



**CITY COUNCIL MEETING
OF THE CITY OF CEDAR HILLS
Tuesday, August 18, 2020 7:00 p.m.**

Notice is hereby given that the City Council of the City of Cedar Hills, Utah, will hold a **City Council Meeting on Tuesday, August 18, 2020, beginning at 7:00 p.m.** at the Community Recreation Center, 10640 N Clubhouse Drive, Cedar Hills, Utah. This is a public meeting, and anyone is invited to attend.

COUNCIL MEETING

1. Call to Order. Pledge led by C. Geddes and Invocation given by C. Ellsworth
2. Approval of Meeting's Agenda
3. 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)

CONSENT AGENDA (Consent items are only those which require no further discussion or are routine in nature. All items on the Consent Agenda are adopted by a single motion)

4. Approval of the Minutes from the July 7, 2020 Work Session and City Council Meeting

CITY REPORTS AND BUSINESS

5. City Manager
6. Mayor and Council

SCHEDULED ITEMS & PUBLIC HEARINGS

7. Review/Action and Public Hearing on an Ordinance amending City Code Title 10 Chapters 4 & 6 related to Driveways
8. Review/Action on an Ordinance amending City Code Title 1 Chapter 8a related to Records Access Management and Retention Schedule
9. Discussion/Update on COVID-19 related expenses and CARES Act reimbursement and expenditures
10. Discussion on Short Term Rental Properties

ADJOURNMENT

11. Adjourn

Posted this 14th day of August, 2020

/s/ Colleen A. Mulvey, City Recorder

- Supporting documentation for this agenda is posted on the city website at 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 801-785-9668 at least 48 hours in advance of the meeting.
- A Closed Session may be called to order pursuant to Utah State Code 52-4-204 & 52-4-205.
- The order of agenda items may change to accommodate the needs of the City Council, the staff, and the public.
- This meeting may be held electronically to permit one or more of the council members or staff to participate.



CITY OF CEDAR HILLS

TO:	Mayor and City Council
FROM:	Chandler Goodwin, City Manager
DATE:	August 18, 2020

City Council Agenda Item

SUBJECT:	Review/Action and Public Hearing on an Ordinance Amending City Code Title 10 Chapter 4 & 6, Related to Driveways
APPLICANT PRESENTATION:	N/A
STAFF PRESENTATION:	Chandler Goodwin, City Manager

BACKGROUND AND FINDINGS:

Both staff and the American Fork Fire Marshal have requested that staff go through the process of updating language in city code addressing design requirements for driveway slopes. Clarifying the language in the city code relating to design criteria for driveways will help assist homeowners and the building department when submitting building permits and plan approval. The AF Fire Marshal also indicated some concerns with homes having steep driveway grades. Steep driveways without the addition of stairs create a hazard for public safety crews should they need to respond in the home. Ultimately, the process will go through the Planning Commission and the City Council, including public hearings to solicit resident input. This code will only affect new builds and will exclude previously approved driveways. However, staff should take the opportunity to inform residents of the need for code compliant steps if the driveway being rebuilt does not comply with this code.

PREVIOUS LEGISLATIVE ACTION:

Planning Commission passed the proposed code with a positive recommendation, City Council tabled this item in July in order to properly notice the ordinance.

FISCAL IMPACT:

N/A

SUPPORTING DOCUMENTS:

Proposed code amendments to Title 10

RECOMMENDATION:

To consider the proposed amendments to the City Code related to driveways, as it relates to building code and public safety.

MOTION:

To approve/not approve Ordinance _____, amending City Code Title 10 Chapter 4 and 6, related to driveways, subject to the following amendments: {LIST ANY AMENDMENTS TO THE CODE}.

ARTICLE B. PLANNED RESIDENTIAL DEVELOPMENTS (PRD)

10-6B-7: DESIGN CRITERIA:

- I. Cut And Fill Slopes; Street And Drive Grades: The grade of all public or private streets, or common drives or private driveways within a PRD, shall conform to the requirements for subdivisions. No public or private street providing access to a development cluster or any common drive or private driveway within the PRD shall be constructed in a location or in such a manner that results in the creation of a slope face that exceeds the critical angle of repose or is greater than five feet (5'). (Ord. 3-4-2003C, 3-4-2003).
Residential driveway grades shall be a maximum of twelve percent (12%) unless otherwise approved by the City Engineer or designee. If driveway grade is constructed or comprised of a grade exceeding City Design Standards, approval is contingent upon a Building Code Compliant Stairway for Emergency Personnel access. Building permit shall not be issued until approved driveway grade or modifications are constructed.

ARTICLE D. PLANNED TOWNSITE PROJECTS

10-6D-8: DESIGN CRITERIA:

- E. Street Grade: The grade of all public or private streets, or common drives or private driveways, shall conform to the requirements for subdivisions. No public or private street providing access to a development cluster or any common drive or private driveway within the planned townsite project shall be constructed in a location or in such a manner that results in the creation of a slope face that exceeds the critical angle of repose or is greater than five feet (5'). (Ord. 3-4-2003C, 3-4-2003)
- G. Driveway Slope: Any driveway providing access to a buildable area shall have a slope of not greater than twelve percent (12%) with no cut or fill slope greater than five feet (5'). (Ord. 3-4-2003C, 3-4-2003).
Residential driveway grades shall be a maximum of twelve percent (12%) unless otherwise approved by the City Engineer or designee. If driveway grade is constructed or comprised of a grade exceeding City Design Standards, approval is contingent upon a Building Code Compliant Stairway for Emergency Personnel access. Building permit shall not be issued until approved driveway grade or modifications are constructed.

ARTICLE D. H-1 HILLSIDE DEVELOPMENT ZONE¹

10-4D-10: SPECIAL PROVISIONS:

- A. Grading: No grading, filling or excavation of any kind shall be commenced on land within the zone without first having obtained a grading permit from the city engineer, who shall not issue such permit until a grading plan, endorsed by a licensed civil engineer, shall have been approved in accordance with the provisions of section [10-4D-11](#) of this article. All land surface having a slope of thirty percent (30%) or greater shall remain in its natural state and shall not be graded or otherwise disturbed, except for the planting of additional vegetation, the addition of sprinkler irrigation systems, the establishment of required fire breaks or access easements, or when such disturbance is specifically provided for under an approved site plan.

Residential driveway grades shall be a maximum of twelve percent (12%) unless otherwise approved by the City Engineer or designee. If driveway grade is constructed or comprised of a grade exceeding City Design Standards, approval is contingent upon a Building Code Compliant Stairway for Emergency Personnel access. Building permit shall not be issued until approved driveway grade or modifications are constructed.

ORDINANCE NO. _____

AN ORDINANCE AMENDING TITLE 1, CHAPTERS 4 AND 6 OF THE CITY CODE OF THE CITY OF CEDAR HILLS, UTAH, RELATED TO DRIVEWAYS DESIGN CRITERIA

WHEREAS, the City of Cedar Hills has established various rules, regulations and criteria for the building of various buildings, structures and facilities; and

WHEREAS, the city staff in conjunction with various individuals in the building industry and public safety has proposed various modifications to the design criteria for public or private streets and commons drives and private driveways; and

WHEREAS, the proposed modifications have been reviewed and considered by the Planning Commission on June 30, 2020. At that meeting, the Planning Commission approved moving such proposals forward to the City Council with a positive recommendation; and

WHEREAS, on Tuesday, August 18, 2020 a public hearing was noticed and conducted by the city council. No unfavorable comments were received during the hearing; and

WHEREAS, it is proposed that Title 10 Chapters 4 & 6 be amended Amendments to as set forth in Exhibit A, attached hereto.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Cedar Hills that the following be adopted into City Code:

That Section 10-4D-10 be amended to read as set forth in Exhibit "A"

Be it further Ordained by the City Council of the City of Cedar Hills that the following be adopted into City Code:

That Sections 10-6B-7 and 10-6B-8 be amended to read as set forth in Exhibit "B"

EFFECTIVE DATE

This ordinance shall become effective upon signing and its first publication.

PASSED AND APPROVED this ____ day of August 2020.

CITY OF CEDAR HILLS COUNCIL

By: _____
Jenney Rees, Mayor

Voting:

Denise Andersen	Yea	___	Nay	___
Ben Ellsworth	Yea	___	Nay	___
Mike Geddes	Yea	___	Nay	___
Brian Miller	Yea	___	Nay	___
Kelly Smith	Yea	___	Nay	___

ATTEST:

Colleen A. Mulvey, Recorder

DEPOSITED in the Recorder's office this ____ day of _____, 2020.



CITY OF CEDAR HILLS

TO:	Mayor and City Council
FROM:	Chandler Goodwin, City Manger
DATE:	8/18/2020

City Council Agenda Item

SUBJECT:	Review/Action on Amending Title 1 Chapter 8a of the City Code related to the Records Access Management Program and Retention Schedule
APPLICANT PRESENTATION:	N/A
STAFF PRESENTATION:	Chandler Goodwin
BACKGROUND AND FINDINGS:	
<p>By state statute, UCA 63G-2-701, the city is required to comply with the Governmental Records Access Management Act (GRAMA). In 2016 the City Council approved and adopted an ordinance in compliance with Chapter 63G, that established criteria and policies related to GRAMA which includes the Cedar Hills City Records Retention Schedule. Chapter 63G-2-307 states that the city may classify or reclassify a particular record, record series or information in a record at any time. Staff is proposing to amend the city's retention schedule by adding the following records to the retention schedule:</p> <p><u>Schedule 1 – Administrative Records</u> Project Management Records Surveillance Recordings <u>Schedule 18 – Clerk's Records</u> Records Requests and Appeals</p> <p>Upon adoption of these amendments, a copy and summary description of the ordinance shall be sent to the Utah State Archives.</p>	
PREVIOUS LEGISLATIVE ACTION:	
Ordinance No. 07-19-2016D, an ordinance enacting Title 1 Chapter 8a of the city code and establishing the Cedar Hills City Records Retention Schedule.	
FISCAL IMPACT:	
TBD	
SUPPORTING DOCUMENTS:	
Proposed retention schedule amendments.	
RECOMMENDATION:	
Staff recommends the City Council review the proposed amendments to the retention schedule.	
MOTION:	
To approve/not approve Ordinance No. _____, an ordinance amending Title 1 Chapter 8a-3 of the city code of the City of Cedar Hills related to the Cedar Hills City Records Retention Schedule.	

ORDINANCE NO. _____

**AN ORDINANCE AMENDING TITLE 1, CHAPTER 8A OF THE CITY CODE OF THE
CITY OF CEDAR HILLS, UTAH, RELATED TO THE RECORDS ACCESS
MANAGEMENT PROGRAM AND RETENTION SCHEDULE**

WHEREAS, the City of Cedar Hills conducts the business of its citizens and consequently prepares and creates many records both written and electronic; and

WHEREAS, the City Council of the City of Cedar Hills approved and enacted Ordinance 07-19-2016D pertaining to Records Access and Management in July 2016; and

WHEREAS, since the passage of this ordinance all of the records of the City have been maintain, retained and destroyed in accordance with said Records Access and Management provisions; and

WHEREAS, during the past four years the city recorder has become aware of certain omissions in the retention schedule that need to be addressed; and

WHEREAS, it is proposed that Schedule 1 and Schedule 18 be amended by adding new sections pertaining to Project Management Records, Surveillance Recordings and Clerk's Records as set forth in Exhibit A, attached hereto.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Cedar Hills that the following be adopted into City Code:

Schedule 1 Administrative Records and Schedule 18 Clerk's Records are attached hereto as Exhibit "A".

EFFECTIVE DATE

This ordinance shall become effective upon signing and its first publication.

PASSED AND APPROVED this ____ day of August 2020.

CITY OF CEDAR HILLS COUNCIL

By: _____
Jenney Rees, Mayor

Voting:

Denise Andersen	Yea	___	Nay	___
Ben Ellsworth	Yea	___	Nay	___
Mike Geddes	Yea	___	Nay	___
Brian Miller	Yea	___	Nay	___
Kelly Smith	Yea	___	Nay	___

ATTEST:

Colleen A. Mulvey, Recorder

DEPOSITED in the Recorder's office this ____ day of _____, 2020.

Exhibit A

Schedule 1

Administrative Records

Project Management Records

These files contain memoranda, preliminary reports, and other records documenting assignments and the progress of projects. These files do not contain the final reports.

Retention and Disposition

Retain for 1 year after end of project or program, and then destroy records.

Surveillance Recordings

These records consist of surveillance used to record activity on government property. Incidents requiring further evaluation are not included.

Retention and Disposition

Retain until resolution of issue, and then destroy records.

Exhibit A

Schedule 18

Clerk's Records

Records Access Requests and Appeals

These records are access requests as provided under the Government Records Access and Management Act (GRAMA) (Utah Code 63G-2-204(2011)) or in accordance with a subpoena. Included with the access requests are any notices of denial, appeals or any other records related to the request.

Retention and Disposition

Retain for 2 years after final action, and then destroy records.



CITY OF CEDAR HILLS

TO:	Mayor and City Council
FROM:	Chandler Goodwin, City Manager
DATE:	August 18, 2020

City Council Agenda Item

SUBJECT:	Discussion and Update on COVID-19 Related Expenses and CARES Act Reimbursement and Expenditures
APPLICANT PRESENTATION:	N/A
STAFF PRESENTATION:	Chandler Goodwin, City Manager
BACKGROUND AND FINDINGS: The City of Cedar Hills received approximately \$719,080 in CARES Act money from Utah County, who received an allocation of \$120,000,000 from the distribution of CARES Act money from the US Treasury. The Treasury Department has issued guidelines and stipulations that dictate how that money is to be used. Staff has met and discussed areas of need in the City, where the use of the CARES Act money will benefit the City and meet the requirements of the CARES Act. Each department has submitted various proposals, and staff evaluated those proposals based on direction from the Treasury as well as Utah County. Staff has proceeded to expend the money in a way that complies with those directives but wishes to update the Council on where the money is being used.	
PREVIOUS LEGISLATIVE ACTION: N/A	
FISCAL IMPACT: City received \$718,080 in CARES Act funds and was recognized as received in FY20.	
SUPPORTING DOCUMENTS: N/A	
RECOMMENDATION: N/A	
MOTION: No motion necessary, discussion item only.	



CITY OF CEDAR HILLS

TO:	Mayor and City Council
FROM:	Chandler Goodwin, City Manager
DATE:	August 18, 2020

City Council Agenda Item

SUBJECT:	Discussion on Short-term Rentals
APPLICANT PRESENTATION:	N/A
STAFF PRESENTATION:	Chandler Goodwin, City Manager
BACKGROUND AND FINDINGS: Councilmember Smith requested that the City Council hold a discussion on short-term rentals. Some of the main questions needing to be discussed were as follows: <ol style="list-style-type: none">1. Why does the City require owners to occupy a dwelling for ADU's, but that same requirement is not in place for short-term rentals?2. How do you address resident (and future resident) concerns surrounding the issues related to the problems that short-term rentals may bring?3. Should short-term rentals and rental units be treated like a business and be required to be licensed?4. Should short-term rentals be allowed in Cedar Hills? Staff will prepare a response to these items but will look for City Council feedback on how to proceed.	
PREVIOUS LEGISLATIVE ACTION: N/A	
FISCAL IMPACT: N/A	
SUPPORTING DOCUMENTS: Please see Utah State Code 10-8-S85.4, 10-2-203 (7), Cedar Hills City Code 3-1H	
RECOMMENDATION: Staff will prepare a response to these items but will look for City Council feedback on how to proceed.	
MOTION: No motion necessary, discussion item only.	