



COTTONWOOD HEIGHTS CITY COUNCIL AGENDA

Notice is hereby given that the Cottonwood Heights City Council will hold a Business Meeting beginning at **7:00 p.m. on Tuesday, February 26, 2013**, at Cottonwood Heights City Council Chamber located at 1265 East Fort Union Blvd., Suite 300, Cottonwood Heights, Utah.

- 7:00 p.m. 1.0 WELCOME/PLEDGE/ACKNOWLEDGEMENTS**
- 2.0 CITIZEN COMMENTS**
(Please note: In order to be considerate of everyone attending the meeting and to more closely follow the published agenda times, public comments will be limited to three minutes per person per item. A spokesperson who has been asked by a group to summarize their concerns will be allowed five minutes to speak. Comments which cannot be made within these limits should be submitted in writing to the City Recorder prior to noon the day before the meeting)
- 3.0 PUBLIC HEARINGS**
- 3.1 Public Hearing on a proposal indicating the City's Intent to Adjust its Common Boundary with City of Holladay**
(The Council will hear public comment on a proposal indicating the City's intent to adjust its common boundary with City of Holladay along 3000 East and 6360 South)
- 3.2 Public Hearing on a proposal indicating the City's Intent to Adjust its Common Boundary with Sandy City**
(The Council will hear public comment on a proposal indicating the City's intent to adjust its common boundary with Sandy City along Creek Road)
- 4.0 REPORTS/PROCLAMATIONS/RECOGNITIONS**
- 4.1 Recognition of Roger Kehr**
(Roger Kehr will be recognized for his dedicated volunteer service in Emergency Planning)
- 4.2 Standing Monthly Reports**
- 1. Monthly Financial Report – Finance Director Steve Fawcett**
(The finance department will provide a report of the city budget as of January 31, 2013)
 - 2. Unified Fire Report – Assistant Chief Mike Watson**
(Report by Assistant Chief Watson of medical and fire calls responded to by Cottonwood Heights stations during the month of January as well as other informational items from the Unified Fire Authority)
- 5.0 CONSENT CALENDAR**
Approval of Minutes for January 22, 2013 and February 12, 2013
- 6.0 ADJOURN BUSINESS MEETING AND RECONVENE WORK SESSION IN ROOM 250**

PUBLIC COMMENT PROCEDURE

At each City Council Business Meeting any person wishing to comment on any item not otherwise on the agenda for public comment may address the City Council during the Public Comment period. Any person wishing to comment during the citizen comment period shall request recognition by the Mayor and upon recognition, approach the microphone and state their name and address the body. Any person wishing to comment shall limit their comments to no more than three (3) minutes, unless additional time is authorized by the Mayor. Citizen groups will be asked to appoint a spokesperson, who shall limit their comments to no more than five (5) minutes. All comments shall be directed to the Mayor and City Council. No person addressing the City Council during the comment period shall be allowed to comment more than once during that comment period. Speakers should not expect any debate or dialogue with the Mayor, City Council or City Staff during the meeting.

The Council may choose to limit the amount of time allotted to public comment on a specific issue. In such cases, special procedures for determining who will be allowed to speak and the order of such speakers will be determined by the Council.

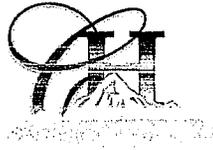
On Monday, February 25, 2013, at 1:00 p.m. a copy of the foregoing notice was posted in conspicuous view in the front foyer of the Cottonwood Heights City Offices, Cottonwood Heights, Utah. A copy of this notice was faxed to the Salt Lake Tribune and Deseret News, newspapers of general circulation in the City by the Office of the City Recorder. The Agenda was also posted on the City's website at www.ch.utah.gov and the State Public Meeting Notice website at <http://pmn.utah.gov>

DATED THIS 25th DAY OF FEBRUARY 2013

Kory Solorio, Deputy City Recorder

Council Members may participate in the meeting via telephonic communication. If a Council Member does participate via telephonic communication, the Councilmember will be on speakerphone. The speakerphone will be amplified so that the other Council Members and all other persons present in the Council Chambers will be able to hear all discussions.

In compliance with the Americans with Disabilities Act, individuals needing special accommodations or assistance during this meeting shall notify Kory Solorio, Deputy City Recorder, at (801) 944-7020 at least 24 hours prior to the meeting. TDD number is (801)270-2425 or call Relay Utah at #711. If you would like to submit written comments on any agenda item they should be received by the Deputy City Recorder no later than Tuesday at noon. Comments can be emailed to ksolorio@ch.utah.gov



NOTICE OF COTTONWOOD HEIGHTS CITY COUNCIL WORK SESSION AGENDA

Notice is hereby given that the Cottonwood Heights City Council will hold a Work Session at **5:00 p.m. on Tuesday, February 26, 2013**, in the Cottonwood Heights City Council Conference Room located at 1265 East Fort Union Blvd., Suite 250, Cottonwood Heights, Utah

- 5:00 p.m.**
1. **Review of Business Meeting Agenda (10:00)**
 2. **Public Relations Report (10:00)**
 - a. Media Coverage
(Public Relations Specialist, Stephanie Archibald, will provide a report on media coverage of city events)
 - b. Valley Journal
(A review of the upcoming articles for future editions)
- 5:30 p.m.**
3. **Public Works Presentation – Terracare Associates (60:00)**
(The city solicited Proposals to provide Public Works services for the city. Presently the city contracts with Salt Lake County. Terracare Associates will make a presentation to the Council regarding their proposal)
- 8:00 p.m.**
4. **Legislative Update – Brian Allen (30:00)**
(Brian Allen, Cottonwood Heights State Lobbyist, will review activity at the State Legislature that might affect Cottonwood Heights or that is important to the city)
 5. **Public Works Report (40:00)**
 - a. Traffic Calming Manual
(Staff will review and discuss proposed changes to the Traffic Calming Manual with the Council)
 - b. Snow Removal
(Staff will provide a report on snow removal efforts of the past week)
 6. **Public Safety Reports (20:00)**
 - a. Unified Fire Authority
(Report from Assistant Chief Mike Watson on events of the week)
 - b. Police Department
(Report from Chief Robby Russo on noteworthy events of the week)
 1. Alcohol Sales Violations
(Chief Russo would like to review and discuss the City's ordinance in relation to alcohol sales violations)
 7. **City Manager Report (15:00)**
 - a. Discussion of Next Steps Regarding Public Works Options
(City Manager John Park will lead a discussion of the timeline and process for reviewing and evaluating the responses to the Public Works RFP)

8. **Mayor/City Council Reports (60:00)**
 - a. **Access Wasatch Transportation Executive Committee – Mayor Cullimore**
(Mayor Cullimore will report on the Executive Committee meeting held February 25 discussing future transportation options for the Cottonwood and Millcreek Canyons)
 - b. **Cottonwood Heights Parks and Recreation Meeting – Councilman Bracken**
(Councilman Bracken will report on the monthly coordination meeting with Cottonwood Heights and Cottonwood Heights Parks and Recreation Service Area held February 20)
 - c. **Youth City Council – Councilman Bracken**
(Councilman Bracken will report on the Youth City Council meeting held February 21)
 - d. **Wasatch Front Waste and Recycling District Board Meeting – Councilman Bracken**
(Councilman Bracken will report on the recent Wasatch Front Waste and Recycling District Board meeting)
 - e. **Valley Emergency Communication Committee Meeting – Councilman Shelton**
(Councilman Shelton will report on the recent Valley Emergency Communication Committee meeting)
 - f. **Arts Council – Councilman Shelton**
(Councilman Shelton will report on the Arts Council meeting held February 22)
9. **Calendar of Events (10:00)**
 - a. **Salt Lake County Planning Cooperative – February 27**
(Cottonwood Heights Training Room 8:30 a.m. – 11:00 a.m.)
 - b. **Conference of Mayors Luncheon – February 28**
 - c. **ULCT midyear conference – April 10-12**
10. **Closed Meeting to Discuss Litigation, Property Acquisition and the Character and Professional Competence or Physical or Mental Health of an Individual**
11. **ADJOURN**

DRAFT

MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL MEETING HELD TUESDAY,
JANUARY 22, 2013, AT 7:00 P.M. IN THE COTTONWOOD HEIGHTS CITY COUNCIL CHAMBERS

Members Present: Mayor Kelvyn Cullimore, Councilman Scott Bracken, Councilman Tee Tyler,
Councilman Mike Shelton, Councilman Mike Peterson

Staff Present: City Manager John Park, Deputy City Manager Linda Dunlavy, Police Chief Robby
Russo, Community and Economic Development Director Brian Berndt, Public Works Director
Mike Allen, City Engineer Brad Gilson, Assistant Chief Mike Watson, Public Relations Specialist
Stephanie Archibald, City Attorney Shane Topham, City Engineer Brad Gilson, Finance Director
Steve Fawcett, Deputy City Recorder Kory Solorio

Others Present: Liane Stillman, Larry Stillman, Doug Shelby, Woody Noxon, Richard Schutt

1.0 WELCOME/PLEDGE/ACKNOWLEDGEMENTS

1.1 Mayor Kelvyn Cullimore called the meeting to order at 7:00 p.m. and welcomed those attending.

1.2 The Pledge of Allegiance was led by Councilman Bracken.

2.0 CITIZEN COMMENTS

2.1 There were no citizen comments.

3.0 REPORTS/PROCLAMATIONS/RECOGNITIONS

3.1 Proclamation Recognizing Liane Stillman's Eight Years of Service as City Manager

3.1.1 Mayor Cullimore acknowledged Liane Stillman and read a proclamation honoring her
accomplishments and significant contributions in creating the City. Ms. Stillman was also
commended for her compassionate and dedicated service during her eight years as Cottonwood
Heights City Manager.

3.2 Standing Monthly/Quarterly Reports

Monthly Financial Report

3.2.1 Finance Director Steve Fawcett presented the financial report for the month of December. He
reported that the budget is in balance and no deficit spending will take place. He noted that most
revenue sources are doing well. Large sources of revenue are doing better than anticipated and sales
tax revenues are up 6.9% and property tax revenue collections are at 98%.

Mayor Cullimore inquired about the Tavaci property tax delinquency.

Mr. Fawcett stated that property tax payments can be delinquent up to five years before resulting in
foreclosure. His understanding is that Tavaci is making one year of delinquent tax payments each
year resulting in a continuous five-year delinquency. Details regarding the process were discussed.
Mr. Fawcett said he would check into the process further and report back.

Mr. Fawcett reviewed the downward trend of Class C Road Funds indicating an adjustment will need to be made before year end. Zoning revenues are short of what was anticipated after having received approximately \$10,000 of the estimated \$60,000. Revenue projections will now be provided by City Treasurer David Muir.

Mr. Fawcett shared concerns about ongoing sources of revenue not covering ongoing expenditures in future years, with the exception of capital improvements. Although a few adjustments will be made regarding expenditures there are no budgetary concerns for this fiscal year.

A complete financial report is available on the City's website.

Unified Fire Report

- 3.3.1 Assistant Chief Mike Watson presented the Unified Fire Report for the month of December. He stated that Station 110 was the second busiest for December in terms of call volume noting that in December there were 240 medical calls which was the highest call volume in 5 years and a total of 70 fire calls resulting in the lowest call volume in 5 years. Station 110 had 238 total calls with a total of 158 Advanced Life Support (ALS) calls resulting in 70 transports; and 13 Basic Life Support (BLS) calls resulting in 4 transports. Station 116 had 72 calls with a total of 45 Advanced Life Support (ALS) calls resulting in 27 transports; and 4 Basic Life Support (BLS) calls resulting in 2 transports.

There was a decrease in 2012 with a total of 942 fire calls compared to 958 fire calls in 2011. Medical calls increased with a total of 2,537 in 2012 compared to 2,473 in 2011. Stations 110 and 116 performed 41 business inspections, multi-company avalanche training, collection of items for the coat and clothing drive, attended training on self-contained breathing apparatus, and performed pediatric life support training.

Chief Watson presented the monthly safety message and addressed tips involving freezing weather. He advised that car batteries be checked and jumper cables remain in vehicles. Frozen pipes are also an issue during winter months and suggest that family members be aware of the location of the main water shut off valve. Unfinished basements should be kept at higher temperatures in order to prevent pipes from freezing.

Councilman Tyler asked if Station 116 has responded to any avalanche calls this year.

Mr. Watson confirmed that there has been 1 response. Station 116 continues to train with the ski patrol. He explained that training provides care at the command post, where the ski patrol operates the recovery.

A complete UFA report is available on the City's website.

4.0 ACTION ITEMS

4.1 Consideration of Resolution No. 2013-01 Consenting to Historic Committee Reappointments

- 4.1.1 Mayor Cullimore stated that Resolution No. 2013-01 reappoints Beverly Lund, Sylvia Orton, and Tom Shimizu to the Historic Committee.

- 4.1.2 **MOTION:** Councilman Peterson moved to approve Resolution Number 2013-01. The motion was seconded by Councilman Bracken and passed unanimously on a roll call vote.
- 4.2 **Consideration of Resolution No. 2013-02 Approving and Ratifying a Contract with Sunrise Engineering**
- 4.2.1 Mayor Cullimore explained that Resolution No. 2013-02 approves an agreement for building services with Sunrise Engineering.
- 4.2.2 **MOTION:** Councilman Tyler moved to approve Resolution Number 2013-02. The motion was seconded by Councilman Shelton and passed unanimously on a roll call vote.
- 4.3 **Consideration of Resolution No. 2013-03 Declaring Certain Property Surplus**
- 4.3.1 Mayor Cullimore reported that Resolution No. 2013-03 pertains to declaring certain property surplus.
- 4.3.2 **MOTION:** Councilman Shelton moved to approve Resolution Number 2013-03. The motion was seconded by Councilman Bracken and passed unanimously on a roll call vote.
- 4.4 **Consideration of Resolution No. 2013-04 Adopting Gateway Overlay Design Guidelines**
- 4.4.1 Resolution No. 2013-04 was continued to the next business meeting.
- 4.5 **Consideration of Ordinance No. 198 Adopting a New Chart 2.220 Amending Council Districts**
- 4.5.1 Mayor Cullimore stated that Ordinance No. 198 allows for a boundary adjustment between Districts 2 and 4.
- 4.5.2 **MOTION:** Councilman Bracken moved to approve Ordinance No. 198. The motion was seconded by Councilman Tyler and passed unanimously on a roll call vote.
- 4.6 **Consideration of Ordinance No. 199 Amending Chapter 19.35 (RO-Residential Office Zone) of the Cottonwood Heights Code of Ordinances to Include New Section 19.35.150 Regarding Signage**
- 4.6.1 Mayor Cullimore stated that Ordinance No. 199 amends the Residential Office Zone and adds a section on signage to the RO Zone.
- 4.6.2 **MOTION:** Councilman Peterson moved to approve Ordinance No. 199. The motion was seconded by Councilman Tyler and passed unanimously on a roll call vote.
- 5.0 **CONSENT CALENDAR**
- 5.1 **Approval of Minutes for January 8, 2013**
- 5.1.1 The minutes stood approved.
- 6.0 **ADJOURN BUSINESS MEETING AND RECONVENE WORK SESSION IN ROOM 250**

- 6.1 **MOTION:** Councilman Bracken moved to adjourn the business meeting and reconvene the work session. The motion was seconded by Councilman Peterson and passed unanimously on a roll call vote. The business meeting adjourned at 7:49 p.m.

DRAFT

MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL MEETING HELD TUESDAY, FEBRUARY 12, 2013, AT 7:00 P.M. IN THE COTTONWOOD HEIGHTS CITY COUNCIL CHAMBERS

Members Present: Mayor Kelvyn Cullimore, Councilman Tee Tyler, Councilman Mike Shelton, Councilman Mike Peterson, Councilman Scott Bracken was excused

Staff Present: City Manager John Park, Deputy City Manager Linda Dunlavy, Police Chief Robby Russo, Community and Economic Development Director Brian Berndt, City Engineer Brad Gilson, Assistant Chief Mike Watson, Public Relations Specialist Stephanie Archibald, City Attorney Shane Topham, Police Support Specialist Sheila Jennings, Victim Assistance Coordinator April Ryce, Public Works Director Mike Allen was excused

Others Present: Liz Nelson, Scott Nelson, Don Antzack

1.0 WELCOME/PLEDGE/ACKNOWLEDGEMENTS

1.1 Mayor Kelvyn Cullimore called the meeting to order at 7:00 p.m. and welcomed those attending.

1.2 The Mayor led the Pledge of Allegiance.

2.0 CITIZEN COMMENTS

2.1 There were no citizen comments.

3.0 REPORTS/PROCLAMATIONS/PROCLAMATIONS

Standing Monthly/Quarterly Reports

3.1 January Police Report

Police Support Specialist Sheila Jennings presented the statistics for the month of January. Overall, crime decreased from the previous month, but there was an increase in Priority 3 and Priority 4 calls.

There were 106 arrests and 36 of those arrests were for drug offenses including a large marijuana bust. Ms. Jennings next reviewed crimes by district noting that there were 27 DUI citations issued. January had 87 traffic accidents reported resulting in 12 injuries.

A complete police report is available on the City's website.

3.2 Victim Advocate Report

Victim Assistance Coordinator April Ryce presented the quarterly Victim Advocate Report. She reported that services were offered to 261 victims during the quarter and included crisis counseling, contact follow-up, criminal justice support and advocacy, restitution claims, and providing emergency financial assistance and shelter. She also noted that there were four call outs to respond to on-scene incidents.

She reported that the police department is applying for a \$28,000 grant for 2013-2014 year which is expected to be reduced this year due to budgetary cutbacks.

Staff attended a statewide Victim Advocate Assistance Training which featured rape crisis and elder abuse training. In addition staff also attended Domestic Violence Coalition and Sexual Assault Response Team meetings.

A complete victim advocate report is available on the City's website.

3.3 **Public Works Report**

Public Works Director Mike Allen was excused. The complete public works report is available on the City's website.

4.0 **ACTION ITEMS**

4.1 **Consideration of Resolution No. 2013-04 Adopting Design Guidelines for the Gateway Overlay District**

4.1.1 Mayor Cullimore explained that adoption of the Design Guidelines has been an ongoing project for Community and Economic Development Director Brian Berndt and staff. The Design Guidelines help those developing within the Gateway Overlay Zone to understand the goals and standards of compliance.

4.1.2 Mr. Berndt stated the review by the Architectural Review Commission was instrumental in the process. He verified that the Overlay Zone includes the entire corridor, Highland Drive, 1300 East, and Wasatch Boulevard to Fort Union Boulevard.

4.1.2 **MOTION:** Councilman Peterson moved to approve Resolution Number 2013-04. The motion was seconded by Councilman Tyler and passed unanimously on a roll call vote.

4.2 **Consideration of Resolution No. 2013-05 Approving a Performance Contract with Salamander Music for 2013 Butlerville Days**

4.2.1 Mayor Cullimore stated that the proposed resolution approves a contract with Salamander Music for entertainment at Butlerville Days.

4.2.2 **MOTION:** Councilman Tyler moved to approve Resolution Number 2013-05. The motion was seconded by Councilman Shelton and passed unanimously on a roll call vote.

4.3 **Consideration of Resolution No. 2013-06 Approving a Professional Services Agreement with Greg J. Curtis dba Curtis Consulting (2013)**

4.3.1 Mayor Cullimore reported that the proposed resolution approves a lobbying contract with Curtis Consulting.

4.3.2 **MOTION:** Councilman Shelton moved to approve Resolution Number 2013-06. The motion was seconded by Councilman Peterson and passed unanimously on a roll call vote.

4.4 **Consideration of Ordinance No. 200 Amending Chapter 10.40 and Adopting New Chapter 10.41, Cottonwood Heights Code of Ordinances, Concerning Graffiti**

4.4.1 Mayor Cullimore reported that graffiti activity has increased. The intent of the proposed ordinance is to make the existing graffiti ordinance more stringent.

- 4.4.2 Councilman Tyler commented that the ordinance has been reviewed repeatedly and that graffiti is a crime that the City Council wants to eliminate. The proposed ordinance is an attempt to accomplish that.
- 4.4.2 **MOTION:** Councilman Tyler moved to approve Ordinance Number 200. The motion was seconded by Councilman Shelton and passed unanimously on a roll call vote.
- 4.5 **Consideration of Ordinance No. 201-A Approving a Rezone of Properties Located at 6814 and 6826 South Highland Drive from R-1-8 to RO and Amending the Zoning Map**
- 4.5.1 Mayor Cullimore stated that the proposed ordinance approves the rezone of properties on Highland Drive from R-1-8 to RO and amends the zoning map. It is consistent with the General Plan that was adopted several years earlier. There are certain zoning conditions that accompany the transition that are consistent with the zoning conditions imposed on the existing RO property. It was noted that all of the properties will have the same zoning and zoning conditions.
- 4.5.2 **MOTION:** Councilman Peterson moved to approve Ordinance No. 201-A. The motion was seconded by Councilman Tyler and passed unanimously on a roll call vote.
- 4.6 **Consideration of Ordinance No. 201-D Denying a Rezone of Properties Located at 6814 and 6826 South Highland Drive from R-1-8 to RO and Amending the Zoning Map**
- 4.6.1 Due to the approval of Ordinance No. 201-A, 201-D was unnecessary.
- 5.0 **ADJOURN BUSINESS MEETING AND RECONVENE WORK SESSION IN ROOM 250**
- 5.1 **MOTION:** Councilman Shelton moved to adjourn and reconvene the work meeting. The motion was seconded by Councilman Peterson and passed unanimously on a voice vote. The business meeting adjourned at 7:47 p.m.