



# HIGHLAND CITY COUNCIL MINUTES

Tuesday, September 2, 2025

Approved October 21, 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 Doug Cortney

Pledge of Allegiance: Council Member Scott L. Smith

The meeting was called to order by Mayor Kurt Ostler as a regular session at 6:02 pm. 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 Doug Cortney and those in attendance were led in the Pledge of Allegiance by Council Member Scott L. Smith.

PRESIDING: Mayor Kurt Ostler

## COUNCIL MEMBERS:

Brittney P. Bills	Present
Ron Campbell	Present
Doug Cortney	Present
Kim Rodela	Present
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, Police Chief Brian Gwilliam, Fire Chief Brian Patten, Library Director Karen Liu

OTHERS PRESENT: Jon Hart, Liz Rice, Richard Mendenhall, Charlie Thurston, Ryan Best, Thomas Lenhardt

## 1. UNSCHEDULED PUBLIC APPEARANCES

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

Ryan Best stated he is a business owner and he has a sign in his building advertising gold, silver, and crypto; the building is not a pawn shop or coin dealer and that is the basis of the application he has submitted to the City. Mayor Ostler stated that this application is listed under agenda item 3a and Mr. Best will have an opportunity to address the Council at that point of the meeting.

Mayor Ostler then introduced the City's new Library Director, Karen Liu. He invited Ms. Liu to provide the Council and public with some information about her professional background. Ms. Liu addressed the Council and discussed her professional experience and concluded she hopes to carry on former Director Cardon's legacy

and is committed to making the Highland library a welcoming space for every person in Highland. The Mayor and Council welcomed Ms. Liu to Highland City and thanked her for her willingness to serve.

## 2. CONSENT ITEMS

Items on the consent agenda are of a routine nature. They are intended to be acted upon in one motion. Items on the consent agenda may be pulled for separate consideration.

### a. Approval of Meeting Minutes *General City Management*

*Stephannie Cottle, City Recorder*

July 8, 2025 City Council/Planning Commission General Plan Meeting

*Council Member Doug Courtney MOVED to approve the consent items.*

*Council Member Ron Campbell SECONDED the motion.*

*The vote was recorded as follows:*

<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Courtney</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

*The motion carried 5:0*

## 3. ACTION ITEMS

### a. PUBLIC HEARING/ACTION: Business Use Consideration - Gold Silver Crypto Land Use (Administrative)

*Rob Patterson, City Attorney/Planning & Zoning Administrator*

The City Council will consider a request from Ryan Best of STBL, LLC, dba Gold Silver Crypto, to authorize the precious metals dealing (buying and selling of gold, silver, and precious metals) as a new permitted use within the Ridgeview Planned Development zone. The Council has not previously considered approving a business use in the City for precious metal dealers.

City Attorney/Planning & Zoning Administrator Patterson explained the Ridgeview Planned Development was approved by the City Council on May 19, 2019, which included several planned commercial lots. As part of the PD, the Council also approved a list of permitted, conditional, and prohibited uses for those commercial lots. STBL, LLC, dba Gold Silver Crypto, desires to operate within one of the new commercial buildings within the Ridgeview PD. Recently, they applied for a commercial business license, describing their business as, "We buy and sell physical gold and silver bullion, coins, and related precious metals products." Upon staff review, staff became concerned that this use may not align with the permitted uses within the Ridgeview PD and directed the applicant to file a request for the City Council to consider this use. The primary question at issue in this review is whether the buying and selling of gold, silver, and precious metals is more akin to "collectible sales," "financial institutions," and "retail sales of new merchandise," which are permitted in Ridgeview, or more akin to a thrift store or pawn shop, which are prohibited in Ridgeview. Under the City's newly adopted process for classifying and approving new business uses (HDC 3-101), the City Council can approve a new business use for a zone after holding a public hearing. The applicant is only seeking this use to be approved for the Ridgeview PD. Mr. Patterson summarized the criteria used to determine approval and concluded staff recommends that the City Council hold a public hearing, consider the scope of the requested use and its compatibility with the general plan and Ridgeview PD, and decide whether to approve or deny the request. Staff believes that approving the use

would be appropriate, subject to the limitation that the use not incorporate retail showcases or displays, to avoid the appearance of a pawn shop-style office.

Discussion among the Council and Mr. Patterson centered on the business types that are allowed in the Ridgeview Planned Development, after which the Mayor invited input from Mr. Ryan Best. Mr. Best stated his business concept is an office setting where people can schedule appointments with him to get counsel about purchasing gold, silver, or crypto currency. He stated his business may have come across as being a pawn shop, but it is not; he is not a wholesaler who keeps the items on hand for sale.

Council Member Smith asked Mr. Best how many people he employs, to which Mr. Best answered two full time employees. Mayor Ostler asked if customers could walk in or if they must make an appointment. Mr. Best stated people can receive service by appointment only. The Mayor and Council then questioned Mr. Best regarding other components of his business, including hours of operation, security, the risks associated with marketing the sale of precious metals, and how value of the materials are determined.

*Mayor Kurt Ostler opened the public hearing at 6:23 p.m.*

There were no public comments.

*Mayor Kurt Ostler closed the public hearing at 6:23 p.m.*

Council Member Rodela stated she is comfortable with allowing the business in the Ridgeview PD; she cited House Bill (HB) 306, which classifies this type of business as an applicable interstate business.

*Council Member Kim Rodela MOVED that City Council APPROVE as a permitted use within the Ridgeview Planned Development, "Precious metal sales and purchases," subject to the limitation that the use not incorporate retail showcases or displays.*

*Council Member Scott L. Smith SECONDED the motion.*

*The vote was recorded as follows:*

<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Courtney</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

*The motion carried 5:0*

**b. PUBLIC HEARING/ORDINANCE: Fence Code - Fences Near Trails and Open Space Land Use (Legislative)**

*Rob Patterson, City Attorney/Planning & Zoning Administrator*

The City Council will consider a proposed amendment to the fence code related to privacy fencing near open space and trails.

City Attorney/Planning & Zoning Administrator Patterson explained on July 15, 2025, the City Council discussed a particular situation where a privacy fence had been constructed adjacent to an open space/trail corridor where no trail would be constructed in the near future. The Council discussed whether privacy fences should be permitted near open space areas vs. trail areas. The Council directed staff to prepare potential amendments to the Development Code related to fencing adjacent to open space and trails for the Planning Commission and City

Council to consider. The City's current fencing code, in HDC 3-612(3)(c)(iv), requires fences adjacent to less-visible "trails and open space" to be limited to 4 feet of privacy fencing, with up to 2 feet of open-style fencing on top. This means that any fence near a long and narrow open space area must be partially open, even if there is no trail in the area. There are several examples of this within the City. Some of these open space areas are reserved for future trails, and others are simply open space/park-like areas where no trail is planned. The question presented to the Commission and City Council is whether we should keep the current regulations (applied to trails, planned trail corridors, and open spaces) or if we should modify those regulations in some way. He noted The Planning Commission considered and held a public hearing regarding this matter on August 26, 2025. Four options were discussed during the meeting:

- Option 1 – As-is/No Amendment – Privacy fences are restricted if they are near narrow, lengthy trails or open space areas, regardless of whether trails are existing or planned for that area.
- Option 2 – Amendment – Allow full privacy fencing near open space areas but not trail corridors where trails exist or are planned. This would remove references to "open space" or "open space areas" within the fence code, so privacy fences near open space areas would be permitted, but full privacy fences near trail corridors (whether or not there is currently a trail) would not be permitted.
- Option 3 – Amendment – Allow full privacy fencing near open space areas and trail corridors unless there is a current trail facility. Only if there is an existing trail would the 4' maximum privacy fencing regulation apply.
- Option 4 – Amendment – Remove all regulations for fences near trails and open space, allowing privacy fencing near any open space or trail area.

The Planning Commission ultimately voted in favor of option 2, which allows full privacy fencing adjacent to open space areas, but maintains the 4-foot privacy/2-foot open fencing requirement for all currently regulated trail corridors (both existing and planned trails). Staff recommends that the City Council consider the options discussed by the Planning Commission and the Planning Commission's recommendation, hold a public hearing, and make a decision regarding fencing regulations for fences adjacent to open space and trails. Council Member Smith wondered if the City required Foxwood Estates to fix their fence, would the City be obligated to build the trail even if it's a stub. Further discussion revolved around communication with the developer related to the fence and enforcement of rules.

The Mayor, Council, and Mr. Patterson discussed the definition of open space for the purposes of imposing the proposed fencing regulations; they also debated the reasoning behind the Planning Commission's recommendation and the benefits, if any, of a fence with two feet of open space at the top.

*Mayor Kurt Ostler opened the public hearing at 6:45 p.m.*

Liz Rice stated that as she has been meeting with constituents, she has learned that some have already installed six-foot fences, and some areas are essentially 'orphaned'; she is concerned about inconsistency. She stated that when she was a member of the Planning Commission, one of the reasons for recommending a fence with an open space on the top was to improve safety and security for trail users.

*Mayor Kurt Ostler closed the public hearing at 6:47 p.m.*

The Council debated the merits of each of the four options presented to them, with a focus on the Planning Commission's recommendation. Council Member Rodela stated she likes option four; Council Members Campbell and Bills stated they do not feel the reasoning behind the current ordinance has gone away and they do not want to make changes to the ordinance at this time. They supported option one. Council Member Rodela stated she can also support option one. Council Member Smith referenced the history of the open space regulations in the City and the public concern about trail design and maintenance; many who live along a trail have been very concerned about privacy and security. He does not know why someone would install a fence in their backyard if the top half of the fence is open and he would be leaning towards the Planning Commission's

recommendations based on that matter. This led to continued discussion among the group regarding the need to clearly define the term 'open space' for the purposes of understanding how the proposed ordinance would be enforced. Council Member Smith stated he would also like to see a prioritization of future trail improvements throughout the community so that residents understand if a trail may eventually abut their property and privacy fencing would be disallowed.

Council Member Doug Cortney stated that he supports option two; he feels that it does better define the term 'trail corridor' and removes the problematic term 'open space', which is not clearly defined within the ordinance.

*Council Member Ron Campbell MOVED that the City Council adopt option 1 which is to leave the trail code exactly as it exists and DENY changes to the code regarding fencing near trails and open space.*

*Council Member Brittney P. Bills SECONDED the motion.*

*The vote was recorded as follows:*

<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>No</i>
<i>Council Member Kim Rodela</i>	<i>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>No</i>

*The motion carried 3:2*

**c. ACTION: Highland Town Plaza Lot 3 Site Plan and Architecture Review Land Use (Administrative)**

*Rob Patterson, City Attorney/Planning & Zoning Administrator*

The City Council will review and make a decision regarding a proposed site plan and building architecture for a commercial building in the Town Center Commercial District.

City Attorney/Planning & Zoning Administrator Patterson explained on January 7, 2025, the City Council reviewed an early concept plan for this site in connection with a code amendment application seeking to adjust the setbacks that would apply to this site. The Council unanimously voted to amend the Town Center zoning district to remove most commercial development setbacks in the zone in order to facilitate the concept site plan.

Council Member Cortney asked if the owner of the subject property was part of the Town Center Exaction Fund. Mr. Patterson answered no; they did not participate in the formulation of the development agreement for the Town Center nearly 20 years ago.

Mr. Patterson then explained the subject property, lot three, is the last undeveloped lot within the Town Center Commercial District. Permitted uses include restaurants and drive-throughs and the applicant is seeking two separate approvals for the property: Site Plan approval and building architecture approval. He presented the site plan and highlighted the relationship between the property and adjacent properties, parking accommodations, improvements that have occurred on the site, access points and rights of way, loading areas, and building setbacks. He indicated that in order for the application to be approved, the following findings must be met:

1. The proposed development complies with all provisions of this ordinance, Commercial Design Standards, and all other ordinances, master plans, general plans, goals, objectives and standards of Highland City.
2. The proposed site development plan's building heights, building locations, access points, and parking areas will not negatively impact adjacent properties or the surrounding neighborhood.
3. The proposed development promotes a functional relationship of structures to one another, to open spaces, and to topography both on the site and in the surrounding neighborhood.

4. Ingress, egress, internal and external traffic circulation, off-street parking facilities, loading and service areas, and pedestrian ways, are designed as to promote safety and convenience.
5. All mechanical equipment, appurtenances and utility lines are concealed from view and integral to the building and site design.

Council Member Cortney referenced the crosswalk on the Wendy's property and stated he would like the crosswalk on the subject property to be the same design type, which includes stripes to clearly identify the presence of a crosswalk.

Council Member Campbell expressed concerns about the limited amount of space in the loading zone on the lot; he does not feel there is sufficient space for vehicles to pass a truck that is parked in the loading zone to load or unload product. Mr. Patterson stated that there are other opportunities for circulation throughout the site to avoid a truck that is parked in the loading zone; he added that the City does not have the authority to enforce parking rules on private property.

The Council and staff engaged in high-level discussion regarding the parking plans for the site; appropriate areas to be marked 'no parking' for the purpose of improving traffic circulation on the site; landscaping plan;

Mayor Ostler invited input from the applicant.

Richard Mendenhall stated he is the Manager of the Highland Town Plaza. LLC; he referred to the site plan and aerial images of the site and explained restrictions that have been placed on the site due to previous agreements involving Town Center properties; he expressed a willingness to restrict parking using a deed restriction. This would require trucks to use a designated delivery area, rather than the same driveway that is used by most customer traffic that will be coming to the site. He explained his plans for traffic circulation on the site and engaged in high level discussion with the Council about potential traffic issues on the site and on the drive aisles and roads used to access the site.

Council Member Bills asked if the Council has any authority to deny the application given that it complies with the City's development standards. Mr. Patterson noted the application is administrative in nature and the applicant has 'over-parked' the site, meaning there is more than sufficient parking space on the site based upon the City's land use code. Council Member Bills stated she understands the applicant meets the City's development standards but indicated she feels those standards may be lacking; she believes there will be parking issues on the site. This led to continued discussion among the Mayor, Council, staff, and Mr. Mendenhall regarding potential parking problems on the site based upon the current proposal and existing uses of adjacent lots.

Mayor Ostler asked Mr. Patterson to summarize the Planning Commission's recommendation regarding the application. Mr. Patterson stated the Planning Commission reviewed the site plan and building architecture on August 26, 2025; their discussion also focused on circulation, in particular the impact of vehicles exiting the pick-up window lane into the parking lot and Wendy's drive-through aisle. Ultimately, the Planning Commission voted to recommend approval of the site plan and building architecture, subject to the staff-recommended stipulations and the additional stipulation that the applicant strongly consider installing signage to mitigate confusion and conflicts with the pick-up lane (for example, a yield or stop sign at the lane exit, a sign at the lane exit directing vehicles to turn left [south] out of the lane, sign at entrance of pick-up lane stating the lane is not a drive-through and is for pick-up only).

Council Member Cortney asked Mr. Mendenhall if he is opposed to striping the crosswalks, to which Mr. Mendenhall answered no. City Administrator Wells asked if it would be appropriate to paint a striped walkway from the site to Wendy's. Mr. Mendenhall stated he was planning to install a pedestrian walkway on the site to Wendy's and he identified the proposed location of that walkaway on the site plan.

Mr. Patterson then reviewed the building architecture component of the application; he noted that in order for the building architecture application to be approved, the following findings must be met:

1. The proposed development complies with all provisions of this ordinance, Commercial Design Standards, and all other ordinances, master plans, general plans, goals, objectives and standards of Highland City.
2. The height, location, materials, color, texture, area, setbacks, and mass, as well as parts of any structure (buildings, walls, signs, lighting, etc.) and landscaping, is appropriate to the development, the community and the Town Center Commercial District.
3. The architectural character of the proposed structures is in harmony with, and compatible to, structures in the neighboring environment and the architectural character desired for the Town Center Commercial District; avoiding excessive variety or monotonous repetition.

Mr. Patterson concluded staff have recommended approval of the site plan and building architecture subject to the following two stipulations:

1. The corrections and comments provided in the staff review comment sheet, dated August 21, 2025, be addressed and corrected to the city engineer's approval prior to construction.
2. The applicant strongly consider installing signage with the pick-up lane to manage circulation and help with ingress/egress to and from the lane.

He also noted staff believes the site plan and building architecture application meet the following findings:

1. A restaurant with a pick-up window/lane is a permitted use within the Town Center Commercial District.
2. The proposed site plan, subject to the stipulation recommended by staff, satisfies the requirements of the Town Center Commercial District, all other ordinances, master plans, general plans, goals, objectives and standards of Highland City, for the reasons described in the staff report above.
3. The proposed site plan's building heights, building locations, access points, and parking areas will not negatively impact adjacent properties or the surrounding neighborhood.
4. The proposed development promotes a functional relationship of structures to one another, to open spaces, and to topography both on the site and in the surrounding neighborhood.
5. Ingress, egress, internal and external traffic circulation, off-street parking facilities, loading and service areas, and pedestrian ways, are designed as to promote safety and convenience.
6. All mechanical equipment, appurtenances and utility lines are concealed from view and integral to the building and site design.
7. The proposed building architecture satisfies the requirements of the Town Center Commercial District, all other ordinances, master plans, general plans, goals, objectives and standards of Highland City, for the reasons described in the staff report above.
8. The height, location, materials, color, texture, area, setbacks, and mass, as well as parts of any structure (buildings, walls, signs, lighting, etc.) and landscaping, is appropriate to the development, the community and the Town Center Commercial District.
9. The architectural character of the proposed structures is in harmony with, and compatible to, structures in the neighboring environment and the architectural character desired for the Town Center Commercial District; avoiding excessive variety or monotonous repetition.

*Council Member Doug Courtney MOVED that the City Council adopt the proposed findings and approve the Highland Town Plaza Lot 3 site plan and building architecture, subject to the following three (3) stipulations recommended by staff.*

1. *The corrections and comments provided in the staff review comment sheet, dated August 21, 2025, be addressed and corrected to the city engineer's approval prior to construction.*
2. *The applicant strongly consider installing signage with the pick-up lane to manage circulation and help with ingress/egress to and from the lane.*
3. *Pedestrian crosswalks across the pickup lane will be striped.*

*Council Member Scott L. Smith SECONDED the motion.*

*The vote was recorded as follows:*

<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

*The motion carried 5:0*

Council Member Bills inquired as to the timing of the project. Thomas Lenhardt stated that he will submit the building permit application as soon as possible and will get working on the project as soon as the building permit is issued. Mr. Mendenhall added that parking improvements will be the first component of the project, with plans for the new building to be completed and open in the spring of 2026.

Mayor Ostler asked if the approvals that have been given for the site, including requirement for the drive-through to be used as a pick-up window only, will remain in effect in the event a new tenant moves into the building. Mr. Patterson answered yes; this is based upon the traffic impact study for the site.

**d. RESOLUTION: Highland City Investment Policy General City Management**

*David Mortensen, Finance Director*

The City Council will consider adoption of the Highland City investment policy.

Finance Director Mortensen explained in the July 15, 2025 Council meeting, a presentation was given by Ben Sehy, with Meeder Public Funds, outlining the benefits of investing a portion of the City's fund reserves in a laddered approach, diversifying the length of maturity of the City's investments and reducing interest rate risk. In the August 19, 2025, Council meeting, the conversation continued and ultimately, the Council directed staff to prepare an investment policy and contract with Meeder Public Funds for approval. He used the aid of a PowerPoint presentation to summarize the proposed policy, which discusses prudence, conflicts of interest and ethics, investment objectives and priorities, standards of care, controls that cover allowable investments, diversification, guidelines for deposits with financial institutions, maturity schedule, performance evaluation, and reporting. The policy also gives guidelines regarding the selection of investment advisers and/or brokers and safekeeping of investments. The policy as proposed is in alignment with the Utah Money Management Act that is found in Utah Code Title 51 Chapter 7. He then noted the fiscal impact of the current proposal depends on the results of the investment strategy. The policy is intended to be used in conjunction with an agreement with Meeder Public Funds to manage a portion of the City's overall investments. It is expected that this strategy will help stabilize the interest revenue from investments by diversifying the length of investment maturities and investing some of the City's reserves in longer-term investments and locking in current rates for longer terms. Currently, the majority of the City's fund reserves are invested in the Utah Public Treasurer's Investment Fund (PTIF). This fund provides great liquidity for the City and a decent return on investment currently, but the return on investment is very dependent on the current rates in the market. If market rates decrease, the interest revenue from these investments will decrease accordingly. In that scenario, the fiscal impact of investing some of our funds using a laddered approach with Meeder Public Funds would result in a positive fiscal impact when compared to the status quo. Mr. Mortensen concluded that staff recommends approval of a resolution adopting the Highland City Investment Policy.

Mr. Mortensen requested that the Council change the title of "Investment Officer" to "City Treasurer" in the investment policy. There was a high level discussion with the Council regarding the investment priorities of the City based upon the proposed policy; internal controls; investment decisions based on credit ratings; performance

evaluations of investment decisions; preferred financial institutions for Meeder Public Funds and whether the City has the option of investing with banks that have branches in Highland City; and the need for a quarterly report regarding the results of an investments made.

*Council Member Scott L. Smith MOVED that City Council approve the resolution adopting the Highland City investment policy, with the stipulations that the city council shall receive a report of the progress and financial status on a quarterly basis and including changing the language from "Investment Officer" to "City Treasurer".*

*Council Member Kim Rodela SECONDED the motion.*

*The vote was recorded as follows:*

<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

*The motion carried 5:0*

**e. RESOLUTION: Agreement with Meeder Public Funds General City Management**  
*David Mortensen, Finance Director*

The City Council will consider an agreement with Meeder Public Funds for the management of a \$15 million investment portfolio along with the opening of a US Bank custody account.

Finance Director Mortensen stated this agreement is directly related to the previous agenda item; staff recommends approval of the resolution authorizing an agreement with Meeder Public Funds for the management of a \$15 million investment portfolio along with the opening of a US Bank custody account with Candice Linford, Treasurer, David Mortensen, Finance Director, and Erin Wells, City Administrator, designated as authorized signers on the account. For the service of managing the investment portfolio, the City would be charged a fee of 10 basis points of the total investment amount, or 0.10%. With a proposed \$15 million investment, the City's annual fee would be \$15,000.

Mayor Ostler stated he does not understand the reason for the fees associated with investing. Mr. Mortensen stated that the account is a custodial account, which differs from a typical money market or savings account. Financial institutions that offer custodial accounts must charge a fee to cover the cost of their service. From his experience, US Bank is the most commonly used custodial or trust financial institution. The Council discussed the topic of preferred banks further, with Council Member Smith noting he is uncomfortable selecting US Bank without first approaching the other banking corporations that have a presence in the City to see what services and fees they can offer. Mayor Ostler stated the City could reach out to other banks to determine if they offer custodial accounts and what rates they offer.

Council Member Cortney inquired as to the cost Meeder would charge the City to move its custodial account to another institution. Mr. Mortensen stated that cost would be nominal. Council Member Cortney stated that being the case, he would be comfortable approaching the contract as written and ask staff to investigate options with other financial institutions that have a branch in Highland City over the next six months. Council Member Bills supported that option.

*Council Member Doug Cortney MOVED that the Highland City Council approve the resolution authorizing an agreement with Meeder Public Funds for the management of a \$15 million investment portfolio along with the opening of a US Bank custody account with Candice Linford, Treasurer, David Mortensen, Finance Director,*

and Erin Wells, City Administrator, designated as authorized signers on the account.

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	Yes
Council Member Scott L. Smith	No

The motion carried 4:1

**f. ACTION: Baseball Field Use Policy and Rental Fees** *General City Management*

*Jay Baughman, Assistant City Administrator/Community Development Director, Kim Rodela, Council Member*

The City Council will consider the proposed Highland City Baseball Field Rental Fee Structure and Use Policy.

Assistant City Administrator/Community Development Director Baughman explained on July 1, 2025, Council reviewed a draft version of the Highland City Baseball Field Rental Fee Structure and Use Policy as a discussion item on that meeting's agenda. The draft policy document was developed by staff and Council Member Rodela and is based on information and research gained from other surrounding cities about how they schedule their fields, the fees they charge, and how they interact with the baseball leagues/organizations in the area. During the course of the City Council's discussion, the following items were asked to be changed, clarified, or edited, which are reflected in the final draft:

- Limit of 2 hours for each reservation, game or practice.
- Leagues can reserve fields but not practice times.
- Change reservation time for spring season from January to November.
- As of right now, staff will maintain and prepare the fields. Leagues/teams can prep the field if they have had people trained and approved by the City. Otherwise, there is a \$50 charge to have the City prep the field.
- We will keep the ability for teams to offset rental fees by participating in maintaining the fields through a staff approved contract.
- Highland Family Park baseball field is by reservation only.
- No liability insurance requirements.
- No cancellation fees.

Mr. Baughman used the aid of a PowerPoint presentation to illustrate the proposed fee changes. Council Member Rodela also discussed her research into the matter and the discussions she has had with other cities about their rental policy and rate structures; throughout the presentation, Mr. Baughman and Council Member Rodela engaged in discussion with the Council about formatting future proposed fee schedule changes that are presented to the Council; fee adjustments for non-profit entities; the affordability of the field rental for a local team that is not considered a non-profit; and feedback from local users regarding the field rental policy and fees; resident versus non-resident rates.

The Mayor and Council Members thanked Council Member Rodela for her work on this matter.

Council Member Cortney asked if a rental of the field for two hours includes team access to the field an hour before their game for warm-up time. Council Member Rodela stated that is her preference and staff discussed appropriate changes to the policy and fee schedule to allow for the additional hour of time teams will have access to the field.

Council Member Cortney added he would also like to add boiler plate language to resolutions authorizing the City Recorder, under the supervision of the City Administrator and City Attorney, may make non-substantive corrections to any portion of the resolution or policy for grammatical, typographical, and numbering purposes. Council Member Smith supported Council Member Cortney's recommendation.

*Council Member Kim Rodela MOVED that City Council pass a resolution to adopt the proposed changes to the City Fee Schedule and the Highland City Baseball Field Use Policy as updated today, on September 2, 2025, including the additional 4th clause in the resolution as stated by Council Member Doug Cortney.*

*Council Member Scott L. Smith SECONDED the motion.*

*The vote was recorded as follows:*

<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

*The motion carried 5:0*

#### **4. DISCUSSION ITEMS**

Items in this section are for discussion and direction to staff only. No final action will be taken.

**a. Daycares, In-home Instruction, Home Based Businesses, and Residential Zones Land Use (Legislative) Rob Patterson, City Attorney/Planning & Zoning Administrator, Kurt Ostler, Mayor**

The City Council will consider current regulations related to home occupations as they relate to in-home instruction and daycares.

City Attorney/Planning & Zoning Administrator Patterson explained that during several meetings in 2022, the City Council considered whether to amend the City's home occupation regulations to facilitate daycare, preschools, and other similar in-home instruction (swim lessons, piano lessons, etc.) that operate within a residential property. The Council considered numerous options and potential regulations, including regulating the number of students, requiring distancing between uses, whether to allow non-resident employees, and imposing regulations based on number of students. Ultimately, the Council adopted regulations that allowed the uses within the City's residential zones and allowed non-resident employees, with no limits on number of students. During the discussion, the Council clarified that the newly allowed daycare, preschool, and in-home instruction uses would not apply to the City's planned development areas (Ridgeview, Town Center, Skye Estates, 10700, Wild Rose). He used the aid of a PowerPoint presentation to review the City's current rules for in-home instruction and home-based businesses and asked if there were any concerns with the manner in which staff have interpreted and applied the rules to recent applications.

Mayor Ostler highlighted specific properties for which home based business licenses have been denied; Council Member Cortney stated he is aware of one instance where the homeowner's association (HOA) for a denied party has already approved the home-based business. The Council engaged in philosophical discussion and debate about reasonable adjustments to the ordinance and concluded to extend the current rules to all residential zones with a minimum acreage of quarter-acre lots. Mr. Patterson stated that he would prefer to clarify that home occupations that are classified as daycares or in-home instruction are allowed on all residential properties that meet certain requirements. The Council accepted the recommendation and discussed appropriate lot requirements for daycare and preschool businesses specifically.

#### **5. COMMUNICATION ITEMS**

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

**a. Election Update** *Stephannie Cottle, City Recorder*

City Recorder Cottle reported that the deadline for write-in candidates to file with the City has passed, and there were no write-in candidates who declared. This means there are four individuals running for City Council and one individual running for Mayor. She reviewed the calendar of upcoming important dates for candidates to be aware of.

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

City Administrator Wells reviewed the calendar for the General Plan update project; the ultimate goal is for the City Council to adopt a final General Plan in December. She added the roundabout on Highland Boulevard at 11800 North was approved last week and there are efforts underway to get the roundabout installed before snow hits this winter. City Attorney/Planning & Zoning Administrator Patterson discussed some grant funding opportunities for the project.

Mayor Ostler reviewed the calendar of upcoming City events for the month of September.

## **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 8:57 pm Council Member Doug Cortney 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 Ron Campbell SECONDED the motion.*

*The vote was recorded as follows:*

<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

*The motion carried 5:0*

*Council Member Doug Cortney MOVED to adjourn the CLOSED MEETING and Council Member Scott L. Smith SECONDED the motion. All voted in favor and the motion passed unanimously.*

*The CLOSED MEETING adjourned at 10:12 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 10:13 pm.*

accurate and complete record of the meeting held on September 2, 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

September 2, 2025

Please Sign the Attendance Sheet

Scan for Agenda



**HIGHLAND CITY**

1



## 6:00 PM REGULAR SESSION

Call to Order - Mayor Kurt Ostler  
Invocation - Council Member Doug Cortney  
Pledge of Allegiance - Council Member Scott L. Smith

2



### 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

### CONSENT ITEMS *(5 minutes)*

3a. Approval of Meeting Minutes: July 8, 2025 City Council/Planning Commission General Plan Meeting  
*General City Management*

4

### Motion to Approve

I move that the City Council approve consent item 2a, the approval of meeting minutes from July 8, 2025.

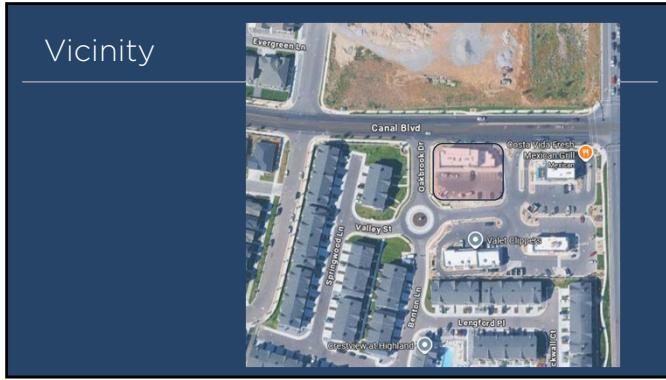
5



### BUSINESS USE CONSIDERATION - GOLD SILVER CRYPTO *Land Use (Administrative)*

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

6

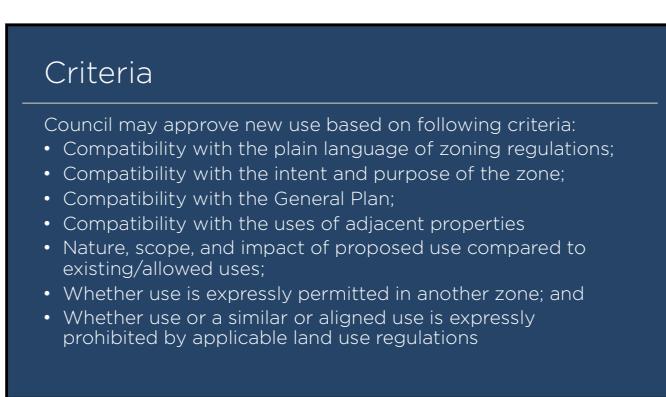


7

## Background

- New application process for new business uses within non-residential zones adopted May 6, 2025
- Site is zoned Ridgeview Commercial
  - Permitted Uses: collectible sales, financial institutions, professional and business offices, “retail sales of new merchandise”
  - Prohibited Uses: thrift stores, pawn shops
- Council

8

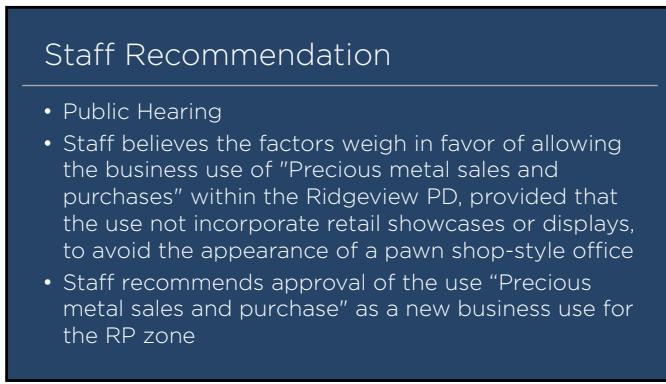


9

## Staff Review

- Is buying and selling of precious metals is more akin to “collectible sales,” “financial institutions,” and “retail sales of new merchandise” or pawn shops?
- Applicant: “We primarily sell new precious metals (gold and silver bullion - bars, coins and rounds) on an appointment basis in an office setting. Any previously owned metal we buy is wholesaled away. There will be no racks or display cases as the office setting is more of a meeting room than a retail store.”
- Appears more similar to permitted than prohibited uses

10



11

## Motion to Approve

I move that City Council APPROVE as a permitted use within the Ridgeview Planned Development, “Precious metal sales and purchases,” subject to the limitation that the use not incorporate retail showcases or displays.

12



## FENCE CODE - FENCES NEAR TRAILS AND OPEN SPACE

### Land Use (Legislative)

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

13

## Background

- City recently dealt with question whether privacy fence should be permitted near an unused trail corridor
- Currently, fence code does not distinguish between trails and open space in terms of fence regulation
- Council directed staff to bring this item to the Planning Commission for review and recommendation

14

### Current Code - Option 1 (As-Is)

• Fences near trails OR open space areas that are less than 30 feet wide and not visible from public areas within 300 feet are limited to 4 feet of privacy fencing, with 2 feet of open-style fencing on top

• This applies to any open space or trail corridor, regardless of whether it is actually used for trail/access purposes

15

### Current Code - Option 1 (As-Is)



16

### Current Code - Option 1 (As-Is)

• Fences currently required to have top 2' open



17

### Amend Code - Option 2 (Not Open Space)

- Planning Commission recommended
- Fences near trail corridors ~~for open space areas~~ that are less than 30 feet wide and not visible from public areas within 300 feet are limited to 4 feet of privacy fencing, with top 2 feet open-style fencing
- Adds definition of “trail corridor”: “property, including an easement, owned by Highland City that has a public trail facility or is planned to be used for public trail facilities or access. Does not include trails and multi-use paths that are immediately adjacent to or part of public rights-of-way.”

18

### Amend Code - Option 2 (Not Open Space)

- View Point could be private (open space), but not Foxwood (planned trail corridor)



19

### Amend Code - Option 3 (Only Trails)

- Fences near ~~trail corridors for open space areas~~ that are less than 30 feet wide and not visible from public areas within 300 feet are limited to 4 feet of privacy fencing, with top 2 feet open-style fencing
- Adds definition of "trail corridor": "property, including an easement, owned by Highland City that has a public trail facility ~~for is planned to be used for public trail facilities or access~~. Does not include trails and multi-use paths that are immediately adjacent to or part of public rights-of-way."

20

### Amend Code - Option 3 (Only Trails)

- Both View Point (open space) and Foxwood (planned but not existing trail) could be private



21

### Amend Code - Option 4 (No Regulation)

- Remove all trail/open space fencing regulations
- Repeals subsection 3-612(3)(c)(iv) entirely
- Special fencing regulations remaining if trail/open space regulations repealed:
  - Corner lots
  - Double-fronted lots
  - Highway/arterial lots

22

### Options

- Option 1 – Leave code as-is, no amendment.
- Option 2 (PC Recommendation) – Amend code to remove open space, so fences near open space areas that are not used or planned for trails can be privacy fencing
- Option 3 – Amend code to remove open space and focus only on existing trails, so only fences near existing trails are required to be partially open
- Option 4 – Amend code to remove all trail/open space fence regulations

23

### Planning Commission

- Public hearing August 26, 2025
- No written comments, one public comment in favor of maintaining open fencing requirement near trails (option 1/2)
- Discussed options and added option 4 for consideration (removal of all trail fence regulations)
- Initial vote was 3-4 (failed) for option 1 (no change)
- Second vote was 5-2 (passed) for option 2 (regulate fences near trails but not open space)

24

## Motion to Approve

**Option 2 – as recommended by Planning Commission**  
I move that City Council ADOPT the ordinance amending fence regulations for fences adjacent to open space and trails.

**Option 3 – only regulate near existing trails**  
I move that the City Council ADOPT the ordinance amending fence regulations for fences adjacent to open space and trails, without the language that includes planned trail facilities or access as regulated trail corridors.

**Option 4 – no fence regulations near open space/trails**  
I move that the City Council AMEND the fence code to repeal subsection 3-612(3)(c)(iv).

**Option 1 – no change, leave as-is**  
I move that the City Council DENY changes to the code regarding fencing near trails and open space.  
[The City Council may specific additional or different amendments to be adopted.]

25

 **HIGHLAND TOWN PLAZA LOT 3 SITE PLAN AND ARCHITECTURAL REVIEW**  
*Land Use (Administrative)*

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

26

## Background



27

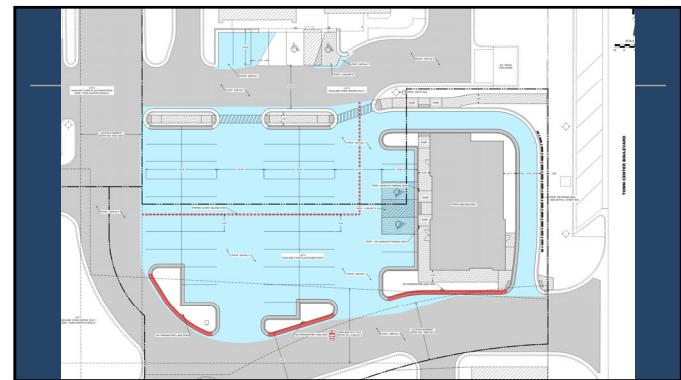
## Background

- Lot 3 of Highland Town Center - last lot to be developed
- Within Town Center Commercial District
- Restaurant and drive-thru permitted uses
- Applicant is seeking two separate approvals for commercial development for lot 3:
  - Site plan approval
  - Building architecture approval

28



29



30

## Site Plan Requirements

- Many improvements have been completed with previous development
  - Town Center Blvd
  - Fencing along southern property line
  - Major drive aisles and accesses to public ROWs
  - Road and internal site utility mains
- No new accesses or public ROWs
- No specific loading areas required under code
- Building setbacks: Due to recent code amendment, only minimum 10' setback from ROW

31

## Site Plan Requirements - Parking

- Parking for retail use: 4 stalls per 1,000 SF
- Current parking:

	Calculated Bldg Size(4x1k SF)	Required	Provided	Extra
Lot 1	6200	24.8	25	36
Lot 2	4600	18.4	19	47
Meier's	13400	53.6	54	46
Wendy's	3300	13.2	14	24
Lot 3	0	0	0	14
	<b>27500</b>	<b>110</b>	<b>110</b>	<b>167</b>
				<b>55</b>

32

## Site Plan Requirements - Parking

- Parking for retail use: 4 stalls per 1,000 SF
- Proposed parking:

	Calculated Bldg Size(4x1k SF)	Required	Provided	Extra
Lot 1	6200	24.8	25	11
Lot 2	4600	18.4	19	28
Meier's	13400	53.6	54	-8
Wendy's	3300	13.2	14	<u>26</u>
<b>Lot 3</b>	<b>2600</b>	<b>10.4</b>	<b>11</b>	<b>12</b>
	<b>30100</b>	<b>120.4</b>	<b>121</b>	<b>180</b>
				<b>57</b>

33

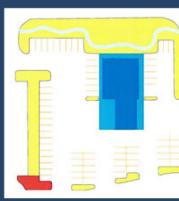
## Site Plan Requirements - Parking

- Required vs Current vs Proposed Parking:
  - Wendy's: 14 req, 24 current, 26 proposed (increase by 2)
  - Lot 3: 11 req, 14 current, 25 proposed (increase by 11)
- Even if both current parking on Lot 3 and Wendy's parking are not counted toward Lot 3's building's new parking requirement, Lot 3 is providing 11 new parking spaces, which meets code minimum
- Site plan better addresses Town Center Blvd parking (11 spaces on west, 13 on east)

34

## Site Plan Requirements - Circulation

- City commercial design standards for Town Center encourages parking lanes to resemble grid pattern (see image), calls out Wendy's current site circulation as "very poor"
- Site plan reconfigures Wendy's site
- Allows more ingress/egress
- Fire marshal supports change
- Red-stripe curb on southern drive



35

## Site Plan Requirements - Circulation

- Traffic Impact Study:
  - 250 total trips, 150 new (100 pass-by)
  - 34 total evening peak hour trips, 20 new (14 pass-by)
    - Peak hour new trips can be handled by 13 new parking spaces (Wendy's/Lot 3) + 11 currently mostly unused adjacent Town Center Blvd parking spaces
    - Peak hour would use 10 more parking spaces to handle all pass-by trips (Town Center Blvd. east [13], overall "extra" spaces)
  - Pick-up window does not interfere with circulation
  - Typical drive-through would not function; future tenants must follow pick-up window arrangement

36

## Site Plan Requirements - Landscape

- Zone requires 15% "of the project area" be landscaped
- Lot 3 on its own does not have 15% landscaping (12%-14% with adjacent 10' sidewalk)
- Staff is comfortable treating "project area" as overall site being affected (Wendy's + Lot 3)
- Combined project has -26.5% landscaping
- Adding landscaping to Lot 3 will reduce parking and impact circulation

37

## Site Plan Requirements - Utilities

- Limited impact to public utility mains
- Staff review comments address remaining issues
  - Relocate Wendy's PI meter to the new parking island
  - Require TSSD approval for sewer connection/traps
  - Provide details of culinary meter box
  - Ensure sewer manhole is covered and located appropriately
  - Clarify how gas and curb inlets function with retaining wall
  - Provide additional, specific details for storm drain system
- Existing refuse area to be expanded with similar design

38

## Architecture and Design Requirements

- 40' max building height from top of curb
  - 24' proposed from finished grade, which is lower than curb
- Materials and Design
  - No prohibited roof or exterior materials and designs,
  - No excessive variety or monotonous repetition
  - 50% of first floor facade facing Town Center Blvd must be rock, brick, or stone – 50% of all facades is architectural stone measured from floor to ceiling of tenant space (first floor) provided
  - Walls must have break every 14' vertical – provided
  - Roofs must avoid long roof lines – provided
  - Awnings/canopies must be provided – provided
  - Colors to be earth tones (white approved) – provided
  - All building elevations architecturally treated – provided
  - Screen equipment from view – provided

39



40



41

## Planning Commission

- Planning Commission reviewed site plan and building architecture on August 26, 2025
- Concerns with circulation and potential conflict between drivers exiting pick-up lane and entering Wendy's drive aisle
- Asked applicant to provide appropriate signage at pick-up lane exit (yield/stop, left-turn only) and entrance (no drive-through/new orders)
- Recommended approval of site plan and architecture

42

## Staff Review and Recommendation

- No public hearing/notice required
- Staff believes site plan and building design generally conform to City Code and recommends approval with two stipulations (staff comments and PC recommendation):
  - The corrections and comments provided in the staff review comment sheet, dated August 21, 2025, be addressed and corrected to the city engineer's approval prior to construction.
  - Applicant strongly consider installing signage with the pick-up lane to manage circulation and help with ingress/egress to and from the lane.

43

## Motion to Approve

I move that the City Council adopt the proposed findings and approve the Highland Town Plaza Lot 3 site plan and building architecture, subject to the two (2) stipulations recommended by staff.  
 [City Council may specify additional or different conditions on approval to ensure the site plan and architecture conform to applicable standards].

44

## HIGHLAND CITY INVESTMENT POLICY

*General City Management*



Item 3d – Action/Resolution  
 Presented by – David Mortensen, Finance Director

45

## Highland City Investment Policy

- Scope
  - Delineation of responsibilities and internal controls for the safekeeping and investment of the City's monies.
- Prudence
  - Prudent Person Rule – "Investments shall be made with the exercise of that judgment and care... which persons of prudence, discretion, and intelligence exercise in the management of their own affairs... considering the probable safety of their capital as well as the probable income to be derived."

46

## Highland City Investment Policy

- Conflicts of Interest and Ethics
  - "All officers of the City that engage in financial transactions shall act in accordance with the highest ideals of honor, integrity, and ethics."
- Objectives
  - In accordance with Utah Money Management Act
  - Safety – Priority 1
  - Liquidity – Priority 2
  - Yield – Priority 3

47

## Highland City Investment Policy

- Controls
  - Allowable Investments
    - Minimum credit rating of single A or its equivalent by two or more public rating agencies.
    - Short-term credit ratings for commercial paper must be top-tier – A1/P1/F1 by two of the three credit rating agencies.
  - Diversification
    - Maximum in any single issuer limited to 5% for Corporate Bonds, Commercial Paper, and other obligations such as revenue bonds of any county, city, or taxing district of the State of Utah.

48

## Highland City Investment Policy

- Controls
  - Diversification (cont.)
    - Maximum in any single issuer limited to 50% for Federal Farm Credit Bank, Federal Home Loan Bank, Federal Home Loan Mortgage Corporation, and Federal National Mortgage Association.
    - 100% investment in any single issuer allowed for U.S. T-Bills, U.S. T-Notes, and U.S. Government Agency Securities.
    - CDs in Utah State Depositories limited to FDIC limit
    - Negotiable CDs limited to 97% of FDIC limit

49

## Highland City Investment Policy

- Controls
  - Guidelines for Deposits with Financial Institutions
    - Maximum unsecured deposits invested with any one Utah Bank shall be limited to 5% of that bank's capital and deposit base.
  - Maturity Schedule
    - Short-term fund maturities scheduled to coincide with cash flow needs
    - Maximum maturity will follow the Utah Money Management Act
      - 5 Years for U.S. Treasuries, Agencies, Negotiable CDs, and State Obligations
      - 3 Years for Floating Rate Corporate Bonds
      - 15 Months for Fixed Rate Corporate Bonds
      - 270 Days for Commercial Paper

50

## Highland City Investment Policy

- Controls
  - Performance Evaluation
    - Portfolio managed in accordance with the parameters in this policy. The PTIF rate will be the benchmark against which the investment portfolio performance will be compared on a regular basis.
  - Reporting
    - Investment Advisers will provide monthly reports to Treasurer.
    - Investment Advisers will have quarterly meetings with staff to discuss reports, performance, and liquidity needs.
    - City Treasurer submits reports to the State as required by the Utah Money Management Act.

51

## Highland City Investment Policy

- Selection of Investment Adviser and/or Broker
  - "The credibility of brokers, dealers and banks will be checked and analyzed. Criteria for selection will include classification on the Utah Money Management Council's Certified Dealer List or Certified Investment Adviser List."
- Safekeeping
  - "All investments must be held in custody/safekeep account provided by a bank or trust company with minimum credit ratings mentioned above for corporate bonds."

52

## Motion to Approve

I move that City Council approve the resolution adopting the Highland City investment policy.

53



## AGREEMENT WITH MEEDER PUBLIC FUNDS

*General City Management*

Item 3e - Action/Resolution  
Presented by - David Mortensen, Finance Director

## Agreement with Meeder Public Funds

- Investment Management Services
  - Investment Portfolio of \$15 Million
  - Funds invested according to the Highland City Investment Policy and the Utah Money Management Act
  - Custodial/Safekeep account with US Bank
  - Total annual fee of 10 basis points (0.10%) of total portfolio balance
    - 0.0925% Meeder Public Funds - \$13,875 on \$15 million portfolio
    - 0.0075% US Bank - \$1,125 on \$15 million portfolio

55

## Motion to Approve

I move that City Council approve the resolution authorizing an agreement with Meeder Public Funds for the management of a \$15 million investment portfolio along with the opening of a US Bank custody account with Candice Linford, Treasurer, David Mortensen, Finance Director, and Erin Wells, City Administrator, designated as authorized signers on the account.

56

## BASEBALL FIELD USE POLICY AND RENTAL FEES

*General City Management*



Item 3f – Action/Resolution  
Presented by - Jay Baughman, Assistant City Administrator/Community Development Director

57

## Proposed Fee Changes

Field Rentals		
	Baseball Field Marking Fee Ball Field Preparation, including striping, per field	\$25.00 \$50.00
Heritage Park, Highland Family Park, and Mitchell Hollow	Cedar Hills City Recreation League	\$2.00 per Highland Resident per Sports Season
Baseball Fields	Other Governmental Agencies	\$5.00 per hour
	For-Profit Entities All Entities	\$30.00 per hour
	Competitions or Clinics/Games	
	Day Rental	\$25.00
	Practices	\$20.00 per hour
	Non-Profit Entities	
	Competitions or Clinics	\$10.00 per hour
	Day-Rental	\$7.00
	Practices	\$5.00 per hour
	Batting Cages, per cage	\$15.00 per hour

58

## Motion to Approve

I move that City Council pass a resolution to adopt the proposed changes to the City Fee Schedule and the Highland City Baseball Field Use Policy as updated today, September 2<sup>nd</sup>, 2025.

59

## DAYCARES, IN-HOME INSTRUCTION, HOME BASED BUSINESSES, AND RESIDENTIAL ZONES

*Land Use (Legislative)*



Item 6a – Discussion  
Presented by - Rob Patterson, City Attorney/Planning & Zoning Administrator

60

## Current Rules

- Daycares and in-home instruction (including preschool) can be operated as home business as exception to normal home business restrictions on use of yard, accessory buildings, outside staff, and parking/traffic
- Daycare/IHI made additional permitted uses in R-1-20, R-1-30, R-1-40
- Daycare/IHI not permitted in Town Center, 10700, or Ridgeview

61

## Questions

- Permit daycare/IHI in Town Center, Ridgeview, or 10700?
  - Only within larger (0.25 acre) single-family lots?
- Any desired changes to current rules?
- Any desired changes to staff's implementation?

62

## ELECTION UPDATE



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

63

## COMMUNITY DEVELOPMENT UPDATE



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

64

## FUTURE MEETINGS

- September 16, City Council Meeting, 6:00 pm, City Hall
- September 23, Planning Commission Meeting, 7:00 pm, City Hall
- September 30, Lone Peak Public Safety District Meeting, 7:30 am, City Hall
- September 30, Site Visit – Beacon Hills, Time: TBD
- October 7, City Council Meeting, 7:00 pm, City Hall
- October 8, Lone Peak Public Safety District Meeting, 7:30 am, City Hall
- October 21, City Council Meeting, 7:00 pm, City Hall
- October 28, Planning Commission Meeting, 7:00 pm, City Hall



65

## 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.

66

**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, and the purchase, exchange, or lease of real property, as provided by Utah Code Annotated §52-4-205.

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