HIGHLAND CITY COUNCIL MINUTES

Tuesday, August 5, 2025
Approved October 7, 2025

Highland City Council Chambers, 5400 West Civic Center Drive, Highland Utah 84003

6:00 PM REGULAR SESSION

Call to Order: Mayor Kurt Ostler
Invocation: Council Member Scott L. Smith
Pledge of Allegiance: Ron Campbell

The meeting was called to order by Mayor Kurt Ostler as a regular session at 6:03m. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting. The prayer was offered by Council Member Scott L. Smith and those in attendance were led in the Pledge of Allegiance by Council Member Ron Campbell.

PRESIDING:	Mayor Kurt Ostler
COUNCIL MEMBERS:	
Brittney P. Bills	Present
Ron Campbell	Present
Doug Cortney	Present
Kim Rodela	Present via Zoom (intermittent attendance due to internet issues)
Scott L. Smith	Present

CITY STAFF PRESENT: City Administrator Erin Wells, Assistant City Administrator/Community Development Director Jay Baughman, City Attorney/Planning & Zoning Administrator Rob Patterson, City Recorder Stephannie Cottle, Finance Director David Mortensen, City Engineer/Public Works Director Chris Trusty, Fire Chief Brian Patten

OTHERS PRESENT: Jon Hart, Neil Schwendiman, Douglas Carter Holladay, Liz Rice, David Stephenson, Logan Johnson, Bowen Wright, Kristin Richey, Jeremy Draper

1. UNSCHEDULED PUBLIC APPEARANCES

Please limit comments to three minutes per person. Please state your name.

Liz Rice stated the Highland Fling and parade were very nice events that she won't soon forget; she expressed appreciation to Council Member Cortney for his support and kindness over the past several weeks. She concluded 'win, lose, or draw, I'll still be here'.

Council Member Cortney stated that he also thought the Fling was wonderful and he thanked the City's Special Events Coordinator and all the wonderful volunteers and staff who made the event a success. Mayor Ostler agreed and stated he looks forward to a report from the City's Special Events Coordinator at a future meeting.

He acknowledged the significant amount of work that goes into planning and administering the event each year.

David Stephenson stated that 22 years ago he and his wife were standing on one of the last lots available in the Canterbury Subdivision and work had just started on Mitchell Hollow Park. He loved the idea of the park and the view from the area, and he and his wife lived in a trailer for six months while their home was being built near the park. He wanted to express appreciation for the many wonderful things in Highland City, including trails, parks, and open space. He expressed appreciation to the staff that maintain those public amenities. He also wanted to publicly thank City Administrator Wells for being very helpful to him as he has discussed some items with City staff. He agreed the Highland parade was wonderful this year and he thanked everyone that contributes to making Highland a wonderful place to live.

Douglas Carter Holladay expressed concerns about increasing traffic and speeding on Highland Boulevard, especially at certain times of the night. He knows the Police Department has been issuing citations in the area, but enforcement can be a bit awkward in that area because it is directly on the border of Highland and Draper cities. Now that there is a new development underway in Lehi, there is increased heavy truck traffic combined with young people racing on Highland Boulevard as they are driving from Highland to Draper. He would be happy to offer his own suggestions for how he feels the City can address the problems.

Mayor Ostler stated that the City Council is also concerned about traffic mitigation issues, and he encouraged Mr. Holladay to email Council@highlandut.gov to provide his suggestions regarding traffic enforcement in the area. He also discussed plans to install a roundabout and traffic medians on the stretch of road going to Suncrest in an effort to calm traffic in the area. He has learned that Draper City is not allowing heavy truck access to the Suncrest area, so all traffic is using Highland roads; this is concerning to him, and efforts are underway to consider a lane specifically for trucks who are having difficulty coming down the road with a steep grade.

2. PRESENTATIONS

a. North Pointe Transfer Station Presentation

Neil Schwendiman from North Pointe Solid Waste Special Service District will provide an update on operations.

Neil Schwendiman of the North Point Solid Waste Special Service District used the aid of a PowerPoint presentation to present municipal solid waste statistics; the District offers solid waste, construction and demolition waste, and green waste services. He presented several graphs that highlighted historical increases in waste from 2012 to 2024 and also offered a comparison of solid waste generated by all cities within the District. He presented residential curbside fee history dating back to 2010; the fee has increased from $29 per month in 2010 to $37.50 in 2025. Throughout his presentation he engaged in high level discussion with the Mayor and Council regarding the waste collection practices of other Utah County cities that are not part of the District; improvements planned at the transfer station and landfill; and problems associated with disposing of certain materials and items, such as lithium batteries.

Council Member Smith stated Mr. Schwendiman has done a great job managing the District for the last five years; he thanked him for the information presented tonight.

3. ACTION ITEMS

a. ACTION/PUBLIC HEARING: PO Zone Text Amendment *Development Code Update (Legislative)*

Rob Patterson, City Attorney/Planning & Zoning Administrator

The City Council will hold a public hearing to consider comprehensive amendments to the Professional Office (PO) zoning district regulations.

City Attorney/Planning & Zoning Administrator Patterson explained a proposed text amendment to the PO zone by an outside party was recently addressed and rejected by the City. The Planning Commission and the City Council directed staff to independently review and propose amendments to the PO zone to address concerns with the functionality and utility of the zone. Staff have prepared draft changes to the PO zone to try and incorporate the Planning Commission and Council's direction. These amendments update virtually every portion of the PO zone regulations. Staff's primary objectives--as staff understood the direction--was to accomplish the following:

- Decouple the original master plan (master site plan, landscaping plan, and design exhibits) from the PO zone but retain certain restrictions to avoid allowing development that is drastically different from what was originally planned.
- Resolve internal inconsistencies within the zone
- Ensure the zone is more generally applicable to any property that is or may be zoned PO

Mr. Patterson provided a high-level overview of the technical ordinance amendments and summarized input provided by some residents during the July 22 public hearing held at the Planning Commission meeting; the Planning Commission voted seven to zero to recommend adoption of the proposed ordinance amendments with the following five stipulations:

- Building height measured from top back of curb
- Exterior colors/materials limit LRV 70%
- Flat roofs no more than 50% of structure
- Buildings on east side of Highland Blvd must use traditional design
- Remove parking requirements for storage units (no anticipated/desired expansion, so no need to plan)

Mr. Patterson noted that the Commission suggestions have been incorporated into the proposed ordinance. He facilitated review of the proposed text amendments and the group discussed topics such as the manner in which building heights will be measured; approval of building material selections; building setbacks and landscaping or hardscaping to be installed in the setback area; roof slopes and building massing; and the appropriate percentage of xeriscaping versus natural landscaping, with the Council opposing natural landscaping in open spaces and preferred traditional landscaping or xeriscaping. There was also extensive discussion about the types of businesses allowed in the PO zone; currently the ordinance prohibits industrial businesses, sexually oriented businesses (SOBs), animal slaughtering businesses, convenience stores, and general retail stores in the PO zone, but any applicant can request permission to operate any type of businesses in the PO zone as long as it is not explicitly prohibited in the ordinance. Mr. Patterson emphasized that staff is working on a thorough review of the land use table for all zones and he likened this proposed ordinance to a 'placeholder' for the next six months until that process is complete.

Council Member Cortney then provided the Mayor and each Council Member with a handout of his suggested amendments to the ordinance; he classified the amendments as substantive and non-substantive and reviewed the document.

Council Member Kim Rodela joined the meeting via Zoom at 7:07 p.m.

The Council discussed the clarifications regarding roof slopes and building materials and concluded to accept his suggested edits.

Mayor Kurt Ostler opened the public hearing at 7:12 p.m.

Liz Rice addressed the section of the ordinance regarding roof pitch; she asked if the current proposal is to allow fifty or seventy-five percent of a building's roof to be flat. Mr. Patterson answered yes. Ms. Rice stated she believes flat roofs are ugly. She then stated she agrees with the Council's opposition to allowing natural landscaping in the open spaces of PO projects; she feels natural landscaping is the same as no landscaping and such areas eventually become unsightly. She then encouraged the Council to consider allowing facilities such as plastic surgery centers that provide medical tattooing services to clients with various medical conditions.

Mayor Kurt Ostler closed the public hearing at 7:14 p.m.

Council Member Cortney asked Mr. Patterson if a facility that offers therapeutic tattooing would generally be allowed in the PO zone. He asked if the definition of tattoo and body piercing shops is broad enough that it would preclude therapeutic tattooing. Mr. Patterson stated the art of tattooing has evolved and he pondered on whether things like therapeutic tattooing or permanent makeup would be allowed in the PO zone if tattoo shops are prohibited. Certain types of licenses are required for permanent makeup that differ from a common tattoo shop. The Mayor and Council engaged in philosophical discussion of whether it is appropriate to prohibit tattoo and piercing shops in the PO zone; they concluded they are comfortable allowing tattooing and piercing if the activity is an accessory or incidental component of the business and such services are offered on a less than full time basis.

The Council concluded to continue consideration and discussion of the ordinance until the next business meeting given that the list of proposed edits provided by Council Member Cortney is significant, and staff needs time to thoroughly review them and incorporate them into the proposed ordinance document.

Council Member Ron Campbell MOVED that City Council CONTINUE the ordinance amending the Professional Office zoning district regulations and standards.

Council Member Smith asked that staff clarify the language surrounding flat roofs and building story limitations. Mr. Patterson stated that staff's ordinance includes a 50 percent limitation on flat roofs, which is what the Planning Commission recommended. He offered an alternative to increase the percentage to 65 percent to align with the percentage pertaining to two-story buildings. Council Members Campbell, Cortney, and Smith stated they prefer no more than 50 percent of the buildings have flat roofs. Council Member Smith added language prohibiting natural landscaping is also important.

Council Member Doug Cortney SECONDED the motion.

The vote was recorded as follows:

Council Member Brittney P. Bills	*Yes*
Council Member Ron Campbell	*Yes*
Council Member Doug Cortney	*Yes*
Council Member Kim Rodela	*Yes*
Council Member Scott L. Smith	*Yes*

The motion carried 5:0

b. ACTION/PUBLIC HEARING: PO Zone Daycare Agreement *Land Use (Legislative)*
Rob Patterson, City Attorney/Planning & Zoning Administrator
The City Council will hold a public hearing to consider approving a legislative development agreement for a property in the Professional Office zone

City Attorney/Planning & Zoning Administrator Patterson explained that the applicant seeks approval of a development agreement entitling them to develop a daycare facility within the PO zone. The current PO zone and master plan (prior to proposed amendments discussed under the previous agenda item) does not permit the applicant's desired building and site layout and requires a conditional use permit for the daycare. The Council discussed and indicated support for daycare development agreement during May 20,2025, meeting. Action on the development agreement is a legislative matter and should be considered and approved the same way as a rezone as the agreement will override and supplement the base PO zoning designation. Mr. Patterson reviewed the site plan for the subject property as well as the terms of the proposed development agreement. The Planning Commission reviewed the application during their July 22 meeting and held a public hearing. One resident commented in favor of the agreement due to the reduced building height. The Planning Commission voted seven to zero to recommend approval of the agreement with the following three stipulations:

1. Vinyl fencing be a non-white, neutral color (beige)
2. Shake shingles be incorporated under eaves
3. Applicant present traffic circulation plan

Mr. Patterson noted items one and two have been incorporated into the agreement. Staff believes that the proposed development aligns with the intent of the PO zone and addresses many concerns raised by adjacent residents:

- Ensures only one building is built on site
- Limits height of building (21' to roof peak, 24' to tower peak, instead of 35')
- Keeps similar total mass of one planned building, but spreads it as a single-story rather than over three stories
- Proposed use is daycare, which is already authorized conditional use in zone, so no new/unauthorized uses
- Building has traditional residential design and materials

Mr. Patterson offered additional staff comments and recommendations; the City Engineer has supported moving the access further north to allow more vehicle queuing on Sunset Dr and did not want to restrict intersection movement. Parking meets minimum city requirements for use. Staff supports the proposed development agreement, and the Council could allow staff to be the Land Use Authority for the final site plan/architecture design so long as they conform to agreement plans. Staff recommends the Council hold a public hearing, give direction on any additional desired conditions, and approve the agreement.

There was brief discussion about the amount of traffic associated with the daycare project and whether it is necessary to include language in the development agreement requiring thoughtful traffic queuing.

Mayor Ostler invited input from the applicant.

Logan Johnson from Wright Development addressed the concerns regarding traffic queuing; he referenced the site plan and traffic circulation plan and clarified that the traffic circulation plan was only provided in response to a request from the Planning Commission; however, he does not anticipate that type of traffic flow and queuing will ever occur and the 13 parking stalls on-site will meet demands of the customer base.

Council Member Campbell asked if parents would simply pull up to the front of the building and drop their children off. Mr. Wright stated staff members will meet parents and children in front of the building to welcome them to the daycare each day; usually there are no more than two or three cars queuing at the drop-off location. If it is necessary for a parent to park and walk their child into the building, the on-site stalls can accommodate that need. Council Member Campbell stated it is important that vehicles queuing to drop off children not block the handicap parking stalls on the site. Mayor Ostler agreed and stated that if the intent is for most patrons to drive through and drop their child off, it would make more sense to eliminate the row of parking spaces directly in front of the building and make that area a drive through lane; this will eliminate blind spots when children are walking between vehicles and into the drive through lane. Council Member Smith agreed. Mr. Wright stated he understands that feedback, but the proposed design has worked effectively at other sites managed by the daycare company. Council Members Smith and Bills indicated they feel the traffic and parking plan is adequate; not all parents will arrive at the site at the exact same time each morning and evening. Council Member Campbell asked if the number of stalls can be reduced by one to dedicate a covered space or walkway specifically for drop-off. Mr. Wright stated he will take that back to the tenant and supported an amendment to the development agreement to reduce parking from 40 to 39 to designate a drop-off area. Council Member Bills stated she is concerned about deviating from the parking requirements in the zoning ordinance; she supports the plan that has been created by the applicant and indicated they are familiar with this process, and their recommendation is appropriate.

Mr. Wright then addressed the Planning Commission's conditions of approval; his client prefers almond-colored vinyl fencing and his architect's vision for the shake shingles on the building differs slightly from the recommendation of the Planning Commission to place them on just a few of the eaves. His architect plans to install shake shingles on all of the eaves.

Mayor Kurt Ostler opened the public hearing at 7:46 p.m.

There was no public comment.

Mayor Kurt Ostler closed the public hearing at 7:47 p.m.

The Council then continued their discussion of parking for the site. The Mayor also polled the Council on Mr. Wright's comments on the fencing and shake shingles. They did not express opposition to an almond-colored fence or using shake shingles on all of the building eaves.

Mr. Patterson asked if the Council is comfortable designating staff as the land use authority for purposes of final review and approval of the site plan. Council Member Smith stated he is comfortable with staff serving as the land use authority because all requirements of the developer are included in the development agreement.

Council Member Doug Cortney MOVED that City Council accept the findings and APPROVE the development agreement with WDG Highland, LLC including the provision allowing city staff to be the land use authority for site plan and architecture review and including an option to decrease one parking space if by doing so we have a direct pedestrian access.

Council Member Ron Cambpell SECONDED the motion.

Mr. Patterson stated that he will advise the applicant to review the parking area on the site plan and determine if they can still provide 40 parking stalls with a protected pedestrian access for drop-off/pick-up.

Mayor Ostler asked if the landscaping on the site exceeds the maximum required by ordinance. Mr. Patteson stated he is unsure but can review that as well. The Mayor and Council indicated a willingness to reduce landscaping below the maximum percentage to achieve 40 parking spaces and a dedicated walkway.

Council Member Cortney sought unanimous consent to withdraw his motion. The Council consented.

Continued discussion among the Mayor, Council and Mr. Wright centered on an opportunity to adjust the landscaping on the site to preserve enough space for a pedestrian walkway from the drop-off location to the building. Mr. Wright stated he is committed to working with the tenant to address the concerns that have been expressed about the safety of children during drop-off/pick-up times and he asked for conditional approval of his application based on his willingness to examine site adjustment options to preserve the 40 parking spaces and also provide a wide enough pedestrian walkway. He stressed that his tenant values child safety greatly.

Mr. Patterson attempted to interpret the desires of the Council to Mr. Wright; he concluded they would like a walkway that vehicles cannot drive through, but that will connect from the drive aisle to the building entrance. The walkway should be five and six feet in width.

Council Member Scott L. Smith MOVED that City Council accept the findings and APPROVE the development *agreement with WDG Highland, LLC including the provision allowing the city staff to be the land use authority for site plan and architecture review, with the following stipulations that we provide a protected entryway to the building as a drop-off site which meets ADA requirements, and maintain 40 parking stalls.*

Council Member Ron Cambpell SECONDED the motion.

The vote was recorded as follows:

Council Member Brittney P. Bills	*Yes*
Council Member Ron Campbell	*Yes*
Council Member Doug Cortney	*Yes*
Council Member Kim Rodela	*Absent*
Council Member Scott L. Smith	*Yes*

The motion carried 4:0

c. **ACTION: County Road Veterinary Clinic Site Plan and Architectural Approval** *Land Use (Administrative)*
Rob Patterson, City Attorney/Planning & Zoning Administrator
The City Council will review a proposed site plan and building architecture, together with the Planning Commission's recommendation on these items, for a vet clinic located in the Wild Rose PD. The Council will issue a final decision.

City Attorney/Planning & Zoning Administrator Patterson explained the Wild Rose Planned Development, near Lone Peak High School, has a commercial district. The district consists entirely of one lot, which is located at 10272 N. North County Blvd, just south of the dental office. Under the Wild Rose PD, "professional, administrative, business, and medical offices" are permitted uses. Staff has interpreted this to include animal medical/veterinary offices. The Wild Rose PD has some development standards as part of the Wild Rose PD narrative and also incorporates certain C-1- zone development requirements. These requirements are summarized below. Ultimately, staff believes that, subject to some final comments and stipulations, the site plan and building architecture satisfy the applicable standards. The Planning Commission is the Recommending Body for both site plan and architecture review approvals, and the Commission recommended approval. The City Council is the Land Use Authority for these items. As this is an administrative review, the application is entitled to approval so long as it conforms or can be made to conform by way of conditions on approval to all City code requirements and standards, unless the Council, on the record, finds that a compelling, countervailing public interest would be jeopardized by approving the application. Mr. Patterson reviewed the site plan and touched on building setbacks, fencing, on-site parking standards, fire access and safety, landscaping, and the required recreation area of a minimum of 4,181 square feet with covered seating areas. He also summarized the architecture and design requirements defined by the Wild Rose PD ordinance. He concluded staff believes the site plan and building design generally conform to City code and Wild Rose PD and recommends approval with one stipulation to correct few remaining issues detailed in review comment sheet dated July 15, 2025:

- Provide UDOT approval of access/utilities/ROW design
- Install gate valve on fire line so hydrant always remain operable
- Provide/retain fence on east side
- Remove private trail connection
- Correct cover for sewer lateral and meet TSSD requirements
- Provide sump so detention pond functions as per corrected storm drain report, recommended to provide headwall and spillway

The Council briefly discussed staff's recommendations and Mayor Ostler inquired as to the location of sewer connection on the site. Mr. Patterson deferred to the applicant to provide that specific detail.

Mayor Ostler invited input from the applicant.

Jeremy Draper, Reeves and Associates Engineers, stated the sewer connection will be along the pathway on the north side; it will be necessary to go under the trail to make the connection.

Council Member Campbell stated it appears the handicap parking stalls on the site plan are designed for left hand accessibility and he asked if that is compliant with the Americans with Disabilities Act (ADA); he is aware of many vehicles that have the handicap access from the passenger side. Mr. Draper stated that is correct; however, the current design was based upon a driver's point of view; if the driver is the person with the disability, it is important to have the access on the driver's side. The stalls are greater than eight feet in width so there is enough room on both sides of the vehicle to load from either side. Council Member Campbell stated he would prefer a stall with loading areas on both sides.

Council Member Smith referenced the location of the dumpster enclosure and asked if there will be a wall along the south side of the dumpster, to which Mr. Draper answered yes.

Mayor Ostler asked if there are regulations for the disposal of deceased animals. Mr. Draper answered yes and stated that a dead animal will never be placed in the trash. Mayor Ostler asked Mr. Draper if his client will finish the other half of the building. Mr. Draper answered yes; his client has several other clinics throughout the State, and their standard model is to complete the first half of the building up front and expand into the remaining space as they grow.

Mayor Ostler asked Mr. Patterson if the City will receive sales tax revenue from the business. Mr. Patterson stated there is no sales tax on the services provided by the clinic, but any product sales will be charged sales tax.

Council Member Scott L. Smith MOVED that City Council accept the findings and APPROVE the County Road Veterinary Clinic site plan and building architecture subject to the one (1) following stipulation recommended by city staff. 1. The corrections and comments provided in the staff review comment sheet, dated July 15, 2025, be addressed and corrected to the city engineer's approval prior to construction.

Council Member Doug Cortney SECONDED the motion.

The vote was recorded as follows:

Council Member Brittney P. Bills	*Yes*
Council Member Ron Campbell	*Yes*
Council Member Doug Cortney	*Yes*
Council Member Kim Rodela	Absent
Council Member Scott L. Smith	*Yes*

The motion carried 4:0

4. EXPEDITED ITEMS

Items in this section are to be acted upon by City Council. These items have been brought before Council previously. The report and presentation may be abbreviated.

a. ACTION: Sewer Slip Lining Project Change Order #1 *General City Management*
Chris Trusty, City Engineer/Public Works Director
The City Council will consider the approval of a change order for the City's annual sewer slip lining project.

City Engineer/Public Works Director Trusty stated that on March 3, 2025 Phase 1 of the project was awarded to Insituform and has recently been completed. At the time of the Phase 1 bids, City staff elected to bid on the remaining portions of the sewer line over the course of the next four years. This was done to check current pricing in the hopes of potentially bundling some projects and/or obtaining pricing now for future phases. Based on the future year bids and staff members' positive experience working with Insituform, on June 17, 2025, Council approved a bid award to Insituform for the Sewer Slip Lining project Phase 2 in the amount of $262,897.80. As a communication item at the July 15 City Council meeting, staff discussed the opportunity to use savings from the project's Phase 1 to increase the Phase 2 portion of the project. Council indicated tentative approval for this. The current proposal is to adjust the Fiscal Year (FY) 2025-2026 budget based upon the following:

- Increases phase 2 from 5,137 linear feet to 8,339;
- Price increase for pumping and traffic control;
- Reduce number of top hats from 16 to 7;
- Reduce to 5% contingency;
- Increase of $78,418.35;
- Total Phase 2: $341,316.20

Council Member Cortney asked if an additional change order will be needed if the expectations communicated tonight are incorrect and more top hats are needed. Mr. Trusty answered yes; he will come back to the Council if that is the case and increased costs exceed the contingency amount.

Council Member Scott L. Smith MOVED that City Council approve the change order for the Sewer Slip Lining Project with Insituform in the amount of $78,418.35, bringing the total cost for Phase 2 of the project to $341,316.20.

Council Member Ron Campbell SECONDED the motion.

The vote was recorded as follows:

Council Member Brittney P. Bills	*Yes*
Council Member Ron Campbell	*Yes*
Council Member Doug Cortney	*Yes*
Council Member Kim Rodela	Absent
Council Member Scott L. Smith	*Yes*

The motion carried 4:0

b. RESOLUTION: Interlocal Cooperation Agreement with Utah County for the Community Development Block Grant (CDBG) Program *General City Management*
Erin Wells, City Administrator
The City Council will consider entering into an interlocal agreement with Utah County to allow the City to apply for CDBG funds.

City Administrator Wells noted that this topic was discussed in detail by the Council and representatives of Mountainland Area of Governments (MAG) Community Development Block Grant (CDBG) program administrators. She expressed wiliness to review the background information if the Council needs a reminder of the issue. The Council indicated they did not need additional information and proceeded to a motion.

Council Member Ron Campbell MOVED that City Council approve the Resolution entering into the Interlocal Agreement with Utah County relating to the conduct of the Community Development Block Grant Program.

Council Member Doug Cortney SECONDED the motion.

The vote was recorded as follows:

Council Member Brittney P. Bills	*Yes*
Council Member Ron Campbell	*Yes*
Council Member Doug Cortney	*Yes*
Council Member Kim Rodela	Absent
Council Member Scott L. Smith	*Yes*

The motion carried 4:0

5. COMMUNICATION ITEMS

Communication items are informational only. No final action will be taken.

a. Annual Resident Survey *Jay Baughman, Assistant City Administrator/Community Development Director*

Assistant City Administrator/Community Development Director Baughman and members of City staff used the aid of a PowerPoint presentation to review the draft questions for the 2025 residents survey.

The Mayor and Council engaged in discussion of the implications of each of the questions and provided staff with feedback and direction regarding appropriate adjustments to make to the draft questions before sending the survey to the residents of the City.

Council Member Doug Cortney MOVED to adjourn at 9:02 p.m.

Council Member Brittney P. Bills SECONDED the motion.

The vote was recorded as follows:

Council Member Brittney P. Bills	*Yes*
Council Member Ron Campbell	*No*
Council Member Doug Cortney	*No*
Council Member Kim Rodela	*Absent*
Council Member Scott L. Smith	*No*

The motion failed 3:1

Council Member Doug Cortney MOVED to extend the meeting to 9:30 p.m.

Staff reminded the Council that a closed session is needed this evening; if the meeting is automatically adjourned at 9:30 p.m., it will not be possible to convene in a closed session.

There was no SECOND. The motion failed.

Council Member Scott L. Smith MOVED to extend the public portion of the meeting until 9:30 p.m. and then move into a closed meeting to talk about property and litigation.

Council Member Doug Cortney SECONDED the motion.

City Attorney Patterson recommended the Council consider an additional motion at the end of the business meeting to adjourn into a closed session.

The vote was recorded as follows:

Council Member Brittney P. Bills	*No*
Council Member Ron Campbell	*Yes*
Council Member Doug Cortney	*Yes*
Council Member Kim Rodela	*Absent*
Council Member Scott L. Smith	*Yes*

The motion carried 3:1

b. Council Meeting Start Time Review *Kurt Ostler, Mayor*

Mayor Ostler announced that since moving meeting start times to 6:00 p.m., meetings have lasted an average of 40 minutes longer, but all agenda items have been addressed. The intent of this agenda item was to evaluate the pros and cons of starting the meeting at 6:00 p.m. Some considerations that have been discussed by City Administration in an effort to short meetings include moving items to the consent agenda that have had previous discussion and approval, such as items in the budget; limiting engagement with the public over the dais; and restricting discussion when a communication item is informational in nature. The Council and staff discussed some difficulties associated with starting meetings at 6:00 p.m. and concluded no change is needed at this time, but it is an issue to be thinking of for future discussion.

c. Election Update *Stephannie Cottle, City Recorder*

City Recorder Cottle stated today was the deadline for submittal of the first financial disclosure for election candidates. All disclosures were submitted on time. The Primary Election will be next Tuesday and a vote center will be open at City Hall from 7:00 a.m. to 8:00 p.m. that day. Anyone in line to cast a ballot by 8:00 p.m. will be allowed to vote.

d. Update on Sprinkler and Park Maintenance *Chris Trusty, City Engineer/Public Works Director*

City Engineer/Public Works Director Trusty provided the Mayor and Council with an update on sprinkler and park maintenance; since the Council's last discussion of the matter, staff has painted grass at the town center and Highland Park prior to the Highland Fling. Additionally, irrigation systems have been maintained and repaired to help to improve watering of other open spaces in the City, and he presented pictures of the improvements that have resulted. The Mayor and Council thanked Mr. Trusty and his team for their response to concerns that have been expressed about brown grass.

e. Community Development Update **(Current Projects List)** *Jay Baughman, Assistant City Administrator/Community Development Director, Rob Patterson, City Attorney/Planning & Zoning Administrator*

Assistant City Administrator/Community Development Director Patterson referred to the current projects list. He also reminded the Council of the next General Plan meeting scheduled for Wednesday, August 13 at 6:00 p.m.

f. Hanover Way Sewer Repair Update *Chris Trusty – City Engineer/ Public Works Director*

City Engineer/Public Works Director Trusty presented a map of the Hanover Way sewer repair project location; the project was needed in order to repair some settling and failure of a circle catch basin. He presented pictures that were taken of the inside of the storm drain line and reported the project contractor has given additional pricing to correct the issues while working at this site. The initial project cost was $98,000 and the cost increase is $18,000. This is something that needs to be completed while the road is open. City Administrator Wells noted staff is seeking tentative approval of the budget adjustment tonight in order to move forward with the project; a formal budget amendment will be brought before the Council at their next business meeting. The Council offered their support for proceeding with the needed repairs.

6. CLOSED MEETING

The City Council may recess to convene in a closed meeting to discuss items, as provided by Utah Code Annotated §52-4-205.

At 9:32 pm Council Member Scott L. Smith MOVED that the City Council recess the regular meeting to convene in a closed meeting in the Executive Conference Room to discuss pending or reasonably imminent litigation and the purchase, exchange, or lease of real property, as provided by Utah Code Annotated §52-4-205.

Council Member Brittney P. Bills SECONDED the motion.

The vote was recorded as follows:

Council Member Brittney P. Bills	*Yes*
Council Member Ron Campbell	*Yes*
Council Member Doug Cortney	*Yes*
Council Member Kim Rodela	*Absent*
Council Member Scott L. Smith	*Yes*

The motion carried 4:0

Council Member Ron Campbell MOVED to adjourn the CLOSED SESSION and Council Member Doug Cortney SECONDED the motion. All voted in favor and the motion passed unanimously.

The CLOSED MEETING adjourned at 10:04 pm.

ADJOURNMENT

Council Member Ron Campbell MOVED to adjourn the regular meeting and Council Member Doug Cortney SECONDED the motion. All voted in favor and the motion passed unanimously.

The meeting adjourned at 10:04 pm.

I, Stephannie Cottle, City Recorder of Highland City, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on August 5, 2025. This document constitutes the official minutes for the Highland City Council Meeting.

Stephannie Cottle, CMC, UCC
City Recorder

Welcome to the Highland City Council Meeting

August 5, 2025

Please Sign the Attendance Sheet

Scan for Agenda

HIGHLAND CITY

1

HIGHLAND CITY

6:00 PM REGULAR SESSION

Call to Order – Mayor Kurt Ostler
Invocation – Council Member Scott L. Smith
Pledge of Allegiance – Council Member Ron Campbell

2

HIGHLAND CITY

UNSCHEDULED PUBLIC APPEARANCES

Time set aside for the public to express their ideas and comments on non-agenda items.

- Please state your name clearly.
- Limit your comments to three (3) minutes.

3

HIGHLAND CITY

PRESENTATIONS

a. North Pointe Transfer Station – *Neil Schwendiman*

4

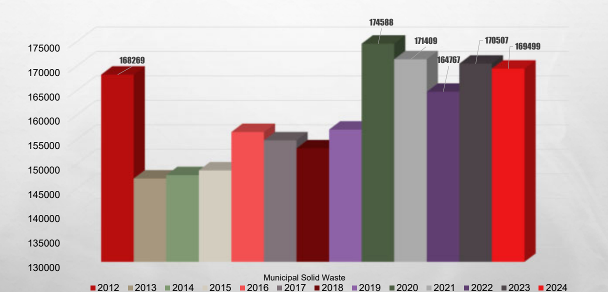
NORTH POINT SOLID WASTE DISTRICT

TALKING TRASH – GARBAGE IN NORTHERN UTAH COUNTY

NORTH POINTE
NP
SWSSD
SAFETY · SERVICE

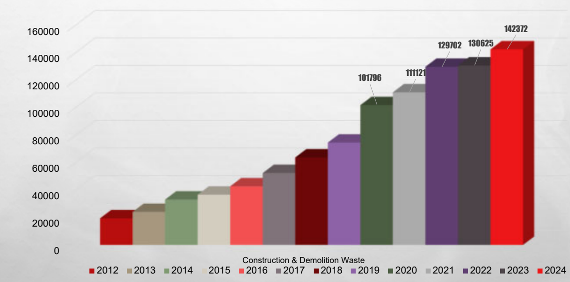
5

TRANSFER STATION TONS - MSW



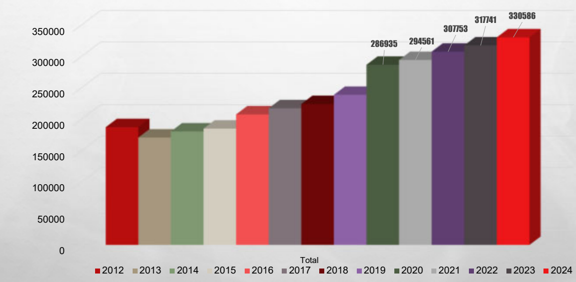
6

TRANSFER STATION TONS – C&D



7

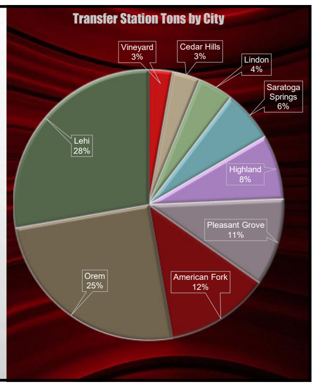
TRANSFER STATION TONS



8

2024 CURBSIDE BY CITY

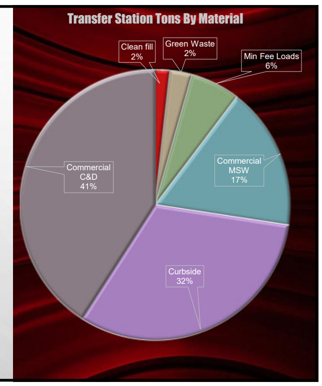
- AMERICAN FORK – 14,516
- CEDAR HILLS – 3,881
- HIGHLAND – 9,059
- LEHI – 32,506
- LINDON – 4,958
- OREM – 29,306
- PLEASANT GROVE – 12,264
- SARATOGA SPRINGS – 7,234
- VINEYARD – 3,340



9

2024 TS TONS BY MATERIAL

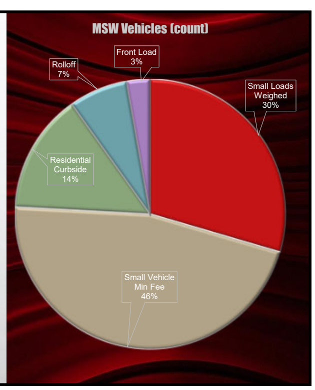
- CLEAN FILL – 6,111
- GREEN WASTE – 9,097
- MIN FEE LOADS (ALL MATERIAL) – 20,701
- COMMERCIAL MSW – 59,359
- CURBSIDE – 110,140
- COMMERCIAL C&D – 142,189



10

2024 TS VEHICLE TYPE (COUNT)

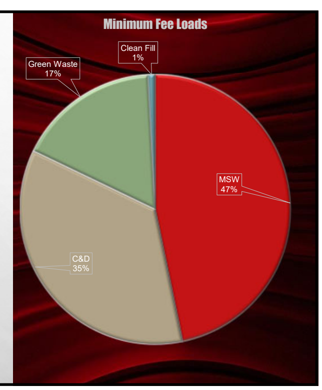
- SMALL LOADS WEIGHED – 26,231
- SMALL VEHICLE MIN FEE – 41,102
- RESIDENTIAL CURBSIDE – 12,720
- ROLL OFF MSW – 6,231
- FRONT LOAD MSW – 2,487



11

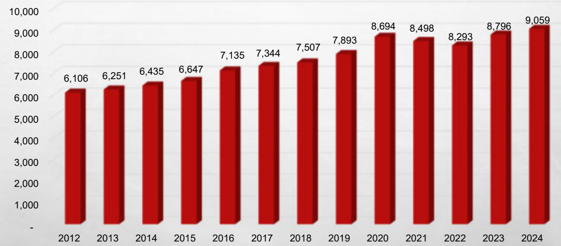
2024 MIN FEE LOADS

- MSW – 9,679
- C&D – 7,327
- GREEN WASTE – 3,520
- CLEAN FILL - 175



12

CURBSIDE TONS



13

RESIDENTIAL CURBSIDE FEE HISTORY

14

HIGHLAND CITY

PO ZONE TEXT AMENDMENT

Development Code Update (Legislative)

Item 3a – Action/Public Hearing

Presented by – Rob Patterson, City Attorney/Planning & Zoning Administrator

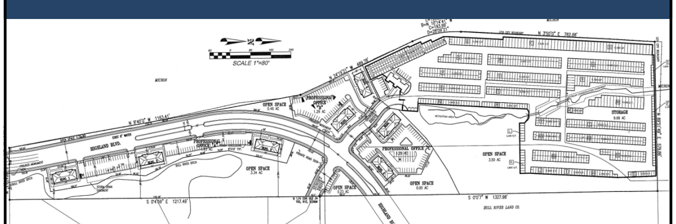
15

Background

- After developer-proposed PO amendment was rejected in March, Council and Planning Commission directed staff to prepare amendments to PO zone
  - Decouple original master plan (site, landscaping, building) from zoning ordinance
  - Update code to make it generally applicable

16

Background



17

Background

- Amendments have been drafted by staff
  - Presented to Planning Commission June 24, 2025
  - Proposed amendments posted on City website since June 25, 2025 (or since June 19 from prior PC meeting)
  - Notice of hearing and amendments published and mailed to all owners of property within PO zone and to adjacent property owners/affected entities on June 26, 2025
  - Asked for comments by July 14
  - One resident written comment received on July 14

18

Planning Commission Action

- Public hearing held July 22
- Resident comments:
  - Median completion
  - Maintain residential/traditional design, limit flat roofs, particularly for homes on east side of Highland Blvd
  - Ensure harmonious landscaping (new xeriscape/old turf)
  - Compliance with loading/unloading times
  - Public comment on new development – public notice/hearings required for CUP and zoning amendments, but not site plans or architectural approval

19

Planning Commission Action

- Planning Commission voted 7-0 to recommend adoption of amendments with 5 stipulations:
  - Building height measured from top back of curb
  - Exterior colors/materials limit LRV 70%
  - Flat roofs no more than 50% of structure
  - Buildings on east side of Highland Blvd must use traditional design
  - Remove parking requirements for storage units (no anticipated/desired expansion, so no need to plan)
- Commission changes (underline) are incorporated

20

Overview of Approach

- Removed all exhibits entirely – no more master plan
  - Removes site plan (number and configuration of buildings)
  - Removes landscaping plan
  - Removes building design requirements (elevations, specific materials, building size)
- One story (+basement) limitation and traditional design requirement directly in code for sites on east side of Highland Boulevard
- Removed all references to specific site plan area and zoned area
- Added or updated code to provide development standards

21

New Standards

- Clarified site design, layout, and sizing requirements
  - No minimum/maximum site size, but coverage, setback, and parking requirements must be met
  - When necessary, requires subdivision or subdivision amendment to ensure site encompasses property
- Established property/water dedication requirements
- New prohibited uses (focused on excluding retail)
  - No gas stations, retail, C stores, motor vehicle/RV/boat/OHV sale, rental, or leasing, restaurants, animal processing, SOBs

22

New Standards

- Added parking space requirements
  - 4 per 1,000 SF building for professional office uses
  - 3 per 1,000 SF building for storage unit offices
- New commercial vehicle parking and loading standards
  - No loading/unloading in driveways or ROW (other than storage unit area), only in designated loading areas between 7 am – 10 pm (done by 10 pm)
  - If site does not have loading areas, no use requiring loading/unloading is permitted without site plan redevelopment
  - One commercial vehicle per unit may be visibly parked (added due to existing parking lots that are all visible from public ROW)

23

Updated Standards

- Parking landscaping requirements have been updated and clarified to require landscaping, parking islands, breaking up of parking areas
- Parking requirements may be adjusted if engineered traffic circulation plan shows better arrangement for parking, access, loading

24

Updated Standards

- Building heights - 35' (as currently allowed) from highest point of top back of curb along ROW with greatest traffic
- In all cases, not lower than 15 feet above highest finished grade (at least one story above grade)

25

Updated Standards

- Setbacks
  - 25' to public ROW, unless parking in rear, then 20'
  - 8' setback of building to private ROW/driveway, but not to on-site parking lot or pedestrian access
  - 10' side setback, unless near residential areas, then 30'
  - 20' rear setback, unless near residential areas, then 30'
  - Side/rear setbacks for storage areas near city boundaries may be 5'
  - Side/rear setbacks not adjacent to residences can be reduced to 5' if reduction allows more efficient use of property, better response to PO zone goals, and building/fire codes are met

26

Updated Standards

- Landscaping includes xeriscape, gives preference for xeriscape and natural open space
- Fencing standards revised to align with fence code and allow only where needed for privacy/screening and if compatible with adjacent fencing/screening
- Retaining walls not allowed unless necessary, and sensitive lands ordinance specifically referenced (restricts cuts/fills and imposes restrictions on development on or near steep slopes)
- Sign section references general city sign ordinance

27

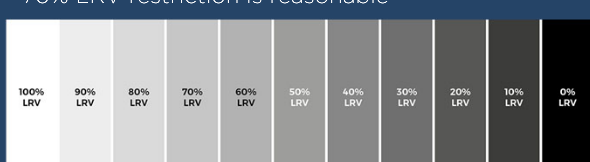
Updated Standards – Building Design

- Facade, entrance, and ornamentation standards
- Fenestration – limits on large, storefront-like wind
- Exterior colors and materials limited to LRV 70% or less
- Roof design (pitched roofs not required)
  - Restrict flat/low-slope roofs to no more than 50% of footprint
  - Not restrict walkable/habitable roofs on single story element
  - Could adjust to 65% to conform to current PO building
- Building massing variation between 1/2-story elements
  - 65% of building can be 2 story, at least 35% one-story element
  - Allows flexibility in massing requirements if

28

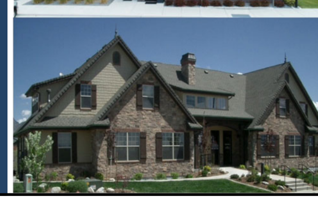
Updated Standards – Building Design

- Brief survey of other cities, most restrictive LRV regulations are 38% to 7%
- 70% LRV restriction is reasonable



29

Updated Standards



30

Staff Review and Recommendation

- Staff recommends the Council hold a public hearing, give direction on any additional desired amendments, and adopt the proposed amendments to the PO zone
- No urgency – if additional time is needed to review changes, item can be continued

31

Motion to Approve

I move that City Council ADOPT the ordinance amending the Professional Office zoning district regulations and standards.

[Council may specify different or additional amendments to be incorporated]

32

HIGHLAND CITY

PO ZONE DAYCARE AGREEMENT
Land Use (Legislative)

Item 3b – Action/Public Hearing
Presented by – Rob Patterson, City Attorney/Planning & Zoning Administrator

33

Background

- Applicant seeks approval of a development agreement entitling them to develop a daycare facility within the PO zone
- Current PO zone and master plan (prior to proposed amendments) does not permit the applicant's desired building and site layout and requires a conditional use permit for the daycare
- Council discussed and indicated support for daycare development agreement during May 20,2025, meeting

34

Vicinity Map

35

Development Agreement - General

- Legislative development agreement – approved the same way as rezone
- Planning Commission and Council have broad discretion to approve, impose conditions, or deny
- Overrides/supplements base PO zone to the extent of conflict between DA and PO zone

36

Current Master Plan

- Current: Two buildings within site
  - Each building can be 2 stories with a basement
  - Each building can have 3400 SF main, plus 3000 SF second story and 3000 SF basement (3400 SF footprint, 9400 SF massing)
  - Total currently planned building size is 6800 SF footprint and 18,800 SF massing

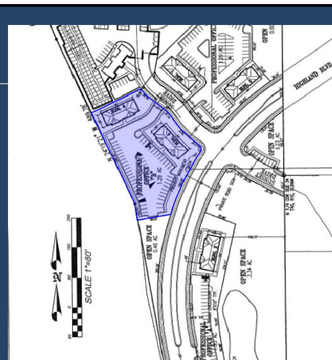
37

Development Agreement - Terms

- Requires development in conformance with approved concept plans (overrides PO master plan)
  - One 10,000 SF single-story building
  - Building design to conform to approved concept elevations
  - Site/landscaping to conform to approved concept plans
  - 40 parking spaces with access on north end of Sunset Dr
- Landscape southern median
- Provide sidewalk along frontages
- Daycare is permitted, not conditional, use (no CUP)
- Still require typical site plan/arch review/building permit approval per city zoning standards

38

Master Plan



39

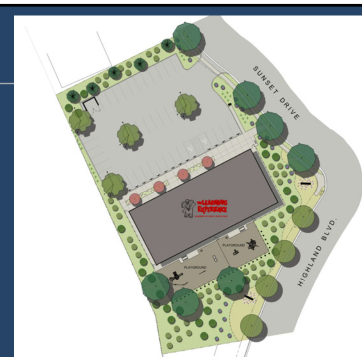
Site Plan

40

Circulation

41

Landscape Plan



42

Current Plan/Zone- Building 4

43

Current Plan/Zone- Building 6

44

Building Elevations

45

Building Elevations

46

Planning Commission Action

- Planning Commission public hearing July 22, 2025
- One resident comment in favor of agreement due to reduced building height
- Planning Commission voted 7-0 to recommend approval with 3 stipulations
  1. Vinyl fencing be a non-white, neutral color (beige)
  2. Shake shingles be incorporated under eaves
  3. Applicant present traffic circulation plan
- Items 1-2 are incorporated into agreement

47

Staff Review and Recommendation

- Staff believes that the proposed development aligns with the intent of the PO zone and addresses many concerns raised by adjacent residents
  - Ensures only one building is built on site
  - Limits height of building (21' to roof peak, 24' to tower peak, instead of 35')
  - Keeps similar total mass of one planned building, but spreads it as a single-story rather than over three stories
  - Proposed use is daycare, which is already authorized conditional use in zone, so no new/unauthorized uses
  - Building has traditional residential design and materials

48

Staff Review and Recommendation

- City engineer supported moving the access further north to allow more vehicle queuing on Sunset Dr and did not want to restrict intersection movement
- Parking meets minimum city requirements for use
- Staff supports proposed development agreement
- Council could allow staff to be the Land Use Authority for the final site plan/architecture design so long as they conform to agreement plans

49

Staff Review and Recommendation

- Staff recommends the Council hold a public hearing, give direction on any additional desired conditions, and approve the agreement

50

Motion to Approve

I move that City Council accept the findings and APPROVE the development agreement with WDG Highland, LLC

[including the provision allowing city staff to be the land use authority for site plan and architecture review].

City Council may specify different or additional terms to incorporate into the development agreement.

51

HIGHLAND CITY

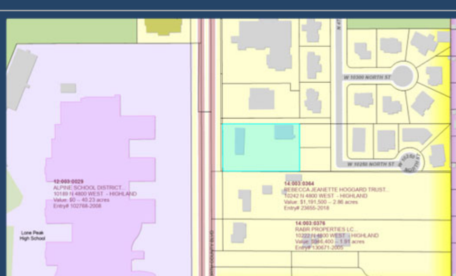
COUNTY ROAD VETERINARY CLINIC SITE PLAN AND ARCHITECTURAL REVIEW

Land Use (Administrative)

Item 3c – Action
Presented by – Rob Patterson, City Attorney/Planning & Zoning Administrator

52

Background

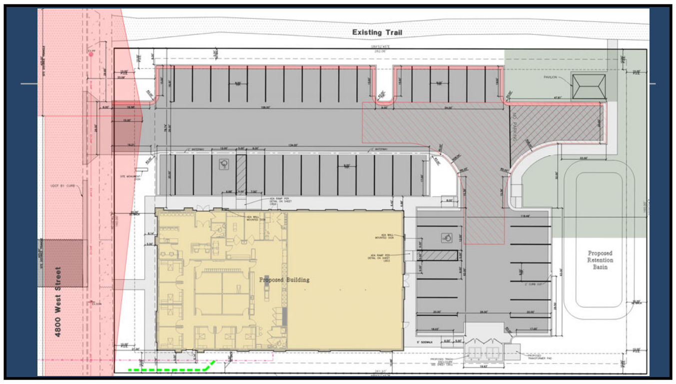


53

Background

- Fairfield Cove Planned Development was amended in May 2020 to allow for reconfigured development
  - Increased size of commercial lot and removed most open space requirements and provided fee in lieu
  - Renamed PD to Wild Rose Planned Development
- Medical uses permitted in Wild Rose PD
- Applicant is seeking two separate approvals for commercial development for vet clinic:
  - Site plan approval
  - Building architecture approval

54



55

Site Plan Requirements

- Building setbacks: front 20', side 10', rear 10'
  - Proposed building meets setbacks
  - Unclear whether apply to other structures (refuse collection)
  - If applied to refuse collection, then likely lose two parking spaces
  - Wild Rose PD only specifies that utility/equipment be outside of front setbacks, outside of public ROWs, and undergrounded or screened – refuse collection is screened per C-1 standards
- Fencing
  - Wild Rose PD requires fencing between commercial and residential districts (east side) – staff stipulation to ensure current fencing remains or, if removed, new fence installed
  - Fence code requires fencing on south property line as adjacent property is residential – site plan includes this fence

56

Site Plan Requirements

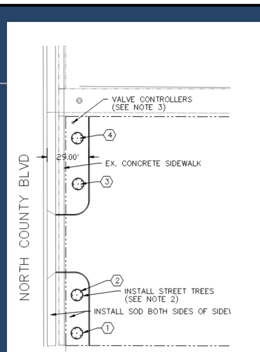
- On-site parking per C-1 standard
  - 4 spaces per 1,000 SF office (applied to portion for clinic)
  - 5 spaces per 1,000 SF retail (applied to remaining portion)
  - 1 ADA space required (2% or min 1)
  - 44 spaces provided (18 for vet clinic, 20 for remaining portion) with 2 ADA accessible spaces
- Fire access and safety
  - Building will be sprinkled, dedicated fire riser installed
  - Staff stipulation to provide permanent hydrant with fire line
  - Fire turnaround provided on-site
- No separate loading area required, per Wild Rose PD

57

Site Plan Requirements

- Landscaping to incorporate xeriscape, highlight entrances, use trees along parking lot, limit turf to areas where people may congregate
  - Wild Rose PD requires trees in UDOT ROW park strip, but staff has concerns with visibility
  - Proposal is for trees outside of driveway sight triangle as per previous Council-approved parkway detail design
  - Xeriscape in park strip and near parking area
  - Turf provided on near building on west side (near 4800 W) and east side within recreation area/detention basin

58



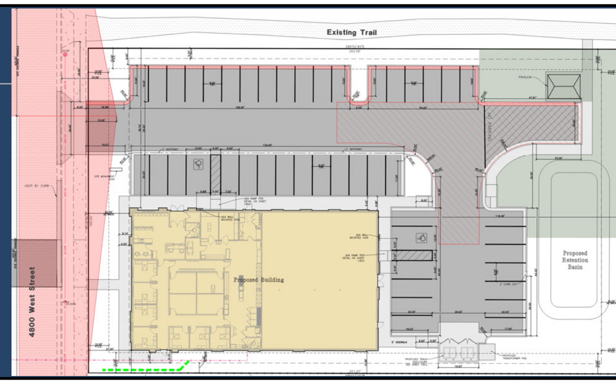
59

60

Site Plan Requirements

- Recreation area with minimum 4,181 square feet, including covered seating areas
  - Providing covered pavilion with picnic table
  - Recreation area includes portion of detention basin
  - Given small size of lot, staff does not have concerns with overlap of recreation area and detention basin
  - Entire area will be landscaped and improved and useable by most common visitors, e.g., pet owners
  - Staff stipulation to remove trail connection – do not want private trail on city property and there is potential utility issue

61



62

Architecture and Design Requirements

- 30' max building height - 23' 7.5" proposed
- Design to meet C-1 standards and be in harmony with example developments in Wild Rose PD
  - No prohibited roof or exterior materials and designs
  - Avoid excessive variety and monotonous repetition. Design to be simple, limited variety of exterior materials with 3 materials total, plus trim
  - Colors limited to soft shades and earth tones – no bright/neon colors
  - All building elevations architecturally treated
  - Screen equipment from view

63

Architecture and Design Requirements

- Example commercial design from Wild Rose PD

64

65

Staff Review and Recommendation

- No public hearing/notice required
- Staff believes site plan and building design generally conform to City code and Wild Rose PD and recommends approval with one stipulation to correct few remaining issues detailed in review comment sheet dated July 15, 2025
  - Provide UDOT approval of access/utilities/ROW design
  - Install gate valve on fire line so hydrant always remain operable
  - Provide/retain fence on east side
  - Remove private trail connection
  - Correct cover for sewer lateral and meet TSSD requirements
  - Provide sump so detention pond functions as per corrected storm drain report, recommended to provide headwall and spillway

66

Motion to Approve

I move that City Council accept the findings and APPROVE the County Road Veterinary Clinic site plan and building architecture subject to the one (1) stipulation recommended by city staff.

67

HIGHLAND CITY

SEWER SLIP LINING PROJECT CHANGE ORDER #1

General City Management

Item 4a – Expedited
Presented by – Chris Trusty, City Engineer/Public Works Director

68

Sewer Lining Background

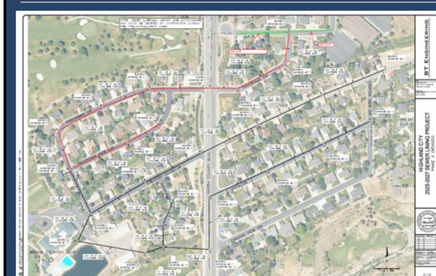
Highland City - Sewer Lining Project
Phase 2 Change Order #1
Printed: 7/30/25

UNIT PRICE SCHEDULE - BASE BID				Insituform Technologies LLC			Change Order #1	
Item #	Description	Unit	Quantity	Unit Price	Amount	Quantity	Unit Price	Amount
	Phase 2 Bid							
2.1	Mobilization	L.S.	1	$5,701.00	$ 5,701.00	1	$5,701.00	$ 5,701.00
2.2	Traffic Control	L.S.	1	$10,859.00	$ 10,859.00	1	$15,173.00	$ 15,173.00
2.3	Bypass Pumping	L.S.	1	$434.00	$ 434.00	1	$829.00	$ 829.00
2.4	Install 8" CIPP Liner (Water, Steam or UV Curing Allowed	L.F.	5,137	$33.00	$ 169,521.00	8,339	$33.00	$ 275,187.00
2.5	RE-Connection of Sewer Lateral	Each	63	$61.00	$ 3,843.00	113	$61.00	$ 6,893.00
2.6	Additional Cost to Install Top Hat Lateral Sealing Liner	Each	16	$3,040.00	$ 48,640.00	7	$3,040.00	$ 21,280.00
	10% Contengency	L.S.	10%	$23,899.80	$ 23,899.80	5%	$16,253.15	$ 16,253.15
	PHASE 2 TOTAL			$ -	$ 262,897.80		$ -	$ 341,316.15

$ 78,418.35 Total Change Order Amount
$ 77,434.00 Phase 1 Savings
$ 984.35 Difference

69

Sewer Lining Background



- Suggestion is to do a budget adjustment from FY25 to FY26 for $77,434
- Increases phase 2 from 5,137 linear feet to 8,339
- Price increase for pumping and traffic control
- Reduce number of top hats from 16 to 7
- Reduce to 5% contin
- Increase of $78,418.35
- Total Phase 2: $341,316.20

70

Motion to Approve

I move that City Council approve the change order for the Sewer Slip Lining Project with Insituform in the amount of $78,418.35, bringing the total cost for Phase 2 of the project to $341,316.20.

71

HIGHLAND CITY

INTERLOCAL COOPERATION AGREEMENT WITH UTAH COUNTY FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

General City Management

Item 4b – Expedited
Presented by – Erin Wells, City Administrator

72

Background

- CDBG program is federally funded
- Cities under 50,000 can apply for funds through the County
- Agreement allows Highland to apply for CDBG funding, but does not obligate us to do so and requires coordination and an additional agreement for any CDBG projects in Highland.
- Highland entered into agreement in 2019 and opted out in 2022 (opportunities every 3 years)

73

Eligible Projects

- Most projects are designed for lower-income residents
- Projects benefitting individuals who are disabled or elderly do not require an income verification
- Potential examples: retrofitting City Hall to be ADA accessible, improving sidewalks with ADA ramps, improving community center for senior citizen activities

74

Motion to Approve

I move that City Council approve the Resolution entering into the Interlocal Agreement with Utah County relating to the conduct of the Community Development Block Grant Program.

75

HIGHLAND CITY

ANNUAL RESIDENT SURVEY

Item 5a – Communication
Presented by – Jay Baughman, Assistant City Administrator/Community Development Director

76

2025 Questions - Draft

How interested are you in the City creating a dedicated space for cremains (like a columbarium) at the cemetery? (Not at all interested to very interested scale)

How closely should the city follow residential water restrictions for its parks? The City should:

- Water less frequently and conserve water, even if parks go brown
- Water the same standard required of residents
- Do extra watering on its high-use parks and visible areas to keep them green
- Do extra watering everywhere to keep public spaces green

77

2025 Questions - Draft

The Highland City Library is funded by a dedicated tax, which funds 98% of the library's operations. This tax was implemented in 2007 and has not been increased since. Since 2007, inflation has increased, library participation/use has increased, and federal grant funding has been eliminated. Despite conservative budgeting and some fundraising, the library cannot sustain its current level of operation without additional funding. Should the city/library:

- Reduce its level of service: including cutting hours of operation, limiting activities like story time, and reducing its book/materials collection (including e-books)
- Supplement the library with funds from the general city budget
- Raise the library tax enough to fund the current level of service, roughly $2.00 a month
- Raise the library tax enough to fund improving the book collection and meet demand for additional materials and activities, roughly $4.00 a month

78

2025 Questions - Draft

How often do you use the Highland City Library, including borrowing e-books and other electronic resources?
(Weekly to never scale)

If the city had additional funds, which areas should be prioritized? *(Select top 3)*
- Community events
- Library
- Public safety (staffing & wages)
- Road maintenance
- Sidewalk connectivity (adding sidewalks where there aren't any)
- Trails & parks maintenance
- Trails & parks amenities

79

2025 Questions - Draft

What age group should Highland focus on adding activities and recreation opportunities for? (choose up to 2)
- Youth
- Teen
- Adult
- Senior

How often do you use Highland's parks, trails, or open spaces? (asked in 2020)

80

2025 Questions - Draft

How often do you use Highland's parks, trails, or open spaces? (asked in 2020)

9. Outside of winter/ bad weather, on average, how often does someone from your household use the parks in Highland and for what purpose? Mark one oval per row.

	Never	Less than 1 time per month	1-3 times per month	1 time per week	Multiple times per week
Organized play: Playing/ practicing a sport with an organized team / for competition / league play	○	○	○	○	○
Passive play: playground, having a picnic with family, playing a sport for enjoyment/ exercise, enjoying nature, etc.	○	○	○	○	○
Other: ______	○	○	○	○	○

10. Outside of winter/ bad weather, on average, how often does someone from your household use the trails in Highland and for what purpose? Mark one oval per row.

	Never	Less than 1 time per month	1-3 times per month	1 time per week	Multiple times per week
Exercise or enjoyment	○	○	○	○	○
Traveling to/ from school	○	○	○	○	○
Traveling to/ from a park in order to play at the park/ playground	○	○	○	○	○
Traveling to/ from another destination	○	○	○	○	○
Other: ______	○	○	○	○	○

81

2025 Questions - Draft

Which of the following recreational opportunities would you like to see more of? (asked in 2020)
- Pickleball courts
- Playgrounds
- Tennis courts
- Volleyball courts
- Gaga ball pit
- Skate park
- Dog park
- Basketball courts
- Walking trails
- Baseball fields

5. What types of recreation elements would you like to see added in Highland parks?
Check up to three boxes.

- ☐ All Abilities Playground
- ☐ Baseball/Softball Fields
- ☐ Basketball Courts
- ☐ Boccee Ball Court
- ☐ Dog Park
- ☐ Equestrian Facilities
- ☐ General Playground Equipment
- ☐ Grass Fields
- ☐ Pickleball Courts
- ☐ Sand Volleyball Courts
- ☐ Skatepark
- ☐ Swings
- ☐ Tennis Courts
- ☐ Walking Paths
- ☐ Other: ______

82

2025 Questions - Draft

Lone Peak Fire has fewer staff at its stations than neighboring cities, due in part to call volumes. Should Lone Peak Public Safety District:
- Keep our staffing levels low, even though they are below minimum standards
- Raise staffing levels to meet minimum standards
- Raise staffing levels relative to the fire risks presented by the adjacent wildland and mountains, and increasingly larger home sizes

83

2025 Questions - Draft

If you have had an interaction with the fire department within the last year, how satisfied have you been with the following:
- Response time
- Handling of your situation or issue

If you have had an interaction with the police department within the last year, how satisfied have you been with the following:
- Response time
- Handling of your situation or issue

84

COUNCIL MEETING START TIME REVIEW

Item 5b – Communication
Presented by – Kurt Ostler, Mayor

85

Information

- Meeting Length Times in 2025
  - 7:00 pm start time – 3:04
  - 6:00 pm start time – 3:44
- Staff Thoughts
  - Positive – Getting through all agenda items
  - Potential positive – Opportunity to be done earlier
  - Negative - Challenging to be ready to go at 6:00

86

Potential Considerations to Shorten Meetings

- Move items to the consent agenda that have had previous discussion and approval such as items in the budget
- Limiting engagement with the public over the dais
- If a communication item is for information purposes, not feedback, staff can email the Council rather than take time during the meeting

87

ELECTION UPDATE

Item 5c – Communication
Presented by – Stephannie Cottle, City Recorder

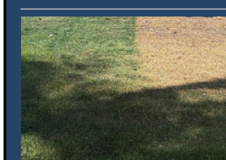
88

UPDATE ON SPRINKLER AND PARK MAINTENANCE

Item 5d – Communication
Presented by – Chris Trusty, City Engineer/Public Works Director

89

Open Space Maintenance Update



- Painted at Town Center this week
- Reordered paint

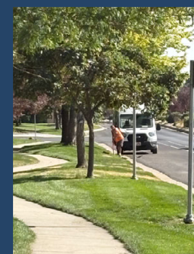
- Painted Highland Park prior to Highland Fling

90

Open Space Maintenance Update

91

Open Space Maintenance Update



92

COMMUNITY DEVELOPMENT UPDATE

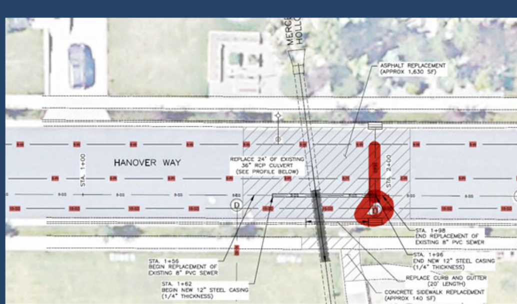
Item 5e – Communication
Presented by – Jay Baughman, Assistant City Administrator/Community Development Director
Rob Patterson, City Attorney/Planning & Zoning Administrator

93

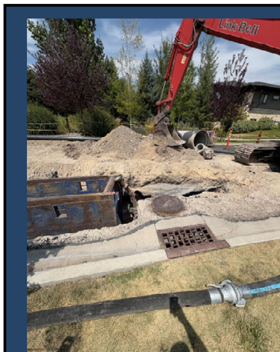
HANOVER WAY SEWER REPAIR UPDATE

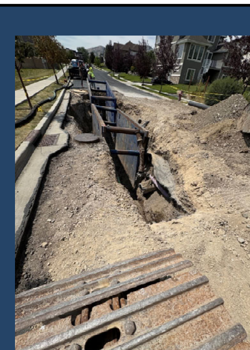
Communication
Presented by – Chris Trusty, City Engineer/Public Works Director

94

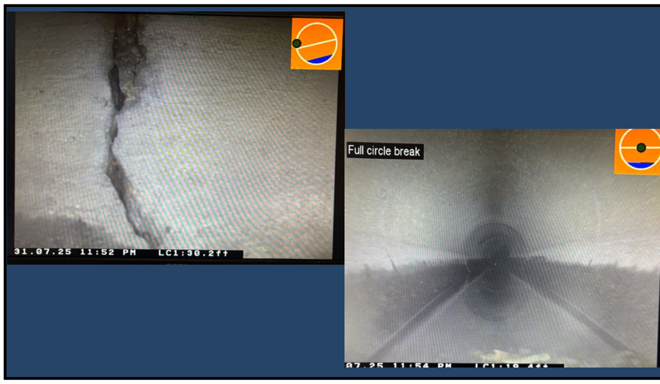


95





96



97

98

(no subject)

BX Baker X Construction <300bxc@gmail.com>
To: Chris Trusty; Ty Christensen

ate: 08/04/2025

#	Date	Product or service	Description	Amount
1.		**15 rcp**	Change order	$2,400.00
2.		**3/4 gravel**		$375.00
3.		**Trucking**	2 Hour minimum	$625.00
4.		**Trench Box**		$1,500.00
5.		**Pipe laser**		$600.00
6.		**Labor**		$2,150.00
7.		**210**		$3,740.00
8.		**Concrete Collars**	$1000 min for 1	$1,350.00
9.		**Curb and gutter (Prep and Pour)**		$2,184.00
10.		**15 rcp**	Extra pipe	$800.00
11.		**3x6 box**		$2,900.00
			Total	**$18,624.00**

Note to customer

Thank you for your business.

99

HIGHLAND CITY

FUTURE MEETINGS

- August 12, Primary Election, 7:00 am to 8:00 pm, City Hall Vote Center
- August 13, City Council/Planning Commission Meeting, 6:00 pm, City Hall
- August 19, City Council Meeting, 6:00 pm, City Hall
- August 26, Primary Election Canvass Meeting, 6:00 pm, City Hall
- August 26, Planning Commission Meeting, 7:00 pm, City Hall
- September 2, City Council Meeting, 6:00 pm, City Hall
- September 3, Lone Peak Public Safety District Meeting, 7:30 am, City Hall

100

Motion to Adjourn to Closed Meeting

I move that City Council recess the regular City Council meeting to convene in a closed meeting in the executive conference room to discuss pending or reasonably imminent litigation, and the purchase, exchange, or lease of real property, as provided by Utah Code Annotated §52-4-205.

101

HIGHLAND CITY

CLOSED MEETING

The Highland City Council has recessed the regular City Council meeting to convene in a closed meeting to discuss pending or reasonably imminent litigation, as provided by Utah Code Annotated §52-4-205.

The regular City Council meeting will adjourn immediately following the end of the closed meeting.

102

Highland City Council
Doug Cortney
August 5, 2025

Agenda Item #3a: PO Zone

Substantive Amendments

3-4903(2)

> 2. The following uses are prohibited;
>
>   a. Residential occupancy is not allowed in the professional offices or storage sheds themselves, but living quarters for full-time employees having onsite responsibilities for this storage facility may be permitted as part of the conditional use process.
>
>   b. General retail
>
>   c. Convenience stores
>
>   d. Gas stations
>
>   e. Sales, rental, or leasing of motor vehicles, recreational and off-road vehicles, boats, and similar conveyances.
>
>   f. Restaurant and food services
>
>   g. Slaughtering of animals or live animal processing
>
>   h. Sexually Oriented Businesses

I propose adding the following three entries to the list:

- Industrial businesses
- Tatoo or body piercing shops, parlors, or facilities
- Thrift or pawn stores

3-4906(5)

> 5. Side and ~~R~~rear setbacks for storage areas near the City boundaries ~~(i.e. along the Micron/Lehi border)~~ can be reduced to five (5) feet.

I propose changing the text "near the City boundaries" to "adjacent to a City boundary."

3-4908(3)

> ~~2.~~3. Berms. A berm shall be no less than thirty (30) feet in width at the base facing an arterial road and no less than twenty (20) feet in width at the base facing any other street or property. It shall be constructed of earthen material and it shall be landscaped. Grading of berms is further detailed in Section 3-4318 of this Code.

This refers to code relating to the C-1 Zone, and there is analogous code in the PO Zone.

I propose striking the text "3-4318" and replacing it with the text "3-4917."

3-4911(5)

5. Landscaping shall incorporate xeriscaping and water-wise landscaping methods~~When inorganic ground cover is used, it shall be in combination with live plants~~. Natural landscaped areas and the preservation of natural open space is encouraged.

I propose striking the text "Natural landscaped areas and the preservation of natural open space is encouraged" and replacing it with the text "The preservation of open space is encouraged."

3-4915

3-4915 Lighting

The following articles shall relate to guidelines for exterior lighting of any professional office development. These articles relate to parking lighting, sign lighting, architectural lighting, safety lighting, and landscape lighting.

The introductory text of most sections has been removed as needless.

I propose striking the introductory text from 3-4915.

3-4916(1)

3-4916 Projections

The following list represents the only projections/construction that shall be permitted within the required setback areas:

1. Front Setback. Roof overhangs

This list is more restrictive than the list found in 3-4906(2).

2. The public street right-of-way line shall be considered the front property line of a lot. Where a lot is bordered on two or more sides by a public street right-of-way, all such sides shall be considered as front property lines, and the area between the front property line and the building lines shall be known as the front setback area in all cases. Canopies, overhangs, and similar coverings may project into the front setback area up to ten feet ~~, as much as 10',~~ if approved by the architectural review Land Use Authority.

I propose inserting the following text at the end of 3-4916(1): ", canopies, and similar coverings if approved by the architectural review Land Use Authority."

3-4917

3-4917 Grading

The following guidelines shall apply to grading of professional office properties:

The introductory text of most sections has been removed as needless.

I propose striking the introductory text from 3-4917.

3-4918

> **3-4918 Utilities/Equipment**
>
> The following articles shall relate to the installment, location and screening of utilities and other exterior equipment:

The introductory text of most sections has been removed as needless.

I propose striking the introductory text from 3-4918.

3-4922(1)(b)

> b. Modern Approach: Flat or gently sloping roofs with wide overhangs, integrating clean lines and large glass panels. A terrace could be included for a modern aesthetic appeal.

Subsection (3) limits flat or gently sloping roofs to 50% of the building footprint

> 3. Where permitted, roofs with a slope of 2:12 or less shall not be used to cover more than 50% of the building footprint. Walkable/habitable roofs over single-story elements of a multi-story building shall not be included in this calculation.

Because of this limitation, I propose inserting the text "Some" immediately before the text "flat or gently sloping roofs" in 3-4922(1)(b) to avoid apparent conflicts between the two.

3-4922(3)

I am concerned that "walkable/habitable roof" is not a defined term and is open to exploitation by developers.

> 3. Where permitted, roofs with a slope of 2:12 or less shall not be used to cover more than 50% of the building footprint. Walkable/habitable roofs over single-story elements of a multi-story building shall not be included in this calculation.

I propose to insert the text "used as balconies, terraces, or walking, congregation, or recreation areas" after the text "walkable/habitable roofs" in 3-4922(3)

Non-substantive Amendments (can be cleaned up after adoption)

3-4903(2)(a)

> a. Residential occupancy is not allowed in the professional offices or storage sheds themselves, but living quarters for full-time employees having onsite responsibilities for this storage facility may be permitted as part of the conditional use process.

I propose changing this as follows.

Residential occupancy is not allowed in ~~the~~ professional offices or storage ~~sheds~~units themselves, but living quarters for full-time employees having onsite responsibilities for ~~this~~a storage facility may be permitted as part of the conditional use process."

3-4909(2)(b)(v)

> v. Loading areas shall be located away from the right-of-way to which the building or site is oriented and screened from public view with buildings, landscaping, or grading. If such screening is not feasible, walls and fences may be approved by the Land Use Authority.

3-4906(2) specifies that a building may have front sides along multiple rights-of-way.

> 2. The public street right-of-way line shall be considered the front property line of a lot. Where a lot is bordered on two or more sides by a public street right-of-way, all such sides shall be considered as front property lines, and the area between the front property line and the building lines shall be known as the front setback area in all cases. Canopies, overhangs, and similar coverings may project into the front setback area up to ten feet ~~, as much as 10',~~ if approved by the architectural review Land Use Authority.

I propose striking the text "right-of-way" in 3-4909(2)(b)(v) and replacing it with the text "right(s)-of-way."

3-4911(4)

> ~~5.~~4. ~~The City may require that l~~Landscaping plans shall be prepared by a ~~registered~~ licensed landscape architect.

All other uses in this section refer to "landscape plans."

I propose striking the text "landscaping plans" and replacing it with "landscape plans" in 3-4911(4).

3-4921(2)(a)

> a. Building material and design shall of a type typically associated with residential construction, including gables, hips, and sheds, with overhangs between two to three feet to soften the building's appearance and maintain residential scale, in accordance with one of the following approaches:

I propose striking the text "shall of a type" and replacing it with the text "shall be of a type."

3-4925(2)

> ~~1.~~2. A landscaping plan that meets the requirements of Section 3-4911 and details the character, location, and extent of landscaping, planting, hardscapes, and other treatment for adjustment to ~~surrounding~~ property.

I propose striking the text "landscaping plans" and replacing it with "landscape plans" in 3-4925(2).

3-4929(5)

> 5. A maximum of two (2) moving vehicles may be displayed outside the enclosed storage facility, with the ability to store an additional maximum of six (6) moving vehicles inside the storage facility, provided that said vehicles are stores in structures containing a roof with no side walls where screened from outside view.

I propose striking the text "stores" and replacing it with the text "stored" in 3-4949(5).