



# CEDAR HILLS

## CITY COUNCIL MEETING OF THE CITY OF CEDAR HILLS Tuesday, May 20, 2025 **7:00 p.m.**

Notice is hereby given that the City Council of the City of Cedar Hills, Utah, will hold a **City Council Meeting on Tuesday, May 20, 2025, beginning at 7:00 p.m.** at the Community Recreation Center, 10640 N Clubhouse Drive, Cedar Hills, Utah. This is a public meeting, and anyone is invited to attend.

### **COUNCIL MEETING**

1. Call to Order, Pledge led by C. Geddes and Invocation given by C. Price
2. Approval of Meeting's Agenda
3. Public Comment: Time has been set aside for the public to express their ideas, concerns, and comments (comments limited to 3 minutes per person with a total of 30 minutes for this item)

CONSENT AGENDA (Consent items are only those which require no further discussion or are routine in nature. All items on the Consent Agenda are adopted by a single motion)

4. Approval of the minutes from the April 8, 2025 City Council meeting

### CITY REPORTS AND BUSINESS

5. Mayor and Council, City Manager and Staff

### **SCHEDULED ITEMS & PUBLIC HEARINGS**

6. Discussion on library reimbursements
7. Review/Action on awarding construction bids for the City Building located at 3924 W Cedar Hills Drive
8. Review/Action on a Resolution indicating the Intent of the City of Cedar Hills to adjust the Common Boundary with Pleasant Grove City
9. Review/Action on an Ordinance adopting amendments to the Moderate Income Housing Element of the Cedar Hills General Plan
10. Discussion on St. Andrews Estates Subdivision property located between 10950 North and 10270 North along the east side of Canyon Road
11. Discussion on City Council procedures and policies
12. Motion to go into Closed Session Pursuant to Utah State Code 52-4-205(1)(d) to discuss the purchase, exchange or lease of real property.  
\* \* \* CLOSED SESSION \* \* \*
13. Motion to Adjourn Closed Session and Reconvene Council Meeting

### ADJOURNMENT

14. Adjourn

Posted this 14th day of May, 2025

/s/ Colleen A. Mulvey, City Recorder

- Supporting documentation for this agenda is posted on the city website at [www.cedarhillsutah.gov](http://www.cedarhillsutah.gov).
- In accordance with the Americans with Disabilities Act, the City of Cedar Hills will make reasonable accommodations to participate in the meeting. Requests for assistance can be made by contacting the City Recorder at 801-785-9668 at least 48 hours in advance of the meeting.
- A Closed Session may be called to order pursuant to Utah State Code 52-4-204 & 52-4-205.
- The order of agenda items may change to accommodate the needs of the City Council, the staff, and the public.
- This meeting may be held electronically to permit one or more of the council members or staff to participate.



## **PUBLIC MEETING AND PUBLIC HEARING ETIQUETTE**

**Please remember all public meetings and public hearings are recorded**

- All comments **must** be recognized by the Chairperson and addressed through the microphone.
- Please do not approach the Council/Commission dais without permission from the Chairperson.
- When speaking to the Council / Planning Commission, please stand, speak slowly and clearly into the microphone, and state your name and address for the recorded record.
- Be respectful to others and refrain from disruptions during the meeting. Please refrain from conversation with others in the audience as the microphones are very sensitive and can pick up whispers in the back of the room.
- Keep comments constructive and not disruptive.
- Avoid verbal approval or dissatisfaction of the ongoing discussion (i.e., booing or applauding).
- Exhibits (photos, petitions, etc.) given to the City become the property of the City.
- Please silence all cellular phones, electronic devices or other noise making devices.
- Be considerate of others who wish to speak by limiting your comments to a reasonable length and avoiding repetition of what has already been said. Individuals may be limited to three minutes and group representatives may be limited to five minutes.
- Refrain from congregating near the doors or in the area outside the council room to talk as it can be very noisy and disruptive. If you must carry on conversation in this area, please be as quiet as possible. (The doors must remain open during a public meeting/hearing.)

### **Public Hearing v. Public Meeting:**

If the agenda item is a **public hearing**, the public may participate during that time and may present opinions and evidence for the issue for which the hearing is being held. In a public hearing there may be some restrictions on participation such as time limits.

Anyone can observe a **public meeting**, but there is no right to speak or be heard there - the public participates in presenting opinions and evidence at the pleasure of the body conducting the meeting.



# The City of Cedar Hills

<b>TO:</b>	Mayor and City Council
<b>FROM:</b>	Chandler Goodwin, City Manager
<b>DATE:</b>	May 20, 2025

<b>SUBJECT:</b>	Discussion on library reimbursements
<b>APPLICANT PRESENTATION:</b>	N/A
<b>STAFF PRESENTATION:</b>	Chandler Goodwin, City Manager
<b>BACKGROUND AND FINDINGS:</b> <p>Following the previous City Council meeting discussion on the Fiscal Year 2026, staff has been asked to prepare a discussion on library reimbursements. During the Fiscal Year 2025, there were 391 reimbursements for libraries, totaling about \$23,400. For the proposed FY26 budget the library reimbursement is not currently being funded. A new line item that has been funded is the Meals on Wheels program through the Mountainland Association of Governments. This program provides food services and food deliveries for senior citizens in Cedar Hills. The Meals on Wheels program is expected to cost about \$19,000; as this is a new line item and not an ongoing expense, this has been funded in this year's general fund from reserve money.</p> <p>Staff will come prepared with suggestions on possible ways to include the library reimbursement program back into the FY26 budget, and what the fiscal impact will be on other line items.</p>	
<b>PREVIOUS LEGISLATIVE ACTION:</b> N/A	
<b>FISCAL IMPACT:</b> TBD	
<b>SUPPORTING DOCUMENTS:</b> Proposed FY26 preliminary budget	
<b>RECOMMENDATION:</b> N/A	
<b>MOTION:</b> No motion necessary, discussion item only.	
<b>ACTION:</b> Motion: Second: Laura Ellison:      Yes__ No__ Abstain__ Absent__ Mike Geddes:      Yes__ No__ Abstain__ Absent__ Bob Morgan:      Yes__ No__ Abstain__ Absent__ Erika Price:      Yes__ No__ Abstain__ Absent__ Kelly Smith:      Yes__ No__ Abstain__ Absent__	





# The City of Cedar Hills

<b>TO:</b>	Mayor and City Council
<b>FROM:</b>	Chandler Goodwin, City Manager
<b>DATE:</b>	5/20/2025

<b>SUBJECT:</b>	Cedar Hills City Building Renovation and Addition costs
<b>APPLICANT PRESENTATION:</b>	
<b>STAFF PRESENTATION:</b>	Charl Louw, Finance Director

## BACKGROUND AND FINDINGS:

Cedar Hills does not have a permanent city council chambers and would like to create a space that is more functional for holding and recording city meetings. The basement at the Events Center frequently schedules large events during current city meetings that can make it difficult to hear. A meeting space without interruptions would be preferred, which may be created at the old public safety building. The public safety building offices may also be used for a mayor's office and city staff in the future. A new addition to the events center was designed as a multipurpose room with a view complementing the Vista room, similarly to Sleepy Ridge golf course's two reception rooms, which could be rented out for tournaments, receptions, etc. and used for city council meetings. Staff will be providing some of the estimated costs for improvements of each space.

City of Cedar Hills (City) is seeking proposals from contractors for renovations at the city building located at 3925 W Cedar Hills Drive, Cedar Hills, UT. The public safety/admin building was built in the 1990s with 8 ft drop ceilings. The building's ceiling joints are approximately 10' tall. The city would like to maximize the height of the ceilings. This will require some additional vertical framing for three offices, a conference room, and soffits for a meeting room that is approximately 25' x 35', updating rectangular metal ducts into soft flexible ductwork in the meeting room, updating the vents, updating drywall & ceiling tiles.

The city would also like electrical updates for each of the four offices, the foyer, the hallway, the kitchen, 2 bathrooms, and the large meeting room. The building currently has fluorescent rectangular lighting and would be updated to flush mount LED 6" lighting. There will be 15 LED lights in the meeting room, 4 LED lights for each office, 6-8 LED lights for the conference room, 2 lights for each bathroom, 4 LED lights for the foyer, 4 LED lights for the kitchen, 2 LED lights for storage room and 6-8 LED lights for the hallways. There will be additional electrical outlets and audio needed for city council meetings seating areas and the future podium.

Range Architecture designed an addition to complement the Vista room at the Events center, which construction and engineering was recently completed. Jim Redmond from XCEL General Contracting was recommended by Range Architecture to provide an overview of the cost of an addition, and what value engineering could be done to potentially save costs.

Many licensed contractors came to the pre-bid meeting advertised on the state procurement website, and we will evaluate the official online bids on the project after this memo is provided. Staff will receive proposals Thursday, May 15th, summarize the proposals on the 16th, and will review the proposals at the city council meeting on Tuesday, May 20th.

**PREVIOUS LEGISLATIVE ACTION:**

**FISCAL IMPACT:**

The city will need to drawdown on unrestricted reserves in Capital Project fund, which are projected to be \$1.6 million. The city is trying to provide the best value to the residents for the City Council chambers, so most of the reserves can be used as an insurance fund to help repair or replace infrastructure and equipment in the city that has met its useful life and needs urgent funding.

**SUPPORTING DOCUMENTS:**

Proposal summary will be provided.

**RECOMMENDATION:**

Staff recommends the City Council review the staff's proposal summary with the intent of a motion.

**MOTION:**

To approve/not approve the recommended building improvements/repairs for the City of Cedar Hills, Utah.

**ACTION:**

Motion:

Second:

Mike Geddes: Yes\_\_ No \_\_ Abstain \_\_ Absent \_\_

Kelly Smith: Yes\_\_ No \_\_ Abstain \_\_ Absent \_\_

Laura Ellison: Yes\_\_ No \_\_ Abstain \_\_ Absent \_\_

Bob Morgan: Yes\_\_ No \_\_ Abstain \_\_ Absent \_\_

Erika Price: Yes\_\_ No \_\_ Abstain \_\_ Absent \_\_

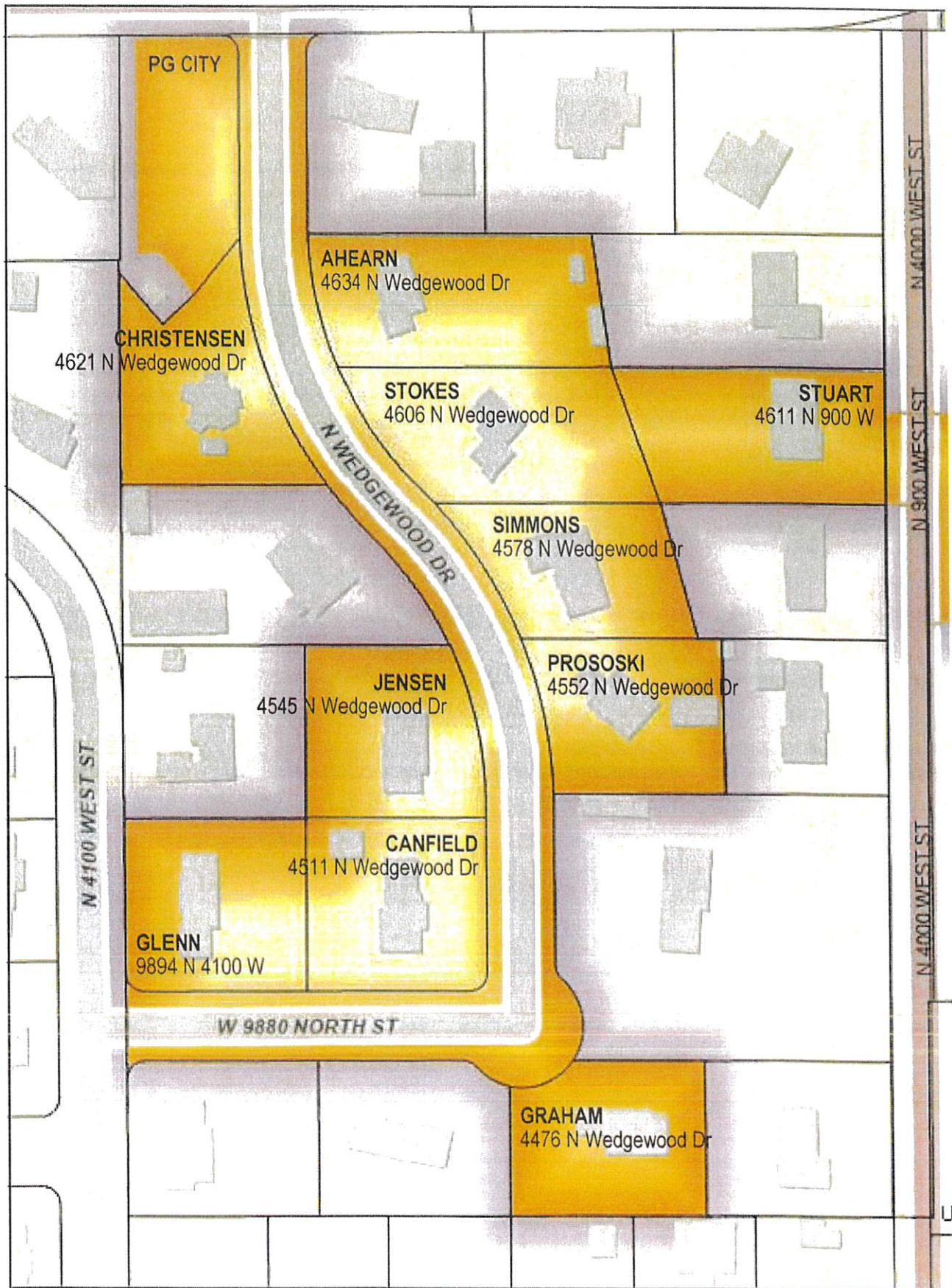


# The City of Cedar Hills

<b>TO:</b>	Mayor and City Council
<b>FROM:</b>	Chandler Goodwin, City Manager
<b>DATE:</b>	May 20, 2025

<b>SUBJECT:</b>	Review/Action on a Resolution indicating the intent of the City of Cedar Hills to adjust the Common Boundary with Pleasant Grove City
<b>APPLICANT PRESENTATION:</b>	N/A
<b>STAFF PRESENTATION:</b>	Chandler Goodwin, City Manager
<b>BACKGROUND AND FINDINGS:</b> Cedar Hills has received a request from a resident of Pleasant Grove who lives at 4611 N 900 W. The request, if approved, would create an island of Pleasant Grove for these residents on Wedgewood, thereby forcing the Pleasant Grove residents on Wedgewood into Cedar Hills. The cause for the initiation, or request to boundary adjust is a failing septic system, and the requestors need to connect to sewer. Because Cedar Hills only allows for residents to connect to Cedar Hills sewer, they would need to boundary adjust and become a resident. Pleasant Grove passed a resolution during their May 6, 2025 meeting. Following a 60 day waiting period, Cedar Hills and Pleasant Grove would need to both have a public hearing allowing residents the opportunity to speak on the matter. Staff has provided the boundary adjustment checklist to allow councilmembers the chance to familiarize themselves with the boundary adjustment process.	
<b>PREVIOUS LEGISLATIVE ACTION:</b> N/A	
<b>FISCAL IMPACT:</b> N/A	
<b>SUPPORTING DOCUMENTS:</b> Resolution, and boundary adjustment checklist	
<b>RECOMMENDATION:</b> To review the proposed boundary adjustment and approve the Resolution indicating the intent of Cedar Hills to adjust the common boundary with Pleasant Grove.	
<b>MOTION:</b> To approve/not approve Resolution _____, indicating the intent of the City of Cedar Hills to adjust the Common Boundary with Pleasant Grove City.	
<b>ACTION:</b> Motion: Second: Laura Ellison:            Yes__ No__ Abstain__ Absent__ Mike Geddes:            Yes__ No__ Abstain__ Absent__ Bob Morgan:            Yes__ No__ Abstain__ Absent__ Erika Price:            Yes__ No__ Abstain__ Absent__ Kelly Smith:            Yes__ No__ Abstain__ Absent__	





# BOUNDARY ADJUSTMENT CHECKLIST

(UCA 10-2-419 UCA 10-2-425 UCA 17-23-20)

- ☐ Request to initiate an adjustment of a common municipal boundary filed with the city recorder (need to file with both cities)
- ☐ Preliminary plat which contains a graphical illustration depicting the boundary of the area that the boundary adjustment proposes to move from inside the boundary of one city to inside the boundary of another city.
- ☐ Application fee of \$250.00 paid to the city (see current fee schedule).
- ☐ Adopt a resolution indicating the intent of the municipal legislative body (City Council) to adjust a common boundary.
- ☐ Hold a public hearing on the proposed boundary adjustment no less than 60 days after the adoption of the resolution.
- ☐ Publish notice of public hearing at least three weeks before the day of the public hearing.
- ☐ Upon conclusion of the public hearing (if not protested), the municipal legislative body (City Council) may adopt an ordinance approving the adjustment of the common boundary. The ordinance becomes effective when each municipality involved in the boundary adjustment has adopted an ordinance.
- ☐ Final plat prepared, signed, and stamped by a licensed surveyor, signed by municipal legislative body (City Council), certification of the County Surveyor.
- ☐ Within 60 days after enacting the ordinance, a notice of an impending boundary action, and a copy of an approved final local entity plat is filed with the lieutenant governor. Lieutenant governor will issue a certificate of boundary adjustment.
- ☐ Submit the following to Utah County Recorder: the original notice of an impending boundary action, certificate of boundary adjustment, approved final local entity plat, and a certified copy of the ordinance approving the boundary adjustment.
- ☐ Send letter to affected entities after documents are recorded with the county.





# The City of Cedar Hills

<b>TO:</b>	Mayor and City Council
<b>FROM:</b>	Chandler Goodwin
<b>DATE:</b>	May 20, 2025

<b>SUBJECT:</b>	Review/Action on an Ordinance amending the Moderate Income Housing Element of the Cedar Hills General Plan
<b>APPLICANT PRESENTATION:</b>	n/a
<b>STAFF PRESENTATION:</b>	Chandler Goodwin, City Manager/Planner
<b>BACKGROUND AND FINDINGS:</b> Utah Code Section 10-9a-403 and 17-27a-403 require municipalities and counties to include a moderate income housing element in their general plans.  Amendments to the General Plan must be adopted by ordinance.  The City Council held a public hearing and approved the proposed amendments to the Moderate Income Housing Element at the May 6, 2025 meeting. The Moderate Income Housing Plan 2025 is available for review in the May 6, 2025 agenda packet.	
<b>PREVIOUS LEGISLATIVE ACTION:</b>	
<b>FISCAL IMPACT:</b> N/A	
<b>SUPPORTING DOCUMENTS:</b> Proposed Ordinance.	
<b>RECOMMENDATION:</b> To approve the ordinance amending the Moderate Income Housing Element of The General Plan.	
<b>MOTION:</b> To approve/not approve Ordinance No. _____, an ordinance amending the Moderate-Income Housing Element of the Cedar Hills General Plan.	
<b>ACTION:</b> Motion: Second: Laura Ellison: Yes__ No__ Abstain__ Absent__ Mike Geddes: Yes__ No__ Abstain__ Absent__ Bob Morgan: Yes__ No__ Abstain__ Absent__ Erika Price: Yes__ No__ Abstain__ Absent__ Kelly Smith: Yes__ No__ Abstain__ Absent__	

**ORDINANCE NO. 05-20-2025A**

**AN ORDINANCE AMENDING THE HOUSING ELEMENT OF THE CITY OF CEDAR HILLS GENERAL PLAN, BY ADOPTING MODERATE-INCOME HOUSING AS PART OF THE GENERAL PLAN**

**WHEREAS**, the Municipal Land Use, Development, and Management Act (Utah Code 10-9a-101 et seq.) (the "Act") requires each specified municipality in the State of Utah to include a Moderate-Income Housing Element in its General Plan; and,

**WHEREAS**, the City of Cedar Hills (the "City") on December 5, 2023 adopted the most recent version of its General Plan; and

**WHEREAS**, the City initiated a review of the Moderate-Income Housing Element of its General Plan as part of an amendment to the General Plan; and

**WHEREAS**, the City's Planning Commission posted notice of a public hearing regarding the proposed amendment to be held on April 22, 2025, and held that public hearing regarding the proposed amendment on April 22, 2025; and

**WHEREAS**, the City's Planning Commission upon receiving and carefully reviewing the input, documents, and testimony from the public did prepare its final recommendation regarding the proposed amendment to the City's General Plan; and

**WHEREAS**, the City Council has received and carefully reviewed the final recommendation from the Planning Commission regarding the proposed amendment, the minutes from the Planning Commission meetings and public hearing regarding the proposed amendment to the City's General Plan; and

**WHEREAS**, the City Council finds the proposed amendment to the City's General Plan contains all elements mandated by the Utah Code and has been updated to meet current and future moderate income housing needs of the City; and

**WHEREAS**, the City Council finds the proposed amendment to the General Plan is in the best interest of the health, safety, and welfare of the residents of the City, considering all factors;

**NOW, THEREFORE**, the City of Cedar Hills Council resolves as follows:

**PART I:**

The City Council of the City of Cedar Hills, State of Utah adopts hereby Ordinance No. 05-20-2025A, approving Amendment "Moderate Income Housing Element 2025" as part of the City's General Plan in compliance with the Act.

**PART II:**

The City's General Plan, 2025 is hereby amended to read as follows:

**See attached Amendment “Moderate Income Housing Element, 2025”**

**PART III:**

A copy of the City’s General Plan, as amended herein, is hereby ordered to be filed with, and retained by, the City Recorder.

**PART IV:**

An electronic copy of the Amendment “Moderate Income Housing Element, 2025” is hereby ordered to be filed with both the City’s Association of Governments and the Housing and Community Development Division of the Utah Department of Workforce Services.

**PART V:**

If any of the sections, sentences, clauses, or provisions of this General Plan shall for any reason be adjudged inapplicable or invalid by a court of competent jurisdiction, such shall not affect or invalidate the remaining portion contained herein.

**CITY OF CEDAR HILLS COUNCIL**

By: \_\_\_\_\_  
Denise Andersen, Mayor

**VOTING:**

Laura Ellison	Yes	No	Absent
Mike Geddes	Yes	No	Absent
Bob Morgan	Yes	No	Absent
Erika Price	Yes	No	Absent
Kelly Smith	Yes	No	Absent

**ATTEST:**

\_\_\_\_\_  
Colleen Mulvey, MMC  
City Recorder

**DEPOSITED** in the office of the City Recorder the 21st day of May, 2025.





# The City of Cedar Hills

<b>TO:</b>	Mayor and City Council
<b>FROM:</b>	Chandler Goodwin, City Manager
<b>DATE:</b>	May 20, 2025

<b>SUBJECT:</b>	Discussion on St. Andrews Estates Subdivision property located between 10950 North and 10270 North along the east side of Canyon Road.
<b>APPLICANT PRESENTATION:</b>	N/A
<b>STAFF PRESENTATION:</b>	Chandler Goodwin, City Manager

**BACKGROUND AND FINDINGS:**

St. Andrews was originally platted to accommodate twenty-two single family units. The original use of the property was as hole 15 of the golf course, which was reconfigured in about 2008 to accommodate the St. Andrews Estates residential development. The sale of the lots in St. Andrews was intended to pay down the outstanding golf debt. The land was never sold, and the final St. Andrews plat was never recorded. Over the years, the City has received numerous proposals for developing the St. Andrews property; everything from the single family use, to public facilities, to commercial uses. There has never been a clear direction on what St Andrews should be; so, over the years, it has been used to stage construction materials, host the spring-cleanup, and other uses. As it is the entrance to the City, it is an eyesore and should be better utilized. However, there are three challenges to developing St. Andrews that would need to be addressed prior to any development:

- 1- Golf debt service covenants require that if the course is sold or alienated from its original use, then the outstanding debt service would become due. Staff is working with a financial advisor on if this is still the case.
- 2- The Cedars Development Agreement – Certain provisions in the development agreement between the City and the original developers of the Cedar's subdivision may inhibit the City's ability to develop and rezone the land. Staff is working with the City Attorney on this issue.
- 3- A conservation easement on the parcel – There was a perpetual conservation easement that was established on the St. Andrew's parcel. This would need to be unwound or amended in a way the preserves and protects the remainder of the course while allowing for development on the St. Andrew's parcel.

Staff will discuss these three issues and be prepared to answer or investigate any other issues or concerns that the City Council has in relation to the St. Andrews property.

**PREVIOUS LEGISLATIVE ACTION:**

N/A

**FISCAL IMPACT:**

N/A

**SUPPORTING DOCUMENTS:**

St. Andrews final plat (2008)

**RECOMMENDATION:**

To review the issues related to the development of the St. Andrews land, and provide staff with a recommendation on how to proceed with the parcel.

**MOTION:**

No motion necessary, discussion item only.

**ACTION:**

Motion:

Second:

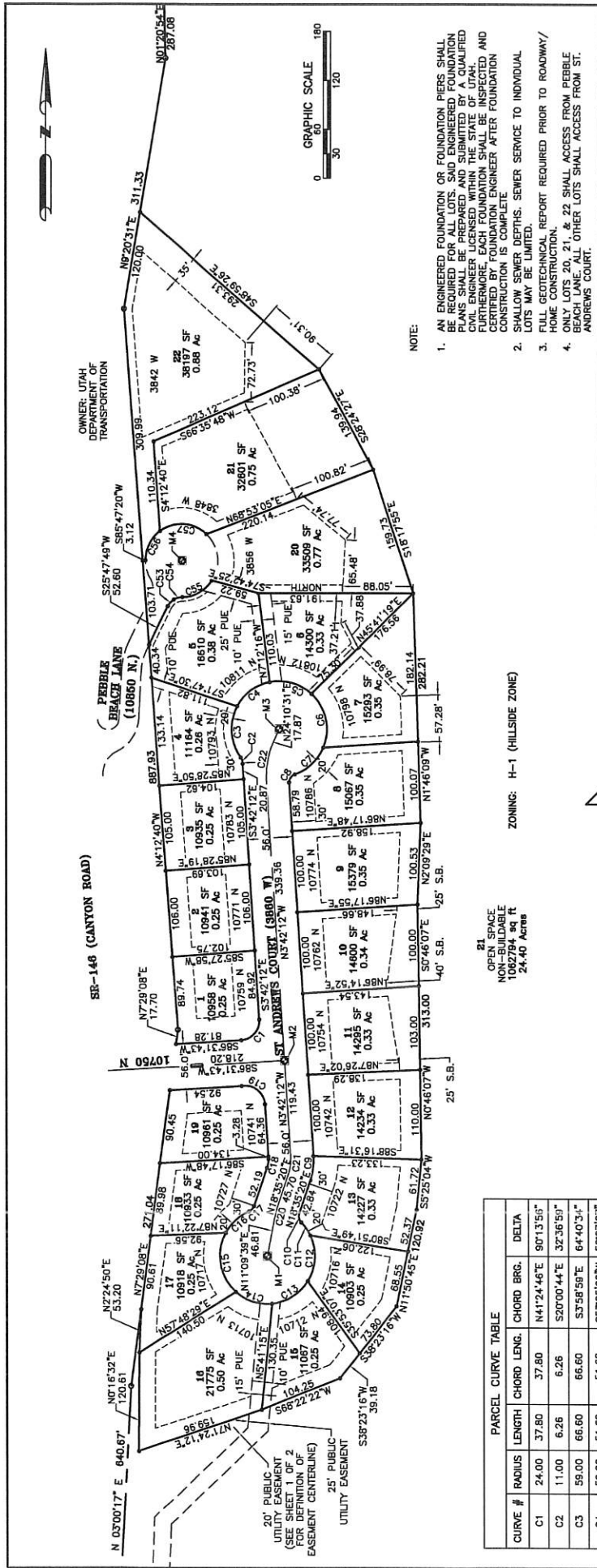
Laura Ellison: Yes\_\_ No \_\_ Abstain \_\_ Absent \_\_

Mike Geddes: Yes\_\_ No \_\_ Abstain \_\_ Absent \_\_

Bob Morgan: Yes\_\_ No \_\_ Abstain \_\_ Absent \_\_

Erika Price: Yes\_\_ No \_\_ Abstain \_\_ Absent \_\_

Kelly Smith: Yes\_\_ No \_\_ Abstain \_\_ Absent \_\_



NOTE:

1. AN ENGINEER FOUNDATION OR FOUNDATION PIERS SHALL BE REQUIRED FOR ALL FOUNDATIONS. FOUNDATION PIER SHALL BE PREPARED AND SUBMITTED BY QUALIFIED CIVIL ENGINEER LICENSED WITHIN THE STATE OF UTAH. FURTHERMORE, EACH FOUNDATION SHALL BE INSPECTED AND CERTIFIED BY FOUNDATION ENGINEER AFTER FOUNDATION CONSTRUCTION IS COMPLETE.
2. SHALLOW SEWER DEPTHS. SEWER SERVICE TO INDIVIDUAL LOTS MAY BE LIMITED.
3. FULL GEOTECHNICAL REPORT REQUIRED PRIOR TO ROADWAY/ DRIVE CONSTRUCTION.
4. ONLY LOTS 20, 31, & 22 SHALL ACCESS FROM PEBBLE BEACH LANE. ALL OTHER LOTS SHALL ACCESS FROM ST. ANDREWS COURT.

ZONING: H-1 (HILLSIDE ZONE)

OPEN SPACE  
NON-BUILDABLE  
1082794 sq. ft.  
24.40 Acres

OWNER: W. SCOTT KUJAR

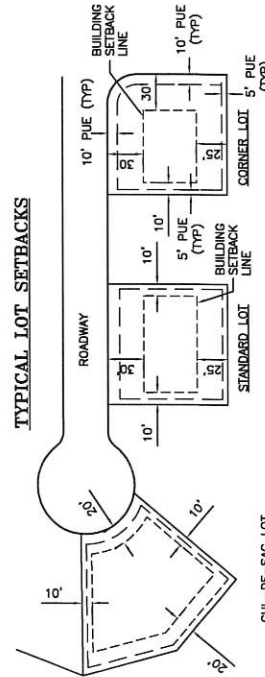
S 00°00'50" W 1357.17'

SUBDIVISION MONUMENT TABLE			
NO.	NORTHING	EASTING	
M1	7324298.40	1570468.31	
M2	7324538.02	1570489.99	
M3	7324945.01	1570483.64	
M4	7325151.77	1570363.08	

NOTE: ALL COORDINATES ARE UTAH STATE PLANE COORDINATES NAD 83

ALIGNMENT CURVE TABLE					
CURVE #	RADIUS	LENGTH	CHORD LENG.	CHORD BRG.	DELTA
C20	100.00	12.96	12.96	N14°52'30"E	7°25'41"
C21	49.00	19.06	18.94	N7°26'34"E	22°17'32"
C22	100.00	48.66	48.18	N10°14'09"E	27°52'43"

### TYPICAL LOT SETBACKS



NOTE: FRONT AND REAR YARD SETBACKS FOR CUL-DE-SAC LOTS SHALL BE AS SHOWN UNLESS OTHERWISE SHOWN ON PLAN

PARCEL CURVE TABLE				
CURVE #	RADIUS	LENGTH	CHORD LENG.	DELTA
C1	24.00	37.80	37.80	N41°24'46"E 90°13'56"
C2	11.00	6.26	6.26	S20°00'44"E 32°36'59"
C3	59.00	66.60	66.60	S3°58'59"E 64°40'34"
C4	59.00	51.62	51.62	S53°25'02"W 50°07'27"
C5	59.00	55.43	55.43	N74°36'25"W 53°49'30"
C6	59.00	72.40	72.40	N12°32'27"W 70°18'18"
C7	59.00	49.33	49.33	N46°33'46"E 47°54'05"
C8	11.00	14.25	14.25	N33°24'18"E 74°13'00"
C9	76.99	29.95	29.95	N7°26'40"E 22°17'32"
C10	11.00	12.04	12.04	N12°45'35"W 62°41'46"
C11	59.00	19.58	19.58	N34°36'02"W 19°00'55"
C12	59.00	58.52	58.52	N3°19'22"E 56°49'53"
C13	59.00	54.27	54.27	N58°05'23"E 52°42'07"
C14	59.00	48.77	48.77	N7°32'46"W 47°21'36"
C15	59.00	79.26	79.26	N9°42'57"W 76°58'00"
C16	59.00	40.01	40.01	N48°11'46"E 38°51'25"
C17	11.00	9.41	9.41	N43°06'24"E 49°02'08"
C18	21.00	8.17	8.17	N7°26'34"E 22°17'32"
C19	24.00	37.60	37.60	S48°35'14"E 89°46'04"
C20	20.00	11.14	11.14	S41°45'34"W 31°55'27"
C21	20.00	11.14	11.14	S73°41'02"W 31°55'27"
C22	45.00	44.79	44.79	S61°07'59"W 57°01'33"
C23	45.00	42.06	42.06	S26°46'44"W 53°33'28"
C24	45.00	63.03	63.03	S86°18'59"E 80°15'06"

Sheet 2 of 2

Final Plat

ST. ANDREWS  
ESTATES SUBDIVISION

BEING AN AMENDMENT TO THE CEDARS AT CEDAR HILLS  
PLAT "H" - PLANNED RESIDENTIAL DEVELOPMENT  
Planned Residential Development  
City of Cedar Hills, Utah County, Utah

Scale: 1" = 60'

UTAH COUNTY RECORDS

OFF-COUNTY RECORDS

RECORDS

APPROVED AS TO FORM

DATE: APRIL 2008

DEVELOPER: CEDAR HILLS COMMUNITY DEVELOPMENT AND RECREATION AGENCY

3500 West Cottonwood Drive, Suite 100, Cedar Hills, UT 84062

PHONE: (801) 986-7200, FAX: (801) 986-7201

CIVIL SCIENCE

UTAH COUNTY RECORDS

OFF-COUNTY RECORDS

RECORDS

APPROVED AS TO FORM





# The City of Cedar Hills

<b>TO:</b>	Mayor and City Council
<b>FROM:</b>	Chandler Goodwin, City Manager
<b>DATE:</b>	May 20, 2025

<b>SUBJECT:</b>	Discussion on City Council procedures and policies
<b>APPLICANT PRESENTATION:</b>	N/A
<b>STAFF PRESENTATION:</b>	Chandler Goodwin, City Manager
<b>BACKGROUND AND FINDINGS:</b> Staff will present on the current policies and procedures for the City Council. It is recommended that policies that are out of date or are not followed be either amended or removed from the policies. Other policies may need to be added or clarified. Once policies are updated and in place, it will be necessary to more strictly adhere to the established procedures and conduct during meetings. In preparation of this discussion, staff is recommending that the councilmembers review the current policies and familiarize themselves with their provisions.	
<b>PREVIOUS LEGISLATIVE ACTION:</b> N/A	
<b>FISCAL IMPACT:</b> N/A	
<b>SUPPORTING DOCUMENTS:</b> City Council Policies and Procedures	
<b>RECOMMENDATION:</b> See background and findings	
<b>MOTION:</b> No motion necessary, discussion item only	
<b>ACTION:</b> Motion: Second: Laura Ellison:        Yes__ No __ Abstain __ Absent __ Mike Geddes:        Yes__ No __ Abstain __ Absent __ Bob Morgan:        Yes__ No __ Abstain __ Absent __ Erika Price:        Yes__ No __ Abstain __ Absent __ Kelly Smith:        Yes__ No __ Abstain __ Absent __	



**CITY OF CEDAR HILLS**

**CITY COUNCIL  
PROCEDURE POLICIES**

## TABLE OF CONTENTS

<b>1.</b>	<b>PURPOSE</b>	
1.1	Procedure Policies	1
<b>2.</b>	<b>AUTHORITY</b>	
2.1	Utah State Code	1
<b>3.</b>	<b>GENERAL RULES</b>	
3.1	Public Meetings	1
3.2	Location	1
3.3	Quorum	1
3.4	Recognition by the Presiding Officer	1
3.5	Minutes	1
3.6	Audio Recordings	1
3.7	Written Requests and/or Notices	1
<b>4.</b>	<b>TYPES OF MEETINGS</b>	
4.1	Regular Meetings	2
4.2	Special Meetings	2
4.3	Emergency Meetings	2
4.4	Closed Meetings	2
4.5	Work Sessions	2
4.6	Retreats	2
4.7	Electronic Meetings	2
<b>5.</b>	<b>ORDER OF BUSINESS</b>	
5.1	Regular, Electronic, and Special Meetings	3
5.2	Emergency Meetings	4
5.3	Work Sessions	4
5.4	Retreats	4
<b>6.</b>	<b>PRESIDING OFFICER AND DUTIES</b>	
6.1	Mayor as the Presiding Officer	5
6.2	Call to Order	5
6.3	Preservation of Order	5
6.4	Points of Order	5
6.5	Time Limits	5
6.6	Substitution for Presiding Officer	5
6.7	Motions to be Clear	5
6.8	Call for Vote	5



<b>7.</b>	<b>TYPES OF MOTIONS AND RECONSIDERATION</b>	
7.1	Motions Require a Second	5
7.2	Motions Requiring a Two-Thirds Vote	6
7.3	Motions	6
7.4	Motions to Amend	6
7.5	Motions to Continue	6
7.6	Motions to Table	6
7.7	Motions to Reconsider a Decision	6
<b>8.</b>	<b>ORDINANCES, RESOLUTIONS, AND AGREEMENTS</b>	
8.1	Ordinances	6
8.2	Resolutions	6
8.3	Agreements	7
8.4	Form	7
8.5	Funding	7
<b>9.</b>	<b>CREATION OF COMMITTEES, BOARDS, AND COMMISSIONS</b>	
9.1	Citizen Committees, Boards, and Commission	7
9.2	Member Approval	7
9.3	Ad Hoc Citizen Committees	7
<b>10.</b>	<b>PUBLIC HEARINGS</b>	
10.1	Purpose	7
10.2	Time Limited	7
10.3	Order of Comment	7
10.4	Procedures	8
10.5	Manner of Addressing the City Council	8
10.6	Questions from Council Members	8
<b>11.</b>	<b>RULES OF CONDUCT</b>	
11.1	Disorderly Citizens	8
11.2	Disorderly Council Members	8
<b>12.</b>	<b>AGENDA-SETTING</b>	
12.1	Procedure	8
12.2	Agenda Collateral	10
12.3	Meeting Follow-Up	10

## **CITY COUNCIL PROCEDURE POLICIES**

### **1. PURPOSE**

- 1.1 Procedure Policies: These Procedure Policies of the City Council of the City of Cedar Hills are intended for the government of the City Council, the preservation of order, and the orderly transaction of Council business.

### **2. AUTHORITY**

- 2.1 Utah State Code: (UCA 10-3-606)

### **3. GENERAL RULES**

- 3.1 Public Meetings: All official meetings of the City Council (except where State or local law allows for closed sessions) shall be open to the public. (UCA 52-4-201 & 52-4-205)
- 3.2 Location: (City Code 1-5-5A) The location may be changed by the Mayor, or at the written request of at least three (3) Council Members.
- 3.3 Quorum: (UCA 10-3-504)
- 3.4 Recognition by the Presiding Officer: All Council Members, staff, and individuals from the general public must be recognized by the Presiding Officer before addressing the City Council on any issue. The Presiding Officer shall recognize Council Members and city staff in the order requested, and shall recognize members of the general public at the request of a Council Member.
- 3.5 Minutes: (UCA 52-4-203) Minutes of the proceedings of these open meetings shall be available for public inspection and posted to the City's Web site after approval.
- 3.6 Audio Recordings: Audio recordings of all meetings shall be made available on the City's web site as soon as practical after the conclusion of the meeting, generally within two (2) days following the meeting.
- 3.7 Written Requests and/or Notices: For purposes of written requests and/or notices, an e-mail sent by each required party to the official e-mail address(es) of the City Recorder, City Manager, Mayor, and all Council Members shall substitute for a written request or signed written statement.

#### 4. TYPES OF MEETINGS

- 4.1 Regular Meetings: The City Council shall meet in accordance with the annual meeting schedule as approved or as amended.
- 4.2 Special Meetings: Special City Council meetings may be called by the Mayor or any two (2) Council Members by giving written notice to the City Recorder and City Manager. (UCA 10-3-502)
- 4.3 Emergency Meetings: Emergency Meetings may be called by the Mayor or any two (2) Council Members to consider matters of an emergency or otherwise urgent nature. The best practicable public notice shall be given. (UCA 52-4-202)
- 4.4 Closed Meetings: The City Council may adjourn to a Closed Meeting (also known as an Executive Session) to discuss topics provided for under state law. Adjournment to a Closed Meeting requires a two-thirds (2/3) vote of the City Council present. (UCA 52-4-204 & 5-4-205)
- 4.5 Work Sessions: The City Council may meet informally in Work Sessions (open to the public) to review upcoming programs of the City, to receive progress reports on current programs or projects, and to discuss policy issues. No final action may be taken in a Work Session.
- 4.6 Retreats: The City Council may meet informally in Retreats (open to the public) to discuss a variety of issues facing the City. While broad general direction may be given, no final action may be taken in a Retreat.
- 4.7 Electronic Meetings: The City Council may conduct electronic meetings where one (1) or more of its members participate by means of a telephonic or telecommunications conference. (UCA 52-4-207)
  - A. Members so participating shall be considered present at the meeting for all purposes, and shall be afforded every opportunity to participate in the discussion of the items on the agenda and cast their vote on issues coming to the Council for a vote.
  - B. The anchor location shall be as specified in Section 3.2.
  - C. No council meeting may be held electronically unless at least two (2) Council Members are present at the anchor location. The meeting shall be conducted from the anchor location by the Presiding Officer. However, if the Presiding Officer is not present at the anchor location, the Council shall select from its membership at the anchor location a Presiding Officer for the sole purpose of conducting the electronic meeting.



- D. Immediately prior to opening the meeting, the Presiding Officer shall communicate with the person who is participating electronically and insure that he or she is prepared to go forward. From that time forward until the adjournment of the meeting, the communication line shall be kept open, unless the Council Member participating electronically wishes to withdraw from the meeting.

## **5. ORDER OF BUSINESS**

5.1 Regular, Electronic, and Special Meetings: The General rule as to the order of business in regular, electronic, and special meetings shall be as follows:

- A. Call to Order - by the Presiding Officer
- B. Pledge of Allegiance - as designated by the Presiding Officer
- C. Invocation - as designated by the Presiding Officer
- D. Public Comments - Time is set aside for the public to express their ideas, concerns and comments on items NOT on the agenda. Any person desiring to address the City Council shall have written their name on the sign-up sheet provided by the City entitled "Public Comment" and shall be recognized to speak to the City Council by the Presiding Officer. No formal action is taken on items brought up during public comments, but the City Council may direct staff to follow-up on items and/or schedule them with necessary public notice for future meetings.
- E. CONSENT ITEMS - Minutes of preceding meetings, items that have previously received a preliminary approval by the City Council, and other items that are fairly routine but require final approval by the City Council.
- F. CITY REPORTS - These items do not have formal City Council action and may include any of the following:
  - (1) Presentations and Commendations.
  - (2) Reports by Council Members on issues of importance to the City Council and the public.
  - (3) Announcements.
  - (4) Upcoming Community Events.
  - (5) Reports by Council Members on assignments.
  - (6) Reports by the City Manager

G. SCHEDULED ITEMS AND PUBLIC HEARINGS - Items that the City Council may wish to discuss or approve including comment for public hearings or for which a presentation would be made. This section may include the following:

- (1) Formal Items - Ordinances, resolutions, agreements and other obligations of the City that must be approved.
- (2) Discussion Items - Policy, procedural, or other legislative or consensus building deliberations that do not include a formal action by the City Council, but may include direction given to staff for future formal consideration.
- (3) Presentation Items - Informational presentations that do not require formal Council action but may include direction given to staff of future formal consideration.
- (4) Report Items - Final reports or updates of current programs by staff or other representatives that do not require formal action by the City Council.
- (5) Communication Items - Items received by the Mayor, any Council Member, or the City staff that are intended for the entire City Council. Action or discussion on the communication item may take place if the City Council desires.
- (6) Public Hearings – See Section 10.

H. EXECUTIVE SESSION (UCA 52-4-204)

I. ADJOURNMENT - A motion to adjourn requires a second and at least three (3) affirmative votes.

5.2 Emergency Meetings: The general rule as to the order of business in emergency meetings shall be as follows: (UCA 52-4-202)

- A. Call to order - by the Presiding Officer
- B. Scheduled Items
- C. Adjournment

5.3 Work Sessions: In general, work sessions will be held in conjunction with a regular or special meeting and shall be scheduled at the start of these meetings.

5.4 Retreats: Off-site retreats will be scheduled by the City Council as it deems necessary.

## **6. PRESIDING OFFICER AND DUTIES**

- 6.1 Mayor as the Presiding Officer: The Mayor, if present at the anchor location, shall act as the Presiding Officer at all meetings of the City Council. In the absence of the Mayor, the Mayor Pro Tem shall preside. In the absence of both the Mayor and the Mayor Pro Tem, the City Council shall elect a temporary Mayor Pro Tem who will then preside at the meeting.
- 6.2 Call to Order: Meetings of the City Council shall be called to order by the Presiding Officer. In the absence of both the Mayor and the Mayor Pro Tem, the meeting may be called to order by the City Recorder or Deputy City Recorder for the election of a temporary Mayor Pro Tem.
- 6.3 Preservation of Order: The Presiding Officer shall preserve order and decorum; prevent attacks on personalities or the impugning of members motives; and confine debate to the question under discussion.
- 6.4 Points of Order: The Presiding Officer shall determine all points of order so as to comply with established procedures and policies. The City Council may, with a motion, a second, and at least three (3) affirmative votes, suspend or modify the rules of order for all or a portion of a meeting.
- 6.5 Time Limits: The Presiding Officer shall have the power to set reasonable time limits on input and discussions, ensuring that all Council Members have the opportunity to participate and be heard. When the time limit expires, the City Council may vote to extend the time limit or to take some action on the item.
- 6.6 Substitution for Presiding Officer: In the absence of the Presiding Officer or because of his inability or refusal to act, the City Council may elect a member of the City Council to preside over the meeting as the Presiding Officer.
- 6.7 Motions to be Clear: The Presiding Officer shall ensure that all motions submitted for a vote are clearly understood by the City Council.
- 6.8 Call for Vote: The Presiding Officer shall call for a voice vote unless a member of the City Council requests a roll call vote. The Presiding Officer shall announce the result of the vote. The meeting minutes shall indicate the vote of each Council Member.

## **7. TYPES OF MOTIONS AND RECONSIDERATION**

- 7.1 Motions Require a Second: All motions require a second before they can be discussed or acted upon.



- 7.2 Motions Requiring A Two-Thirds Vote: Motions to adjourn to a closed meeting (UCA 52-4-204, 2/3 present) or expel a member of the City Council (UCA 10-3-607) or the public (UCA 10-3-608) shall require a motion, a second, and two-thirds (2/3) vote of the City Council. (2/3 if 5 present is 4)
- 7.3 Motions: Except for motions where specific requirements are given in State or Municipal code, all motions shall require a second and a minimum of three (3) affirmative votes to be approved. The Presiding Officer shall recognize a motion from a Council Member unless a motion is currently on the floor; in the event two motions are made simultaneously, the Presiding Officer shall recognize the motion that was begun first.
- 7.4 Motions to Amend: Any motion being considered by the City Council may be amended by permission of the maker of the motion and a second from any other Council Member.
- 7.5 Motions to Continue: The City Council may approve a motion to continue any item for further discussion or consideration to the following meeting or to a specific date and time.
- 7.6 Motions to Table: The City Council may motion to table an issue, without scheduling it for future consideration.
- 7.7 Motions to Reconsider a Decision: Any two (2) Council Members who voted in the majority on a motion approved by the City Council may request a reconsideration of the action at the same meeting.

Reconsideration shall follow the two-step process outlined below:

- A. Motion to Reconsider: A motion to reconsider the item must be approved.
- B. Motion on the Item: The discussion and subsequent vote on the item may only take place at the same meeting as the original action. Otherwise, the item must become a new item on a future agenda with appropriate public notice.

## **8. ORDINANCES, RESOLUTIONS, AND AGREEMENTS**

- 8.1 Ordinances: (UCA 10-3-702) Ordinances are generally passed as part of the City Code. The effective date on all Ordinances shall comply with UCA 10-3-712.
- 8.2 Resolutions: The City Council may express a formal opinion or the will of the City Council without it becoming a part of the City Code. The effective date on all Resolutions shall comply with UCA 10-3-719. A resolution may exercise all administrative powers according to UCA 10-3-717.

- 8.3 Agreements: The City Council may enter into an agreement between the City and one (1) or more parties agreeing to do or not to do an act or take a course of action. The effective date on all Agreements shall be the date of execution by the Mayor, unless another effective date is established by the City Council at the time the City Council approves the Agreement.
- 8.4 Form: Ordinances, Resolutions, and Agreements shall be in written form at the time they are passed. (UCA 10-3-507)
- 8.5 Funding: All Ordinances, Resolutions, and Agreements authorizing an expenditure of money shall include the amount, source, and purpose of the expenditure. The budget shall be amended as soon as reasonably possible after the beginning of each quarter so as to include all known and/or projected revenue and expense adjustments.

## **9. CREATION OF COMMITTEES, BOARDS, AND COMMISSIONS**

- 9.1 Citizen Committees, Boards, and Commissions: The City Council may create policy advisory committees, boards, and commissions with such duties as the City Council may specify that are not inconsistent with the City Code and State Law.
- 9.2 Member Approval: The members of the policy advisory committees, boards, and commissions are appointed by the Mayor with the advice and consent of the City Council in accordance with the bylaws of the committee, board, or commission.
- 9.3 Ad Hoc Citizen Committees: The Mayor may appoint Ad Hoc Citizen Committees to address policy issues of specific concern. Ad Hoc Committees shall continue for a temporary and limited duration.

## **10. PUBLIC HEARINGS**

- 10.1 Purpose: Public hearings provide public input to the City Council on issues on a specific day and time in order for the City Council to be better informed prior to making a decision on the issue.
- 10.2 Time Limited: The Presiding Officer shall determine a reasonable amount of time for each person to address the City Council.
- 10.3 Order of Comment:
- A. The City Council shall first be addressed by the appropriate staff member who will present and discuss with the City Council the issue at hand.
  - B. Next, if there is an applicant, the applicant shall discuss with the City Council the issue at hand and present additional or more specific information.

- C. Finally, any person desiring to address the City Council shall have written their name on the sign-up sheet provided by the City for that specific public hearing and shall be recognized to speak to the City Council by the Presiding Officer. The Council Members may request clarification on comments from any speaker, and the speaker shall be allowed to respond.

10.4 Procedures:

- A. The Presiding Officer shall conduct all public hearings and should review the rules for public hearings prior to comment.
- B. The Presiding Officer should courteously limit repetition and retain flexibility for additional comments but only on new information.
- C. Under the discretion and the authority of the Presiding Officer, the public hearing shall be closed after hearing the public comment unless the City Council wishes to continue the hearing to another specific date and time. No further remarks by the public will be heard once the hearing is closed unless specifically requested by the City Council.
- D. The City Council may continue a public hearing or continue City Council consideration to another specific date and time.
- E. Upon completion of the public hearing, the City Council may discuss and take appropriate action on the issue.

10.5 Manner of Addressing the City Council: Each person addressing the City Council shall come forward and shall state their name and address of residence in an audible tone of voice for the record. All remarks shall be addressed to the City Council as a body, and not to any specific member(s) thereof.

10.6 Questions from Council Members: The Council Members may request clarification or additional input from the staff, applicants, or the general public through the Presiding Officer during the scheduled item.

**11. RULES OF CONDUCT**

11.1 Disorderly Citizens: (UCA 10-3-608)

11.2 Disorderly Council Members: (UCA 10-3-607)

**12. AGENDAS**

12.1 Procedure:

- A. Generally the Mayor and staff work together to create the agenda as dictated by the needs of the City.
- B. Two (2) or more Council Members may add any item to the agenda by providing a written request to the Mayor, City Manager, and City Recorder at least seven (7) days prior to the scheduled Council meeting.
- C. Two (2) or more Council Members may add any item to the agenda of a future Council meeting by formally requesting the item during a prior Council meeting. The request should appear in the minutes including the names of the supporting Council Members.
- D. Requested items requiring research or additional work from the Mayor or staff will be added to the agenda when the work is complete. Work and research items shall be completed within a reasonable time period. The Mayor or City Manager will, upon request, provide a meeting date for which the item will appear on the agenda.
- E. For ordinances or resolutions, the requesting Council Members should work with the City Manager to complete the requested text and memos one (1) week prior to the meeting.
- F. For items of great urgency and where it is in the City's best interests, the Mayor may add items to the agenda in accordance with established legal requirements for public notice.
- G. Up to two (2) days prior to the scheduled meeting, the Mayor may, at his or her discretion and upon immediate notification in writing to all Council Members, the City Recorder, and the City Manager, remove items from the agenda when any of the following apply:
  - (1) There are no longer at least two (2) requesting Council Members that want the item to be on the agenda.
  - (2) Additional required information or related documents (such as plat maps, research reports, approval documents, etc.) are not complete six (6) days prior to the Council meeting.
  - (3) The Mayor deems it in the best interests of the City to postpone the item on the agenda.

Two (2) or more Council Members may override the Mayor's removal of an item and force the item onto the agenda by providing written notice to the Mayor, City Manager, and City Recorder. Once overridden, the Mayor may not again remove the item except at the written request of both overriding Council Members.



12.2 Agenda Collateral:

- A. Staff shall, whenever possible, provide Council Members with the relevant meeting collateral, including memos, plat maps, reports, and written copies of resolutions, ordinances, and agreements within a reasonable amount of time prior to a scheduled meeting, generally five (5) days prior to the meeting.
- B. Whenever possible, an electronic and publicly available copy of the agenda collateral shall also be published on the City's website within a reasonable amount of time prior to a scheduled meeting, generally two (2) days prior to the meeting.

12.3 Meeting Follow-Up: Staff shall provide a list of follow-up items within a reasonable amount of time following a meeting, generally within two (2) days following the meeting.