

**PUBLIC HEARING AND CITY COUNCIL MEETING**  
**Tuesday, September 21, 2010 7:00 p.m.**  
**Public Safety Building**  
**3925 W Cedar Hills Drive, Cedar Hills, Utah**

*This meeting may be held electronically via telephone to permit one or more of the council members to participate.*

NOTICE is hereby given that the City Council of the City of Cedar Hills, Utah, will hold a Public Hearing in connection with their Regular City Council Meeting on Tuesday, September 21, 2010, beginning at 7:00 p.m.

**COUNCIL MEETING**

1. Call to Order, Invocation and Pledge
2. Public Comment: Time has been set aside for the public to express their ideas, concerns, and comments (comments limited to 3 minutes per person with a total of 30 minutes for this item)

**PUBLIC HEARINGS**

3. Amendments to the Fiscal Year 2011 Budget (July 1, 2010 to June 30, 2011)
4. Amendments to the City's Annexation Policy Plan

**CONSENT AGENDA**

5. Minutes from the August 3, 2010, Public Hearing and Regular City Council Meeting
6. Minutes from the September 7, 2010, Regular City Council Meeting

**SCHEDULED ITEMS**

7. Review/Action Regarding the Community Events and Recreation Center
8. Review/Action on Amendments to the Fiscal Year 2011 Budget (July 1, 2010 to June 30, 2011)
9. Review/Action on Amendments to the City's Annexation Policy Plan
10. City Manager Report and Discussion

**MAYOR AND COUNCIL REPORTS**

11. Board and Committee Reports

**EXECUTIVE SESSION**

12. Motion to go into Executive Session, Pursuant to Utah State Code 52-4-204 and 52-4-205  
\* \* \* EXECUTIVE SESSION \* \* \*
13. Motion to Adjourn Executive Session and Reconvene City Council Meeting

**ADJOURNMENT**

14. Adjourn

Posted this 16th day of September, 2010.

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Kim E. Holindrake, City Recorder

- Supporting documentation for this agenda is posted on the City's Web Site at [www.cedarhills.org](http://www.cedarhills.org).
- In accordance with the Americans with Disabilities Act, the City of Cedar Hills will make reasonable accommodations to participate in the meeting. Requests for assistance can be made by contacting the City Recorder at least 48 hours in advance of the meeting to be held.
- The order of agenda items may change to accommodate the needs of the City Council, the staff, and the public.



# CITY OF CEDAR HILLS

<b>TO:</b>	Mayor and City Council
<b>FROM:</b>	Konrad Hildebrandt, City Manager <i>Konrad</i>
<b>DATE:</b>	9/21/2010

City Council  
**Memorandum**

<b>SUBJECT:</b>	Community Events and Recreation Center (CERC)
<b>APPLICANT PRESENTATION:</b>	None
<b>STAFF PRESENTATION:</b>	Mr. Konrad Hildebrandt, City Manager
<b>BACKGROUND AND FINDINGS:</b> The City Council has recently encumbered staff to start the process for the development of a Community Events and Recreation Center at the Golf Course Site. The first step is to identify an architect to create the facility design. The following architects have given presentations to the CC at a previous work session: Ken Harris Architects; EDA Architects; CMA Architects. The City Council needs to select one of these architects to continue with the overall facility development process.	
<b>PREVIOUS LEGISLATIVE ACTION:</b> None	
<b>FISCAL IMPACT:</b> TBD	
<b>SUPPORTING DOCUMENTS:</b> General and site specific information as it relates to the architectural firms and to the facility construction process.	
<b>RECOMMENDATION:</b> Staff recommends that the City Council, by motion, select an architectural firm to continue to advance this facility development process..	
<b>MOTION:</b> See staff recommendation above.	



14 September 2010

Cedar Hills Mayor and City Council  
3925 W Cedar Hills Drive  
Cedar Hills, Utah 84062

Dear Mayor and City Council,

*What a spectacular view!* As I visited the project site with Konrad today I was excited to see the exceptional views and striking context of the new Community Events and Recreation Center. I spent about an hour listening to Konrad and Greg share their vision of the facility and becoming more familiar with the community, design, and programming issues surrounding the project. I believe our firm has the right **personnel, experience, and vision** to help you make your new project a stunning success!

#### *Personnel*

The architects and staff of Curtis Miner Architecture have academic training (five *Master of Architecture* degrees), years of experience designing community-based projects (about 50 years between four architects), and, most importantly, an intense interest in making this a successful project (two members of our firm live in Cedar Hills).

Detailed resumes of key firm members are enclosed.

#### *Experience*

As one example, our firm recently designed the Mapleton City Center. The project required multiple programming and design discussions with elected officials, city staff, and other community members to fully understand and implement ideas from each group. The final design incorporates ideas from all user groups, captures key views, and relates to the historical construction methods and context of surrounding neighborhoods. The new Mapleton City Center has become the pride of the city.

I encouraged you to call Brian Wall, Mapleton Mayor, and Bob Bradshaw, Mapleton City Manager at (801) 489-5655 to discuss our work.

Examples of this and other projects are enclosed.

## *Vision*

The easy answer is to transplant a building from another location, make a few floor plan adjustments, apply a few new details, and call it good. But that's not the correct approach for this site, and that's not the correct approach for Cedar Hills. For this project to become an asset to Cedar Hills it must respond to, work with, and accentuate the views and the natural context and topography of the site. Context is the driver; the building responds. As demonstrated by projects enclosed, our team has the patience and persistence to study and understand the site and context and to design a project to take full advantage of its assets and conceal its liabilities.

But we're also realistic. We understand that for this project to be financially viable, it must be designed and constructed using common-sense and common materials and construction methods. It must be functional, efficient, and low maintenance. We are regularly complemented by the contractors who build our projects on the quality of the construction documents and the ease of construction and the vision of the design.

Design of your new Community Events and Recreation Center is an important step for Cedar Hills and we would welcome and enjoy the opportunity to help you reach your design and development goals. *I look forward to discussing with you our preliminary design ideas during your Tuesday night meetings on September 21<sup>st</sup>.* Thank you for the invitation to submit information on our firm for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'C. Miner', with a long horizontal line extending to the right.

Curtis N. Miner, AIA, NCARB  
Architect

**Konrad Hildebrant**  
**City of Cedar Hills**  
**City Manager**

**Re: RFP Architectural Services**  
Community Events and Recreation Center

Konrad,

Attached is **Ken Harris Architect's** proposal for architectural services for the Conceptual Design of the New Community Events and Recreation Center.

**Ken Harris Architect** has extensive experience in City Civic Center Master Planning, Design and construction documents, taking into account strict budgets and timelines while creating a complex which is functional and identifiable in the community. Ken Harris Architect has Master Planned & Designed many sites and Buildings that have the feel & style of Architecture the City of Cedar Hills is looking for. We believe that we have the most qualified firm to provide the services requested.

Each City Center project reflects each client's requirements and program. We regard communication and collaboration as the keys to a successful relationship.

Strict attention is given to the needs of each client and there patrons and/or staff. Regular site meetings would be held to completion to insure quality, compliance and sustainability.

We feel that through communication and collaboration that we can design a Community Events and Recreation Center that is creative, innovative and appealing for the City of Cedar Hills environment.

Thank you for this opportunity in submitting this proposal to you. If you have any additional questions please let us know.

We urge you to contact any client we have provided services for, we provide services for many repeat clients, and value our relationship we have with each one of them.

Sincerely,

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**Ken Harris AIA NCARB**  
**Ken Harris Architect**



# CITY OF CEDAR HILLS

<b>TO:</b>	Mayor Richardson and City Council
<b>FROM:</b>	Konrad Hildebrandt, City Manager
<b>DATE:</b>	9/15/2010

<b>SUBJECT:</b>	Review/Action on FY 2011 Budget Amendments
<b>APPLICANT PRESENTATION:</b>	
<b>STAFF PRESENTATION:</b>	Becky Tehero
<b>BACKGROUND AND FINDINGS:</b>	
The City is required to keep expenditures within budget. As the Council is aware, accurately forecasting all the expenditures and needs of the community is difficult; therefore, budget amendments may be necessary to comply with State requirements.	
<b>PREVIOUS LEGISLATIVE ACTION:</b>	
<b>FISCAL IMPACT:</b>	
To increase the budget for Caselle Clarity from \$13,500 to \$27,000. The original City Council approved upgrade was cancelled in order to research competing software companies, and the fiscal year 2010 payment (\$13,500) was refunded. After reviewing bids from Pelorus and Springbrook Software, staff decided to reschedule upgrade with Caselle Clarity for November 2010.	
10-40-330 Professional/Technical \$13,500	
10-36-802 Contribution from Fund Balance \$13,500	
To increase budget for IT support contract from \$5,100 (5 hours per month) to \$14,000 (full support). Additional hours are needed to meet staff's IT needs and fulfill PCI compliance requirements.	
10-40-240 Computer Expenses \$8,900	
10-36-802 Contribution from Fund Balance \$8,900	
To pay for lettering on the City's entrance sign.	
40-95-210 Entrance Sign \$3,000	
40-30-990 Contribution from Fund Balance \$3,000	
<b>SUPPORTING DOCUMENTS:</b>	
Resolution amending the FY 2011 Budget	
<b>RECOMMENDATION:</b>	
To approve the resolution.	
<b>MOTION:</b>	
Adopt Resolution No. _____ A RESOLUTION ADOPTING THE AMENDED 2010-2011 FISCAL YEAR BUDGET FOR THE CITY OF CEDAR HILLS, UTAH.	

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION ADOPTING THE AMENDED 2010-2011 FISCAL YEAR BUDGET FOR THE CITY OF CEDAR HILLS, UTAH.**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CEDAR HILLS, UTAH:**

Pursuant to §10-6-118, Utah Code, the Amended 2010-2011 Fiscal Year Budget for the General Fund, Capital Projects Fund, Water/Sewer Fund, Motor Pool Fund and Golf Course Fund for the City of Cedar Hills, Utah, is hereby adopted. A copy of said budget amendments is attached hereto (Attachment A), and by this reference made part of this Resolution.

**PASSED THIS 21ST DAY OF SEPTEMBER, 2010.**

APPROVED:

\_\_\_\_\_  
Eric Richardson, Mayor

ATTEST:

\_\_\_\_\_  
Kim E. Holindrake, City Recorder



# CITY OF CEDAR HILLS

<b>TO:</b>	Mayor and City Council
<b>FROM:</b>	Greg Robinson, Assistant City Manager
<b>DATE:</b>	9/21/2010

## City Council Agenda Item

<b>SUBJECT:</b>	Review Annexation Policy Plan
<b>APPLICANT PRESENTATION:</b>	N/A
<b>STAFF PRESENTATION:</b>	Greg Robinson, Assistant City Manager

**BACKGROUND AND FINDINGS:**

The Annexation Policy Plan is intended to show those parcels adjacent to Cedar Hills that the city is willing to consider becoming part of Cedar Hills in the future. The parcels can either annex or boundary adjust into the city. An annexation is when a parcel comes into a city from the County. A boundary adjustment happens when a parcel comes into a city from another city. Only those parcels that are included in the annexation plan are allowed to annex into Cedar Hills.

The city's annexation plan has not been updated since 2003, and since that time there have been several parcels that have boundary adjusted into the city from Pleasant Grove. The annexation plan discusses criteria for determining which parcels should be included in the plan, one thing to consider in making an annexation plan is whether the city can provide services to the parcels that are annexed or boundary adjusted. The goal of the city has been to annex or boundary adjust everything north of the canal on the southern border of the city, 4800 West on the East and SR-92 on the North, with some exceptions.

**PREVIOUS LEGISLATIVE ACTION:**

2003 – Last update approved  
August 26, 2010 – Planning Commission recommended approval of the Annexation Policy Plan

**FISCAL IMPACT:**

N/A

**SUPPORTING DOCUMENTS:**

Annexation Policy Plan & Map

**RECOMMENDATION:**

Review the current annexation plan, and determine which parcels should be included in the annexation policy plan.

**MOTION:**

To approve/not approve the Annexation Policy Plan for the City of Cedar Hills. (subject to the following changes...)

# ANNEXATION POLICY PLAN



## City of Cedar Hills Utah County, State of Utah

### INTRODUCTION

This Annexation Policy Plan has been composed by the City of Cedar Hills to guide decision-making regarding future annexations and to facilitate coordination with nearby jurisdictions regarding mutually adjacent lands. This plan has been completed in response to HB 155, "Annexation Amendments," enacted by the Utah State Legislature in its 2001 General Session. The plan is intended to facilitate communication between political entities and to establish the City of Cedar Hills overall growth intentions and position on annexable parcels. It is a tool to direct annexations with regards to logical servicing and manageable timing. But, due to the natural uncertainty of the future, it is not a definitive statement on what will and will not be annexed. In some cases, decisions will be left to future leaders to judge based on current conditions. In developing this plan, the Planning Commission and City Council considered:

1. Attempting to avoid gaps between or overlaps with expansion areas of other municipalities.
2. Population growth projections for the municipality and adjoining areas for the next 20 years.
3. In conjunction with the municipality's General Plan, the need over the next 20 years for additional land suitable for residential, commercial, and industrial development.
4. Reasons for including agricultural lands, forests, recreational areas, and wildlife management areas in the municipality.
5. The following principles regarding each proposed annexation. If practicable and feasible, the boundaries of an area proposed for annexation shall be drawn:
  - A. along the boundaries of existing special districts for sewer, water, and other services,
  - B. along the boundaries of school districts whose boundaries follow city boundaries, and along the boundaries of other taxing districts.
  - C. to eliminate islands and peninsulas of territory not receiving municipal-type services.
  - D. to facilitate the consolidation of overlapping functions of local government.
  - E. to promote the efficient delivery of service.
  - F. encourage the equitable distribution of community resources and obligations.

### PURPOSE

The provisions of 10-2-400, Utah Code Annotated require each Policy Plan to provide all of the following, and this plan is organized according to these requirements:

1. Map of the expansion area that may include territory located outside the county in which the municipality is located.

2. Statement of the specific criteria that will guide the municipality's decision whether or not to grant future annexation petitions, addressing matters relevant to those criteria including:
  - A. the character of the community,
  - B. the need for municipal services in developed and undeveloped unincorporated areas,
  - C. the municipality's plans for extension of municipal services,
  - D. how the services will be financed,
  - E. an estimate of the tax consequences to residents both currently within the municipal boundaries and in the expansion area,
  - F. the interests of all affected entities.
3. Justification for excluding from the expansion area any area containing urban development within ½ mile of the municipality's boundary; and
4. Statement addressing any comments made by affected entities at or within ten (10) days after the public meeting required by the act.

### **PART 1: Expansion Area**

The City shall adopt and maintain an *Expansion Area Map*, as shown in Exhibit A, which identifies the following two areas.

1. **Annexation Areas.**  
These areas are outside the current city limits and may be considered by the City for annexation, but are not guaranteed approval. Requests for annexation must follow existing requirements to petition for annexation, in addition to being included within the annexation area.
2. **Proposed Boundary Adjustment Areas.**  
These areas include territory that has been heretofore annexed by an adjacent municipality but boundary adjustments may be favored in accordance to Utah Code Annotated 10-2-419. Any territory proposed for boundary adjustment would require the active agreement of the respective community through the boundary adjustment process. The City of Cedar Hills acknowledges that these areas are located in another municipality.

The City of Cedar Hills supports annexation agreements, inter-local agreements, and boundary line agreements that meet these criteria and achieve the community vision.

Development should be encouraged to occur within the existing City boundaries as a first priority. Annexations should only be approved when they can be shown to have a net positive benefit to the community as a whole, based on evidence that they will not jeopardize the health of thriving neighborhoods or business areas. The City should zone all future annexed properties with the lowest density zoning permitted upon annexation until a suitable plan for development is approved to discourage annexations for purely speculative reasons.

## **PART II: Annexation Criteria**

The following criteria has been established to guide the granting of future annexation petition decisions.

### Criteria 1: Community Character.

The City of Cedar Hills is located at the base of the central portion of the Wasatch Mountain Range. Directly east of the City is 9,001 foot high Mahogany Mountain, flanked by the majestic Mt. Timpanogos reaching 11,750 feet above sea level. The City is located roughly 15 miles from the Provo/Orem urbanized area. It is close enough to both these cities and Salt Lake City to be an easy commute and residents are employed outside the city limits. Similarly, the majority of shopping and entertainment opportunities also lie outside the city, but leaders hope this will change as the population grows. Growth will likely generate more residential, greater demand for retail and a small amount of commercial and business operations. The City of Cedar Hills still considers itself a small town and prides itself on keeping its historic core healthy and vibrant. It also prides itself on a planned free-flowing street network that will handle the traffic and support the build-out population. Finally, the community has begun to develop an open space and trail network that connects to the regional network. Future annexations should respect these connections and be opportunistic in acquiring or leveraging additional resources as annexations occur.

Future administrations should consider all these factors before deciding to annex. They must also consider the Land Use Element and Transportation Element of the General Plan to understand how new areas will fit into the fabric of the community.

### Criteria 2: Need for Municipal Services in developed and undeveloped unincorporated areas.

The City of Cedar Hills has culinary water and a sanitary sewer system for a total of 2,700 households. At present, the City is able to adequately serve all properties within its current boundaries. As new annexations are processed, the City will review each application for its impact on municipal services and applicants will be expected to mitigate any negative impacts on the City's systems. Mitigation efforts may include but not be limited to: paying for utility extensions, dedication of water shares, payment of on- and off-site fees, payment of impact fees, land dedications, exactions, and annexation agreements.

### Criteria 3: Municipal plans for extension of municipal services.

The City of Cedar Hills has developed a *Capital Facilities Master Plan* for water, sewer, storm water, and streets. The plan currently extends to all areas included within the City boundaries as well as the expansion area proposed within the *Annexation Policy Plan*. Line capacities should consider the future expansion areas to determine appropriate sizing. The City currently intends to expand its municipal services to the newly annexed areas as needed, but typically at the expense of the party developing the parcel.

Criteria 4: Financing future Municipal Services.

Future municipal services will be financed by the developer installing the improvements and will be funded by impact fees as outlined in the City impact fees schedule. Additional funding may be sought from enterprise funds, grants, bonding and tax increment financing on a case-by-case basis.

Criteria 5: Tax Consequences to residents currently within the municipal boundaries and in the expansion area.

Future annexations will likely include areas that are suitable for residential as well as areas with commercial and retail potential. While taxes on commercial and retail enterprises will increase the City's revenues, taxes on new residential properties are often insufficient to fully cover the extension of new services. Collecting impact fees assures that newly annexed properties pay a proportionate share of their impact on municipal services. Impact fees also reduce the chance of increasing taxes or reducing municipal services to existing residents, but legally they must be properly calculated to fairly represent the financial burden of new services. In addition, property owners in the expansion area will be subject to the City's municipal levee of .002142 (based on 2001 tax data). This translates into a tax increase of about \$312 per year for every \$100,000 of value of an assessed residential property. Overall, if residential and business uses grow in tandem, and appropriate impact fees are assessed, existing residents of the community should see negligible or possible net positive tax consequences.

Criteria 6: Interests of all affected entities.

There are a number of possible affected entities for annexations surrounding the City of Cedar Hills. These entities may submit comments up to ten (10) days following the public hearing on the *Annexation Policy Plan*. Their comments will be listed in Part IV below. The affected entities include:

Highland City. Highland City and the City of Cedar Hills share a common boundary.

Pleasant Grove City. Pleasant Grove City and the City of Cedar Hills share a common boundary. A boundary line agreement is currently being developed for where future services will be extended respectively.

American Fork City. American Fork City and the City of Cedar Hills share a common boundary.

Utah County. Utah County has maintained a policy of encouraging development to take place within municipal boundaries. All lands currently under the jurisdiction of Utah County within the expansion areas will be annexed into the City before urban development densities and services are considered.

Alpine School District. The City of Cedar Hills' expansion areas are entirely within Alpine School District and it is anticipated that they will provide school service to the area.

Timpanogos Special Services District. The City of Cedar Hills' sewer services are provided by the Timpanogos Special Services District. It is anticipated that they will service the expansion areas as well. Additional capacity to support new development has been assured for the expansion areas.

Central Utah Water Conservancy District. This agency is responsible for the development of water resources through much of the State of Utah including Utah County. The City of Cedar Hills has contracted for the purchase of water from the District.

North Utah County Water Conservancy District. This agency is responsible for improving the agricultural water supply for North Utah County.

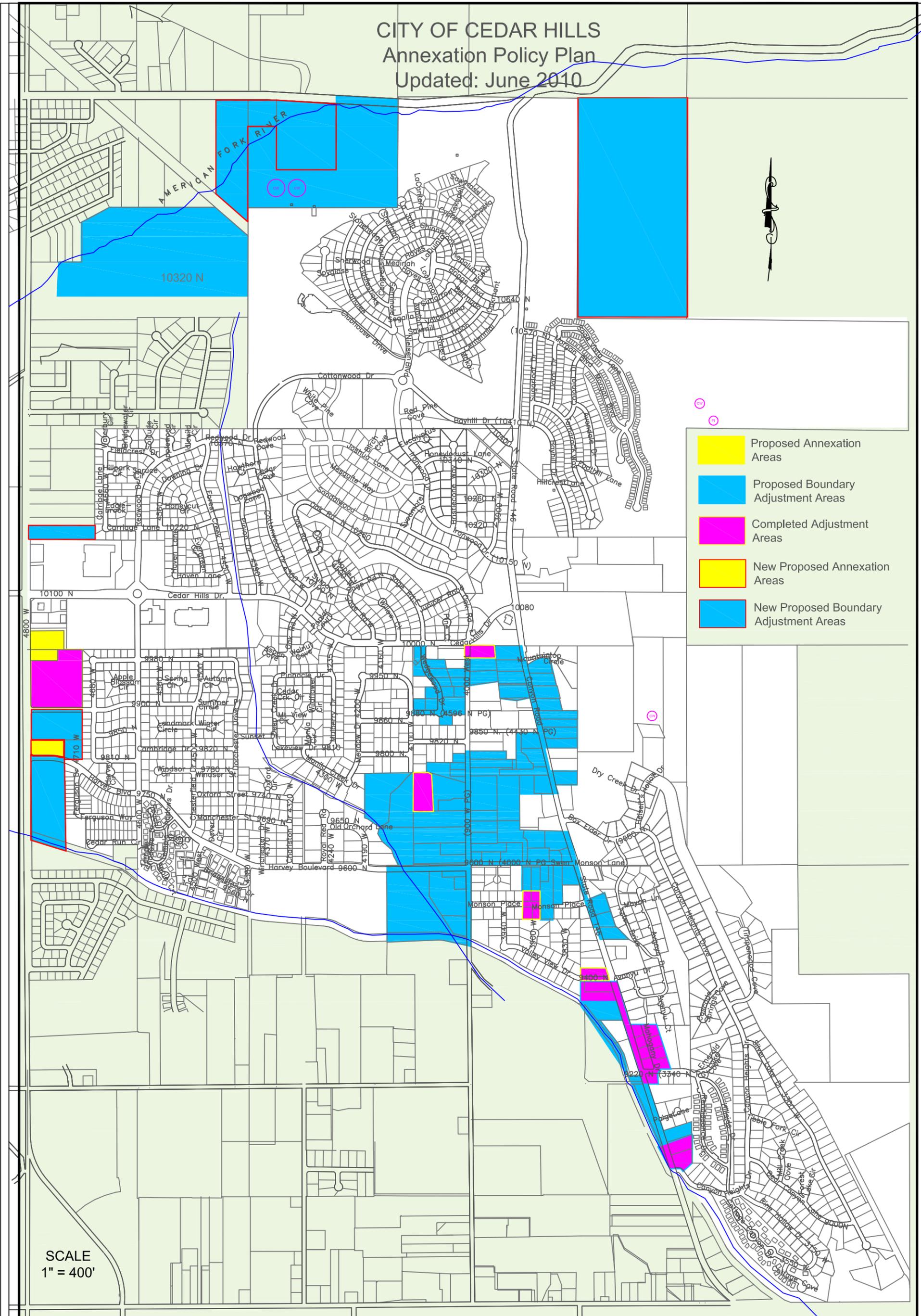
**PART III: Justification for excluding from the expansion area any area containing urban development within ½ mile of the City’s boundary.**

The City of Cedar Hills does not intend to exclude any area containing urban development within ½ mile of its current municipal boundary. FEMA floodplains and areas of excessive slope (>25%) have been excluded from the expansion area because current planning policy discourages building in such areas due to servicing difficulties and concerns related to environmental hazards. These excluded areas do not currently contain any urban development.

**PART IV: Comments made by affected entities at or within ten (10) days after the public meeting.**

Letter received from Highland City dated February 12, 2003, stating: *The Highland City Council, in its February 4, 2003 meeting, went on record as opposing any annexation policy for Cedar Hills which involves property which is currently within the incorporated city limits of Highland City, without at least some preliminary discussion.*

# CITY OF CEDAR HILLS Annexation Policy Plan Updated: June 2010



- Proposed Annexation Areas
- Proposed Boundary Adjustment Areas
- Completed Adjustment Areas
- New Proposed Annexation Areas
- New Proposed Boundary Adjustment Areas

SCALE  
1" = 400'