

City of Woodland Hills, UT

City Council Meeting

Tuesday, May 28, 2024 at 6:00 pm

Notice is Hereby Given that the Woodland Hills City Council will hold a City Council Meeting on May 28th, 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. Planning Commission Update- Chairman Wayne Frandsen

Attachments:

- **Summary of May 15 2024 Planning Commission Public Hearing and Recommendation of Planning Commission** (Summary_of_public_hearing_held_on_May_15_2024.docx)

a. Request for a Change in Zoning for 50 East Broadhollow from R1-2 to R-19.

Attachments:

- **Zone Change Request** (Request_for_a_Change_in_Zoning-_Flanary_50_E_Broadhollow.pdf)

b. Proposed Ordinance Adopting City Code Title 10.19- Accessory Apartments

Attachments:

- **Proposed Ordinance Adopting City Code Title 10.19 Accessory Apartments** (Proposal_for_City_Code_10.19_Accessory_Apartments_-_Copy.docx)

c. Proposed Ordinance Amending City Code Title 10.11.2- Accessory Buildings

Attachments:

- **Proposed Ordinance Amending City Code Title 10.11.2- Accessory Buildings** (Draft_Ordinance_10.11.2_Small_Accessory_Buildings.docx)

d. Proposed Ordinance Adopting City Code 10.18.2- Short-Term

Attachments:

- **Proposed Ordinance Adopting City Code 10.18.2-Short Term Rentals** (Proposal_for_City_Code_10-18-2_Short_Term_Rentals__STR__-_Copy.docx)

2. Proposed Resolution Appointing a Health and Safety Officer

3. Proposed Social Media Policy

Attachments:

- **Proposed Social Media Policy** (Res._2024-_Proposed_Social_Media_Policy.docx)

4. Large Purchase Requests and/or Sale of Surplus Equipment

a. Purchase of Skidsteer

5. Mayor and City Council Reports

- a. Mayor Winder- Personnel
- b. Council Member Hillyard- Emergency Management
- c. Council Member Hutchings- Planning Commission, Public Works Committee, and Parks, Trails, and Recreation
- d. Council Member Kynaston- Public Safety
- e. Council Member Lunt- Finance Committee, Communications Team, and City Events
- f. Council Member Malkovich- Community Development Committee and Public Works Committee

6. Items for Upcoming City Council Meetings

Attachments:

- **Notice of Public Hearing** (Public_Hearing_Notice-_Proposed_Budget.docx)

City Council Meeting

7. Call to Order- Mayor Brent Winder
8. Invocation- Council Member Lunt
9. Pledge of Allegiance- Council Member Kynaston
10. Public Comment

Business and Discussion

11. Ordinance 2024-14 Adopting a Change in Zoning for 50 East Broadhollow from R1-2 to R-19

Attachments:

- **Proposed Ordinance 2024-14 Adopting a Change in Zoning** (Ordinance_2024-14_Proposal_for_a_Change_in_Zone_Classification.docx)

12. Ordinance 2024-15 Adopting City Code Title 10.19- Accessory Apartments

Attachments:

- **Proposed Ordinance 2024-15 Adopting City Code Title 10.19 Accessory Apartments** (Ordinance_2024-15_Adopting_City_Code_10.19_Accessory_Apartments.docx)

13. Ordinance 2024-16 Amending City Code Title 10.11.2- Accessory Buildings

Attachments:

- **Proposed Ordinance 2024-16 Amending City Code Title 10.11.2 Accessory Buildings** (Ordinance_2024-16_Amending_City_Code_10-11-2_Accessory_Buildings.docx)

14. Ordinance 2024-17 Adopting City Code 10.18.2- Short-Term Rentals

15. Resolution 2024-18 Appointing a Health and Safety Officer

Attachments:

- **Proposed Resolution 2024-18 Appointing a Health and Safety Officer** (Res._2024-18_Appointing_a_Health_and_Safety_Officer_.doc)

Closed Session (If Needed)

Adjourn

Posting and Zoom Information

Posting

Posted May 27, 2024 Jody Stones, City Recorder

Zoom Meeting Information

<https://zoom.us/j/92488720332?pwd=SnRSeDM5YINwVUUvLzdjRC9zZEZCdz09>

Meeting ID: 924 8872 0332

Passcode: 999508

SUMMARY OF MINUTES OF PLANNING COMMISSION MEETING AND PUBLIC HEARING HELD ON MAY 15, 2024, FOR CITY COUNCIL ACTION.

On May 15, 2024, the planning commission held a public hearing to take public input regarding four matters before the city. Commissioners attending the meeting included Lori Thomas, John Stout, Larry Henry, Severin Johnson, Simin Kirschman (alternate) and Chairman Wayne Frandsen. The meeting was zoomed as well as open to the public at the city center. Two individuals were zoomed into the meeting and ten individuals were personally in attendance, each making comments relative to the matters under review in the public hearing. The public notification requirements for the public hearing were followed. In all thirteen households were notified of the public hearing. City recorder Jody Stones was present to assist with the zooming aspect of the meeting.

The four issues under public review included:

1. A request to rezone property at 50 E Broad Hollow being made by Bryce Flanery. The rezone was to change the zone from R11-2 to R1-19, primarily to allow the lot to be divided in half, approx. one acre in each lot with smaller setbacks on each side.
2. To consider a new ordinance to allow Accessory Apartments, as distinguished from Accessory Dwelling Units (ADU) to be build on the same lot as the single residential home.
3. Amending our Accessory Building ordinance to allow a 100 foot or less accessory building to be closer to the residential structure than the present 20 feet, providing there is no electricity, plumbing, etc. installed in the accessory building structure.
4. Adding to our ordinances a section to allow short term rentals in the city, defined as rentals for less than 30 days.

Chairman Frandsen briefly explained each of these issues to those present and zoomed into the meeting. Participants were fold they had 2 minutes to comment on any one subject or 5 minutes to cover all 4 subjects. A brief summary of the opponents and proponents is herein included. As to item number one above, there were 4 individuals who had concerns and questions only; seven individuals who were opposed to the rezone request; and one person in favor of the request who was the applicant.

As to the Accessory Apartments proposed ordinance, two people expressed opposition to it and no one expressed support for it. Others had no opinion about it one way or the other.

As to the Accessory Building amendment to allow 100 square feet and under structures to be adjacent to the main structure, three individuals were in favor for it and no individuals expressed any opposition to it. The remainder expressed no opinion about it one way or the other.

As to the Short Term Rental ordinance, one person was in favor of it while four individuals opposed it. Others had no opinion on it one way or the other.

Summary of comments made in the public hearing:

1. A rezone would change the character and make up of the neighborhood.
2. With new side setbacks it would put the two residences closer to one another as well as to the homes on either side of the two lots.
3. Applicant plans to build his own house on one lot and a home for one of his adult children on the other lot.
4. Existing residents bought their lots with an expectation of the zoning staying the same, with same setbacks and distances between homes
5. There are two lots not yet build on in Broadhollow. Other vacant lot owner may want to do the same thing with a rezone, adding to what was original approved. This could also creep around onto Homestead and Settlement vacant lots with precedent set on Broadhollow zone changes.
6. Concerns over new septic systems being too close with lot division
7. Existing lot owner could have reversals of fortune and sell off lots to someone else who has a different idea on the lot development.
8. Additional driveways coming onto Broadhollow, already a busy street being a feeder street for both Homestead and Settlement.
9. Numerous of the above comments were often repeated by those making public comment.

Voting and comments by the planning commission:

The planning commission members had a good and I felt a comprehensive discussion of the related issues surrounding the rezone request. Each commissioner expressed their views and contributed too the discussion. For your information, the Alternate Commissioner is invited to be part of the discussion and offer his or her comments, but cannot vote if we otherwise have a full quorum, which we had. One of the primary issues was the fact that with a zone change to R1-19, the one lot, proposed to be divided into two who have little different total acreage than other lots along Broadhollow, all essentially 1 acre in size with several of them being 2 acre lots. This was pointed out in the discussion, that while the proposed zone change would be to R1-19, each lot would remain approx. one acre in size. However, the issue of smaller setbacks remain, particularly the side setbacks, which go from 30 feet in a R1-2 to twenty feet on one side and fifteen feet on the other. The lot presently is 200 feet in width. He cannot make it a R1-1 zone as the minimum lot wide for a one acre size lot zone is 150 feet. To divide the R1-2 acre lot with a 200 feet width gives the application 100 feet, hence the lot is not able to meet the minimum required of a R1-1 zone, i.e. 150 foot lot width.

All things being considered, one of the commissioners made a motion to make a recommendation to the council to deny the rezone request, which motion was seconded. A vote taken was four votes in favor of denial of the rezone request and one vote against the motion. Therefore the vote was four commissioners against the rezone request and one vote against the motion to deny it. This will be on your agenda in the May 28 council meeting.

Other Planning Commission Business Requiring City Council Action:

Other items mentioned above were also discussed and votes taken in recommending the items to the Council. The Detached Accessory Apartment ordinance passed with a recommendation to the City Council to approve accessory apartments in the city. The proposed ordinance on allowing Accessory Buildings to be closer than 20 feet and can be adjacent to the main structure passed with a recommendation to the City Council to approve the amendment. And lastly the ordinance on Short Term Rentals passed by a vote of four to one to recommend to the city council to allow Short Term Rentals of a home, accessory apartment or an Accessory Dwelling Unit, all with certain standards and requirements as enumerated in the proposed ordinance.

Further, the planning commission approved the Final Plat for Summit Creek, Plat G4, for 7 lots being approved for further development.

Respectively Submitted,

Wayne B. Frandsen, Chairman, Planning Commission

City of Woodland Hills
200 South Woodland Hills Dr.
Woodland Hills, UT 84653
801-423-3900, FAX 801-423-3501

www.woodlandhills-ut.gov

APPLICATION FOR ZONE CHANGE

SPONSOR CONTACT INFORMATION			
Name of Applicant of Authorized Agent (s): <i>Bryce Flanary</i>			
Address:			
City:	State:	Zip:	Phone:
Fax:	Email:		
Signature of Applicant:			
Date:			

APPLICANT INFORMATION			
Name of Applicant of Authorized Agent (s): <i>Bryce Flanary</i>			
Address: <i>4781 W Canyon View Dr.</i>			
City: <i>Highland</i>	State: <i>UT</i>	Zip: <i>84003</i>	Phone: <i>801-318-7574</i>
Fax:	Email: <i>bryceflanary@gmail.com</i>		
Signature of Applicant: <i>Bryce Flanary</i>			
Date: <i>3/19/24</i>			

REZONE INFORMATION	
Current zone of the Property: <i>R1-2</i>	
Zone Requested: <i>R1-19</i>	
Project Location: <i>50 E. Broadhollow</i>	
Acreage of Property: <i>1.94 Acre</i>	

*Attach to this application all necessary documentation as per the following Zone Change Review Process Checklist

FOR OFFICE USE ONLY

Application Date:
Development Review Date: <i>Referred to PC by CC: April 23, 2024</i>
Planning and Zoning Meeting Date:
City Council Meeting Date:
Rezone Request Fee Paid:

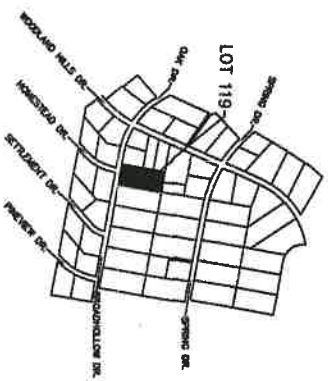
ZONE CHANGE REVIEW PROCESS CHECKLIST

The following items, at a minimum, shall be included with the application for any zone change

1		A description by metes and bounds of the property to be rezoned, approved by the Town Engineer.
2		A certificate of a reputable, practicing attorney or a registered surveyor or registered engineer, in Utah County, certifying that the description of the property to be rezoned is a complete, proper and legal description thereof
3		A copy of the page or pages of the County Auditor's plats showing the general location of the area under consideration with reference to the neighboring territory. The plat shall show at least two hundred (200) feet in each direction beyond the area proposed for rezoning;
4		A list of the owners of all property in the area including contiguous properties and property across the street proposed for rezoning, together with their residence addresses; and
5		Payment of Fees

*Note: Submittals will not be considered complete until all required items are submitted.

Grant Skousen 70 E Broad Hollow Dr Woodland Hills, UT 84653
 Kenneth Tullis 30 E Broad Hollow Dr
 Gregory Pachner 21 E Broad Hollow Dr
 Jeffrey Cote 840 S. Woodland Hills Dr.
 Randal Gibb 820 S. Woodland Hills Dr.
 Craig Sackett 25 E Spring Dr.
 Joseph Warden 45 E Spring Dr.
 Seth Coyner 65 E Spring Dr.
 Daniel Birchett 90 E Broad Hollow Dr
 Rick Aray 970 S. Homestead Dr
 Jeffrey Goodsell 55 E Broad Hollow Dr.
 Dale Allred 15 E Broad Hollow Dr
 Bruce Cheever 95 E Broad Hollow Dr.

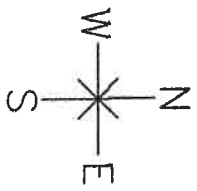


I, Nathan Pack, do certify that I am a licensed Engineer under the State of Utah and that the description of the property to be rezoned is complete, proper, and a legal description thereof.

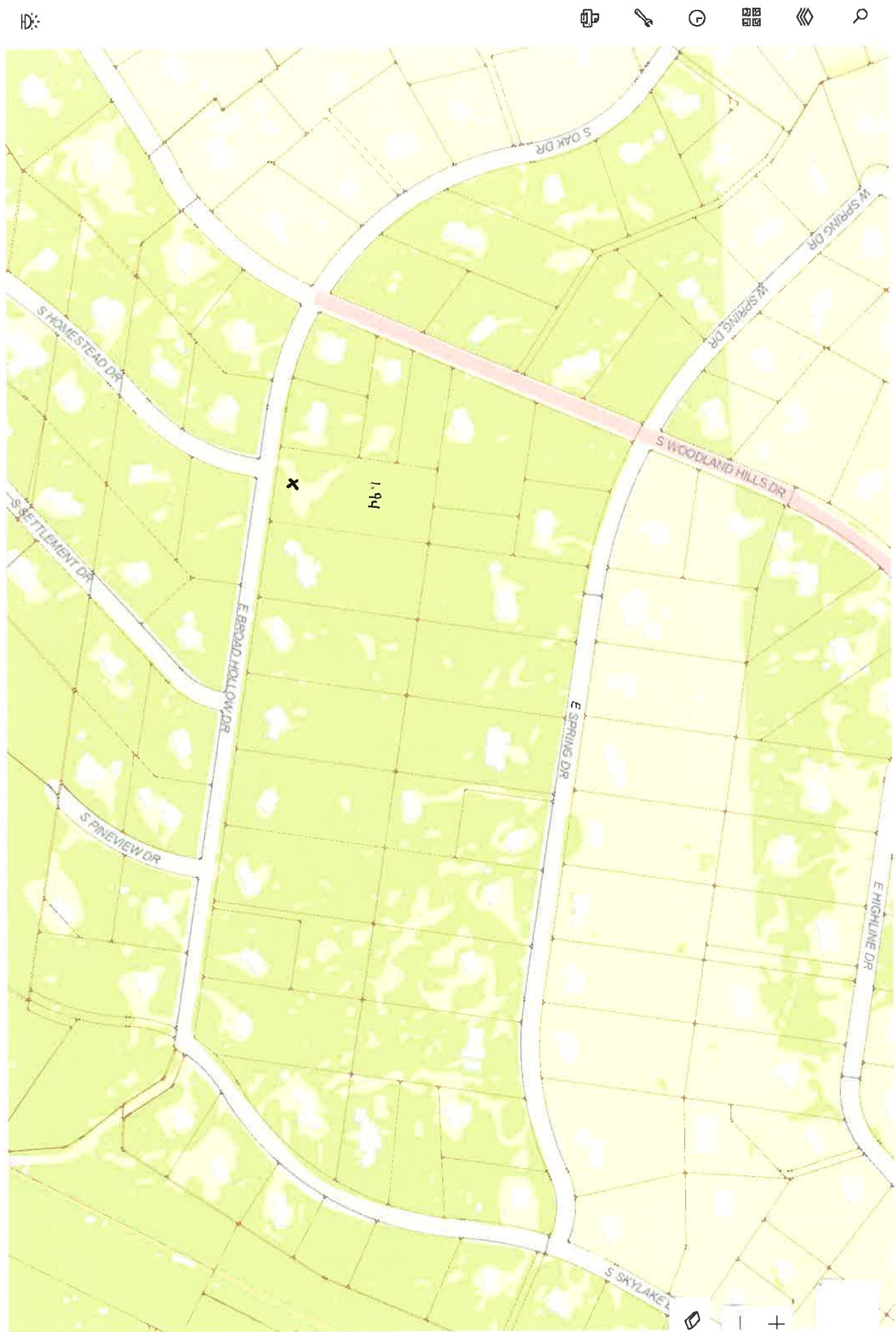
OWNER
Bryce Flanary
4781 Canyon View Dr.
Highland, UT 84003
801.318.7574

LOT INFORMATION
PLAT B
WOODLAND HILLS PDG
SUB AREA
LOT 119, ZONE R1-2,
1.942ac.

ZONE CHANGE REQUEST
LOT 119, ZONE R1-19



Prepared by:
Nathan & Stierro Pack



10.19 ACCESSORY APARTMENTS

A. Intent: The following ordinance has been established to:

1. Provide minimum standards for the establishment and operation of accessory apartments within the city of Woodland Hills while keeping the look and appeal of single family residential housing.
2. To facilitate the implementation of the affordable housing element of the general plan by adopting provisions allowing the construction and operation of accessory apartments within single family residential zones and is considered a permitted application, not requiring a Conditional Use Permit.
3. All efforts shall be made for the accessory apartment structure to blend in with the main residential structure with similar or compatible appearances.

B: Definition: An accessory apartment is a detached structure which contains separate cooking, sleeping and sanitary facilities, and occupied or intended for occupancy as a separate but subordinate dwelling unit to the primary dwelling or place of residence. It can be part of a detached garage or other structure, but if it is intended to be a temporary or permanent dwelling location, it must be constructed according to city and adopted state building standards and requirements.

C. Accessory apartments must be approved by the city and licensed as such and comply with any state requirements for rental units.

D: Application and Approval Required: Accessory apartments must be identified as such in the building permit application, which application is to be completed using My City Inspect or other software that the city uses. All applications will be reviewed by the various city departments and personnel involved in the building permit process and must conform to all building codes contained in the city ordinances including IBC and IRC building code standards for residential construction. Required inspections will be performed before and during the building process and providing all inspections have been performed and passed, a Certificate of Occupancy will be issued by the city. The accessory apartment cannot be occupied as a dwelling until the Certificate has been issued.

E: Standards and requirements for an Accessory Apartment:

1. The primary dwelling unit on the property or the accessory apartment must be lot owner occupied. Exceptions can be granted by the city for short term absences of the owner(s), to include church assignments, deployments, sabbaticals, etc. Proof of owner occupancy may be required.
2. At least one additional parking place (two existing plus one) must be provided that meets city standards and cannot be in the front setback of the residence. The parking area must be hard surfaced and the driveway can be the same as the residence but if not, it must meet the driveway setback requirement for the zone it is in as included in city code 10-8-5.

3. Must be constructed according to all city and other adopted building and fire code requirements.
4. All setbacks, lot coverage, etc. must conform to the requirements found in city code 10-8-5 for the zone the accessory apartment is in.
5. If a septic system is used, a County health approval letter for the septic system to be used must be provided, indicating that the septic tank and drain field is adequate to accommodate the additional demand from the accessory apartment or if a new septic system will be required.
6. It is to be on the same metering electric and gas service as the main residence. Further, both sewer and water service (same meter) is to come off the lines serving the main residence.
7. The accessory apartment cannot be used for short term rental (less than 30 days).
8. Only one accessory apartment structure is allowed on each building lot.
9. Ownership of the accessory apartment property must remain with the residential lot/property owner and cannot be sold separately from the main residence.
10. There must be an existing residence on the property in order to construct a detached accessory apartment structure.
11. Height restrictions are the same as found in city code 10-8-5.
12. Accessory Apartments must be at least 20 feet from the main residence.
13. Any access to a second story accessory apartment must be a stairway within the accessory apartment structure (not up an outside wall).
14. A .45 acre feet of water will be required for an accessory apartment approval.

F: Submit the following materials relating to the proposed accessory apartment in the application process:

1. A detailed site plan meeting the site plan requirements found in this title
2. Identify the septic system layout as approved by the county health department
3. Identify all setbacks pertaining to the accessory apartment found in city code 10-8-5
4. The location of one additional parking place that is required for an accessory apartment that meets city code
5. Payment of required fees pertaining to the building permit application
6. The fire sprinkler system layout
7. Evidence of ownership for .45 acre feet of water
8. Show utility hook ups for gas, electric, sewer and water

10.11.2.

Small portable accessory buildings usually made of some plastic or poly injection material, but can be stick built also, under 100 square feet, and using no installed electricity or having other building code requirements, are exempt from setbacks, except building height limitations, and only require a site plan to be provided to the city showing placement of the structure on the lot. The city reserves the right to reject the site plan should other ordinances be found to be violated.

(This amendment is designed to allow the placement of a small storage shed against the house or close by for rakes, shovels, lawnmowers, etc.)

10-18-2 SHORT TERM RENTALS (STR)

- A. Intent: To provide guidelines and requirements for short-term rentals in the City of Woodland Hills.
- B. Definition: Short Term Rental (STR) applies to property rented for less than 30 days.
- C. Short-term rentals apply to single-family homes, Internal Accessory Dwelling Units (ADU) within a single-family home, and Accessory Apartments, all on condition.

Conditions Include:

1. The property owner must reside in one unit on the property, either the home, or the ADU, or the Accessory Apartment. The property owner can have a temporary absence from the property but must fill out a notification to the city regarding his/her absence with a planned date of return. Extensions can be approved.
2. The property must be registered with the city as a Short-Term Rental property, a business license must be obtained from the city for such purposes, with current fees paid as necessary to renew the license as time comes to do so.
3. The renter of the STR cannot host events, parties or other similar activities. Upon doing so, a fine of \$500 will be levied upon the property owner for each such activity and the approval for the STR will be withdrawn for one year.
4. The STR property must accommodate any parking requirements off the street.
5. Facilities provided for the STR property must be code-compliant and must be certified in the application as being such.
6. Property owners of STR property must post rules including that no outside open flame fires are allowed that are not LG.
7. The property owners are on record that they assume all responsibility for the property and activities on it.

ROLL CALL VOTING:		
	YES	NO
Mayor Brent Winder	[]	[]
Council Member Ben Hillyard	[]	[]
Council member Dorel Kynaston	[]	[]
Council member Janet Lunt	[]	[]
Council member Kari Malkovich	[]	[]
Council member David Pratt	[]	[]

I move that this Resolution be adopted.

City Council Member

I second the foregoing motion.

City Council Member

RESOLUTION NO. 2024- A RESOLUTION OF WOODLAND HILLS CITY ADOPTING A SOCIAL MEDIA POLICY

WHEREAS, the Council desires to adopt a social media policy to establish terms of use for its social media platforms, ensure compliance with the Political Activities of Public Entities Act (the “Act”), and otherwise ensure that Woodland Hills City social media accounts are used appropriately for governmental purposes; and

WHEREAS, the Council has determined that the social media policy attached to this resolution will serve the best interests of Woodland Hills City and the public.

NOW, THEREFORE, IT IS HEREBY RESOLVED by Woodland Hills City Council that:

1. Woodland Hills City webpage (www.woodlandhills-ut.gov) and Woodland Hills City Facebook page ([https://www.facebook.com/Woodland Hills City Council](https://www.facebook.com/WoodlandHillsCityCouncil)) are approved as official Woodland Hills City social media accounts.
2. _____ is designated as the administrator for each of the official social media platforms of Woodland Hills City Council.
3. The Appeal Authority for Woodland Hills City is designated as the appeal authority for the purposes of the social media policy; and
4. The social media policy will be posted to the Woodland Hills City website.

APPROVED AND ADOPTED on this _____ day of _____, 2024.

By: _____
Brent T. Winder, Mayor

Attested:

Jody Stones, City Recorder

WOODLAND HILLS CITY COUNCIL
SOCIAL MEDIA POLICY
Adopted

SECTION I – DEFINITIONS

The following definitions will apply for the purposes of this policy:

1. “Appeal authority” means the person designated by the City Council to hear appeals under this policy, provided that the appeal authority may not be a moderator.
2. “Comments or Posts” means any comment, photo, link, or other material posted to a section of a social media account.
3. “Council” means Woodland Hills City Council.
4. “Egregious violation” means a comment made to a Woodland Hills City social media account that expressly or impliedly threatens the safety of the public or an individual.
5. “GRAMA” means the Government Records and Management Access Act, Title 63G, Chapter 2 of the Utah Code, or applicable successor statute.
6. “Mayor” means the Mayor of Woodland Hills City.
7. “Moderator” means the person the City Council has authorized to administer and moderate a social media account.
8. “Personnel” means:
 - a. Any member of the City Council.
 - b. Any member of a Woodland Hills City board, commission, or committee;
 - c. Any employee, contractor, or other agent duly authorized to carry out official Woodland Hills City business; and
 - d. Any volunteer engaged in official Woodland Hills City business.
9. “Policy” means this social media policy.
10. “Social Media Account” means any platform that enables users to create and share content or to participate in social media, networking, or discussion, including but not limited to social media and social networking services, web feeds, blogs, wikis, photo sharing, podcasting, social bookmarking, mashups, widgets, virtual worlds, and micro-blogs.
11. “Terms” means the terms of use set forth in Section V of this policy.
12. “User” means any person or entity who uses a Woodland Hills City social media account.

SECTION II – PURPOSE

Woodland Hills City has the discretion to use social media accounts to provide pertinent public information to Woodland Hills City residents and other interested members of the general public.

SECTION III – SCOPE

1. Applicability: This Policy applies to all circumstances where a social media account is owned, controlled, or otherwise managed by Woodland Hills City, through its personnel, or any of its departments, divisions, committees, commissions, or boards, including but not limited to any social media account used by an elected official to conduct Woodland Hills City business.
2. Exclusions: Except as provided in Article XII, this Policy does not apply to purely personal social media accounts owned or controlled by Woodland Hills City personnel in their personal and private capacity, including but not limited to any campaign election or re-election account owned and controlled by a campaign election or re-election committee or person campaigning for public office.

SECTION IV – COUNCIL APPROVAL REQUIRED

The Council must approve all official Woodland Hills City social media accounts before the accounts are created and operated. In approving a social media account, the Council will direct how the social media account is to be published and administered. The Council may also determine, at any time, whether public comments are allowed on a Woodland Hills City social media account, even after a social media account has been created and placed into operation. If the Council allows public comments, it will designate a moderator for the social media account. The Council may also close a Woodland Hills City social media account at any time without notice.

SECTION V – TERMS OF USE

The following terms and conditions will apply to all social media accounts where the Council has authorized public comments.

1. General: Woodland Hills City's social media accounts are intended to promote healthy and non-abusive public discourse and will exhibit a level of decorum that is conducive to orderly government.
2. No Discrimination: Woodland Hills City will not discriminate based on viewpoint, nor because a comment is posted anonymously or expresses disagreement with Woodland Hills City' action, policy, custom, or practice. Such content will not be flagged, minimized, or removed, and no user will be blocked, so long as the content complies with the terms of use outlined in this policy.
3. Acceptance of Terms: Users who access or use a Woodland Hills City social media account accept and agree to follow, without limitation:
 - a. The Terms;

- b. Any terms of use required by the social media platform provider, over whose terms of use, content, commercial advertisements, or other postings Woodland Hills City has no control; and
 - c. Woodland Hills City's right to modify the Terms and this policy without notice, which changes will become effective upon their posting to the applicable social media account.
4. Comments and Posts: Comments and posts must relate to discussion of Woodland Hills City programs, services, projects, issues, events, or activities. Neither Woodland Hills City nor its personnel will edit comments or posts to the official Woodland Hills City social media accounts. However, Woodland Hills City will hide or remove comments or posts that do not relate to Woodland Hills City business or that:
- a. Promote, foster, or perpetuate discrimination based on race, creed, color, age, religion, gender, marital status, national origin, physical or mental disability, sexual orientation, gender identity, or that otherwise encourages discrimination in violation of applicable laws, regulations, ordinances, or policies;
 - b. Include slanderous or defamatory attacks, whether directly or intimated, against any person, including but not limited to Woodland Hills City personnel;
 - c. Threatening, harassing, obscene, indecent, or profane language or content;
 - d. Include obscene or sexual content, or links to obscene or sexual content, including indecent or pornographic material;
 - e. Solicit commerce or advertisements including promotions or endorsements;
 - f. Promote or condone illegal conduct or activity;
 - g. Are spam that includes links to external online sites;
 - h. Violate a legal ownership interest of any person, including improper use of a trademark or copyrighted material;
 - i. Promote, endorse, or oppose the candidacy of any person, petition, or referendum or otherwise violate applicable laws and regulations, including but not limited to the Political Activities of Public Entities Act, Utah Code Ann. § 20A-11-1201, et seq.;
 - j. Include fraudulent, deceptive, or misleading information;
 - k. May compromise the safety or security of the public or public systems;

1. Disclose private, protected, or confidential material as defined by state or federal laws and regulations or Woodland Hills City ordinance or policy;
or
- m. Include advertisements for any purpose.

5. Use of Photographs:

- a. Woodland Hills City will not post photographs on its social media sites for which it does not have the copyright or the owner's permission to use.
- b. For photographs involving one minor, permission must be obtained from the minor's parent or guardian before the photograph may be posted to a Woodland Hills City social media site if permission is not needed for photographs of multiple children taken at a public event.

6. Violations of Terms: Moderators will adhere to the following when hiding or removing comments or posts that violate the terms:

- a. When a user has violated the terms, the moderator will contact the social media user through direct messaging or other available means, describe the violation, and request voluntary removal or edit of the comment(s) or post(s).
- b. If the user fails to voluntarily remove or edit the comment(s) or post(s), the moderator may minimize or hide the comment or post.
- c. Before hiding or removing a comment or post, a copy must be retained (e.g., through a screenshot, etc.) by the moderator.
- d. If a comment or post is hidden or removed, the moderator must notify the user through a direct message or other means that include (i) a copy of the comment or post in question, (ii) an explanation as to why the comment or post violates this policy, and (iii) an explanation of the user may appeal the moderator's decision pursuant to paragraph 9 of this Section, including the appeal authority's email address.

7. Blocking and Reinstating Users:

- a. Except as otherwise provided in paragraph 7, below, if a user is determined to have violated the terms on three separate occasions, the moderator will block the user from making public comments or posts on all applicable Woodland Hills City social media accounts by notifying the user through direct message or other available means that:
 - i. They have been blocked pursuant to this policy;
 - ii. An explanation for why the user has been blocked, including a reference to the user's applicable prior violations; and

- iii. An explanation that the user may appeal Woodland Hills City's decision to block the user by sending an email within five business days to the appeal authority that explains in reasonable detail the user's reasons for why the decision to block the user is improper; and
 - iv. The appeal authority's email address.
 - b. Except as otherwise provided by this policy, a user who has been blocked may submit a written request to the moderator requesting reinstatement after a period of one year has expired from the date the user was blocked or, if appealed, the date the decision to block the user was upheld. The moderator will approve the request if (i) the moderator has reason to believe the user will abide by the terms, and (ii) the user signs a written statement (a) agreeing to abide by the terms and (b) acknowledging that subsequent violations of the terms could result in a permanent ban that prohibits the user from participating at any future time in applicable Woodland Hills City social media accounts. If the moderator denies the user's request, the moderator will provide a written explanation for the basis of the denial pursuant to the process in paragraph 6(a). A user may appeal a denial to the appeal authority pursuant to the process in paragraph 6(a)(iii).
 - c. If a user is reinstated under paragraph 6(b) and is subsequently found to have any further violation of the terms, even if on one occurrence, the moderator will block the user from all applicable social media accounts. The moderator will follow the notice process in paragraph 6(a) to notify the user that the user has been blocked. Users blocked under paragraph 6(c) may appeal pursuant to the process set forth in paragraph 6(a)(iii). A user blocked under this paragraph 6(c) may request reinstatement pursuant to the process in paragraph 6(b) after a period of three years following the date the user was blocked or, if appealed, the date the action was upheld.
8. Egregious Violations: A moderator will immediately remove all comments or posts that constitute an egregious violation and may, at the moderator's discretion, immediately block the user from future comments or posts for such an egregious violation, subject to providing the user notice in accordance with the process set forth in paragraph 6(a).
9. Appeals: A user may appeal a decision issued by the moderator under this Section by sending an email to the appeal authority that contains the complete decision the moderator issued under this Section and explains in reasonable detail the user's reasons for why the moderator's decision is not supported by this policy. A user filing an appeal must do so within five business days of the date the user receives notice of an action taken by the moderator under paragraphs 6(d) or 7(a) of this Section. The appeal authority's review of an appeal will be limited to the user's comments or actions in question, the moderator's decision, the terms, and the user's appeal, provided that the appeal authority may, in their discretion, ask the moderator to prepare a response that corresponds directly to the user's appeal. The user filing an appeal bears the burden of proof and must show by a

preponderance of the evidence that the moderator's decision violates the terms. If the appeal authority does not uphold the moderator's actions, the appeal authority will order that a comment or post be restored to public view or that the user be reinstated. The appeal authority will issue a written decision and notify the user of the decision via email as soon as is reasonably practicable. The appeal authority's decision will explain the appeal authority's reasons for granting or denying the appeal. All decisions by the appeal authority will constitute a final agency action under Utah Code Ann. § 63G-4-401, or applicable successor statute.

10. Posting of Policy: All sections of Woodland Hills City's social media accounts that allow comments or posts will include a link to this policy and a link to Woodland Hills City website for original content, forms, documents, and other information.
11. Social Media Use by Personnel: Woodland Hills City personnel should not use personal social network accounts, user IDs, or email accounts when commenting in their official capacity on Woodland Hills City social media accounts or when otherwise conducting official Woodland Hills City business on non-Woodland Hills City social media accounts. Any personnel representing Woodland Hills City on any social media account will conduct themselves at all times as a representative of Woodland Hills City and in a professional manner, exhibits proper decorum, complies with the provisions of paragraph 4, and is otherwise conducive to orderly government. Conversely, Woodland Hills City personnel should not use their Woodland Hills City user IDs or Woodland Hills City email accounts when acting in their capacity on non-Woodland Hills City social media accounts or otherwise conducting personal business.

SECTION VI –GRAMA

Comments posted to Woodland Hills City's official social media accounts are considered public records subject to public disclosure under GRAMA to the extent they do not contain information that discloses private, protected, or confidential material or information.

SECTION VII – SECURITY

Woodland Hills City will take all reasonable steps to ensure that its social media accounts are secure from accidental or intentional attacks. Passwords should be adequately complex to prevent cyberattacks and should not be sent through email. If a cyberattack is suspected on a social media account, the moderator will immediately notify the Council and all applicable personnel.

SECTION VIII – ENFORCEMENT

Any Woodland Hills City personnel found to have knowingly violated this policy may be subject to disciplinary action pursuant to all applicable laws, regulations, ordinances, and policies.

SECTION IX – DISCLAIMERS

Moderators will post in a prominent location on all Woodland Hills City social media accounts a link to this policy, the language in Section VI(1) of this policy, and the following disclaimers:

1. Opinions Expressed Are Not Necessarily Those of Woodland Hills City: Comments posted by users on Woodland Hills City's social media accounts are

- the opinion of the user and do not necessarily reflect the opinion or policy of Woodland Hills City or its elected officials, personnel, agents, commissions, boards, or committees.
2. No Guarantee of Accurateness: Woodland Hills City does not guarantee the completeness or accuracy of any information posted on its social media accounts.
 3. No Liability: Neither Woodland Hills City nor its personnel are liable for any injury or damages resulting from viewing, distributing, or copying materials posted to Woodland Hills City's social media accounts, including without limitation, liability for indirect, special, incidental, or consequential damages.
 4. No Legal Notice: Comments made to Woodland Hills City's social media accounts do not constitute legal notice official notice or comment by Woodland Hills City or its personnel and will not be regarded as a request for Woodland Hills City to provide service or take any action. If a dangerous condition exists, users are advised to contact the Utah County Sheriff's, Woodland Hills Fire Department, the applicable public utility, or other relevant department or personnel.
 5. No Response Required: Comments posted to Woodland Hills City's social media accounts do not require responses from Woodland Hills City or its personnel.
 6. Outside Links: Woodland Hills City's social media accounts may contain links to websites and other accounts that Woodland Hills City and its personnel do not own or control. Woodland Hills City is not responsible for any content that appears on those websites or accounts and provides links to those websites and accounts for convenience only.
 7. Compliance with Social Media Policy Required: All users must comply with Woodland Hills City's social media policy as an express condition of their participation in Woodland Hills City's social media accounts. Woodland Hills City reserves the right to hide, remove, mute, or delete information posted by a user that violates the terms. Repeated or egregious violations of Woodland Hills City's social media policy may result in denial of access to all applicable Woodland Hills City social media accounts. All threats to public safety or persons will be immediately removed and reported to the applicable public safety authorities.

ARTICLE X – WOODLAND HILLS CITY LOGO

1. Use of Logo for External Communications: To the extent possible, Woodland Hills City logo will be used on all external communications, including but not limited to letters, newsletters, press releases, invitations, flyers, posters, signage, websites, social media pages, and any item requiring a symbol of identity.
2. Use of Logo by Outside Entities: Woodland Hills City logo may not be used by any outside entity without the Council's prior written consent.
3. Changes to Logo: Woodland Hills City logo may not be altered in any way without the Council's prior written consent.

ARTICLE XI – EDUCATION

The mayor or his designee will ensure that those personnel who work with social media understand this policy.

ARTICLE XII – SEPARATION OF WOODLAND HILLS CITY SOCIAL MEDIA ACCOUNTS FROM PRIVATE ACCOUNTS

Woodland Hills City personnel are prohibited from using personal social media accounts to conduct official Woodland Hills City business.

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Woodland Hills City Council will hold a public hearing during the regularly scheduled City Council Meeting on Tuesday, June 11, 2024, at 6:00 p.m. or shortly thereafter, at the Woodland Hills City Center, Council Chambers, 690 South Woodland Hills, Utah, and virtually through a link with Zoom Video Communications. Please check the Woodland Hills Website at www.woodlandhills-ut.gov for the link to participate/view the meeting. The purpose of this hearing is to receive public input regarding the following:

- Amendments to the 2023-2024 Fiscal Year budget
- Compensation Schedule for Municipal Appointed, Statutory, and Elected Officials
- Proposed 2024-2025 Fiscal Year Budget
- Proposed Changes to the City Fee Schedule

Comments and questions concerning amendments to the budget, compensation, or the 2024-2025 fiscal year proposed budget may be submitted to the City Finance Director at chris@woodlandhills-ut.gov

A copy of the proposed changes to the city fee schedule can be obtained at the city offices or by emailing the City Recorder at recorder@woodlandhills-ut.gov

/s/ Jody Stones

Jody Stones, City Recorder

Posted May 23, 2024

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 NO. 2024-14

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

WHEREAS, Bryce and Teresa Flanary have petitioned Woodland Hills City to amend the zoning of the property located at 50 East Broadhollow from R1-2 to R-19;

WHEREAS, the proposed zone change has been referred to the Woodland Hills City Planning and Zoning Commission for consideration in accordance with Utah Code Annotated 10-9a-501;

WHEREAS a public hearing was held before the Woodland Hills City Planning Commission on May 15, 2024, where public input was received by the Woodland Hills City Planning Commission;

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

SECTION 1. The following described property is hereby zoned _____:
**Lot #33 of Woodland Hills PDG Plat B and known on the Utah County Records as Serial #
55:053:0033**

ADOPTED by the City Council of Woodland Hills this 28th day of May 2024.

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. 2024-14 were posted at three public places within the
municipality this 29th day of May 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

Dated this 29th day of May 2024.

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

I second the foregoing motion.

Council Member

ORDINANCE NO. 2024-15

AN ORDINANCE ADOPTING WOODLAND HILLS CITY CODE 10-19 ACCESSORY APARTMENTS

WHEREAS a public hearing was held before the Woodland Hills City Planning and Zoning Commission on May 15, 2024, to receive input on adopting Woodland Hills City Code 10-19 Accessory Apartments;

WHEREAS the Woodland Hills Planning and Zoning Commission has recommended a change

NOW, THEREFORE, BE IT ORDAINED by the City Council of Woodland Hills City Woodland Hills City Code 10-19 Accessory Apartments be adopted to read as follows:

10.19 ACCESSORY APARTMENTS

A. Intent: The following ordinance has been established to:

1. Provide minimum standards for the establishment and operation of accessory apartments within the city of Woodland Hills while keeping the look and appeal of single-family residential housing.
2. To facilitate the implementation of the affordable housing element of the general plan by adopting provisions allowing the construction and operation of accessory apartments within single-family residential zones and is considered a permitted application, not requiring a Conditional Use Permit.
3. All efforts shall be made for the accessory apartment structure to blend in with the main residential structure with similar or compatible appearances.

B: Definition: An accessory apartment is a detached structure which contains separate cooking, sleeping and sanitary facilities, and occupied or intended for occupancy as a separate but subordinate dwelling unit to the primary dwelling or place of residence. It can be part of a detached garage or other structure, but if it is intended to be a temporary or permanent dwelling location, it must be constructed according to city and adopted state building standards and requirements.

C. Accessory apartments must be approved by the city and licensed as such and comply with any state requirements for rental units.

D: Application and Approval Required: Accessory apartments must be identified as such in the building permit application, which application is to be completed using My City Inspect or other software that the city uses. All applications will be reviewed by the various city departments and personnel involved in the building permit process and must conform to all building codes contained in the city ordinances including IBC and IRC building code standards for residential construction. Required inspections will be performed before and during the building process and providing all inspections have been performed and passed, a

Certificate of Occupancy will be issued by the city. The accessory apartment cannot be occupied as a dwelling until the Certificate has been issued.

E: Standards and requirements for an Accessory Apartment:

1. The primary dwelling unit on the property or the accessory apartment must be lot owner-occupied. Exceptions can be granted by the city for short term absences of the owner(s), to include church assignments, deployments, sabbaticals, etc. Proof of owner occupancy may be required.
2. At least one additional parking place (two existing plus one) must be provided that meets city standards and cannot be in the front setback of the residence. The parking area must be hard surfaced and the driveway can be the same as the residence but if not, it must meet the driveway setback requirement for the zone it is in as included in city code 10-8-5.
3. Must be constructed according to all city and other adopted building and fire code requirements.
4. All setbacks, lot coverage, etc. must conform to the requirements found in city code 10-8-5 for the zone the accessory apartment is in.
5. If a septic system is used, a County health approval letter for the septic system to be used must be provided, indicating that the septic tank and drain field is adequate to accommodate the additional demand from the accessory apartment or if a new septic system will be required.
6. It is to be on the same metering electric and gas service as the main residence. Further, both sewer and water service (same meter) is to come off the lines serving the main residence.
7. The accessory apartment cannot be used for short term rental (less than 30 days).
8. Only one accessory apartment structure is allowed on each building lot.
9. Ownership of the accessory apartment property must remain with the residential lot/property owner and cannot be sold separately from the main residence.
10. There must be an existing residence on the property in order to construct a detached accessory apartment structure.
11. Height restrictions are the same as found in city code 10-8-5.
12. Accessory Apartments must be at least 20 feet from the main residence.
13. Any access to a second story accessory apartment must be a stairway within the accessory apartment structure (not up an outside wall).
14. A .45 acre feet of water will be required for an accessory apartment approval.

F: Submit the following materials relating to the proposed accessory apartment in the application process:

1. A detailed site plan meeting the site plan requirements found in this title
2. Identify the septic system layout as approved by the county health department
3. Identify all setbacks pertaining to the accessory apartment found in city code 10-8-5
4. The location of one additional parking place that is required for an accessory apartment that meets city code
5. Payment of required fees pertaining to the building permit application
6. The fire sprinkler system layout
7. Evidence of ownership for .45 acre-feet of water
8. Show utility hookups for gas, electric, sewer, and water

ADOPTED by the City Council of Woodland Hills this 28th day of May 2024.

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. 2024-15 were posted at three public places within the municipality this 29th day of March 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

Dated this 29th day of May, 2024.

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

I second the foregoing motion.

Council Member

ORDINANCE NO. 2024-16

AN ORDINANCE AMENDING WOODLAND HILLS CITY CODE 10-11-2 ACCESSORY BUILDINGS

WHEREAS a public hearing was held before the Woodland Hills City Planning and Zoning Commission on May 15, 2024, to receive input on a proposed change to Woodland Hills City Code 10-11-2 Accessory Buildings;

WHEREAS the Woodland Hills Planning and Zoning Commission has recommended a change

NOW, THEREFORE, BE IT ORDAINED by the City Council of Woodland Hills City Woodland Hills City Code 10-11-2 Accessory Buildings be amended to read as follows:

10.11.2. Accessory Buildings

Small portable accessory buildings usually made of some plastic or poly injection material, but can be stick built also, under 100 square feet, and using no installed electricity or having other building code requirements, are exempt from setbacks, except building height limitations, and only require a site plan to be provided to the city showing placement of the structure on the lot. The city reserves the right to reject the site plan should other ordinances be found to be violated.

ADOPTED by the City Council of Woodland Hills this 28th day of May 2024.

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. 2024-16 were posted at three public places within the

municipality on this 29th day of May 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

Dated this 29th day of May 2024.

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 Resolution be adopted.

Council Member

I second the foregoing motion.

Council Member

RESOLUTION NO. 2024-18

A Resolution Appointing a Health and Safety Officer

BE IT RESOLVED BY THE CITY OF WOODLAND HILLS THAT:

Section 1. Wayne Frandsen be appointed to serve as Woodland Hills Health and Safety Officer.

Passed and approved by the Woodland Hills City Council this 28th day of May 2024.

ATTEST:

Brent Winder, Mayor

Jody Stones, Recorder