

**MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL WORK SESSION
HELD TUESDAY, JANUARY 3, 2023, AT 4:00 P.M. IN THE COTTONWOOD HEIGHTS
CITY COUNCIL WORK ROOM LOCATED AT 2277 EAST BENGAL BOULEVARD,
COTTONWOOD HEIGHTS, UTAH**

Members Present: Mayor Pro Tempore Scott Bracken, Council Member Douglas Petersen, Council Member Shawn E. Newell, Council Member Ellen Birrell

Staff Present: City Manager Tim Tingey, City Attorney Shane Topham, Records Culture and Human Resources Director Paula Melgar, Community and Economic Development Director Michael Johnson, Administrative/Financial Services Director Scott Jorges, Assistant Fire Chief Riley Pilgrim, Police Chief Robby Russo, Public Works Director Matt Shipp, IT Manager Matt Ervin

Excused: Mayor Mike Weichers

1. WELCOME – Mayor Pro Tempore Scott Bracken.

Mayor Pro Tempore Scott Bracken called the meeting to order at 4:00 p.m. and welcomed those present. He reported that Mayor Mike Weichers was excused from the City Council Meeting.

2. REVIEW OF BUSINESS MEETING AGENDA – Mayor Pro Tempore Scott Bracken.

The Business Meeting Agenda items were reviewed and discussed.

Mayor Pro Tem Bracken reviewed the agenda items. There were two items on the agenda for public comment, which included the Sensitive Lands Evaluation and Development Standards (“SLEDS”) Ordinance and an amendment to the Moderate Income/Affordable Housing Plan. Community and Economic Development Director, Michael Johnson stated that the SLEDS Ordinance would be discussed later on in the Work Session. The Moderate Income/Affordable Housing Plan amendments were technical changes required by the State. He would introduce the item during the Business Meeting.

The Business Meeting Agenda also included Staff Reports from the Police and Public Works Departments. There were four Action Items as well. The first was Resolution 2023-01 – Approving an Interlocal Agreement with Salt Lake County for the 2022-28 Utah Pollutant Discharge Elimination System (“UPDES”) Media Campaign. Mr. Tingey reported that it was a five-year renewal and cost \$5,000 per year. The costs were for public information concerning the prevention of stormwater pollution. It was noted that this was a requirement. The second Action Item was Resolution 2023-02 – Approving an Amendment to the City’s Moderate-Income/Affordable Housing Plan. Mayor Pro Tem Bracken explained that the Council would approve the technical changes so they could be sent to the State and the City would be in compliance.

The third Action Item on the agenda was Resolution 2023-03 – Consenting to Appointments to the City’s Arts Council and it related to the appointments of Susie Yanling Shi and Christina

Loumeau. The last Action Item was Resolution 2023-04 – Consenting to an Appointment to the City’s Planning Commission. This would add Mike Smith to the Planning Commission.

3. STAFF REPORTS.

a. *Sustainability Master Plan – Associate Planner/Sustainability Analyst Ian Harris and Senior Planner Samantha DeSeelhorst.*

Senior City Planner, Samantha DeSeelhorst reported that the previous Senior Planner had moved on to Salt Lake City. She now held the position and Associate Planner/Sustainability Analyst, Ian Harris, was hired. The Work Session discussion would focus on potential sustainability projects for the year ahead. It would be beneficial to hear feedback and direction from the Council.

Ms. DeSeelhorst highlighted current and ongoing sustainability projects within Cottonwood Heights. The first was the Community Renewable Energy Program (“CREP”), which originated out of House Bill (“H.B.”) 411 during the 2019 Legislative Session. CREP was a partnership between 18 communities in Utah, including Cottonwood Heights. The intention was to focus on net renewable electricity. It involved a lot of backend collaboration. Significant behind-the-scenes work had taken place over the last year or so. Cottonwood Heights was currently collaborating as one of the 18 communities on the program application. She noted that it was a single application that would be made to the State regulators and included rate projections, low-income assistance details, and a utility agreement. It was anticipated that this item would be brought back to the Council for a more detailed discussion and action in the summer of 2023.

To officially make the rate an option in Cottonwood Heights, the Council would need to adopt an Ordinance. Ms. DeSeelhorst explained that residents would have the option to stay on the standard offer electricity if they did not want to be part of CREP. Based on the projections so far, it was estimated that the cost impacts would be approximately \$7 extra for participating households. The CREP work was ongoing and additional information would be shared in the future.

Another ongoing project was the Fort Union Bike Lane project. Ms. DeSeelhorst reported that this utilizes Corridor Preservation Funding from the County as well as Active Transportation Investment Funding (“ATIF”) from Wasatch Front Regional Council (“WFRC”). Funding was received to connect the bicycle lane segments on Fort Union Boulevard. That work was underway and a firm was commissioned to start the design work for the project. Ms. DeSeelhorst noted that the Big Cottonwood Canyon Trail Wayfinding Project was underway as well. County funding was being used to improve the wayfinding along the trail. There was also a donation program underway to help fund amenities for the Ferguson Park trailhead. Additionally, the City was working on a Park Pollinator Garden Master Plan for Mountview Park so as future funding became available, it would be possible to add more pollinator plants to the entry hillside.

The last ongoing project related to Glass Recycling Relocation. There was a Wasatch Front Waste and Recycling District glass depository outside of the Public Works Yard on 3800 East. As part of the redesign of the area, a new location for that glass recycling was needed.

Council Member Birrell noted that she reread the 2019 Sustainability Initiative, which references a food forest. She wondered if the pollinator garden was a replacement for that. Ms. DeSeelhorst believed it had to do with the renewable energy resolution. It was adopted before she began working with the City so she did not know the intention of the language. She had not heard the term “food forest” before but it could relate to food access throughout the City.

Ms. DeSeelhorst reported that the Interlocal Sustainability Action Plan was the overarching guiding document that was adopted in the summer of 2021. It provided general sustainability strategies and policies and was a high-level plan. The current City Council Meeting discussion had to do with potential projects the Council could consider for 2023. It was recommended that the Council discuss the matter further during the Retreat and determine priority projects. After the retreat, the focus would shift to implementing the selected priority projects.

The following 2023 Recommended Sustainability Priority Projects were shared with the Council:

- Protect and Enhance the Tree Canopy:
 - Tree canopies are a valuable tool in semi-arid climates. They provide shade, can cool nearby people and plants, and mitigate the urban heat island effect. Potential project ideas could include a tree planting initiative, increased community outreach about tree types and tree care, a tree bag sponsorship, or the creation of a tree inventory to research the health and condition of the urban forest.
- Make Further Progress on Sustainable City Landscaping:
 - Green lawns can be useful as active spaces but are among the least effective and pollinator-friendly landscaping options. The City could demonstrate the efficiency and beauty of alternative and sustainable landscapes in City-owned spaces. Potential project ideas could include the implementation of water-wise and pollinator-friendly species within publicly owned park strips, plazas, parks, and other City-owned spaces, continued community outreach and education, as well as continued encouragement of sustainable landscaping for residential and commercial projects.
- Make Further Progress on Water Conservation Initiatives:
 - As precipitation levels decline and temperatures rise due to climate change, water conservation has become even more crucial. The City could promote responsible water usage in several different ways. Potential project ideas could include a rain barrel program, increased City outreach, and education, or retrofitting the City facilities and grounds with water-saving technologies.
- Assist EV Adoption Through City Requirements and Initiatives:
 - The auto market continued to diversify beyond internal combustion engines, so the City could plan for the future by encouraging and streamlining EV adoption. Potential project ideas could include designating authority for approval bodies to consider reasonable development incentives if EV-compatible stalls were provided. Alternatively, the City could explore options to require or encourage EV chargers based on square-foot ratios and publicize information on available EV grants.
- Encourage Active Transportation:

- Active transportation could be more affordable than rail transit and new road projects. It also promoted equitable access to health and fitness as a public amenity. Residents had previously expressed a desire for more transportation options. Potential project ideas could include the implementation of scalable bicycle parking requirements for commercial projects, removable/convertible street infrastructure for pedestrian and bicycle safety near schools, or codifying minimum pedestrian crossing intervals on collector and arterial streets.
- Increase Community Education About Sustainability Benefits and Options:
 - Many Cottonwood Heights residents and businesses were in support of sustainability on a broad level but were not aware of the City initiatives and projects. Increased education could be beneficial in that way but could also challenge misconceptions about sustainability. Potential project ideas could include events to showcase sustainable options and programs, updating the City website with better recycling information on odd materials, PSA-type videos about how to be sustainable, information on LEED certification on the website and at City Hall, or a monthly sustainability feature in the newsletter.
- Encourage Sustainable Employee Commuting Options:
 - Nearly all employees used private vehicles to commute to and from work and seemed to be unfamiliar with local transit and active transportation options. Those options could be made more attractive to employees. Potential project ideas could include an opt-in transit reimbursement program, covered or indoor bicycle parking installation, or a collaboration with the Utah Transit Authority (“UTA”) to improve the transit facilities closest to City Hall.
- Implement Sustainable Food Initiatives:
 - Food waste continues to be an issue worldwide, but people are struggling to find affordable quality food for themselves and families in the community. Potential project ideas could include a non-perishable food donation program in City facilities, City-sponsored community gardens or herb gardens, the creation of a food pantry, or hosting composting and food waste reduction seminars.
- Support the Reduction of Fuel Waste via Idling:
 - Vehicle emissions contribute to CO2 emissions and air pollution in the Salt Lake Valley. Potential project ideas could include anti-idling signs at drive-thrus, pick-up, and drop-off zones, or anti-idling awards for businesses that prevent idling.
- Improve City Waste Management Practices:
 - Leading by example would give the City legitimacy on sustainability-related initiatives and reduce the City’s impact on landfills. Potential project ideas could include the removal of single-use plastics in favor of stainless steel and ceramic dishes, utensils, and cups at City Hall, a sponsored highway cleanup, or coordination to ensure proper recycling techniques.

Ms. DeSeelhorst reported that similar discussions with The City of Holladay and Millcreek City took place over the summer. In those cities, there had been an introductory conversation and the Council internally discussed project ideas during their Work Sessions or retreats. The Councils then shared a prioritized list with the sustainability team. Estimated costs and time impacts were

later shared. Something similar could be done in Cottonwood Heights. Ms. DeSeelhorst wanted to understand what areas the City Council was most interested in addressing.

Mayor Pro Tem Bracken wondered if the Interlocal Agreement with Holladay and Millcreek was still in place. Ms. DeSeelhorst anticipated that Cottonwood Heights would continue to work with those cities as opportunities arose since the cities were so close. The intention of the Interlocal Agreement was to get a Sustainability Plan started. With the Interlocal Sustainability Action Plan now adopted, it was time to transition into project management for individual cities. Council Member Birrell noted that it might be worthwhile to determine where Cottonwood Heights aligned with the other cities. Some of the programs could be addressed collectively. Mr. Tingey explained that one of the primary purposes of the Interlocal Agreement was to develop a plan collaboratively with those other communities and identify goals and objectives to move forward with. Once that portion is complete, the intention was for the cities to move forward independently. Ms. DeSeelhorst believed there may be collaboration opportunities with the other two cities in the future, but the Interlocal Agreement itself had transitioned to project management for each community.

Council Member Newell liked the initiatives that had been shared. He explained that in Southern California, there were tree canopy programs where each resident was provided with a free tree each year. This allowed for some control over the types of trees that would be planted. In Utah, he could see drought-tolerant trees given out to residents through a tree giveaway program. As for the EV adoption, he believed this was important to consider in the City.

Council Member Petersen referenced the solar panels that were on the City Hall building and wondered whether there was additional information related to monitoring. Ms. DeSeelhorst reported that there was information on the website. She offered to send the link to the Council Members for additional review. Council Member Birrell was thrilled with the list that had been presented to the Council. There were a lot of worthwhile sustainability projects. However, she felt that the asphalt footprint of the City should be added to the list. Asphalt contributed to many problems with the airshed and storm drains. It would be a significant project if the City decided to do an audit and explore this further. She urged the Council to consider the suggestion.

b. Sensitive Lands Evaluation and Development Standards (“SLEDS”) Ordinance – *Community and Economic Development Director Mike Johnson.*

Mr. Johnson reported that he would introduce the SLEDS Ordinance during the Business Meeting. He would provide background information and explain where the recommendations came from at that time. It was noted that a new version of the SLEDS Ordinance had been published earlier that morning. The new version was based on feedback received about the Development Review Committee (“DRC”) procedures section. That section governed Pre-Scoping Meetings and Land Disturbance Permits. Mr. Johnson explained that if the City suspected there were hazards on a site that wanted to develop, there was a section in the Ordinance to state that a pre-scoping process was needed. That information existed in the Ordinance already, but some minor clarifications had been made as a result of some of the public comments received from residents.

The minor clarifications would further refine the procedures section of the SLEDS Ordinance. Mr. Johnson reported that the DRC needed to have certain internal policies for any Pre-Scoping Meeting. The procedures section had been clarified to state that a policy document was needed and could be updated as necessary. Another clarification had to do with notes, minutes, or a recording of any Pre-Scoping Meetings. The SLEDS Ordinance further clarified that the DRC was the approval authority for any of the pre-scoping studies.

Mr. Tingey reminded the Council that it was important for all Council Members to feel comfortable with the SLEDS Ordinance language. A lot of time had been spent reviewing the amendments at a Council level. Mr. Johnson had also met with several residents. Council Member Birrell asked about the process once the Council voted on the item. Mr. Johnson explained that the updates to the SLEDS Ordinance would be implemented immediately after the vote. Council Member Birrell urged the Council to vote on the item as soon as they felt comfortable because it had to do with the protection of sensitive lands. She felt comfortable with the language.

Mayor Pro Tem Bracken believed it would be appropriate to add the SLEDS Ordinance updates to a future agenda so it could be formally approved. However, he noted that it would depend on what was heard during the public comment portion of the Business Meeting. Mr. Tingey reported that it could be added to the January 17, 2023, City Council Meeting for consideration.

c. *Transportation Master Plan – Public Works Director/City Engineer Matt Shipp.*

Public Works Director, Matt Shipp shared the Transportation Master Plan with the Council. He reported that the initial findings were presented in November. This was an appropriate time for Council Members to ask outstanding questions. Mr. Shipp stated that there was a desire to move the Transportation Master Plan forward for consideration. He clarified that this was a standalone plan and not part of the General Plan. The General Plan includes a transportation element, which differs from the Transportation Master Plan. He explained that the transportation element is a high-level overview whereas the Transportation Master Plan was more detailed. Mr. Tingey pointed out that the plan includes information about active transportation.

Mr. Shipp reiterated that he was looking for Council feedback and direction. The Transportation Master Plan included cross-sections for the roadways. There was also a list of proposed projects at the beginning of the report. It showed intersections and roadways as well as proposed changes to those roads. He noted that Transportation Master Plans needed to incorporate other plans as well. In this instance, the projects from the Active Transportation Plan were included in the document. At the retreat, there would be a recommendation that a Traffic Calming and Sidewalk Plan be done for the entire City. It could include crosswalks and gaps in the sidewalks. In the future, that type of plan could be included in the Transportation Master Plan. It was not a static document but it was important to understand whether the Council liked the structure and direction.

Horrocks Engineering was the consultant used on the Transportation Master Plan. The modeling within the plan used the WFRC's population model that went to 2050. It showed both the commercial and residential areas. Mr. Shipp explained that the intention was to receive feedback from the Council during the Work Session, make modifications to the plan, and then bring the

second draft of the Transportation Master Plan back to the Council. At some point, there would be a public comment period and then the Council could consider adoption.

Mayor Pro Tem Bracken noted that he spoke to Council Members Birrell and Petersen about the plan. Based on those conversations, he believed the population projection numbers needed to be made clear. Council Member Birrell wanted to see the Transportation Master Plan focus on safety first as opposed to the current emphasis, which was motorist convenience, traffic flow, and level of service. It was noted that the WFRC is applying for a grant to complete a Safety Action Plan for Salt Lake County. The money available from the Federal Stimulus was tied to the reduction of fatalities in dangerous traffic areas. To obtain that funding, a plan was needed and must be approved by the Federal Highways Administration (“FHWA”). The WFRC wanted to create this plan for Salt Lake County. It was noted that Mr. Shipp serves on the committee that is focused on that work. There was a desire to focus on safety.

Council Member Birrell felt it was important that the Transportation Master Plan aligned with that kind of thinking. Safety for all users was of primary concern to residents. Based on the survey results, residents want more safety, walkability, bicycle paths, and better access to transit. The Transportation Master Plan needs to reflect what the constituents want to see in the City. Council Member Birrell analyzed the three-phased timelines where the projects were listed in 10-year increments. She was opposed to many of those projects because they would add more vehicles to the road and were very car-centric. Traffic flow is important but should not be prioritized over pedestrians and active transportation users. Intersections need to be safe. She felt that vehicles need to slow down and asked that the Transportation Master Plan focus on that.

Mayor Pro Tem Bracken agreed that safety is important and supported traffic calming measures. Sections of the Transportation Master Plan were reviewed. Page 16 of the Transportation Master Plan reviewed the typical cross-sections. It was noted that Figure 5 shows the existing roadway network. That figure showed the different classifications. The information in that section showed the proposed width and configuration of the road so when development comes in there could be requirements to make those frontage improvements. Alternatively, right-of-way could be given to the City in the form of a dedication. Figure 8 showed the existing volume on the roads. It also showed the existing level of service. It was noted that an intersection analysis had not been done. The information related only to the roads. However, there were some recommendations for some intersections included in the Transportation Master Plan.

Mayor Pro Tem Bracken pointed out that Page 29 included a list of active transportation projects. Page 31 contained information related to neighborhood connectivity. There were also examples of projects that could provide walkability when crossing some of the larger roads. Figure 13 showed the locations of potential neighborhood connectivity projects. The City had two mid-block crosswalks. One was near the Skate Park on Bengal Boulevard and one was on Creek Road. The Council discussed the speed table. Council Member Birrell was in favor of an analysis that would examine the most dangerous areas. This would allow Staff to determine how to slow motorists down and prioritize safety for pedestrians and active transportation users.

Mr. Shipp clarified that the Transportation Master Plan still needed to consider levels of service. He did not believe residents would support levels of service E and F at intersections, based on the

phone calls he received. The desires of the Council would be considered but it was important to consider the vehicles on the road and the population growth. Council Member Newell appreciated the work that went into the Transportation Master Plan. The future would come no matter what and it was important to plan accordingly. It seemed that the plan considered future growth. Safety was built into every project but more detailed safety information would not be shared until some of the projects come to fruition.

Council Member Petersen agreed with Mr. Shipp that lowering the level of service to E or F was not the best solution. He often receives calls related to the light at Fort Union and Highland. If it is backed to the collector streets, it is not possible to get out onto that road. The speed levels are important but efficiency also needs to be considered. The Council needs to look at the Transportation Master Plan through a lot of different lenses because balance is key. The Council discussed traffic calming measures that had been implemented in the City.

Council Member Birrell stated that she is an active transportation user and bicyclists avoid Fort Union Boulevard and Highland Drive. She believed the urbanization of Salt Lake County needs to be acknowledged. In addition, the plan needs to acknowledge that Cottonwood Heights is a drive-through city for canyon recreationists and commuters. If transportation planning continues as it has in the past, active transportation will not be heightened. The roadways need to be slower because pedestrians and bicyclists do not like to be in areas where vehicles travel over 35 MPH. High-volume, fast-moving vehicles do not incentivize the active transportation that residents desire. She respected the comments made by other Council Members but felt there needed to be a new approach that incentivizes transit in the City. She commented that there is less transit than ever. It is necessary to envision a Cottonwood Heights that provided safe mobility for all users.

Mayor Pro Tem Bracken was pleased to see that the Transportation Master Plan included a list of active transportation projects. The objectives had to do with congestion, active transportation, and connectivity. He wondered if alternative paths should be created for active transportation. This would prevent pedestrians and bicyclists from needing to use Fort Union Boulevard. Council Member Birrell noted that Mayor Weichers was excited about the work she was doing related to analyzing neighborhood bypass routes. She believed it would be possible to put together neighborhood bypass routes and associated wayfinding signs for a relatively low cost.

d. Unified Fire Authority (“UFA”) Critical Risk Assessment – *Assistant Fire Chief Riley Pilgrim.*

Assistant Fire Chief, Riley Pilgrim shared the Unified Fire Authority (“UFA”) Critical Risk Assessment. Since 2018, the UFA had been looking at the data and the unique risks associated with each community. A 600-page document captured all of the risks and the response capabilities within UFA. The information that will be reviewed during the Work Session related to the Cottonwood Heights section. Assistant Chief Pilgrim explained that for Cottonwood Heights, UFA looks at the population, density, and square mileage covered. This ensures that UFA has the appropriate resources for the area. The data is approximately a year old and they were currently working on updating the data. Mayor Pro Tem Bracken noted that Cottonwood Heights is classified as “urban.” Assistant Chief Pilgrim clarified that a population below 20,000 is considered “rural” and populations above that are considered “urban.”

Cottonwood Heights station information was reviewed. Assistant Chief Pilgrim reported that Station 110 has a ladder and an ambulance and Station 116 has three-handed staffing and a peak load ambulance, which means that the ambulance is there on peak days. The primary response was related to canyon use. Mayor Pro Tem Bracken wondered if the ambulances can reach the canyon fairly quickly. This was confirmed. He shared information about the ski resort clinics and the need for ambulance assistance.

Assistant Chief Pilgrim shared information about UFA stations in other cities that are within eight minutes of Cottonwood Heights. If there was a significant call in the City, those units could respond with additional support. He reported that the call volumes from the last three years had been broken out and were included in the presentation. Those calls combined both fire and EMS calls which average 550 calls per quarter. The majority of those are EMS calls. That data was used to determine whether the stations are capable of handling the call volume. The data indicated that the stations in the City can handle the current call volume.

Assistant Chief Pilgrim discussed the National Fire Protection Association (“NFPA”) standards versus the UFA standards. The NFPA established guidelines for fire services. Those standards could be adopted by municipalities that chose to do so. Those guidelines were based on what NFPA considered best practices or ideals. After looking into the data more, UFA found that the numbers were extremely unrealistic. NFPA had a very high standard for responses and very few departments in the country could meet those standards. Assistant Chief Pilgrim noted that there had been a lot of improvements with the Valley Emergency Communications Center (“VECC”) as it relates to call processing. However, there was still some work to do. NFPA recommended a 1:04-second call processing time. UFA would continue to collaborate with VECC so the call processing times were as low as possible.

The Cottonwood Heights 2020 Dispatch and Response Times were reviewed. Assistant Chief Pilgrim addressed the turnout time. He reported that this was based on the amount of time it took between the alert to the time the apparatus was moving. Faster responses could reduce the turnout times. He reported that Station 110 has a good setup as it is a single story and is laid out well. Station 116 is different because there is an upstairs area. That slowed down the response times slightly. The intention was to emphasize faster responses and quicker movement when the alerts came in. Travel times are not something UFA can control since it is based on the station location and the existing traffic conditions.

Assistant Chief Pilgrim explained the difference between a rural and urban setting. In a rural setting, there are typically further distances to travel, fewer stations, and fewer resources. He reiterated that Cottonwood Heights is considered to be urban-based on the population numbers. UFA’s goal was to see a 10% improvement in the turnout times and to continue to work with VECC on the call times. Assistant Chief Pilgrim shared a chart that overviewed the incidents by time of day. The busiest time is between 7:00 a.m. and 6:00 p.m. That chart could be used to determine peak loads. If there is a jump at a certain time, a peak load could be added to accommodate that increase. The data makes it easier for UFA to make those kinds of decisions. Assistant Chief Pilgrim shared a chart related to incidents by the day of the week. Those numbers were fairly consistent. The different types of transports were reviewed with the Council.

The Building Occupancy Classification and Risk Categories for Cottonwood Heights were shared. Assistant Chief Pilgrim reported that the numbers help UFA look at the risks within the community. Surveyor data from the County is used to assess the structures in the City based on size. The size of the structure determined the risk level. The maximum high risk for a commercial structure is over 100,000 square feet and the maximum high risk for a residential structure is 10,000 square feet. Assistant Chief Pilgrim noted that the average is moderate to high.

Assistant Chief Pilgrim shared a map related to four-minute response times. It showed the radius that Stations 110 and 116 can cover in four minutes if there was no traffic. He noted that the map showed that Sandy, which was relied on for mutual aid, was outside of that response time. Some geographical barriers needed to be considered. Additional maps were shared. He explained that the dark green areas indicate the four-minute response and the lighter green areas indicated the eight-minute response. He reiterated that this is based on GIS data only and does not account for traffic conditions or weather concerns.

Council Member Petersen noticed that on Highland Drive and I-15, there is a new hotel that is just over the border. He wondered who would respond in that area since Station 110 was much closer than the station in Holladay. Assistant Chief Pilgrim stated that if Holladay is demanding more resources out of Cottonwood Heights than they return to the City, which will impact the membership fee percentage. It was adjusted to be fair. Another map was shared with the Council. The green area showed the 90th percentile. Outside of the green area, it takes longer for UFA to reach. The further away from the station, the higher the percentile increase. This highlighted the impacts of traffic and overall accessibility within the City. He explained that the darker the colors are on the map, the longer the response time for that area.

Information was shared about the residential fire Effective Response Force (“ERF”). It takes 17 firefighters on the scene to accomplish all of the critical tasks and get the fire under control within a certain amount of time. Assistant Chief Pilgrim explained that the longer it takes firefighters to get there, the more time it takes to address the situation. Another map was shared, which showed how long it took different UFA stations to arrive. He pointed out that the map depicted actual staffing levels as well. The nearby stations in other communities were referenced.

Mayor Pro Tem Bracken asked about power outages. He wondered if there were additional calls during those times. This was confirmed. Assistant Chief Pilgrim reported that a lot of time is dedicated to power line fires. Often, when the snow melts, the dust starts to blow on the lines. The combination of dust and water on the power lines can create fires. Additionally, when tree branches fall during winter storms, there can be issues. UFA is called in those instances because Rocky Mountain Power crews may be out handling another problem. UFA will sit and watch the fire to ensure that it is not a hazard but this means a crew is stuck on a call.

Council Member Birrell wondered if there had been incidents in the City where lengthy response times lead to the loss of a home or life. Assistant Chief Pilgrim did not have that information available. He did not believe there had been a fatality as the result of response times in Cottonwood Heights. Mayor Pro Tem Bracken believed a few homes had been lost. He was not sure if that was the result of response times or other factors. Assistant Chief Pilgrim shared information about

commercial fires. He reported that for commercial fire ERF, it takes 28 firefighters on the scene to accomplish the critical tasks. It was challenging to get 28 firefighters on the same fire in a short amount of time. That meant resources needed to be pulled from further out. Assistant Chief Pilgrim stated that this was a common challenge throughout the valley.

Additional risks were reviewed that included natural hazards and hazardous materials sites. There were a few high-risk areas such as water treatment facility plants and areas that stored chemicals. Knowing what those risks are means UFA can be prepared in the event something happens in those areas. Assistant Chief Pilgrim reported that he would share the Critical Risk Assessment presentation with City Staff following the meeting. He shared a map that indicated where the different hazards were within Cottonwood Heights. It was noted that from 2015-2020 there were no fatalities. The property loss listed was fairly low as that data was not always completely accurate. He believed the property loss amount was likely a bit higher.

Assistant Chief Pilgrim reported that the Critical Risk Assessment was shared with all municipalities involved with UFA. The Board of Directors provided guidance on what the organization should aim to accomplish, which included a 10% improvement in response times. An update to the assessment was underway as the data presented was from 2020 and there had been significant changes with dispatch since then. He was optimistic that there would be positive changes in the response times. The Council thanked Assistant Chief Pilgrim for his report.

e. Administration Year End Review – *City Manager Tim Tingey.*

Mr. Tingey shared the Year End Report for 2022 with the Council. It was included in the packet for review. Mr. Tingey expressed appreciation for all who work in the City. He felt it was important to reflect on what had been done in 2022. He recognized that there was always room for improvement, but overall, he was pleased with what had been accomplished. Some of those accomplishments were reviewed with the Council.

In 2022, a monthly employee newsletter was implemented. It is sent to employees each month, is approximately one page in length, and highlights what is taking place in the City. Every other day, there are social media updates and the City was currently working on a promotional video. The latter was something that would be brought to Council in the next few months for review. Mr. Tingey provides weekly reports and Council communications. Other accomplishments in 2022 included budget preparations, the community survey, the implementation of City Council directives, Legislative policy work, the Mayor and City Council Retreat, and employee evaluations.

With respect to Community and Economic Development, there are 151 total land use applications, 787 building permits, and 2,257 inspections completed. Additionally, the City was able to obtain grant funding for the Fort Union bicycle lanes. The Mid-Valley Active Transportation Plan was adopted by the Council, solar installation took place at City Hall, and the Waterwise Landscaping Ordinance was adopted. All of those items took a lot of time and effort.

Within the Police Department, staffing levels were maintained. There was not a lot of turnover, which had been beneficial. Community relations continued to improve as well. Mr. Tingey

reported that there is now specialized training for officers to improve interactions between officers and people with autism, spectrum disorders, and mental health issues. In 2022, the Cottonwood Heights Police Department also worked closely with the Utah Autism Awareness Foundation and developed a curriculum related to that. He referenced the K-9 unit and reported that the City won an award related to narcotics detection. For emergency management, several events and quarterly trainings took place. School security training was also emphasized in 2022. All of the officers had the opportunity to enter schools to learn the layout.

In Public Works, some WFRC grants were received. The Pavement Management Plan saw the completion of year four of the five-year program. For capital projects, there was the Bengal Boulevard roundabout and Ferguson Canyon Park. The City also surveyed 2,779 manholes with GIS data. Mr. Tingey reported that 924,000 square feet and 132 tons of leveling was done for modified chip seal improvement. For surface maintenance, there was 1,800,000 square feet of slurry seal. For crack seal improvements, there was a total of 90 tons of material used.

Mr. Tingey discussed Records, Culture, and Human Resources. There were a number of Government Records Requests and bidding processes. The City also hired and onboarded 28 new employees. In addition, the Willy Wonka production had taken place and there were events such as the Bunny Hop, Bark in the Park, Butlerville Days, and Christmas events. The City was able to prepare two grants and received funding from the Utah Division of Arts and Museums (\$4,500) for general operating expenses as well as from Zoo Arts and Parks (“ZAP”) (\$14,200).

In Finance and Information Technology, financial awards were received. The effort put forth related to budget and financial assessments was commendable. The City was also able to implement additional bonding in 2022. In 2022, there had been cyber training and cyber security implementation. There would be discussions about that at the retreat. Mayor Pro Tem Bracken thanked City Staff for all of their hard work over the past year.

4. REVIEW OF CALENDARS AND UPCOMING EVENTS.

- a. **City Hall will be closed January 16, 2023, for Martin Luther King Day.**
- b. **Cottonwood Heights Film Festival will be held January 21, 2023, at the Butler Middle School Auditorium (7530 South 2700 East).**
- c. **City Hall will be closed February 20, 2023, for Presidents’ Day.**

The calendar items were reviewed and discussed.

5. POSSIBLE CLOSED MEETING TO DISCUSS LITIGATION, PROPERTY ACQUISITION, AND/OR THE CHARACTER AND PROFESSIONAL COMPETENCE OR PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL.

There was no Closed Meeting.

6. ADJOURN CITY COUNCIL WORK SESSION.

MOTION: Council Member Newell moved to ADJOURN the Work Session. Council Member Petersen seconded the motion. The motion passed with the unanimous consent of the Council.

The Work Session adjourned at 6:12 p.m.

**MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL BUSINESS MEETING
HELD TUESDAY, JANUARY 3, 2023, AT 7:00 P.M. IN THE COTTONWOOD HEIGHTS
CITY COUNCIL CHAMBERS LOCATED AT 2277 EAST BENGAL BOULEVARD,
COTTONWOOD HEIGHTS, UTAH**

Members Present: Mayor Pro Tempore Scott Bracken, Council Member Douglas Petersen, Council Member Shawn E. Newell, Council Member Ellen Birrell

Staff Present: City Manager Tim Tingey, City Attorney Shane Topham, Records Culture and Human Resources Director Paula Melgar, Community and Economic Development Director Michael Johnson, Administrative and Financial Services Director Scott Jorges, Police Chief Robby Russo, Public Works Director Matt Shipp, IT Manager Matt Ervin

Excused: Mayor Mike Weichers

1.0 WELCOME – Mayor Pro Tempore Scott Bracken.

Mayor Pro Tempore Scott Bracken called the meeting to order at 7:00 p.m. and welcomed those present. He reported that Mayor Mike Weichers was excused.

2.0 PLEDGE OF ALLEGIANCE.

The Pledge was led by City Manager, Tim Tingey.

3.0 CITIZEN COMMENTS.

Mayor Pro Tem Bracken opened the citizen comment period.

Leslie Kovach gave her address as 7450 Lost Canyon Circle and shared comments about accidents that occurred in December 2022. The accidents took place within four days of one another. The first was on December 18, 2022. Police and Fire were dispatched to the scene and it appeared that the vehicle was traveling at a high speed down Wasatch Boulevard. The second accident occurred on December 22, 2022, at the intersection of Wasatch Boulevard and Fort Union. She believed there was speed involved in that accident as well. She appreciated the Cottonwood Heights Police Department for responding to the accidents and working hard in the cold conditions. However, she urged the Police Department and City Council to join the citizens' groups for a redesign of Wasatch Boulevard. It needs to become safer for the public. A redesign, which could include speed reduction methods such as barriers and landscaping, has the potential to reduce the number of accidents. In addition, a redesign could prevent vehicles from performing U-turns.

Ms. Kovach stated that Cottonwood Heights is a wonderful place to live but pointed out that issues on Wasatch Boulevard are taking a toll on nearby homes. Many in her neighborhood had to upgrade their windows and doors to address the noise. Their safety was also threatened by the continual speed issues and traffic sounds. Until Wasatch Boulevard is redesigned, she asked that enforcement of speed, U-turns, and noise controls be increased.

Philip Bollam gave his address as 7574 South Cory Hill Circle. He requested additional time to read a prepared statement on behalf of the residents of Cory Hill Circle. Mr. Bollam thanked the Council and City Staff for their work. He asked those present to prioritize and manage risk. He is a nine-year resident of the State of Utah and was impressed by the management of local and State resources overall. He was surprised by the risk taken as it related to the intersection of Bridgewater Drive and Cory Hill Circle. The design of the waterway on Bridgewater Drive and the slope of Cory Hill Circle created a dangerous intersection. The intersection has a steep slope and vehicles often get stuck. Aside from the inconvenience, this creates a hazard for vehicles traveling on Bridgewater Drive and Cory Hill Circle. When a vehicle gets stuck, other vehicles are unable to travel along Bridgewater Drive or reach residences on Cory Hill Circle. This includes emergency vehicles. Emergencies can happen at any time and access to the main road is vital. He wanted to make sure potential tragedies are avoided.

Mr. Bollam reported that vehicles get stuck at that intersection year-round. This includes both sunny and dry weather. Problems are further exacerbated during the winter season. Snowplows cannot remove snow fully due to the shape and slope of the intersection. That means that residents of Cory Hill Circle frequently have difficulty safely reaching their homes in the winter, even after both Bridgewater Drive and Cory Hill Circle have been plowed. He spoke to several City employees who indicated that it is difficult for plow drivers to clear the roads due to the slope. He believed this showed in the poor plow service that is received after each storm. Mr. Bollam stated that leaving or coming home is often a daunting task. Additionally, the residents of Cory Hill Circle cannot be serviced by Wasatch Waste and Recycling as the trucks cannot turn onto Cory Hill Circle without getting stuck. The residents need to take their bins down a steep slope and through the waterway to Bridgewater Drive. This is not just an inconvenience but is extremely dangerous for residents.

Neighbors informed Mr. Bollam that this is a long-standing issue. There had not been money in the budget over the years to address the intersection. Cory Hill Circle has been ignored for over 20 years, even with consistent dialogue between the residents and the City. He asked that the City Council prioritize the repair during the 2023/2024 budget planning process. If the City is unable to incorporate the necessary work into the budget, there are other options the City Council can consider. For instance, studded winter tires for all vehicles registered to Cory Hill Circle residents provided by the City every few years, City employees hand shovel the waterway and slope on Cory Hill Circle, City employees could set out and retrieve all waste and recycling bins of Cory Hill Circle residents, or there could be a posted sign at the intersection for tow truck service. The better solution would be to repair the road and eliminate the existing risks.

Nancy Hardy stated that she shared comments on March 1, 2022, and August 16, 2022, related to the Adopted and Special Plans on the City website. Some good plans were adopted and she suggested that the City create a summary of each of those plans to highlight the information and goals. This would be beneficial for residents. In addition, when adopting the plans, she asked that the City include an estimated start or completion date. It would also be worthwhile for the City to share updates and progress on the various plans. Ms. Hardy also felt it was important for the City to take those plans and studies into consideration when updating the General Plan. She pointed out that were good ideas in the plans related to bicycle routes.

John Adams, a District 4 resident, had a suggestion related to the Sustainability Plan that was discussed during the Work Session. Mr. Adams asked that the scope of the citizen outreach component be taken a step further. He believed the City could take the lead and enhance outreach through education. For example, sharing information related to the systems in place that drove the need for the sustainability actions in the first place. There needed to be enough depth so there would be participation and action at a citizen level. Senior Planner, Samantha DeSeelhorst stated that outreach is a transformative action that the City could take. He agreed with that and shared additional suggestions. Ideas were referenced in the Work Session about single-use plastic but he felt it was important to educate the citizens about the issues that existed in the first place and who benefited from the existing problems. This would address the systemic drivers of those issues and broaden perspectives.

Mr. Adams pointed out that there had been no mention of climate change during the Work Session sustainability discussions. It was important for the public to better understand climate change. Education could connect the dots between that issue and the suggested sustainability action items. Residents tended to overestimate the impacts of actions that were easier to take and underestimate the actions that were harder to take. Additional outreach would make it easier for citizens to increase their knowledge, would eliminate confusion, and assist in decision-making.

Mr. Tingey reported that a written comment was received prior to the start of the City Council Meeting from Jennifer Cottam. The comment was entered into the record. He explained that the comment was forwarded to the Council. Ms. Cottam shared comments related to walkability and the ability to bicycle during the winter months in Cottonwood Heights.

There were no further comments. The citizen comment period was closed.

4.0 PUBLIC COMMENTS.

4.1 Sensitive Lands Evaluation and Development Standards (“SLEDS”) Ordinance – Introduction by Community and Economic Development Director.

Community and Economic Development Director, Michael Johnson shared information related to the Sensitive Lands Evaluation and Development Standards (“SLEDS”) Ordinance. He explained that technical amendments were made to the existing SLEDS Ordinance. The Ordinance regulates hazards including surface fault rupture, slope stability and landslides, liquefaction, debris flow, alluvial fan, rock fall, groundwater source protection, and riparian corridor and watershed. Mr. Johnson clarified that no new hazards had been added, but new regulations for the existing hazards had been drafted. The Ordinance listed the hazards that should be regulated by the City, particularly as it relates to new development activity in areas where the hazards existed.

Although riparian corridors and watersheds are currently listed as hazards that should be studied and assessed, the actual standards were not within the current SLEDS Ordinance. The standards proposed for riparian corridors and watersheds had since been drafted and were proposed by City Staff. Mr. Johnson reported that the technical review and update of the SLEDS Ordinance began in 2019. The purpose was to update the standards to the highest and best practice for identifying,

studying, and mitigating hazards in the community. This was a development-oriented Ordinance, so the standards primarily applied during new development or substantial redevelopment.

The recommendations made in the Ordinance came from a wide range of technical and professional sources. GeoStrata is the contracted geology and geotechnical consultant used. In addition, Staff had done extensive research when putting together the draft language. Federal Emergency Management Agency (“FEMA”), Army Corp of Engineers, U.S. Forest Service, Utah Geologic Survey, fault experts, Salt Lake County Flood Control, and environmental protection experts at the University of Utah had all shared input as well. Formal discussions and public hearings were held by the Planning Commission. Numerous preliminary discussions occurred beforehand. In August 2022, the Planning Commission voted to recommend approval of the Draft SLEDS Ordinance to the City Council by a vote of 4-to-3. Subsequent updates were made to the draft based on Planning Commission feedback and recommendations. In addition, there were several follow-up meetings held with residents.

The Draft SLEDS Ordinance was shared with the City Council during Work Sessions in October 2022 through the end of the year. During the previous City Council Meeting, there were discussions about the riparian protection standards that were proposed. The item had since been brought to the Business Meeting for public comment. Mr. Johnson overviewed the different forms of noticing that occurred throughout the process. Notice was posted online and through the City’s website email notification system that residents could subscribe to. Ordinance drafts, Staff Reports, and meeting minutes were all available on the website. In addition, multiple City newsletter articles were written to educate residents about the SLEDS Ordinance. City Staff also met with various resident groups on numerous occasions.

Mr. Johnson reviewed the changes made since the Planning Commission voted on the Draft SLEDS Ordinance. There was clarification to the language regarding the SLEDS review procedure. He noted that the proposed riparian standards were updated to add clarifying language, which enabled regulatory agencies to have access to maintenance and improvement work. Clarifying language was also added to reiterate that existing properties were able to continue reasonable maintenance and use of the land. The main focus was on new development activity. Mr. Johnson reported that there was further clarification in the procedures section as well. This had to do with Pre-Scoping Meetings for hazard studies and Land Disturbance Permits. There was also a proposal that the Development Review Committee (“DRC”) establish a written policy for the pre-scoping process as well as a requirement for summary notes, a recording, or minutes for all of the Pre-Scoping Meetings. The language also further clarified that the DRC was the approval authority for pre-scoping studies and Land Disturbance Permits.

Council Member Birrell expressed appreciation to Mr. Johnson and everyone who worked on the SLEDS Ordinance amendments. This had been a long journey and she was thankful for the continued work that had been done. Council Member Petersen also thanked Mr. Johnson. There had been a lot of input from residents. He believed the SLEDS Ordinance took a practical approach rather than being an extreme example of overstepping.

Mayor Pro Tem Bracken opened the public comment period.

Kimo Esplin gave his address as 2305 Lorita Way. He expressed his appreciation to Mr. Johnson for meeting with him as he tried to educate himself on the riparian section of the SLEDS Ordinance. Mr. Esplin reported that he lives on Little Cottonwood Creek and had spent a lot of money to make sure there is proper bouldering and support for runoff. In the past, there had been some erosion and property concerns. He explained that his family was supportive of the riparian language and was happy to take on any restrictions imposed. However, he believed the SLEDS Ordinance had a two-tiered approach relative to the four designated zones. Zone A was one where residents need to come to the City for lower thresholds of development. As he understood it, for larger landowners that zone doubled and an additional 25 feet was needed. He believed that was inconsistent. If it was sufficient for one landowner, he did not understand why it needed to be doubled for another. Mr. Esplin explained that his land was long and followed the creek. If the amount was doubled, it would account for half of his property along the creek. He asked that the City review that to see if there needed to be a two-tiered standard in place.

There were no further comments. The public comment period was closed.

4.2 Amendment to the City's Moderate Income/Affordable Housing Plan – Introduction by Community and Economic Development Director.

Mr. Johnson reported that a technical amendment was proposed to the Moderate-Income/Affordable Housing Plan. This was the result of a non-compliance letter that was received from the State of Utah. He reported that every city is required to submit an updated report each year on affordable housing measures being taken. Approximately 75% of cities in Utah received some sort of technical non-compliance letter this year based on the updated review procedures. The State identified two deficiencies in the 2019 plan. He clarified that the 2022 report had no deficiencies. However, in the 2019 plan, there was a discrepancy as the State wanted the exact language from the State Legislation to be included in the adopted plan.

Each year, the State Legislature modifies the language of the various tools that cities can choose to adopt to implement affordable housing. The State determined that the language in the Master Plan needed to verbatim match what was in the current State Code. Mr. Johnson noted that more detail was also needed so actionable and specific benchmarks as well as timelines for implementation could be included. He explained that this had been done in the 2022 report but needed to be retroactively added to the 2019 plan through the amendment.

The updates needed to be done by February 16, 2023. Mr. Johnson reported that the item had already been to the Planning Commission and there were no public comments shared at that time. The Planning Commission unanimously recommended approval. The amendments were discussed at the last City Council Work Session. Additionally, a copy of the plan was posted on the City's website and distributed to Council Members for review. A copy of the proposed changes was sent back to the State, which indicated that the changes were acceptable. There needed to be a public hearing before the amendments were adopted by the Council.

Mayor Pro Tem Bracken opened the public comment period. There were no comments. The public comment period was closed.

5.0 STAFF QUARTERLY REPORTS.

5.1 Police Report – Police Chief Robby Russo.

Police Chief, Robby Russo shared the Cottonwood Heights Police Department December 2022 Statistical Report with the Council. He displayed a Calls for Service chart and explained that in October, there were 1,424 calls, in November, there were 1,275 calls, and in December, there were 1,466 calls for service. The bottom of the chart indicated the proactive self-initiated calls. There were 252 in October, 178 in November, and 207 in December. Chief Russo explained that self-initiated calls are instances where contact was initiated when an officer was not dispatched. This could happen when an in-view theft case was observed.

The Calls for Service by District Chart was shared. Chief Russo reported that District 1 had 502 calls, District 2 had 257 calls, District 3 had 333 calls, and District 4 had 271 calls. District 1 had more calls because the center of commerce was in District 1. As a result, the calls for service in that district were overrepresented. The December Response Times were shared. It included Priority 1, Priority 2, and Priority 3 calls. He explained that Priority 1 calls involve life-or-death situations and are the most serious calls. Priority 2 calls relate to serious property crimes or burglary in progress. Priority 3 calls are lower in priority and urgency. Chief Russo reviewed the numbers on the chart and stated that the response times were excellent. The Cottonwood Heights Police Department continued to lead the valley in response times.

For Priority 1 calls, the total response time was 6:58. Though the times were impressive, he still felt the times were higher than they should be. The time it took for the call center to pick up the phone, speak to the caller, and input the data was as long as the time it took for an officer to receive the call and respond to the scene. That was something that needed to change. Mr. Tingey had spoken to VECC to address the issue. Some solutions were brainstormed and would be implemented. Chief Russo wanted to see the dispatch times reduced.

Council Member Petersen noted that the City had been trying to work with VECC for three years to address the issue. If it took VECC as long to take the call as it did for officers to arrive at a location, that was a disconnect that needed to be remedied. He had not seen much forward progress on the VECC side. Chief Russo acknowledged this. Both he and Mr. Tingey had been aggressive in trying to address the issue. One of the remedies discussed was for Cottonwood Heights to have a separate phone number that could be advertised and shared with the public. It might be worth trying that to see if it made a difference. He believed it would, but VECC had run into some issues with the phone system. That work with VECC was ongoing.

Chief Russo shared the Overall UCR Crime View, which compared December 2021 to December 2022. The number of assaults decreased as had burglaries. Thefts were approximately the same. He noted that stolen automobiles had also decreased. Chief Russo reviewed the Arrests chart. In October, the total number of arrests was 17. In November, the total number of arrests was 20 and in December, the total number of arrests was 27. The juvenile arrest numbers were still low, with five in October, two in November, and four in December. A chart outlining the Traffic Citations was shared. In October, 133 citations were issued and 105 warnings were issued. Chief Russo explained that the philosophy in Cottonwood Heights was to change and modify behavior. That

was the reason the number of warnings was high. In November, there were 105 citations and 70 warnings. In December, there were 201 citations and 80 warnings.

A chart that overviewed the Citations Issued by District was shared. District 1 had 92, District 2 had 35, District 3 had 47, and District 4 had 36. Chief Russo reiterated that the numbers were higher in District 1 because of the center of commerce and the extra activity in that area. He reviewed information related to accidents in the City. In October, there were 31 accidents. There were 48 accidents in November and 54 in December. Although the number of accidents increased in December, the number of injury accidents in December decreased to 12. This showed that there was some cause and effect related to the increased enforcement. A heat map had been prepared to show where the accidents took place throughout the City. The accidents were fairly evenly dispersed throughout the main roads in Cottonwood Heights.

Animal Control and Code Enforcement data was shared. Chief Russo reported that the City has been down one Animal Control Officer for a few months. Someone had since been hired. There were 28 calls for animal service, seven for code enforcement, and 41 for traffic enforcement. As for citations, there were six citations for animal control and 26 for traffic enforcement. Chief Russo noted that a lot of people had adopted pets during the COVID-19 pandemic and some were no longer interested in keeping that pet. Many pets were being dropped off at shelters but sometimes, pets are dropped off on the side of the road. There was one instance where a bulldog was left on the side of the road and had become sick. He informed those present that people can always drop an animal off in the proper care of a shelter, no questions asked.

There had been no attended or unattended deaths in the last quarter of 2022. As for the property crimes reports, a heat map had been created. The property crimes were pretty evenly dispersed throughout the community but a lot of time was spent near the commercial area in District 1. A lot of thefts had occurred near the big box stores. The Police Department did its best to be proactive and watch those areas. Heat maps for each district were shared. Chief Russo reported that in District 4, a lot of calls had been received about people camping nearby. He explained that some people were trying to be the first ones up the canyon in the morning.

There was discussion about the locations where residents are parking. Chief Russo explained that there is a no camping ordinance that is enforceable on public lands. However, a piece of property is still owned by the developer and people are camping in that area. That property had not been turned over to the City and was considered private. The Police Department contacted the developer and asked that No Trespassing and No Camping signs be posted. Chief Russo shared a heat map that illustrated all of the citations issued in December 2022. He reviewed the latest Safety Message, which had to do with winter driving preparation.

5.2 Public Works Report – Public Works Director, Matt Shipp.

Public Works Director, Matt Shipp shared the Public Works January 2023 Quarterly Report with the Council. In November, approximately 308 tons of salt was used and there had been approximately 2,799 miles traveled on the roads. As far as snowfall, there was not much in November. In December, there were 43 inches of total snowfall. Approximately 12,259 miles were traveled in Public Works vehicles. Mr. Shipp informed the Council that he did not have the

data for January yet, but based on the preliminary numbers, approximately 25 inches of snow had accumulated in the City already. A little over 825 tons of salt had been used. Mr. Shipp noted that the year-over-year data was compared. He shared data that went back to 2016.

Information was shared related to snow plowing. Mr. Shipp reported that the City is divided into eight areas for snow plowing. They are geographically located and each area is assigned a truck and a driver. This ensures that the driver knows the area well. Long lines were the main areas where four trucks are assigned and include Fort Union, Creek Road, 3000 East, 27000 East, 2300 East, and Highland Drive. Mr. Shipp reported that when a storm lasts more than 24 hours, shift work begins. There are eight areas and drivers cover two areas with some overlap. Shifts last from 12 to 16 hours. The Cottonwood Heights policy was to have every street opened within 24 hours at the end of a storm situation.

Mr. Shipp took time to acknowledge the Public Works staff and praised their dedication. Council Member Petersen also thanked the Public Works Department. Council Member Newell commended Mr. Shipp on his leadership. The crew was a reflection of the leadership that was in place and the employees had done a phenomenal job in the community. Council Member Birrell expressed appreciation for the Public Works Department. Mayor Pro Tem Bracken reported that the City had plans to build covered storage for the snowplows. This had to do with both the preservation of the snowplows and the ability of the plows to be quickly utilized.

6.0 ACTION ITEMS

6.1 Consideration of Resolution 2023-01 – Approving an Interlocal Agreement with Salt Lake County for the 2022-28 UPDES Media Campaign.

Mr. Tingey reported that Resolution 2023-01 is an Interlocal Agreement with Salt Lake County related to the Utah Pollutant Discharge Elimination System (“UPDES”) media campaign. It is a five-year Interlocal Agreement for a media and public awareness campaign. The cost is approximately \$5,000 per year for the agreement. City Staff recommended approval.

MOTION: Council Member Petersen moved to APPROVE Resolution 2023-01 - Approving an Interlocal Agreement with Salt Lake County for the 2022-28 UPDES Media Campaign. The motion was seconded by Council Member Newell. Vote on motion: Council Member Petersen-Aye, Council Member Bracken-Aye, Council Member Newell-Aye, Council Member Birrell-Aye. The motion passed unanimously.

6.2 Consideration of Resolution 2023-02 – Approving an Amendment to the City’s Moderate Income/Affordable Housing Plan.

Mayor Pro Tem Bracken reported that the public hearing was held on the Moderate-Income/Affordable Housing Plan. No public comments were received.

MOTION: Council Member Newell moved to APPROVE Resolution 2023-02 – Approving an Amendment to the City’s Moderate-Income/Affordable Housing Plan. The motion was seconded by Council Member Birrell. Vote on motion: Council Member Petersen-Aye, Council Member

Bracken-Aye, Council Member Newell-Aye, Council Member Birrell-Aye. The motion passed unanimously.

6.3 Resolution 2023-03 – Consenting to Appointments to the City’s Arts Council.

Mayor Pro Tem Bracken reported that the City Manager recommended that Susie Yanling Shi and Christina Loumeau be appointed to the Arts Council. Mr. Tingey participated in the interview process. He was excited about the appointments as both have different areas of interest. One candidate has expertise in painting and the other has expertise in performing. Both areas of interest would bring a lot of value to the Arts Council.

MOTION: Council Member Birrell moved to APPROVE Resolution 2023-03 – Consenting to Appointments to the City’s Arts Council. The motion was seconded by Council Member Petersen. Vote on motion: Council Member Petersen-Aye, Council Member Bracken-Aye, Council Member Newell-Aye, Council Member Birrell-Aye. The motion passed unanimously.

6.4 Consideration of Resolution 2023-04 – Consenting to an Appointment to the City’s Planning Commission.

Mayor Pro Tem Bracken reported that the City Manager recommended that Mike Smith be appointed to the Planning Commission. Mr. Tingey stated that he discussed his interests. Based on what is required in the Code in terms of geographic neighborhood and community interests, he would represent the area well. There was only one individual currently serving in District 1. This would fill the additional position for District 1.

Council Member Petersen expressed appreciation for the work Mr. Smith has done in the community. He said that Sue Ryser, who has served on the planning commission and worked with him for many years recommended Mike Smith. Council Member Birrell wanted to be respectful to the City Manager and Mr. Smith but objected to the appointment because she is familiar with one of the applicants for the Planning Commission appointment. That applicant has high-level science degrees and has demonstrated her commitment to the community for many years. Council Member Birrell pointed out that this would be the third man appointed to the Planning Commission in the year that she has served. She supported equity and diversity. As a result, she could not support the appointment. Mayor Pro Tem Bracken applauded Mr. Smith for his willingness to serve and noted that the best asset for someone to serve is someone willing to put in the time and study the issues in order to make good decisions. He felt our Planning Commission had been very representative of the city.

MOTION: Council Member Petersen moved to APPROVE Resolution 2023-04 – Consenting to the Appointment to the City’s Planning Commission. The motion was seconded by Council Member Newell. Vote on motion: Council Member Petersen-Aye, Council Member Bracken-Aye, Council Member Newell-Aye, Council Member Birrell-Nay. The motion passed 3-to-1.

7.0 CONSENT CALENDAR

7.1 Approval of the City Council Work Session and Business Meeting Minutes of December 6, 2022, and December 13, 2022.

MOTION: Council Member Newell moved to APPROVE the City Council Work Session and Business Meeting Minutes from December 6, 2022, and December 13, 2022. The motion was seconded by Council Member Petersen. The motion passed with the unanimous consent of the Council.

8.0 ADJOURN CITY COUNCIL BUSINESS MEETING.

MOTION: Council Member Petersen moved to ADJOURN the City Council Business Meeting. The motion was seconded by Council Member Newell. The motion passed with the unanimous consent of the Council.

The meeting adjourned at 8:32 p.m.

I hereby certify that the foregoing represents a true, accurate, and complete record of the Cottonwood Heights City Council Work Session and Business Meeting held Tuesday, January 3, 2023.

Teri Forbes

Teri Forbes
T Forbes Group
Minutes Secretary

Minutes Approved: February 7, 2023