



# **Cottonwood Heights Historic Committee Strategic Plan 2020-2025**

*A plan that documents the mission and values of the Cottonwood Heights Historic Committee,  
and spell out the priorities and goals of that committee over the next five years.*

*Last Updated: August 26, 2020*

# COTTONWOOD HEIGHTS HISTORIC COMMITTEE

## **Chair**

*Jim Kichas (2017-present)*

## **Secretary**

*Carol Woodside (2013-present)*

## **Committee Members**

*Don J. Antczak (2012-present)*

*Beverly Beckstead (2019-present)*

*Paul Benner (2019-present)*

*Gayle Conger (2007-present)*

*Jerry Christensen (2019-present)*

*Melinda Horton (2015-present)*

*Ken Verodia (2019-present)*

## **City Council Liaison**

*Tali C. Bruce (2018-present)*

## **City Manager**

*Tim Tingey*

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# INTRODUCTION

*Cottonwood Heights' unique historical heritage is one of our city's most important assets. From the early settlers who founded Union in 1849 to the emergence of the settlements of Butler Bench, Poverty Flats, and Danish Town, our city's history is one of industrious people making life work in one of the most scenic areas of the Salt Lake Valley.*

*In order to maintain and promote the history of our city, Cottonwood Heights has established a historic committee. The historic committee serves to identify, preserve, protect and enhance the buildings, artifacts, documents, and stories that inform our community's collective history.*

*The committee meets monthly to plan projects and initiatives that highlight the unique history of our "city between the canyons." Past projects include gathering recorded interviews, photographs, and information about historical sites and buildings, overseeing the creation of historic trail markers around the city, and guiding the publication of *City Between the Canyons: A History of Cottonwood Heights, 1849-1953* by Allen D. Roberts. The committee also takes an active role at our annual Butlerville Days by creating and staffing a rotating exhibit that highlights our shared history.*

*This strategic plan for 2020-2025 outlines the mission and duties of the Cottonwood Heights Historic Committee. It establishes the high-level goals of the committee that align with those duties. And it documents annual action plans and accomplishments of the committee as it undertakes projects and initiatives in pursuance of its stated goals. It is the intention of the committee that this strategic plan serves as a roadmap for the committees work, It is also the intention of the committee that this strategic plan serves as a source of transparency for both the city and its citizens into work being done by the committee on their behalf.*

## COMMITTEE ADMINISTRATION

*The Cottonwood Heights Historic Committee will be administered according to the following mandates established in the Cottonwood Heights Code of Ordinances:*

- *The committee will consist of a minimum of five members and a maximum of eleven members.*
- *Committee members must be city residents with a demonstrated interest, competence, or knowledge in history or historic preservation.*
- *Applicants to the committee will be interviewed by the City Manager, who will then make a recommendation on the candidacy to the Mayor and City Council.*
- *Committee members are appointed by the Mayor and City Council to staggered three-year terms.*
- *To the extent available, two committee members will be professionals as defined by the National Park Service regulations, from the disciplines of history, archaeology, planning, architecture or architectural history.*
- *The committee will meet at least once each calendar quarter and conduct all business in accordance with applicable open public meeting laws.*
- *Written minutes of each committee meeting will be prepared and made available for public inspection.*

# MISSION AND DUTIES

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## MISSION

*The mission of the Cottonwood Heights Historic Committee is to support and facilitate the city's intent to identify, preserve, protect and enhance historic buildings, structures, sites, objects, and districts lying within the city limits.*

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## DUTIES

*The following duties set the foundation for the committee's goals and activities. They are derived from the Cottonwood Heights Code of Ordinances that authorizes the creation of the Cottonwood Heights Historic Committee. Duties of the Cottonwood Heights Historic Committee include:*

*Survey and inventory the city's historic resources.*

*Review proposed nominations to the National Register of Historic Places.*

*Provide historic advice and information.*

*Advise and assist in the maintenance and rehabilitation of city-owned historic buildings and sites.*

*Under the supervision of the city manager, apply for and administer grants and other financial aid for historic preservation projects in the city.*

*Cooperate in the enforcement of State historic preservation laws.*

*Preserve the city's history by organizing historically related performances.*

*Preserve the city's history by organizing historical displays and exhibits*

*Preserve the city's history by preserving oral and written histories concerning the city,  
photographs, artifacts, and the like.*

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## COMMITTEE GOALS

*The Cottonwood Heights Historic Committee has targeted the following high-level goals that will serve as the framework for all committee planning, projects, and initiatives. Each goal is rooted in the mission and duties of the committee. Each goal is supported by specific action items that provide a roadmap for accomplishing each goal.*



# GOAL I: PROVIDE THE CITY'S HISTORY TO ITS CITIZENS

## INTENTION

*The Cottonwood Heights Historic Committee will work to actively provide information about the history of our city to its citizens through a variety of analog and digital methods.*

## SPECIFIC DUTIES THAT AUTHORIZE THIS GOAL

*This goal supports the Cottonwood Heights Historic Committee's assigned duties to:*

- *Apply for and administer grants and other financial aid for historic preservation projects in the city.*
- *Provide historic advice and information.*
- *Preserve the city's history by organizing historically related performances...[and] organizing displays and exhibits.*

## SPECIFIC ACTION ITEMS IN SUPPORT OF THIS GOAL

- *The committee will work with the city's culture manager to create a historic exhibit and staff a booth where that exhibit will be displayed at the annual Butlerville Days celebration every July.*
- *The committee will work with the city's culture manager on the creation of any historical exhibits or displays that will further the mission of the city and/or the committee.*
- *The committee will explore the utilization of any digital technologies that will help facilitate the digital presentation of historical information for citizens 24/7 home access.*
- *The committee will seek out grant opportunities that will facilitate ways to better connect the city's history with its citizens.*

## GOAL II: ADMINISTER THE COMMITTEE ARCHIVES

### INTENTION

*The Cottonwood Heights Historic Committee will develop and administer an archive of committee records, oral histories, written histories, photographs, artifacts, and any other documents related to the history of the city. With an archives in place the committee will be in a better position to plan projects and solicit historical materials for that archive.*

### SPECIFIC DUTIES THAT AUTHORIZE THIS GOAL

*This goal supports the Cottonwood Heights Historic Committee's assigned duties to:*

- *Survey and inventory the city's historic resources.*
- *Apply for and administer grants and other financial aid for historic preservation projects in the city.*
- *Preserve the city's history by collecting and preserving oral and written histories concerning the city, photographs, artifacts, and the like.*

### SPECIFIC ACTION ITEMS IN SUPPORT OF THIS GOAL

- *The committee will inventory all records and historical items that have been created by and/or donated to the committee and work to preserve these items and make them more easily accessible.*
- *The committee will partner with the Utah State Archives and Records Service to ensure that the committee's archives operate at a professional standard. The committee will utilize opportunities to leverage State Archives resources for enhanced preservation and access of archival materials whenever appropriate and possible.*
- *The committee will look for grant opportunities that will facilitate the preservation and access of materials held in the committee archives.*

# GOAL III: TAKE THE LEAD ON HISTORIC PRESERVATION IN THE CITY

## INTENTION

*The Cottonwood Heights Historic Committee will take the lead on documenting and assisting in the preservation of historic structures, buildings and sites within the city.*

## SPECIFIC DUTIES THAT AUTHORIZE THIS GOAL

*This goal supports the Cottonwood Heights Historic Committee's assigned duties to:*

- *Survey and inventory the city's historic resources.*
- *Review proposed nominations to the National Register of Historic Places.*
- *Advise and assist in the maintenance and rehabilitation of city-owned historic buildings and sites.*
- *Apply for and administer grants and other financial aid for historic preservation projects in the city.*
- *Cooperate in the enforcement of State historic preservation laws.*

## SPECIFIC ACTION ITEMS IN SUPPORT OF THIS GOAL

- *The committee, in cooperation with the city administration, will serve as the city's Certified Local Government (CLG) representative. The CLG program is a federal program through the National Park Service that is administered by the Utah State Historic Preservation Office (SHPO), and is designed to promote historic preservation at the local level.*
- *The committee will conduct intensive level surveys of prominent historic buildings in the city and preserve that information in the committee archives.*
- *The committee will designate historic properties in the city to the "Cottonwood Heights Historic Site Register" (as per city ordinance) as well as review proposed nominations to the National Register of Historic Places.*

- *The committee will look for grant opportunities that will facilitate historic preservation efforts in the city.*

## COMMITTEE PLAN FOR 2020

*In the year 2020, the Cottonwood Heights Historic Committee commits to undertaking the following action items that align with the mission, duties, and strategic goals outlined in this plan:*

- *The committee will provide regular features and facts for inclusion in the city newsletter (or any other information resource). The committee will also respond to general information requests and partner with any other city committee on projects that facilitate the goal of providing the city's history to its citizens. (GOAL I)*
- *Form a working group responsible for creating a historic exhibit for Butlerville Days and an exhibit on the 15 year history of Cottonwood Heights City that will be on display in City Hall in October/November 2020. (GOAL I)*
- *Form a working group responsible for administering an oral history/storytelling initiative that will gather accounts from long-time city residents on the growth and changes they have witnessed in Cottonwood Heights. These stories will be utilized in other committee projects and maintained in the committee archives. (GOAL I)*
- *Form a working group tasked with inventorying all committee records and selecting those for permanent preservation in the committee archives. This working group will develop a collecting scope and rules for future acquisitions/donations. (GOAL II)*
- *Work with the Utah State Archives and Records Service to develop a plan and memorandum of understanding that will facilitate preservation and access of the committee archives according to professional standards and best practices. (GOAL II)*
- *Submit updates to the State Historic Preservation Office that keeps the committee registered as the city's Certified Local Government representative. (GOAL III)*
- *Form a working group that is tasked with applying for a CLG grant in February 2021 that utilize intensive level survey information (from a former CLG grant) and use it to make nominations for buildings in the city to be put on the National Historic Register. (GOAL III)*

## **COMMITTEE ACCOMPLISHMENTS FOR 2020**

*This space will be utilized to document and record all work successfully completed by the Cottonwood Heights Historic Committee in a given year.*

## **APPENDICES**

*The following appendices are intended to streamline processes and information sharing for the Cottonwood Heights Historic Committee.*

## GOVERNANCE: RELEVANT ORDINANCES

*The following section is taken from the Cottonwood Heights City Municipal Code. It specifically authorizes the formation of the Historic Committee and provides clear scope and mandates for the Historic Committee and its activities. The complete Cottonwood Heights Municipal Code can be found online at:*

<https://www.cottonwoodheights.utah.gov/home/showdocument?id=1259>

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## **PART 6 — HISTORIC COMMITTEE.**

### **2.140.601 Intent.**

The city recognizes that its historical heritage is among its most unique, irreplaceable and important assets. It is therefore the city's intent to identify, preserve, protect and enhance historic buildings, structures, sites, objects, and districts lying within the city limits.

### **2.140.602 Creation of committee.**

A committee, to be called the "Cottonwood Heights Historic Committee," is hereby established by the city as follows:

A. The committee shall consist of a minimum of five members and a maximum of 11 members who are city residents with a demonstrated interest, competence, or knowledge in history or historic preservation, appointed for staggered three-year terms.

B. To the extent available, two committee members shall be professionals, as defined by National Park Service regulations, from the disciplines of history, archaeology, planning, architecture or architectural history.

C. The committee shall meet at least once each calendar quarter and conduct business in accordance with the applicable open public meeting laws.

D. Written minutes of each committee meeting shall be prepared and made available for public inspection.

### **2.140.603 Commission duties.**

The committee shall have the following duties:

A. Survey and inventory the city's historic resources. The committee shall conduct or cause to be conducted a survey of the historic, architectural, and archaeological resources within the city. The survey shall be compatible with the Utah Inventory of Historic and Archaeological Sites. Survey and inventory documents shall be maintained and shall be open to the public. The survey

shall be updated at least every ten years.

B. Review proposed nominations to the National Register of Historic Places. The committee shall review and comment to the Utah State Historic Preservation Officer on all proposed National Register nominations for properties within the city. When the committee considers a National Register nomination which is normally evaluated by professionals in a specific discipline and that discipline is not represented on the committee, the committee shall seek expertise in that area before rendering its decision.

C. Provide advice and information.

1. The committee shall act in an advisory role to other officials and government departments regarding the identification and protection of local historic and archaeological resources.

2. The committee shall work toward the continuing education of citizens regarding historic preservation and community history.

D. Advise and assist in the maintenance and rehabilitation of city-owned historic buildings and sites.

E. Under supervision of the city manager, apply for and administer grants and other financial aid for historic preservation projects in the city.

F. Cooperate in the enforcement of state historic preservation laws. The committee shall support the enforcement of all state laws relating to historic preservation, including, without limitation, UTAH CODE ANN. §§ 17A-3-1301 through 1306 (*"The Historic District Act"*); §§ 9-8-305, 307, and 308 (regarding the protection of Utah antiquities); and § 9-8-404 (regarding notification of the Utah State Historic Preservation Office of any known proposed action which will destroy or affect a site, building or object owned by the State of Utah and included on or eligible for the state or national registers).

G. Otherwise act to preserve the city's history by organizing historically related

performances or other events; by organizing historical displays and exhibits; by collecting and preserving oral and written histories concerning the city, photographs, artifacts and the like, and by undertaking other actions within the scope of the historic committee's authorized purposes.

**2.140.604 Historic site register.**

The committee may designate historic properties in the city to the "Cottonwood Heights Historic Site Register" as a means of providing recognition to and encouraging the preservation of historic properties in the city.

A. Criteria for designating properties to the city's historic site register. Any district, building, structure, object or site may be designated to the city's historic site register if it meets all the criteria outlined below:

1. It is located within the city.
2. It is at least 50 years old.
3. Historic integrity:

(a) It retains its historic integrity, in that there are no major alterations or additions that have obscured or destroyed the significant historic features. Major alterations that would destroy the historic integrity include, but are not limited to, changes in pitch of the main roof, enlargement or enclosure of windows on the principal facades, addition of upper stories or the removal of original upper stories, covering the exterior walls with non-historic materials, moving the resource from its original location to one that is dissimilar to the original, additions which significantly detract from or obscure the original form and appearance of the structure when viewed from the public way.

(b) If the structure does not meet the integrity requirements outlined in subsection 3(a) of this section, it may still qualify for designation if it meets one of the following requirements for exceptional significance:

(1) It is directly associated with events of historic significance in the community.

(2) It is closely associated with the lives of persons who were of historic importance to the community.

(3) It exhibits significant methods of construction or materials that were used within the historic period.

B. Designation procedures. Any person, group, or government agency may nominate a property for listing in the city's historic site register. The nomination and listing procedures are as follows:

1. Completed intensive level survey documentation for each nominated property must be submitted to the committee.

2. The committee will review and consider properly submitted nominations at its next scheduled meeting. The committee will notify the nominating party, either orally or in writing, one week prior to the meeting that the nomination will be considered and will place that item on the agenda posted for the meeting. The one-week notification may be waived at the nominating party's option in order to accommodate "last-minute" submittals.

3. The committee will review the documentation for completeness, accuracy and compliance with the criteria for designating historic properties to the city's historic site register and will make its decision accordingly.

C. Results of designation to the historic site register.

1. Owners of officially designated historic sites may obtain a historic site certificate from the committee containing the historic name of the property, the date of designation, and signatures of the mayor and the committee chairperson.

2. Proposed exterior work on historic site register structures requiring a building permit, sign permit or demolition permit is subject to the committee's prior review in order to ensure the preservation of such structures to the greatest degree possible.

3. If a historic site is to be demolished or



extensively altered, the committee shall endeavor to document its physical appearance before that action takes place.

(a) The city will delay issuing a building permit, sign permit or demolition permit for a maximum of 30 days and will notify a member of the committee, which will take responsibility for the documentation.

(b) Documentation will include, at minimum, exterior photographs (both black-and-white and color slides) of all elevations of the structure. When possible, both exterior and interior measurements of the structure will be made in order to provide an accurate floor-plan drawing of the structure.

(c) The demolition permit will be issued after 30 days of the initial application whether or not the committee has documented the building. The permit may be issued earlier if the committee completes its documentation before the 30-day deadline.

(d) The documentation will be kept in the committee's historic site register files, which shall be open to the public.

D. Removal of properties from the historic site register. Properties which, in the committee's opinion, no longer meet the criteria for eligibility may be removed from the historic site register after review and consideration by the committee.

E. Amendment to historic site register. The city council may amend the historic site register adopted by the committee from time to time, including deleting existing sites or adding additional sites.

#### **2.140.605 Historic landmark register.**

Significant historic properties in the city may be designated to the "Cottonwood Heights Historic Landmark Register" for the purposes of recognizing their significance and providing protections, incentives and guidelines for their preservation. The structures on the city's historic landmark register from time to time shall be listed in chapter 19.86 of this code.

A. Criteria for designating properties to the city's historic landmark register. Any district, building, structure, object or site may be designated to the city's historic landmark register if it meets all the criteria outlined below:

1. It is located within the city.
2. It is at least 50 years old.
- 3.

(a) It is currently listed in the National Register of Historic Places and a copy of the approved National Register form has been placed in the local historic preservation files.

(b) A property not yet listed in the National Register must:

(i) Retain its historic integrity as defined in section 2.40.040(A)(3)(a), and

(ii) Meet at least one of the following National Register criteria:

(1) Be associated with events that have made a significant contribution to the broad patterns of the community's history; or

(2) Be associated with the lives of persons significant in the community's past; or

(3) Embody the distinctive characteristics of a type, period, or method of construction or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or

(4) Have yielded, or may be likely to yield, information important in prehistory or history (archeological sites, for example).

4. Owner approval

(a) Individual properties. Except for properties already designated in chapter 19.86 of this code, the owner of the property must approve the action to designate his property to the city's historic landmark register by submitting to the committee a written statement to that effect. Once designated, however, the property shall remain on the register until its removal by action of the committee or city council.

(b) Historic districts. A majority of the

property owners in a proposed historic district must be unopposed to creation of such historic district. Written objections from over 50% of the property owners in the proposed district will constitute lack of approval and will halt the designation process.

**B. Designation procedures.**

1. Submittal to the committee of complete intensive level survey or National Register of Historic Places documentation shall initiate the review process.

2. The committee shall place properly submitted nominations on the agenda for its next scheduled meeting and shall notify the nominating party and the property owner, either orally or in writing, 14 days prior to the meeting that the nomination will be considered. The 14-day notification period may be waived at the property owner's option. In the case of historic districts, notification of proposed nominations may be made by public notice placed in the local newspaper or posted in a public building.

3. The committee shall review the documentation for completeness, accuracy, and compliance with the criteria for designating properties to the city's historic landmark register and may, by passage of an appropriate resolution, designate properties to the city's historic landmark register.

**C. Notification and recording of designation.** Following designation by the committee, a notice of such shall be mailed to the owners of record together with a copy of this ordinance. In the case of historic district designation, notice of such may be placed in the local newspaper or in a public building rather than mailed to each owner of property in the district. If legally permissible, the committee shall record such historic landmark register status designation with the Salt Lake County Recorder's office.

**D. Results of designation to historic landmark register.**

1. Owners of properties designated to the city's historic landmark register may

obtain a plaque to be placed on an outside wall of the structure and receive a historic landmark certificate from the committee containing the historic name of the property, date of construction, the date of designation and the signatures of the mayor and the committee chairperson.

2. Properties designated to the city's historic landmark register may receive special consideration in the granting of zoning variances or conditional use permits in order to encourage their preservation.

3. In the event of rehabilitation of the property, local building officials will consider waiving certain code requirements in accordance with any provisions of the city's building code then in effect which deals with historic buildings, and the Uniform Code for Building Conservation, a special code for existing buildings.

4. Owners of structures on the city's historic landmark register may seek assistance from the committee in applying for grants or tax credits for rehabilitating their properties.

5. In addition to other protections provided to landmark structures in chapter 19.86 of this code, proposed modifications to any structure on the city's historic landmark register requiring a building permit, sign permit or demolition permit requires the prior review of the committee and the prior approval of the city's planning committee in order to ensure the preservation of the city's historic landmarks to the greatest degree possible. This review applies to individually designated historic landmark properties or any property, contributing or non-contributing, located in a historic landmark-designated historic district.

(a) Applications for building, demolition, or sign permits pertaining to historic landmark register structures shall be forwarded by the city's community development department to the committee prior to their issuance.



(b) A permit applicant, in order to obtain such a permit from the community development department, shall file a request for a certificate of appropriateness with the committee on a form furnished by the committee; provided, however, that the committee's issuance of such a certificate of appropriateness shall not in any way require the city's planning committee or its community development department to issue the requested permit.

(c) At its next scheduled meeting, the committee shall review the application and the proposed work for compliance with any standards for rehabilitation and design guidelines adopted by the committee and the city council.

(i) Applicants whose proposed projects comply with the provisions of this chapter and chapter 19.86 of this code shall be issued a certificate of historic appropriateness within ten days after the committee's meeting, which authorizes (but does not require or otherwise mandate) the issuance of the appropriate permit, subject to planning committee approval.

(ii) Applicants whose proposed projects are found to be in non-compliance with this chapter and/or chapter 19.86 of this code shall be offered a negotiating period of 60 days, during which time the committee and applicant shall explore all options for an acceptable solution. These may include the feasibility of modifying the plans, using the historic landmark for alternative purposes, and reselling the property to another party. The committee may extend the negotiating period an additional 60 days for the purposes described above if deemed necessary to accommodate a potential solution.

(iii) If no solution has been agreed upon at the conclusion of either the initial 60-day period or the full 120-day period, the certificate of historic appropriateness will be denied and the permit will not be issued.

(d) Claims of economic hardship. The

committee may approve issuance of a certificate of appropriateness for rehabilitation or demolition of a landmark property if the owner has presented compelling, substantial evidence demonstrating that unreasonable economic hardship will result from denial of the certificate of appropriateness.

(i) Economic hardship criteria. In order to sustain a claim of unreasonable economic hardship, the committee may require the owner to provide evidence from a qualified third party regarding whether the property is capable of producing a reasonable economic return for the owner.

(ii) Demonstration of economic hardship by the owner shall not be based on conditions resulting from willful or negligent acts by the owner, purchasing the property for substantially more than market value at the time of purchase, failure to perform normal maintenance and repairs, failure to diligently solicit and retain tenants, or failure to provide normal tenant improvements.

(e) An applicant who has been denied any permit by the city's community development department or planning committee, based on the committee's refusal to issue a certificate of historic appropriateness, may appeal that decision to the city council at any time within 30 days after the historic committee's decision.

E. Removal of properties from the historic landmark register. Properties which, in the opinion of the committee, no longer meet the criteria for eligibility may be removed from the city's historic landmark register after review and consideration by the committee and affirmative vote of the city council.

F. Amendment to historic landmark register. The city council may amend the city's historic landmark register from time to time, including deleting sites or adding additional sites.

G. Enforcement. The provisions of this

section are subject to the enforcement provisions established in the city's building code and any other pertinent provisions of this code.

**2.140.606 Standards for rehabilitation and design guidelines.**

The committee may adopt standards and guidelines to be used by the committee in determining the historic appropriateness of any application pertaining to historic landmark register properties. Such standards and guidelines shall be subject to approval by the city council.

**2.140.607 Severability.**

The provisions of this part 6 of this chapter 2.140 are severable.

**2.140.608 Conflicts.**

In the event of any conflict between the provisions of this part 6 of this chapter 2.140 and the provisions of chapter 19.86 of this code, the provisions of chapter 19.86 shall control.

**PART 7 — PARKS, TRAILS AND OPEN SPACE ADVISORY COMMITTEE**

**2.140.701 Parks, trails and open space advisory committee.**

The city hereby creates the "Cottonwood Heights Parks, Trails and Open Space Advisory Committee," which is called the "committee" in this part 7 of this chapter 2.140.

**2.140.702 Purpose.**

The committee is created as a volunteer advisory body to the city to advise concerning creation and appropriate stewardship of parks, trails and open space ("PTOS") in the city for the betterment of the city and its residents and to enhance the quality of life in the city. The committee shall be under the primary supervision of the city

manager, but shall be advisory to both the city's administration as well as the city council as provided below.

**2.140.703 Governance; Membership; Operations.**

A. The committee shall be governed and shall operate pursuant to the regulations set forth in part 1 of this chapter.

B. The committee shall consist of up to 15 members. At least 13 members shall be residents of the city, and any non-resident members shall be appointed based on the strength of their individual qualifications and the importance of those qualifications to enhance the overall capabilities and desired expertise of the committee. The membership should be representative of the broad spectrum of the city, including those with expertise (through education or other relevant experience) in related disciplines such as parks, outdoor recreation, landscape architecture, urban planning, real estate, finance, biology, geography, environmental science and public relations. One of the members should be a representative of the Cottonwood Heights Parks and Recreation Service Area. To the extent deemed appropriate by the city manager and city council, the members of the committee may be from geographically diverse parts of the city, and may be selected to assure adequate representation of various relevant disciplines.

C. The committee shall comply with the requirements of the Open and Public Meetings Act, UTAH CODE ANN. 53-4-101 *et seq.*

D. The city council may appoint a non-voting, *ex officio*, member of the committee. The city manager also may appoint a member of city staff as a non-voting advisor to the committee.

E. Any collection and expenditure of funds by the committee shall be under the direction of the city manager and the city council pursuant to budgeting and accounting

# **CERTIFIED LOCAL GOVERNMENT (CLG) INFORMATION**

*Update once we have successfully updated CLG information in 2020.*

## NEW MEMBER WELCOME INFO

*The following information should be provided to any new member of the Cottonwood Heights Historic Committee by the committee chair following their appointment by the Mayor and City Council:*

- 1. An email welcoming them to the committee that provides a brief synopsis of what the committee is working on, and details on the next scheduled committee meeting (including time and place).*
- 2. A request to the new committee member to provide a headshot and brief biographical sketch that can be used to update the committee members page on the city website.*
- 3. A copy of the committee's strategic plan.*
- 4. A copy of the current committee roster.*
- 5. A copy of the approved minutes from the most recent committee meeting.*