

**Formal Meeting  
Thursday, January 5, 2023  
5:00 p.m. – 9:15 p.m.**

**Join at Memory Grove Memorial House: 375 N Canyon Road, Salt Lake City, UT 84103**

## **AGENDA**

<b>1 – Convening the Meeting</b>	<b>5:00 PM</b>
Call to order	
Chair comments	5 mins
<b>2 – Public Comment Period</b>	<b>5:05 PM</b>
Verbal comments are limited to no more than 3 minutes; 15 minutes total. Written comments are welcome.	15 mins
<b>3 – Action Items</b>	<b>5:20 PM</b>
Approve December 1, 2022 meeting minutes.	5 mins
Chair and Vice Chair Election.	10 mins
<b>4 – Recess for Dinner and Ice Breaker Activity</b>	<b>5:35 PM</b>
TBD	20 mins
<b>5 – Staff Discussion and Agenda Items</b>	<b>5:55 PM</b>
Reimagine Nature Review and Discussion.	30 mins
<b>6 – Board Discussion and Action Items</b>	<b>6:25 PM</b>
Review Bylaws. Discuss Board Member Responsibilities and Subcommittee requirements.	40 mins
<b>7 – Break</b>	<b>7:05 PM</b>
<b>8 – Board Discussion and Action Items Continued</b>	<b>7:15 PM</b>
Discussion of board powers, duties, and values.	60 mins
Create a written process for annual CIP and budget initiatives prioritization + Formalize standard plan for the annual retreat.	25 mins
Discuss 2023 staff presentations and agenda items.	15 mins
<b>9 – Confirmation of Next Meeting, Board Comments &amp; Future Agenda Items</b>	<b>8:55 PM</b>
Board subcommittee updates as needed <ul style="list-style-type: none"><li>• Trails Subcommittee</li><li>• Communication Subcommittee</li><li>• 501c3 Subcommittee</li></ul>	
Board comment and question period	
Next meeting: February 2, 2023	
Request for future agenda items	
<b>10 – Adjourn</b>	<b>9:15 PM</b>

Formal Meeting  
Thursday, December 1, 2022  
5:00 p.m. – 7:15 p.m.

Join Via Webex: <https://saltlakecity.webex.com/saltlakecity/j.php?MTID=m114a24b0e21c1ac3b6b9f0c4442823a4>

Or Join at the Public Lands Administrative Building: 1965 W. 500 S. Salt Lake City, UT 84104  
Upstairs Parks Training Room

Join by phone  
1-408-418-9388  
Access code: 2490 189 6492

## Meeting Minutes (Unapproved)

<b>1 – Convening the Meeting</b>	<b>5:00 PM</b>
Call to order <ul style="list-style-type: none"><li>– Clayton Scrivner</li><li>– Ginger Cannon</li><li>– Meridith Benally</li><li>– Aaron Wiley</li><li>– Brianna Binnebose</li><li>– Phil Carroll</li><li>– Jenny Hewson</li><li>– Samantha Finch</li><li>– Melanie Pehrson</li></ul>	
Chair comments  Chair Brianna Binnebose thanked the Board for their support as she's been acting interim chair.	5 mins
<b>2 – Approval of Minutes</b>	<b>5:05 PM</b>
Approve November 3, 2022 meeting minutes  Ms. Hewson motioned to approve November 3, 2022 meeting minutes. Ms. Finch seconded the motion. The Board voted unanimously to approve the November 3, 2022 meeting minutes.	5 mins
<b>3 – Public Comment Period</b>	<b>5:10 PM</b>
Verbal comments are limited to no more than 3 minutes; 15 minutes total. Written comments are welcome.  <b>Kenton Peters</b> Kenton joined the public comment portion online. He is an architect and a frequent user of the Foothill Trails. He is a founding member of the Salt Lake City Trails Alliance and a member of the Salt Lake City Landmark Commission.	

<p>Kenton’s comment is regarding the Foothills Trail System Plan. He stated he understands the Trails Plan is currently on pause due to the complaints from the Save Our Foothills group. While he agrees with some of the complaints, like the closure of the Legacy Ridgeline Trails for trailhead improvements, he stated that their concerns are based on hyperbole rather than fact.</p> <p>Kenton referenced the Salt Lake City Trails Plan, Section 1, stating there are “at least 87 miles of social trails and 20 miles of the Bonneville Shoreline Trail”. He continued to share what grade trail conditions constitute for public use and trail maintenance. He presented the Save Our Foothill’s argument that are around/or more than 100 miles are adequate therefore more trails aren’t necessary.</p> <p>Kenton stated that most of the current trails are available for public use and trail maintenance is more than 10%. In conjunction with Section 1 of the Salt Lake Trails Plan, this puts around two-thirds of current Foothill Trails outside the 10% grade threshold for adequate access for the public and maintenance. He went on to address the groups of people with limited access to these trails due to their grades like families with small children and mountain bikers. He stated both groups believe in equal access to all, but per Section 1, these common goals are not being accomplished. He addressed the timing of this process and how long it’s taken compared to other trails plans and believes there is no reason to cause further delays.</p>	
<b>4 – Staff Discussion and Agenda Items</b>	<b>5:25 PM</b>
<p>Public Lands budget initiatives overview and board discussion about prioritization process – Tyler Murdock and Carmen Bailey</p> <p>Tyler Murdock and Carmen Bailey, Deputy Directors of Public Lands, spoke.</p> <p>Ms. Binnebose stated she liked the Google document-sharing approach, allowing the Board to comment and ask questions. Mr. Murdock and Mr. Allen will work together to dedicate time for staff to respond to members’ comments and questions.</p> <p>Mr. Murdock shared his screen displaying the Budget Initiative, which was included in the board packet before the meeting.</p> <ol style="list-style-type: none"> <li>1. Ongoing costs</li> <li>2. New Properties &amp; Amenities</li> <li>3. Staff Needs</li> <li>4. Foothills Trail Maintenance Expansion Program</li> <li>5. Trails and Natural Lands Maintenance Enhancement</li> <li>6. Parks Events/Afterhours Crew</li> <li>7. Public Way Beautification (formerly Weed Abatement)</li> <li>8. Public Lands Tree Maintenance</li> <li>9. Additional Planning Team Capacity (3 Planners)</li> </ol> <p>Mr. Murdock said some items will be removed from New Properties &amp; Amenities list as they are included with the Bond.</p>	<p>30 mins</p>

Ms. Cannon inquired if square footage or size reference could be included within the document for reference. Mr. Murdock responded it may be challenging for expanded restoration areas, but for new properties, it could be done, and he will work to include the expanded restoration areas.

Ms. Finch asked for clarification on the Fairmont Springs project if it was about the area that was fenced off. Mr. Murdock clarified maintenance's responsibilities and expectations moving forward.

Ms. Hewson asked about the listed Foothill Trailheads and how they are funded. Mr. Murdock said the request is anticipating the completion of those five trailheads. It is fully funded but does not fully include maintenance funding.

Mr. Wiley asked if the Afterhours Crew request will be implemented on all sites. Ms. Bailey clarified they'd be starting with higher traffic parks during the weekends and afternoons, i.e., Liberty Park and Fairmont Park. If this is successful, they will expand it to other parks. Ms. Cannon asked if Public Lands looked into adjusting current staff hours to meet this request as it's only a few parks they will be starting. Ms. Bailey clarified the hours and workload expectations for the planned new employees (one Lead Parks Maintenance and five Parks Maintenance Technicians.) Ms. Finch inquired if this would replace any individuals on a contractual basis. Ms. Bailey explained how outsourced individuals are used and it's not enough to fill the needs.

Ms. Binnebose inquired how many acres are currently funded and how many more would be added under this request. Ms. Bailey and Mr. Murdock shared there are a few medians currently funded, but there are more areas needing additional support, and another maintenance staff is being pulled from other projects to address these public complaints. The purpose of this crew is to get ahead of weed concerns before there are complaints. Ms. Cannon asked in the chat how many hours annually are spent on the Weed Abatement Program. Mr. Murdock and Ms. Bailey said they would investigate it and include those findings in the uploaded documents. Ms. Cannon stated she feels it's a management issue and is not happy with how it is pulling already stressed staff away from the Public Land's duties.

Mr. Carroll suggested that the Public Lands Tree Maintenance be included under the umbrella of Urban Forestry. Mr. Murdock clarified this request is an addition to Urban Forestry and would be widening their scope of impact in more parks and golf courses. Tony Gliot, Urban Forestry Division Director, who was at the meeting virtually, mentioned that with 5,000 public requests annually, that leads to around 10,000 work orders and Urban Forestry is currently having to prioritize other projects. About 1/5<sup>th</sup> of their time is designated to parks, but need more, while golf courses don't get any. This request will make it easier for Urban Forestry to fulfill more work order requests in all areas. Adding two additional FTE tree groomers, will up current tree grooming ability from 1,000-1,300 to 1,500-1,700 annually. Board continued to discuss Public Lands Tree Maintenance.

Board and Public Lands Staff continued to discuss specifics for the Budget Initiative.

<p>Mr. Murdock suggested the Board duplicate their voting process from last year to determine their top priorities and generate their letter of support. Ms. Hewson reiterated the appreciation of everyone being able to access, make comments, and ask questions via Google Docs.</p> <p>Board discussed how plans get funded, how they gain to get more funding for additional projects, and how the Bond money will be used regarding maintenance.</p> <p>The Board discussed the reasons why a prioritization was needed, instead of just requesting all needed budget initiatives.</p> <p>Ms. Pehrson asked when the Board needs to have their responses in. Mr. Murdock stated the Budget Initiatives would be uploaded as early as tomorrow for the Board to review and the Public's Land submission is due February. Due to the holidays, Mr. Murdock suggested having the Board's response by early February.</p>	
<b>5 – Board Discussion and Action Items</b>	<b>5:55 PM</b>
<p>Continued Public Lands CIP FY 2023-2024 discussion &amp; PNUT project ranking letter (Action Item)</p> <p>Mr. Allen shared his screen with the Board's CIP rankings.</p> <p>Ms. Binnebose clarified the difference in count and rank and how the two impact each other in determining the Board's collective priorities. Ms. Ngo submitted her rank minutes before the CIP discussion and missed the deadline. Board continued to discuss rankings.</p> <p>Mr. Wiley asked if there could be an easier way of identifying the impact, especially economically for Salt Lake as a whole, of these projects on the community. Tom Millar, Planning Manager, stated it's currently not a metric in the application process but should become one for future applications. The example used is the Salt Lake City Petanque (Glendale Park). Mr. Millar suggested adding the request for a more extensive application review process to the Board's letter of support. Board continued to discuss the process of reviewing CIP applications and funding.</p> <p>Ms. Finch asked if anyone had concerns about Ms. Ngo voting late. Ms. Cannon stated the Board had agreed in the last meeting when votes were due by and as a Board, they need to respect those deadline expectations. Ms. Binnebose asked if the Board should move forward with the previous standings before Ms. Ngo voted. Mr. Allen verified that Ms. Ngo's vote did not affect the top ten and only flipped the 12 and 13 rankings and some decimals values for other items.</p> <p>Ms. Cannon made a motion to move forward with the list and top 10 as is. Mr. Carrol seconded. The Board voted unanimously in favor of the motion.</p> <p>Mr. Millar requested the Board submit their letter of support or list of priorities for both internal and constituent projects by the beginning of the week of December 12<sup>th</sup>. Mr. Millar noted that some of the names may change to help them be more compelling, but no content would be changing.</p>	<p>30 mins</p>

<p>Ms. Binnebose wanted to further address Ms. Hewson's concern about internal applications and CIP. Mr. Allen clarified this topic is on the draft agenda for January's meeting. Ms. Binnebose stated for this new year there will clarification and separation between internal application applications and CIP. Ms. Hewson asked if the Board would highlight them differently and how they would rank them. Ms. Binnebose confirmed, yes. Mr. Millar stated the Board can produce two letters, one for constituents and internal applications if they would like. Board continued to discuss internal applications and constituents and a summary of the Budget Initiative.</p>	
<p>Board chair and vice chair nominations</p> <p>Ms. Binnebose asked Mr. Allen for clarification on when and how Board voting can take place. Mr. Allen clarified voting will take place in January. Mr. Allen and Ms. Binnebose between now and January will reach out to all those who have been nominated to either accept or decline the nomination.</p> <p>Ms. Finch nominated Ms. Binnebose, Ms. Hewson, and Ms. Cannon as chairs. Ms. Hewson declined the chair.</p> <p>Mr. Wiley nominated Ms. Finch as chair. Ms. Finch declined. Ms. Finch was a past chair.</p> <p>Ms. Binnebose nominated Mr. Wiley and Ms. Pehrson for both chair and vice chair. Mr. Wiley declined both chair and vice chair. Ms. Pehrson declined the chair but accepted the vice-chair nomination.</p> <p>Mr. Carrol nominated Mr. Wiley for vice chair. Mr. Wiley declined.</p> <p>Ms. Finch nominated Mr. Scrivner for vice chair. Mr. Scrivner accepted the vice chair nomination.</p> <p>Ms. Benally in the chat nominated Ms. Cannon for chair and Mr. Scrivner for vice chair.</p>	10 mins
<p>Determine the location and topics for the January board retreat</p> <p><u>Location:</u> Mr. Allen shared the Board had discussed either Tracey Aviary or Memory Grove Memorial House for the Board retreat. Mr. Allen called both locations and they are both available. It will cost \$1,000 to reserve the Memorial Grove House and \$600 for the Tracey Aviary.</p> <p>Mr. Scrivner asked if Public Lands had a location, they could showcase the Board. Mr. Millar stated Fisher Mansion would be available in two months, so this is an option for next year. Kyle Shields, Operations Manager, shared they have an agreement with Memory Grove for the Memorial House without a fee. The Board voiced support for Memory Grove for the Board retreat.</p> <p><u>Agenda:</u> Mr. Allen shared his screen with the proposed agenda items.</p>	15 mins

<ol style="list-style-type: none"> <li>1. Dinner/Ice Breaker Activity (20 mins)</li> <li>2. Public Comment &amp; approve December minutes (15 mins)</li> <li>3. Chair and Vice Chair Election (10 mins)</li> <li>4. Reimagine Nature Review and Discussion (45 mins)</li> <li>5. Break (10 mins)</li> <li>6. Review Bylaws as a Board (100 mins) – Board Member Responsibilities and Subcommittees</li> <li>7. Discussion of powers and duties, values (60 mins)</li> <li>8. Create a written process for annual CIP, Budget Initiative prioritization, and Formalize the standard plan for the annual retreat (25 mins)</li> <li>9. Requests for 2023 Staff Presentations and Agenda Items (15 mins)</li> </ol> <p>Ms. Cannon commented in the chat she would like to see less time spent around Bylaws and more time on the CIP written process. She would also like to use the retreat as an opportunity to get contact and bio information for the website. Ms. Cannon inquired if Board should also review the powers and duties Board. Mr. Carroll expressed an interest in using part of the retreat to discuss each Board member's values and interests, as they relate to the board. Board continued to discuss agenda items, the order of discussion, and the retreat. Mr. Allen will send out a revised agenda list.</p>	
<p>Approve the 2023 meeting schedule (Action Item)</p> <p>The Board discussed the process of getting desired topics of discussion onto the agenda and encouraged one another to do so throughout the year. According to the Bylaws, there are predesignated requirements, but Board members are invited to present their passions in Board meetings.</p> <p>Ms. Binnebose motioned to approve the 2023 meeting schedule. Ms. Pehrson asked if there was a possibility of doing field locations for Board meetings. Mr. Allen said they've done it before but could not offer a virtual option. Board discussed the logistics of field locations to keep them available to the public.</p> <p>Board unanimously approved the 2023 meeting schedule.</p>	5 mins
<b>6 – Confirmation of Next Meeting, Board Comments &amp; Future Agenda Items</b>	<b>6:55 PM</b>
<p>Board subcommittee updates as needed</p> <ul style="list-style-type: none"> <li>• Trails subcommittee</li> <li>• Ms. Hewson addressed some of the concerns around the Foothills with some construction happening. Ms. Hewson also addressed some other projects the Trails are focusing on and they are doing their best to limit public disturbance. Some discussions are happening around E-bikes.</li> <li>• Communication subcommittee</li> <li>• Ms. Binnebose the Communications subcommittee has been working on prioritization, file management, and letter writing. They are working on getting their letter drafted.</li> </ul>	
Board comment and question period	
Ms. Binnebose congratulated the Public Lands staff on the GO Bond.	
Next meeting: January 5, 2023	

<p>Request for future agenda items</p> <p>Ms. Hewson addressed that Ms. Ngo has missed more than two consecutive meetings. Mr. Allen verified Ms. Ngo has had two excused absences. Board discussed the process of removing Board members violating the Bylaws.</p> <p>Mr. Allen will follow up with Ms. Ngo. Upon that interaction, Board will determine further action.</p> <p>Ms. Binnebose motioned again to adjourn. Board unanimously agreed to adjourn the meeting.</p>	
<b>7 – Adjourn</b>	<b>7:15 PM</b>





## **Staff Responses to Public Comments from the December 1, 2022, PNUT Board Meeting**

### **Kenton Peters**

Kenton joined the public comment portion online. He is an architect and a frequent user of the Foothill Trails. He is a founding member of the Salt Lake City Trails Alliance and a member of the Salt Lake City Landmark Commission.

Kenton's comment is regarding the Foothills Trail System Plan. He stated he understands the Trails Plan is currently on pause due to the complaints from the Save Our Foothills group. While he agrees with some of the complaints, like the closure of the Legacy Ridgeline Trails for trailhead improvements, he stated that their concerns are based on hyperbole rather than fact.

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### **Staff Response:**

*Public Lands acknowledges and appreciates this comment from Kenton. We have been making great strides during the pause between Phase I and II with ecological research, trail alignment design, and planning with stakeholders and partners to improve upon the goals of the Trails Plan and continue implementation as soon as possible.*

# **SALT LAKE CITY PARKS, NATURAL LANDS, TRAILS, AND URBAN FORESTRY ADVISORY BOARD**

## **BY-LAWS**

Updated May 2022

### **AUTHORITY**

The Salt Lake City Parks, Natural Lands, Trails, and Urban Forestry Advisory Board (the “Board”) will operate pursuant to Salt Lake City Code Chapter 2.94, Parks, Natural Lands, Trails, and Urban Forestry Advisory Board.

The Board was created in 2012 for increased stewardship and public participation for the Open Space Program. The City’s Parks Division, Trails and Natural Lands Division, Golf Division, and Urban Forestry Division are now part of the City’s Public Lands Department (the “Department”). The City Council has determined that one advising board for those divisions will lead to efficiencies and remove duplication and confusion as to the respective roles and responsibilities and has determined that Chapter 2.94 is in the best interest of the City and its citizens. The Mayor and the City Council recognize the need to acquire, preserve, and protect these critical resources within Salt Lake City and its environs. They have adopted multiple plans to identify, protect, and manage open space lands and have established the Board to facilitate the City’s acquisition, management, promotion, preservation, protection, and enhancement of public lands.

The Board has established the following By-Laws for the conduct of Board business:

### **PRINCIPAL OFFICE**

The Board’s principal office is at the Public Lands Building at 1965 West 500 South, Salt Lake City, Utah.

### **ELECTION OF OFFICERS AND TERMS**

The Board’s officers will be a chair and a vice-chair. The term of those positions will be one year. No person may serve more than two consecutive terms as chair. The vice-chair may be reelected one or more times successively. The vice-chair will not automatically succeed to the position of chair, except that the vice-chair will succeed the chair if the chair vacates the office before the chair’s term is completed; in that event the vice-chair will serve as chair for the unexpired term of the vacated office. The Board shall elect a new vice-chair at the next regular Board meeting.

If the vice-chair is unable or unwilling to serve the remaining term of the vacated office, the Board shall meet as soon as practicable to elect a new chair for the remainder of the term.

Any Board member may nominate themselves or any other Board member for the positions of chair and vice-chair. The Board may nominate and elect members to other offices as deemed appropriate by a majority of the Board. Oral nominations from the floor as well as written or digital nominations will be accepted. Written, digital and oral nominations must be made in the month of December or at the last Board meeting of the year. All nominees must be contacted and state their availability and willingness to serve before being placed in nomination.

The election will be by written, oral, or digital ballot. Subject to City Code Section 2.07.120, the Board, at its first regular meeting of each calendar year, shall select a member as chair and another as vice-chair. Proxy votes will not be allowed. Officers will be elected by an affirmative majority vote of the Board members in attendance. The current chair shall solicit two members of the Board who are neither officers nor a nominee to conduct the vote and count ballots. The officers-elect shall assume their duties at the next regular Board meeting.

## **POWERS AND DUTIES OF OFFICERS**

Without limiting the foregoing, the duties and powers of the officers of the Board are as follows:

### **A. Chair:**

- (1) Preside at all meetings of the Board.
- (2) Call special meetings of the Board in accordance with the By-laws.
- (3) Sign Board documents.
- (4) See that the Board complies with the By-laws and applicable law.
- (5) Appoint standing or ad hoc subcommittees of the Board.
- (6) May be an ex-officio member of any or all subcommittees with a voice but no vote.
- (7) Act as official spokesperson for the Board in matters of which the Board has taken a formal vote or position.

### **B. Vice-Chair:**

The vice-chair shall assist the chair, and during the absence of the chair, shall exercise or perform all the duties and be subject to all the responsibilities of the chair.

## **REGULAR MEETINGS**

The Chair will govern the conduct of all regular and special meetings of the Board and ensure agenda items are to involve a motion, a second, any pertinent discussion, and a vote.

The Board shall meet on an as needed basis but at least twice per quarter as specified in City Code Section 2.94.050. The Board shall establish a schedule specifying the times,

dates, and locations of regular meetings. The Board may alter the schedule at any regular meeting, and shall comply with the Utah Open and Public Meetings Act (“OPMA”). A quorum will consist of the majority of filled Board positions.

The Board may hold an electronic meeting in accordance with OPMA. A Board member who attends an electronic meeting remotely by electronic means will be counted as present for purposes of calculating whether a quorum of the Board is present at the meeting. The length of a Board meeting can extend for the length of time necessary to complete Board business and/or discussion.

All Board meeting agendas and minutes will be posted and provided for public review according to OPMA.

### **SPECIAL MEETINGS**

Special meetings may be called by a majority of the Board, by the chair or by the mayor and shall comply with OPMA. The call for a special meeting must be signed by the member calling such meeting and, unless waived in writing, each member not joining in the order for such special meeting must be given not less than 24 hours’ notice. Said notice must be served personally through email, phone, or by hand delivery at a member’s residence or business office. Attendance by a Board member will constitute the waiver by that Board member of any defects in the notice.

Special meetings will be held at the Department’s building, or remotely using an electronic meeting, or at such other public place as may be designated by the Board.

### **VOTING**

All official Board business that results in a recommendation to the Mayor, the City Council, or any other public agency or commission must be approved by an affirmative vote of a majority of the Board members, and must comply with City Code Section 2.07.150.

The Board must take a roll call vote of record upon request of any Board member. Each Board member will only have one vote and a record of each vote within the roll call must be included in the meeting minutes.

### **ORDER OF BUSINESS**

At any regular meeting of the Board, the order of business will generally be as follows:

- A. Call meeting to order.
- B. Approval of minutes.
- C. Invite public comment.
- D. Public Lands Department - staff presentation(s) and discussion

- E. Board Discussion
- F. Voting on official business.
- G. Confirm date for next meeting; reporting of sub-committees.
- H. Adjournment.

## **AGENDA**

The meeting agenda will be prepared by the Department liaison and the chair, working together. The agenda must be given as part of the meeting notice in accordance with OPMA. The Department liaison will provide the agenda to Board members seven days prior to a regularly scheduled Board meeting, with an exception for urgent circumstances as approved by the chair. Any member of the Board may request topics for discussion at the meeting through communication with the chair.

At the first regularly scheduled meeting of each year, the Board shall review a calendar of anticipated Department projects for the forthcoming year. For any agenda, the priority order for agenda items will be (1) staff presentation and discussion; (2) Board discussion; and (3) vote on official business.

Out of respect for members of the public in attendance, if a closed session of the Board is necessary, the closed session will be the last item on the agenda. Except in the case of an emergency meeting, the Board may not take final action on a topic unless the topic is listed under an agenda item and included with the advance public notice of the meeting.

Each topic considered at the Board meeting must be included in the agenda except topics raised during the public comment period. If a member of the public raises a topic, the majority of the Board may request, and the chair may allow, Board discussion of the public comments. The Board may discuss public comments or advise staff to respond to public comments made within a public meeting during the Board comment and question period.

The public will be invited to speak during a 15 minute public comment period on issues that pertain to parks and public lands. Public comment speaking limits will be prescribed by the chair, and the chair will have discretion to extend the public comment period beyond the allotted time period.

## **MINUTES**

In accordance with OPMA, the Department liaison shall keep written minutes and a recording of each Board meeting. Pending minutes will be provided to the Board members for their review within two weeks after a Board meeting and will contain a clear indication that the Board has not approved the minutes or that the minutes are subject to change until the Board approves them. Board members may return amendments and corrections to the minutes at or before the next regularly scheduled Board meeting. The

updated minutes will be included with the agenda for approval at the next regularly scheduled Board meeting.

Within three days after approving the minutes, the Department Liaison must make the approved minutes available to the public in accordance with OPMA.

## **BOARD MEMBER RESPONSIBILITIES**

Board members are expected to attend all Board meetings. Board members are expected to actively serve on a minimum of one subcommittee during each year of their Board term and assist with drafting letters and recommendations to the Mayor and City Council under Chapter 2.94.060 paragraph J.

Any Board member failing to attend two Board meetings in one calendar year without advance notice to the chair of the Board member's absence will be subject to removal by the Board in accordance with City Code Section 2.07.090.

Board members are expected to review all agenda items or other provided materials in advance of each scheduled meeting.

Board members shall be respectful of the public, staff, and each other.

The Board chair shall ensure that all Board members have a fair, balanced, and respectful opportunity to share their knowledge, opinions, and perspectives.

The role of the Board is to advise the Mayor and the City Council and/or staff. Board appointment does not empower Members to make final decisions or to supervise staff.

Board correspondence written to the Mayor and the City Council as prescribed under Chapter 2.94.060 paragraph J must be made through the Chair to ensure that the consensus opinion of the Board is represented. The Department liaison fulfills an important role in assisting the Board with this regard.

If a Board member, other than the chair, gives their opinion to the media or in a public forum about Board business, that member must also clarify that this is their personal view or opinion and not the opinion or view of the Board or another Board member.

Subcommittees of the Board will be established by the chair, or by majority vote of the Board when proposed by any Board member. The chair shall cause the following details to be placed on the agenda for Board consideration:

- Committee type (standing or ad-hoc)
- Committee membership (who is involved and the expected time commitment)
- Work objective (the purpose or scope of the subcommittee work)
- Timeline (when and how the work will be accomplished)

- Committee reporting (a presentation and/or written summary of committee work for Board review and/or approval)

## **PUBLIC INVOLVEMENT**

Public comment is invited during Board meetings as part of the general agenda.

Board meetings are intended to be a place for people to feel safe and comfortable in participating in their government. A respectful and safe environment allows Board meetings to be conducted in an orderly, efficient, effective, and dignified fashion, free from distraction, intimidation, and threats to safety. We welcome everyone and ask all meeting participants to keep comments free of discriminatory language referring to a person or group based on their religion, ethnicity, nationality, race, color, descent, gender, sexual orientation, disability, age or other identity factor.

In order to support a respectful meeting, items that disrupt the meeting, intimidate other participants or that may cause safety concerns are not allowed. If any person fails to conduct themselves in a civil manner, the chair can direct that person to leave the meeting. The chair may elect to terminate a Board meeting if Board business cannot be conducted due to continued disruption or threats to safety.

## **CONFLICT OF INTEREST**

Board members must avoid and disclose conflicts of interest in accordance with applicable conflict of interest laws, including City Code Section 2.07.080. If any member wonders whether a particular set of circumstances might involve a conflict of interest, that member shall notify the Director of Public Lands requesting an opinion of the City Attorney on whether there is a conflict and how to avoid or otherwise resolve it.

## **AMENDMENT**

These By-Laws may be amended in writing at any meeting by a vote of a majority of the entire membership of the Board, provided prior notice has been given to each Board member.

## MOTION FOR ADOPTION OF RULES AND REGULATIONS

Upon motion duly made and seconded and by unanimous vote of the Board at its regularly scheduled meeting held on May 5, 2022, the By-Laws of the Parks, Natural Lands, Trails, and Urban Forestry Advisory Board, dated MAY, 2022, were formally adopted.

Polly S Hart  
CHAIR

## CERTIFICATION

POLLY S. HART, in my capacity as chair of the Parks, Natural Lands, Trails, and Urban Forestry Advisory Board hereby certify that the foregoing document is a complete, accurate, and current copy of the By-Laws of that Board.

Polly S Hart  
CHAIR



## CHAPTER 2.94

# PARKS, NATURAL LANDS, TRAILS, AND URBAN FORESTRY ADVISORY BOARD

### SECTION:

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#### **2.94.010: GENERAL PROVISIONS:**

The provisions of chapter 2.07 of this title shall apply to the parks, natural lands, trails, and urban forestry advisory board except as otherwise set forth in this chapter. (Ord. 67-13, 2013)

#### **2.94.020: PURPOSE:**

The purposes of parks, natural lands, trails, and urban forestry advisory board shall be as follows:

- A. Provide and oversee strong stewardship of the city's parks, natural lands, urban forestry and trails.
- B. Educate the public and advocate for the city's parks, natural lands, urban forestry and trails policies.
- C. Encourage and facilitate public involvement and input, and the incorporation of that input into the city's parks, natural lands, trails, and urban forestry plans and policies. (Ord. 67-13, 2013)

#### **2.94.030: DEFINITIONS:**

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

**NATURAL LAND:** Land in a predominantly open and undeveloped condition that is suitable for any of the following:

- A. Aquifer recharge areas.
- B. Floodplains.
- C. River, stream and riparian corridors.
- D. Water bodies.
- E. Wetlands.
- F. Great Salt Lake wetlands, shorelands and uplands.
- G. Geologically unique or sensitive areas.
- H. Foothill, buffers and the urban and wildland interface areas.
- I. Wildlife habitat.
- J. Native plant communities.
- K. Natural areas.

- L. Conservation areas.
- M. Nature preserves.
- N. Nonmotorized trail and greenway corridors in natural areas.
- O. Nonmotorized trailheads.

PARKS: The areas defined by the parks division in a list that is updated and provided to the board no less than annually. Those areas shall comprise land in a predominantly developed condition that is suitable for any of the following:

- A. Recreation areas.
- B. Sport courts and fields.
- C. Pavilions.
- D. Playgrounds.
- E. Turf areas.
- F. Horticultural gardens.
- G. Special events areas.
- H. Concessions.
- I. Historic parks.
- J. Dog parks.
- K. Community gardens.
- L. Nonmotorized trail and greenway corridors in developed and urban areas.
- M. Active recreation uses.

TRAILS: Marked or signed paths within city owned property or easements, maintained and used primarily for walking, hiking, bicycling, or other nonmotorized modes of transportation.

URBAN FORESTRY: Public trees comprising the urban forest owned and/or managed by Salt Lake City on public lands including parks and natural lands, park strips, island mediums and rights of way and trees associated with urban forestry programs.

These definitions shall supplement the definitions set forth in the city's open space lands program and in the city's zoning ordinance. (Ord. 67-13, 2013)

#### **2.94.040: CREATION OF BOARD:**

A. There is created the city parks, natural lands, trails, and urban forestry advisory board (board). The board shall be comprised of nine (9) to eleven (11) voting members. All appointments shall be made for a three (3) year term. 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 (3) 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.

C. The board shall also include the following ex officio nonvoting members:

1. The chair of the city's transportation advisory board, or the chair's designee;
2. The chair of the community development and capital improvements board or the chair's designee;
3. The chair of the historic landmark commission or the chair's designee; and
4. The mayor or the mayor's designees.

D. The board will be located and staffed in the department of public lands and will have access to and assistance from the parks director, the urban forester, the director of transportation, the trails coordinator, the city natural lands program manager, or their designees; other city departments and/or divisions; and the city attorney's office as needed. (Ord. 31-21, 2021: Ord. 67-13, 2013)

#### **2.94.050: MEETINGS OF THE BOARD:**

The board shall meet on an as needed basis, but at least twice per quarter. (Ord. 67-13, 2013)

#### **2.94.060: POWERS AND DUTIES:**

The board shall have the following powers and duties:

- A. Review and advise the parks, natural lands, urban forestry and trail managers with respect to the annual budget and budget adjustments.
- B. Review, rank, prioritize, and make recommendations on capital improvement program funding applications and construction designs pertaining to the parks, natural lands, urban forestry and trails programs. Recommendations should be reflected in applications submitted to the department of community and neighborhoods and community development and capital improvement programs advisory board for their consideration for review.
- C. Review and make recommendations regarding annual financial priorities including budget, capital improvements, fees and concession agreements.
- D. Provide recommendations regarding land acquisitions and dispositions as related to the city's disposition processes.
- E. Review operation and management policies and standards related to use, special events, facilities, resource protection, best management practices and the implementation of landscaping standards, design standards, and sustainability for the city's parks, natural lands, urban forestry and trails.
- F. Advise and provide input on broad policy, management, master plans and development standards related activities, specific goals and direction of the parks, transportation, and urban forestry divisions, as they relate to parks, natural lands, urban forestry and trails related issues.
- G. Provide advice and expertise to other boards, such as the historic landmarks commission, planning commission, and transportation advisory board, as requested or deemed appropriate.
- H. Advise and provide input on the acquisition or sale of properties within the parks and public lands program.
- I. Administer and perform all duties and responsibilities of the open space lands program as set forth in chapter 2.90 of this title.
- J. Submit reports, letters, and recommendations to the mayor regarding the foregoing powers and duties. A copy of the material submitted shall be also provided directly to the city council. (Ord. 49-16, 2016: Ord. 67-13, 2013)