



**BLUFFDALE CITY COUNCIL  
BLUFFDALE CITY PLANNING COMMISSION  
SPECIAL JOINT MEETING AGENDA  
Wednesday, June 10, 2020**

Notice is hereby given that the Bluffdale City Council and the Bluffdale City Planning Commission will hold a special joint meeting Wednesday, June 10, 2020, at the Bluffdale City Hall, 2222 West 14400 South, Bluffdale, Utah, scheduled to begin promptly at **4:30 p.m.** or as soon thereafter as possible. This meeting will also be broadcast live to the public at: [www.bluffdale.com](http://www.bluffdale.com) Notice is further given that access to this meeting by the Mayor and or City Council may be by electronic means via telephonic conference call.

**BLUFFDALE CITY COUNCIL AND PLANNING COMMISSION JOINT BUSINESS MEETING 4:30 P.M.**

1. Roll Call
2. WORK SESSION - Economic Development
3. Closed meeting pursuant to Utah Code § 52-4-205(1) to discuss the character, professional competence, or health of an individual, collective bargaining, pending or imminent litigation, strategies to discuss real property acquisition, including any form of a water right or water shares, security issues, or any alleged criminal misconduct (if needed).
4. Adjournment

**Dated: June 5, 2020**

I HEREBY CERTIFY THAT THE FOREGOING NOTICE AND AGENDA WAS FAXED TO THE SOUTH VALLEY JOURNAL, THE SALT LAKE TRIBUNE, AND THE DESERET NEWS; POSTED AT THE BLUFFDALE CITY HALL, EMAILED OR DELIVERED TO EACH MEMBER OF THE BLUFFDALE CITY COUNCIL; ON THE CITY'S WEBSITE AT [WWW.BLUFFDALE.COM](http://WWW.BLUFFDALE.COM) AND ON THE PUBLIC MEETING NOTICE WEBSITE, [WWW.PMN.UTAH.GOV](http://WWW.PMN.UTAH.GOV)

**Wendy L. Deppe, CMC  
City Recorder**

In compliance with the American with Disabilities Act, individuals needing assistance or other services or accommodation for this meeting should contact Bluffdale City Hall at least 24 hours in advance of this meeting at 801-254-2200. TTY 7-1-1.

**BLUFFDALE CITY COUNCIL  
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**Present:** Mayor Derk Timothy  
Wendy Aston  
Traci Crockett  
Jeff Gaston  
Mark Hales  
Dave Kallas

**Staff:** Mark Reid, City Manager  
Bruce Kartchner, Administrative Services Director  
Todd Sheeran, City Attorney  
Natalie Hall, Emergency Preparedness Manager  
Michael Fazio, City Engineer  
Grant Crowell, City Planner/Economic Development Director  
Jennifer Robison, Senior City Planner  
Ellen Oakman, Associate City Planner  
Trevor Andra, Assistant City Engineer  
Gina Miller, Deputy City Recorder

**Others:** Steve Walston, Economic Development Strategic Plan Committee

**BLUFFDALE CITY COUNCIL AND PLANNING COMMISSION JOINT BUSINESS MEETING**

The meeting was conducted electronically. Mayor Timothy called the meeting to order at approximately 4:33 p.m.

**1. Roll Call.**

All members of the City Council were present.

**2. Strategic Plan Discussion**

Dave Kallas presented the Strategic Development Plan and reviewed its members and purpose. Transportation, infrastructure, planning, and zoning were identified as priorities for economic development in the City. The objective, strategies, goals, and measurements were read.

Mayor Timothy commented that the fourth strategy in the Planning and Zoning section is significant because of the increase in key corridors in the City. To have their deadline due at the same time may be difficult for the public process. Offsetting the measurement by putting differing dates on this strategy will make it more achievable. Dave Kallas agreed and commented that he would appreciate feedback on measurements from staff.

City Planner/Economic Development Director, Grant Crowell, reported that if the budget is adopted at this meeting, staff can begin to prioritize tasks.

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Mark Hales asked if it would be preferable to make the changes to the General Plan at the same time rather than instead of breaking them down. Mr. Crowell responded that there are specific designs and areas that may be difficult to complete at the same. There is much to revise in the General Plan. Mayor Timothy reported that the General Plan change is possible to do all at once, however, the public process needs to be achieved in smaller pieces due to the increase in key corridors. Mark Hales reported that going through the public process for each of the key corridors will take a significant amount of time. Mr. Crowell stated that there are different ways to approach it.

Dave Kallas asked about the cost and time involved in revising the entire General Plan. Mr. Crowell reported that a current General Plan is estimated to cost approximately \$100,000. He was not able to review the expected duration for lack of time.

Dave Kallas presented the objectives, strategies, goals, and measurements for the Marketing, Branding, Image and Economic Department and Business-Friendly Processes sections of the Strategic Plan. Mayor Timothy suggested they include a list of grocery stores the City wishes to obtain along with a matrix to assist in the recruitment in the fourth strategy of the Economic Development and Business-Friendly Processes section listed. This will provide an opportunity for the City to review each desired grocery store and communicate with them when necessary.

Dave Kallas was receptive to recommendations, suggestions, and discussion and hoped it could be adopted quickly. The Strategic Plan tasks could be listed as the first item on each meeting agenda to discuss and monitor the progress of each priority. Mayor Timothy stated that it will be beneficial to create a matrix to show status and progress on goals and strategies.

Mark Hales commented that the deadlines for the goals and strategies need to be measured in terms of when they can be completed and rank the strategies by priority. Dave Kallas confirmed that the goals and strategies can be ordered by the deadline. Mark Hales stated that staff could place deadlines on the tasks they are responsible for. Dave Kallas reported that the dates assigned to each goal and strategy are flexible but have been added to prepare for unexpected issues.

Mark Hales thanked those on the Committee who drafted the Strategic Plan.

Economic Development Strategic Plan Committee Member, Steve Walston, remarked that the process has been insightful and will help the Planning Commission be more efficient.

Traci Crockett expressed her approval for the Strategic Plan as it gives the Council guidance on top priority items.

Dave Kallas reported that he made a deliberate effort to listen to the Council and Commission in determining priorities for the Strategic Plan. It is significant for City officials to feel ownership of the plan and agree on its priorities.

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Mayor Timothy asked about next steps. Dave Kallas responded that the Council can adopt the Strategic Plan at a City Council Meeting and review it each month at Economic Development Meetings. Mayor Timothy suggested keeping the plan as a living document. However, it is important to track the progress of each item, no matter if it is a living document or an adopted plan.

Dave Kallas reported that the Committee was quick to complete the plan to meet any budget considerations and deadlines in the plan. He desired to move forward with a list of goals.

Traci Crockett approved of the plan presented and agreed with tracking the goals as progress is made. She recommended that the plan be executed regardless of whether it is a living document or adopted.

Wendy Aston and Jeff Gaston agreed with Dave Kallas that the strategy will be more effective by finalizing the plan and executing the priority tasks.

Mayor Timothy commented that a key component of the plan is City staff as they are the experts on how to accomplish each item on the plan.

Dave Kallas asked if the Strategic Plan adoption is required to take place at a City Council meeting. He suggested it remain within the Economic Development Committee and execute the Strategic Plan immediately. Mayor Timothy asked if the Strategic Committee will continue to meet and support the progress of the plan to narrow the focus on what is discussed at each Economic Development meeting. Dave Kallas responded that this Committee was intended only to draft the Strategic Plan.

Mr. Walston suggested the Committee meet quarterly.

Mayor Timothy concluded that the plan will be turned over to staff who will create a timeline, a “what’s next” matrix, as well as a roadmap to determine how to reach goals and dates. Dave Kallas added that staff can provide reality checks as the Strategic Plan is acted upon.

Mayor Timothy suggested that the existing Committee meet in three months to evaluate its status and bring their recommendations to the Economic Development meeting.

Mr. Crowell asked the Council to inform staff if they have recommended items they want to focus on. Mayor Timothy stated that the current Committee should not get bogged down in the details of the Strategic Plan. City Manager, Mark Reid, will assign staff to engage the proper detail to meet the objectives. However, in Economic Development Meetings, a higher level of discussion is required to ensure the progression of goals. Dave Kallas reported that the Committee will give a list of priorities to staff, who will then report on the list in the next meeting.

Mayor Timothy approved of the Strategic Plan.

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**3. Other Council Items**

Mark Hales asked if Bluffdale Boulevard can be used for a signage name. Senior City Planner, Jennifer Robison, confirmed that it can be used on 14600 South.

**4. Closed meeting pursuant to Utah Code § 52-4-205(1) to discuss the character, professional competence, or health of an individual, collective bargaining, pending or imminent litigation, strategies to discuss real property acquisition, including any form of a water right or water shares, security issues, or any alleged criminal misconduct (if needed).**

There was no closed meeting.

**5. Adjournment.**

The Economic Development Meeting adjourned at 5:41 p.m.



Wendy L. Deppe, CMC  
City Recorder

Approved: July 22, 2020