so our voice can be heard. We are very much against this change.

We believe in property rights and we also think the property owner should have the right to sell or develop his property. However, we believe the zoning for that property should remain the same unless ALL of the neighbors are in favor of a change.

We feel that changing the zoning to allow higher density will negatively affect our enjoyment of our property, and will also negatively impact our property value.

We purchased our cabin 13 years ago and have loved visiting Brian Head during that time. We visit often with our kids and other family friends. We come in the summer to enjoy the cool mountain air, and in the winter to enjoy the snow.

Before purchasing our property we looked at the zoning and plans for the undeveloped land around us so that we wouldn't have any surprises in the future. We were happy to see that the land around us was primarily planned for more single family homes like ours with similar or larger lot sizes. We knew that those types of homes would bring families like ours to the area and also increase our property value in the future.

Multi Family and higher density properties attract a different demographic. It will also increase the traffic on our street and take away from the level of peace and quiet we currently enjoy.
Please don't allow the zone change to Multi Family. Please stick to the city plan that is already in place and protect our property.

Thanks,

Kade Ence,

Proposed property zone change

External

Rich McArthur <> Sat, Dec 2, 1:45 PM)

to nleigh@bhtown.utah.gov

Dear Planning Commission,

I received a notice from Lester Ross informing me that a nearby land owner would like to change the zoning of his property from R1 Single Family Residential to R3 Multi Family. The land I am talking about is Ridgeline Estates lots 1-6. Unfortunately I won't be able to attend the Public Hearing. I am writing this letter so I can be heard. I am very much against this change!

I believe in property rights and I also think the property owner should have the right to sell or develop their property. But I believe the zoning for that property should remain the same if nearby property owners and neighbors are in opposition to changing it.

I feel that changing the zoning to allow higher density negatively affects our enjoyment of our property, and will also negatively impact our property value.

I have loved spending lots of time in the summers and sometime in the winters with my family at our cabin located at 244 Ridge View which is very close to the property seeking a zone change.

Before purchasing this property I looked at the zoning and plans for the undeveloped land around so that I wouldn't have any surprises in the future. I was happy to see that the land around us was primarily planned for more single family homes like ours with similar or larger lot sizes. I knew that those types of homes would bring families like mine to the area and also increase our property value in the future.

Multi Family and higher density properties attract a different demographic. It will also increase the traffic on our street and take away from the level of peace and quiet we currently enjoy.
Please don't allow the zone change to Multi Family. Please stick to the city plan that was given a lot of thought when it was originally put in place and protect our property.

Sincerely,

Rich McArthur
Property Owner 244 Ridge View Dr.

BRIAN HEAD

ORDINANCE NO. 23-____

AN ORDINANCE AMENDING THE BRIAN HEAD LAND MANAGEMENT CODE, CHAPTER 6, ZONE DISTRICT MAP, REGULATING LAND USE WITHIN THE TOWN OF BRIAN HEAD, UTAH FROM SINGLE-FAMILY RESIDENTIAL TO MULTI-FAMILY RESIDENTIAL FOR RIDGELINE ESTATES, LOTS 1-6, LOCATED AT 165 W. RIDGE VIEW STREET, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Brian Head Town received an application requesting a zone change from Single-Family Residential (R1) to Multi-Family Residential (R3) for Ridgeline Estates, lots 1-6 located at approximately 165 W. Ridge View Street; and,

WHEREAS, Brian Head Town has identified a need to revise the Brian Head Land Management Code in order to regulate land use within the Town limits of Brian Head, Utah; and,

WHEREAS, the Brian Head Planning Commission held a public hearing on December 6, 2023 giving at least fourteen (14) days' notice prior to the public hearing to receive public comment. The Planning Commission hereby forward their recommendation of approval amending the Zone District Map, Chapter 6, Title 9 of the Land Management Code from Single-Family Residential to Multi-Family Residential to the Brian Head Town Council for their consideration and adoption; and

WHEREAS, the Brian Head Town Council held a public hearing on December 12, 2023 and giving at least fourteen (14) days' notice; and

WHEREAS, Brian Head Town desires to incorporate the Zone District Map regulating land use within the town boundaries; and

WHEREAS, it is in the best interests of Brian Head Town and the health, safety, and general welfare of its citizens to adopt this Ordinance.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF BRIAN HEAD, UTAH, COUNTY OF IRON, STATE OF UTAH, AS FOLLOWS:

Section 1. The Brian Head Land Management Code, Chapter 6, Zoning, Zone District Map is hereby amended as Attachment "A".

Section 2. **Effective Date.** This Ordinance shall take effect upon its passage by a majority vote of the Brian Head Town Council and following notice and publication as

DRAFT

required by law. Upon this Ordinance being adopted by the Brian Head Town Council of Iron County, Utah, all provisions of this Ordinance shall be incorporated into Title 9 of the Brian Head Town Code.

Section 3. **Conflict.** To the extent of any conflict between other Town, County, State, or Federal laws, ordinances or regulations and this Ordinance, the more restrictive is deemed to be controlling.

Section 4. **Severability Clause**. 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 portions 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 5. **Repealer.** All provisions of the Brian Head Town Code, Chapters one through ten that are inconsistent with the expressed terms of this Ordinance shall be repealed.

PASSED AND ADOPTED BY THE BRIAN HEAD TOWN COUNCIL OF IRON COUNTY, UTAH this ____ day of December, 2023, with the following vote.

Mayor Clayton Calloway	Aye____	Nay____
Council Member Martin Tidwell	Aye____	Nay____
Council Member Larry Freeberg	Aye____	Nay____
Council Member Kelly Marshall	Aye____	Nay____
Council Member Shaun Kelly	Aye____	Nay____

BRIAN HEAD TOWN COUNCIL

By: _____
Clayton Calloway, Mayor

ATTEST:

(SEAL)

_____
Nancy Leigh, Town Clerk

CERTIFICATE OF PASSAGE AND POSTING

I hereby certify that the above Ordinance is a true and accurate copy, including all attachments, of the Ordinance passed by the Town Council on the ____ day of December, 2023, and have posted a summary of this ordinance as per UCA 10-3-711
Nancy Leigh, Town Clerk

BRIAN HEAD

Zone Amendment

Ridgeline Estates – Lots 1-6 (outlined in red)
165 West Ridge View Street – Brian Head, UT
Public Hearing Dates: December 5, 2023 Planning Commission
December 12, 2023 Town Council

Zone Amendment: From Single-Family Residential (R1) to Multi-Family Residential (R3)

Ordinance No. 23-___

Date Adopted:

STAFF REPORT TO THE TOWN COUNCIL

BRIAN HEAD

ITEM: **PLANNING COMMISSION APPOINTMENT**

AUTHOR: Bret Howser
DEPARTMENT: Administration

DATE: December 12, 2023
TYPE OF ITEM: Administrative Action

SUMMARY:

The Town Manager recommends appointment of Sheri Brown as a full member of the Planning Commission in the seat vacated by Mitch Ricks, with a term expiring on Dec 31, 2027, as well as the appointment of Rachelle Lee to the alternate position on the Planning Commission, with a term expiring December 2025. The Town Manager also recommends re-appointment of Carrie Dever to her 3rd term, expiring December 2028. The council should advise and consent.

BACKGROUND:

Commissioner Mitch Ricks was recently elected to serve as a member of the Town Council. We thank him for his service to the Planning Commission for the past year. The seat filled by Carrie Dever will reach the end of its term at the end of calendar year 2023.

ANALYSIS:

I recommend the appointment of Sheri Brown to the Planning Commission as a full member filling seat vacated by Mitch Ricks, with a term expiring at the end of 2027. Sherrie has been serving the past two years as the alternate member of the Planning Commission. She has been an active member, attending regularly (often even when she was not required to vote), and her knowledge of the planning processes has expanded greatly over that period. I expect she will continue to be a valuable member of the Commission, representing the community well.

If Sheri is appointed to the vacated Commission seat, then that leaves the alternate seat open. Staff received two applicants for the position and visited with both of them to gauge their interest and experience. We now put forward Rachelle Lee for consideration for the alternate Planning Commission vacancy, with a term ending in 2025. Ms. Lee has previously shown interest in serving the community in various ways, including applying for the Planning Commission and serving as the Council liaison to the Scenic Byway Committee. She has attended several Planning Commission meetings and Council meetings over the past couple of years to stay up-to-date, and she actually has a land use planning degree. We expect she will be another valuable addition to the Commission.

The makeup of the Planning Commission would be as follows:

- Carrie Dever, 3rd Term, Dec 2028
- Sheri Brown, 1st Full Term, Dec 2027
- Doug Deutschlander, 5th Term, Appointment ends Dec 2026
- Cecile Wallis, 1st Full Term, Dec 2025
- Jeff Morgan, 1st Term, Dec 2024
- Rachelle Lee, 1st Term, Dec 2025

FINANCIAL IMPLICATIONS:
N/A

BOARD/COMMISSION RECOMMENDATION:
N/A

STAFF RECOMMENDATION:
The Town Manager recommends appointment of Sheri Brown as a full member of the Planning Commission for the term ending Dec 31, 2027, as well as reappointment of Carrie Dever for the term ending Dec 31, 2028, and appointment of Rachelle Lee to the alternate position of the Planning Commission for a term ending Dec 31, 2025.

PROPOSED MOTION:
I move to consent to the appointment of Sheri Brown as a full member of the Planning Commission for the term ending Dec 31, 2027, as well as reappointment of Carrie Dever for the term ending Dec 31, 2028, and appointment of Rachelle Lee to the alternate position of the Planning Commission for a term ending Dec 31, 2025.

ATTACHMENTS:
N/A

STAFF REPORT TO THE TOWN COUNCIL

BRIAN HEAD

ITEM: **2024 TOWN COUNCIL MEETING SCHEDULE**

AUTHOR: Nancy Leigh, Town Clerk
DEPARTMENT: Administration
DATE: December 12, 2023
TYPE OF ITEM: Legislative Action

SUMMARY:

The Council will review and approve the 2024 Town Council Meeting Schedule.

BACKGROUND:

As per Utah State Code §10-3-502, the legislative body is required to adopt its annual meeting schedule. Once the meeting schedule is approved, it is then posted on the Public Meeting Website, submitted to a newspaper of general circulation, posted at the anchor location, and will also be posted on the Town's website.

In December 2019, the Council adopted ordinance No. 19-015 identifying the following meeting days, time, and location, it also allowed the Council to approve the annual meeting schedule by motion without having to adopt an ordinance annually:

The meeting dates/location are as follows (Ord. 19-015):

- Council meetings are scheduled for the 2nd and 4th Tuesday of each month except for November and December where one meeting on the second Tuesday of the month is identified.
- Meetings begin at 1:00 pm or shortly thereafter.
- The meeting anchor location is the Brian Head Town Hall Council Chambers located at 56 North Highway 143, Brian Head, UT 84719

Since the Council also acts as the governing body for the Redevelopment Agency, Municipal Building Authority, Special Service District, these meetings will be held when needed and posted accordingly.

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ANALYSIS:

The 2024 calendar is attached showing the proposed council meeting dates of the 2nd and 4th Tuesday. The only two holidays that could be somewhat in conflict with a regular meeting date is Memorial Day on May 27th (Monday) and Veteran's Day on November 11th (Monday). Where these holidays are on Mondays, staff does not see much of a conflict since the Council packets are already distributed and the meeting is posted, but this would be up to the Council to decide.

The Council can approve the 2024 meeting schedule as proposed or can choose to make any changes the to actual meeting dates for the 2024 meeting schedule. If the Council wants to make changes to the 2nd and 4th Tuesdays, the start time of 1:00 p.m. or change the anchor location, then these changes would require an ordinance to be presented to the Council to adopt and would need to be tabled until an ordinance is presented.

Financial Implications:
N/A

Board/Commission Recommendation:
N/A

Staff Recommendation:
Staff recommends the Council approve the meeting schedule as presented.

Proposed Motion:
I move to approve the 2024 Town Council meeting schedule as presented (if any changes, please identify the changes specifically)

Attachments:
A – 2024 Meeting Calendar.

Brian Head Town Council 2024 Meeting Schedule

January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Proposed council meeting dates identified in Green

Holidays identified in Red Font.