**WOODLAND HILLS CITY COUNCIL**

**Work Session**

**Woodland Hills City Center, 690 South Woodland Hills Dr.**

**Tuesday, February 25, 2025**

CONDUCTING Brent T. Winder, Mayor

ELECTED OFFICIALS Council Member Ben Hillyard

Council Member Brian Hutchings-electronically

Council Member Janet Lunt

Council Member Kari Malkovich

Council Member Dorel Kynaston

STAFF PRESENT Ted Mickelsen, Public Works Dir./Fire Chief

Chris Helvey, Finance Director - electronically

Jody Stones, City Recorder

Wayne Frandsen, Code Enforcement and Planning Commission

Mayor Winder opened the work session at 6:05 p.m., noting for the record that Council Member Hillyard was running late and would arrive shortly.

1. **Proposed Ordinance 2025-01 Adopting City Code 6.1.2(E): Traffic-Other Violations**

Mayor Winder indicated that the proposed change to the ordinance may be controversial and emphasized the importance of Chairman Frandsen explaining the reasons behind the proposed changes.

Chairman Frandsen spoke about the destruction at the park, particularly the damage caused by motorized vehicles tearing up the grass and breaking sprinkler heads. Upon reviewing the city’s current ordinances, no regulations were found that prohibited the use of motorized vehicles on the grass or within the park. The proposed ordinance would prohibit the use of motorized vehicles in the park, including the use of motorized vehicles along the path that encircles and traverses through the park.

Council had considerable dialogue back and forth on what constitutes a motorized vehicle. Both the pros and cons of allowing e-bikes and scooters on the path were discussed.

1. **Proposed Ordinance 2025-02 Amending City Code 10.2.1 Zoning Regulations**

Changes to the ordinance included defining the terms “Wall” and “Accessory Dwelling Unit.” State law requires the city to permit the construction of Accessory Dwelling Units within its boundaries.

1. **Proposed Ordinance 2025-03 Amending City Code Zoning Regulations- Enforcement Authority changing “building inspector” for “building official”**

The proposed change to City Code 10.3.1 would replace the words “building inspector” with “building official” and change “shall” to “may”.

1. **Proposed Ordinance 2025-04 Amending City Code 10.11.8.B.1(j) Landscape Features, Fences, Walls, Driveways, And Culverts**

Chairman Frandsen explained that this ordinance would increase the allowable square footage of fencing around a garden or a group of trees from two hundred (200) square feet to six hundred (600) square feet, but would restrict the placement of the fencing to prohibit positioning it in the front setback of the home or along the street frontage.

Council Member Malkovich expressed concerns about individuals who have existing trees with fencing that may potentially be located in the front setback, and she would like to see those individuals grandfathered in.

1. **Proposed Ordinance 2025-05 Amending City Code 10.11.8.B.2(a) Type of Fence**

Chairman Frandsen indicated that the change to the ordinance would permit the inclusion of composite material in the list of acceptable fencing materials, and only livestock enclosures would be allowed to use barbed wire fencing.

The council had no questions regarding the proposed change.

1. **Proposed Ordinance 2025-06 Amending City Code 10.11.8.B.5- Sport Courts**

Chairman Frandsen noted that there have been issues with the wording of the current ordinance, which has caused some ambiguity. He believes that the proposed change would remove this ambiguity. Furthermore, the proposed ordinance would eliminate the need for a permit if someone wants to construct a sports court in their backyard without a fence. The commissioners believed that there was likely some degree of city overreach in the current ordinance regarding the placement of a sports court on an individual's property, which the proposed changes would eliminate.

There was considerable discussion about the proposed changes, with several concerns being raised, including the potential for residents to cover their entire property with concrete, issues with property lines, and the construction of courts in the city's right-of-way or easements.

1. **Proposed Ordinance 2025-07 Ordinance Adopting City Code 10.11.8.D Retaining Walls**

All questions previously raised during a past city meeting have been addressed, and the council had no further questions.

1. **Proposed Ordinance 2025-08 Amending City Code 10.18.1.B.E, K, and L Accessory Dwelling Units**

The changes primarily resulted from a modification to the State Code. An ADU could be located within a residential unit or in a standalone dwelling unit. The acreage requirement would be removed. Existing ADUs would need to adhere to basic safety requirements and building standards.

The council discussed basements that were finished without a building permit and the potential insurance risks associated with them.

Ted Mickelsen outlined the fundamental safety requirements. These requirements include GFI switches, smoke alarms, and separate addresses. The ADU is essentially a business license, and the ADU permit would need to be renewed yearly, but the inspection would only need to be incurred on the onset unless the state changes the requirements.

Council Member Kynaston inquired how ADUs would be handled with homes that have a septic tank.

Ted Mickelsen explained the capacity of the septic tank is an issue that needs to be looked at in the permitting of an ADU.

1. **Proposed Ordinance 2025-09: Amending City Code 12.4.2 - Prohibited Illicit Discharges. Amending Section B to include subsections 19 and 20.**

Ted Mickelsen noted that Woodland Hills is an MS4 city. Because of this, the city must control the runoff within its boundaries, and the proposed ordinance is required by the state.

1. **Proposed Resolution 2025-07 Establishing a Desire to Construct Pickleball Courts at the Woodland Hills City Park**

The City Recorder explained the resolution would allow the PTR committee to apply for a Utah Outdoor Grant and that the city is willing to contribute up to $25,000 for that particular purpose if a grant is awarded.

Council Member Lunt mentioned that a resident would like to ensure that lighting of the pickleball court be shielded.

1. **Discussion of Large Purchase Requests**

Ted Mickelsen explained that the council was approached a month ago regarding the need to update the city's Development and Construction Standards. The urgency of this situation has increased slightly, and the bid the city received for this work is $16,000.

Chris Helvey indicated that funds to cover the updated standards could be sourced from the attorney fees line item. The original budgeted amount for attorney fees was $75,000, and the city has only spent $21,000 to date.

Ted Mickelsen noted that the updated standards specifically apply to subdivisions and not to residential home constructions.

Council Member Hutchings raised questions concerning developer bonds.

Ted Mickelsen clarified when a development bond is expected. He then updated the council on issues identified by Salem regarding the Maple Canyon Well, which Woodland Hills shares with Salem. Salem is currently working on obtaining an estimate for the repairs needed for the well, and Woodland Hills will be responsible for 40% of the repair costs.

Chris Helvey explained that the city currently has $1.4 million in savings. Of this, $700,000 is designated for repairs at the Broad Hollow Well. The funds required to help pay for the Maple Canyon Well would need to come from the remaining roughly $700,000 in savings.

Finally, Ted Mickelsen informed the council that the city received a $100,000 grant from MAG for a trail study. This grant is solely for the study, and the city’s portion of the grant is approximately $6,000. Council Member Lunt believes the study is a worthwhile investment in improving the quality of life for the citizens.

1. **Discussion to Sell Surplus Equipment:**

Ted Mickelsen expressed interest in selling the Kubota, some manhole extensions, and the steel fuel tanks that were placed in the basement of the Broadhollow Well by a previous public works employee.

1. **Department Updates:**

Public Works - Ted Mickelsen: Ted Mickelsen reported that the Well project is progressing slightly slower than initially planned, while the micro-sealing project is scheduled to begin in the spring.

Fire Department: Chief Mickelsen - The new SCBAs are scheduled to arrive next week.

Code/Zoning Enforcement - Wayne Frandsen noted that several code violations are currently being addressed. Sergeant Dutson is helping with several of them.

1. **Mayor and City Council Reports**

**Mayor Winder-Personnel**: Mayor Winder reported that the city is exploring insurance options for its employees. He emphasized that the city is facing a tight timeline. The finance committee is scheduled to meet on March 5th to discuss this matter, which will also be addressed at the next city council meeting. He believes it is essential to provide competitive benefit packages while being cautious about expenses.

**Council Member Hillyard - Emergency Management Department:** Council Member Hillyard noted that he was unable **to** attend the Emergency Management meeting held at the county today.

**Council Member Hutchings:** Council Member Hutchings reported that the Public Works Committee has not met this month, and the Parks, Trails, and Recreation Committee presented the pickleball court proposal at the last city council meeting.

**Council Member Kynaston- Public Safety Committee**: Council Member Kynaston reminded everyone that Fire and EMS is always seeking volunteers. The appreciation dinner is scheduled for March 13th. Chipping will begin on May 19th and continue through May 29th.

**Council Member Lunt:** Council Member Lunt indicated that the Finance Committee is thoroughly reviewing potential health insurance providers and brokers. They are working diligently to make a recommendation that will benefit both the employees and the city. The committee will meet again on March 5th. She also reminded everyone that the Maple Festival is scheduled for April 19th and encouraged the council to attend.

**Council Member Malkovich:** Council Member Malkovich had no updates to report from the Public Works Committee. The Community Development department is planning an Open House on March 25th, which will take place after the Town Hall Meeting. She encouraged the council members to reach out to her if they have any bills they would like the state legislature to focus on.

1. **Possible Items for Upcoming City Council Meetings**

No additional items were discussed.

**WOODLAND HILLS CITY COUNCIL MEETING**

**Woodland Hills City Center, 690 South Woodland Hills Dr.**

**Tuesday, February 25, 2025**

CONDUCTING Brent T. Winder, Mayor

ELECTED OFFICIALS Council Member Ben Hillyard

Council Member Brian Hutchings-electronically

Council Member Janet Lunt

Council Member Kari Malkovich

Council Member Dorel Kynaston

STAFF PRESENT Ted Mickelsen, Public Works Dir./Fire Chief

Chris Helvey, Finance Director - electronically

Jody Stones, City Recorder

Wayne Frandsen, Code Enforcement and Planning Commission

**CALL TO ORDER**

1. **Call to Order**: Mayor Winder called the meeting to order at 7:33 p.m.
2. **Invocation**: Council Member Hillyard offered an invocation.
3. **Pledge of Allegiance**: Victoria Dunning recited the Pledge of Allegiance
4. **Public Comment**: Jody Stones noted for the record that part of the reason her family moved to Woodland Hills was to avoid having to listen to basketballs bouncing right next to their home. She is concerned about allowing sports courts without requiring a site plan or a permit.

**CONSENT AGENDA**

1. **January 28, 2024 City Council Meeting Minutes**

**MOTION:** Council Member Malkovich moved to adopt the minutes of the January 28, 2024, City Council Meeting.

**SECOND**: The motion was seconded by Council Member Lunt.

**VOTE**: The motion passed unanimously.

**BUSINESS AND DISCUSSION**

1. **Ordinance 2025-01 Adopting City Code 6.1.2(E): Traffic-Other Violations**

**MOTION:** Council Member Hillyard moved to adopt Ordinance 2025-01, amending the ordinance to allow electric bicycles and scooters.

**SECOND**: The motion was seconded by Council Member Malkovich

**VOTE**: The motion passed unanimously, with a roll-call vote.

1. **Ordinance 2025-02 Amending City Code 10.2.1 Zoning Regulations-Definitions to include a definition for Accessory Dwelling Unit and Wall**

**MOTION:** Council Member Lunt moved to adopt Ordinance 2025-02.

**SECOND**: The motion was seconded by Council Member Malkovich

**VOTE**: The motion passed unanimously, with a roll-call vote.

1. **Ordinance 2025-03 Amending City Code Zoning Regulations - Enforcement Authority: Changing “building inspector” to “building official”.**

**MOTION:** Council Member Malkovich moved to adopt Ordinance 2025-03.

**SECOND**: The motion was seconded by Council Member Lunt

**VOTE**: The motion passed unanimously, with a roll-call vote.

1. **Ordinance 2025-04 Amending City Code 10.11.8.B.1(j) Landscape Features, Fences, Walls, Driveways, and Culverts**

**MOTION:** Council Member Hillyard moved to adopt Ordinance 2025-04.

**SECOND**: The motion was seconded by Council Member Hutchings.

**VOTE**: The motion passed unanimously, with a roll-call vote.

1. **Ordinance 2025-05 Amending City Code 10.11.8.B.2(a) Type of Fence**

**MOTION:** Council Member Malkovich moved to adopt Ordinance 2025-05.

**SECOND**: The motion was seconded by Council Member Lunt

**VOTE**: The motion passed unanimously, with a roll-call vote.

1. **Ordinance 2025-06 Amending City Code 10.11.8.B.5- Sport Cou**rts

Council Member Lunt would not support the proposed ordinance.

**MOTION:** Council Member Lunt moved to table the ordinance and return it to the Planning Commission for revisions. She would like to see the ordinance include some oversight, size limitations, and placement requirements.

**SECOND**: The motion was seconded by Council Member Malkovich.

**VOTE**: The motion passed, with Council Members Kynaston and Hutchings voting "nay" and Council Members Hillyard, Lunt, and Malkovich voting “yea”.

1. **Ordinance 2025-07 Ordinance Adopting City Code 10.11.8D Retaining Walls**

**MOTION:** Council Member Hillyard moved to adopt Ordinance 2025-07.

**SECOND**: The motion was seconded by Council Member Malkovich

**VOTE**: The motion passed unanimously, with a roll-call vote.

1. **Ordinance 2025-08 Amending City Code 10.18.1.B.E, K, and L Accessory Dwelling Units**

**MOTION:** Council Member Malkovich moved to adopt Ordinance 2025-08.

**SECOND**: The motion was seconded by Council Member Hillyard.

**VOTE**: The motion passed unanimously, with a roll-call vote.

1. **Ordinance 2025-09: Amending City Code 12.4.2 - Prohibited Illicit Discharges, Amending Section B to include Sections 19 and 20.**

**MOTION:** Council Member Hutchings moved to adopt Ordinance 2025-09.

**SECOND**: The motion was seconded by Council Member Hillyard.

**VOTE**: The motion passed unanimously, with a roll-call vote.

1. **Resolution 2025-07 Establishing a Desire to Construct Pickleball Courts at the Woodland Hills City Park**

**MOTION:** Council Member Lunt moved to approve Resolution 2025-07.

**SECOND**: The motion was seconded by Council Member Malkovich.

**VOTE**: The motion passed unanimously.

1. **Authorization of Large Purchase Requests**

**Motion**: Council Member Hillyard moved to approve the reallocation of funds for Development and Construction Standards to be rewritten.

**Second:** The motion was seconded by Council Member Malkovich.

**VOTE**: The motion passed unanimously.

1. **Authorization to Sell Surplus Equipment**

No authorizations were necessary since no equipment is being surplus at this time.

**MOTION:** Council Member Lunt moved to enter into a closed session at 7:54 p.m. to discuss public safety issues as outlined in the Utah Open and Public Meetings Act (52-4-205)

**SECOND**: The motion was seconded by Council Member Hillyard.

**VOTE**: The motion passed unanimously, with a roll-call vote.

The council moved into a closed session at 7:54 p.m.

**CLOSED SESSION**

**ADJOURN**

**MOTION:** Council Member Lunt moved to adjourn the meeting at 8:12 p.m.

**SECOND**: The motion was seconded by Council Member Hutchings

The meeting was adjourned.

/s/

Jody Stones, City Recorder