

1 **MINUTES OF THE COTTONWOOD HEIGHTS CITY CO UNCIL WORK SESSION HELD**
2 **TUESDAY, JANUARY 19, 2016 AT 6:00 P.M. IN THE COTTONWOOD HEIGHTS CITY**
3 **COUNCIL CONFERENCE ROOM LOCATED AT 1265 EAST FORT UNION**
4 **BOULEVARD, SUITE 250, COTTONWOOD HEIGHTS, UTAH**
5

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

8
9 **Staff Present:** City Manager John Park, City Attorney Shane Topham, City Recorder Linda
10 Dunlavy, Assistant City Manager Bryce Haderlie, Finance Director, Dean
11 Lundell, Police Chief, Robby Russo, Public Relations Specialist, Dan Metcalf,
12 Assistant Fire Chief, Mike Watson, Economic Development Director, Brian
13 Berndt, Public Works Director Mike Allen

14
15 **Others:** Jim and Barbara Butterfield, Michelle Koch, Nancy Hardy, Steve Bertasso,
16 Cassie Goff, Mike Allen, Peri Kinder, Glen Goins, Dave and Beth Finch,
17 John Collins.
18

19 **WORK SESSION**
20

21 Mayor Kelvyn Cullimore called meeting to order and welcomed those in attendance.
22

23 **1.0 Fort Union Working Group Presentation.**
24

25 1.1 City Manager, John Park, introduced and presented a slideshow of the Fort Union Working
26 Group (“Working Group” or “Group”). Mr. Park explained that since the City incorporated,
27 the Fort Union Corridor has been discussed. Normally during a 10-year period, the General
28 Plan will change at least once. There has been a Fort Union Working Group or focus group
29 created that has held meetings to discuss the Fort Union Corridor Plan. The topics discussed
30 include street design components, land use direction and street beautification. There were 500
31 invitations sent out for the Working Group, with invitations going to businesses and property
32 owners. There were 35 to 40 people that attended the discussions and Saturday Walk.
33 Mr. Park stated that the Working Group is diverse and is comprised of business owners, large
34 property owners, and others. However, Mr. Park also hoped to have better representation
35 from the business sector. The Saturday Walk was instrumental in helping the group see what
36 needs to be done. The Saturday Walk took place in the area between of Union Park and 3000
37 East. During the Working Group discussion, staff realized that the City needs to finish the
38 Eastern end of Fort Union Boulevard and this was included in the Working Group analysis.
39

40 1.2 The Working Group discussed the goals of the group with points of consideration that
41 included scope of work, challenges, and opportunities. The Group was given basic
42 information regarding street engineering concepts, as well as speed factors, sidewalks, etc.
43 With regard to the Scope of Plan, the Group reviewed several studies including the General
44 Plan, traffic study, visual preference survey, Brigham Young University Study, University of
45 Utah Study, and Zions Bank Study. The Group also discussed the distinguishing features of
46 the Corridor and noticed several breaks along the route that already had a certain type of
47 character. The Group was asked to review development options and made recommendations
48 for implementation strategies. The Group looked at current challenges, which include two

1 water tanks, power lines, different size right-of-way widths, congestion areas, incompatible
2 zoning issues, development patterns (currently antiquated), pedestrian issues (not pedestrian
3 friendly), and gentrification.

- 4
5 1.3 Mr. Park explained that the Group was eventually broken down into three distinct districts
6 along the corridor. Each district met independently and came up with recommendations for
7 development in that district. Each district had a representative at the meeting to present their
8 district to the City Council as follows:

9
10 Commercial District (Yellow), Jim Butterfield – Primary concerns include safety and
11 aesthetics, preference to prevent light rail in this area.

12
13 Community District (Pink), Michelle Koch – Primary concerns include future density,
14 transportation, no land acquisition, but full utilization of rights of way, parking, walkable
15 pedestrian areas, including preventing light rail in this area.

16
17 Canyon District (Green), Nancy Hardy - This district was divided into two sections, primary
18 concerns include parking, bike lanes and landscaping.

- 19
20 1.4 Mayor Cullimore thanked the citizens that participated in the Working Group. It was
21 anticipated that since the plans are complete, acquiring funding was the next step toward
22 implementing the recommendations.

23
24 1.5 **Public Relations Report.**

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26 2.1 a. **Media Coverage.**

- 27
28 2.1.1 Public Relations Specialist, Dan Metcalf, provided a report of recent events in the community.
29 Mr. Metcalf had no media reports to present since the last meeting.

- 30
31 2.1.2 There were no media reports for the past week. As a result, Mr. Metcalf reported on the
32 Citizens Dashboard and indicated that it is currently up and running. Mr. Metcalf presented
33 the Council with a short demonstration of how the Dashboard works and it's many functions.
34 The Dashboard was designed to take care of issues within the City and track how tasks are
35 initially entered and followed up once entered into the system.

36
37 2.0 **Review of Staff Report.**

- 38
39 2.1 Each week staff provides informational reports from each department to allow the City
40 Council a method for keeping up on the day-to-day activities of the City. This report is
41 available on the internet at www.ch.utah.gov. This agenda item is set aside to allow Council
42 Members to ask questions or for staff to update the Council on changes that have occurred
43 since the report was made.

- 44
45 2.2 There were no staff or Council questions.

1 **3.0 Public Works Reports.**

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3 3.1 Steve Bertasso, from Terracare, reported on the status of the new GPS tracking systems which
4 were recently installed in the snow plows. Mr. Bertasso reported that the system seemed to
5 be working and that there were no new priorities set since the last meeting. The priority of
6 removing snow from cul-de-sacs was discussed and the resources available to remove that
7 snow. General salt storage was mentioned and the amount of salt still left in the storage
8 facility. It was determined that roughly the same amount of salt had been used this year as
9 was used the prior year.

10
11 3.2 Public Works Director, Mike Allen, reviewed the pothole situation and discussed the areas
12 requiring attention. The Council mentioned the importance of getting out and fixing the
13 problem areas during slow snow days.

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15 **4.0 Community and Economic Development.**

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17 **4.1 a. Planning Commission Meeting.**

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19 4.1.1 Economic Development Director, Brian Berndt, reported on the current planning issues
20 affecting the City.

21
22 4.1.2 Political signs and non-commercial signs were discussed and the rewording of the Code to
23 better meet the latest Supreme Court ruling with regard to freedom of speech. The changes
24 in the Code would be presented for the Council's approval once the Planning Commission has
25 the final version.

26
27 4.1.3 Density modifications in the mixed use zoning code and building heights were reviewed.
28 Mr. Berndt mentioned some changes being made to the Code to recognize and define the
29 maximum height of a building. Those modifications would be presented at a future meeting.

30
31 4.1.4 Supplementary regulations had been modified to better define fence and wall height and the
32 ways walls and fences are regulated. Those Code changes would also be brought before the
33 Council for further discussion at a later meeting.

34
35 4.1.5 Mr. Berndt noted that the home occupation regulation was being looked at when dealing with
36 clients coming to a house. The Code was being modified to more clearly define what a home
37 occupation should be. This issue would be brought before the Council at a later date.

38
39 **5.0 Public Safety.**

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41 **6.1 a. Unified Fire Authority Report.**

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43 **6.2 1. UFA Board Meeting.**

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45 6.2.1 Mayor Cullimore reported on the last Unified Fire Authority oversight meeting. The Mayor
46 addressed the finances of the UFA and commented that he wanted to make sure that the budget
47 and oversight of the UFA is being controlled by an independent source.

1 **6.3 b. Police Department Report.**

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3 6.3.1 Police Chief, Robby Russo, gave an update of events from the past week. He reviewed the
4 D.A.R.E. Graduations, a recent shooting in the City of Holladay, and an update of an accident
5 involving a crossing guard.
6

7 **6.0 City Manager/Assistant City Manager.**

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9 **7.1 a. City Hall Update.**

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11 7.1.1 City Manager, John Park, provided an update on the City Hall construction. Mr. Park
12 discussed trash cans in the facility, a request for proposal for furniture, City Hall Building
13 setbacks, electrical outlets, wrought iron fencing, concrete work, and an expired prescription
14 drugs drop off box. Mr. Park was, all in all, very excited about the progress of the building.
15

16 **7.2 b. Report on Construction of Salt Storage Facility.**

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18 7.2.1 Mr. Park reported on the status of the Public Works Salt Storage Facility. There were
19 currently bids coming in for construction of the facility, which were being reviewed. It was
20 reported that the City currently does not own the property where the salt storage facility is to
21 be built but Mr. Park hoped to have the purchase of the property completed within the week
22 and would report on the status at the next meeting.
23

24 **7.0 Mayor/City Council Reports.**

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26 **8.1 a. Historic Committee – Councilman Peterson.**

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28 8.1.1 Councilman Peterson reported that Max Evans was nominated as Chairman of the Historic
29 Committee. Councilman Peterson addressed the current projects the Committee was working
30 on including documenting the history of the City.
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32 **8.2 b. Zoo Arts & Parks Board Update – Councilman Peterson.**

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34 8.2.1 The main topic discussed by the ZAP Committee were stipulations of Committee Members
35 speaking with applicants regarding project proposals.
36

37 **8.3 c. Legislative Breakfast – Review of Breakfast Meeting on January 14.**

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39 8.3.1 It was reported that the Legislative Breakfast was one of the best attended breakfasts thus far.
40 The Council had no real suggestions on how to improve the event and was generally happy
41 with the way the breakfast turned out.
42

43 **8.0 CALENDAR OF EVENTS**

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45 a. Councilmember Schedules for the Next Week/2016 Calendar.
46 b. Volunteer Appreciation Dinner – January 23, 6:00 p.m. at the Market Street Grill, 2985
47 East Cottonwood Parkway.
48 c. Local Officials Day at the Legislature – January 27.

- 1 d. UFA Year-In-Review Banquet – January 29, at Little America Hotel, 500 South
2 Main.
3 e. March 22 will be Caucus Meetings. Will hold Council Meeting on the 29 instead.
4
5 **9.0 Closed meeting to Discuss Litigation, Property Acquisition and the Character and**
6 **Professional Competence or Physical or Mental Health of an Individual.**
7
8 **10.1 MOTION:** Councilmember Tee Tyler moved to close the Open Session and open the Closed
9 Session, the motion was seconded by Councilman Peterson. The motion passed with a
10 unanimous vote by the Council.
11
12 10.2 The Work Session adjourned at 8:59 p.m.

1 *I hereby certify that the foregoing represents a true, accurate and complete record of the Cottonwood*
2 *Heights City Council Work Session held Tuesday, January 19, 2016.*

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10 Teri Forbes
11 T Forbes Group
12 Minutes Secretary
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14 Minutes approved: August 22, 2017