MINUTES OF A WORK SESSION WITH STAFF, A PUBLIC HEARING AND A REGULAR MEETING OF THE VINEYARD TOWN COUNCIL
240 East Gammon Road, Vineyard Utah
September 28, 2016 at 6:02 PM

Present	**Absent**
Mayor Randy Farnworth	
Councilmember Tyce Flake	
Councilmember Julie Fullmer	
Councilmember Dale Goodman	
Councilmember Nate Riley (arrived at 6:03 pm)	

Staff Present*:* Public Works Director/Engineer Don Overson, Community Development Director Morgan Brim, Finance Director Jacob McHargue, Utah County Sheriff's Deputy Collin Gordon, Community Development Technician Elizabeth Hart, Attorney David Church, Records Management Assistant Kelly Kloepfer, Administrative Assistant Neeley Rimal.

Others present: Planning Commissioners Wayne Holdaway and Anthony Jenkins, Jeff Gochnour with Cottonwood Partners, Stewart Park with Anderson Geneva, Cristy Welsh, Ranae Layton, Garrett Layton and Kyson Pusey, Residents Brent Eddy, Joseph Eddy, Daniel Eddy, Becca Hamblin, Taylor Hamblin, Jackson McCarty, Conner Fairbanks, and Conner Williams.

6:02 PM WORK SESSION WITH STAFF

Mayor Farnworth called the meeting to order at 6:02 pm.

PLANNING COMMISSION UPDATE AND RECOMMENDATIONS TO THE COUNCIL: Planning Commission Chair Chris Judd – Chair Judd was excused. Community Development Director Morgan Brim briefly discussed the General Plan update. He explained the Trails Commission as a subcommittee of the Planning Commission. He explained that they held their first meeting right before this meeting to discuss how they could fill in any gaps and connect the parks. He said that they were also looking at Lindon and Orem to make sure that what we do connects with their trails. Mayor Farnworth asked about Tim Blackburn, and Mr. Brim explained that Mr. Blackburn was representing the Heritage Commission on the Trails commission. He said they had a goal to include historic information along the trails. Mr. Brim said that once they had a draft of the map, they would update the Council.

Mr. Brim also reported on the progress with updating the Zoning Map. The Zoning Map changes would affect 41 property owners, most of which were in the I-1 Zone. He was planning on moving forward with a Flex Office Zoning District instead of Industrial. He reported that they had mailed a notice to the 41 property owners that would be affected. He explained that the R&C-1 Zone did not exist in the code and needed to change it to RC so it was in sync with the code. He asked that those present to send anyone who had questions to him or Ms. Hart.

Mr. Brim explained that they'd like to do an open house for the General Plan around the time that the Public Safety Building is completed to allow the public to tour the new building. He said that it could help create interest for the General Plan if it was in conjunction with an event.

He also referenced the Consent Items for the approval of the Westbrook Plat, and the Business item for the Zoning Ordinance Amendments. He asked the council if they had any specific questions.

Councilmember Riley asked if they should look at redoing the parking ordinance with all of the high-density housing going in. He was concerned that the ordinance did not fully address what was currently taking place. He asked Mr. Brim what the best way would be to address that issue going forward. He mentioned that other developments were supposed to be single-family and ended up having students with six vehicles. He felt it was a serious issue.

Mr. Brim replied that there were two ways to deal with the issue. He added that they could not come back after the fact and say that they need more parking than what the code required.

Councilmember Riley asked what was considered single-family parking spaces. Mr. Brim explained that single-family parking was different than multi-family. He added that once it was in place they could not go back and require additional parking. He said that they could work on enforcement of the current policy. Deputy Gordon noted that the Edgewater side of Mill Road had a problem with parking. He appreciated Mr. Overson's efforts in getting signs out to help them with enforcement. He felt that they could use more signs and that enforcement would be an ongoing battle. Councilmember Riley mentioned that The Alloy apartments had a huge spillover into the vacant lot. He expressed concern that the town had cut themselves short and that it would be an enforcement nightmare for decades to come.

Mr. Church explained the definition of a single family, which was no more than four unrelated people. He said that it would be almost impossible to enforce. He added that if we did have six students renting the units then they needed to get tougher on enforcement.

Mayor Farnworth asked Mr. Church if Edgewater had an HOA and if they were self-policing. Mr. Church replied that it was not a public safety issue, but an issue for residents. He stated that many college towns had the same problem and are being aggressive with boots and towing, etc. He said that it spilled over to the city because they were the ones who get the complaints. Deputy Gordon explained that the apartment complexes were aggressively enforcing parking on their own property. The Alloy was no longer an issue because they had moved parking off of Geneva Road, but the other parking issue was on private property and if the landowners were to bring it forward then something could be done.

MONTHLY BUILDING ACTIVITY REPORT – Finance Director Jacob McHargue reported with a quick summary on behalf of Mr. Reid. He said that numbers were down from last month, and presented the numbers for August. 28 Building applications received, 44 applications in review and 37 plans approved. With help from Ms. Hart and Ms. Lefler, Ms. Abdullah had been able do more plan reviews. He mentioned that they had hired a new inspector. He said that before they hired him the town was 72 hours out on inspections and now they are within 24 hours.

Councilmember Goodman asked about commercial construction. Mr. McHargue replied that it was on the industrial side.

COUNCILMEMBERS' REPORTS/DISCLOSURES/RECUSALS

Councilmember Dale Goodman – Councilmember Goodman reported that TSSD did not have a meeting last month, but that next month they would be discussing the need to upsize the transmission lines coming into the plant. He explained the reason for the need. Mr. McHargue asked how many years that would add to the lifespan of the pipes. Councilmember Goodman explained that going from a 48-inch pipe to an 80-inch pipe would give them up to four times the capacity.

Councilmember Tyce Flake – Councilmember Flake reported that the League was finalizing a bill with the Speaker of the House regarding Airbnb vacation rentals to be brought forward in the legislative session January. Mr. Brim asked what the bill would do. Councilmember Flake replied that it could allow for greater allowances.

Councilmember Nate Riley – Councilmember Riley had no new items to report.

Councilmember Julie Fullmer – Councilmember Fullmer reported that the plan was for Youth Council to attend a Town Council meeting with a councilmember was on the future agenda request for tonight. She stated that there were only four (4) people who applied. She said that the branding committee would be talking about the website, app info, and rebranding with the new logo, and costs. She reported that they were working on a Halloween event. Mr. McHargue explained the upcoming event to be held on the Friday before Halloween. She said that the Orem Community Hospital Board met with Kids on the Move about resources for children with autism. She would forward this information to Ms. Rimal to get the word out on social media.

MAYOR'S REPORT – Mayor Farnworth reported that North Pointe Solid Waste was finalizing the purchase of the Bayview Landfill. He said North Pointe had completed a survey on their benefit packages for employees and discussed having two (2) more E-waste days per year to dispose of electronics.

STAFF REPORTS

Public Works Director /Engineer– Don Overson – Mr. Overson reported that he was still working with Orem and CUWP on water storage plan. He said that he had been meeting with Utah Department of Transportation (UDOT) on two projects: The first was a road widening study for Geneva Road. He said that it was a concept plan and from that plan they wanted to put together an Access Management Plan from Center Street to 1600 North that would limit where the access points would be on Geneva Road. The second item was the Vineyard Connector Plan to cut it into chunks of $10 million projects. He said that they were working weekly with Lindon, American Fork, UDOT, and Mountainland Association of Governments (MAG) for the last 1.5 months on how to make those portions of the Vineyard Connector more fundable. He said that the plan should be finished by November.

Councilmember Goodman asked about the widening of Geneva Road. Mr. Overson said that they were looking at expanding it to seven (7) lanes. He explained that UDOT would build it in stages and would need to buy additional property now.

Councilmember Riley asked about the development that was starting along Geneva and Center Street and if UDOT would have to buy out those business owners. Mr. Overson was concerned that they were going to have to take out Dairy Queen and Great Harvest along with frontage on

Muddy Boys. He suggested an alternative would be to have UDOT purchase part of the rail spur that Vineyard would be purchasing to move the trial off of Geneva Road to take out some of the gap. Mr. Overson said that they could not take anything out on the Orem side because of the detention ponds. He said that they were looking at alternatives and should have a plan that shows the connection points, the types, and what the impact would be of the connection points. They need to know how much it would cost to buy the right of way and upgrade 400 North as soon as possible. He explained what the plans were for 400 North.

Mr. Overson gave an update on the Public Safety Building. He said that it was on track for completion in December. Councilmember Riley asked about parking on the site. Mr. Overson replied that there would be 25 stalls on asphalt, and grading the gravel would allow for additional parking bringing it close to 40 stalls. Councilmember Riley expressed concerned that if the parking was insufficient, then people would be parking in front of homes. Mr. Overson stated that they removed the access point from the subdivision.

Councilmember Goodman asked about furniture for the building. Mr. McHargue replied that they were obtaining bids from two (2) companies in Salt Lake.

Mr. Overson reported that on Main Street and Vineyard Road, Black and McDonald was installing street lights and the landscaping was going in and should be completed by the end of October. He added that they were already mowing the 6-acre park and it should be ready for use in the spring. He said that the next major project would be the lighting on Mill Road, which Black and McDonald would be installing.

Attorney – David Church **--** Mr. Church reported that Union Pacific (UP) was anxious to sign the contract. He said that they were having concerns with one of the property owners. He stated that UP would work with the town on timelines, but they wanted to sign as soon as possible. Mr. Overson stated that he would be meeting with the landowner early next week.

Mr. Church explained The Forge agreement and that it was ready to be signed. He added that the attachment was from the original application and approval by the RDA board.

Utah County Sheriff's Department – Deputy Collin Gordon – Deputy Gordon had no new items to report. Councilmember Riley asked about mailbox smashing. Deputy Gordon reported that it had been turned over to their Investigations Division. Councilmember Fullmer mentioned that she had read online that there were a lot of thefts in the area. Deputy Gordon replied that they had not been getting a lot of calls.

Community Development Director – Morgan Brim – Mr. Brim had no new items to report.

Finance Director – Jacob McHargue – Mr. McHargue reported that he and Mr. Brim had met with the Utah Lake Commission about their trail plan and how to incorporate the town's trail system. He said that the commission thought they could find money through MAG to help fund that. Councilmember Riley asked if they talked about how they were going to get across the slough area. Mr. Brim responded that they would send the town their map showing where it would be delineated, which he would forward to the council once he received it. Mr. Overson mentioned that during the last MAG funding Orem had a portion of the trial approved, but did not have environmental clearance.

Mr. McHargue reported that the State Legislature would be holding a special session for a bill on the gas tax allocation.

<u>Town Clerk/Recorder – Pamela Spencer</u> – Ms. Spencer was excused.

<u>Building Official – George Reid</u> – Mr. Reid was excused.

ITEMS REQUESTED FOR FUTURE AGENDAS

- *Budget Amendment*
- *Youth Council*
- *Board of Adjustments*
- *Geneva Road Access Management Plan*
- *CWP Water Contracts*
- *CWP/Orem/Vineyard Storage Plan Study*
- *Zoning Map*
- *Traffic Warrant Study* – Mr. Overson clarified that there were four warrant studies in the process. He said that they needed to work with Alpine School District on the safe routes to school.

  Items already discussed for future agendas, dates to be determined by staff:
- *OHV/ATV use within Town Limits*
- *Weapons/Firearms Discharge and Hunting within the Town Limits*
- *Film Permit*

AGENDA REVIEW
Items were not discussed at this time.

<u>6:54 PM REGULAR SESSION</u>

Present	**Absent**
Mayor Randy Farnworth	
Councilmember Julie Fullmer	
Councilmember Tyce Flake	
Councilmember Nate Riley	
Councilmember Dale Goodman	

Staff Present*:* Public Works Director/Engineer Don Overson, Community Development Director Morgan Brim, Finance Director Jacob McHargue, Utah County Sheriff's Deputy Collin Gordon, Community Development Technician Elizabeth Hart, Attorney David Church, Records Management Assistant Kelly Kloepfer, Administrative Assistant Neeley Rimal.

Others present: Planning Commission Chair Wayne Holdaway, Planning Commissioner Anthony Jenkins, Jeff Gochnour with Cottonwood Partners, Stewart Park with Anderson Geneva, Cristy Welsh, Ranae Layton, Garrett Layton and Kyson Pusey, Residents Brent Eddy, Joseph Eddy, Daniel Eddy, Becca Hamblin, Taylor Hamblin, Jackson McCarty, Conner Fairbanks, and Conner Williams.

Mayor Farnworth called the regular session to order at 6:54 PM. The invocation was given by Mayor Farnworth.

CONSENT ITEMS:

a) Approval of the September 14, 2016 meeting minutes

b) Final plat approval of Westbrook Plat B

Mayor Farnworth called for a motion.

Motion: COUNCILMEMBER RILEY MOVED TO APPROVE THE CONSENT ITEMS AS NOTED. COUNCILMEMBER FULLMER SECONDED THE MOTION. ALL WERE IN FAVOR. MOTION CARRIED UNANIMOUSLY.

OPEN SESSION: *Citizens' Comments*

Mayor Farnworth called for public comments. Hearing none, he closed the session.

Mayor Farnworth called for a motion to move item number 5.3 to the top of the agenda.

Motion: COUNCILMEMBER FLAKE MOVED TO MOVE ITEM 5.3 TO 5.1. COUNCILMEMBER FULLMER SECONDED THE MOTION. ALL WERE IN FAVOR. MOTION CARRIED UNANIMOUSLY.

BUSINESS ITEMS:

5.3 DISCUSSION AND ACTION – <u>New Logo and Website</u>

The mayor and Town Council will discuss with staff the rebranding of the Town of Vineyard and if they desire to change the name now that Vineyard has been certified as a city of the fifth class by the Lieutenant Governor of Utah. The mayor and Town Council will take appropriate action.

Mayor Farnworth turned the time over to Finance Director Jacob McHargue.

Mr. McHargue introduced Neeley Rimal. He presented rebranding in three (3) parts.

Emergency Software:

Everbridge software: this is an app to facilitate communication with the residents. He said that it would work with the social media platforms. The schools would have access through the town if they had an emergency and could not get the information out themselves.

Logo:

Costs for redesigning the logo: street signs – $25,000. Mr. McHargue mentioned that there were 100 street signs on order for WatersEdge and if we did not decide on a logo now then the $25,000 would double. He stated that the cost would be minimal for the other items that would need to be changed.

Mr. McHargue explained the process they went through to get the new suggested designs. Some of the tag line suggestions were: "We Are" Growing, Engaging, Appealing, Progressive, Inviting, Contemporary, Staying Connected, and Center of Utah County.

He showed samples, and emphasized that they wanted to keep it clean so that when they put it on signs, trucks, envelopes, and shirts, etc., it would stay clean. Ms. Rimal indicated that they could do revisions with different color schemes.

Councilmember Fullmer mentioned that the graphic designers commented that the last logo shown was good for apps, social media, and shirts, etc. She said that out of two (2) of the market research studies that were done, the residents were excited about that logo. She felt that it touched on things they were looking for. It was contemporary, said a lot about Vineyard with the trail that was connected, etc.

Ms. Rimal took the concept to a group at UVU where they submitted different ideas and then she submitted them to Councilmember Fullmer. Councilmember Flake liked the variation. Councilmember Riley asked if it could say just “Connected” instead of “Stay Connected.” Mr. McHargue asked council to approve the logo concept tonight with suggestions to take back to the designer for revision.

There was further discussion on the different logos. Council decided to keep a different color for “in” in Vineyard. Mr. McHargue asked about colors.

Mr. Overson asked which version of the logo would work for the street signs without color. Councilmember Fullmer suggested that they come back next time with more color options and the sharper V.

Web site:
Mr. McHargue explained that Civic Plus had done a lot of websites for other cities. He said that they offered a lot of modules, with a lot more interaction for residents. Mr. McHargue went over the current website and then showed websites that Civic Plus had done. He said that it would be a custom-designed website. He added that they would take all data on the current website and move it to the new website. He said that it could take up to six months to implement.

Mr. McHargue said that they were looking for a cleaner, more modern design. He showed examples for other cities.

Mr. McHargue went over the pricing options. He recommended that they purchase the Premium-Light option of $5,000 a year for four years. Councilmember Riley expressed concern that it be search-friendly. Ms. Rimal mentioned that one of the biggest problems was searching for code, and they had a module that would allow them to search by keyword in the code.

Mr. McHargue pointed out that staff could set timers to publish things on the website and include an end date.

Mr. Overson asked if it would have an interactive map module. Mr. Brim proposed that he and Mr. Overson show Ms. Rimal examples, and then she could show it to Civic Plus to see how it could be added.

Councilmember Fullmer asked Mr. McHargue to explain the pay structure comparisons and how much the town would be saving. Mr. McHargue explained the differences. He said that every city in Utah County except for American Fork was using Everbridge. He explained that residents could sign up for what types of alerts they get from the town, with emergency alerts going to everyone.

Mayor Farnworth called for a motion.

Motion: COUNCILMEMBER FLAKE MOVED TO APPROVE THE LOGO AS NOTED IN THE PREVIOUS DISCUSSION AND THEN FOLLOW STAFF SUGGESTIONS FOR PRICING AND PACKAGING FOR THE PREMIUM LIGHT PACKAGE. COUNCILMEMBER GOODMAN SECONDED THE MOTION. ALLWERE IN FAVOR. MOTION CARRIED UNANIMOUSLY.

5.1 DISCUSSION AND ACTION – **Zoning Ordinance Amendments** (Ord 2016-13)

The Town Council will hold a public hearing regarding town initiated zoning text amendments regarding Planning Commission authority, planning application process and accessory dwelling units. The following chapters are under consideration:

- Chapter 3 Land Use Authorities and Other Officers
- Chapter 4 Applications and Decision Making Standards
- Chapter 5 Amendments to the General Plan and Land Use Ordinances
- Chapter 9 Noticing Requirements
- Chapter 12 Land Use Application Procedures
- Chapter 14 Permitted Uses
- Chapter 15 Conditional Uses
- Chapter 17 Supplementary Development Standards
- Chapter 18 Project Site Planning and Building Design Requirements
- Chapter 30 Definitions

A public hearing was held on this item on September 14, 2016. The Mayor and Town Council will by ordinance approve (or deny) this request.

Mayor Farnworth turned the time over to Community Development Director Morgan Brim.

Mr. Brim gave a brief overview the amendments.

Councilmember Riley asked about the Accessory Dwelling Units (ADU). Mr. Brim explained that it was a nonconforming use, or illegal retrofit. He said they would need to meet the fire code and obtain a building permit.

Councilmember Fullmer asked if someone was renting out their basements for Airbnb. Mr. Brim clarified that this was for long-term rentals. He explained that short-term rentals were a separate thing and not regulated under this code. He added that the town's code did not address short-term rentals.

Councilmember Riley asked about the process for people violating the ADU code. Mr. Brim explained that code enforcement would be done on a complaint basis. He said that they would be sending out a letter allowing them to bring their units into compliance with the code.

Councilmember Fullmer asked about Section 2 in Chapter 5. Mr. Brim explained that this change would allow the Planning Commission and Town Council to approve items at the same meeting as the public hearing. It would eliminate the need for four (4) separate meetings.

Councilmember Fullmer asked for examples of conditional use permits. Mr. Brim gave the example of buildings going over a three (3) stories needed a CUP. Councilmember Fullmer asked if this would eliminate the permits going to Town Council for final approval and allow Planning Commission to approve them. Mr. Brim felt that they had a well-trained Planning Commission and staff to make those decisions.

Mayor Farnworth called for a motion.

Motion: COUNCILMEMBER FLAKE MOVED TO APPROVE THE ZONING ORDINANCE AMENDMENTS, ORDINANCE 2016-13, AS NOTED. COUNCILMEMBER FULLMER SECONDED THE MOTION. ROLL CALL WENT AS FOLLOWS: MAYOR FARNWORTH,

COUNCILMEMBERS FLAKE, FULLMER, GOODMAN, AND RILEY VOTED AYE. MOTION CARRIED UNANIMOUSLY.

5.2 DISCUSSION AND ACTION – **<u>Amend the Consolidated Fee Schedule</u>** (Res 2016-10)
Staff is requesting to amend the Consolidated Fee Schedule as outlined in the attachment. The mayor and Town Council will take appropriate action.

Mayor Farnworth turned time over to Town Attorney David Church. Mr. Church stated that there were recommended fee increases.

Councilmember Riley asked about the retail fee changes. Ms. Kloepfer explained the reason for the recommended changes. Mr. Church explained the reasoning for Business License fees and the different types of regulations. There was discussion on these fees.

There was discussion on the candidate filing fee. There was also discussion on charging for the ADU License Fees. Mr. Brim explained that a renewal fee for ADUs would provide for an annual review to ensure that the ADUs remain in compliance with the code. Mr. Church explained how the ADU license would work and the approval regulated through the State Code.

Councilmember Fullmer stated that she did not like charging a candidate filing fee. She would rather let people run without a fee.

Motion: COUNCILMEMBER FULLMER MOVED TO APPROVE THE AMENDMENTS TO THE CONSOLIDATED FEE SCHEDULE WITHOUT THE CANDIDATE FILING FEE. COUNCILMEMBER RILEY SECONDED THE MOTION. ROLL CALL WENT AS FOLLOWS: MAYOR FARNWORTH, COUNCILMEMBERS FLAKE, FULLMER, GOODMAN, AND RILEY VOTED AYE. MOTION CARRIED UNANIMOUSLY.

CLOSED SESSION:
No closed session was held

ADJOURNMENT

Mayor Farnworth called for a motion to adjourn the meeting.

Motion: COUNCILMEMBER GOODMAN MOVED TO ADJOURN THE COUNCIL MEETING AT 7:51 PM. COUNCILMEMBER FULLMER SECONDED THE MOTION. ALL PRESENT WERE IN FAVOR. MOTION CARRIED UNANIMOUSLY.

The next regularly scheduled meeting is October 12, 2016.

MINUTES APPROVED ON: October 12, 2016

CERTIFIED CORRECT BY: /s/ Kelly Kloepfer
KELLY KLEOPFER, RECORDS MANAGEMENT ASSISTANT