
MEMORANDUM

DATE: September 17, 2009

TO: Council Members

FROM: Janice Jardine
Land Use Policy Analyst

SUBJECT: Ordinance enacting Chapter 2.94 of the City Code creating the Parks, Trails, and Urban Forestry Advisory Board

POTENTIAL MOTIONS:

1. ["I move that the Council"] Refer this item to a future Council and request the City Attorney's office to prepare a new ordinance for Council consideration.
 2. ["I move that the Council"] Adopt an ordinance creating the Parks, Trails, and Urban Forestry Advisory Board.
 3. ["I move that the Council"] Not adopt an ordinance creating the Parks, Trails, and Urban Forestry Advisory Board.
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- A. The Council may wish to discuss with the Administration in further detail the manner in which staff and resources will be provided to support to this Board.
 - B. The Council received public comment regarding the proposed Parks, Trails, and Urban Forestry Advisory Board at a public hearing on August 11, 2009. Council staff is providing the following items for Council consideration and direction based on comments, issues and concerns discussed previously by the Council, comments received from the public and feedback received from the Open Space Lands Board. Would the Council provide direction to staff regarding their preference for which items should be included in the proposed ordinance?
 1. Allow additional flexibility as to the number of meetings required for the Board changing the proposed ordinance language from "not less than monthly" to "at least twice per quarter".
 2. Allow additional flexibility as to the number of members that constitute a quorum such as a majority of the appointed members.
 3. Include the Chairs of the Historic Landmark Commission and Planning Commission as ex-officio non-voting members as an effort to provide as much consistency, coordination and interaction as possible between affected boards and commissions.
 4. Review and hold a hearing on any master plan relating to parks, trails and urban forestry and forward a recommendation to the City Planning Commission and City Council, as appropriate.
 5. Review of any proposed expenditure of over \$10,000 (or some other reasonable dollar amount) for maintenance or physical changes within City parks.

6. Identify, within the first six months, the types of issues for which the Board proposes to receive reports and/or hold public hearings. (The Council may wish to adopt intent language requesting a report on this, rather than including it as part of the ordinance.)
 7. Identify, within the first eight months, the types of public processes recommended for various topics associated with this Board. (The Council may wish to adopt intent language requesting a report on this, rather than including it as part of the ordinance.)
 8. Reference or provide consistency between the definitions in the proposed ordinance with other sections of the City Code specifically the Open Space Land Program and the Zoning Ordinance such as parks, trails and open space.
 9. Clarify the role of the Parks, Trails, and Urban Forestry Advisory Board in relation to the role of the Open Space Lands Board and identify the process by which the Boards will coordinate with each other. At least annually, sponsor a joint meeting of Parks, Trails, and Urban Forestry Advisory Board to share information and coordinate activities.
 10. Note that undeveloped natural lands under the jurisdiction of the Open Space Lands Board are not intended to be part of the Parks, Trails, and Urban Forestry Advisory Board program.
 11. Clarify how the board would influence related policies and add to or impact the ability of the City to protect and enhance the value of parks, trails and urban forestry.
 12. Other items identified by Council Members
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The following information was provided previously for the Council public hearing on August 11, 2009. It is provided again for background purposes.

- A. On May 5, 2009, the Council discussed this item and directed staff to distribute the proposed ordinance for public review and comment and schedule a public hearing in July.
- B. The proposed ordinance was sent to a variety of groups and people such as land conservation organizations, community council chairs and open space advocates. The Council office received 6 responses expressing support for the proposed ordinance and creation of a Parks, Trails, and Urban Forestry Advisory Board. Key items are summarized below in no particular order. (Please refer to the attached comment matrix and mailing list for additional details.)
 1. At the April 21, 2009 meeting of the Sugar House Community Council Parks, Open Space and Trails Committee, the Committee members approved the goal to request that the City create a Parks Commission. The Committee supports the proposed ordinance.
 2. It may be helpful to provide more detail in terms of the financial aspects with regard to funding sources for projects.
 3. Maintaining the “health” or preservation of the ecosystem that include parks should be mentioned. Some parks have completely changed the ecosystem but there are others that are in a natural setting and should be maintained.
 4. It is most important that the board include well-educated horticulturalists, people have planning experience and people who can communicate and advocate to the Administration and the public the mission and funding requirements for the Urban Forestry Program.

5. There are excellent publications and information available to form the basis for a new Urban Forestry Ordinance and direction for the City.
 6. It is unclear what the impact of this proposal will be on other programs and boards (e.g. open space); how the board would impact related policies and add to or dilute the ability of the City to protect and enhance the value of parks, trails and urban forestry.
- C. On July 8, 2009, Council staff attended the Open Space Land Board meeting to receive comments and feedback regarding the proposed ordinance. The Board's recommendations are summarized below.
1. Reference or provide consistency between the definitions in the proposed ordinance with other sections of the City Code specifically the Open Space Land Program and the Zoning Ordinance such as parks, trails and open space. (Please see the Matters at Issue section, item C for additional details.)
 2. Clarify the role of the Parks, Trails, and Urban Forestry Advisory Board in relation to the role of the Open Space Lands Board and identify the process by which the Boards will coordinate with each other. At least annually, sponsor a joint meeting of Parks, Trails, and Urban Forestry Advisory Board to share information and coordinate activities.
 3. Note that undeveloped natural lands under the jurisdiction of the Open Space Lands Board are not intended to be part of the Parks, Trails, and Urban Forestry Advisory Board program.
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The following information was provided previously for the Council Work Session on May 5, 2009. It is provided again for background purposes.

On January 28, 2009, the Council received a briefing from the Administration regarding the proposed ordinance creating a Parks, Trails, and Urban Forestry Advisory Board. Council staff is providing the following items for Council consideration and direction based on comments, issues and concerns discussed at the Council Work Session and identified by some Council Members since the Work Session discussion.

- A. Sec. 2.94.070.A - Meetings of the Board. The proposed ordinance specifies that the Board shall meet on an as needed basis, but not less than monthly.
 1. The Council may wish to consider changing the proposed ordinance language from "not less than monthly" to "at least twice per quarter".
 2. This would allow additional flexibility as to the number of meetings required for the Board. There may be times when the Board may not have any business but will be required by ordinance to hold a monthly meeting. (This item is also discussed in item A in the Other Items section of this staff report. Please refer to that section for additional details.)
- B. Sec. 2.94.090.C – Board Powers and Duties. The Council may wish to consider including an item requiring the Board to review and hold a hearing on any master plan relating to parks, trails and urban forestry and forward a recommendation to the City Planning Commission and City Council, as appropriate.
- C. The Council may wish to consider addition of the following items in the proposed ordinance.
 1. Review of any proposed expenditure of over \$10,000 (or some other reasonable dollar amount) for maintenance or physical changes within City parks.
 2. Identify, within the first six months, the types of issues for which the Board proposes to receive reports and/or hold public hearings.
 3. Identify, within the first eight months, the types of public processes recommended for various topics associated with this Board.

- D. The Council may wish to consider whether the following items previously noted for the January 28th Work Session discussion should be included in the proposed ordinance. (Please see the Other Items section of this staff report for additional details.)
1. Adjust the proposed ordinance language to allow additional flexibility as to the number of members that constitute a quorum such as a majority of the appointed members.
 2. Coordinate definitions in the proposed ordinance with other sections of the City Code. (e.g. parks, trails and open space)
 3. Include the Chairs of the Historic Landmark Commission and Planning Commission as ex-officio non-voting members as an effort to provide as much consistency, coordination and interaction as possible between affected boards and commissions.

The following information was provided previously for the Council Work Session on January 28th. It is provided again for background purposes.

The Administration has forwarded for Council consideration an ordinance that would create a Parks, Trails, and Urban Forestry Advisory Board. The Administration's transmittal notes the creation of this board would be useful to the City in evaluating development proposals in city owned parks and the manner and process by which development can and should occur.

Key elements are summarized below.

- Chapter 2.94 of the City Code - Parks, Trails, and Urban Forestry Advisory Board
(Replaces Chapter 2.26 of the City Code that established the Urban Forestry Board)

A. Purpose (Sec. 2.94.010)

1. Provide and oversee strong stewardship of the City's parks, trails and urban forest.
2. Educate the public and advocate for the City's parks, trails and urban forest policies.
3. Encourage and facilitate public involvement and input, and the incorporation of that input into the City's parks, trails and urban forest plans and policies.

B. Definitions (Sec. 2.94.020)

1. Parks means the areas defined by the Parks Division in a list that is updated and provided to the Board no less than annually.
2. Urban Forestry shall mean all public trees owned and/or managed by Salt Lake City as of or after the effective date of the ordinance codified in this chapter or its successor ordinances.
3. Trails means marked or signed paths within City owned easements, maintained and used primarily for hiking, bicycling, or other non-motorized modes of transportation.

C. Creation of Board (Sec. 2.94.030)

1. Nine to eleven voting members appointed by the Mayor with the advice and consent of the City Council.
2. Term of three years and no more than two consecutive terms
3. One member of the Board appointed from each City Council district.
4. Remaining members appointed as at large members.
5. No more than three members may live outside of the Salt Lake City boundaries.
6. Nominations should reflect diverse community interests:
 - a. Geographic, professional, cultural and neighborhood/community diversity
 - b. Landscaping, architectural, financial, planning, historic preservation, and legal backgrounds

- c. Interest or expertise in bicycling, tennis, running, basketball, dogs, art, stewardship of the environment and other similar areas of interest
 - d. Parents of young children.
7. Ex-officio non voting members:
- a. Chair of the City Open Space Lands Advisory Board, or his/her designee;
 - b. Chair of the City's Transportation Advisory Board, or his/her designee;
 - c. Chair of the Community Development and Capital Improvements Board or his/her designee; and
 - d. Mayor or the Mayor's designees.
8. Members shall receive no compensation for serving on the Board but may be reimbursed for costs reasonably incurred.
9. The Board will be located and staffed in the department of Public Services
10. Access to and assistance provided from the Parks Director, Urban Forester; Director of Transportation, Trails Coordinator, City Open Space Coordinator, or his/her designees; other City departments and/or divisions; and the City Attorney's Office as needed.

D. Vacancies (Sec. 2.94.040), Removal from Office, (Sec. 2.94.050), Board Members Ethics (Sec. 2.94.060), Election of Officers (Sec.2.94.080)

Requirements in the proposed ordinance are consistent with other city boards and commissions, standard city practices and ordinances.

E. Meetings of the Board (Sec. 2.94.070)

- 1. The Board shall meet on an as needed basis, but not less than monthly.
- 2. All meetings shall be subject to the Utah Open and Public Meetings Act, and unless closed pursuant to that act, such meetings shall be open to the public.
- 3. Meetings may be convened by the call of the Chair of the Board, a majority of the Board, or the Mayor.
- 4. A majority of the voting members of the Board shall constitute a quorum for the purpose of conducting the business of the Board. The Board may act at any meeting at which a quorum is present, by an affirmative vote of a majority of the voting members present.
- 5. The Board shall create a written record of its proceedings, except for any executive sessions, which shall be available for public inspection.
- 6. The Department of Public Services shall make available a secretary to the Board when required.
- 7. The Board shall adopt policies and procedures under which its meetings are to be held. Any matter not addressed in the Board's policies and procedures shall be handled pursuant to Robert's Rules of Order.
- 8. The Chairperson of the Board, in consultation with other Board members, the department of Public Services, Parks Divisions, Urban Forestry Division, Trails Division, and other City departments will develop the agenda for each meeting.

F. Powers and Duties (Sec. 2.94.090)

- 1. Review and advise the Parks, Transportation and Urban Forestry Divisions with respect to the annual budget as it relates to the City's parks, trails, and urban forestry.
- 2. Review, rank, prioritize, and make recommendations on Capital Improvement Program funding applications and construction designs pertaining to the Parks, Transportation, and Urban Forestry Divisions as they relate to the City's parks, trails, and urban forestry. Recommendations are to be submitted to the Department of Community & Economic Development and Capital Improvement Programs Board for their consideration prior to their review of such project applications.
- 3. Advise and provide input regarding master planning of the City's parks, trails, and urban forestry and the establishment of new parks or trails or the removal of existing parks or trails. The Board

can also make broad recommendations pertaining to user groups, types of foliage, access, tree genera and/or species, etc.

4. Review operation policies related to park use, vendors, special events, facilities, maintenance, landscaping standards, trail standards and protection, renewal and sustainability of the city's Urban Forestry requirements.
5. Advise and provide input on broad policy, management, and development standards related activities, specific goals and direction of the Parks, Transportation, and Urban Forestry Divisions, as they relate to parks, trails, and urban forestry related issues.
6. Provide advice and expertise to other boards, such as the Historic Landmarks Commission, Planning Commission, Open Space Lands Advisory Board and Transportation Advisory Board, as requested or deemed appropriate.
7. Draft and submit an annual report relating to the Board's activities, including information on major items and issues occurring in connection with the City's parks, trails, and urban forestry, to the Mayor and City Council.

G. Review of Action and Powers of Mayor (Sec. 2.94.100)

1. Actions taken by the Board are advisory and shall constitute recommendations to the Mayor, City Council, Director of Public Services, Parks Director, Transportation Director, Urban Forester, and other City commissions and boards and shall not constitute official action.
2. Division Directors, Department Directors, and/or the Mayor shall have power to review, ratify, modify, reject, or disregard any recommendation submitted by the Board.
3. The Mayor may refer the matter to the City Council if appropriate.

MATTERS AT ISSUE /POTENTIAL QUESTIONS FOR ADMINISTRATION:

BUDGET RELATED ITEMS

Potential budget impacts may include additional staffing and resource allocation to provide support for the Board.

OTHER ITEMS

- A. The Council may wish to discuss with the Administration whether it may be appropriate to adjust the proposed ordinance language to allow additional flexibility as to the number of meetings required for the Board. The proposed ordinance indicates the Board shall meet on an as needed basis, but not less than monthly. There may be times when the Board may not have any business but will be required by ordinance to hold a monthly meeting. Examples from other Boards are noted below.
 1. The Housing Trust Fund Advisory Board - convene for regular quarterly meetings to be held at least four (4) times each year. Additional meetings may be held as needed in order to conduct the business of the housing trust fund.
 2. Open Space Lands Advisory Board - meet on an as needed basis, but not less than six (6) times annually.
- B. The Council may wish to discuss with the Administration whether it may be appropriate to adjust the proposed ordinance language to allow additional flexibility as to the number of members that constitute a quorum such as a majority of the appointed members. The proposed ordinance indicates a majority of the voting members of the Board shall constitute a quorum for the purpose of conducting the business of the Board. There may be times when a majority of voting members may not be available for Board meetings which may unintentionally delay action on items due to the quorum restrictions in the ordinance.

- C. The Council may wish to discuss with the Administration whether it may be appropriate to coordinate definitions in the proposed ordinance with other sections of the City Code. For example:
1. The proposed ordinance defines ‘Park’ as areas defined by the Parks Division in a list that is updated and provided to the Board no less than annually and ‘Trails’ as marked or signed paths within City owned easements, maintained and used primarily for hiking, bicycling, or other non-motorized modes of transportation.
 2. The Zoning Ordinance defines a ‘Public Park’ as a park, playground, swimming pool, golf course or athletic field within the city which is under operation or management of the city’s park department.
 3. The Open Space Lands ordinance definition of ‘Open Space Lands’ includes reference to small neighborhood parks and non-motorized trails.

“Open Space Lands” means a parcel of land in a predominantly open and undeveloped condition that is suitable for any of the following:

 - a. Natural areas;
 - b. Wildlife habitat;
 - c. Important wetlands or watershed lands;
 - d. Greenway or stream corridors;
 - e. Small neighborhood parks of the following, or similar, kinds:
 - A small, single purpose play lot designed or used primarily for non-organized, non-supervised activities;
 - A children’s playground designed or used primarily for non-organized, non-supervised activities;
 - Seating areas designed or used primarily for non-organized, non-supervised activities;
 - Natural vegetation designed or used primarily for non-organized, non-supervised activities; A small open grass area designed or used primarily for non-organized, non-supervised activities; or
 - A community garden;
 - f. Trails for non-motorized recreational activities.
- D. The Council may wish to discuss with the Administration whether it may be appropriate to include the Chairs of the Historic Landmark Commission and Planning Commission as ex-officio non-voting members as an effort to provide as much consistency, coordination and interaction as possible between affected boards and commissions. The proposed ordinance provides for the following ex-officio non-voting members:
- a. Chair of the City Open Space Lands Advisory Board, or his/her designee;
 - b. Chair of the City’s Transportation Advisory Board, or his/her designee;
 - c. Chair of the Community Development and Capital; Improvements Board or his/her designee; and
 - d. Mayor or the Mayor’s designees.

cc: David Everitt, Karen Hale, Matt Lyon, Lyn Creswell, Ed Rutan, Lynn Pace, Paul Nielson, Jeff Niermeyer, Tom Ward, Rick Graham, Kevin Bergstrom, Val Pope, Dell Cook, Vicki Bennett, Emy Storheim, Frank Gray, Mary De La Mare-Schafer, LuAnn Clark, Tim Harpst, Kevin Young, Dan Bergenthal, Wilf Sommerkorn, Pat Comarell, Cheri Coffey, Joel Paterson, Robin Zeigler, Orion Goff, City Council Liaisons, Mayor’s Liaisons

File Location: Public Services, Parks Trails, and Urban Forestry Advisory Board

SALT LAKE CITY ORDINANCE
No. ____ of 2009

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(Enacting Chapter 2.94 of the City Code creating the Parks, Trails, and Urban Forestry Advisory Board, and amending Chapter 2.26 of the City Code which contains the Urban Forestry Ordinance)

WHEREAS, recent development proposals City owned parks have created concerns regarding the manner and process by which development can and should occur within City parks; and

WHEREAS, after having investigated this matter in community meetings and among City staff, it has been determined that the assistance of an advisory board for parks, trails and urban forestry would be useful to the City in evaluating proposals affecting such issues; and

WHEREAS, this ordinance would create such and advisory board; and

WHEREAS, the City Council has determined that this ordinance is in the best interest of the City.

NOW, THEREFORE, be it ordained by the City Council of Salt Lake City Utah:

SECTION 1. Amending text of Salt Lake City Code heading Chapter 2.26. The heading to Chapter 2.26 of the Salt Lake City code shall be and hereby is amended to read as follows:

Chapter 2.26 Urban Forestry Ordinance

SECTION 2. Amending text of Salt Lake City Code Sections 2.26030 – 2.26.150. Sections 2.26.030 through Section 2.26.150 of the City Code shall be and hereby are deleted in their entirety.

SECTION 3. Chapter 2.94 of the City Code entitled “Parks, Trails and Urban Forestry Advisory Board,” shall be and hereby is enacted to read as follows:

Chapter 2.94 Parks, Trails and Urban Forestry Advisory Board

Section 2.94.010. Purpose:

The purposes of Parks, Trails and Urban Forestry Advisory Board shall be as follows:

- A. Provide and oversee strong stewardship of the City's parks, trails and urban forest.
- B. Educate the public and advocate for the City's parks, trails and urban forest policies.
- C. Encourage and facilitate public involvement and input, and the incorporation of that input into the City's parks, trails and urban forest plans and policies.

Section 2.94.020. Definitions:

For the purposes of this chapter, the following terms, phrases, words, and their derivations shall have the meaning given in this section:

- A. "Parks" means the areas defined by the Parks Division in a list that is updated and provided to the Board no less than annually.
- B. "Urban Forestry" shall mean all public trees owned and/or managed by Salt Lake City as of or after the effective date of the ordinance codified in this chapter or its successor ordinances.
- C. "Trails" means marked or signed paths within City owned easements, maintained and used primarily for hiking, bicycling, or other non-motorized modes of transportation.

Section 2.94.030. Creation of Board:

- A. There is created the City Parks, Trails and Urban Forestry Advisory Board (Board). The Board shall be comprised of nine to eleven voting members. The members shall be appointed by the Mayor with the advice and consent of the City Council. Each member shall serve for a term of three years and may not serve more than two consecutive terms. The terms of the initial members shall be staggered for such periods from one to three years so as to provide that the terms of one third of the Board membership expire each year. One member of the Board shall be appointed from each City Council district. The

remaining members of the Board shall be appointed as at large members. No more than three members may live outside of the Salt Lake City boundaries.

- B. Nominations to the Board should reflect diverse community interests by seeking to find members with geographic, professional, cultural and neighborhood/community diversity. It is recommended that some people with landscaping, architectural, financial, planning, historic preservation, and legal backgrounds be appointed. The Mayor is also encouraged to seek out individuals with interest or expertise in the following areas: bicycling, tennis, running, basketball, dogs, art, stewardship of the environment and other similar areas of interest. Parents of young children should also be considered.
- C. The Board shall also include the following ex-officio non voting members:
- i. The chair of the City Open Space Lands Advisory Board, or his/her designee;
 - ii. The Chair of the City’s Transportation Advisory Board, or his/her designee;
 - iii. The Chair of the Community Development and Capital; Improvements Board or his/her designee;
 - iv. The Chair of the Planning Commission or his/her designee;
 - v. The Chair of the Historic Landmark Commission or his/her designee; and
 - iv-vi. The Mayor or the Mayor’s designees.
- D. Members shall receive no compensation for serving on the Board but may be reimbursed for costs reasonably incurred.
- E. The Board will be located and staffed in the department of Public Services and will have access to and assistance from the Parks Director, or his/her designee; the Urban Forester, or his/her designee; the Director of Transportation, or his/her designee; the Trails

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Coordinator, or his/her designee; the City Open Space Coordinator, or his/her designee; other City departments and/or divisions; and the City Attorney's Office as needed.

Section 2.94.040. Vacancies:

Vacancies occurring in the membership of the Board shall be filled in a manner preserving the designated representation by Mayoral appointment, with advice and consent of the City Council, for the unexpired term.

Section 2.94.050. Removal from Office:

Any Board member may be removed from office by the Mayor for cause, prior to the normal expiration for which this member was appointed. Any member failing to attend three Board meetings in one calendar year shall be subject to forfeiture membership on the Board.

Section 2.94.060. Board Members Ethics:

Members shall be subject to and bound by the provision of Chapter 2.44, "Conflict of Interest," of this title or its successor. Any violations of the provisions of said chapter, or its successor, shall be grounds for removal from office. Members shall recuse themselves from participating on any decision to which they are a party or which vote may constitute a violation of the City's conflict of interest ordinance.

Section 2.94.070. Meetings of the Board:

- A. The Board shall meet on an as needed basis, but at least twice per quarter ~~not less than monthly.~~ All meetings shall be subject to the Utah Open and Public Meetings Act, and unless closed pursuant to that act, such meetings shall be open to the public. Meetings may be convened by the call of the Chair of the Board, a majority of the Board, or the Mayor.

- B. A majority of the ~~voting~~-appointed members of the Board shall constitute a quorum for the purpose of conducting the business of the Board. The Board may act at any meeting at which a quorum is present, by an affirmative vote of a majority of the voting members present.
- C. The Board shall create a written record of its proceedings, except for any executive sessions, which shall be available for public inspection. The Board shall record the yeas and nays votes of any action by it. The department of Public Services shall make available a secretary to the Board when required.
- D. The Board shall adopt policies and procedures under which its meetings are to be held. The Board may suspend the rules and procedures by unanimous vote of the voting members present at the meeting. The Board shall not suspend the rules of procedure beyond the duration of the meeting at which suspension of the rules occurred. Any matter not addressed in the Board's policies and procedures shall be handled pursuant to Robert's Rules of Order.
- E. The Chairperson of the Board, in consultation with other Board members, the department of Public Services, Parks Divisions, Urban Forestry Division, Trails Division, and other City departments will develop the agenda for each meeting.

Section 2.94.080. Election of Officers:

Each year the Board, at its first regular meeting of each calendar year, shall select one of its members as Chairperson and another of its members as Vice Chairperson, who shall perform the duties of the Chairperson during the absence or disability of the Chairperson. The Chair and Vice Chair shall serve for a one year term. No member shall serve more than two consecutive terms as Chairperson.

Section 2.94.090. Powers and Duties:

The Board shall have the following powers and duties:

- A. Review and advise the Parks, Transportation and Urban Forestry Divisions with respect to the annual budget as it relates to the City’s parks, trails, and urban forestry.
- B. Review, rank, prioritize, and make recommendations on Capital Improvement Program funding applications and construction designs pertaining to the Parks, Transportation, and Urban Forestry Divisions as they relate to the City’s parks, trails, and urban forestry. Recommendations are to be submitted to the Department of Community & Economic Development and Capital Improvement Programs Board for their consideration prior to their review of such project applications.

C. Review and advise the appropriate City Department and/or divisions with regard to any proposed expenditure of \$?? or more for maintenance or physical changes within City parks.

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~~C~~.D. Review and hold a public hearing. Advise and provide input regarding master planning of the City’s parks, trails, and urban forestry and the establishment of new parks or trails or the removal of existing parks or trails and forward a recommendation to the City Planning Commission, City Council or other Board or Commission, as appropriate. The Board can also make broad recommendations pertaining to user groups, types of foliage, access, tree genera and/or species, etc.

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~~D~~.E. Review operation policies related to park use, vendors, special events, facilities, maintenance, landscaping standards, trail standards and protection, renewal and sustainability of the city’s Urban Forestry requirements.

E.F. Advise and provide input on broad policy, management, and development standards related activities, specific goals and direction of the Parks, Transportation, and Urban Forestry Divisions, as they relate to parks, trails, and urban forestry related issues.

E.G. Provide advice and expertise to other boards, such as the Historic Landmarks Commission, Planning Commission, Open Space Lands Advisory Board and Transportation Advisory Board, as requested or deemed appropriate.

G.H. Draft and submit an annual report relating to the Board's activities, including information on major items and issues occurring in connection with the City's parks, trails, and urban forestry, to the Mayor and City Council.

I. Within the first six months of the establishment of the Board, identify the types of issues for which the Board proposes to receive reports and/or hold public hearings.

J. Within the first eight months of the establishment of the Board, identify the types of public processes recommended for various topics associated with the Board.

Section 2.94.100. Review of Action & Powers of Mayor:

All actions taken by the Board are advisory and shall constitute recommendations to the Mayor, City Council, Director of Public Services, Parks Director, Transportation Director, Urban Forester, and other City commissions and boards and shall not constitute official action. Division Directors, Department Directors, and/or the Mayor shall have power to review, ratify, modify, reject, or disregard any recommendation submitted by the Board, and the Mayor may refer the matter to the City Council if appropriate.

SECTION 4. EFFECTIVE DATE. This Ordinance shall become effective on the date of its first publication.

Passed by the City Council of Salt Lake City, Utah, this _____ day of _____, 2009.

CHAIRPERSON

ATTEST:

CHIEF DEPUTY CITY RECORDER

Transmitted to the Mayor on _____.

Mayor's Action: _____Approved. _____Vetoed.

MAYOR

ATTEST:

CHIEF DEPUTY CITY RECORDER

(SEAL)

Bill No. _____ of 2008.

Published: _____.

Proposed Parks, Trail and Urban Forestry Advisory Board Ordinance contact list
June/July 2009

Community Council Chairs		
	Bonneville Hills	Ellen Reddick
	Capitol Hill	Polly Hart
	Central City	Thomas Mutter
	Downtown	D. Christian Harrison
	East Bench	Kevin Jones
	East Central	Joel Briscoe
		Loggins Merrill
	East Liberty Park	Mariella Siraa
	East Liberty Park	Margaret Brady
	Fairpark	Vicky Orme
	Foothill/Sunnyside	danny Mcdowell
	Glendale	Randy Sorenson
	Greater Avenues	Wayne F. Green
	Jordan Meadows	Angie Vorher
	Liberty Wells	Jim Fisher
		Dewitt Smith
	People's Freeway	Bill Davis
	Poplar Grove	Mike Harman
	Rose Park	Ron Jarrett
	Sugar House	Grace Sperry
	Sunnyside East Association	Diane Barlow
	Wasatch Hollow	Gregg Morrow
		Mark Brinton
	WestPoint	Leslie Reynolds-Benns
	Yalecrest	Jon Dewey
		Robin Carbaugh
Advocacy Groups		
		Lindsey Christensen
		Tom Ellison
		Deeda Seed
		steve Alder
		Helen Peters
		Judi Short
		Jennifer Seelig
		David White – County Planning
		Jan Striefle –
		Craig Hinckley – County Planning

Proposed Parks, Trail and Urban Forestry Advisory Board Ordinance contact list
June/July 2009

		Angelo Calacino – County Parks
		John Bennett Gov. Office of Planning &
		Mike Zuhl
	Utah Open Lands	Wendy Fisher, Executive Director
	Trust for Public Lands	Dale Snyder, media contact
	Nature Conservancy	
	Sierra Club	Scott Daniels, political/leg co-chair
		Ann Wechsler, SL group chair
	Save Our Canyons	Carl Fisher, Executive Director
	Open Space Lands Board	Brad Bartholomew
		Terry Becker
		Lydia Berggren
		Sharen Hauri
		Dale Lambert
		Kyle LaMalfa
		Donna Land Maldonado
		John Norman
		Ben Rivkind
		Emy Storheim - Staff
	Sugar House Park Authority	Lex Hemphill, president
	Citizens for the Protection of Liberty Park	Melissa Barbanell
		Cindy Cromer
		Esther Hunter
	International Peace Gardens –	
	Bonneville Shoreline Trail	Jim Byrne
		Marv and Kathleen Stoddard
		Brett Smith
		Chris Biltoft
	PRATT Trail –	Juan Arce-Larreta - Chair
		Lynne Olson - staff person

Proposed Parks, Trail and Urban Forestry Advisory Board Ordinance contact list
 June/July 2009

Other Groups		
	Tracy Aviary	Tim Brown
Bicycle Advocacy Groups		
	Salt Lake Bike Collective	Jonathan Morrison
	Utah Bike Coalition	Malcom Campbell
	Mayors Bicycle Advisory Committee (MBAC)	Dave Iltis
Boards/Commissions		
	LUAB	CED sent out through distribution list
	Planning Commission	
	HLC	

name	surname	address	email	comments
Steve	Alder	not provided	redlafs@yahoo.com	Janice, I appreciate the email, but it is not clear to me what the impact of this proposal will be on other programs and boards (open space, etc.). A little more background would be helpful. I am sure most people are in favor of parks, trails, and urban forestry, but how would the board add to - or would it dilute - the ability of the city to protect and enhance these values? Boards without power are often sources of frustration. I agree that there seems to be a need for better coordination of parks, open space, and trails. My main comment is that it is unclear how this board would impact policy. If you have a briefing document that you could email I would like to see it. Thanks again. Hope you are doing well. Steve
Ray	Kingston	1070 East 400 South	enteleki.ray@gmail.com	Dear Members of the City Council, I strongly support this new effort to create Advisory Board to give supervision and oversight to the Urban Forestry Division. It is most important that the Board is comprised of well-educated horticulturalists, and those who have planning experience, as well as those who can communicate and advocate to the Administration and the public at large, the mission and funding requirements of the Urban Forest in Salt Lake City. There are excellent publications and one particularly impressive dvd available which could form the basis of a new Urban Forestry Ordinance and direction for Salt Lake city. Thank you for moving forward with this important ordinance. Sincerely and Appreciatively,
Dale	Lambert	15 West South Temple #800	dale.lambert@chrisjen.com	I support the proposal to create such an advisory board.
Lindsey	Christensen	not provided	lindseychr@gmail.com	This sounds like a great council, and I enjoyed reading over the proposed ordinance. I have two comments. The first is in regards to finances. If the newly formed council does decide something needs to be done (or whatever), where would the money come from? Should there be financial ties to a specific division of the city government?? For example, to the Parks division? Or, will this be a completely separate division....that will need to seek funds from the mayor. It just seems like some more detail in terms of the financial aspects might make it seem more legitimate. This comment may mean little, as I'm somewhat ignorant on how those processes work in the city government. Secondly, there is no mention (and maybe intentionally) about maintaining the "health" or preservation of the ecosystem that the parks are within. I know some parks have completely changed the ecosystem, but there are others that are in a natural setting and this needs to be maintained (if not corrected). I know this is a tricky issue as well....the National Park Service deals with this and maybe some of their text can be used as an example. There can be "natural ecosystem" parks and this need to somehow be incorporated at this initial stage (or at least that is what I think).
Lynne	Olson	not provided	lynneolson@msn.com	On behalf of the Sugar House Community Council Parks, Open Space and Trails Committee, I would like to submit this comment regarding the City's action to create a new SLC Parks, Trails and Urban Forestry Advisory Board. At the April 21st 2009 meeting of the Sugar House Community Council Parks, Open Space and Trails Committee, the committee members approved the following goal for the year 2009: Ask the City to create a Parks commission. Please note our support for the ordinance and amendment that will create a new SLC Parks, Trail and Urban Forestry Board. Sincerely, Lynne Olson, Chair SHCC POST Committee

SALT LAKE CITY ORDINANCE
No. ____ of 2009

(Enacting Chapter 2.94 of the City Code creating the Parks, Trails, and Urban Forestry Advisory Board, and amending Chapter 2.26 of the City Code which contains the Urban Forestry Ordinance)

WHEREAS, recent development proposals within City owned parks have created concerns regarding the manner and process by which development can and should occur within City parks; and

WHEREAS, after having investigated this matter in community meetings and among City staff, it has been determined that the assistance of an advisory board for parks, trails and urban forestry would be useful to the City in evaluating proposals affecting such issues; and

WHEREAS, this ordinance would create such an advisory board; and

WHEREAS, the City Council has determined that this ordinance is in the best interest of the City.

NOW, THEREFORE, be it ordained by the City Council of Salt Lake City Utah:

SECTION 1. Amending text of Salt Lake City Code heading Chapter 2.26. The heading to Chapter 2.26 of the Salt Lake City code shall be and hereby is amended to read as follows:

Chapter 2.26 Urban Forestry Board Ordinance

SECTION 2. Amending text of Salt Lake City Code Sections 2.26030 – 2.26.150.

Sections 2.26.030 through Section 2.26.150 of the City Code shall be and hereby are deleted in their entirety.

~~2.26.030 Creation Of Board:~~

~~There is created the city urban forestry board, hereinafter referred to as the "board". (Prior code § 25-29-3)~~

~~2.26.040 Eligibility For Membership:~~

~~A person appointed as a member of the board shall be a resident of the state. Board members shall be individuals who are actively interested in the improvement of the city's urban forest. Members representing each of the council districts must reside in the district. (Prior code § 25-29-10)~~

~~2.26.050 Appointments:~~

~~The board shall consist of nine (9) voting members to be appointed by the mayor with the advice and consent of the council in the following manner:~~

~~A. One member from each of the seven (7) city council districts, one member representing the central business district, and one member representing the Sugar House business district. Of the members first appointed, the mayor shall designate three (3) to serve for a term of one year, three (3) to serve for a term of two (2) years, and three (3) to serve for a term of three (3) years. Thereafter, as terms expire, all appointments shall be for terms of three (3) years. Voting members shall serve no more than two (2) consecutive terms on the board.~~

~~B. The city engineer and planning director shall serve as ex officio members of the board.~~

~~C. The urban forester shall serve as administrative staff to the board. Clerical staff shall be provided by the department of public services. (Ord. 45-93 § 5, 1993; prior code § 25-29-4)~~

2.26.060 Oath Of Office:

To accept this appointment, members of the urban forestry board shall sign the oath of office required by law to be signed by city officials and file the same in the office of the city recorder. Any member who shall fail to file his or her oath of office within ten (10) days after notification of such member's appointment shall be deemed to have declined such appointment. Another person shall be appointed to the vacant position in the manner prescribed in this code. (Prior code § 25-29-6)

2.26.070 Compensation:

Members of the board shall receive no compensation for their services. (Prior code § 25-29-5)

2.26.080 Vacancies:

Vacancies occurring in the membership of the board shall be filled in a manner preserving the designated representation by mayoral appointment, with the advice and consent of the council, for the unexpired term. (Prior code § 25-29-7)

2.26.090 Removal from office:

Any member may be removed from office by the mayor for cause, prior to the normal expiration of the term for which such member was appointed. (Prior code § 25-29-8)

2.26.100 Member's ethics:

Members shall be subject to and bound by the provisions of the Chapter 2.44 of this title, or its successor. Any violation of the provisions of such chapter shall be grounds for removal from office. (Prior code § 25-29-9)

2.26.110 Meetings:

- A. ~~The board shall hold regular monthly meetings. The board shall hold its meetings in compliance with the State Open and Public Meetings Act.~~
- B. ~~Special meetings may be called by a majority of the board members, the chairperson or the mayor. The call for a special meeting must be signed by the parties calling such meeting and, unless waived in writing, each member not joining in the call for such special meeting must be given not less than three hours notice. The notice shall be served personally or left at the member's residence or business office.~~
- C. ~~Five members of the board shall constitute a quorum for the transaction of business. The board may act officially by an affirmative vote of any five of the members.~~
- D. ~~The department of public services shall make available a secretary to the board through the urban forester. Meetings shall be held at a public place as designated by the board.~~
- E. ~~The board shall cause minutes of its proceedings to be kept which shall be available for public inspection in the office of the director of the department of public services. The board shall record the yea and nay votes on any action taken by it.~~
- F. ~~The board shall adopt a system of rules of procedure under which its meetings are to be held. The board may suspend the rules of procedure by two thirds vote of the members of the board who are present at the meeting. The board shall not suspend the rules of procedure beyond the duration of the meeting at which~~

the suspension of the rules occurs. (Ord. 45-93 § 6, 1993; prior code § 25-29-11)

2.26.120 Election of board officers:

Each year the board at its first regular meeting after January 1st shall select one of its members as chairperson and another of its members as vice chairperson, who shall perform the duties of the chairperson during the absence or disability of the chairperson. No member shall serve more than two consecutive terms as chairperson. (Prior code § 25-29-12)

2.26.130 Committees:

The board may designate ad hoc subcommittees as it deems appropriate and advisable to study, consider and make recommendations on matters which are presented to the board. If the board desires nonmembers to serve on a subcommittee, it may request the mayor to make such appointments. Members of subcommittees will also serve without compensation. (Prior code § 25-29-14)

2.26.140 Attorney duties:

The city attorney shall be the attorney for the board. (Prior code § 26-29-16)

2.26.150 Powers and duties:

The board shall have the following powers and duties:

- A. Determine and establish such rules and regulations for the conduct of the board as the members shall deem advisable; provided, however, that such rules and regulations shall not be in conflict with this chapter or other city, state or federal law;

- B. Recommend the adoption and alteration of all rules, regulations and ordinances which it shall from time to time deem in the public interest and most likely to enhance and beautify the urban forest, and for the purposes of carrying out this chapter;
- C. Recommend the broad matters of policy regarding the planting, maintenance and removal of trees and other vegetation on city property;
- D. Recommend policies for the review and approval of capital projects where trees or other vegetation will be planted or removed on city property;
- E. Recommend policies for the review and approval of projects on private property where open space and/or landscaping is required as a condition for the development, and recommend policies for the enforcement of approved plans;
- F. Assist the urban forester in encouraging landscaping installation and maintenance on private property by providing information on the value of landscaping and on the proper planting and care of trees and other vegetation;
- G. Identify landscaping projects that will enhance the urban forest and advocate incorporation of the projects into the capital planning process;
- H. Recommend policies and procedures to identify, mark, publicize and preserve historic and notable trees on both public and private property;
- I. Assist the urban forester in promoting appreciation of trees and the urban forest through annual Arbor Day observances and other activities;
- J. Review those portions of the city budget allocated for the planting and care of trees and other vegetation, and advise the mayor on the appropriateness of the funding levels;

- ~~K. Whenever a vacancy occurs in the position of urban forester, recommend a procedure to select a replacement;~~
- ~~L. Encourage improvement of the urban forest through planning and policy development;~~
- ~~M. Assist city departments in every way possible to enhance the urban forest in the city;~~
- ~~N. In all instances, serve as an advocate of the city's urban forest. (Ord. 75-88 § 1- (part), 1988: prior code § 25-29-15)~~

SECTION 3. Chapter 2.94 of the City Code entitled "Parks, Trails and Urban Forestry Advisory Board," shall be and hereby is enacted to read as follows:

Chapter 2.94 Parks, Trails and Urban Forestry Advisory Board

Section 2.94.010. Purpose:

The purposes of Parks, Trails and Urban Forestry Advisory Board shall be as follows:

- A. Provide and oversee strong stewardship of the City's parks, trails and urban forest.
- B. Educate the public and advocate for the City's parks, trails and urban forest policies.
- C. Encourage and facilitate public involvement and input, and the incorporation of that input into the City's parks, trails and urban forest plans and policies.

Section 2.94.020. Definitions:

For the purposes of this chapter, the following terms, phrases, words, and their derivations shall have the meaning given in this section:

- A. "Parks" means the areas defined by the Parks Division in a list that is updated and provided to the Board no less than annually.
- B. "Urban Forestry" shall mean all public trees owned and/or managed by Salt Lake City as of or after the effective date of the ordinance codified in this chapter or its successor ordinances.
- C. "Trails" means marked or signed paths within City owned easements, maintained and used primarily for hiking, bicycling, or other non-motorized modes of transportation.

Section 2.94.030. Creation of Board:

- A. There is created the City Parks, Trails and Urban Forestry Advisory Board (Board). The Board shall be comprised of nine to eleven voting members. The members shall be appointed by the Mayor with the advice and consent of the City Council. Each member shall serve for a term of three years and may not serve more than two consecutive terms. The terms of the initial members shall be staggered for such periods from one to three years so as to provide that the terms of one third of the Board membership expire each year. One member of the Board shall be appointed from each City Council district. The remaining members of the Board shall be appointed as at large members. No more than three members may live outside of the Salt Lake City boundaries.

B. Nominations to the Board should reflect diverse community interests by seeking to find members with geographic, professional, cultural and neighborhood/community diversity. It is recommended that some people with landscaping, architectural, financial, planning, historic preservation, and legal backgrounds be appointed. The Mayor is also encouraged to seek out individuals with interest or expertise in the following areas: bicycling, tennis, running, basketball, dogs, art, stewardship of the environment and other similar areas of interest. Parents of young children should also be considered.

C. The Board shall also include the following ex-officio non voting members:

i. The chair of the City Open Space Lands Advisory Board, or his/her designee;

ii. The Chair of the City's Transportation Advisory Board, or his/her designee;

iii. The Chair of the Community Development and Capital Improvements Board or his/her designee; and

iv. The Mayor or the Mayor's designees.

D. Members shall receive no compensation for serving on the Board but may be reimbursed for costs reasonably incurred.

E. The Board will be located and staffed in the department of Public Services and will have access to and assistance from the Parks Director, or his/her designee; the Urban Forester, or his/her designee; the Director of Transportation, or his/her designee; the Trails Coordinator, or his/her designee; the City Open

Space Coordinator, or his/her designee; other City departments and/or divisions; and the City Attorney's Office as needed.

Section 2.94.040. Vacancies:

Vacancies occurring in the membership of the Board shall be filled in a manner preserving the designated representation by Mayoral appointment, with advice and consent of the City Council, for the unexpired term.

Section 2.94.050. Removal from Office:

Any Board member may be removed from office by the Mayor for cause, prior to the normal expiration for which this member was appointed. Any member failing to attend three Board meetings in one calendar year shall be subject to forfeiture membership on the Board.

Section 2.94.060. Board Members Ethics:

Members shall be subject to and bound by the provision of Chapter 2.44, "Conflict of Interest," of this title or its successor. Any violations of the provisions of said chapter, or its successor, shall be grounds for removal from office. Members shall recuse themselves from participating on any decision to which they are a party or which vote may constitute a violation of the City's conflict of interest ordinance.

Section 2.94.070. Meetings of the Board:

- A. The Board shall meet on an as needed basis, but not less than monthly. All meetings shall be subject to the Utah Open and Public Meetings Act, and unless closed pursuant to that act, such meetings shall be open to the public. Meetings

may be convened by the call of the Chair of the Board, a majority of the Board, or the Mayor.

B. A majority of the voting members of the Board shall constitute a quorum for the purpose of conducting the business of the Board. The Board may act at any meeting at which a quorum is present, by an affirmative vote of a majority of the voting members present.

C. The Board shall create a written record of its proceedings, except for any executive sessions, which shall be available for public inspection. The Board shall record the yea and nay votes of any action by it. The department of Public Services shall make available a secretary to the Board when required.

D. The Board shall adopt policies and procedures under which its meetings are to be held. The Board may suspend the rules and procedures by unanimous vote of the voting members present at the meeting. The Board shall not suspend the rules of procedure beyond the duration of the meeting at which suspension of the rules occurred. Any matter not addressed in the Board's policies and procedures shall be handled pursuant to Robert's Rules of Order.

E. The Chairperson of the Board, in consultation with other Board members, the department of Public Services, Parks Divisions, Urban Forestry Division, Trails Division, and other City departments will develop the agenda for each meeting.

Section 2.94.080. Election of Officers:

Each year the Board, at its first regular meeting of each calendar year, shall select one of its members as Chairperson and another of its members as Vice Chairperson, who shall perform the duties of the Chairperson during the absence or disability of the

Chairperson. The Chair and Vice Chair shall serve for a one year term. No member shall serve more than two consecutive terms as Chairperson.

Section 2.94.090. Powers and Duties:

The Board shall have the following powers and duties:

- A. Review and advise the Parks, Transportation and Urban Forestry Divisions with respect to the annual budget as it relates to the City's parks, trails, and urban forestry.
- B. Review, rank, prioritize, and make recommendations on Capital Improvement Program funding applications and construction designs pertaining to the Parks, Transportation, and Urban Forestry Divisions as they relate to the City's parks, trails, and urban forestry. Recommendations are to be submitted to the Department of Community & Economic Development and Capital Improvement Programs Board for their consideration prior to their review of such project applications.
- C. Advise and provide input regarding master planning of the City's parks, trails, and urban forestry and the establishment of new parks or trails or the removal of existing parks or trails. The Board can also make broad recommendations pertaining to user groups, types of foliage, access, tree genera and/or species, etc.

- D. Review operation policies related to park use, vendors, special events, facilities, maintenance, landscaping standards, trail standards and protection, renewal and sustainability of the city's Urban Forestry requirements.
- E. Advise and provide input on broad policy, management, and development standards related activities, specific goals and direction of the Parks, Transportation, and Urban Forestry Divisions, as they relate to parks, trails, and urban forestry related issues.
- F. Provide advice and expertise to other boards, such as the Historic Landmarks Commission, Planning Commission, Open Space Lands Advisory Board and Transportation Advisory Board, as requested or deemed appropriate.
- G. Draft and submit an annual report relating to the Board's activities, including information on major items and issues occurring in connection with the City's parks, trails, and urban forestry, to the Mayor and City Council.

Section 2.94.100. Review of Action & Powers of Mayor:

All actions taken by the Board are advisory and shall constitute recommendations to the Mayor, City Council, Director of Public Services, Parks Director, Transportation Director, Urban Forester, and other City commissions and boards and shall not constitute official action. Division Directors, Department Directors, and/or the Mayor shall have power to review, ratify, modify, reject, or disregard any recommendation submitted by the Board, and the Mayor may refer the matter to the City Council if appropriate.

SECTION 4. EFFECTIVE DATE. This Ordinance shall become effective on the date of its first publication.

Passed by the City Council of Salt Lake City, Utah, this _____ day of _____, 2009.

CHAIRPERSON

ATTEST:

CHIEF DEPUTY CITY RECORDER

Transmitted to the Mayor on _____.

Mayor's Action: _____ Approved. _____ Vetoed.

MAYOR

ATTEST:

CHIEF DEPUTY CITY RECORDER

(SEAL)

Bill No. _____ of 2008.
Published: _____.

SALT LAKE CITY ORDINANCE

No. ____ of 2009

(Enacting Chapter 2.94 of the City Code creating the Parks, Trails, and Urban Forestry Advisory Board, and amending Chapter 2.26 of the City Code which contains the Urban Forestry Ordinance)

WHEREAS, recent development proposals within City owned parks have created concerns regarding the manner and process by which development can and should occur within City parks; and

WHEREAS, after having investigated this matter in community meetings and among City staff, it has been determined that the assistance of an advisory board for parks, trails and urban forestry would be useful to the City in evaluating proposals affecting such issues; and

WHEREAS, this ordinance would create such an advisory board; and

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Chapter 2.26 Urban Forestry Ordinance

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CHAIRPERSON

ATTEST:

CHIEF DEPUTY CITY RECORDER

Transmitted to the Mayor on _____.

Mayor's Action: _____ Approved. _____ Vetoed.

MAYOR

ATTEST:

CHIEF DEPUTY CITY RECORDER

APPROVED AS TO FORM
Salt Lake City Attorney's Office
Date 12-29-08
By [Signature]

(SEAL)

Bill No. _____ of 2008.
Published: _____.