

The Regular Meeting of the
Brian Head Town Council
Via Zoom Meeting ID#
www.zoom.us
Meeting ID# 845 9437 0906
TUESDAY, OCTOBER 13, 2020 @ 1:00 PM

AGENDA

- A. CALL TO ORDER**
- B. PLEDGE ALLEGIANCE**
- C. DISCLOSURES**
- D. APPROVAL OF THE MINUTES: September 08, 2020**
- E. REPORTS / PUBLIC INPUT ON NON-AGENDA ITEMS.**
- F. AGENDA ITEMS**
 - 1. TOBOGGAN LANE WATERLINE REQUEST.** Aaron Robertson, Property Owner. The Council will hear a request from property owners on Toboggan Lane for a waterline request.
 - 2. PLANNING COMMISSION APPOINTMENT.** Bret Howser, Town Manager. The Council will give their advice and consent for the appointment of a Planning Commission Member, due to a vacancy.
 - 3. RESOLUTION ESTABLISHING THE ADMINISITRATIVE POLICY FOR TRAFFIC SIGNAGE REQUESTS.** Bret Howser, Town Manager. The Council will consider a resolution adopting the policy for traffic signage requests.
 - 4. POTENTIAL FUTURE AGENDA ITEMS.** The Council will discuss potential items for future agendas.
- G. ADJOURNMENT**

Date: October 8, 2020

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

CERTIFICATE OF POSTING

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

Dated this 8th day of October 2020.
Nancy Leigh, Town Clerk





Brian Head Town Council Update

October 1, 2020

BRIAN HEAD MARSHALS OFFICE:

The Marshal's Office is still trending up in call volume through the month of September. This year we handled a total of 107 incidents compared to last year's 60. Over the past three months we have handled over 124 incidents as compared to those same three months 1 year ago. We have also had to increase our proactive response to traffic and OHV problems in an effort to keep the town peaceful and to have a larger visual presence. The Marshals have done a great job of being seen and we have felt great success in keeping problems minimal with very few major crimes. We will continue with this very active and visual presence as we move into the winter months. We have truly felt the effects of COVID-19 on our community with the large number of people coming to escape the crowded cities.

Over the past week or so we are happy to see our deputies feeling like they can get some time off and get out and enjoy the fall colors. As well as get in some much needed outdoor activity. We hope that October will slow down as we try and prepare for the upcoming winter crowds. We are grateful to our relief/part time deputies. They do a great job filling in for us and keep Brian Head safe. They are great team players and are happy to serve our community.

We have also been busy dealing with code enforcement issues. We have been working with Bret and Wendy to try and increase our deputy's awareness of common code enforcement violations. Our deputies have been able to catch a few violations that are happening on the weekends and have been able to prevent further violations by educating the public as to proper procedure and permits required. There has been nuisance calls and parking issues that the deputies have also been quick to respond to and to aid the public in keeping the peace of our community.

Fire inspections are always keeping us busy with more nightly rentals coming in and getting licensed each week. It is good for us to enter these properties and check their fire safety and life safety measures. We are still finding items that we are able have homeowners fix that will keep them and their guests safe.

Administrative Assistant, Sierra Vincentsen is proving to be very valuable to our Public Safety Department. She recently has been trained and certified to handle our police reports and to send our information to the national police database. She is currently working on our 2020 reports and has been getting us caught up. We don't

have to report to this new national system until January, but she is already getting our information into the new system with a 100% rating. Great work Sierra!

BRIAN HEAD FIRE DEPARTMENT:

It has been a very active fire season in Utah. We have been able to hold our own here in and around Brian Head with no major fires. Coming into October, we are still very dry and in a very high fire danger. We need rain! The Marshals have been quick to respond to campfires and illegal burns. We have extinguished those that needed it and educated the rest on fire safety measures.

We are still working to get engine boss qualified members of our department so that we can get back out and assist in suppression throughout Utah and the surrounding states. We have instructed and certified 4 more of our volunteer firefighters as “Portable Pump Operators” and “Chainsaw Operators”. These are national certifications that are moving them towards their engine boss qualifications.

Deputy Jared Burton was able to instruct a CPR course for the town staff. They will now be able to provide the most up to date CPR to people who find themselves in a compromised state. It is great to have qualified instructors within our organization that can pass on their knowledge to all of our staff.

The fire department has been active and working on engine operations through these warm summer months. With two newer engines that both operate different from any of our other engines, it takes a lot of time and repetition to feel comfortable in operating these trucks, especially during stressful fire operations. We are getting better and better and learning more each week that we drill.

The community has been busy getting chipping piles out to the street for the State to come and chip. I am happy to say that the State chipper has been here and will continue to work in Brian Head. We have seen the largest amount of chipping piles every, and are a little nervous of getting them all taken care of before the snow flies. But we will keep working on it. It has been great to see so many property owners realize the fuel load on their property and work to try and reduce it. Let's keep up the good work and inform them of the benefit of their efforts.







Email: nleigh@bhtown.utah.gov - Fax: 435-677-3661
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AGENDA APPLICATION

Today's Date 9/22/2020

Brian Head Boards: Please check one

- ☐ Town Council Meeting
- ☐ Planning Commission Meeting
- ☐ Brian Head Redevelopment Agency Meeting
- ☐ Brian Head Special Service District Meeting
- ☐ Brian Head Tree Commission
- ☐ Brian Head Master Trails Plan Committee

*Please check website for current meeting schedules for dates and times.

Applicant Name: Aaron Robertson

Mailing Address: 266 Toboggan Lane Brian Head, UT 84719

Representing: Toboggan Lane Residents – Dumitru, Vincent, Hanvey, and Stillman

Agenda Topic Requested (Please be as specific as possible)

Discuss Toboggan Lane residents request to get water service included in the master plan and the possibility of residents contributing to the cost of installing facilities. Additionally, discuss possible routes to tie into the Steam Engine pressure valve.

Attachments to be included are: _____

Requested date of Meeting, date of meeting in which topic is to be heard. 10/13/2020

Action Desired by Applicant:

***NOTE:** All information pertaining to the agenda items must be submitted to the Town Clerk no later than the Wednesday prior to the meeting date in order to be included in the Council's / Commission's meeting packet. If you have any questions, please contact the Town Clerk at nleigh@bhtown.utah.gov or by calling the Town offices during normal business hours.



Signature of Applicant

9/22/2020

Office Use Only

Signature/initials

Date

Admin

Public Works

Building Dep.

Public Safety

Blue line represents proposed water line in accordance with city standards as discussed with Aldo, Tony, and Brett on September 11th. This route was chosen as it would cut down length of pipeline required and would only require one pressure valve. The highlighted green area represents lots that have access to water from Ponderosa. This is also why we chose this route to benefit as many new lots as possible while running a shorter length of line.

Challenges:

1. Easements must be confirmed. One main question of easement is next to the Dave's property (highlighted in Yellow section). The rest is shown on the county lot map as easements but must still be confirmed.
2. Aldo mentioned the widths of some of the easements may not be wide enough.
3. Cost - There are currently 5 property owners that attended the meeting and have verbally offered financial support, much like we did with the road improvement. We may also be able to get grant money towards the project, especially if it will help with fire mitigation/protection in this part of town.





STAFF REPORT TO THE TOWN COUNCIL

SUBJECT: Planning Commission Appointment
AUTHOR: Bret Howser
DEPARTMENT: Administration
DATE: October 8, 2020
TYPE OF ITEM: Administrative Direction

SUMMARY:

The Town Manager recommends appointment of Cecile Wallis as a full member of the Planning Commission in the seat vacated by Mac Hatch which expires on Dec 31, 2020. Council should advise and consent.

BACKGROUND:

The term of Mac Hatch (who recently submitted his resignation from the Planning Commission) expires on December 31, 2020. The Town extends its gratitude to Mr. Hatch for his nearly 10 years of service on the Planning Commission, including as Planning Commission Chair, and the positive impact he has left through the decisions and recommendations he has been a part of. Truly much of what Brian Head is today is owed to Mac Hatch.

The Town Manager is tasked with appointing a new Commissioner with the advice and consent of the Council.

ANALYSIS:

I recommend appointment of Cecile Wallis to the Planning Commission. Ms. Wallis has resided with her family in Brian Head since 2016 and has been involved in various aspects of the community, including having run for the Town Council in 2019. She exhibits a penchant for public service and a love for her community. In interviewing her, I am convinced she will bring a balanced and deliberative approach to the issues and decision she'll be considering as a member of the Commission.

Ms. Wallis professional career has included work in office and human resources management as well as project management in the technical services and oil development fields. She earned a bachelor's degree from California State University in Bakersfield.

While the term Ms. Wallis is being appointed to expires Dec 31, 2020, it is anticipated she will be recommended for re-appointment to a full 5-year term beginning in January 2021.

It should be noted there were several other members of the community who expressed interest in serving on the Commission. Their qualifications were also substantial and their willingness to serve their community is highly appreciated. Staff intends to seek out other opportunities for those applicants to apply their skills the betterment of the community, including potential upcoming Planning Commission openings.

The current makeup of the Planning Commission is as follows:

- Doug Deutschlander (Chair), 4th Term, Appointment ends Dec 2021
- Georg Hartlemaier, 2nd Term, Dec 2022
- Carrie Dever, 2nd Term, Dec 2023
- Jeff Morgan, 1st Term (previously served as alternate), Dec 2024
- Arnold Needham, has served as alternate since Jan 2020

FINANCIAL IMPLICATIONS:

N/A

BOARD/COMMISSION RECOMMENDATION:

N/A

STAFF RECOMMENDATION:

The Town Manager recommends appointment of Cecile Wallis as a full member of the Planning Commission for the term ending Dec 31, 2020.

PROPOSED MOTION:

I move to consent to the appointment of Cecile Walls as a regular member of the Planning Commission for the remaining term of Commissioner Mac Hatch ending December 31, 2020.

ATTACHMENTS:

N/A



STAFF REPORT TO THE TOWN COUNCIL

SUBJECT: Traffic Signage Administrative Policy
AUTHOR: Bret Howser
DEPARTMENT: Administration
DATE: October 13, 2020
TYPE OF ITEM: Legislative Action

SUMMARY:

The Council will consider a resolution approving an administrative policy for Traffic Signage Requests.

BACKGROUND:

With increased traffic and visitors to Town in recent years, staff has seen an increase in requests from the public for traffic signage and a rise in incidents of illegal temporary signs being placed in the public right of way. Staff suggests considering an administrative policy to formally accept and review requests for signage in the Town right of way to ensure that the public need for communicating to and controlling traffic in neighborhoods is appropriately met.

ANALYSIS:

The attached proposed policy was developed by the Town Manager, the Public Safety Director, and the Public Works Director. The policy aims to ensure a balance between promoting traffic safety and limiting the proliferation of signage in Town. The policy sets a review process for requests with standards for review. The policy also designates the Town's department heads as the review board and the Town Manager as the appeal authority.

This policy may look and act like a land use decision process in some ways, but it should be noted that this is not a land use decision that deals with private property rights. The Town right of way is public land and decisions of what signage to place on that public land is the province of the Town Council and is delegated to Town Staff. This policy is meant to invite the public into that decision process only at the request level while placing parameters on the administrative consideration of those requests. Signage decisions on private property remain the decision of private property owners, and are regulated by Land Management Code.

FINANCIAL IMPLICATIONS:

The annual budget may need to be adjusted slightly to accommodate more signage if the requests continue at current pace.

BOARD/COMMISSION RECOMMENDATION:

N/A

STAFF RECOMMENDATION:

Staff recommends adoption of the Traffic Signage Request administrative policy by resolution.

PROPOSED MOTION:

I move to adopt resolution number 497 establishing an administrative policy for Traffic Signage Requests

ATTACHMENTS:

A – Resolution for Traffic Signage Request Administrative Policy



BRIAN HEAD TOWN

RESOLUTION NO. _____

A RESOLUTION ESTABLISHING AN ADMINISTRATIVE POLICY FOR TRAFFIC SIGNAGE REQUESTS.

WHEREAS, the Town Council has seen an increase in visitors and traffic which has led to illegal temporary traffic signs being placed within the Town's right of way; and

WHEREAS, the Town Council has determined a need for an administrative policy allowing for a process for the public to submit requests for traffic signs within the Town's right of way; and

WHEREAS, it is the desire of the Brian Head Town Council to ensure public safety for its residents and visitors through signage while preserving the aesthetics of a mountain resort community, and;

WHEREAS, the Town Council has determined it is in the Town's best interest to establish an Administrative Policy for Traffic Signage Requests.

NOW THEREFORE BE IT RESOLVED by the Brian Head Town Council of Brian Head, Iron County, State of Utah, the following attachment "A" Administrative Policy for Traffic Signage Requests is hereby adopted.

DATED this ____ day of October 2020

TOWN COUNCIL VOTE:

Mayor Clayton Calloway	Aye_____	Nay_____
Council Member Larry Freeberg	Aye_____	Nay_____
Council Member Lynn Mulder	Aye_____	Nay_____
Council Member Kelly Marshall	Aye_____	Nay_____
Council Member Shaun Kelly	Aye_____	Nay_____

BRIAN HEAD TOWN

Clayton Calloway, Mayor

ATTEST:

Nancy Leigh, Town Clerk

(SEAL)



Attachment "A"
**ADMINISTRATIVE POLICY FOR
TRAFFIC SIGNAGE REQUESTS**





ADMINISTRATIVE POLICY

TRAFFIC SIGNAGE REQUESTS

Approved by Town Council: [Date]

Purpose

Brian Head Town aims to utilize traffic signage to ensure public safety and the efficient flow of traffic. Simultaneously, Brian Head aims to preserve the aesthetic of a mountain resort community and limit distractions from the natural beauty of the area. A proliferation of traffic signage can detract from the desired aesthetics of the town and, in some cases, may actually be counter-productive to public safety and efficient traffic management.

The following process and standards will be used to evaluate community requests for traffic signage in order to maintain a balance of safety, traffic flow, and aesthetics.

Review Process

Requests from the public for traffic signage shall include the name and contact information of the requestor, the reason for the request, what signage is requested (chosen from a list of Town approved traffic signs), and desired location of the sign.

Each request shall be jointly reviewed by the Public Safety Director and Public Works Director (or designees) and a response tendered within five (5) business days of receiving a completed request. The requestor may appeal the decision of the Public Safety Director and Public Works Director to the Town Manager through a written request for appeal. The appeal request should describe how the requested signage meets the standards for review.

Standards for Review

- 1) Signs convey accurate and necessary information to promote safety and efficient flow of traffic
- 2) Signs should be located at a point of collection where possible
- 3) Signage conveying duplicate or similar information should be properly distanced to avoid sign clutter (no closer than 500 feet unless multiple collection points necessitate otherwise)
- 4) A traffic study/survey may be required for complex traffic patterns
- 5) Signs should not be located in a manner that interferes with snow removal operations
- 6) Utility locations shall be considered in determining the proper placement of signage