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

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

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

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

WORK SESSION

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

1.0 Fort Union Working Group Presentation.

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

1.2 The Working Group discussed the goals of the group with points of consideration that
included scope of work, challenges, and opportunities. The Group was given basic
information regarding street engineering concepts, as well as speed factors, sidewalks, etc.
With regard to the Scope of Plan, the Group reviewed several studies including the General
Plan, traffic study, visual preference survey, Brigham Young University Study, University of
Utah Study, and Zions Bank Study. The Group also discussed the distinguishing features of
the Corridor and noticed several breaks along the route that already had a certain type of
character. The Group was asked to review development options and made recommendations
for implementation strategies. The Group looked at current challenges, which include two
water tanks, power lines, different size right-of-way widths, congestion areas, incompatible zoning issues, development patterns (currently antiquated), pedestrian issues (not pedestrian friendly), and gentrification.

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

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

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

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

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

1.5 **Public Relations Report.**

2.1 **a. Media Coverage.**

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

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

2.0 **Review of Staff Report.**

2.1 Each week staff provides informational reports from each department to allow the City Council a method for keeping up on the day-to-day activities of the City. 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 update the Council on changes that have occurred since the report was made.

2.2 There were no staff or Council questions.
3.0 Public Works Reports.

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

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

4.0 Community and Economic Development.


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

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

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

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

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

5.0 Public Safety.


6.2 1. UFA Board Meeting.

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

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

6.0 City Manager/Assistant City Manager.

7.1 a. City Hall Update.

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


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

7.0 Mayor/City Council Reports.

8.1 a. Historic Committee – Councilman Peterson.

8.1.1 Councilman Peterson reported that Max Evans was nominated as Chairman of the Historic Committee. Councilman Peterson addressed the current projects the Committee was working on including documenting the history of the City.

8.2 b. Zoo Arts & Parks Board Update – Councilman Peterson.

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


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

8.0 CALENDAR OF EVENTS

a. Councilmember Schedules for the Next Week/2016 Calendar.
b. Volunteer Appreciation Dinner – January 23, 6:00 p.m. at the Market Street Grill, 2985 East Cottonwood Parkway.
c. Local Officials Day at the Legislature – January 27.
d. UFA Year-In-Review Banquet – January 29, at Little America Hotel, 500 South Main.
e. March 22 will be Caucus Meetings. Will hold Council Meeting on the 29 instead.

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

10.1 **MOTION:** Councilmember Tee Tyler moved to close the Open Session and open the Closed Session, the motion was seconded by Councilman Peterson. The motion passed with a unanimous vote by the Council.

10.2 The Work Session adjourned at 8:59 p.m.
I hereby certify that the foregoing represents a true, accurate and complete record of the Cottonwood Heights City Council Work Session held Tuesday, January 19, 2016.

Teri Forbes
T Forbes Group
Minutes Secretary

Minutes approved: August 22, 2017