

**MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL WORK SESSION  
HELD TUESDAY, DECEMBER 12, 2017 AT 6:00 P.M. IN THE COTTONWOOD  
HEIGHTS CITY COUNCIL CONFERENCE ROOM LOCATED AT 2277 EAST  
BENGAL BOULEVARD, COTTONWOOD HEIGHTS, UTAH**

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

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

**Others:**

Mayor Kelvyn Cullimore called the meeting to order at 6:00 p.m.

**1. PDD Concept Plan Discussion**

Community Development Director Brian Berndt, introduced the concept plan for the Walsh property in the area of 13th east and I-215. Mr. Chris, Architect (?) with KCB Architecture, presented a multi-family concept site plan for property.

**2. Review of Business Meeting Agenda**

Mayor Cullimore reviewed the upcoming business meeting agenda with the City Council.

*Mayor Cullimore skipped to Item 4.a.*

**At 6:52 p.m. City Council adjourned to start Business Meeting. The City Council Work Session resumed at 8:07 p.m. The Council proceeded with item 5.e.**

**3. Public Relations Report**

Public Relations Specialist Dan Metcalf, reported on media coverage and city events.

**4. Public Works Report**

**a. Public Works Projects**

Public Works Director Matt Shipp, reported on public works projects from this past week.

1. Phase III and IV of the Public Works Facility – Architect Jim Childs, with JRCA Architects

Mr. Childs provided the City Council with an update on Phase III and IV design and pricing of the Cottonwood Heights public works facilities expansion.

## 5. **Community and Economic Development**

- a. Development Activity Report

Community Development Director Brian Berndt, presented to the City Council the development activity report for November listing all current development projects in the city.

- b. Board of Adjustment Report

Community Development Director Brian Berndt, reported on the Board of Adjustment meeting of December 7, 2017.

- c. Board of Adjustment Change

Community Development Director Brian Berndt, discussed potential future changes to the Board of Adjustment and consider a using a hearing officer as the city's land use appeal authority, as authorized by state law.

- d. Planning Commission Report

Community Development Director Brian Berndt, reported on the Planning Commission meeting of December 6, 2017.

- e. Accessory Dwelling Units

Community Development Director Brian Berndt and Code Enforcement John Lovato, discussed concepts regarding ADU enforcement.

- f. Review of Animal Statute in City Code

The city has been asked to consider amending Title 8 of the city code to allow certain kinds of small animals now classified as livestock to instead be classified as exotic animals. Community Development Director Brian Berndt, led a discussion on this subject.

## 6. **Public Safety Reports**

- a. Unified Fire Authority

UFA Assistant Fire Chief Mike Watson reported on events of the week.

1. UFA Finance Committee Meeting

Mayor Cullimore reported on his recently attended UFA Finance Committee meeting.

b. Police Department

Police Chief Robby Russo reported on noteworthy events of the week.

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

a. Review of Staff Communications

*This report is available on the internet at [www.ch.utah.gov](http://www.ch.utah.gov). This agenda item is set aside to allow Council members to ask questions or for staff to bring Council up to date on any changes since the report was made.*

b. Utah League of Cities and Towns Legislative Policy Committee Meeting – City Manager John Park

City Manager John Park reported on the recent ULCT Legislative Policy Committee Meeting. This subcommittee reviews legislative issues which affect municipalities.

8. **Mayor/City Council Reports**

a. Council of Governments – Mayor Kelvyn Cullimore

Mayor Cullimore discussed agenda items from the Council of Governments meeting held November 30<sup>th</sup>.

b. Council of Governments Public Works – Mayor Kelvyn Cullimore

Mayor Cullimore discussed the recent Council of Governments Public Works meeting held on December 8<sup>th</sup>.

c. Audit Committee report – Mayor Kelvyn Cullimore and Council Member Mike Shelton

Mayor Cullimore and Council Member Shelton reported on the Audit Committee meeting with the city's finance staff and outside accountants for FY17 financial statements.

d. Arts Council Meeting – Council Member Shelton

Council Member Shelton reported on the recent Arts Council meeting.

- e. South Salt Lake Valley Mosquito Abatement Meeting – Council Member Tyler

Council Member Tyler reported on the recent SSL Valley Mosquito Abatement meeting.

- f. CH2 Meeting – Council Member Bracken

Council Member Bracken reported on the recent CH2 meeting which is the coordination meeting between the city and the Cottonwood Heights Recreation Center.

- g. Historic Committee Meeting – Council Member Peterson

Council Member Peterson reported on the recent Historic Committee meeting.

## 9. **Calendar of Events**

Councilmember Schedules for the next week / 2017-2018 Calendar:

- a. **No City Council Meetings: December 26**
- b. December 15 – Noon to 2:00 pm – Cottonwood Heights Business Association Sub for Santa Open House
- c. December 16 – 7 p.m. – “A Country Christmas” Holiday Concert, featuring Joshua Creek at Butler Middle School
- d. December 25 – City Hall will be closed for Christmas
- e. January 1 – City Hall will be closed for the New Year
- f. January 2, 2018 – 5:00 p.m. Newly Elected Officials Swearing-in Ceremony and Reception.
- g. January 4, 2018 – 4:00 – 8:00 p.m. Open House for Mayor Kelvyn Cullimore and Council Member Tee Tyler who are leaving office.
- h. January 8, 2018 – 7:30 am – Cottonwood Heights City Council Legislative Breakfast at Market Street Grill
- i. January 24, 2018 – Local Officials Day at the Utah State Legislature
- j. January 27, 2018 – 6:30 Volunteer Appreciation Dinner, Cottonwood Heights City Building.

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

At 10:36 p.m. Councilman Tee Tyler moved to close the Work Session. Councilman Peterson seconded the motion. The motion passed unanimously.

Councilman Tyler moved to close the closed meeting, resume the Work Session and adjourn. Councilman Peterson seconded the motion. The motion passed unanimously.

## 11. **ADJOURN**

The Work Session adjourned at 10:57 p.m.