



**MINUTES OF THE CITY OF WEST JORDAN
COMMITTEE OF THE WHOLE**

Tuesday, September 23, 2025 – 4:00 pm

Waiting Formal Approval

8000 S Redwood Road, 3rd Floor
West Jordan, UT 84088

1. CALL TO ORDER

COUNCIL: Chair Kayleen Whitelock, Vice Chair Bob Bedore, Pamela Bloom, Kelvin Green, Zach Jacob, Chad Lamb, Kent Shelton

STAFF: Council Office Director Alan Anderson, Senior Assistant City Attorney Patrick Boice, Mayor Dirk Burton, City Attorney Josh Chandler, Public Works Director Brian Clegg, Policy Analyst & Public Liaison Warren Hallmark, Assistant City Administrator Paul Jerome, Community Development Director Scott Langford, City Administrator Korban Lee, Assistant City Attorney Duncan Murray, Council Office Clerk Cindy Quick, Attendee Brock Hudson

Chair Whitelock called the meeting to order at 4:00 pm and noted that Council Member Bloom had joined remotely.

2. DISCUSSION TOPICS

a. Presentation on “Transit Fresh Look” Study – Wasatch Front Regional Council

Ted Nolten with Wasatch Front Regional Council (WFRC) gave an update on a 2024 “Transit Fresh Look” Study covering the southwest quadrant of Salt Lake County and northwest quadrant of Utah County. He said the purpose of the study was to align stakeholders on a unified transit vision, focus on regional transit connections, and explore options not previously considered. Communities included as stakeholders: Bluffdale, Eagle Mountain, Herriman, Lehi, Riverton, Saratoga Springs, South Jordan, and West Jordan. Mr. Nolten said Mayor Burton and Paul Jerome represented West Jordan on the partnership committee.

Mr. Nolten said the next step in the process was to refine the ideas and vision brainstormed in the previous step. He showed two drafted vision scenarios, and emphasized that proposed changes would be impactful on the entire transit system. Mr. Nolten said one idea involved Bus Rapid Transit (BRT) or enhanced bus with significant improvements along the Redwood Road corridor, and one scenario included BRT from 5600 West along Mountain View Corridor. Mayor Burton said he liked the Redwood Road idea because the improvements would cover three counties.

Mr. Nolten introduced Alex Beim and Chandler Beutler with Utah Transit Authority (UTA). Chair Whitelock expressed concern that Redwood was already a very busy road, and adding a bus would not provide faster transportation. She said investment needed to

be smart, and said she wanted to draw people into West Jordan without adding traffic to the streets. Council Member Jacob commented that Redwood Road was not far from the FrontRunner line, with buses providing transit between Redwood and FrontRunner. He suggested adding options further west.

Council Member Green said all transit options in the area were designed to get people to downtown Salt Lake City or the University of Utah. He commented that transit options in Tokyo, Japan were designed to get people to all areas of Tokyo. Council Member Green suggested the need to be more creative, and suggested offering TRAX lines that did not stop at every station for quicker transportation to targeted locations. Mr. Nolten said he had been excited about the focus on east/west connections with the partnership. Mr. Beim said he agreed the old paradigm had changed. Chair Whitelock said options needed to be provided along Mountain View Corridor to serve the southwest quadrant.

Council Member Shelton expressed the opinion that adding a bus would mean taking cars off the road, which would improve traffic flow. He said he believed BRT on Redwood Road would be useful and improve traffic on Redwood Road. Mayor Burton said the current Redwood Road bus was the most used in West Jordan, and often got full during commuter hours. Mr. Beim confirmed Route 217 on Redwood Road had some of the highest ridership and highest number of people riding per hour.

Council Member Shelton believed UTA had a particularly difficult job in providing services to a spread-out, dense population compared to countries in Europe. Council Member Green referred to the metro system in Washington DC.

Chair Whitelock said the scenarios presented did not include many east/west connections for West Jordan residents. Mr. Nolten said the focus of the study had been further south. He said there was a draft plan, part of the regional transportation plan, that included more ideas for West Jordan, with a work shop scheduled for later in the Fall.

Mr. Nolten said the amount of work required to accomplish the different elements needed to be considered. Council Member Green mentioned that planned UDOT work on Mountain View could provide an opportunity to add BRT. Mr. Nolten said he would take the comment back to the planning team, but said the idea would probably not show up on maps presented in the next few months. He said the planning process was nearing completion, and said the meeting scheduled for November 6, 2025 would focus on the West Jordan area. Mr. Nolten thanked the Council for their feedback.

b. Discussion of Amendments to Title 4, Chapter 2, Article D (Home Occupations)

Senior Assistant City Attorney Patrick Boice presented adjustments to proposed amendments to Title 4 made following a previous discussion with the Council, and asked for further direction.

Council Member Shelton supported encouraging and incentivizing home occupations to acquire a business license. Mr. Boice said the State did not allow cities to charge a license fee of non-impact home occupations. Council Member Green would not want to charge an application fee of non-impact home occupations that were not required by the City to

obtain a business license, but needed a business license as proof of legitimate business. He did not want the City to do anything to get in the way of the success of struggling, starting businesses. Council Member Bedore suggested some type of fee should be charged to contribute to the legitimacy of a business license, since City staff time would be involved. Chair Whitelock agreed with charging an application fee.

Mayor Burton had held a business license in several different communities, and had never felt he should not have to pay to obtain the license. He commented that requiring home occupations to have a business license would help with situations in which neighbors of a home occupation called the City with a complaint or question about the business. Council Member Green stated he did not like the idea of licensing every home-based business. He said he believed the requirement would be impossible to enforce, and pointed out the potential time impact on staff if all non-impact home-based businesses were required to obtain a license. Chair Whitelock commented that residential neighborhoods were not intended to be commercial, and said she liked the idea of having license information for all home businesses to help in addressing complaint situations.

Chair Whitelock suggested using the term “encourage” in the Title. She asked if the Council wanted to require all home businesses to have a business license. No Council Members appeared to respond. Mr. Boice said he suspected a lot of the non-impact home occupations would be computer-based, such as web designers, book keepers, CPAs, or attorneys. Mr. Boice said he suspected requiring a business license of non-impact home occupations would be difficult to enforce. He recommended charging an application fee whether a business license was required by the City or needed by the business owner. Mayor Burton said the application process for a home-based business included explanations of level of impact on a residential neighborhood to help residents know when a business was too impactful, and should be operated from a different location. Council Member Green repeated he did not want to require non-impact home occupations to obtain a business license.

Chair Whitelock read aloud the language proposed by staff. Council Members Green, Lamb, Shelton, and Bloom said they were comfortable with the proposed language. Council Member Jacob said he would be more comfortable reducing the application fee from \$55 to \$25. Mr. Boice said \$55 was the City’s standard application fee. Council Member Lamb said he would prefer not to reduce the application fee. Mr. Boice commented that the staff responsible for business licenses were busy all day, every day.

Chair Whitelock liked the idea of allowing online applications to make the process easier. Mr. Boice said he could look into the possibility. Council Member Shelton asked if an application fee was charged every year with renewal, and Mr. Boice said there was no fee associated with annual business license renewal. Council Members Lamb, Whitelock, Shelton, Bedore, and Bloom indicated they were comfortable with the current application fee. Council Member Jacob said he did not feel strongly either way.

Mr. Boice would bring the proposed amendments back to a future Committee of the Whole meeting.

c. Discussion on Proposed Amendments to West Jordan City Code Titles 2 and 3 Related to Fee Waivers

Council Office Director Alan Anderson said individuals and various groups had asked questions regarding fee waivers in recent years, and said staff requested clarification of City Code related to fee waivers. He said Council Member Green drafted proposed amendments to Titles 2 and 3 earlier in the year, which were subsequently reviewed by the Legal Department. Mr. Anderson said the proposed amendment to Title 2 would add a provision for an organization receiving a fee waiver in excess of \$5,000 to be subject to some auditing interest of the Council. Mr. Anderson said proposed amendments to Title 3 would clarify that the Mayor could forgive penalties, interest, or fines, but waiver of fees was reserved for the City Council.

Chair Whitelock asked how the \$5,000 amount was selected. Mr. Anderson said he and Mr. Boice chose \$5,000 as a starting point. Mr. Boice said Title 2 contemplated both monetary and non-monetary support from the City. Council Member Green was uncomfortable with language requiring proof of registration as a non-profit entity. He pointed out requiring proof of registration as a non-profit would exclude groups such as a neighborhood group planning a neighborhood clean-up event from seeking assistance in the form of fee waivers. Council Member Green wanted the Council to be able to encourage and assist not-for-profit neighborhood groups.

Mr. Boice said the Council could provide monetary assistance to a group if an amount was already set aside in the City Budget. Chair Whitelock asked if the Council could include an amount in the budget for waiving dumpster fees. Mr. Anderson suggested the Council include a line item in the budget from which an amount would be transferred to the Solid Waste Fund when dumpster fees were waived so the Solid Waste Fund remained whole. Responding to a question from Council Member Green about exceeding the budgeted amount, Mr. Anderson said the Council could approve a budget amendment to increase the amount if needed.

Mr. Anderson commented that the Council had recently received a fee waiver request for \$75, which was less than the cost of staff time expended to process the request. Council Member Green responded that government was not always efficient when it was transparent. Mr. Anderson suggested the amount budgeted by the Council for fee waivers could be used to process the waiving of fees totaling less than a specific amount administratively (he suggested \$200), with a report given to the Council. Council Member Green said the goal of State Code 10-8-2, and the goal of the Council in waiving fees, was for transparency. He emphasized that 10-8-2 was designed for accountability, not efficiency.

Council Member Green expressed the opinion that the definition of non-profit included in the language was too narrow. Mr. Boice explained the State process for filing as a non-profit. Council Member Green asked if the City wanted to require neighborhood groups to formally file as a non-profit entity to get a fee waiver. Chair Whitelock asked how to accomplish providing waiver options for both non-profits and neighborhood groups. Mr. Boice said State Code 10-8-2 specifically stated waivers were for non-profit entities, and did not provide for individuals or community groups.

Council Member Bedore said during his time on the Council, the Council had not denied any request for a fee waiver. He suggested a weekly or bi-weekly report to the Council would be transparent, and said staff could alert the Council if waiver requests were submitted that did not seem to fit the Council's idea of recognized entity or neighborhood group.

Chair Whitelock asked if it would be possible for fee waiver requests to be listed with business items on the Council agenda instead of under public hearings, with money set aside in the budget for such requests. Council Member Green said he believed funds would need to be budgeted for a specific organization to get around 10-8-2 requirements.

Mr. Boice read aloud from West Jordan Code 2-6-1 Attachment A, stating the City may provide both monetary and non-monetary assistance to individuals and entities for the safety, health, prosperity, moral well-being, peace, order, comfort, and convenience of City residents.

Council Member Green did not like that Section 2-6-1 did not address how to administer a 10-8-2 study. He suggested taking fee waivers out of Council Contingency funds, with a line item for Council Contingency and Fee Waivers, with requests included with consent items on Council meeting agendas. City Attorney Josh Chandler said he believed the suggestion could work. Mr. Boice recommended avoiding use of the term "fee waiver" if the Council wanted to avoid the need for public hearing. Chair Whitelock suggested "resident requests for betterment of the City." Mr. Chandler said he agreed with avoiding use of the words "fee waiver."

Council Member Green did not want to put the budgeted funds in any specific department budget because requests for waiver of fees could apply to more than dumpster rentals. Chair Whitelock said she agreed the budgeted amount for fee waivers should be a separate line item from Council Contingency. Mr. Chandler suggested the name "community requested projects." Chair Whitelock said she wanted to require a public hearing for entities such as the Jordan Education Foundation.

Council Members Lamb and Jacob asked why the current process needed to change. Chair Whitelock responded that for waiver requests approved for dumpster fees, the Solid Waste Fund would lose. Mr. Chandler said the current process did not align with 10-8-2, and asked the Council if they wanted a process that contemplated for-profit entities and individuals. Council Member Green suggested using 10-8-2 for non-profit entities, and allocating a line item in the Council Budget to waive fees for dumpsters and other requests from groups or individuals not meeting the definition of non-profit entity, with the request added to consent items on the Council agenda.

Mr. Boice said he believed proposed amendments to Titles 2 and 3 would work with what the Council had discussed, with administrative changes to address some situations. Council Member Green said he would be comfortable adopting the proposed amendments for non-profits, and establishing a process in Council Rules to transfer funds to department budgets to cover costs waived. Council Member Lamb said he had never

heard an accounting of how much situations in which fees were waived cost the different departments.

Mr. Anderson said there was not as much impact with fees waived on the General Fund as on restricted accounts (such as the Solid Waste Fund for dumpsters). He commented that solid waste fees would need to be raised over time to cover the impact of fees waived, unless a transfer of funds were approved to make the Fund whole.

Chair Whitelock wanted a different budget line item for fee waivers separate from Council Contingency. Council Member Jacob suggested the Council needed to address which fees they would want to waive, and which fees should not be waived. Council Member Green believed the Council needed to address fee waivers as a whole, and not get in the weeds of which fees the Council would or would not waive. Mr. Boice noted most school districts listed two facility use fees, with a reduced fee for non-profit entities.

Council Member Jacob expressed concern that proposed 3-4-3a did not address requirements for a fee waiver beyond being a non-profit entity. Mr. Boice said under 10-8-2, the language could not address fee waivers for any other group or individual. He said the goal of the proposed amendments was to bring Code more in line with 10-8-2, and repeated that a contingency fund could cover waiver of fees for other groups or individuals.

Mr. Chandler said staff were hoping to learn if a majority of the Council agreed with establishing a policy and budget to reduce or waive fees for groups or individuals who did not fall under the definition of non-profit entity. Chair Whitelock suggested the Council direct staff to work on a way to allow distribution of funds for groups and individuals.

City Administrator Korban Lee referred to 2-6-3, and asked if the intent was to apply to \$5,000 or more in just monetary support, or in-kind and monetary support. Council Member Green suggested changing the language from "city support" to "city funds." Council Members Whitelock, Lamb, Green, and Shelton expressed support. Council Member Green said he was comfortable with a required report if the support was monetary. Council Members Shelton, Whitelock, Bedore, Jacob, and Bloom expressed agreement.

Council Member Bloom asked if the proposed Code was clear on when audits would be required. Mr. Boice said the situation would not involve an audit of books, as much as an inspection of the way funds were managed. Council Member Bloom wanted the language to be clear. Responding to a question from Mr. Lee, a majority of the Council indicated support for proposed Code Section 2-6-3a.

Mr. Boice would bring amendments back to a future work session.

d. Discussion of Regulations on Electric Micro-Mobility Vehicles

Council Member Shelton said he knew the South Jordan City Council was currently addressing problems with children using electric micro-mobility vehicles. He said he knew children in West Jordan were using electric bikes/motorcycles, and expressed

concern about resident safety. Council Member Shelton read aloud a resident complaint. The Council discussed situations they had seen or heard about involving electric micro-mobility vehicles and potential injury of unexpecting individuals. A video of a child riding an e-bike at approximately 35-40 mph on a residential sidewalk was shown.

Chair Whitelock asked if the Council wanted to put a policy in place. Staff commented that electric micro-mobility vehicles with torque could rip up and damage grass in City parks. Mayor Burton showed a sign that read “speed limit 10 mph when pedestrians present”, and said he wanted to post the sign on the Jordan River Trail, and expand to other trails if the sign helped improve the situation. Mayor Burton expressed the opinion that the City should have a policy of 10 miles per hour maximum on residential sidewalks regardless of the mode of transportation.

Responding to a question from Council Member Green, Chief Robertson said State Code set a limit of 50 mph for a scooter. Chair Whitelock believed public education was needed, and suggested the State Legislature should put something in place since all communities were affected. Chief Robertson said his department planned to put some public education information on their social media. He suggested the Council consider putting regulations in place for motorcycles that were not street legal.

Chair Whitelock said she supported the Mayor’s idea to post signs on the Jordan River Trail. Council Members did not voice disagreement. Chair Whitelock asked if data could be collected. Council Member Jacob wanted to see State law. Council Member Green asked if it would be beneficial to restate State Code in City Code to make the expectation clear. A majority of the Council indicated support for directing staff to draft a potential code to bring back at a future Committee of the Whole meeting.

3. ADMINISTRATIVE ITEMS

None

4. ADJOURN

Chair Whitelock adjourned the meeting at 6:20 pm.

I certify that the foregoing minutes represent an accurate summary of what occurred at the meeting held on September 23, 2025. This document constitutes the official minutes for the West Jordan Committee of the Whole meeting.

Cindy M. Quick, MMC
Council Office Clerk

Approved this____ day of____ 2025