



**NOTICE OF WORK SESSION MEETING
OF THE CITY COUNCIL OF THE
CITY OF CEDAR HILLS
Tuesday, October 2, 2012 6:00 p.m.**

NOTICE is hereby given that the City Council of the City of Cedar Hills, Utah, will hold a Work Session Meeting prior to the Council Meeting on **Tuesday, October 2, 2012, beginning at 6:00 p.m.** at the Community Recreation Center, 10640 N Club House Drive, Cedar Hills, Utah. The City Council will be discussing the following items:

- Motion to go into Executive Session, Pursuant to Utah State Code 52-4-204 and 52-4-205

*** EXECUTIVE SESSION ***

- Motion to Adjourn Executive Session and reconvene Work Session
- Noticed Agenda Items for the Regular City Council Meeting

THE PUBLIC IS INVITED TO ATTEND

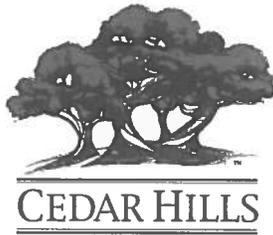
This meeting may be held electronically via telephone to permit one or more of the council members to participate.

Posted this 29th day of September, 2012



Colleen A. Mulvey, City Recorder

- Supporting documentation for this agenda is posted on the City's Web Site 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 to be held.
- The order of agenda items may change to accommodate the needs of the City Council, the staff, and the public.



**CITY COUNCIL MEETING
OF THE CITY OF CEDAR HILLS
Tuesday, October 2, 2012 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, October 2, 2012, beginning at 7:00 p.m.** at the Community Recreation Center, 10640 N Club House Drive, Cedar Hills, Utah.

COUNCIL MEETING

1. Call to Order and Pledge
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)

SCHEDULED ITEMS

4. Youth City Council to present a Committee Update and Introduce New Members to the City Council
5. Review/Action on a Resolution to create an ad hoc Town Hall Committee
6. Discussion on amending the City Code, Title 5, to allow Residents to operate a Cat/Dog Hotel/Boarding Business
7. Discussion on Eliminating the Library Fee Reimbursement to Residents
8. Discussion on Vision and Goals, Branding and Logo for the City
9. Discussion on Options for the Community Recreation Center Basement

CITY REPORTS

10. City Manager
11. Mayor and Council
 - a. Finance Committee Appointments

ADJOURNMENT

12. Adjourn

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

Posted this 29th day of September, 2012



Colleen A. Mulvey, City Recorder

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CITY OF CEDAR HILLS

TO:	Mayor and City Council
FROM:	David H. Bunker, City Manager
DATE:	10/2/2012

City Council Agenda Item

SUBJECT:	Proposed Resolution to create an ad hoc Town Hall Citizens Advisory Committee
APPLICANT PRESENTATION:	N/A
STAFF PRESENTATION:	David Bunker
BACKGROUND AND FINDINGS: It is proposed that the Council create a Town Hall Citizens Ad Hoc Committee under the direction of the Mayor. Mayor Gygi will select members of the community to assist, advise, and direct activities of the town hall meetings as necessary. The committee will generate an appropriate agenda and is charged to advertise town hall meetings with the assistance of the City. Members of the council may also be assigned by the mayor to present information or otherwise participate in the meetings.	
PREVIOUS LEGISLATIVE ACTION: N/A.	
FISCAL IMPACT: N/A.	
SUPPORTING DOCUMENTS: See attached Resolution.	
RECOMMENDATION: Staff recommends adopting the proposed resolution to create the Town Hall Citizens Ad Hoc Committee under direction of the Mayor.	
MOTION: To approve/not approve Resolution _____, creating the Town Hall Citizens Ad Hoc Committee.	

RESOLUTION NO. _____

A RESOLUTION CREATING A TOWN HALL CITIZENS ADVISORY COMMITTEE OF THE CITY OF CEDAR HILLS, UTAH.

WHEREAS, the City Council of the City of Cedar Hills recognizes the value of citizen input and open communication with residents and desires to provide a means for City Town Hall meetings now and in the future; and

WHEREAS, the City Council of the City of Cedar Hills desires to establish a citizens advisory committee to assist, advise, and direct activities of town hall meetings as necessary and under the direction of the Mayor; and

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

**PART I
NAME**

The name of this Citizens Advisory Committee shall be the Town Hall Citizens Advisory Committee.

**PART II
PURPOSE AND DUTIES**

- A. This is an ad-hoc committee and the purpose of the Committee shall be to make our fair City even fairer.
- B. The Committee shall act in an advisory capacity to the City Council under direction of the Mayor and shall have the following duties and responsibilities:
 - 1. To advertise, create agendas, and hold town hall meetings as necessary to discuss and study City proceedings and policies and current City needs and issues.
 - 2. To make recommendations to the City Council on the methods and means of enhancing communication efforts to residents of the City.
 - 3. To assist the City Council in public relations concerning City matters.
 - 4. To make recommendations to the City Council for proposed programs as suggested by citizens.
 - 5. To encourage residents, businesses, and property owners to participate in town hall activities.
 - 6. To make recommendations to the City Council regarding changes in City ordinances, policies, and practices to encourage citizen engagement and understanding of policies, procedures and proceedings of the City.
 - 7. To prepare and present periodic (at least annual) reports to the City Council on the progress and status of the Committee.
 - 8. To complete town hall Committee duties and assignments for the City Council, as assigned.

**PART III
MEMBERSHIP AND TERM OF OFFICE**

- A. The Committee shall consist of residents of Cedar Hills.
- B. All members shall be appointed by the Mayor.

- C. The Mayor shall appoint two members of the City Council as an ex officio member of the Committee.
- D. All members shall serve at the pleasure of the Mayor and may be removed and/or added at his/her discretion.
- E. The Committee shall be as large or small as the Mayor may deem necessary.

**PART IV
OFFICERS AND STAFFING**

- A. The Mayor shall appoint a Chair and Vice Chair.
- B. The Chair shall present all recommendations to the City Council that have been approved by the Committee.
- C. The Chair shall have general supervisory powers of the Committee and shall preside and conduct all Committee meetings and set all Committee agendas.
- D. In the absence of the Chair, the Vice Chair shall execute all the powers of the Chair.
- E. The Mayor, at his/her discretion, shall assign a staff representative to provide support to the Committee.

**PART V
COMPENSATION**

- A. Members of the Committee shall serve without monetary compensation.
- B. Members may be compensated for reasonable expenses incurred for official responsibilities, if approved by the City Manager.

**PART VI
EFFECTIVE DATE AND SEVERABILITY**

- A. This resolution shall take effect upon its passage.
- B. If any section, sentence, clause, or phrase of this resolution is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this resolution.

ADOPTED, RESOLVED, AND ORDERED, BY THE CITY COUNCIL OF THE CITY OF CEDAR HILLS, UTAH, THIS 2ND DAY OF OCTOBER 2012.

APPROVED:

ATTEST:

Gary R. Gygi, Mayor

Colleen A. Mulvey, City Recorder



CITY OF CEDAR HILLS

TO:	Mayor and City Council
FROM:	David Bunker, City Manager
DATE:	10/2/2012

City Council Agenda Item

SUBJECT:	City Code 5-1C-5: Kennel or Cattery
APPLICANT PRESENTATION:	N/A
STAFF PRESENTATION:	Scott McMahan
BACKGROUND AND FINDINGS: Scott McMahan, our City code enforcement officer has reviewed the city code 5-1C-5: Kennel or Cattery, for proposed changes and updates. Specifically, the number of dogs or cats that can be housed in various zones throughout the city is addressed for further discussion. A resident has recently inquired about the opportunity to board cats in a residential neighborhood. The proposed code change would address the number of dogs or cats allowed to be housed short term and long term.	
PREVIOUS LEGISLATIVE ACTION: City Code 5-1C-5, last updated prior to code codification in 2006.	
FISCAL IMPACT: N/A	
SUPPORTING DOCUMENTS: Proposed code changes to 5-1C-5: Kennel or Cattery	
RECOMMENDATION: Discuss the proposed changes to 5-1C-5: Kennel or Cattery. Set appropriate public hearing date to implement revised code. Available city council dates, October 16 or November 13, 2012.	
MOTION: This item is a discussion item only. No motion is necessary at this time.	

ORDINANCE NO. _____

AN ORDINANCE AMENDING TITLE 5 OF THE CITY CODE OF THE CITY OF CEDAR HILLS, UTAH, REGARDING KENNEL OR CATTERY, RELATING TO DEFINITIONS, REQUIREMENTS, FACILITIES, AND ZONING APPLICABILITY.

WHEREAS, the City Council of the City of Cedar Hills has determined that it is in the best interest of the City of Cedar Hills and the residents thereof to enact certain amendments to Title 5 of the City Code.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CEDAR HILLS, UTAH COUNTY, STATE OF UTAH:

**PART 1
AMENDMENTS**

SECTION 1: Title 5, Chapter 1C-5, of the City Code entitled Kennel or Cattery, is hereby amended by adding/amending the following:

A. Definitions:

ANIMAL ROOM: An indoor area wherein dogs or cats are housed.

EXERCISE AREA: An indoor area wherein dogs or cats are allowed to run and exercise.

INDOOR CATTERY OR KENNEL: : A lot, building, structure, enclosure or premises where upon or wherein four (4) or more dogs or cats over four (4) months of age are kept or maintained for any purpose, including boarding, breeding, buying, grooming, letting for hire, training for fee, or selling. An indoor area used to house cats or dogs, which contain an animal room and an exercise area or exterior exercise yard.

(Main building only? Use of a garage or accessory building would violate the home business licensing code)

KENNEL: See section 5-1A-1 of this chapter.

KENNEL BUILDING: A permanent structure designed, intended or used exclusively for the housing of dogs.

KENNEL RUN (INSIDE): The separated area inside a kennel building used for the interior housing of dogs.

KENNEL RUN (OUTSIDE): An area adjacent to a kennel building and enclosed by a fence at least six feet (6') in height.

B. Requirements:

3. Each cat or dog in the cattery or kennel shall have current and proper immunizations from disease according to species and age.

4. Be operated in such a manner as not to constitute a nuisance;

5. Keep all boarded animals caged or under control of the owner or operator of the kennel or cattery;

6. Care for all animals in the kennel or cattery, whether or not owned by the kennel or cattery, and comply with all the requirements of this title for the general care of animals;

7. Comply with all applicable federal, state and local laws and all regulations respecting kennels and catteries which are adopted by the city

C. Physical Facilities: The basic intent of these regulations is to see that all animals receive proper care, that they are being treated kindly, properly fed, and that their surroundings are being kept in a sanitary condition.

1. Animal Rooms:

a. **Cage:** Cage length and width shall exceed the animal's length from the base of the tail to the tip of the animal's nose ~~height~~ by at least four inches (4"). Cage height shall exceed the animal's height from the bottom of the foot to the top of the shoulder by (4"). Cages shall allow an animal to stand, sit, lie, and turnabout freely and comfortably. Small puppies and kittens may be caged together using their combined length according to the above formula. Cages shall be so constructed and be of such material as to be maintained in a sanitary condition. Adequate and sanitary means of disposing of droppings shall be provided. All animal droppings, spoiled food, and other wastes shall be removed no less frequently than daily to prevent odors, attraction and breeding of insects and rodents, and other nuisances.

Animals shall be removed from and be provided with an exercise area or exercise yard for their daily use for such periods as determined by the size, age and condition of the animal. Diseased animals must be maintained apart from healthy animals in suitable and separate quarters. Kennels/catteries shall not be left unattended for a period in excess of twenty four (24) hours. All animals shall be supplied with sufficient good wholesome food as feeding habits of such animals require. Clean (potable) water shall be continuously available unless otherwise recommended and documented by a licensed veterinarian.

b. **General:** Walls, ceilings and floors shall be constructed of materials which are resistant to the absorption of moisture and odors or such surfaces shall be treated with a sealant or with paint, when such materials are not originally resistant to moisture or odors. ~~of material easily cleaned~~

~~and kept in a sanitary condition.~~ The room shall be properly screened and insect and vermin proof. It shall be properly ventilated to prevent drafts and to assist in the removal of foul and obnoxious odors. ~~remove odors.~~ Heating and cooling shall ~~should~~ be provided as required. Animal rooms shall be sufficiently heated or cooled to protect such animals from temperatures to which they are not normally acclimated. ~~with~~ Have sufficient light (preferably natural) to allow observation of animals and sanitation.

c. Suitable food and bedding shall be provided and stored in facilities adequate to provide protection against infestation or contamination by insects or rodents. Refrigeration shall be provided for the protection of perishable foods.

d. Inspection: All areas of indoor housing and food storage shall be subject to inspection by authorized persons.

e. Provision shall be made to effectively collect, treat, and dispose of animal liquid and solid wastes. Solid waste shall be stored, collected, and disposed of in such a manner as will minimize vermin infestation, odor or other health hazards. No solid or liquid waste shall be washed into adjoining properties, gutters, storm drains, irrigation ditches or canals.

2. Outdoor Facilities:

a. Area: Shall be provided with windbreaks, roofing and shelter adequate to protect the animals from the weather. They shall be adequately drained and maintained in a sanitary manner. Adequate and sanitary means of disposing of droppings shall be provided. All animal droppings, spoiled food, and other wastes shall be removed no less frequently than daily to prevent odors, attraction and breeding of insects and rodents, and other nuisances.

All kennel runs shall be fenced (chain-link or welded wire), such fence to be separate and apart from property boundary fence. Kennel runs must be a minimum of 20 feet from the property line. Kennel runs shall have a minimum free and clear area of ten (10) square feet per dog. Indoor shelter, except where animals are caged, shall have a minimum of six (6) square feet per animal. When the minimum area is provided, it should be supplemented with exercise yards for dogs that are maintained for extended periods. Kennels/catteries shall not be left unattended for a period in excess of twenty four (24) hours. All animals shall be supplied with sufficient good and wholesome food ~~and fresh water~~ as the feeding habits of such animals require. Clean (potable) water shall be continuously available unless otherwise recommended and documented by a licensed veterinarian.

b. Exercise yard: An area enclosed by a fence of at least six feet (6') in height wherein dogs are allowed to run and exercise. Every portion of an exercise yard fence shall be separate and removed from any property boundary fence. Exercise yards shall be used for the exercising of dogs housed in indoor rooms or kennels. The following restrictions shall apply to the use of exercise yards. Dogs may only be placed in an exercise yard while a representative of the indoor kennel is on the premises. Dogs shall be exercised individually and not during the hours of 10:00 pm until 8:00 am. Care should be taken to minimize the unreasonable noises and odors from the use of an exercise yard so as not to create a nuisance for residents of adjoining properties.

c. Inspection: All areas of kennel runs, yards, food storage and auxiliary buildings shall be subject to inspection by authorized persons. The animal control officer, the code enforcement officer, the zoning administrator, or their designees, shall have the authority to enter the premises of any person to inspect and assure compliance with the cattery / kennel license requirements and conditional use permit requirements.

d. Information Posted: An emergency name, address and phone number must be posted in a conspicuous place at the front of the property for use by authorized persons.

D. Zoning Applicability: This section shall not be construed or interpreted as permitting the establishment or maintenance of a kennel/cattery in violation of the city zoning regulations. The provisions of this section regulating kennels/catteries shall be applicable only in those locations within the city wherein kennels/catteries are (may be) used under the terms of the city zoning regulations. (2004 Code)

1. In addition to obtaining a business license required by this chapter, all catteries and kennels within the city shall comply with all zoning requirements

(Currently no area zoned for catteries or kennels)

2. Any cattery or kennel license shall limit the total number of dogs or cats over the age of four months based on:

- a. The zoning classification and lot size of the property where the cattery or kennel is located.
- b. The location and size of the area where the animals are housed or kenneled.

3. Allowable number of cats or dogs in a licensed cattery or kennel:

a. Zones Total number of dogs and/or cats allowed?

1. R-1-11,000 Indoor cattery or kennel only, maximum of (5) dogs or cats.
2. R-1-15,000 Indoor cattery or kennel only, maximum of (5) dogs or cats.
3. H-1 Indoor cattery or kennel only, maximum of (5) dogs or cats.
4. SC-1 Indoor cattery or kennel only, maximum of (5) dogs or cats.
5. RR-1-20,000 Indoor cattery or kennel only, maximum of (5) dogs or cats.
6. PR 2.2 Indoor cattery or kennel only, maximum of (5) dogs or cats.
7. PR 3. 4 Indoor cattery or kennel only, maximum of (5) dogs or cats.
8. TR Indoor cattery or kennel only, maximum of (5) dogs or cats.

**PART II
PENALTY AND ADOPTION**

A. CONFLICTING PROVISIONS

Whenever the provisions of this Ordinance conflict with the provisions of any other Ordinance, resolution or part thereof, the more stringent shall prevail.

B. PROVISIONS SEVERABLE

This Ordinance and the various sections, clauses and paragraphs are hereby declared to be severable. If any part, sentence, clause or phrase is adjudged to be unconstitutional or invalid it is hereby declared that the remainder of the ordinance shall not be affected thereby.

C. AMENDMENT TO BE ADDED TO CITY CODE

The City Council hereby authorizes and directs that insert pages reflecting the provisions enacted hereby shall be made and placed in the City Code, Title 5.

D. PENALTY

Hereafter these amendments shall be construed as part of the Public Safety and Traffic Regulations of the City Code of the City of Cedar Hills, Utah, to the same effect as if originally a part thereof, and all provisions of said regulations shall be applicable thereto, including, but not limited to, the enforcement, violation and penalty provisions.

E. EFFECTIVE DATE

This Ordinance shall take effect upon its passage and publication as required by law.

PASSED AND ORDERED POSTED BY THE CITY COUNCIL OF THE CITY OF CEDAR HILLS, UTAH, THIS DAY OF OCTOBER, 2012.

Gary R. Gygi, Mayor

ATTEST:

Colleen A. Mulvey, City Recorder



CITY OF CEDAR HILLS

TO:	Mayor and City Council
FROM:	David Bunker, City Manager
DATE:	10/2/2012

City Council Agenda Item

SUBJECT:	Library Reimbursement
APPLICANT PRESENTATION:	N/A
STAFF PRESENTATION:	David Bunker

BACKGROUND AND FINDINGS:

The current FY13 budget includes a library reimbursement fund of \$14,000. As residents purchase library passes to libraries in other municipalities, the City refunds up to \$40 per household. At \$40 per household, up to 350 households can be reimbursed. In previous budget years, the demand has depleted the entire amount budgeted.

Information from FY 2012 and our current budget is stated below:

Library Reimbursements FY 2011-2012 – Grand Total \$13,435.00

136 = Pleasant Grove Library – 40%

75 = Highland – 22%

72 = American Fork – 21%

56 = Other Libraries – 17%

339 reimbursements. Approximately 14% of C.H. households.

Library Reimbursements FY 2012-2013 (to date) – Total \$3,816.00

41 = Pleasant Grove

29 = American Fork

18 = Highland

8 = Other

96 reimbursements. 27% of budget expended. 25% of budget year lapsed.

PREVIOUS LEGISLATIVE ACTION:

City Code 5-1C-5, last updated prior to code codification in 2006.

FISCAL IMPACT:

The FY13 budget includes \$14,000 for reimbursement fees.

SUPPORTING DOCUMENTS:

N/A

RECOMMENDATION:

Discuss the proposed policy change to the library reimbursement fee. Potential changes may include the elimination of the fee, a reduction in the reimbursement amount, or keeping the reimbursement policy status quo.

MOTION:

This item is a discussion item only. No motion is necessary at this time.



CITY OF CEDAR HILLS

TO:	Mayor and City Council
FROM:	David Bunker, City Manager
DATE:	10/2/2012

City Council Agenda Item

SUBJECT:	Cedar Hills Vision and Goals/ City Branding
APPLICANT PRESENTATION:	N/A
STAFF PRESENTATION:	David Bunker
BACKGROUND AND FINDINGS: <p>This item is continued from previous council discussions. Previously the council received copies of the Decisions 2011 executive summary and the departmental 2012 goals in preparation for discussion and adoption of the City's revised vision and goals.</p> <p>It may be helpful for implementation to break down the directional goals into short range, medium range and long range goals. The goals should incorporate citizen feedback from the Decisions documents, open house and town hall meetings, and comments from council meetings. The Mayor would like feedback on assignments</p> <p>The vision and goals may also incorporate the potential branding of the city's image. Based on feedback from the council, it may be appropriate to broaden the scope of our review to include branding and marketing. It may be beneficial for the council discuss the possibility of contracting with a marketing group to help with the formal adoption of a branding strategy. A conclusive branding strategy may strengthen the purpose and definition of the city's vision and goals.</p>	
PREVIOUS LEGISLATIVE ACTION: N/A	
FISCAL IMPACT: N/A	
SUPPORTING DOCUMENTS: N/A	
RECOMMENDATION: Continue to define the City visions and goals as established by Council and Staff. Discuss the merits of contracting with a professional service group to assist with branding efforts. Solidify an appropriate timeline to complete and implement vision and goals and branding activities.	
MOTION: This item is a discussion item only. No motion is necessary at this time.	



CITY OF CEDAR HILLS

TO:	Mayor and City Council
FROM:	David Bunker, City Manager
DATE:	10/2/2012

City Council Agenda Item

SUBJECT:	Recreation Center Basement
APPLICANT PRESENTATION:	Councilmember Martinez
STAFF PRESENTATION:	David Bunker
BACKGROUND AND FINDINGS: This item is continued from previous council discussions. Based on feedback from the open house event held on September 18th, city council has the opportunity to further discuss the programming of the recreation basement. Discussion should include possible event programming, layout, and costs. Final estimates for construction costs are not complete at this time, but initial estimates are in the range of \$200k to \$300k which will include a handicap ramp access to the basement and a restroom.	
PREVIOUS LEGISLATIVE ACTION: None. Discussion to continue.	
FISCAL IMPACT: To be determined. Estimates are currently in the range of \$200k to \$300k, but will vary with final programming schedules.	
SUPPORTING DOCUMENTS: Options A, B, C and D layouts.	
RECOMMENDATION: Staff recommends the City Council consider the status of finalizing programming for the recreation center basement and have further discussion on construction costs based on preferred finish option. Timing of construction completion should also be considered.	
MOTION: This item is a discussion item only. No motion is necessary at this time.	