

City of Taylorsville
SPECIAL CITY COUNCIL MEETING
& WORK SESSION WITH PLANNING COMMISSION
Minutes

Wednesday, December 11, 2013
Council Chambers
2600 West Taylorsville Blvd., Room No. 140
Taylorsville, Utah 84129

SPECIAL CITY COUNCIL MEETING/WORK SESSION WITH PLANNING COMMISSION

Attendance:

Mayor Jerry Rechtenbach

Council Members:

Council Chair Dama Barbour
Vice-Chairman Kristie Overson
Council Member Ernest Burgess
Council Member Larry Johnson
Council Member Brad Christopherson

City Staff:

John Inch Morgan, City Administrator
John Brems, City Attorney
Cheryl Peacock Cottle, City Recorder
Aimee Newton, Communications Director
Mark McGrath, Community Development Director
John Taylor, Community Service Division Director
Scott Harrington, Chief Financial Officer
Donald Adams, Economic Development Director
Tracy Wyant, UPD Precinct Chief
Jay Ziolkowski, UFA Bureau Chief
Jean Ashby, Deputy Recorder

Others: Ken Acker, Kaitlin Spas, Dan Armstrong, Gordon Wolf, Dan Fazzini, John Gidney, Lynn Handy, Brent Garside, Israel Grossman, Garl Fink, Curt Cochran, Members of Scout Troop 843

18:15:51 Chair Dama Barbour called the Special City Council Meeting to order at 6:15 p.m. and welcomed those in attendance. City Recorder Cheryl Peacock Cottle conducted a Roll Call, wherein all Council Members were present.

1. **Ordinance No. 13-38 – Adopting the Amended Center Point Community Development Project Area Plan (to make minor adjustments to the Project Area legal description as requested by the Salt Lake County Assessor) – Donald Adams**

18:16:02 Economic Development Director Donald Adams relayed the need to amend the Center Point CDA Plan to correct the legal description in the plan. He called for adoption of the related ordinance to affect the needed change.

18:16:59 Council Member Brad Christopherson **MOVED** to adopt Ordinance No. 13-38 – Adopting the Amended Center Point Community Development Project Area Plan. Council Member Kristie Overson **SECONDED** the motion. Chairman Barbour called for discussion on the motion. There being none, she called for a roll call vote. The vote was as follows: Barbour-yes; Overson-yes; Johnson-yes; Christopherson-yes; and Burgess-yes. **All City Council members voted in favor and the motion passed unanimously.**

2. **Discussion and Consideration of Ordinance 13-34 – An Ordinance Amending Title 2 of the Taylorsville Code of Ordinances by Amending Chapters 2.16, 2.26, and 2.20 – John Brems**

18:17:46 City Attorney John Brems presented an ordinance for discussion regarding the potential amendment of Title 2. He described the proposed changes, as follows: rename the term “City Administrator” to “Chief Administrative Officer;” create the positions of “Community Service Division Director” and “Administrative Service Division Director;” and remove reference to the Police Department. Mr. Brems noted that, upon further review of this ordinance, he has a few additional recommendations. 18:18:46 He suggested that at 2.16.010, Paragraph C, the words “Chief Administrative Officer” be inserted after the word “appoint.”

18:19:32 Mr. Brems noted that his second recommendation is found on page 4 in Chapter 2.20.010, A, where the last four words of the section reading “subject to Council approval” were unintentionally crossed out. He recommended that those words be added back in.

18:20:13 Council Chair Barbour questioned why the title should be changed to Chief Administrative Officer. Mr. Brems relayed that Utah Statute uses the term Chief Administrative Officer instead of City Administrator. Ms. Barbour asked for clarification on the other two titles. John Brems stated that the titles are listed at the top of page 5 and are “Community Service Division Director” and “The Administrative Service Division Director.” He noted that these are re-structured titles within the organization and are the positions currently held by John Taylor and Scott Harrington.

18:22:05 Council Member Johnson asked why the changes are being made at this time. Mr. Brems clarified that it is to make the title of Chief Administrative Officer match State Statute.

Council Chair Barbour asked whether these proposed changes line up with State code. John Brems affirmed that they do meet up with what State Code allows. Council Chair Barbour asked if these changes remove any power from the Mayor or add any power to the Chief Administrative Officer. Mr. Brems stated that they do not.

18:23:40 Council Member Burgess asked if this was a “housekeeping” issue and why is it being presented at this time. Mr. Brems stated that the process had been previously delayed.

18:24:48 Council Member Overson reiterated that the purpose of these changes is to conform with State law.

18:25:26 Council Member Burgess stated that he is comfortable with these changes if they are in line with State Code.

18:25:51 Council Member Johnson noted that this process is for discussion only at this time. John Brems suggested that the Council review the proposed changes and make recommendations, so that finalization can be scheduled for the next Council Meeting. Council Chair Barbour confirmed that this is the direction of the Council and said this matter will be brought back next week.

3. Presentation and Discussion of Mid-Year Budget
- John Inch Morgan & Scott Harrington

18:26:44 City Administrator John Inch Morgan explained that most of the proposed mid-year budget adjustments are technical adjustments. He relayed that he will be referring to the budget that was adopted in August. Mr. Morgan noted that grants and other revenue have been received from the Federal Government and other agencies. He cited CDBG dollars that have been received. He also advised that the budget/tax rate was set based on funding the agreement with Unified Fire for the entire year. He explained that now that the City will be annexed into the Unified Fire District on January 1, 2014, there will be excess funds. He cited the recommendation to re-allocate those funds.

Mr. Morgan commented that the adjustments will be presented in spreadsheet format and a brief narrative will be provided. Mr. Morgan added that \$64,000 was previously budgeted for a police officer under the belief that it would be the City’s share of a “COPS” grant. He noted that this grant was not received, but the funds are still budgeted. He said it is the Administration’s recommendation that the funds be used toward a new officer. He clarified that this will require additional money and the acknowledgement that the officer will need to be funded for an entire year at the beginning of next year’s budget in July. He advised that this recommendation is for the Council’s consideration.

18:30:35 Chief of Finance Scott Harrington described the format for the budget contained in an Excel spreadsheet. He noted that it is the same format as that used last year.

18:32:55 Mr. Harrington confirmed that after this meeting, he will place the proposed mid-year budget on the City website and send it to members of the Budget Committee.

18:33:06 He noted that "Year-to-Date" means as of November 30, 2013.

18:33:57 John Inch Morgan commented that the Council should feel free to contact him or Scott Harrington with questions.

18:34:22 Mr. Morgan asked that the City Council accept the proposed mid-year budget recommendations as proposed.

18:34:44 Council Member Brad Christopherson **MOVED** to accept the proposed mid-year budget recommendations, as provided by Administration. Council Member Kristie Overson **SECONDED** the motion. **A roll-call vote was taken and all were in favor.**

18:35:07 Mr. Morgan advised that a notice for a public hearing was posted for next week, December 18, 2013, and an ordinance to adopt the budget will be brought back at that time.

18:35:48 Council Chair Barbour recognized scouts in attendance from Troop 843.

18:36:38 John Inch Morgan asked for a point of personal privilege to announce that his last day with Taylorsville City will be January 13, 2014. He relayed that he has accepted a position as the Executive Director of Valley Emergency Communications Center (VECC). Mr. Morgan noted that he has been a member of the Board of Trustees at VECC and the Council will need to consider a replacement to represent Taylorsville. He confirmed that he has been with Taylorsville City for 17 years.

18:39:05 Council Chair Barbour called for a brief recess of the meeting while tables are being set up for the Joint Planning Commission Meeting with Staff and the City Council.

RECESS

18:39:24 Council Member Brad Christopherson **MOVED** to recess the Special City Council Meeting prior to reconvening in a Joint Work Session with the Taylorsville Planning Commission. Council Member Ernest Burgess **SECONDED** the motion. Chairman Barbour called for discussion on the motion. There being none, she called for a roll call vote. The vote was as follows: Barbour-yes; Overson-yes; Johnson-yes; Christopherson-yes; and Burgess-yes. **All City Council members voted in favor and the motion passed unanimously.**

RECONVENE for Work Session with Planning Commission

18:48:48 The Meeting was reconvened at 6:48 p.m.

4. Design Consistency Manual Discussion – *Mark McGrath*

18:49:02 Community Development Director Mark McGrath described the concept behind the Design Consistency Manual. He cited the need to develop a design consistency manual for all gateways, parks, trails, streetscapes, signage, etc. He noted that \$15,000 in funding has been budgeted by the City Council for this purpose. He explained that the design manual would create a design “branding” strategy and should address:

- General Design Guide
- Landscape
- Maintenance
- Fencing
- Lighting
- Materials
- Specific Sites
- City Buildings
- Street Furnishings

18:51:22 Mr. McGrath emphasized the importance of design consistency for the gateways to the City of Taylorsville. He illustrated a map showing gateways and major entryways into the City. He showed original gateway signs developed 12 to 13 years ago. He relayed that the cost for these types of signs is between \$3,000 and \$6,000. He showed the gateway sign at the trailhead of the Jordan River. Council Member Overson noted that this gateway sign is faded and aging. John Inch Morgan clarified that this particular sign is located in Murray.

18:55:03 Mr. McGrath showed a sample of the signs in Millrace Park, Redwood Road, and at I-215. He cited a desire to have signs that match and are compatible. He said city signs currently lack consistency. He illustrated photos of gateway signs used by other cities.

19:02:19 Mr. McGrath addressed signs for parks and trails. He illustrated photos for signage in city and county parks and showed several examples of way-finding signage. He noted that these types of signs could be city-wide, but suggested that they are especially applicable at park locations.

19:04:10 Mr. McGrath presented photos of furniture containing city logos in various City parks. He commented that this reinforces a sense of community throughout the area.

19:06:55 Mr. McGrath discussed the architecture of City buildings and illustrated photos of Taylorsville City Hall and the Taylorsville Senior Center. He noted that these two buildings are compatible in design.

19:08:14 Garl Fink observed that the Taylorsville name does not really stand out on the building at City Hall. Mr. McGrath said that the common design of city buildings can help easily identify Taylorsville.

19:09:14 Mr. McGrath said that a good example of consistent building design is used by the University of Utah. He illustrated photos of the buildings at the University of Utah campus.

19:10:36 Mr. McGrath illustrated a building at Ft. Douglas that was the inspiration for the design of Taylorsville City Hall.

19:11:39 Mr. McGrath illustrated the Park Library and noted the differences in architectural design with its neighbors, i.e. Taylorsville Recreation Center, the swimming pool, etc. He suggested that the County has built several buildings next to each other that are not consistent in design and do not lend to the aesthetics of Valley Regional Park.

19:12:57 Council Member Burgess said that one of the nicer parks he has seen is Sugarhouse Park.

19:14:08 Mr. McGrath addressed the concept of special design considerations for certain places in the City. He illustrated examples of comprehensive design in California. He cited the potential to completely reinvent 4700 South in Taylorsville through the use of consistent design concepts.

19:19:11 Mr. McGrath reiterated that there is a budget allocation for the Design Consistency Manual. He said that a Request for Proposal (RFP) will likely be issued for an architect or an urban designer in order to establish consistent design. He called for input from those present.

19:20:17 Council Chair Barbour stated that all of the City's gateway signs need to be consistent in order to gain an identity. Mr. McGrath agreed and stated that it is hard for casual observers to realize when they are moving from one city into another. Council Chair Barbour said that it makes no sense to do one sign at a time.

19:21:38 John Inch Morgan inquired as to what the Planning Commission envisions as a standard for gateway signs.

19:22:09 Discussion was held regarding the need to determine the identity Taylorsville wants to project. It was noted that the lighter sandstone is a basic look as a foundation that Taylorsville

has developed, but an image must still be added. It was noted that Taylorsville is the center or heart of the valley and suggested that this could be incorporated into Taylorsville's image somehow.

19:27:31 Mr. McGrath said that Taylorsville is very much at a crossroads at the current time, as it is built out. He said the City must start reinventing itself and incorporating redevelopment of aging shopping centers, etc. He cited the need to make a strong statement to re-identify Taylorsville.

19:29:24 Council Member Burgess mentioned some considerations in determining an image/sign, i.e. cost, maintenance, durability, etc.

19:30:44 Mr. Morgan said that expectations of businesses must be determined if the City is going to represent them.

19:31:45 Council Member Brad Christopherson noted that a new fire station will be built soon and questioned whether some consistent design standards can be incorporated by UFA. Mr. Morgan said that, although UFA has certain standards, they are willing to provide options that will be compatible in Taylorsville.

19:33:07 Mr. Morgan suggested that visits be made to the Holladay Fire Station to observe the beautifully designed building.

19:33:58 Council Member Overson agreed that the Fire Station will be built soon and it will be a great opportunity to enhance that street with a beautiful new building. She cited the benefit of implementing a branding sign at the new fire station right in the center of Taylorsville. She said the City will have input on signage and should take that opportunity.

19:35:45 Mr. Morgan said that time is of the essence because of new buildings and developments coming into the City. He said it is important to get input from the Planning Commission, citizens, etc.

19:36:27 Council Chair Barbour asked how long it will take to get some designs. Mr. McGrath said an RFP should be put out as soon as possible and projected that designs could be available by spring.

19:37:28 A question was raised regarding whether the new Administration intends to continue holding Town Hall Meetings, as this could be a good opportunity to gather citizen input. Council Member Johnson indicated that is the intent.

19:38:19 Mr. McGrath commented that the quality and maintenance of landscaping is very important. He added that quality and design must be maintained. He said the designer will want input and direction on these issues. It was confirmed that there is \$15,000 in the budget to create a design. Mr. Morgan noted that the City will give the designer some guidelines and call for a range of costs so that budgeting can occur accordingly. He noted that part of the consultation fee is to provide cost estimates and varied proposals/options.

19:40:49 Mr. McGrath recommended that a return on investment when attracting businesses to the City be considered. He said that design is a tool to bring businesses into Taylorsville. Mr. Morgan advised that the first step is to do an RFP and then discuss image, maintenance, and guidelines.

19:45:39 Council Member Overson observed that the Council can come up with good ideas, but should also take advantage of Communications Director Aimee Newton to get the word out into the community and help gather some additional ideas for developing the image. She suggested that taking the opportunity to hear from residents at Town Meetings, Community Councils, etc. would be beneficial as well.

19:47:27 Garl Fink expressed the need to prioritize where the greatest need would be and where the City can get the biggest bang for its buck when looking at exposure for the City. He suggested determining the area that brings the most people into the City.

19:48:33 Council Member Burgess asked about the process to get the necessary information to Community Councils.

19:49:05 Mr. Morgan commented that there are still areas that need to be formalized. He suggested putting out an RFP and then holding discussion with the designer to receive input. Mr. Morgan observed that it would be better to have examples available prior to presenting options to the public.

19:50:17 Council Member Christopherson cited interesting feedback received from Community Councils in that they want to see the City upgraded and improved upon.

19:50:53 Communications Director Aimee Newton stated that it is a good idea to utilize Town Meetings for samples on storyboards, etc. She suggested that the two upcoming Town Meetings in January and April might be a good time to have some visual samples available.

19:52:20 Mr. Morgan stated that he will prepare the RFP. He relayed that it will take about a week to place the RFP in the newspaper and two more weeks to accept bids. He suggested that a determination could be made in about three weeks. He described the process for a selection

committee to review and make recommendations and explained that the Mayor will then make the selection.

19:53:19 Council Member Overson cited opportunities to get the word out to neighbors and use the City Communications Director to solicit input.

19:54:22 Council Chair Barbour noted that the City Council will meet with the Planning Commission again the third week in January and could have a progress report then with a timeline/deadline.

19:55:24 Mr. Morgan confirmed that Mr. McGrath can share the images that were shown at this meeting. Mr. McGrath advised that he will update the presentation and ask Ms. Newton to place the presentation on the Taylorsville blog and link it to social media.

5. Other Matters

19:57:13 Council Member Overson reminded Council Members to save the date for the "Day at the Legislature" with the Youth Council on January 29, 2014. She advised that if Council Members want to go registration is needed soon.

19:58:09 Council Member Burgess stated that he would like to place a discussion on a future agenda regarding the Good Landlord Program and rentals. Mr. McGrath stated that the Planning Commission will address this issue at the January meeting to finalize the ordinance. He relayed that Code Enforcement Officer Dan Udall has been out looking at rental properties in Taylorsville and has identified about 10 to 15 problems. He explained that the City is communicating with property owners and trying to resolve issues. Council Member Burgess commented that he wants to make sure it is moving ahead because it is an epidemic in the City and is negatively impacting neighborhoods.

20:00:55 Council Member Burgess also advised that he wants to address the prohibition of parking on the streets during winter months and during snow removal.

20:01:43 Mr. Morgan stated that the snow plow ordinance is on the agenda for next week and said he will be getting the word out through social media, etc. It was noted that enforcement issues and grace periods will be further discussed. Mr. Morgan stated that he wants to confirm the Council's direction of no overnight parking on the streets from November through March. Council Member Christopherson stated that taxpayers are paying for snowplows and said it does not make sense to pay for them to come twice because cars must be moved. Mr. Morgan described enforcement procedures and the process for clearing residential neighborhoods, depending on storm severity. He cited plans to write an ordinance regarding overnight parking.

20:07:54 Mr. Morgan agreed to send Council Member Johnson his Power Point presentation on parking options for the ordinance regarding snow removal.

20:07:57 Mr. Morgan also has referenced an upcoming ordinance change regarding enforcement for animal-related violations. He noted that this ordinance would take animal issues out of the criminal court and place them under administrative law.

20:09:20 He also commented on the upcoming resolution for authorizing the adoption of an interlocal agreement with West Jordan City regarding temporary judges.

20:11:54 Council Member Burgess requested communicating through the Community Councils regarding no parking during winter months.

6. Adjournment

20:13:01 Council Member Brad Christopherson **MOVED** to adjourn the Special City Council Meeting /Joint Work Session with the Taylorsville Planning Commission. Council Member Larry Johnson **SECONDED** the motion. Chair Barbour called for discussion. There being none, she called for a vote. The vote was as follows: Barbour-yes; Overson-yes; Johnson-yes; Christopherson-yes; and Burgess-yes. All City Council members voted in favor and the motion passed unanimously. The meeting was adjourned at 8:13 p.m.


Cheryl Peacock Cottle, City Recorder

Minutes approved: CC 01-22-14

Minutes Prepared by: Cheryl Peacock Cottle, City Recorder, and Kris Heineman, Deputy Recorder