

**MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL WORK SESSION  
HELD TUESDAY, OCTOBER 18, 2016 AT 6:00 P.M. IN THE COTTONWOOD HEIGHTS  
CITY COUNCIL CHAMBERS LOCATED AT 2277 EAST BENGAL BOULEVARD,  
COTTONWOOD HEIGHTS, UTAH**

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

**Staff Present:** City Manager John Park, Assistant City Manager Bryce Haderlie, City Attorney Shane Topham, City Recorder Paula Melgar, Community and Economic Development Director Brian Berndt, UFA Fire Chief Mike Watson, Finance Director Dean Lundell, Police Chief Robby Russo, Public Works Director Matt Shipp, Public Relations Specialist Dan Metcalf

**1. Introduction of New Planning Staff to City Council.**

Economic and Community Development Director, Mr. Brian Berndt, introduced Andy Hulka as the City's New Associate Planner. Mr. Hulka was excited to work for Cottonwood Heights and comes from Bountiful City where he worked in Planning and Code Enforcement.

**2. Public Relations Report.**

Public Relations Specialist, Mr. Dan Metcalf, reported on media coverage and events in the City. He stated that there was a glitch on the citizen dashboard, which has since been remedied. He described how an administrator will use the dashboard. He explained that training still needs to take place with directors to fine-tune the dashboard on required fields.

Councilman Mike Shelton suggested that the area where residents enter requests or complaints be easier to find. Mr. Metcalf explained that it seems more difficult to find because he is on the Administrator site, however, the user site is more user friendly and fields will be easier to access. He next explained that those entering requests or complaints will receive a ticket number for their entry. The reported glitch included the system issuing double numbers. That has since been remedied and receipt numbers are now working well. It was reported that complaint and request lists will be stored electronically through a shared file that directors will prioritize.

Mr. Metcalf next described the new iPad remotes for the Council Room.

Cottonwood Heights in the news video shown:

- Fox 13 News – Osa Masina court appearance.

Mayor Cullimore reminded staff to review the November City Newsletter.

**3. Planning and Economic Development Report.**

**a. Planning Commission Upcoming Meeting of October 19, 2016.**

Mr. Berndt reported on the upcoming October 19, 2016 Planning Commission Meeting. He

explained that there will not be a quorum and asked one of the Commission Members call in to ensure that there is a quorum and allow them to conduct the hearing. Two items up for action were the daycare located on Cloverdale and the Fort Union Plan. Public comment would also be heard on a request from Tori McCormick for a General Plan and Zone Map Amendment to properties at 6958 South 1700 East and 1690 East Fort Union Boulevard.

Mr. Berndt explained that the Council may also act on a request from Angela Lancaster for conditional use approval to operate a home daycare at 1761 East Cloverdale Road and on a City-initiated proposal to adopt a Fort Union Area Master Plan as an addendum to the Cottonwood Heights General Plan.

**b. Zoning Definition for Accessory Buildings.**

Mr. Berndt presented possible updates to text changes for Accessory Buildings in Title 19. A document was provided to the Council and there was discussion on the concepts. Mayor Cullimore asked which constraints should be included to define the concept, the lot size or R1 Zoning. It was the consensus of the Council that lot size should be the defining concept setting the constraints. Mayor Cullimore felt that R1 Zoning should be the driving factor.

The Mayor commented on four points of limiting factors for conditional accessory structures, which include a percentage of either total lot, percentage of rear yard, ratio of footprint of main building to the footprint of the accessory building, and a hard cap. He believed that the zoning needs to be the driving element rather than lot size. Councilman Peterson discussed the 60% ratio in conjunction with the main structure with a hard cap of 1,000 square feet unless there is a conditional use and the conditional use cap. Councilman Tyler agreed with Councilman Peterson.

Mayor Cullimore was comfortable up to the 70% ratio to the main structure, up to 1,000 square feet, and 25% of the backyard. He stated that the footprint should not include the deck, as it is not a permanent part of the building and should be based on building foundation. He agreed to a maximum area of 1,000 square feet depending on the zone. He commented that a .50-acre lot should be up to 1,500 square feet in size. Councilman Shelton concurred with the 25% ratio of backyard limitation and suggested a building ratio of 100%. Councilman Bracken was comfortable with a 25% of yard ratio, a cap of 1,000 square feet permitted, and a conditional use of up to 25% of the backyard.

The Council next discussed building height. Councilman Shelton believed that setbacks should be driven by the area facing the property line and a 20-foot height cap. Councilman Bracken was in favor of Option A with modifications and the accessory building not being greater than the main structure. Councilman Peterson stated that the accessory height should not exceed the highest point on the main structure. He leaned more toward height and setback. Mayor Cullimore believed that 20 feet of original grade should be the cap and not be higher than the highest point of the main structure. He agreed that the maximum setback should be 16 feet.

Mayor Cullimore thanked Mr. Berndt for the time and effort spent preparing the options presented. He supported Mr. Berndt's request to hold a public hearing at the first Business Meeting in November on approval of the definitions.

**4. Public Safety Reports.**

**a. Unified Fire Authority.**

UFA Acting Chief Mike Watson, reported on the week's events.

**5. UFA Board Meeting – Chief Watson & Mayor Cullimore.**

Chief Watson reported on the Unified Fire Authority Board Meeting held on October 18, 2016. He stated that Brian Roberts was appointed as the New Chief Legal Officer, which is a full-time position. Mr. Roberts will report directly to the board rather than to UFA. Both Mayor Cullimore and Chief Watson expressed satisfaction with the appointment and believed that Mr. Roberts will be valuable to the City. Mayor Cullimore met with Mr. Roberts and stated that he is very capable of drafting updated Policies and Procedures.

Mayor Cullimore pointed out that one of the things that led to prior problems was the total blending of UFA and UFSA. He asked that relationships and roles of employees be clarified to avoid conflicts. Audit reports should be prepared prior to the upcoming Board Meeting. He noted that the internal audit was awaiting sources of information to confirm third-party expenses

The Council next discussed UFA travel, expense, and violation policies among other issues under review.

Mayor Cullimore reported on the Draper Transition Committee Meeting pertaining to vehicle separation. Per the ILA, entities leave with what they had when they joined, however, the board is looking to be equitable and allow entities to leave with what they also helped acquire. He reviewed future discussion items and anticipated there would be a significant mark up of an Interlocal Agreement forthcoming within the next six months.

Chief Watson reviewed the UFA Committee updates and reported that the three Operations Assistant Chiefs have worked hard on a new staffing proposal. It represents promise in the handling staffing of issues internally and will next be presented to the Operations Battalion Chiefs for review.

Chief Watson confirmed that over 20 applications have been received for the New Fire Chief position. The posting will close on October 19, 2016. Staff will then move on to qualify or disqualify applicants and proceed to vet them and reduce the pool.

It was reported that Assistant Chief Sandstrom, Assistant Chief Jones, and two Captains have been working on an Incident Support Team to coordinate task forces along the east coast with hurricane relief efforts.

**a. Police Department.**

Assistant Chief Paul Brenneman, reported on noteworthy events of the week. An issue was raised recently regarding the warrant system and its categorization. He also reported that Officer Michael Galieti was recently recognized as the D.A.R.E. Officer for the Year 2016 by the Utah Council on Crime Prevention.

**6. Public Works Report.**

**a. Public Works Update.**

Public Works Director, Mr. Matt Shipp, reported on Public Works projects throughout the City. They included the UDOT I-215 Project at Knudsen Corner, Wasatch Boulevard, and plans for the High-T intersection at Wasatch and Danish.

City Manager, Mr. John Park, reported that the sweeper contract is in negotiations because it also includes the rental of buildings in addition to sweeping. Mr. Shipp confirmed that there are two loaders in place. They have two more smaller loaders coming in, which will bring the total number of vehicles to 16. They are working on an on-call list to enable work to be done at night and keeping the main lines open.

Mr. Shipp reported on the Policies and Procedures draft and stated that staff will be meeting with representatives from surrounding cities to discuss their public works policies.

Mr. Shipp reported that snow plow training will continue until snow falls and then it will become hands on training. Four trucks contain GPS navigation systems and the installation of others will take place within the week.

**b. Transitioning Public Works.**

Mr. Shipp provided updates on the Public Works transition including plans for the new Public Works Yard on 3000 East. He reported that the salt shed is on schedule and expected to be completed by mid-December 2016.

The Council Members expressed concern with where snow will be stacked and that mail boxes will be covered in snow from snow plows. Mr. Shipp assured the Council that staff is being trained on where to stack snow and what they need to watch for.

Mr. Shipp reported that staff has met with several companies who have confirmed that they can begin work on the remaining 50/50 projects throughout the City. He reported that Quicksilver has committed to be when they can. He confirmed that all contractors are very backed up and extremely busy, not just Quicksilver.

Councilman Tyler voiced concern with cars parked along street curbs prohibiting snow plows from performing their duties. Possible solutions to notify citizens were discussed. He also reported that the ongoing project along 3000 East and Fort Union Boulevard to Phippen Way is causing issues in his District. Mayor Cullimore recommended that a list of ongoing projects throughout the City be included in the monthly newsletter.

Mr. Shipp reported that night work on Wasatch Boulevard has concluded and they will be off-site in the next few weeks. A few punch list items remain but will be resolved of soon.

Staff next addressed active sewer and Fort Union projects. Mr. Shipp reported that the 215 Project should be completed by the end of November. On the Wasatch Intersection, UDOT hired a new

group to redesign the intersection and the City planned to will meet with them the following day to review the project. Mr. Park explained that all of the intersection ideas have added too much to the project. They will get with the group but it will take time to work out all of the different considerations for the intersection.

Mr. Shipp reported that the Fort Union pedestrian crossing is now a flashing pedestrian light.

The Fort Union and Highland Drive intersection widening contract is still in negotiations with the property owners.

**7. City Manager/Assistant City Manager Report.**

**a. New City Hall Report.**

Mr. Park gave a progress report and sent an email to the Council Members on the remaining items necessary to complete the punch list for City Hall. He explained that most items have been completed with the largest being landscaping between the fence and wall, which will be handled in-house.

The Granite sign and how it is lit has been of concern. The letters seem to be too large and should be flush to prevent snow from settling on top. Possible solutions were discussed. Staff planned to readdress the issue in the spring.

Several Council Members mentioned that lights illuminating the columns outside the building need to be straightened. Mr. Park agreed to take care of it.

Councilman Peterson asked about clearing the sidewalks at the Recreation Center. Mr. Park explained that they are currently negotiating personnel and staff responsibilities.

**b. Review of Staff Communications.**

There was no review of staff communications.

**8. Mayor/City Council Reports.**

**a. South Salt Lake Valley Mosquito Abatement Meeting.**

Councilman Tyler reported on the recent South Salt Lake Valley Mosquito Abatement Meeting. Two Sandy City Incremental Financing Projects were approved, which were previously approved by the Canyons School District, Salt Lake County, and Sandy City. It was reported that as a nation, they are currently 3,807 Zika travel-related cases.

**b. Utah League of Cities and Towns Legislative Policy Committee Meeting.**

Councilman Tyler reported on the recent Utah League of Cities and Towns (ULCT) Legislative Policy Committee Meeting. League Members discussed probable legislation affecting cities. Senator Orrin Hatch spoke of federal road money. Ken Bullock reported that the State Audit for the ULCT is yet to be released and he wished to reserve any comment until it is.

Mayor Cullimore reported that a ULCT employee was found to have embezzled approximately \$5,000 for personal use. Mr. Bullock was found to also have used the League's credit card to pay for trips to see his son play basketball for Stanford, but would eventually reimburse it but not necessarily in a timely manner.

The issue of body cameras being too expensive was discussed. It was noted that the City of Pleasant Grove confirmed that they are pulling them. Mr. Park explained that the expense comes with the space needed for the storage of video.

Councilman Tyler reported that there are currently 249 bills registered that are not yet numbered but will be forthcoming. They included special districts, short-term rentals, state wide home-based business licensing, food truck bills/food handler's permits, County and City licenses, and possible background checks. To date, nine Utah cities have banned food trucks. Legislation regarding referendums will be coming up as well. Timing and what constitutes a valid petition to then initiate a referendum was described.

Mr. Park addressed the possibility of a 9-1-1 surcharge. He explained that Storm Water Management reported that storm sewer requirements are delayed until 2019. In addition, the Gas Tax Update will be going to Special Session in November.

**c. Salt Lake County Parks and Recreation Advisory Board.**

Councilman Peterson reported on a recent Salt Lake County Parks and Recreation Advisory Board Meeting. There was an update given on the General Obligation Bond and how the County cannot advertise. It was noted that passing out information is allowed.

The Open Space Advisory Board evaluated open space throughout the County in anticipation of obtaining funds to purchase and maintain the space. Issues such as Frisbee golf, a dog park study, the operation of golf courses, and providing clubhouses were reviewed.

**d. Tourist, Recreation, Cultural, and Convention (TRCC) Advisory Board.**

It was reported that Mayor Cullimore Chairs the Tourist, Recreation, Cultural, and Convention (TRCC) Advisory Board for Salt Lake County. He reported on the TRCC Meeting where they reviewed proposed projects to be funded by the County from the TRCC Fund. The Mayor indicated that the Board must cut \$10 million in requests as they have received more than can be funded. The group addressed the City's application for lighting. It was not approved and Board agreed that the request could be reviewed again next year.

There was a beginning fund balance of approximately \$3 million in the TRCC Fund with \$16 million being allocated to the County Parks and Recreation operations, which is 40% of their budget. \$3.7 million was allocated to the Center for the Arts, nearly \$1 million for the Equestrian Park, \$62,000 for the Open Space Maintenance Center, \$6 million in deferred maintenance, \$600,000 for debt service for the Park Ops Bond, and approximately \$1.8 to \$2 million for ongoing County funding for equipment replacement. The Parks and Recreation Bond will result in \$2.4 million for the Recreation Center, \$3 million for Crestwood Park, several hundred thousand for Mill Hollow Park, and over \$1 million for Mountain Trail. Further distributions were reviewed.

e. **Historic Committee Meeting.**

Councilman Peterson reported on the recent Historic Committee Meeting. He thanked his fellow Council Members for attending. He commented on how wonderful it was to visit the cemetery with them.

f. **Youth City Council Dinner Held October 13, 2016.**

Councilman Bracken thanked the Council and staff for their attendance at the Youth City Council Dinner.

**Mayor Cullimore Walk-on:** It was reported that the School District expressed appreciation for the City's support.

9. **Calendar of Events.**

**Council Member Schedules for the Next Week/ 2016 Calendar:**

- a. **Oct 28 – Monster Mash on Ice 5-7 pm CH Rec. Center.**
- b. **Oct 31 – Trunk or Treat - City Hall parking lot, from 3 pm to 5 pm.**
- c. **Nov 22 – No Council Meeting – Thanksgiving Week.**
- d. **December 6 – City Employees Christmas Party – No Council Mtg.**
- e. **December 27 – No Council Meeting – Christmas Holiday.**

10. **Closed Meeting to Discuss Litigation, Property Acquisition and the Character and Professional Competence or Physical or Mental Health of an Individual.**

At 10:03 p.m. Councilman Tyler moved to go into Closed Meeting to discuss imminent litigation. Councilman Peterson seconded the motion. The motion passed with the unanimously.

The Council was in Closed Meeting from 10:03 p.m. to 10:35 p.m.

11. **ADJOURN.**

Councilman Tyler moved to adjourn the Closed Meeting and return to the City Council Work Session and adjourn City Council Work Session. Councilman Peterson seconded the motion. The motion passed with the unanimously.

The City Council Work Session adjourned at 10:35 p.m.

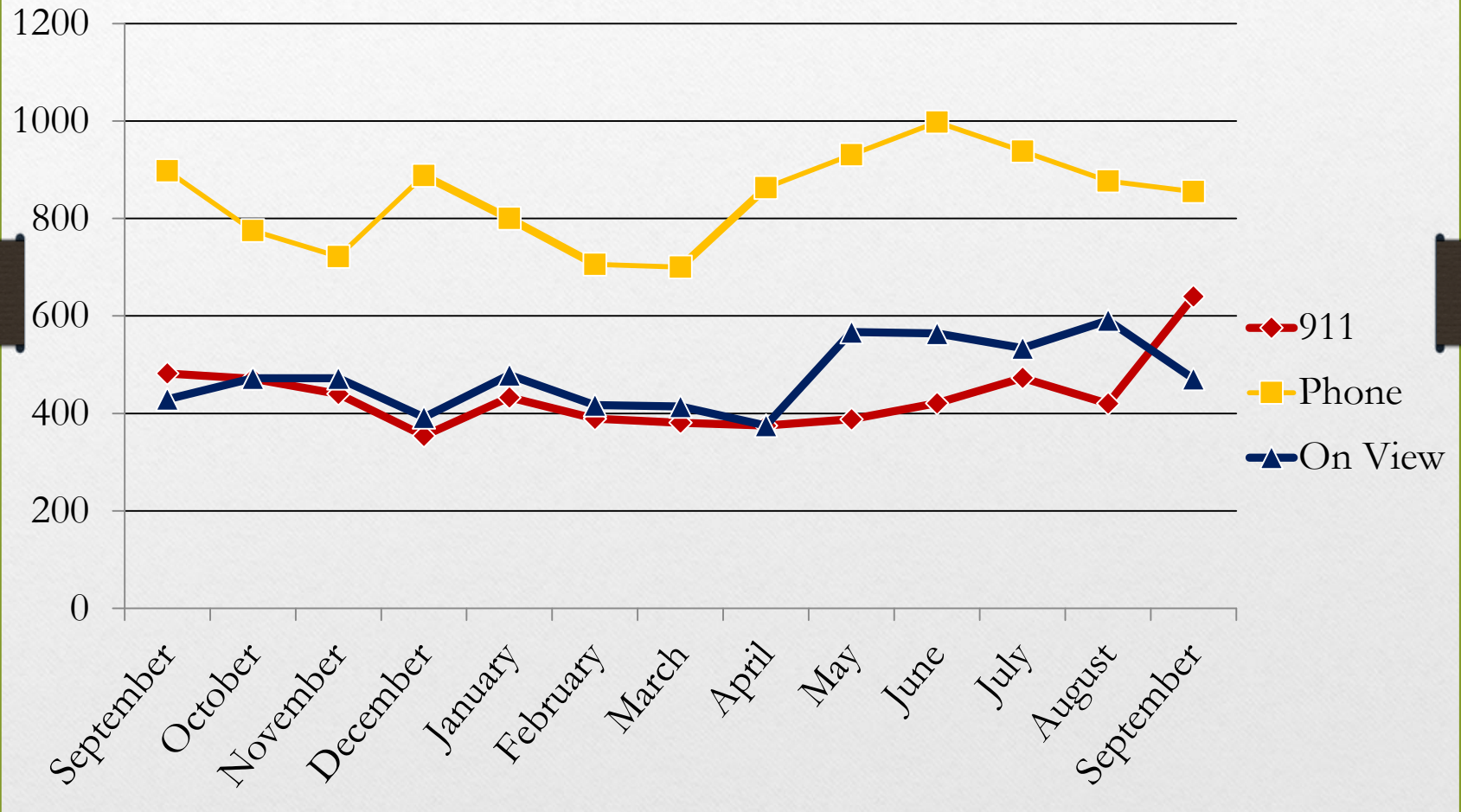
# Cottonwood Heights Police Department

September 2016

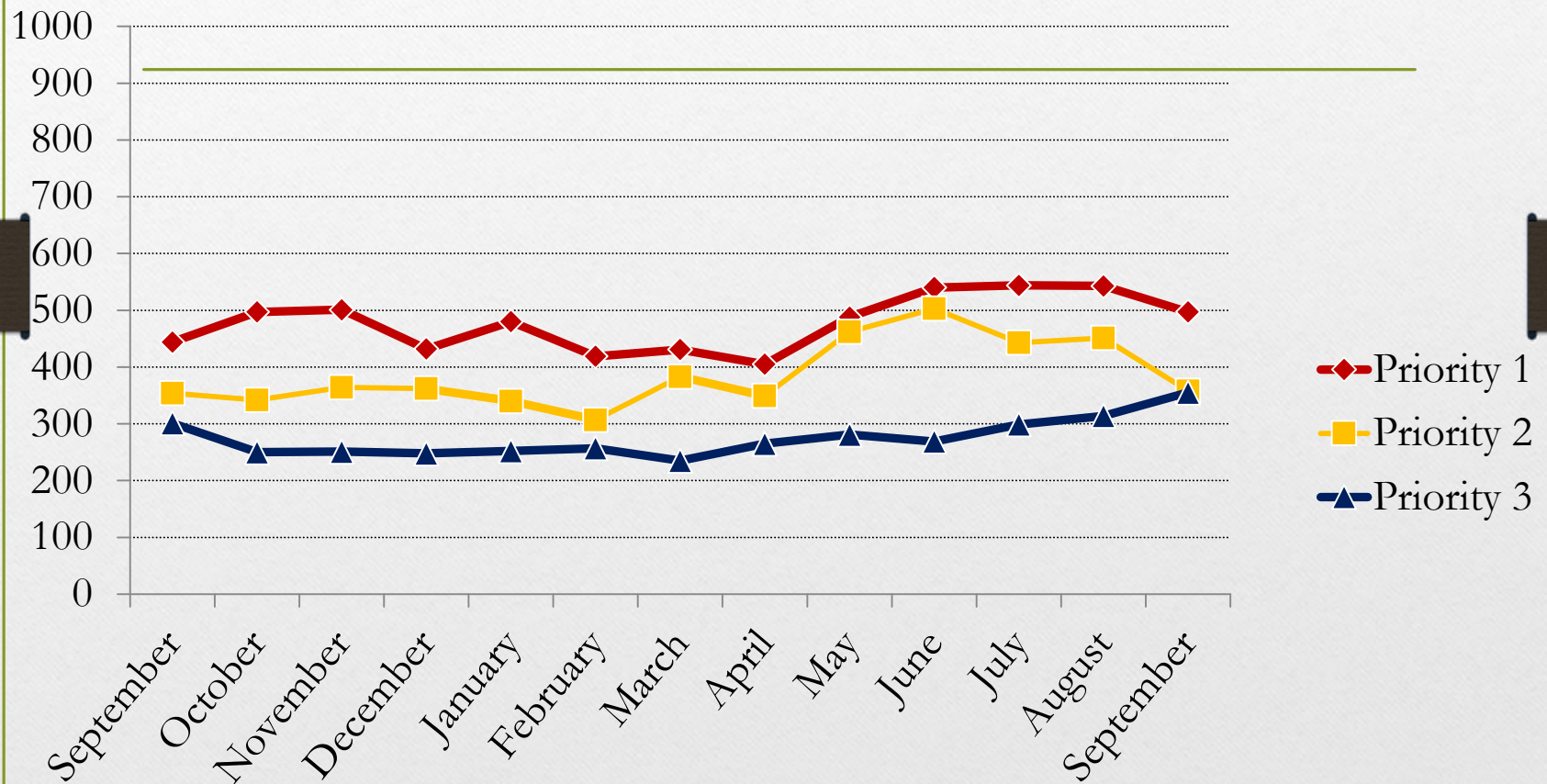




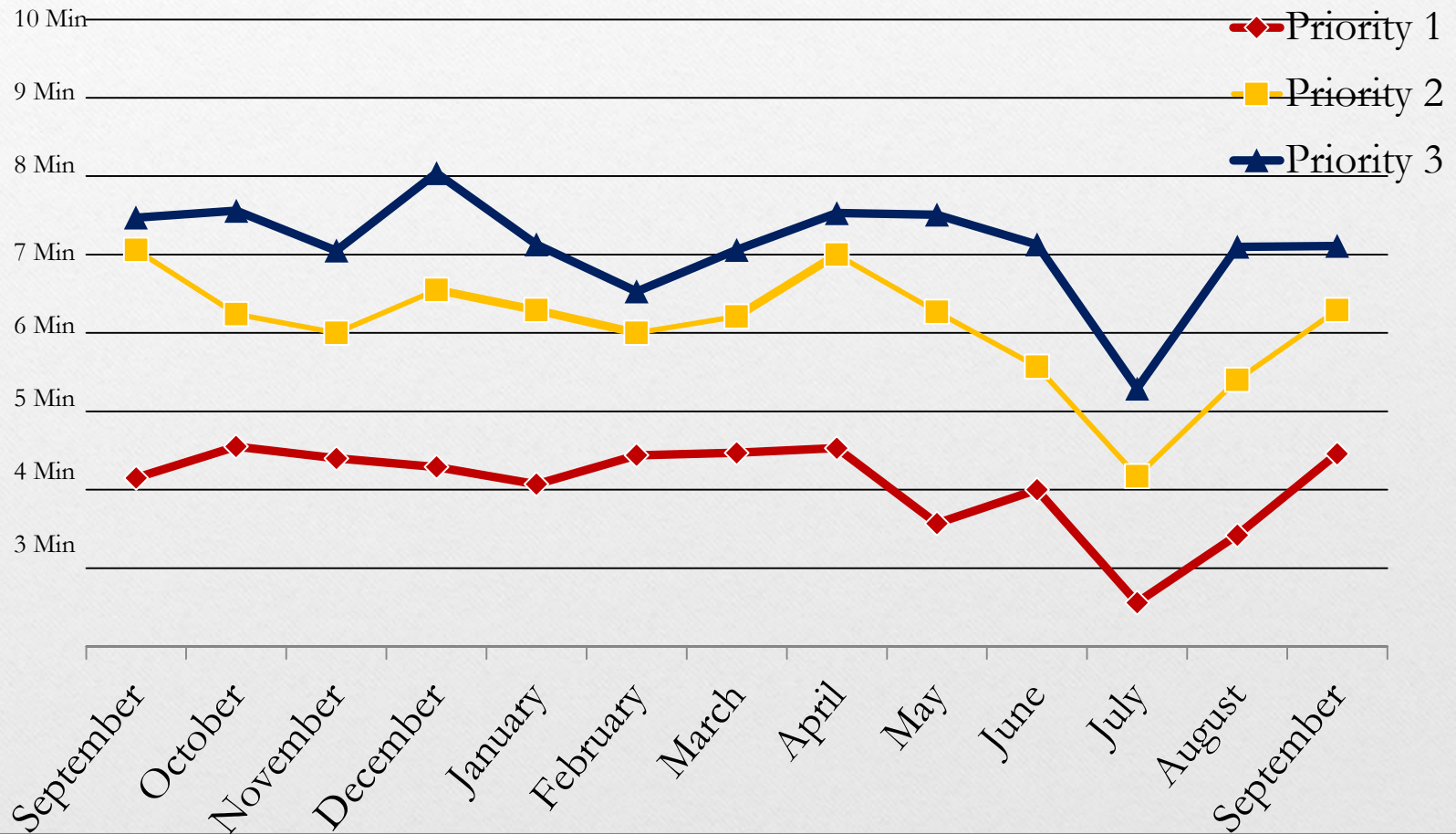
# Calls For Service By Source



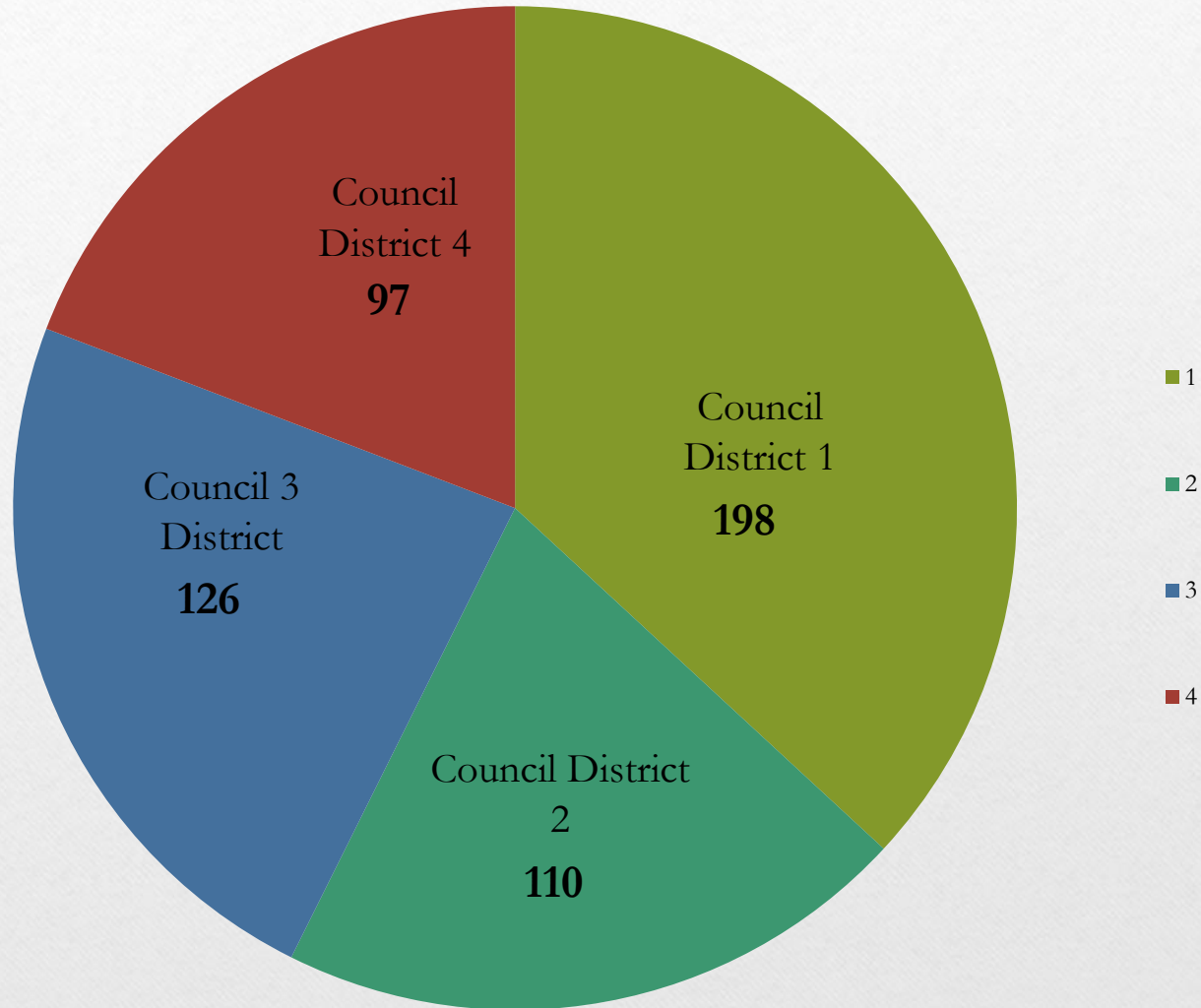
# Calls for Service by Priority



# Response Times



# Reports by Council District





## DISTRICT 1 TOP 10

NATURE	TOTAL
Accidents	20
Theft	17
Alarms	16
Suspicious Circumstances	14
Burglary	12
Animal Problem	11
Traffic Problem	8
Drugs	7
Trespassing	5
Vandalism	5

# Accident Hit and Run



## DISTRICT 2 TOP 10

NATURE	TOTAL
Suspicious Circumstances	11
Accidents	10
Burglary	9
Alarms	7
Animal Problem	6
Welfare Check	6
Disturbance	5
Domestic Violence	5
Theft	4
Traffic	3



# Suspicious Circumstances





## DISTRICT 3 TOP 10

NATURE	TOTAL
Accidents	19
Animal Problem	13
Fraud	11
Suspicious Circumstances	9
Alarm	8
Burglary	5
Theft	5
Civil Problem	5
Traffic	4
Drugs	3

# Burglary Vehicle

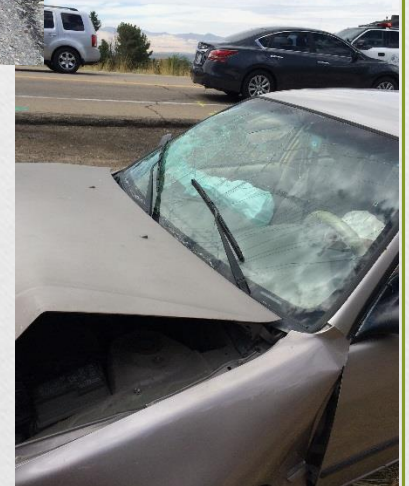
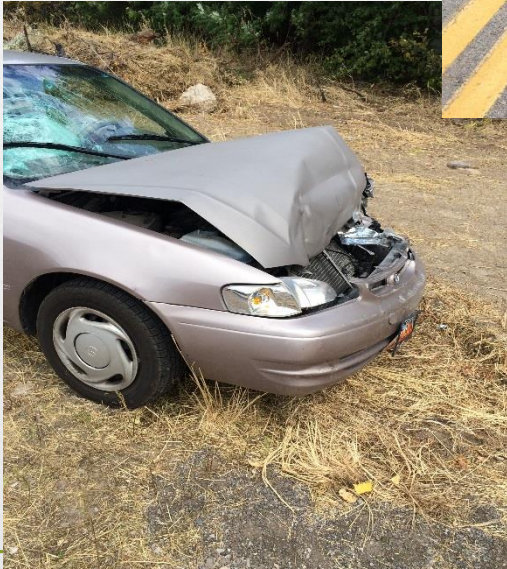


## DISTRICT 4 TOP 10

NATURE	TOTAL
Alarms	11
Animal Problem	9
Burglary	9
Welfare Check	6
Suspicious Circumstances	6
Domestic Violence	5
Disturbance	4
Fraud	4
Accident	4
Assist Public	3



# Accident

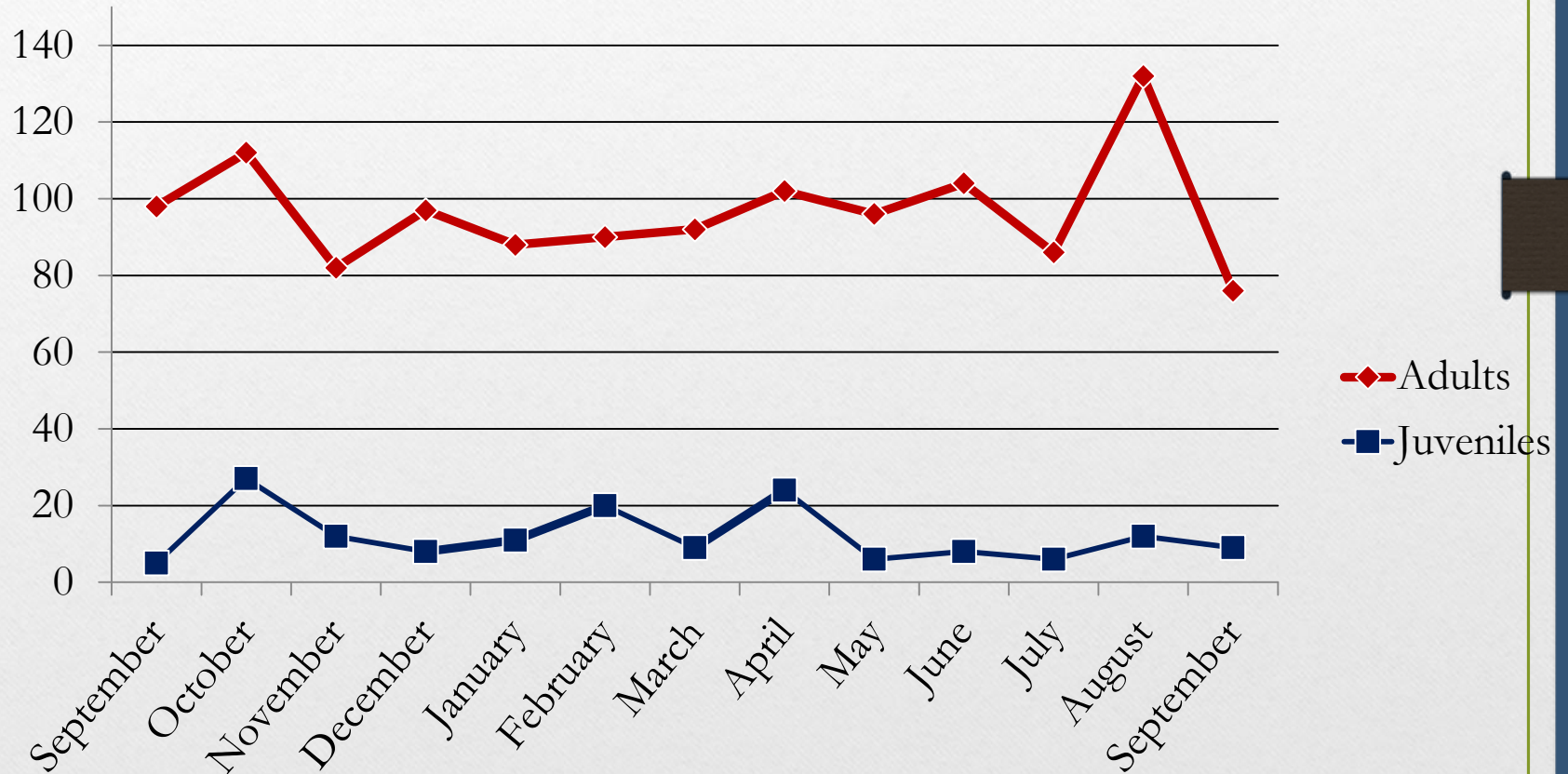


# Overall UCR Crime View

	September 15	September 16
Homicide	0	0
Rape	1	0
Robbery	1	1
Assault	16	14
Burglary	18	10
Theft	52	50
Stolen Auto	5	3
Total	93	78



# Arrests

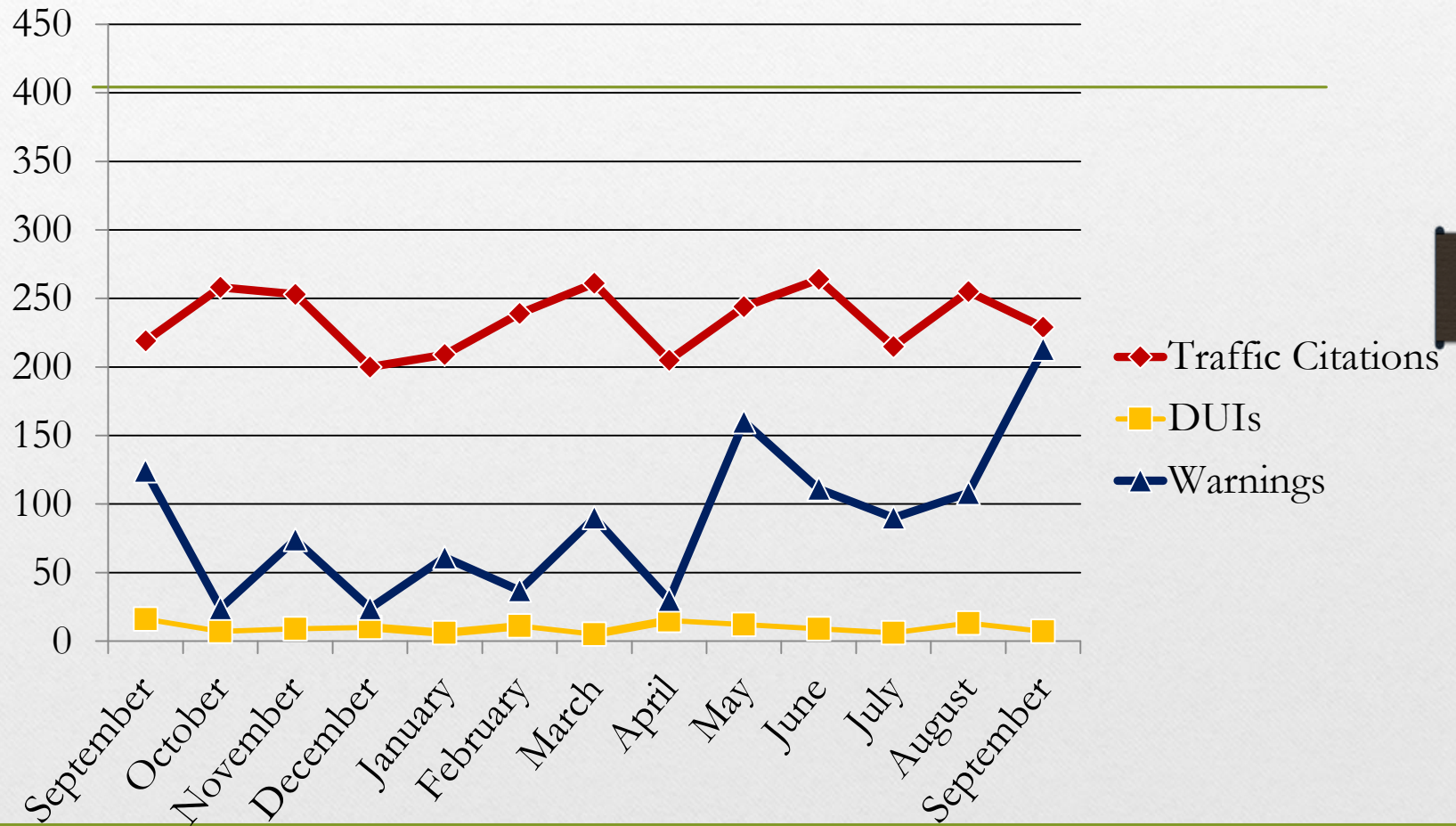


# Arrests by Offense

Offense	Adult	Juvenile
Forcible Rape	1	
Robbery	1	
Aggravated Assault	2	
Burglary		1
Theft	8	
Other Assault	6	2
Forgery	4	
Possession of Stolen Property	1	
Vandalism	1	1
Weapons Offense	3	
Sex Offense	2	
Sale / Manufacturing of Other Drugs	6	
Possession of Marijuana		1
Possession of Other Drugs	13	
Family Offense	1	
DUI	7	
Liquor Laws		1
Drunkenness	2	
All Other	18	3
Total	76	9

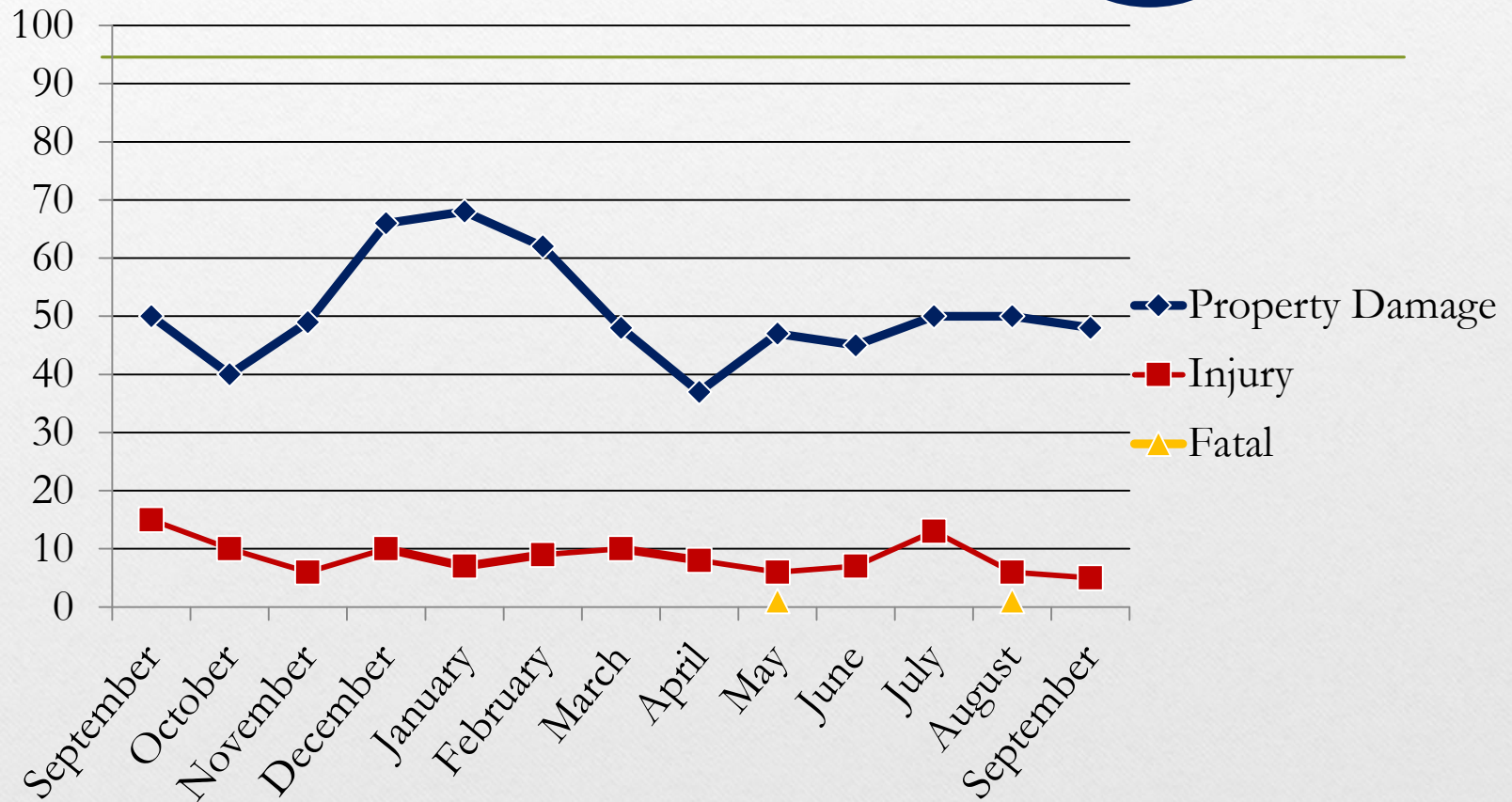
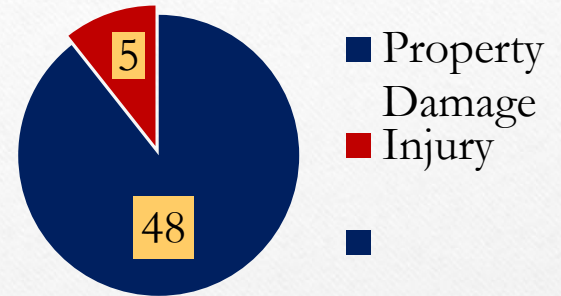


# Traffic Citations & DUIs





# Crashes



# Cops & Cookies









# Public Works Department

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To: Mayor Kelvyn Cullimore  
Cottonwood Heights City Council

From: Matthew F. Shipp, P.E., Public Works Director

Date: October 18, 2016

Cc: John Park, City Manager  
File, City Council Reports

RE: **CITY COUNCIL WORK SESSION, WEEKLY PUBLIC WORKS REPORT**

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**PUBLIC WORKS TRANSITION:**

- See attached Chart: The chart shows what was originally planned during the initial transition phase. Staff will review with the City Council the line items on this chart.

**PUBLIC WORKS DEPARTMENT ACTIVITIES:**

- With the leaves dropping from the trees, there has been a great deal of street sweeping and grate cleaning to keep the storm drain system clear of debris.
- Crews have been doing cold patching on the main roads throughout the city.
- Tree trimming has been occurring throughout the city where trees are overhanging into the roads. This allows trucks (snow plows, garbage, and delivery trucks) to navigate through the neighborhoods without getting damaged or having to drive down the center of the roads creating a safety issue.
- Crews are training in their snow plow areas. They are driving their assigned truck with snow plows and sander box. Where there is a less experienced driver, a seasoned driver is along for the ride to point out ideas of the best ways to snow plow and area.
- City Hall Assisting
- Snow plow bits on the three new trucks
- Sign repair and maintenance
- Blue Staking and right of way permitting

**UDOT PROJECT UPDATES:**

- **Wasatch Blvd:** The paving is completed on this project so night work has concluded. The remaining work is completing the UDOT punch list items and final pavement markings through the corridor.
- **Knudsen Corner (Hydro-Demolition on I-215):** In speaking with the UDOT Public Information Officer, she has informed me that the hydro-demolition will be completed by the end of the month. All other work



# Public Works Department

to finalize the project will be completed by the end of November. I was informed that this is about a month ahead of the schedule.

- **Wasatch Blvd. High-T Intersection:** UDOT has hired an engineering firm to work on the final design of the project. Staff has met on numerous occasions with UDOT to express our concerns about the issues from the City's point of view, i.e. the continuous right hand turn to the west, the traffic pattern for the trucks delivery to the treatment plant, and the backup of traffic during peak times. Staff met as early as last week with UDOT and their engineer and has another appointment for tomorrow to once again express our interest in the how we feel the project should look. The engineer hired for this project is Parsons Transportation Group
- **Fort Union Pedestrian Crossing:** The project has been bid and Acme Construction has won the bid based on a low bid process. They have received their notice to proceed and we expect a 30 day project.
- **Fort Union and Highland Drive Intersection Widening:** This project is still in the right of way acquisition phase. We are working with various property owners to finalize agreements for the project. A construction engineering management company has been selected through the UDOT process and we are in the contract negotiation phase. The company chosen is PEC Engineers and they will be working with the design engineers, the city, the public information team, and the contractor to ensure the project is completed per the specs and contract agreements.

## **OTHER PROJECTS IN THE CITY:**

- **Cottonwood Improvement Sewer Line Upgrade:** This project goes from 3000 East to Pippin Drive. This is approximately 4,000 ft. sewer line upgrade. The contractor is aware that they need to be off of the road before snow comes. It is their intention to be off of the road with final asphalt by November 1<sup>st</sup>. If weather allows though, they will continue to get as far as they can. What they don't complete this year they will finish in the spring of 2017. Contract is taking longer than expected with the intersection of Ft Union and 3000 East and so many utility conflicts that were an unknown.
- **Qwestar Gas:** Wasatch Blvd: at the Green Hill subdivision. This is an upgrade in size to the gas line. Services are being added to the new line.

[illegible]

