COTTONWOOD HEIGHTS

ORDINANCE NO. 249

AN ORDINANCE ESTABLISHING A SCHEDULE FOR REGULAR MEETINGS OF THE CITY COUNCIL, THE PLANNING COMMISSION AND THE BOARD OF ADJUSTMENT FOR 2016

WHEREAS, UTAH CODE ANN. §52-4-202 provides that any public body which holds regular meetings that are scheduled in advance over the course of a year shall give public notice at least once each year of its annual meeting schedule; and

WHEREAS, UTAH CODE ANN. §10-3-502 provides that the governing body of a city shall, by ordinance, prescribe the time and place for holding its regular meetings, which shall be held at least once each month; and

WHEREAS, the city council (the "*Council*") of the city of Cottonwood Heights (the "*City*") desires to establish a regular meeting schedule for 2016 for the Council, as required by statute; and

WHEREAS, the Council also desires to establish regular meeting schedules for 2016 for the City's Planning Commission and its Board of Adjustment;

NOW, THEREFORE, BE IT ORDAINED by the city council of the city of Cottonwood Heights as follows:

Section 1. ***Regular Meeting Schedule for 2016***. For 2016, regular meetings of the City's Council, Planning Commission and Board of Adjustment shall be held as follows:

(a) *Council*. The Council's business meetings will occur on the second and fourth Tuesdays of each month, beginning at 7:00 p.m. The Council's work meetings will occur on the first, second, third and fourth Tuesdays of each month, beginning at 6:00 p.m. On evenings when a Council business meeting also will occur, the Council's work meeting will adjourn for such business meeting and then re-convene (as necessary to complete the agenda items) following the business meeting. All business meetings of the Council will occur in the public assembly room on the third floor of the City's offices (the "*City Offices*") at 1265 East Fort Union Blvd., Cottonwood Heights, Utah, and all work sessions of the Council will occur in the conference room on the second floor of the City Offices; provided, however, that following completion and occupancy of the City's new municipal center (the "*Municipal Center*") on the northwest corner of the intersection of 2300 East and Bengal Blvd., all business meetings of the Council will occur in the public assembly room of such center, and all work sessions of the Council will occur in the council conference room of such center.

(b) *Planning Commission*. The Planning Commission's business meetings will occur on the first Wednesday of each month, and the third Wednesday of January, April, June and October, in the public assembly room on the third floor of the City Offices, beginning at 6:00 p.m. The Planning Commission's work meetings will occur immediately prior to its business meetings, commencing at 5:00 p.m., pursuant to appropriate public notice. Following completion and occupancy of the Municipal Center, the Planning Commission's business meetings will occur in the public assembly room of such center.

(c) *Board of Adjustment*. The Board of Adjustment's business meetings generally will occur at least once per calendar quarter, and more frequently as needed, in the public assembly room on the third floor of the City Offices, beginning at 6:00 p.m., on such dates as may be specified upon at least 24 hours' prior public notice. Work meetings of the Board of Adjustment may precede such business meetings pursuant to appropriate public notice. Following completion and occupancy of the Municipal Center, the Board of Adjustment's business meetings will occur in the public assembly room of such center.

Section 2. ***Reservations of Rights to Modify Meeting Schedules, Etc.*** Each of the Council, the Planning Commission and the Board of Adjustment has and reserves the right to change the time, date and/or location of any of its meetings upon at least 24 hours' prior public notice, or to cancel any of such meetings or to hold special meetings as circumstances may warrant.

Section 3. ***Action of Officers***. All actions of the officers, agents and employees of the City that are in conformity with the purpose and intent of this Ordinance, whether taken before or after the adoption hereof, are hereby ratified, confirmed and approved.

Section 4. ***Severability***. All parts of this Ordinance are severable, and if any section, paragraph, clause or provision of this Ordinance shall, for any reason, be held to be invalid or unenforceable, the invalidity or unenforceability of any such section, paragraph, clause or provision shall not affect the remaining sections, paragraphs, clauses or provisions of this Ordinance.

Section 5. ***Repealer***. All ordinances or parts thereof in conflict with this Ordinance are, to the extent of such conflict, hereby repealed.

Section 6. ***Effective Date***. This Ordinance, assigned no. 249, shall take immediate effect as soon as it shall be published or posted as required by law and deposited and recorded in the office of the City's recorder, or such later date as may be required by Utah statute.

PASSED AND APPROVED this 8th day of December 2015.

COTTONWOOD HEIGHTS CITY COUNCIL

By _____
Kelvyn H. Cullimore, Jr., Mayor

COTTONWOOD HEIGHTS, UTAH 2005 CORPORATE SEAL

ATTEST:

_____
Linda W. Dunlavy, Recorder

VOTING:

Kelvyn H. Cullimore, Jr.	Yea ✓	Nay ___
Michael L. Shelton	Yea ✓	Nay ___
J. Scott Bracken	Yea ✓	Nay ___
Michael J. Peterson	Yea ✓	Nay ___
Tee W. Tyler	Yea ✓	Nay ___

DEPOSITED in the Recorder's office this 8th day of December 2015.

POSTED this 8 day of December 2015.