
CITY OF NORTH SALT LAKE
CITY COUNCIL MEETING-WORK SESSION
ANCHOR LOCATION: CITY HALL
10 EAST CENTER STREET, NORTH SALT LAKE
JANUARY 16, 2024

FINAL

Mayor Horrocks welcomed those present at 6:06 p.m.

PRESENT: Mayor Brian Horrocks
Councilmember Lisa Watts Baskin
Councilmember Tammy Clayton
Councilmember Suzette Jackson
Councilmember Ted Knowlton
Councilmember Alisa Van Langeveld

STAFF PRESENT: Ken Leetham, City Manager; David Frandsen, Assistant City Manager; Jon Rueckert, Public Works Director; Craig Black, Police Chief; Karyn Baxter, City Engineer; Todd Godfrey, City Attorney; Sherrie Pace, Community Development Director; Heidi Voordeckers, Finance Director; Wendy Page, City Recorder.

1. DISCUSSION OF LICENSE PLATE READER (LPR) CAMERAS USED BY POLICE

Chief Black reported on license plate reader (LPR) cameras and the current and anticipated future use by the police department. He explained the use of LPR by a variety of companies for security and customer service. He noted the use of LPR cameras in the City included a mobile LPR system that was connected to a Statewide database and stationary LPR that could be used for quality of life and felony related investigations.

Chief Black spoke on all the ways LPR could be utilized including for Amber/Silver Alerts, stolen vehicles, victims of protective orders, robberies, assaults, and other crimes. He said these systems and databases were audited and monitored closely. He indicated LPR was not a live video feed or surveillance system and did not track individuals, report personal/business data, or provide facial recognition. He explained the data was available for 30 days and was not retrievable after that time. Chief Black acknowledged if data was obtained and stored as part of a police report it was preserved through the report and not the LPR system.

Councilmember Baskin arrived at 6:29 p.m.

Councilmember Van Langeveld asked about data storage. Chief Black replied that the data was saved for 30 days on a cloud server per State code. He stated internal and external use was

audited by the City and the State. He explained that access to the City's data could only be granted by the Chief or Assistant Police Chief.

Mayor Horrocks asked how many additional cameras were needed. Chief Black replied six to eight cameras would be proposed during the budget process for installation in the upcoming year. He explained that the cameras were leased for around \$3,500 each per year.

Councilmember Jackson questioned if there had been any concerns made by residents. Chief Black responded that he spoke with one resident about what the LPR was used for and had not received any pushback. He spoke on privacy issues and said that the Department abided by the guidelines and entrusted officers to follow the rules.

Councilmember Knowlton asked about the cost to use the LPR system. Chief Black explained it was \$18,000 for the current cameras and said it would be another \$18,000 to \$20,000 to install the additional cameras. He noted the cameras were leased by the City and the company serviced, replaced, and installed the cameras.

Councilmember Baskin asked about the policy and procedure and if the data was considered private or protected. She mentioned the data was purged after 30 days and the log was purged after nine months. Chief Black replied that he believed it was considered protected data by the State Legislature. He explained that the data could not be stored for longer than nine months in the City's records management system. He added all data was purged after 30 days in the LPR system regardless if the data was involved in a crime.

Councilmember Van Langeveld asked about the potential for the cameras or data being hacked. Chief Black said the data was not really usable to hackers and they would need license plate data from another source as well.

Councilmember Baskin left the meeting at 6:50 p.m.

2. DISCUSSION ON PROPOSED USE OF BUDGETED FUNDS FOR TREE PLANTING

This item was postponed for discussion when Councilmember Baskin was present.

3. ADJOURN

Mayor Horrocks adjourned the meeting at 6:50 p.m. to begin the regular session.

CITY OF NORTH SALT LAKE
CITY COUNCIL MEETING-REGULAR SESSION
ANCHOR LOCATION: CITY HALL
10 EAST CENTER STREET, NORTH SALT LAKE
JANUARY 16, 2024

FINAL

Mayor Horrocks welcomed those present at 7:03 p.m. Tammy Clayton offered the thought and led those present in the Pledge of Allegiance.

PRESENT: Mayor Brian Horrocks
Councilmember Lisa Watts Baskin
Councilmember Tammy Clayton
Councilmember Suzette Jackson
Councilmember Ted Knowlton
Councilmember Alisa Van Langeveld

STAFF PRESENT: Ken Leetham, City Manager; David Frandsen, Assistant City Manager; Jon Rueckert, Public Works Director; Craig Black, Police Chief; Karyn Baxter, City Engineer; Todd Godfrey, City Attorney; Sherrie Pace, Community Development Director; Heidi Voordeckers, Finance Director; Wendy Page, City Recorder.

OTHERS PRESENT: Dee Lalliss, Melanie Mortensen, Jane Nelson Hall, Dallin Jackson, David Farr, residents. Jana Baggett, Office Manager; Mitch Gwilliam, Assistant Chief; Terry Fritz, Sergeant; Tyler Winslow, Sergeant; Austin Lewin, Officer; Hilary Chacon, Officer, Police Department; friends and family members of Police Department; Ryan Child, Child Richards CPA.

1. CITIZEN COMMENT

There were no citizen comments.

2. POLICE RECOGNITION AWARDS

Chief Black recognized Officer Hilary Chacon, Officer Austin Lewis, and Sergeant Tyler Winslow for their bravery, confidence, and knowledge. He spoke on an incident that occurred on September 29, 2023 that involved a rescue of an individual from a dangerous area. These officers were awarded with the State of Utah Police Star medal and a letter of commendation for their actions during this incident.

Councilmember Jackson spoke on the difficulty of losing someone to suicide and expressed gratitude to the police department for all the people the police department served.

3. PRESENTATION BY CITY AUDITORS OF FISCAL YEAR 2023 AUDIT REPORT

Heidi Voordeckers reported that Ryan Child with Child Richards CPA would provide a fiscal year 2023 audit report.

Ryan Child, Child Richards CPA, reported on the fiscal year 2023 audit that ended June 30, 2023. He explained that this report was prepared by City staff with an independent auditor's report sharing a clean report and State compliance. He acknowledged in 2023 the City expended \$750,000 in federal funds which Child Richards tested for internal controls and compliance. Mr. Child said it was a great audit with no findings to report. He reviewed the financial statements including a financial analysis of the government's funds including the General Fund, RDA, debt service, capital projects, road development, housing, local building authority, park, and police funds. He stated the General Fund was where most of the operations of the City were reported and showed \$3.7 million in Fund Balance. Mr. Child indicated the total governmental funds were \$18.2 million, other assets included receivables (sales and property taxes), intergovernmental receivables, prepaids, and restricted cash (impact fees and grants). He mentioned other assets included amounts due from other funds such as capital projects. He noted liabilities were accounts payable, road development, and landslide mitigation. Other items reviewed were developer deposits, property taxes, unearned revenue associated with grants, and fund balances.

Ryan Child reviewed the statement of revenues, expenditures, and changes in fund balances for each of the governmental funds. He mentioned total expenditures for these governmental funds were \$18.6 million which was \$2 million less than the revenues for the year. He also spoke on transfers in these funds. Mr. Child then looked at the statement of fund net position for proprietary funds including water, pressurized irrigation, storm water, solid waste, and golf. He compared the total assets with total liabilities and said the assets were higher than the liabilities. Mr. Child noted revenues in the enterprise fund were \$8.9 million or \$600,000 higher than the previous year and expenditures were \$10 million. He indicated the remainder of the report included the statement of cash flow for the proprietary funds, notes to financial statements, and required supplementary information (schedule of revenue, expenditures, changes in fund balance, URS, etc.).

Mayor Horrocks asked in regard to the audit of Boards and signing any disclosures. Ryan Child said they would follow up on a fraud risk inquiry to ensure compliance.

A full copy of the independent auditor's report was included in the packet materials.

4. CONSIDERATION OF APPOINTMENT(S) ON THE HEALTH AND WELLNESS COMMITTEE

Councilmember Jackson nominated Jane Hall to serve on the Health and Wellness Committee. She said Jane made decisions with deliberation and integrity and would think outside of the box.

Jane Hall said she loved the area and spoke on the importance of being involved. She felt this was a great opportunity to serve her community.

Councilmember Jackson moved to accept Jane Hall to the Health and Wellness committee. Councilmember Clayton seconded the motion. The motion was approved by Council Members Clayton, Jackson, Knowlton, and Van Langeveld. Councilmember Baskin was not present for the vote.

5. CONSIDERATION OF RECOMMENDATION TO AUTHORIZE CITY STAFF TO PREPARE AND PRESENT A CONTRACT WITH HOGAN & ASSOCIATES CONSTRUCTION INC., FOR HATCH PARK RENOVATION AND EXPANSION CONSTRUCTION MANAGEMENT CONTRACTOR SERVICES

Ken Leetham reported that this was one of the more important decisions to be made for the Hatch Park redevelopment project. He stated this step included establishing a Selection Committee who helped to find a general contractor. He indicated eight firms responded which the Committee then reviewed and scored based on pertinent criteria (experience, references, price, etc.) He acknowledged Hogan & Associates Construction scored the highest based on the criteria. Mr. Leetham explained staff reached out to multiple references and contacts for feedback on Hogan & Associates. He recommended the City Council authorize City staff to engage in the process of creating a contract to be approved by the Council on February 6th. He noted this contract would include costs of approximately \$1.2 to \$1.3 million for services provided by Hogan & Associates.

Councilmember Van Langeveld moved that the City Council authorize City staff to work with Hogan & Associates Construction, Inc, for the purpose of preparing and presenting a contract CM/GC services related to the expansion and renovation of Hatch Park. Councilmember Knowlton seconded the motion. The motion was approved by Council Members Clayton, Jackson, Knowlton, and Van Langeveld. Councilmember Baskin was not present for the vote.

6. CONSIDERATION OF RECOMMENDATION TO AUTHORIZE CITY STAFF TO PREPARE AND PRESENT A CONTRACT WITH LANDMARK DESIGN AS A CONSULTANT FOR CITY'S COMPREHENSIVE GENERAL PLAN UPDATE

Sherrie Pace reported on a recommendation for a consultant to prepare a General Plan update. She said the process was very similar to selecting the contractor for Hatch Park and included a Selection Committee comprised of staff, several Councilmembers, and two Planning Commissioners. She stated the Committee scored six firms based on public engagement, experience, cost, etc. Ms. Pace reported Landmark Design and FFKR were the top firms and scored very closely. She indicated Landmark Design was the firm that provided consulting work for the Town Center Master Plan and had the most robust public engagement strategy. She explained the Committee recommended that the Council approve Landmark Design for the general plan consulting.

Councilmember Knowlton moved that the City Council instruct City staff to prepare and present for approval a contract for General Plan Consultant Services with Landmark Design with a not to exceed price of \$145,035. Councilmember Van Langeveld seconded the motion. The motion was approved by Council Members Clayton, Jackson, Knowlton, and Van Langeveld. Councilmember Baskin was not present for the vote.

Councilmember Clayton commented that she was impressed with the efforts made by these committees to choose a consultant or contractor.

7. CONSIDERATION OF ORDINANCE 2024-01: AN ORDINANCE AMENDING PORTIONS OF CITY CODE IN TITLE 10, LAND USE, AND ESTABLISHING TITLE 13, SUBDIVISION REGULATIONS

Sherrie Pace reported on the Subdivision Ordinance and State code changes related to the Land Use Development Management Act (LUDMA). She explained that the reasoning behind the changes appeared to be the separation of administrative (staff and Planning Commission) and legislative (enactment of a law) actions, reducing redundancy, improving consistency, and preventing unfair practices. She stated State code changes related to subdivisions included designation of an Administrative Land Use Authority (either Planning Commission or staff), optional concept plan, designated Administrative Land Use Authority for the preliminary plan, and final plat to be reviewed by City staff only. She explained the Administrative Land Use Authority would be the Planning Commission for preliminary plan and plat amendments and the Community Development Director for minor subdivisions, final plat, and lot line adjustments. She mentioned there were also some required changes for noticing the public.

Councilmember Jackson asked when previous subdivisions would have been reviewed by the City Council versus the new requirements. Sherrie Pace clarified that previously any subdivision would have been reviewed by the Planning Commission and City Council at least three times.

She noted if a zone change was involved that would include two additional meetings for a rezone. She stated as proposed, a subdivision would no longer come before the City Council except for in conjunction with a zone change or development agreement. She continued other changes or variances in standards would be a legislative action which would be a referral from the Planning Commission to the City Council.

Councilmember Jackson expressed concern with elected officials not being involved in development projects. Sherrie Pace replied that if a subdivision was approved and met minimum City standards it had to be approved.

Mayor Horrocks said the City Council was subject to political pressure where the Planning Commission was not. He said going forward that the City codes should be carefully done. Councilmember Knowlton said it was a good challenge for the Council and community to put the development expectations into the City code.

Councilmember Baskin joined the meeting at 8:56 p.m.

Councilmember Jackson asked about zoning. Sherrie Pace said the developments the Council was concerned with were the P District rezones. She noted these rezones would still go through a legislative process. She offered to provide the City Council with a review of zoning and properties which may be subject to redevelopment.

Councilmember Knowlton said the General Plan update would allow the City Council to review housing types, zoning changes, and what made sense for the future.

Ken Leetham commented that many of the questions from the City Council would be answered by the General Plan update process. He added this would include feedback from residents and the ability to plan for the next twenty years.

Councilmember Van Langeveld requested a future work session to review the General Plan process and zoning.

Councilmember Baskin commented the State Legislature would like to dictate more items to be placed in our General Plan including everything from wildlife corridors to water use.

Councilmember Van Langeveld requested a Planning Commission update as part of the City Council meeting packet especially for items that would previously have come before the City Council.

Councilmember Knowlton asked in regard to the mechanism for reporting decisions to the City Council. Sherrie Pace replied that staff could prepare a process or policy document for reporting.

Councilmember Jackson expressed hesitation in voting for this item. She asked if the item could be tabled until the Council received more information. Sherrie Pace said these changes had to be enacted before February 1, 2024.

Councilmember Van Langeveld said that waiting to approve these changes did not change the fact that the City Council would no longer be involved. She explained this meant the City Council would need to be involved with careful consideration of the City code.

Sherrie Pace commented that the Planning Commission had reviewed these chapters over the last eight months and as experienced Commissioners they were capable in their review. She stated every city in Utah had to make these changes this year. She said the existing subdivision regulations were contained in Title 10, Chapters 3 and 7. She noted the new subdivision regulations would be located in a new Title 13. Additionally, there were some proposed amendments to the definitions section in Title 10, Chapter 1 which were necessary in relation to the updated Subdivision Regulations.

Sherrie Pace reviewed the proposed amendments for Title 10, Chapters 1, 3 and 7 and the proposed new Title 13, Chapters 1 through 9 that were included in her staff report contained in the agenda packet.

During the review of proposed language for Title 13, Chapter 5 – Standard Subdivisions, Councilmember Baskin asked if and why Sherrie Pace included the preliminary and final application procedures as drafted to apply the final process to commercial and residential subdivisions. She pointed out that Senate Bill 174 was limited to apply to one or two family residences and townhomes and not commercial. Sherrie Pace clarified that the proposed changes were an effort to standardize the process for both residential and commercial subdivisions.

Todd Godfrey commented that he understood the hesitancy for commercial projects but in his experience the subdivision portion of the commercial development process was miniscule and administrative in application. He acknowledged that the site plan step would have significant engineering and building plan review.

Ken Leetham clarified that it may make the subdivision portion of a commercial project easier but City code still required site plan approval by the City Council for commercial developments of a certain size which would not change after adoption of this amendment. He noted site plan approval included architecture, land use, pad sites, design standards, etc.

The Council had a discussion on if this process should apply to commercial as well, since this was not yet required by the State Legislature. Sherrie Pace commented that staff did not feel that this update would cause additional work.

During the review of proposed language for Title 13, Chapter 6 – Planned Unit, Condominium, Recreation Vehicle, and Mobile Home Developments, the Council had questions on parking requirements including how the ratios were determined. Sherrie Pace responded 2.25 per unit was the current standard for all subdivisions but those numbers could be reduced by the Planning Commission and City Council for a PUD. She mentioned the proposed ratios were 1.25 stalls for a studio/one bedroom, 1.75 stalls for two bedroom, and 2.25 stalls for a three bedroom or greater. She noted these were similar to what was already approved in existing PUDs or the existing code. She clarified these numbers included visitor/guest parking.

Councilmember Van Langeveld felt the proposed parking ratios were too low. The Council discussed street parking, snow restrictions, developments with inadequate parking, garages used for storage, lack of public transportation, and the housing shortage.

Todd Godfrey commented that he believed this would be a subject of State Legislation this year and advised against inserting a specific parking standard at this time.

Councilmember Knowlton mentioned a context base change in areas with good transit and a different approach in other locations. He suggested increasing the parking ratio proposed in the draft.

Councilmember Van Langeveld recommended 1.5 stalls for one bedroom units, 2.0 stalls for a two bedroom unit, and 2.5 stalls for three bedroom units.

Sherrie Pace continued reviewing the proposed subdivision ordinance. She mentioned the Planning Commission had expressed the desire to eliminate flag lots entirely. She stated the Development Review Committee (DRC) disagreed with that recommendation and believed that provisions for existing flag lots that have not been built upon must be provided. Ms. Pace indicated the DRC also believed that flag lots were a valuable tool to allow property owners to better utilize their property when they have large lot sizes or have deep dimensions. She noted the DRC proposed language that would prohibit commercial flag lots, allow flag lots of existing subdivision lots, allow for smaller staff dimensions for adjacent flag lots with a shared driveway, and limit driveway slope to 10% maximum. She acknowledged the DRC requested the City Council review provisions for flag lots and direct staff to either modify the ordinance to state that no new flag lots would be permitted or accept the recommendation of the DRC.

Sherrie Pace said the DRC felt flag lots could help with underutilized properties and missing middle housing. She noted the Planning Commission was opposed to flag lots and was in favor of eliminating flag lots entirely.

The Council discussed the pros and cons of flag lots. Councilmembers Knowlton and Jackson felt flag lots could be a good use of the land. Councilmember Van Langeveld commented that the

instances of flag lots happen so infrequently and felt that there did not need to be a section of code dedicated to it.

Ken Leetham commented the DRC supported flag lots in foothill settings as it reduced the number of streets interfering with the ridges and valleys. He said flag lots could meet the goal of better road design and less land disturbance with fewer cuts and fills.

Sherrie Pace completed her review of the proposed amendments.

The Council discussed some of the items they were not comfortable with passing at this time which included the proposed parking ratios and the adoption of the same subdivision process for commercial and residential subdivisions.

Councilmember Knowlton moved that the City Council adopt the modifications to the Subdivision Ordinance 2024-01 recommended by staff and the Planning Commission with the following findings and amendments:

Findings:

- 1) The proposed amendment is in accord with the comprehensive general plan, goals and policies of the City.**
- 2) Changed or changing conditions make the proposed amendment reasonably necessary to carry out the "purposes" stated in this title.**
- 3) The proposed amendments are necessary to address the recent changes in State Code in relation to Subdivision Regulations.**

Amendments:

- 1) Increase the parking requirement to 1.5 parking stalls per unit for a studio/one, 2.0 parking stalls per unit for a two bedroom, and 2.5 parking stalls per unit for a three bedroom or more.**
- 2) Retain the existing flag lot provisions with the modification that two flag lots with a staff of 30 feet as proposed.**

This motion failed for lack of a second.

Commissioner Baskin made a substitute motion that the City Council approve Ordinance 2024-01 amending portions of Title 10, Land Use and establishing Title 13, Subdivision Ordinance with the following findings and amendments:

Findings:

- 1) The proposed amendment is in accord with the comprehensive general plan, goals, and policies of the City.**

- 2) **Changed or changing conditions make the proposed amendment reasonably necessary to carry out the "purposes" stated in this title.**
- 3) **The proposed amendments are necessary to address the recent changes in State Code in relation to Subdivision Regulations.**

Amendments:

- 1) **Increase the parking requirement to 1.5 parking stalls per unit for a studio/one, 2.0 parking stalls per unit for a two bedroom, and 2.5 parking stalls per unit for a three bedroom or more.**
- 2) **Retain the existing flag lot provisions with the modification that two flag lots with a staff of 30 feet as proposed.**
- 3) **The four review cycle provisions of Senate Bill 174 will only apply to single family, two family, and townhome residential and not to the commercial as drafted.**

Councilmember Baskin clarified that Senate Bill 174 was a pilot program and this complied with the requirements of the bill without giving away more authority than was necessary. Sherrie Pace commented that staff would not be limited to four review cycles for commercial subdivisions.

Councilmember Van Langeveld seconded the motion. The motion was approved by Council Members Baskin, Clayton, Jackson, Knowlton, and Van Langeveld.

Councilmember Jackson commented that she disagreed with this conceptually.

8. CONSIDERATION OF RESOLUTION 2024-02: A RESOLUTION ADOPTING THE CITY'S STORM WATER DESIGN MANUAL

Mayor Horrocks reported that this item would be tabled until the next City Council meeting.

9. CONSIDERATION OF RESOLUTION 2024-03: A RESOLUTION APPOINTING A NEW MEMBER TO THE CITY'S AUDIT COMMITTEE

Ken Leetham commented that the Audit Committee met quarterly. He stated the Mayor and Councilmember Van Langeveld were already appointed to this Committee. He explained the Council would need to appoint a new member to replace the position formerly held by Natalie Gordon.

Councilmember Jackson volunteered to serve on the City's Audit Committee.

Councilmember Van Langeveld moved to appoint Suzette Jackson to the City's Audit Committee. Councilmember Knowlton seconded the motion. The motion was approved by Council Members Baskin, Clayton, Jackson, Knowlton, and Van Langeveld.

10. APPROVAL OF CITY COUNCIL MINUTES

The City Council minutes of January 2, 2024 were reviewed and approved.

Councilmember Clayton commented the spelling of her parents in attendance at the meeting needed to be corrected to Burningham and her sister Cindy's last name was Pond and could be updated as well.

Councilmember Baskin moved to approve the January 2, 2024 minutes as amended. Councilmember Knowlton seconded the motion. The motion was approved by Council Members Baskin, Clayton, Jackson, Knowlton, and Van Langeveld.

11. ACTION ITEMS

The action items list was reviewed. Completed items were removed from the list.

12. COUNCIL REPORTS

Councilmember Knowlton reported there was a brown bag lunch meeting regarding the creation of Millcreek Common and surrounding city center on January 30th at 11:30 a.m. He said this was relevant as the City developed the Town Center.

Councilmember Jackson asked for a work session item to review the General Plan and zoning.

Councilmember Baskin mentioned an invitation for elected officials to the Utah Museum of Natural History on January 30th.

Councilmember Van Langeveld asked about discussing City Council priorities during the annual budget meeting. Ken Leetham suggested that the Council provide those to staff before the meeting.

Mayor Horrocks mentioned that there should be a discussion of some things that need to be cut to avoid raising property taxes.

Councilmember Van Langeveld reported that the Health and Wellness Committee met in January and compiled goals for 2024. She mentioned the Statewide caucuses on March 5th and wondered if the City Council meeting should be rescheduled.

Ken Leetham responded the City Council meeting for that week was scheduled for Wednesday, March 6th.

Councilmember Clayton mentioned that the City Council was invited to participate in the Bountiful Handcart Parade. She asked if the Youth City Council could participate as well.

13. CITY ATTORNEY'S REPORT

Todd Godfrey had nothing to report.

14. MAYOR'S REPORT

Mayor Horrocks had nothing to report.

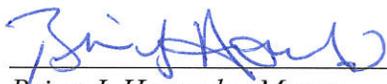
15. CITY MANAGER'S REPORT

Ken Leetham had nothing to report.

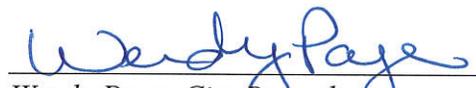
16. ADJOURN

Mayor Horrocks adjourned the meeting at 10:50 p.m.

The foregoing was approved by the City Council of the City of North Salt Lake on Tuesday February 6, 2024 by unanimous vote of all members present.



Brian J. Horrocks, Mayor



Wendy Page, City Recorder

