

City of Woodland Hills, UT

City Council Meeting

Minutes

Tuesday, January 23, 2024 at 6:00 pm

Notice is Hereby Given that the City of Woodland Hills City Council will hold a City Council Meeting on January 23, 2024, beginning at 6:00 p.m. Meetings are held at the Woodland Hills City Center, 690 South Woodland Hills Drive, Woodland Hills, Utah.

Work Session

1. Ordinance 2024-01 Proposed Amendments to City Code 9-1-1B Building Code and Regulations

Minutes:

Mayor Winder opened the work session at 6:00 p.m.

Chairman Frandsen conveyed the Planning Commission has been working on several ordinance changes. A public hearing was held on each of the proposed changes. The planning commission unanimously approved the following changes to be forwarded to the city council.

Ordinance 2024-01: The proposed changes would allow the building official to appoint an individual to perform the duties of the building official upon approval of the mayor.

Ordinance 2024-02: The proposal is to strike the words "building inspector" and replace them with "building official".

Ordinance 2024-03: The proposal is to omit the words planning commission and replace it with Building Official and Zoning Enforcement Officer.

Ordinance 2024-04: Chairman Frandsen believes the State Code does not allow a municipality to restrict short-term housing. The city does have restrictive requirements in the city ADU ordinance.

Ordinance 2024-05: The proposal is to change the rules associated with the construction of accessory buildings in a public facilities district.

Ordinance 2024-06: The proposed changes would clean up and clarify some of the language dealing with City Code 10-9-3.

Ordinance 2024-09: The proposal is to move City Code 10-11-10 "Keeping of Animals to City Code 5-6A and to create a #5.

Council Member Malkovich is not aware of a Utah State Code that would not allow a city to regulate short-term housing.

2. Ordinance 2024-02 Proposed Amendments to City Code 10-2-1 Definitions: Amending the Definition of Building Inspector
3. Ordinance 2024-03 Proposed Amendments to City Code 10-4-5D Required Drawings and Information
4. Ordinance 2024-04 Proposed Amendment to Omit 10-8-2B(3) Permitted Building Uses
5. Ordinance 2024-05 Proposed Amendments to City Code 10-9-2
6. Ordinance 2024-06 Proposed Amendments to City Code 10-9-3 Area, Yard, and Height

Regulations

7. Ordinance 2024-07 Amend City Code 10-11-2A Accessory Building 200 square feet and under
8. Ordinance 2024-08 Amend City Code 10-11-2B Structures Over 200 Square feet.
9. Ordinance 2024-09 Move City Code 10-11-10: Keeping of Animals to City Code 5-6A-5: General Regulations Relating to Animals and add a letter (N)
10. Proposed Changes to Policy and Procedures 2020-02: Public Works Committee- Ted Mickelsen

Minutes:

The Public Works Director, Ted Mickelsen, is suggesting some changes to the Policy and Procedures 2020-02- Public Works Committee. He has proposed a new policy that would reduce the number of committee members and eliminate the Parks and Trails Subcommittee as Parks, Trails, and Recreation is already a Committee of its own.

Council Member Malkovich asked about the people who lead each of the subcommittees mentioned in the policy.

Ted Mickelsen is uncertain if there will be a need for subcommittees, as the proposed policy states that a subcommittee may be formed instead of being mandatory. Council Member Kynaston inquired about the committee's focus on septic tanks. Ted explained that the committee's objective would be to improve the city's infrastructure, and septic tanks are private property, so they're not under the committee's purview.

11. 2023 Stats Report- Sgt. Dutson, Utah County Sheriff's Office

Minutes:

Sergeant Dutson presented the statistics for the year 2023. A total of 677 calls were received, including 152 emergency 911 calls, 353 initiated by officers, and 172 related to phones, call takers, and alarms. In terms of the nature of the calls, there were 47 related to animal problems, 20 for citizen assists, 5 civil cases, 2 criminal mischief or disorderly conduct incidents, 2 family problems, 11 traffic accidents, 9 agency assists, 12 motor assists, 1 burglary, 42 citizen contacts, and 73 extra patrols.

12. Large Purchases or Sale of Surplus Requests

Minutes:

There are no requests at this time.

13. Update on City Grants

a. UDOT Grant: Community Development- Council Member Malkovich

Minutes:

Council Member Malkovich has provided the committee members with copies of the RFP that she and Ted Mickelsen put together. She is working on implementing the committee member's comments into the RFP and then will forward it to the council for their review.

b. ARPA Grant: Three Phase Power at Broadhollow Tank- Ted Mickelsen

Minutes:

Ted Mickelsen, Mark Sovine, and Alan Wakefield are compiling a list of work that needs to be completed at Broadhollow Well. They plan to hire a contractor to finish the job.

c. Water Line Replacement Grant- Ted Mickelsen

Minutes:

Ted Mickelsen reported that the city did not receive funding from the governor's economic fund grant.

d. Fire Grants- Ted Mickelsen

Minutes:

Ted Mickelsen has clarified that the funds from the license plate grant will be allocated for purchasing new helmets for the fire department.

e. Municipal Subdivision Ordinance Technical Assistance Grant (SB 174 and Updates to Subdivision Ordinances)- Wayne Frandsen

Minutes:

Wayne Frandsen commented that the State has modified the code related to subdivision reviews. As a result, a grant has been issued to agencies that can assist small cities in the process. I have kept in touch with a technical assistance group as well as our attorney, and the review process has been postponed until later in the year.

f. Parks, Trails, and Recreation Grant

Minutes:

Council Member Hutchings reported that only the water bars need to be completed. Mayor Winder mentioned that the city may receive a grant from MAG for a trail study.

14. Mayor and City Council Reports

a. Mayor Winder- Personnel

Minutes:

Mayor Winder had nothing to report.

b. Council Member Hillyard- Emergency Management Department

Minutes:

Council Member Hillyard plans on attending the next CEMP planning meeting with Emily Shellhaus from the Utah County Sheriff's Office.

c. Council Member Hutchings

Minutes:

Council Member Hutchings mentioned that three members of the Parks, Trails, and Recreation Committee have had their terms expire. He will contact these members to inquire if they are willing to continue serving. In addition, he suggested that the committee chair should be rotated. As for the planning commission, they discussed the possibility of recording a copy of the ordinance that requires a Natural Hazard Assessment to be recorded against the properties listed in the Hazards Overview Map created by Jones and DeMille on August 16, 2022.

d. Council Member Kynaston- Public Safety Committee

Minutes:

Council Member Kynsaton announced a Public Safety Meeting on January 31, 2024,

e. Council Member Lunt

Minutes:

Council Member Lunt informed the council that a Finance Committee meeting will be held on February 7th, 2023.

The council also discussed the idea of having the Easter Bunny ride on the fire truck on the Saturday before Easter.

Council Member Hutchings suggested holding a Push-In Event for the new fire truck.

f. Council Member Malkovich

Minutes:

Council Member Malkovich will be looking at potential grants for public works,

15. Possible Items for Upcoming City Council Meetings

Minutes:

The work session was adjourned at 7:20 p.m.

City Council Meeting

Call to Order

16. Call to Order- Mayor Brent Winder

Minutes:

Mayor Winder called the meeting to order at 7:28 p.m.

17. Invocation-Council Member Hillyard

Minutes:

Council Member Hillyard offered the invocation.

18. Pledge of Allegiance- Council Member Hutchings

Minutes:

Council Member Hutchings invited those who wish to participate, to stand and say the pledge of allegiance with him. He then led the pledge of allegiance.

19. Public Comment

Minutes:

No public comment was heard.

Consent Agenda

20. City Council Meeting Minutes December 5, 2023

Minutes:

Motion By: Council Member Hillyard made a motion to approve the December 5, 2023, City

Council Meeting minutes.

Second By: Council Member Hutchings seconded the motion.

Vote: Motion passed unanimously.

21. City Council Meeting Minutes January 9, 2024

Minutes:

Motion By: Council Member Hillyard made a motion to approve the January 9, 2024, City Council Meeting minutes.

Second By: Council Member Hutchings seconded the motion.

Vote: Motion passed unanimously.

Business and Discussion

22. Recognition of Outgoing City Council Member David Pratt

Minutes:

Mayor Winder expressed his gratitude and appreciation to David Pratt for his valuable service on the City Council.

23. Ordinance 2024-01 Proposed Amendments to City Code 9-1-1B

Minutes:

Motion By: Council Member Malkovich made a motion to adopt Ordinance 2024-01 Amending City Code 9-1-1B.

Second By: Council Member Lunt seconded the motion.

Roll Call Vote: Council Member Hillyard; Aye, Council Member Hutchings; Aye, Council Member Kynaston; Aye, Council Member Lunt; Aye, and Council Member Malkovich; Aye. The motion passed unanimously.

24. Ordinance 2024-02 Proposed Amendments to City Code 10-2-1 Definitions: Amending the Definition of Building Inspector

Minutes:

Motion By: Council Member Lunt made a motion to adopt Ordinance 2024-02 Amending City Code 10-2-1.

Second By: Council Member Malkovich seconded the motion.

Roll Call Vote: Council Member Hillyard; Aye, Council Member Hutchings; Aye, Council Member Kynaston; Aye, Council Member Lunt; Aye, and Council Member Malkovich; Aye. The motion passed unanimously.

25. Ordinance 2024-03 Proposed Amendments to City Code 10-4-5D Required Drawings and Information

Minutes:

Motion By: Council Member Hutching made a motion to adopt Ordinance 2024-03 Amending City Code 10-4-5D.

Second By: Council Member Hillyard seconded the motion.

Roll Call Vote: Council Member Hillyard; Aye, Council Member Hutchings; Aye, Council Member

Kynaston; Aye, Council Member Lunt; Aye, and Council Member Malkovich; Aye. The motion passed unanimously.

26. Ordinance 2024-04 Proposed Amendment to Omit 10-8-2B(3) Permitted Building Uses

Minutes:

Tabled

27. Ordinance 2024-05 Proposed Amendments to City Code 10-9-2

Minutes:

Motion By: Council Member Hillyard made a motion to adopt Ordinance 2024-05 Amending City Code 10-9-2.

Second By: Council Member Malkovich seconded the motion.

Roll Call Vote: Council Member Hillyard; Aye, Council Member Hutchings; Aye, Council Member Kynaston; Aye, Council Member Lunt; Aye, and Council Member Malkovich; Aye. The motion passed unanimously.

28. Ordinance 2024-06 Proposed Amendments to City Code 10-9-3 Area, Yard, and Height Regulations

Minutes:

Motion By: Council Member Malkovich made a motion to adopt Ordinance 2024-06 Amending City Code 10-9-3.

Second By: Council Member Hutchings seconded the motion.

Roll Call Vote: Council Member Hillyard; Aye, Council Member Hutchings; Aye, Council Member Kynaston; Aye, Council Member Lunt; Aye, and Council Member Malkovich; Aye. The motion passed unanimously.

29. Ordinance 2024-07 Amend City Code 10-11-2A Accessory Building 200 square feet and under

Minutes:

Motion By: Council Member Lunt made a motion to adopt Ordinance 2024-07 Amending City Code 10-11-2A.

Second By: Council Member Hillyard seconded the motion.

Roll Call Vote: Council Member Hillyard; Aye, Council Member Hutchings; Aye, Council Member Kynaston; Aye, Council Member Lunt; Aye, and Council Member Malkovich; Aye. The motion passed unanimously.

30. Ordinance 2024-08 Amend City Code 10-11-2B Structures Over 200 Square feet

Minutes:

Motion By: Council Member Malkovich made a motion to adopt Ordinance 2024-08 Amending City Code 10-11-2B.

Second By: Council Member Hutchings seconded the motion.

Roll Call Vote: Council Member Hillyard; Aye, Council Member Hutchings; Aye, Council Member Kynaston; Aye, Council Member Lunt; Aye, and Council Member Malkovich; Aye. The motion passed unanimously.

31. Ordinance 2024-09 Move City Code 10-11-10: Keeping of Animals to City Code 5-6A-5:

General Regulations Relating to Animals and add a letter (N)

Minutes:

Motion By: Council Member Hillyard made a motion to adopt Ordinance 2024-09 Moving City Code 10-11-10 to 5-6A-5 and creating a letter N.

Second By: Council Member Lunt seconded the motion.

Roll Call Vote: Council Member Hillyard; Aye, Council Member Hutchings; Aye, Council Member Kynaston; Aye, Council Member Lunt; Aye, and Council Member Malkovich; Aye. The motion passed unanimously.

32. Repealing Woodland Hills City Operation of Policy and Procedure 2020-02 and Adoption of Woodland Hills City Operations of Policy and Procedure 2024-01 Outlining the Public Works Committee Purpose, Policy, and Procedures

Minutes:

Motion By: Council Member Malkovich made a motion to adopt Policy and Procedures 2024-01.

Second By: Council Member Hutchings seconded the motion.

Roll Call Vote: Council Member Hillyard; Aye, Council Member Hutchings; Aye, Council Member Kynaston; Aye, Council Member Lunt; Aye, and Council Member Malkovich; Aye. The motion passed unanimously.

33. Approval of Large Purchases or Sale of Surplus Requests

Minutes:

There were no items that required approval.

Closed Session (If Needed)

A Closed Session may be called pursuant to Utah Codes 54-4-204 and 54-4-205

34. Closed Session

Minutes:

Mayor Winder asked for a motion to enter a closed session to discuss potential litigation.

Motion: Council Member Hillyard made a motion to enter a closed session to discuss potential litigation.

Second: Council Member Lunt seconded the motion.

Roll Call Vote: Council Member Hillyard; Aye, Council Member Hutchings; Aye, Council Member Kynaston; Aye, Council Member Lunt; Aye, and Council Member Malkovich; Aye. The motion passed unanimously.

Mayor Winder asked for a motion to close the closed session for discussion of potential litigation.

Motion: Council Member Lunt made a to close the closed session for purposes of discussing potential litigation.

Second: Council Member Malkovich seconded the motion.

Roll Call Vote: Council Member Hillyard; Aye, Council Member Hutchings; Aye, Council Member Kynaston; Aye, Council Member Lunt; Aye, and Council Member Malkovich; Aye. The motion passed unanimously.

City Council Adjourn

35. Adjourn

Minutes:

Mayor Winder asked for a motion to adjourn.

Motion: Council Member Malkovich made a motion to adjourn.

Second: Council Member Lunt seconded the motion.

Meeting adjourned.

Posting and Zoom Meeting Information

Posting

Posted January 22, 2024 Jody Stones, City Recorder

Zoom Meeting Information

<https://zoom.us/j/97401793733?pwd=SzFjd2FXeEFESGFpUHJCZE0xZFIPUT09>

Meeting ID: 974 0179 3733

Passcode: 7nwgML