



HIGHLAND CITY

HIGHLAND CITY COUNCIL AGENDA

TUESDAY, MARCH 3, 2026

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

VIRTUAL PARTICIPATION



YouTube Live: <http://bit.ly/HC-youtube>



Email comments prior to meeting: council@highlandut.gov

6:00 PM REGULAR SESSION

Call to Order: Mayor Brittney P. Bills

Invocation: Council Member Doug Cortney

Pledge of Allegiance: Council Member Scott L. Smith

Respect Statement: Mayor Brittney P. Bills

1. UNSCHEDULED PUBLIC APPEARANCES

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

2. PRESENTATIONS

a. Aspen Peaks School District Update

School Board Member, Nicki Brammer, will provide an update on the Aspen Peaks School District.

b. Planning Commission Priority Presentation

Chris Howden, Planning Commission Chair, will present the priorities discussed at the Planning Commission to the Council for their future consideration.

c. Pressurized Irrigation Water Report

Tavis Timothy, contract engineer, and Ernie John, North Utah County Water Coordinator, will provide an update on the current pressurized irrigation water projections for this year.

3. 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

February 17, 2026

b. Ratification of Large Purchases *General City Management*

David Mortensen, Finance Director

The City Council will consider and ratify large purchases made during the month of January 2026.

4. ACTION ITEMS

- #### a. PUBLIC HEARING/ORDINANCE: Parkway Detail Side Yard Setbacks for Accessory Structures *Development Code Update (Legislative)*

Rob Patterson, City Attorney/Planning & Zoning Administrator

The City Council will hold a public hearing to consider a text amendment proposed by John Armstrong, Highland City resident, to reduce the currently required side-yard setbacks for accessory structures near parkway details.

b. PUBLIC HEARING/ORDINANCE: Signs in Residential Professional (RP) Zone Development Code Update (Legislative)

Rob Patterson, City Attorney/Planning & Zoning Administrator

The City Council will hold a public hearing to consider options to amend the City's sign regulations related to the R-P (Residential Professional) zone.

c. ACTION: Chamber of Commerce Membership Consideration General City Management

Erin Wells, City Administrator

The City Council will consider the Highland Alpine Chamber of Commerce's proposal for Highland City to join as a municipal member of the Chamber.

d. RESOLUTION: Fee Schedule Update - Open Space Maintenance Agreements and Property Purchase General City Management

Jay Baughman, Assistant City Administrator/Community Development Director

The City Council will consider updating the Highland City Comprehensive Fee Schedule to add a processing fee for open space land sale applications and to increase the fee for processing maintenance agreement applications.

5. COMMUNICATION ITEMS

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

a. Emergency Preparedness

Liz Rice, Council Member

b. North Utah Valley Animal Shelter — Feral Cat Program

Scott Smith, Council Member

c. Federal Lead Copper Rule Program

David Griffin, Water Superintendent

d. Parks and Open Space Watering Plans 2026

Chris Trusty, City Engineer/Public Works Director

e. Software Consideration for Speed and Traffic Count Monitoring

Chris Trusty, City Engineer/Public Works Director

6. WORK SESSION

a. Pressurized Irrigation (PI) Meters & Usage Rates

City staff will update the Council on the status of the PI Meter Project and discuss next steps in setting rates.

7. 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.

ADJOURNMENT

In accordance with Americans with Disabilities Act, Highland City will make reasonable accommodations to participate in the meeting. Requests for assistance can be made by contacting the City Recorder at (801) 772-4505 at least three days

in advance of the meeting.

ELECTRONIC PARTICIPATION

Members of the City Council may participate electronically during this meeting.

CERTIFICATE OF POSTING

I, Stephannie B. Cottle, the duly appointed City Recorder, certify that the foregoing agenda was posted at the principal office of the public body, on the Utah State website (<http://pmn.utah.gov>), and on Highland City's website (www.highlandut.gov).

Please note the order of agenda items are subject to change in order to accommodate the needs of the City Council, staff and the public.

Posted and dated this agenda on the 26th day of February 2026.

Stephannie B. Cottle, CMC |UCC, City
Recorder

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL CITY COUNCIL MEETINGS.



HIGHLAND CITY COUNCIL MINUTES

Tuesday, February 17, 2026

Waiting Formal Approval

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

6:00 PM REGULAR SESSION

Call to Order: Mayor Brittney P. Bills

Invocation: Council Member Liz Rice

Pledge of Allegiance: Council Member Kim Rodela

Respect Statement: Mayor Brittney Bills

The meeting was called to order by Mayor Brittney P. Bills as a regular session at 6:04 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 Liz Rice and those in attendance were led in the Pledge of Allegiance by Council Member Kim Rodela. Mayor Brittney P. Bills read the respect statement.

PRESIDING: Mayor Brittney P. Bills

COUNCIL MEMBERS:

Ron Campbell	Present
Doug Cortney	Present
Liz Rice	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 Stephanie Cottle, Finance Director David Mortensen (via Zoom), City Engineer/Public Works Director Chris Trusty, Police Chief Brian Gwilliam, Fire Chief Brian Patten

OTHERS PRESENT: Jon Hart, Neil Schwendiman, Alexandra Gruenewald, Taylor Cutler, Braden Hansen, Sam Eggleston, Wesley Warren, Eileen H. Miller, Kevin Pace, Chris Pace

1. UNSCHEDULED PUBLIC APPEARANCES

Anyone may share information with the City Council. If your comments require a response, staff or an Elected Official will contact you. Please limit your comments to three minutes per person. Please state your name.

Alexandra Gruenewald addressed the Council to express concerns about pedestrian safety on the western section of Canal Boulevard, particularly near the intersection at 6180 West. She reported that residents feel their concerns have been ignored for many years, leading some neighbors to stop advocating for change. According to her, the intersection poses a daily safety risk for children and families in the neighborhood. Sun glare along the road

aggravates visibility challenges for drivers, adding to the dangers of pedestrian crossings. Ms. Gruenewald also noted that the decision to connect the road and raise the speed limit to 30 mph was made against community preferences, resulting in increased traffic and speed through their residential area. She expressed a desire to partner with the City to find mutually beneficial solutions for neighborhood residents and through-traffic users and acknowledged a recent productive conversation with City Engineer Chris Trusty.

Taylor Cutler echoed similar concerns about pedestrian safety on Canal Boulevard's west section. She affirmed Alexandra Gruenewald's points about those residents' concerns going unaddressed, which has discouraged some neighbors from continuing to press for changes. Ms. Cutler emphasized that the existing traffic conditions pose credible safety threats to her own children and others because of the visibility issues created by sun glare along the road. She highlighted the community's request to participate in working with the City to devise practical solutions that address both residents and through-traffic needs.

Sam Eggleston brought forth concerns about the increasing traffic volumes on 10400 North. A long-time Highland resident, he mentioned that he has witnessed the traffic steadily growing over his 20-year ownership of property in the area. Mr. Eggleston recognized that this growth was amplified by the construction of seven new homes directly across from his property. An unused irrigation ditch along 10400 North was also cited as a hazard since vehicles have ended up in it, often causing damage to nearby mailboxes. Over the years, pedestrian safety has become increasingly important, particularly since two schools and two large parks are located along 10400 North, contributing to frequent pedestrian activities involving children using the road daily. Mr. Eggleston asked the City to improve pedestrian protection measures on this increasingly busy street.

2. PRESENTATIONS

Items in this section are formal presentations by invited organizations or individuals. If further discussion is needed, it will be brought to the City Council on a future agenda.

a. North Pointe Special Service District Update

Neil Schwendiman will provide an update related to matters with North Pointe Special Service District.

Neil Schwendiman, representing North Pointe Solid Waste Special Service District, provided the Council with a comprehensive overview of district operations and future plans. He covered the history of the district, including the opening of the current transfer station in 1993, the transition from rail to truck transport in 2006, and the district's membership in the Northern Utah Environmental Resource Agency (NUERA), which provides access to the Bayview Landfill and helps control disposal rates.

Mr. Schwendiman reviewed the range of services provided, including residential curbside collection, commercial front-load and roll-off service, construction and demolition (C&D) waste, green waste composting, household hazardous waste collection, and recycling of tires, metals, and electronics. He noted a new initiative to screen incoming soil material to potentially produce sellable topsoil. Total transfer station tonnage in 2025 was just under 329,000 tons. Highland City accounted for approximately 7% of residential curbside waste at just over 9,100 tons, the highest level on record for the City.

On rates, Mr. Schwendiman noted the curbside fee has risen incrementally and stands at \$36 per month, with a \$1 increase anticipated in July 2026 due to rising costs at Bayview Landfill. He noted that the district's disposal cost of \$11.50–\$12.50 per ton at Bayview remains significantly lower than comparable Utah facilities, which range up to \$51 per ton.

Regarding future facility plans, Mr. Schwendiman described a phased project to construct a new 70,000 square foot transfer station building on the current site, along with automated inbound and outbound scales to improve commercial traffic flow. C&D operations will be temporarily relocated to the top of the old landfill during construction.

Council discussion touched on several topics. Council Member Campbell asked about the origin of the term "tipping fee" and inquired about potential state legislation allowing heavier trucks; Mr. Schwendiman confirmed he was unaware of the legislation but noted more weight per truck would improve efficiency, though road regulations limit trailer configurations.

Council Member Rice asked about the topsoil or mulch that is available for residents. Mr. Schwendiman explained the process by which topsoil is diverted from the landfill and made available to residents.

Council Member Smith, who serves on the District's Governing Board, acknowledged the District's strong management and raised the issue of lithium-ion battery fires, with Mr. Schwendiman describing a significant 2024 fire and explaining that the new transfer station will include a water cannon, infrared cameras, and improved fire suppression. Mr. Schwendiman also described the seagull management challenges at Bayview Landfill, where approximately 300,000 seagulls had been nesting, requiring the use of professional falconers to displace them.

Council Member Cortney expressed a desire to receive a copy of the presentation provided by Mr. Schwendiman.

Council Member Rodela and Mayor Bills thanked Mr. Schwendiman for the information provided this evening.

b. Open and Public Meeting Training

City Attorney, Rob Patterson, will present the annual training to the Council relating to Open and Public Meeting Laws.

City Attorney Rob Patterson presented the annual Open and Public Meetings Act (OPMA) training. He explained that a "meeting" is defined as when a quorum of council members is present at a gathering that has been called by the Mayor. Chance encounters or attendance at other bodies' meetings do not constitute a meeting requiring public notice. Mr. Patterson emphasized that both the deliberative process and the resulting actions of the Council must be conducted openly. He cautioned against using text messages or emails to discuss agenda items during meetings, as this undermines the principle of open deliberation. He also clarified the distinction between a public meeting — which is fundamentally the Council's meeting to conduct its business — and a public hearing, where the public has a formal right to comment. Outside of a public hearing, the Mayor and Council have discretion over whether to allow public participation.

Council discussion included a question from Council Member Smith about attending Planning Commission meetings as a quorum. Mr. Patterson advised that if attendance is coordinated, a notice of quorum should be filed, but he noted that as a practical matter he prefers Council Members not actively participate in Commission deliberations to preserve the Commission's independence, while acknowledging that Council Members may still participate as residents. Council Member Rice confirmed she regularly attends Planning Commission meetings and intended to continue doing so. Mr. Patterson confirmed no substantive changes to OPMA had occurred since the prior year's training.

c. New Employee Introduction

City Administrator, Erin Wells, will introduce new employees to the City Council.

City Administrator Erin Wells introduced two new City employees. Colton Brierly joined as a Streets Operator, having previously worked for Draper City with extensive snowplow experience, including experience on Suncrest, making him well-suited for snowplow duties in Beacon Hills. Magpie Treadwell joined as a Library Assistant in a grant-funded position supporting senior activities held on Fridays. The Council was also informed that the City is still actively seeking to fill the City Arborist and a Staff Engineer position, the latter of which has been difficult to fill.

3. 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
February 3, 2026

- b. **Approval of Meeting Minutes General City Management**
Stephannie Cottle, City Recorder
February 5, 2026

- c. **Planning Commission Appointment General City Management**
Brittney Bills, Mayor
The City Council will consider the Mayor's request to ratify the appointment of Wesley Warren to the Planning Commission.

Council Member Liz Rice requested to pull 3c off the consent agenda.

Mayor Bills noted Council Member Cortney has identified some changes that need to be made to the minutes and they are included in a written document provided to the entire Council and the City Recorder.

Council Member Doug Cortney MOVED that the City Council adopt the consent agenda, as amended, with the amendments to the minutes that were distributed and available to the members of the public.

Council Member Scott L. Smith SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>Yes</i>
<i>Council Member Liz Rice</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

Regarding item 3c, concerning the ratification of the Mayor's appointment of Wesley Warren to a four-year term on the Planning Commission, Council Member Rodela expressed strong support for Mr. Warren, noting his exceptional attendance record at Planning Commission meetings throughout the year. Council Member Smith stated he appreciated Mr. Warren's dedication and consistent attendance, and noted that while the two may differ politically, he had observed Mr. Warren's votes to be thoughtful and well-reasoned. Council Member Campbell stated he could think of no resident more qualified than Mr. Warren, citing his longstanding participation and thorough engagement with planning issues even before serving as an alternate on the Planning Commission.

Council Member Cortney noted that the opening had been properly publicized in the City newsletter. While he did not offer specific personal comments about Mr. Warren's qualifications, his remarks reinforced the transparency and fairness of the appointment process by citing the public notification.

Council Member Rice expressed genuine respect for Mr. Warren and acknowledged they had developed a mutual working relationship. However, she stated that she could not in good conscience vote in favor of the appointment

because Mr. Warren does not recite the Pledge of Allegiance, a matter of personal conviction she felt obligated to note publicly. She indicated she had informed Mr. Warren of her position prior to the meeting.

Mayor Bills offered Mr. Warren the opportunity to provide input or respond to the comments made, which he declined.

Council Member Ron Campbell MOVED to approve consent item 3c to ratify the mayor's appointment of Wesley Warren to serve a 4-year term on the Planning Commission.

Council Member Kim Rodela SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>Yes</i>
<i>Council Member Liz Rice</i>	<i>No</i>
<i>Council Member Kim Rodela</i>	<i>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion carried 4:1

4. ACTION ITEMS

Items in this section are to be acted upon individually by the City Council. A report will be given on these items.

a. PUBLIC HEARING/ORDINANCE: Text Amendment - Development Assurance Requirements *Development Code Update (Legislative)*

Rob Patterson, City Attorney/Planning & Zoning Administrator

The City Council will hold a public hearing and consider proposed amendments related to development assurances.

City Attorney Rob Patterson presented proposed amendments to the City's development code related to development assurance requirements. He provided background on how assurances function in the context of subdivisions and non-residential development, explaining the three primary options available to developers: build all improvements before recording the plat; provide full monetary assurance upfront and build later; or provide a partial assurance after completing some improvements. The amendments focused primarily on the third option, clarifying the documentation required for partial-build bond calculations. Specifically, developers would be required to provide an itemized cost breakdown by infrastructure category, and if partial work has been completed, an updated or engineer-certified estimate of remaining costs. Additional amendments removed redundant language, clarified administrative processes, added the ability to use assurances to cover unpaid material liens, and added a reference to preconstruction meeting requirements covered in Item 4b.

Mr. Patterson noted that the Planning Commission held a public hearing on the amendments, received no public comments, and unanimously recommended approval. No public comments were received prior to the Council meeting either.

Mayor Brittney P. Bills opened the public hearing at 7:05 pm.

Wesley Warren addressed the Council to commend Mr. Patterson's work in cleaning up the code.

Mayor Brittney P. Bills closed the public hearing at 7:06 p.m.

Council discussion included questions from Council Member Smith on the inspection process and how the City prevents substandard work; Mr. Patterson explained the extensive testing and inspection requirements, the warranty period process, and that developers are encouraged to correct deficiencies rather than forfeit funds.

Council Member Cortney asked about cost categorization requirements and the release of assurances by category, which Mr. Patterson confirmed aligns with state-mandated requirements from the prior year. Council Member Cortney also raised a question about landscaping assurances for specific developments, with Mr. Patterson noting he will research the specific project to which Council Member Cortney was referring relative to landscape improvements.

Council Member Campbell expressed appreciation for reducing redundancy while noting that some repetition in code can help readers navigating different sections.

Council Member Rice asked which option is easiest for staff to administer; Mr. Patterson indicated Option 1 (full build upfront) is simplest administratively. Council Member Rice also raised concerns about the one-year warranty period, which Mr. Patterson explained is largely governed by state law, with a two-year period available only under specific circumstances.

Council Member Kim Rodela MOVED that City Council adopt the ordinance amending the City's development code related to development assurances.

Council Member Liz Rice SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>Yes</i>
<i>Council Member Liz Rice</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: Text Amendment - Preconstruction Meetings and Requirements *Development Code Update (Legislative)*

Rob Patterson, City Attorney/Planning & Zoning Administrator

The City Council hold a public hearing and consider proposed amendments related to preconstruction meetings.

City Attorney Patterson presented a companion amendment to codify existing preconstruction meeting practices. He explained that the City has long required preconstruction meetings between developers, their engineers and contractors, and public works staff after project approval but before any ground disturbance. These meetings ensure all parties are working from the same approved plans and address best practices and inspection expectations. Mr. Patterson noted that while this practice already occurs, nothing in the code formally required it, leaving a potential gap. The amendment also codifies other pre-construction requirements such as payment of inspection and SWPPP fees, provision of required assurances, and execution of the public improvement agreement. The Planning Commission held a public hearing, received no comments, and unanimously recommended approval. No public comments were received prior to the council meeting.

There were no public comments.

Mayor Brittney P. Bills closed the public hearing at 7:27 p.m.

Council Member Kim Rodela MOVED that City Council adopt the ordinance amending the City's development code related to preconstruction requirements.

Council Member Liz Rice SECONDED the motion.

Council Member Campbell asked whether this requirement applies to individual homeowners building on a single lot; Mr. Patterson confirmed it applies only to subdivisions and non-residential site plans, not individual residential building permits.

Council Member Smith asked whether the preconstruction meeting process had been a recurring problem; Mr. Patterson explained the amendment arose not from a specific problem but from his recognizing a gap in the code while drafting the assurance amendment.

The vote was recorded as follows:

<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>Yes</i>
<i>Council Member Liz Rice</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

c. ACTION: Plat Amendment: The Hollow Lots 48-50 Land Use (Administrative)

Rob Patterson, City Attorney/Planning & Zoning Administrator

The City Council will consider a request from Braden Hansen to approve a plat amendment reconfiguring three lots in The Hollow subdivision into two lots.

City Attorney Patterson presented a request from the property owner to reconfigure Lots 48, 49, and 50 in The Hollow subdivision from three lots into two larger lots. He noted that since the packet was posted, the applicant had submitted a slightly revised plan shifting the interior property line by approximately ten feet to increase the size of the smaller resulting lot. Both lots meet R-1-40 requirements. He confirmed all five required findings for a plat amendment were met: no material injury to the public or any person, good cause exists, all water and sewer easements are preserved, no public right-of-way is vacated, and the plat meets development code. Adjacent property owners were notified and no comments were received. Mr. Patterson also noted that as a standard practice, one of the three utility stub-outs to the lots would be required to be removed and capped at the main.

Council Member Campbell and other Council Members expressed support for the consolidation as consistent with Highland's preference for larger lots. Council Member Rodela asked about the impact on water shares; Mr. Patterson explained that water shares are dedicated at the overall subdivision level based on acreage. The combination may affect pressurized irrigation impact fees depending on permeable area. Council Member Smith asked about the third utility stub-out; Mr. Patterson explained the City's standard practice of requiring the unused service to be capped at the main, with City Engineer Chris Trusty noting that unused stub-outs pose risks of accidental connection or debris infiltration.

Council Member Cortney requested that the note regarding capping be confirmed on the updated plat version and that utility signatures be re-obtained given the ten-foot property line shift.

Council Member Liz Rice MOVED that City Council accept the findings and APPROVE the proposed subdivision plat amendment.

Council Member Ron Campbell SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>Yes</i>
<i>Council Member Liz Rice</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

- d. ACTION: Follow up on Storm Drain Cleaning Plans and Authorization for Purchase of a Vac Truck General City Management**
Chris Trusty, City Engineer/Public Works Director
The City Council will consider the options for maintaining the City's storm sewer system.

City Engineer Chris Trusty presented a follow-up on the City's storm drain maintenance situation. He explained that the City's storm drain system, which relies heavily on sumps rather than a traditional pipe network, has not received adequate maintenance attention in recent years. The sumps range from 12 to 25 feet deep and require specialized vacuum equipment to clean effectively. Neglect of the system risks clogged inlets, improper infiltration, and potential regulatory findings from SWPPP inspections. Mr. Trusty presented bids received for contracting the cleaning work over a three-year rotation. The low bid of \$422,000 from Nolan Construction was roughly half of the other bids received, raising questions about scope interpretation. He compared this against the cost of the City purchasing a Vac truck (approximately \$620,000), hiring two part-time storm drain employees, and conducting the work in-house over three years. The in-house option costs more than Nolan's bid over three years but less than the other contracted bids. Additionally, the new Streets Operator, Colton Brierly, is already certified to operate this type of equipment, and a vac truck dedicated to storm drain work would not cross-contaminate with the sewer department's existing equipment.

Council discussion was supportive of the in-house purchase. Council Member Rice noted that the City faces potential state fines if the storm drain system continues to be neglected, and expressed support for the purchase given that sufficient funds exist in the Storm Water Fund. Council Member Rodela agreed; she discussed flooding issues in her neighborhood during heavy rain events and supported moving forward.

Council Member Smith asked about vehicle storage, security measures, and GPS tracking for City vehicles, all of which Mr. Trusty confirmed would be addressed. He also asked about the expected 25-year lifespan and an estimated \$10,000 annual maintenance cost; he also asked about the warranty details. Mr. Trusty stated he believes the warranty period is two years, but he will confirm that as well.

Council Member Cortney noted the Storm Water Fund currently holds approximately \$500,000 and suggested that the Council periodically review enterprise fund balances as a check on whether fees that fund those line items in the budget are appropriately calibrated.

Council Member Campbell noted that the three-year cost comparison understates the value of the truck purchase since the vehicle retains significant residual value after three years, making the in-house option more favorable

over the long term.

Council Member Liz Rice MOVED that the City Council direct staff to move forward with the storm drain cleaning plan in house and approve the purchase of a vac truck in an amount not to exceed \$620,000 from GL# 54-40-59, \$480,000 of which will be included in the year-end budget adjustments using fund balance.

Council Member Scott L. Smith SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>Yes</i>
<i>Council Member Liz Rice</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

5. EXPEDITED ITEMS

Items in this section are to be acted upon individually by the City Council. These items have previously been discussed by the Council. No report will be given.

- a. ACTION: Bid Award for Crack Sealing General City Management**
Chris Trusty, City Engineer/Public Works Director

The City Council will consider a bid award for crack sealing City streets.

City Engineer Trusty presented a bid award for crack sealing of City streets as a preparatory step before a planned road maintenance package including a high-density bonded matrix surface treatment. The low bidder was Morgan Pavement at \$60,907, including a 10 percent contingency. The scope covers approximately double the linear footage of the prior year's crack seal project and reflects approximately 20 percent higher unit prices. Some streets included in the bid are new subdivisions whose crack sealing costs are covered by previously paid developer fees.

Council Member Rice expressed concern that some of the projects being undertaken on new roads might be due to a necessity to fulfill the terms of a bond. She noted her observation about specific subdivisions included in the planned work and questioned whether these newer areas warranted road work over older ones. She asked for clarification on whether the same approach applied to planned crack sealing as a prerequisite for road projects, referencing 9600 North and showing interest in how long strategies like road sealing could extend a road's lifespan ahead of full reconstruction. Mr. Trusty confirmed he could not pinpoint a prior date for those roads and that the bonded matrix treatment after crack sealing is intended to extend their service life rather than wait for full reconstruction.

Council Member Cortney noted the significantly higher cost compared to the prior year's crack seal project, attributable to both increased scope and higher unit prices. Council Member Smith asked about the practice of sealing at the curb line, which Mr. Trusty confirmed would be done where gaps are large enough to warrant it. Council Member Campbell asked whether Morgan Pavement performs crack sealing correctly by blowing out debris first; Mr. Trusty confirmed Morgan has done prior work for the City satisfactorily and he will ensure that they blow debris out of the cracks before sealing them.

Council Member Scott L. Smith MOVED that City Council award a bid for the crack seal project to Morgan Pavement in the amount of \$60,907.

Council Member Liz Rice *SECONDED* the motion.

The vote was recorded as follows:

Council Member Ron Campbell	Yes
Council Member Doug Cortney	Yes
Council Member Liz Rice	Yes
Council Member Kim Rodela	Yes
Council Member Scott L. Smith	Yes

The motion carried 5:0

6. COMMUNICATION ITEMS

Items in this section are for notification and update. No final action will be taken.

a. Emergency Preparedness

Liz Rice, Council Member

Council Member Rice provided a brief update on her emergency preparedness efforts. She noted that informational content is being published in the City newsletter in partnership with the LDS Church and other interested religious organizations. She encouraged residents to store a minimum of one gallon of water per person per day and to have at least 10 days of supplies on hand, consistent with FEMA guidance. She identified earthquakes and wildfires as the two most significant threats, noting that seismic activity in the region is ongoing and that broken water lines in an earthquake scenario would be a critical concern. She mentioned attending recent wildfire training and a 911 preparedness event with Council Member Cortney. Council Member Smith noted concerns about the Tibble Fork dam in an earthquake scenario. Mayor Bills mentioned that a regional emergency management plan and committee are also working on these issues and that a formal City emergency management plan is expected to come back to the Council.

b. 9600 North Traffic Calming

Chris Trusty, City Engineer/Public Works Director

City Engineer Trusty presented data comparing 85th percentile speeds across Highland's major east-west collector roads, showing that 9600 North has the worst speeding profile of any road measured, with average speeds more than six miles per hour over the limit and over 44 percent of volume exceeding the 85th percentile threshold. The proposed near-term measures include LED flashing stop signs already installed at 6800 West and on order for 6000 West, installation of two driver feedback signs, road restriping after the planned seal coat with a double yellow centerline and 10-foot-wide shoulder lanes to achieve visual road narrowing, and possible installation of a pedestrian island at the Mitchell Hollow Trail crossing on the west end, contingent on land acquisition on the south side of the road.

Council Member Smith expressed confidence that driver feedback signs make a measurable difference and supported the flashing stop signs. He encouraged listening to residents who live and drive on the road daily. Council Member Cortney expressed interest in phasing the measures sequentially to assess the individual effect of each improvement, suggesting the striping be done first before adding the feedback signs, if timing allows. Council Member Campbell indicated he had reconsidered his earlier position and now supported including some attention to the western Canal Boulevard section alongside the 9600 North work, particularly for a pedestrian crossing improvement, suggesting lower-cost options like paint-based optical speed bars. Council Member Rice expressed strong appreciation for the Council's support of 9600 North improvements, which she stated have been needed for her entire 30 years as a resident. She also supported two pedestrian islands on 9600 North and asked about the specific location of the proposed island at Mitchell Hollow Trail. Council Member Rodela deferred to

staff expertise on specific engineering measures and emphasized that the City has a Traffic Toolbox with established priorities that should guide the sequencing of improvements. Council Member Smith agreed, and Mayor Bills asked that staff present the full priority ranking list when bringing this item back.

c. Highland Glen Pond Monitoring Plans

Chris Trusty, City Engineer/Public Works Director

City Engineer Trusty reported that the City has reestablished contact with a firm specializing in pond remediation after a lapse in communication. The firm has agreed to provide a lake monitoring and management plan for Highland Glen Pond based on water samples and site data the City will provide. The plan will address algae and aquatic weed management through chemical, biological, or mechanical means; insect management; waterfowl management; odor control; and aeration and circulation. The contract was within the City administrator's approval authority and is already underway, with results expected within approximately 90 days.

Council Member Smith asked whether E. coli, which tends to be the recurring issue at the pond, was also being addressed; Mr. Trusty confirmed waterfowl management is part of the scope given the connection between waterfowl and E. coli levels. Council Member Campbell expressed concern about the effectiveness of the QR code signage currently used to communicate water quality status to park visitors, noting that the majority of visitors likely do not scan the code. He suggested that clearer physical signage be posted when hazardous levels are detected. Council Member Cortney raised a question about testing frequency and thresholds for alerts, noting that all natural water bodies contain some E. coli and that the current QR code reporting may be triggered at too low a threshold. City Attorney Patterson clarified that testing is conducted by the state, and alerts are issued by the health department when levels exceed a defined threshold. He noted that testing frequency had been higher in prior years and appeared to slow in the most recent season, possibly due to state staffing. Council Member Cortney requested that testing frequency and alert threshold information be provided when the results are brought back to the Council. Council Member Cortney also noted the importance of ensuring the firm is not engaged under a long-term or annual contract, given prior communication difficulties, and that invoicing should be no longer than monthly. Mr. Trusty confirmed that approach would be followed.

d. Quarterly Financial Statements

David Mortensen, Finance Director

Finance Director David Mortensen presented remotely, providing a financial report as of December 31, 2025, representing the halfway point of the fiscal year. General Fund revenues were strong at 57 percent, reflecting the December property tax distribution and sales tax revenues running approximately 6 percent above the prior year. Expenditures were on track at 48 percent. The Cemetery Fund revenues were slightly below the 50 percent threshold at 42 percent, with openings and closings at only 12 percent of budget, though this is consistent with prior year trends; expenditures were at 33 percent, noting that a planned \$100,000 transfer to the general fund may be spread over a longer period depending on future rate decisions. The Library Fund showed 78 percent of revenues due to the property tax distribution and expenditures slightly above 50 percent due to early annual payments such as insurance and IT transfers. The Parks Tax Fund showed 58 percent of revenues collected with no expenditures yet, as the playground replacement project is expected to begin in spring or early summer. In the Building and Development Fund, both revenues and expenditures were running at approximately 45 to 46 percent of budget, slightly below projections due to slower development activity, particularly at Ridgeview. The Debt Service Fund showed nearly 100 percent of revenues received via inter-fund transfers, with all principal payments made; a second interest payment remains for the second half of the year. Capital improvement funds in parks and roads showed low revenue percentages due to grant revenues, including a MAG grant exceeding \$5 million, not yet having been recognized or received; parks capital expenditures were picking up for Highland Family Park Phase 2, while roads capital spending had not yet begun. Enterprise funds were generally healthy; the Sewer Fund was at approximately 46 percent of revenues and 37 percent of expenditures, with a noted correction that the December TSSD payment was made in January rather than October as incorrectly annotated; Pressurized

Irrigation showed 73 percent of expenditures due to annual payments and grant-related costs, with grant revenues not yet recognized; the Storm Sewer Fund was at 52 percent revenues and 36 percent expenditures, with the vac truck purchase to be reflected as a budget adjustment; and the Culinary Water Fund was at 52 percent revenues and 46 percent expenditures. The Transportation Fund was at 53 percent revenues and only 7 percent expenditures due to seasonal timing. The IT Internal Service Fund was at 100 percent revenues and 73 percent expenditures, with a large server replacement having occurred early in the year.

Council Member Cortney expressed his appreciation for the removal of the open space fund on the financial statements list. Mr. Mortensen indicated he would email the detailed December report to the Council that evening.

e. Community Development Update - Current Projects

Jay Baughman, Assistant City Administrator/Community Development Director
Rob Patterson, City Attorney/Planning & Zoning Administrator

City Attorney/Planning & Zoning Administrator Patterson provided two brief updates. First, he reported that following the TI Well neighborhood meeting held the prior week, the applicant had reached out to request a postponement of their first Planning Commission hearing in order to address the many questions raised by residents at the neighborhood meeting. The Council would be kept informed as the schedule develops. Second, he reported that a commercial development at 10700 is advancing, with two buildings currently under site plan review by staff. He noted that while the site plan itself is handled administratively per the Apple Creek PD, the building architecture is required to come before the City Council for review, and that would be scheduled once the architecture plans are submitted.

7. WORK SESSION

a. Land Sale & Encroachment Policy Clarifications *General City Management*

Jay Baughman, Assistant City Administrator/Community Development Director

The City Council will discuss with staff the process by which it wants staff to evaluate requests for sales of City land. Staff would also like the City Council to discuss and clarify any changes they would like to make to the Encroachment Policy, which is attached.

Assistant City Administrator Jay Baughman led a work session discussion on two related topics: the process for fielding citizen requests to purchase City-owned open space land, and the handling of significant encroachments on City property. First, regarding the property sale process, Mr. Baughman explained that while the Council recently established a per-square-foot price for orphan property sales, no formal application process exists for responding to unsolicited resident requests to purchase City parcels. Currently, staff have received at least three requests from different neighborhoods. The discussion centered on whether to continue addressing properties neighborhood-by-neighborhood, switch to a case-by-case application-based process or adopt a hybrid approach.

Mayor Bills noted that a policy document dating to 2021, affirmed by Resolution R-2026, already contains criteria for evaluating whether a property may be sold. Those criteria provide that property should not be disposed of if it is part of a trail corridor or buffer, adds to the open space feel of an open space neighborhood, has potential future City needs, would unduly burden the pressurized irrigation system, or would create orphan parcels. Property to be disposed of must otherwise have issues of access, connectivity, usability, or location that render it unusable for City purposes, and the City Council must designate specific surplus properties by resolution.

Council Members generally agreed the criteria remained sound and sufficient as a starting framework. Council Member Rodela indicated she believed the necessary criteria framework was already in place, but that what was missing was a clear intake process — specifically, whether to continue neighborhood-by-neighborhood or accept individual applications. Council Member Smith favored a hybrid approach: continue the systematic neighborhood-by-neighborhood review while also establishing a formal application form and fee for individual

requests, allowing staff to evaluate them against the existing criteria. Council Member Cortney suggested keeping the process at a neighborhood or small-area level rather than purely case-by-case and proposed a cap on staff time devoted to individual property requests to prevent the process from consuming disproportionate resources. Council Member Campbell noted that trails and future trail corridors must be an absolute priority in any sale criteria, and that maintenance agreements may often be preferable to outright sales as they preserve the City's control over open space character. Council Member Rice agreed that individual requests should be reviewed against the criteria and expressed willingness to assist with site visits.

Staff requested direction on whether to develop a formal application and fee structure for purchase requests, similar to what already exists for maintenance agreements. The Council directed staff to develop such an application, test the existing criteria against the current queue of requests, and bring a recommendation back to the Council, noting that budget preparations would take priority in the near term.

Mr. Baughman then addressed maintenance agreement transfers, asking whether the Council was supportive of an automatic transfer of a maintenance agreement to new property owners upon sale, or whether new owners should be required to re-execute the agreement. The Council discussed the issue, noting that maintenance agreements are currently recorded with Utah County and therefore surface in title searches during property sales. Council Member Cortney argued that since the full agreement is recorded and available to buyers, it logically runs with the land. Council Member Smith and others expressed that new owners should nonetheless re-execute the agreement when they take title, so staff can walk them through the obligations and ensure they understand what they can and cannot do. Council Member Campbell preferred a simpler approach of letting the recorded document serve as notice, arguing that requiring re-execution upon every sale would add staff burden. After discussion, the general direction was that maintenance agreements run with the land as recorded, but that staff should make efforts to engage new owners when a property transfer is identified, particularly to clarify the scope of the agreement.

Mr. Baughman then presented photographic examples of significant encroachments on City property, including a case in North Canterbury where a resident had installed a retaining wall on City property, extending their usable backyard and enabling installation of a swimming pool. Another example in Beacon Hills showed a resident who had removed scrub oak on a planned trail corridor and installed turf and landscaping on City land. Mr. Baughman noted that Beacon Hills is the next area where formal encroachment letters will be sent.

The Council was in general agreement that significant encroachments must be corrected and that City property must be vacated. Council Member Rodela cited the prior Beacon Hills sports court case as a precedent for requiring restoration to natural vegetation. Council Member Campbell noted that allowing encroachments to stand for some while enforcing against others would be impossible to justify. Council Member Cortney asked whether telling a property owner to remove a retaining wall could create liability issues if the pool then became structurally compromised; City Engineer Trusty and City Attorney Patterson noted that with sufficient engineering and money, a compliant retaining wall can be built at the property line, but the obligation to do so properly rests with the owner.

Staff raised the question of whether a resident who has encroached could be permitted to purchase the encroached land if it meets the sales criteria. The Council indicated that meeting the criteria is the governing standard, and if the criteria are satisfied, a purchase could be considered. Council Member Cortney suggested that any such purchase or maintenance agreement application following an encroachment notice should be required to be submitted within 30 days to prevent indefinite delay. Council Member Cortney also proposed that an encroachment fee be levied in cases where improvements were made before any agreement was in place. City Attorney Patterson suggested that when sending encroachment letters, staff could notify residents of both the purchase and maintenance agreement processes and their respective eligibility criteria, while making clear that neither outcome is guaranteed.

8. 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 10:11 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, as provided by Utah Code Annotated §52-4-205.

Council Member Kim Rodela SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>Yes</i>
<i>Council Member Liz Rice</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 Ron Campbell SECONDED the motion. All voted in favor and the motion passed unanimously.

The CLOSED MEETING adjourned at 10:53 pm.

ADJOURNMENT

Council Member Scott L. Smith MOVED to adjourn the regular meeting and Council Member Liz Rice SECONDED the motion. All voted in favor and the motion passed unanimously.

The meeting adjourned at 10:54 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 February 17, 2026. This document constitutes the official minutes for the Highland City Council Meeting.

Stephannie Cottle, CMC, UCC
City Recorder

Highland City Large Purchases Tracking (\$25,000+)

Fiscal Year: 2025-2026

Month: January 2026

Date	Vendor	Check #	GL Account	Amount	Description
1/6/2026	North Pointe Solid Waste District	37966	10-73-49	\$ 29,079.58	Solid Waste Tipping Fees
1/6/2026	WM Corporate Services, Inc	37974	10-73-50	\$ 83,168.56	Solid Waste Hauling Contract
1/14/2026	Big T Recreation	37983	23-40-10	\$ 174,315.00	Heritage Park Playground Replacement
1/14/2026	Lone Peak Public Safety District	38013	10-54-31, 10-57-11, 10-57-31	\$ 519,939.74	January 2026 Public Safety Assessments
1/14/2026	Precision Concrete Cutting	38022	10-60-37	\$ 37,171.58	Sidewalk Repair & Maintenance
1/14/2026	Provo Reservoir Water Users Co	38023	53-40-74	\$ 67,856.51	PI Water Assessments
1/21/2026	Timpanogos Special Service District	38036	52-40-42	\$ 141,292.38	Dec 2025 Sewer Treatment User Fees
1/21/2026	Timpanogos Special Service District	38062	52-2132	\$ 29,655.00	Dec 2025 TSSD Impact Fees
1/27/2026	Caterpillar Financial Services	38067	55-40-50	\$ 53,086.00	Caterpillar Backhoe Loader



CITY COUNCIL AGENDA REPORT

ITEM #4a

DATE: March 3, 2026
TO: Honorable Mayor and Members of the City Council
PREPARED BY: Rob Patterson, City Attorney/Planning & Zoning Administrator
SPONSORED BY: John Armstrong
SUBJECT: Parkway Detail Side Yard Setbacks for Accessory Structures
TYPE: Development Code Update (Legislative)

PURPOSE:

The City Council will hold a public hearing to consider a text amendment proposed by John Armstrong, Highland City resident, to reduce the currently required side-yard setbacks for accessory structures near parkway details.

STAFF RECOMMENDATION:

Staff recommends that the City Council consider the request from Mr. Armstrong, the recommendation of the Planning Commission, hold a public hearing, and determine whether to keep the current setback or modify it.

PRIOR COUNCIL DIRECTION:

No recent review of this setback requirement. The Council last considered this issue in 2016.

BACKGROUND:

Setbacks for accessory structures have been adjusted several times throughout Highland's history. Below is a summary of the R-1-40 accessory structure setbacks over recent history:

	Current (since 2016)	2010-2016	2009
Front Setback	30' or home, whichever is less	30' or home, whichever is less	None
Rear Setback	10'	10'	10'
Side Setback	10'	10'	10'
Street-side Setback (corner)	20' from street or parkway detail	10' from street or parkway detail	30'

As shown, in 2016, the City amended the accessory structure side setback requirements to increase the setback to 20 feet from the side lot line adjacent to the street or the parkway detail. Previously, accessory structures were allowed to be within 10 feet. Many accessory structures exist in Highland that are within 10 feet of parkway details, either because they were built 2010-2016, or because the 20-foot parkway detail setback was not consistently enforced. Indeed, across the street from the applicant's lot, within the same subdivision, City staff in 2021 permitted an accessory structure to be located approximately 5 feet from the parkway detail.

John Armstrong owns lot 1 of the Stoney Brook subdivision, which is adjacent to 4800 West. 4800 West is one of the streets on which the City requires a parkway detail. When Stoney Brook was developed, the City required the developer to provide the parkway detail along 4800 West. The Parkway Detail is a 29-foot streetscape enhancement. For Stoney Brook, 9 feet of that streetscape are within the City's right-of-way (the standard sidewalk + parkstrip width). The remaining 20 feet of the street scape are installed within a 20-foot wide landscape easement on the lot that burdens the entire western property line of Mr. Armstrong's lot.

Per R-1-40 standards, Mr. Armstrong's home is required to be 30 feet from property line, which is 10 feet from the parkway detail. But any accessory structure must be 40 feet from the property line--20 feet for the parkway detail easement, then an additional 20 feet for the setback. This means that accessory structures adjacent to parkway details within easements are more restricted than homes are, which is atypical for accessory structures. This has restricted Mr. Armstrong's desired use of property.

Mr. Armstrong has applied to amend the zoning code to reduce the accessory structure setback adjacent to parkway details to measure the accessory structure setback from back of curb, and then impose a 30-foot setback requirement. This would allow Mr. Armstrong and other owners of property in the R-1-40 zone adjacent to parkway details to build accessory structures 1 foot away from the parkway detail, while remaining 30 feet away from the actual street. Attached is a narrative from the applicant explaining the proposal and his reasoning for the proposed amendments.

Staff proposed an alternative code amendment that accomplishes the same result, but is more consistent with current code and makes fewer changes overall. Staff's proposal specifies that accessory structure street-side setbacks should be 20 feet from property line OR 1 foot from the parkway detail, whichever is more restrictive. This reduces the code changes and makes it more broadly applicable for properties that are adjacent to a parkway detail that is on City property, rather than on their property. Staff discussed this option with the applicant prior to the meeting. Staff would also recommend applying the same standard to all residential zones.

PLANNING COMMISSION ACTION:

The Planning Commission considered this item at a duly noticed public hearing on February 24, 2026. The Commission heard from the applicant and considered the proposal. The Commission overall was concerned about avoiding introducing unintended consequences and debated whether to support the change or approve a reduction to the setback that was less than what the applicant requested, such as having the setback be the same as the home setback (30 feet from property line).

Ultimately, the Commission voted 4-2 in favor of staff's alternative proposal to reduce the street-side setback for accessory structures to be 20 feet from property line or 1 foot from the parkway detail, whichever is more restrictive. No specific reasons were given by the Commissioners who voted against the proposal, though there were concerns previously raised about allowing accessory structures to be located closer to public sidewalks.

STAFF REVIEW

Staff has no position on whether to amend the street-side setbacks for accessory structures. The scope of side setbacks adjacent to a parkway detail is a policy decision. Staff's recommendations are that, if the Council supports the applicant's request, that the Council adopt staff's alternative language, as was recommended by the Planning Commission. This also changes the R-1-30 and R-1-20 zones.

Included with this report is a draft ordinance that incorporates staff's alternative proposal as

recommended by the Planning Commission, a diagram showing the various setbacks and proposals, the applicant's narrative and proposed amendments, and copies of correspondence between the City Attorney and the applicant regarding the interpretation and application of the 20-foot parkway detail setback. This correspondence is included for reference and background information.

FISCAL IMPACT:

No anticipated fiscal impact.

MOTION:

I move that City Council adopt the proposed amendment modifying residential accessory structure setbacks from parkway details.

The City Council may also adopt the amendment as proposed by the applicant, modify the proposed amendment, or reject the proposed amendment.

ATTACHMENTS:

1. Ordinance - Staff Alternative Proposal
2. Diagram
3. Applicant Narrative and Memo
4. Applicant Proposed Amendments
5. Letter - Stoney Brook Lot 1 - Parkway Detail Setback
6. Owner_Rebuttal_City_Attorney_Parkway_Detail_Setback

AN ORDINANCE AMENDING HIGHLAND CITY DEVELOPMENT CODE RELATED TO ACCESSORY STRUCTURE SIDE YARD SETBACKS

WHEREAS, Highland City is authorized to enact land use regulations that govern the use and development of property in accordance with State law;

WHEREAS, Highland City desires to amend its previously established accessory structure side yard setbacks for structures adjacent to parkway details;

WHEREAS, a duly noticed public hearing was held by the Planning Commission regarding the proposed amendments on February 24, 2026, after which hearing the Commission recommended adoption of certain amendments;

WHEREAS, the Highland City Council provided notice of and conducted a public hearing regarding the proposed amendments and to review the recommendation of the Planning Commission on March 3, 2026;

WHEREAS, the Highland City Council finds that the proposed amendments further the public welfare and are in the interest of the public.

NOW THEREFORE, BE IT ORDAINED by the Highland City Council as follows:

SECTION 1. The Highland Development Code is amended as shown in Exhibit A, attached hereto.

SECTION 2. The City Recorder, under the supervision of the City Administrator and City Attorney, may make non-substantive corrections to any portion of this ordinance and to the City codes referenced herein for grammatical, typographical, numbering, and consistency purposes in accordance with the expressed intent of the City Council.

SECTION 3. All ordinances and parts and provisions thereof in conflict with this ordinance are repealed to the extent of such conflict.

SECTION 4. This ordinance shall take effect immediately upon its adoption and publication, in accordance with law.

ADOPTED AND PASSED BY THE CITY COUNCIL OF HIGHLAND CITY, UTAH, this 3rd day of March, 2026.

Brittney P. Bills, Mayor

ATTESTED:

Stephannie B. Cottle
City Recorder

Exhibit A

3-4109 Accessory Building [R-1-40]

All accessory buildings within this zone shall conform to the following standards, setbacks, and conditions:

...

4. Setbacks. All accessory buildings shall comply with the following setbacks, unless a greater setback is otherwise required:
 - a. All accessory buildings shall be set back from the front property line a minimum of thirty feet (30') or consistent with the primary dwelling, whichever is less.
 - b. An accessory building shall be set back from the rear property line a minimum of ten feet (10').
 - c. All accessory buildings shall be set back from the side property line a minimum of ten feet (10').
 - i. All accessory buildings shall be set back ~~at minimum an amount of~~ twenty feet (20') from the side lot line which abuts a street or ~~one twenty-foot~~ (20') from the Parkway Detail, whichever is more restrictive.
 - d. All accessory buildings shall be placed no closer than six feet (6') from the main building. Said six feet shall be measured to the closest part of the structures including any roof overhang.

3-4209 Accessory Building [R-1-20]

All accessory buildings within this zone shall conform to the following standards, setbacks, and conditions:

...

4. Setbacks. All accessory buildings shall comply with the following setbacks:

a. All accessory buildings shall be set back from the front property line a minimum of thirty feet (30') or consistent with the primary dwelling, whichever is less.

b. An accessory building shall be set back from the rear property line a minimum of ten feet (10').

c. All accessory buildings shall be set back from the side property line a minimum of ten feet (10').

i. All accessory buildings shall be set back ~~at minimum an amount of~~ twenty feet (20') from the side lot line which abuts a street or ~~one twenty foot~~ (20') from the Parkway Detail, whichever is more restrictive.

d. All accessory buildings shall be placed no closer than six feet (6') from the main building. Said six feet shall be measured to the closest part of the structures including any roof overhang.

3-4259 Accessory Building

All accessory buildings within this zone shall conform to the following standards, setbacks, and conditions:

...

4. Setbacks. All accessory buildings shall comply with the following setbacks:

a. All accessory buildings shall be set back from the front property line a minimum of thirty feet (30') or consistent with the primary dwelling, whichever is less.

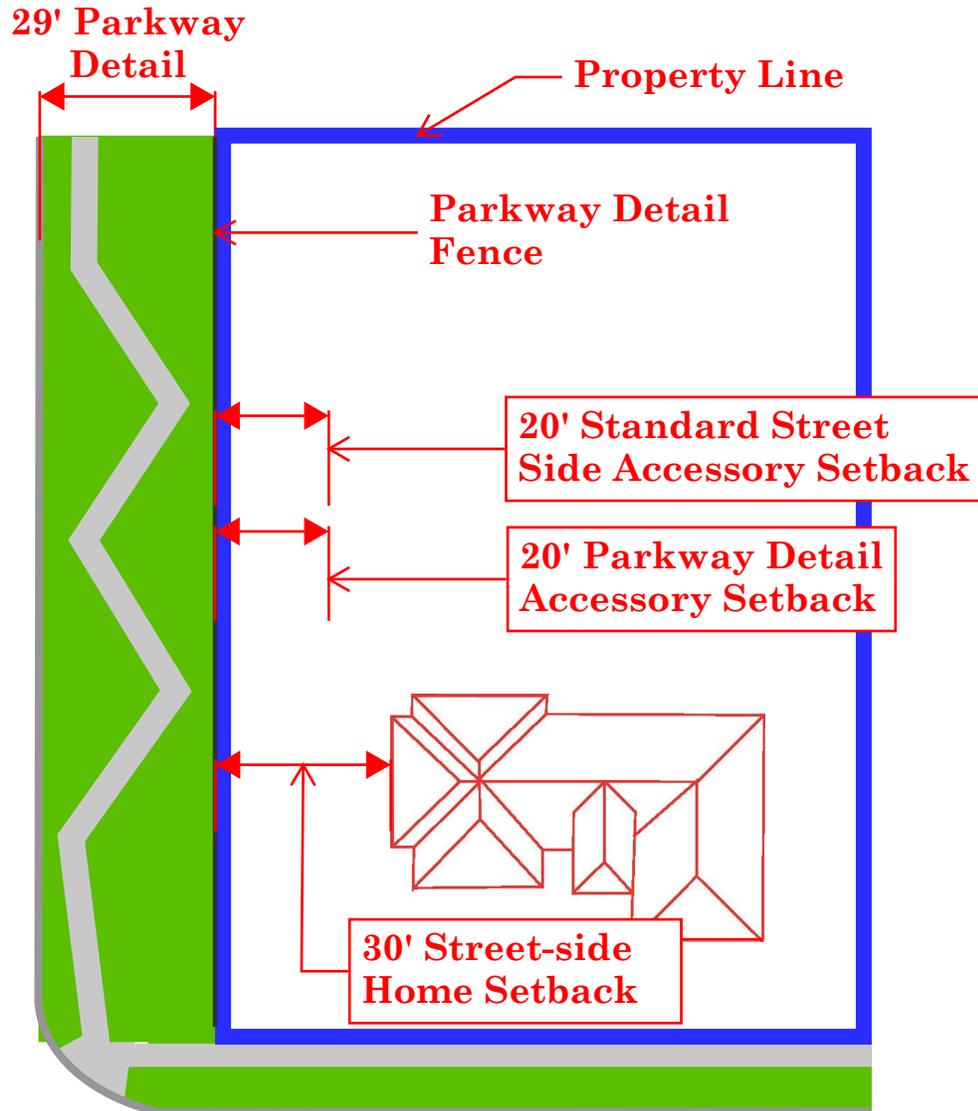
b. An accessory building shall be set back from the rear property line a minimum of ten feet (10').

c. All accessory buildings shall be set back from the side property line a minimum of ten feet (10').

ii. All accessory buildings shall be set back ~~at minimum an amount of~~ twenty feet (20') from the side lot line which abuts a street or one foot (1') from the the Parkway Detail, whichever is more restrictive.

d. All accessory buildings shall be placed no closer than six feet (6') from the main building. Said six feet shall be measured to the closest part of the structures including any roof overhang.

**SETBACKS (CURRENT AND PROPOSED) FOR PARKWAY DETAIL ENTIRELY IN ROW
--NO CHANGE UNDER STAFF-PROPOSED AMENDMENT**



Staff Memo – Justification for Proposed Text Amendment

To: Highland City Planning Commission and City Council

From: Chad Broadhead, Applicant / Contractor

Re: Development Code Text Amendment – Parkway Detail Setback Clarification

Purpose of the Amendment

The purpose of this proposed text amendment is to clarify how setback requirements are measured for accessory buildings adjacent to a required Parkway Detail. The amendment is intended to resolve an unintended cumulative setback interpretation that results in disproportionate setbacks for accessory buildings when compared to principal structures on the same lot.

Background

Highland Development Code § 3-4109(4)(c)(i) currently requires accessory buildings to be set back twenty feet (20') from the Parkway Detail. In practice, where the Parkway Detail is implemented as a 29-foot-wide landscaped area within a recorded landscape easement, this language has been interpreted to require an additional 20-foot setback beyond the Parkway Detail, resulting in a total setback of approximately 49 feet from the street right-of-way.

This interpretation creates a setback requirement for accessory buildings that exceeds the setback required for the principal structure on the same lot. This outcome was not explicitly stated in the code and appears inconsistent with common zoning principles, which typically require accessory structures to meet equal or lesser setbacks than principal structures.

Issues Created by the Current Interpretation

- Produces an excessive and disproportionate setback that limits reasonable use of private property.
- Creates internal inconsistency between principal and accessory structure standards.
- Results in nonuniform enforcement and development outcomes across the city.
- Conflicts with previously approved developments where accessory structures were placed closer to the parkway area.
- Introduces ambiguity by measuring setbacks from internal easement boundaries rather than from the street right-of-way.

Proposed Amendment Rationale

The proposed amendment clarifies that the required Parkway Detail area is included within the overall setback measurement, rather than requiring an additional cumulative setback. By establishing a single setback measured from the street right-of-way, the amendment maintains full protection of the Parkway Detail while restoring proportionality and predictability to the code.

The amendment does not eliminate or reduce the Parkway Detail. All required landscaping, sidewalks, fencing, and maintenance access remain fully intact. The change solely clarifies how setbacks are measured relative to those improvements.

Consistency with the General Plan

The proposed amendment is consistent with the Highland City General Plan, which promotes orderly development, functional streetscapes, and equitable land use regulations. Clarifying setback measurements supports these goals by ensuring that zoning standards are applied consistently and transparently.

Conclusion

This text amendment represents a clarification of existing standards rather than a policy change. It resolves ambiguity, aligns accessory building setbacks with principal structure requirements, and preserves the intent and functionality of the Parkway Detail. Approval of this amendment will improve code clarity, reduce future disputes, and support fair and consistent development throughout Highland City.

Proposed Development Code Text Amendment – Legislative Format

§ 3-4109(4)(c)(i) Parkway Detail Setback

Accessory buildings shall be set back a minimum of ~~twenty feet (20 feet) from the Parkway Detail~~ thirty feet (30 feet) from the adjacent street curb.

The required Parkway Detail area, including any landscape easement established for its installation or maintenance, shall be included within this setback measurement and shall not require an additional or cumulative setback beyond the width of the Parkway Detail.

New subsection added

§ 3-4109(4)(c)(iv) Setback Measurement

For purposes of this section, required setbacks shall be measured from the street right-of-way line. Setbacks shall not be measured from the interior boundary of a landscape easement, Parkway Detail improvement, or similar streetscape feature unless expressly stated in this code.



Highland City
5400 West Civic Center Drive ~ Suite 1
Highland, UT 84003
Phone (801) 756-5751 | Fax (801) 756-6903

January 8, 2026

RE: Formal Code Interpretation Request – Parkway Detail vs. Landscape Easement (R-1-40, Stoney Brook Plat A) – Chad Broadhead

You requested written confirmation of Highland City’s interpretation of an accessory building setback requirement related to a proposed accessory structure on lot 1 of the Stoney Brook plat A subdivision. The code at issue is the provision in Highland Development Code § 3-4109(4)(c)(i) requiring all accessory buildings to “be set back a minimum of ... twenty feet (20’) from the Parkway Detail.”

You make the argument that because the landscape easement recorded on lot 1 in the Stoney Brook subdivision is not labelled as a parkway detail, therefore the 20’ Parkway Detail setback requirement does not apply. This is incorrect. Nothing in the regulation limits its application only to easements called “parkway details.” The plain language of the regulation is that the 20’ setback applies whenever there is a “Parkway Detail” as defined by City land use regulations.

“Parkway Detail” is defined in City land use regulations as a specific streetscape/landscape improvement. This definition is in the City’s general plan and adopted design specifications. These specify the Parkway Detail is “a 29 foot wide strip with a 5 foot meandering sidewalk, landscaping, and fence,” which is required to be installed along certain roads, including 4800 West. *See* Standard Drawing ST-07. It is separate and distinct from a park/planter strip. Park strips are defined in Highland Development Code § 3-621 as “the area between the sidewalk and the curb.” The Parkway Detail, in contrast, encompasses both sides of the sidewalk.

The current general plan (<https://www.highlandut.gov/225/General-Plan>) provides:

Highland City has developed a Parkway Landscape Detail that is intended to provide major roads in Highland City with a side treatment that is attractive and functional for pedestrians and other roadway users. Roads on which Highland City has implemented or is planning to implement the Parkway Landscape Detail include: ... 4800 West.

Page 3-46. The proposed new general plan (found on same webpage) similarly provides on page 31:

Highland has adopted a “parkway detail” streetscape and landscaping standard for key gateways and corridors. ... The parkway detail generally includes a 29-foot landscaped area on each side of the street, with trees, attractive fencing, and a meandering sidewalk or trail. The standard has been implemented, or is planned, along major corridors

including ... 4800 West.

Highland Development Code sections 2-104, 5-1-105(1), and 5-5-101 require all streets, parks, and public ways, grounds, and spaces, and all subdivisions to conform to the requirements of the General Plan. *See also* Utah Code § 10-20-407. Thus, the City must provide for the installation and maintenance of the Parkway Detail along 4800 West. So when Stoney Brook was developed, the City required the developer to provide the Parkway Detail. The developer did so in two ways.

First, the developer planned for and constructed the landscaping and improvements necessary to provide the Parkway Detail along 4800 West. Attached is the relevant page of the approved subdivision improvement plans. Note the 29-foot landscaping/streetscape plans and the incorporation of the City's Parkway Detail standard drawing. This created the Parkway Detail streetscape.

Second, the developer dedicated an easement to the City to allow the City to maintain the landscaping installed by the developer that make up the Parkway Detail. That is what is recorded on the subdivision plat. The Parkway Detail is not defined by property ownership—it can be installed within an easement, as in Stoney Brook, or within City-owned property, as has been done in other subdivisions. What matters is that the streetscape is installed and that the City has the right to maintain it, however ownership of the property is settled.

In short, the parkway detail is the streetscape improvement, while the landscape easement is the mechanism used in the Stoney Brook development by which the developer granted the City the right to maintain that streetscape improvement. During our conversations in 2024, I made it clear that the landscape easement contains the City's Parkway Detail.

The City's land use regulations and the Stoney Brook development expressly define the streetscape improvements within the landscape easement on lot 1 in Stoney Brook as the Parkway Detail. City Development Code requires accessory buildings to be set back 20 feet from the Parkway Detail. Therefore the setback applies to the proposed accessory building on lot 1. Because the boundary of the 29-foot-wide Parkway Detail corresponds with the boundary of the 29-foot-wide landscape easement, the setback is measured from the boundary of the landscape easement.

This is the City's final decision on this issue. Options moving forward are (1) appeal this decision to the City's land use appeal authority, (2) apply for a development code text amendment to change the zoning code and setback requirement, or (3) comply with the setback requirement and relocate the proposed accessory structure.

Sincerely,

/s/ Robert A. Patterson

Robert Patterson
Highland City Attorney
Planning & Zoning Administrator

Owner Rebuttal to City Attorney Code Interpretation Letter

To: Highland City Planning Commission and City Council

From: Property Owner

Re: Rebuttal to January 8, 2026 City Attorney Letter – Parkway Detail Setback Interpretation

Introduction

This rebuttal is submitted by the property owner in response to the City Attorney's January 8, 2026 formal code interpretation regarding accessory building setbacks adjacent to the Parkway Detail. While the City's letter provides a legal rationale for the current interpretation, the resulting application of the code produces outcomes that are inconsistent, disproportionate, and not clearly supported by the plain language or intent of the Development Code.

1. Additive Setback Is Not Explicitly Required by Code

The City Attorney's interpretation assumes that the 20-foot setback from the Parkway Detail is additive to the width of the Parkway Detail itself. However, § 3-4109(4)(c)(i) does not explicitly state that the setback is cumulative or that it must be measured from the interior boundary of a landscape easement. Where zoning regulations impose additive or compounded setbacks, such requirements are typically stated explicitly.

In the absence of clear language requiring cumulative measurement, the code should be interpreted in a manner that avoids unreasonable or excessive restrictions on property use.

2. Inconsistent Treatment of Accessory and Principal Structures

Under the current interpretation, an accessory building is required to be set back approximately 49 feet from the street right-of-way, while the principal residence on the same lot is subject to a substantially lesser setback. This creates an internal inconsistency within the zoning code, where a subordinate structure is subject to a more restrictive standard than the primary structure.

Such an outcome conflicts with standard land use principles and is not supported by any express policy statement in the Development Code or General Plan.

3. Measurement from Easement Boundaries Is Unclear and Unusual

The City Attorney's letter concludes that setbacks must be measured from the boundary of the landscape easement because it contains the Parkway Detail. This approach introduces ambiguity and inconsistency, as easements are legal instruments for access and maintenance, not zoning lot lines. Measuring setbacks from easement boundaries rather than from street right-of-way lines or property lines is unusual and not clearly articulated in the code.

4. Citywide Inconsistency and Established Development Pattern

The City has acknowledged that similar accessory buildings have been approved and constructed within the same setback area elsewhere in Highland City. While the City has characterized these approvals as mistakes, their existence demonstrates that the current code language has been interpreted differently over time by City staff.

This pattern underscores the ambiguity in the code and supports the need for a clarifying text amendment rather than continued reliance on a single restrictive interpretation.

5. Parkway Detail Is Fully Preserved Without an Additive Setback

The property owner does not dispute the City's authority to require, install, and maintain the Parkway Detail. The proposed accessory building respects the full 29-foot Parkway Detail and does not encroach upon any required streetscape improvements.

Requiring an additional 20-foot setback beyond the Parkway Detail does not enhance the functionality or protection of the streetscape and instead imposes an unnecessary burden on private property without a corresponding public benefit.

6. Basis for Text Amendment Request

Given the ambiguity in the existing language, the inconsistent application across the city, and the disproportionate impact on accessory buildings, the property owner respectfully requests that the City adopt the proposed text amendment to clarify setback measurement standards.

This amendment would preserve the City's Parkway Detail objectives while ensuring that setback requirements are applied fairly, proportionately, and consistently.

Conclusion

The City Attorney's interpretation represents one possible reading of the code, but it is not the only reasonable interpretation and produces outcomes that conflict with fundamental zoning principles. Adoption of the proposed text amendment will resolve this ambiguity, reduce future disputes, and better align the Development Code with actual development conditions and policy intent.



CITY COUNCIL AGENDA REPORT

ITEM #4b

DATE: March 3, 2026
TO: Honorable Mayor and Members of the City Council
PREPARED BY: Rob Patterson, City Attorney/Planning & Zoning Administrator
SPONSORED BY: City Council
SUBJECT: Signs in Residential Professional (RP) Zone
TYPE: Development Code Update (Legislative)

PURPOSE:

The City Council will hold a public hearing to consider options to amend the City's sign regulations related to the R-P (Residential Professional) zone.

STAFF RECOMMENDATION:

Staff recommends that the Council consider the options and the Planning Commission's recommendation, hold a public hearing, and adopt recommend the option(s) that the Council believes best aligns with City goals and policies.

PRIOR COUNCIL DIRECTION:

On February 3, 2026, the City Council had a discussion regarding signage in the Residential Professional zone. The Council indicated support for modest modifications to the current sign regulations in order to allow the existing office building on the southeast corner of Alpine Highway and SR-92 a chance to have signage similar to the other businesses in the zone.

BACKGROUND:

The R-P (Residential Professional) zone is applied to three areas in Highland: Move Studio property (formerly The Pointe), the dental office property just west of the car wash on SR-92, and the southeast corner of SR-92 and Alpine Highway, which consists of a 5-acre commercial development with three buildings: Wells Fargo, the Intermountain Health clinic, and an office building. This corner development area is part of the City's expanded "Town Center" designation in the 2026 General Plan. 2026 General Plan, p. 20.

The current sign regulations for the R-P zone allow only one monument sign per highway frontage and have restrictive setbacks. In the corner development, Wells Fargo and the clinic have already installed both available monument signs. This means that the third building in the project, the office building, cannot install a new monument sign for its tenants. The R-P zone also does not permit commercial center freestanding signs (the tall, multi-tenant signs for an overall commercial project). This appears to unfairly favor the first two owners (Wells Fargo and Intermountain) and disadvantage the owner of the office building, which was built last.

This issue was raised to the attention of the City Council, who supported amending the City's code regarding signs to allow the office building a fair chance to have appropriate signs and advertising. The

City Council generally supported modifying the setback regulations for monument signs in order to allow an additional monument sign for the office building. The owner of the office building also contacted City staff to inquire about the possibility of additional signage and proposed modifying the regulations in order to have a multi-tenant commercial center freestanding sign. Both options are presented below.

Option 1 - Additional Monument Signs

Monument signs are single- or multi-tenant permanent signs adjacent to a right-of-way, limited to 6 feet in height and 42 square feet per side. This option changes the 1-per-frontage limitation on monument signs in the R-P zone to allow up to 2 signs per frontage, adds a restriction that a business can only have one monument sign per frontage (to prohibit doubling-up on monument signs), adds a 15-foot setback from residential zones, and adds an exception to the standard 130-foot sign-to-sign setback for signs on either side of the drive access. This would allow the office building to install a multi-tenant monument sign (6-foot height) on the east side of the access from SR-92.

Option 1 would not affect Move Studio, the dental office, Wells Fargo, or the clinic. Move Studio and the dental office are each already allowed to have one monument sign along SR-92, but they cannot install additional monument signs on SR-92 or the adjacent residential streets. Option 1 would not change this result. Option 1 would also not affect Wells Fargo or the Intermountain Clinic. They would retain their existing monument signs, but they would not be entitled to install an additional monument sign, which means there is no impact to them from this change.

The Planning Commission recommended adopting this option.

Option 2 - Allow Commercial Center Freestanding Sign

This option would not change monument signs, but instead allow the overall R-P corner area to have a commercial center freestanding sign (CCFS), similar to the one near Town Center (Meiers and Cubby's). In general, CCFS are permitted only along highways, are limited to one per highway, and can only be installed on commercial developments of at least 4 acres. The proposed language copies the CCFS regulations for the Town Center Commercial and C-1 Commercial zones, which are more restrictive than the regulations for the C-R zone on the north side of SR-92.

The only difference is that the minimum setback from the intersection of SR-92 and Alpine Highway is reduced from 400 feet to 250 feet in order to allow an area along SR-92 for a CCFS in the R-P corner development. Otherwise, the regulations are exactly the same as Town Center and C-1: 1 CCFS per highway, 15-foot height with 3-foot stone base, 243 square feet per side, to be made from specific, permitted materials (stone, wood, masonry, metals, plastic for lettering). This option could be further modified to only allow one CCFS within the project along SR-92 if desired, rather than one on both SR-92 and Alpine Highway.

Option 2 would not affect Move Studio or the dental office, because they do not meet the minimum size requirement (4 acres) to have a CCFS. Option 2 may benefit Wells Fargo and the clinic, as they could put a sign on a CCFS if permitted by the sign owner, which would be in addition to their existing monument signs.

The owner of the office building asked to be allowed to install a CCFS, but locate it on the east side of the drive access from SR-92 (the location from Option 1 with the sign type from Option 2). This would put the sign close to the residence to the east. Currently, all CCFS must be located at least 80 feet from a residential zone, which the owner's request would not meet. Staff would be more comfortable allowing a monument sign (max height 6') in that location rather than a CCFS (max height 15') due to the visual

impact to the adjacent residential property. Accordingly, staff has not proposed a code amendment exactly as requested by the owner of the office building.

The Planning Commission did not recommend adopting this option (either as drafted by staff or as requested by the office building owner).

PLANNING COMMISSION ACTION

The Planning Commission considered this item at a duly noticed public hearing on February 24, 2026. There were no public comments. The Commission overall was concerned about avoiding the proliferation of signs, avoiding visual impact of signs, and ensuring that new signs aesthetically match existing signs. Ultimately, the Commission voted 6-0 in favor of Option 1 to allow additional monument signs within the RP zone. The Commission generally stated that they did not support allowing CCFS in the area, due to the greater visual impact of those types of signs (up to 15 feet).

STAFF REVIEW

The General Plan recommends that the City focus on strengthening existing businesses, rather than expanding commercial areas, and that the City explore ways to strengthen the City's Town Center area: "Achieving the vision for Highland's Town Center has long been a guiding ideal, yet the area has not fully realized its potential as the heart of the community. Moving toward a unified and vibrant center will likely require a combination of targeted programs, clear design standards, business attraction efforts, and incremental improvements." 2026 General Plan, p. 27. Accordingly, staff supports modifying the sign regulations in order to provide more equitable and fair treatment of Highland businesses.

Staff believes that allowing a modest increase in allowable signage in the R-P zone that aligns with the already allowed signage in adjacent commercial zones in the Town Center area is a reasonable way of supporting existing businesses and the Town Center, as directed by the General Plan.

Attached to this report is the proposed ordinance incorporating option 1 regarding monument signs, as recommended by the Planning Commission, a diagram explaining the current regulations and the two options, and examples of monument signs and the Town Center Commercial CCFS for reference.

FISCAL IMPACT:

If Council approves an amendment that allows for additional signs, and a business applies to add a sign, the City will receive a small amount of building permit revenue.

MOTION:

I move that City Council adopt the proposed amendment modifying monument sign regulations in the Residential Professional zone.

The City Council may also adopt the amendments allowing commercial center freestanding signs (option 2) instead of or in addition to the monument sign regulations, modify the proposed amendment, or reject the proposed amendment.

ATTACHMENTS:

1. Ordinance - Amendments to Monument Sign Regulations in RP Zone
2. Diagram of Current Regulations and Options
3. Sign Examples

AN ORDINANCE AMENDING HIGHLAND CITY DEVELOPMENT CODE RELATED TO MONUMENT SIGNS IN THE RESIDENTIAL PROFESSIONAL ZONE

WHEREAS, Highland City is authorized to enact land use regulations that govern the use and development of property in accordance with State law;

WHEREAS, Highland City desires to amend its previously adopted regulations related to monument signs in the Residential Professional zone;

WHEREAS, a duly noticed public hearing was held by the Planning Commission regarding the proposed amendments on February 24, 2026, after which hearing the Commission recommended adoption of certain amendments;

WHEREAS, the Highland City Council provided notice of and conducted a public hearing regarding the proposed amendments and to review the recommendation of the Planning Commission on March 3, 2026;

WHEREAS, the Highland City Council finds that the proposed amendments further the public welfare and are in the interest of the public.

NOW THEREFORE, BE IT ORDAINED by the Highland City Council as follows:

SECTION 1. The Highland Development Code is amended as shown in Exhibit A, attached hereto.

SECTION 2. The City Recorder, under the supervision of the City Administrator and City Attorney, may make non-substantive corrections to any portion of this ordinance and to the City codes referenced herein for grammatical, typographical, numbering, and consistency purposes in accordance with the expressed intent of the City Council.

SECTION 3. All ordinances and parts and provisions thereof in conflict with this ordinance are repealed to the extent of such conflict.

SECTION 4. This ordinance shall take effect immediately upon its adoption and publication, in accordance with law.

ADOPTED AND PASSED BY THE CITY COUNCIL OF HIGHLAND CITY, UTAH, this 3rd day of March, 2026.

Brittney P. Bills
Mayor

ATTESTED:

Stephannie B. Cottle
City Recorder

Exhibit A

3-709 Monument Signs

A developer/owner or commercial development may choose to construct one monument sign along SR-92 or SR-74 for each building located less than fifty (50) feet from the nearest highway if it meets all of the requirements defined in this ordinance. If there is more than one business within a building located less than fifty (50) feet from either highway, then each business within that building shall share one monument sign. Monument signs shall not be installed within a required hardscape area designated as required open space. It is encouraged that these signs be approved during the site plan approval process. Monument signs shall be uniform in material as specifically defined and shall incorporate the development project name within the design. All monument signs of a sign type or general location that has not been previously approved shall be approved by the architectural review Land Use Authority prior to construction/installation. These signs may only be considered as follows:

1. Location. The location for monument signs are specifically defined by each zone as follows:

...

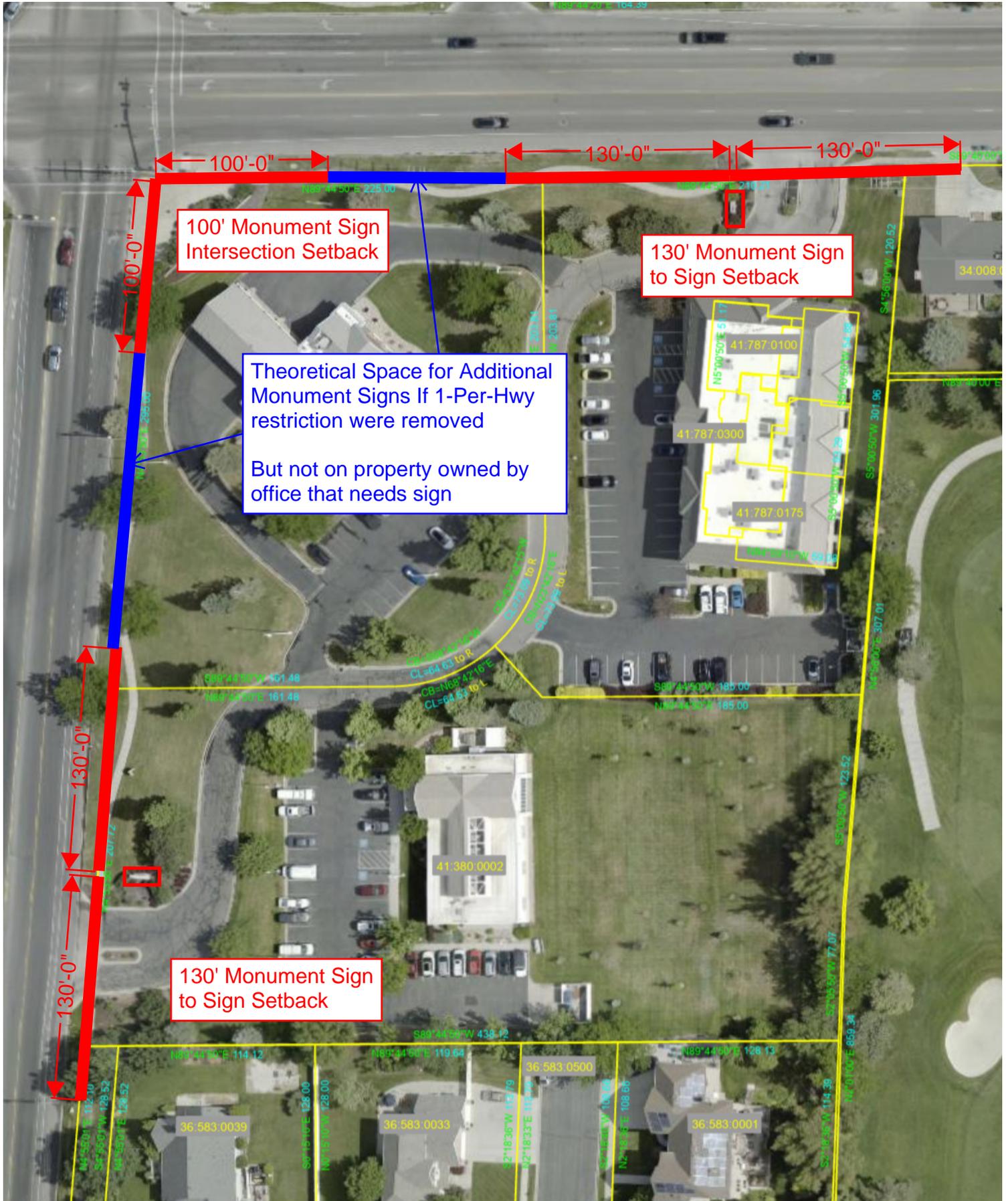
- c. R-P Zone. The owners/developers of allowed uses within the R-P Zone may choose to construct ~~one-up to two~~ shared monument signs along SR-92 and ~~one-up to two~~ shared monument signs along SR-74 to advertise the businesses located within the project area. It is encouraged that these signs be approved during the site plan approval process. Monument signs shall be uniform in material and shall incorporate the development project name within the design. These signs may only be considered as follows:
 - i. Each business within the R-P Zone within a commercial/office building facing SR-92 or SR-74 shall be permitted to be placed upon a shared monument sign that is perpendicular to the adjacent right-of-way the business and within one 300 foot section of frontage. A business may not have multiple monument signs along the same right-of-way.
 - ii. A monument sign within the R-P Zone may not be constructed within 130 feet from another monument sign, provided that this setback may be reduced to 65 feet for monument signs located on either side of a vehicular access from the adjacent right-of-way into the project site. Monument signs shall not be constructed within 15 feet of a residential zone.

- iii. A monument within the ~~R~~-R-P Zone sign may not be installed within 100 feet of the intersection of SR-92 or SR-74.
- iv. A monument sign within the R-P Zone may only be installed within the landscaped area and within the private property of a business or shopping center.
- v. A monument sign within the R-P Zone shall not be installed within the vehicle safety sight triangle of an intersection or ingress/egress.
- vi. A monument sign within the R-P Zone shall not exceed forty two (42) square feet in size or six (6) feet in height.
- vii. Every monument sign constructed within the R-P Zone shall be consistent with and approved sign theme and shall be constructed out of identical materials and colors.
- viii. If a business or profession within the R-P Zone is located within a commercial/office building where there is more than one operation located within that building then those businesses may only advertise on a previously identified monument sign as defined above.

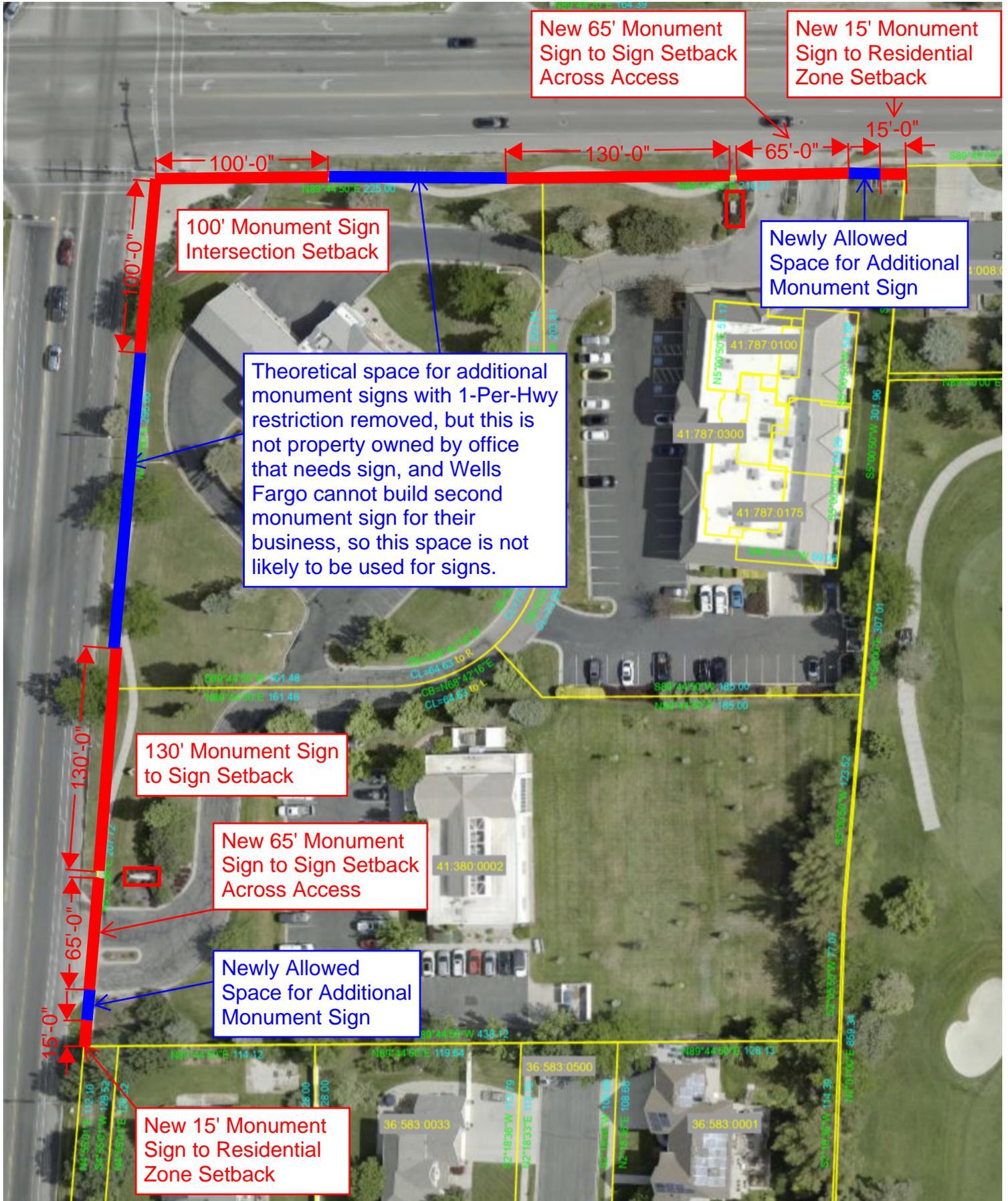
...

- 2. Size. Except as specifically provided otherwise in this section or in Table 3-707A, Ffor buildings with one business advertised, the monument sign shall be a maximum of four (4) feet tall, maximum of five (5) feet wide, and a maximum of two (2) feet deep for a total of twenty (20) square feet per sign face. For buildings with two businesses advertised, the monument sign shall be a maximum of five (5) feet tall, maximum of six (6) feet wide, and a maximum of two (2) feet deep for a total of thirty (30) square feet per sign face. For buildings with three or more businesses advertised, the monument sign shall be a maximum of six (6) feet tall, maximum of seven (7) feet wide, and a maximum of two (2) feet deep for a total of forty-two (42) square feet per sign face. At minimum, a one (1) foot rock base shall be required for all monument signs and shall be included when determining sign height. The height shall be measured from the top of the sidewalk along SR-92 or SR-74 immediately perpendicular and adjacent to the sign location. See figure 3-709.1 for definition of height, width and depth.

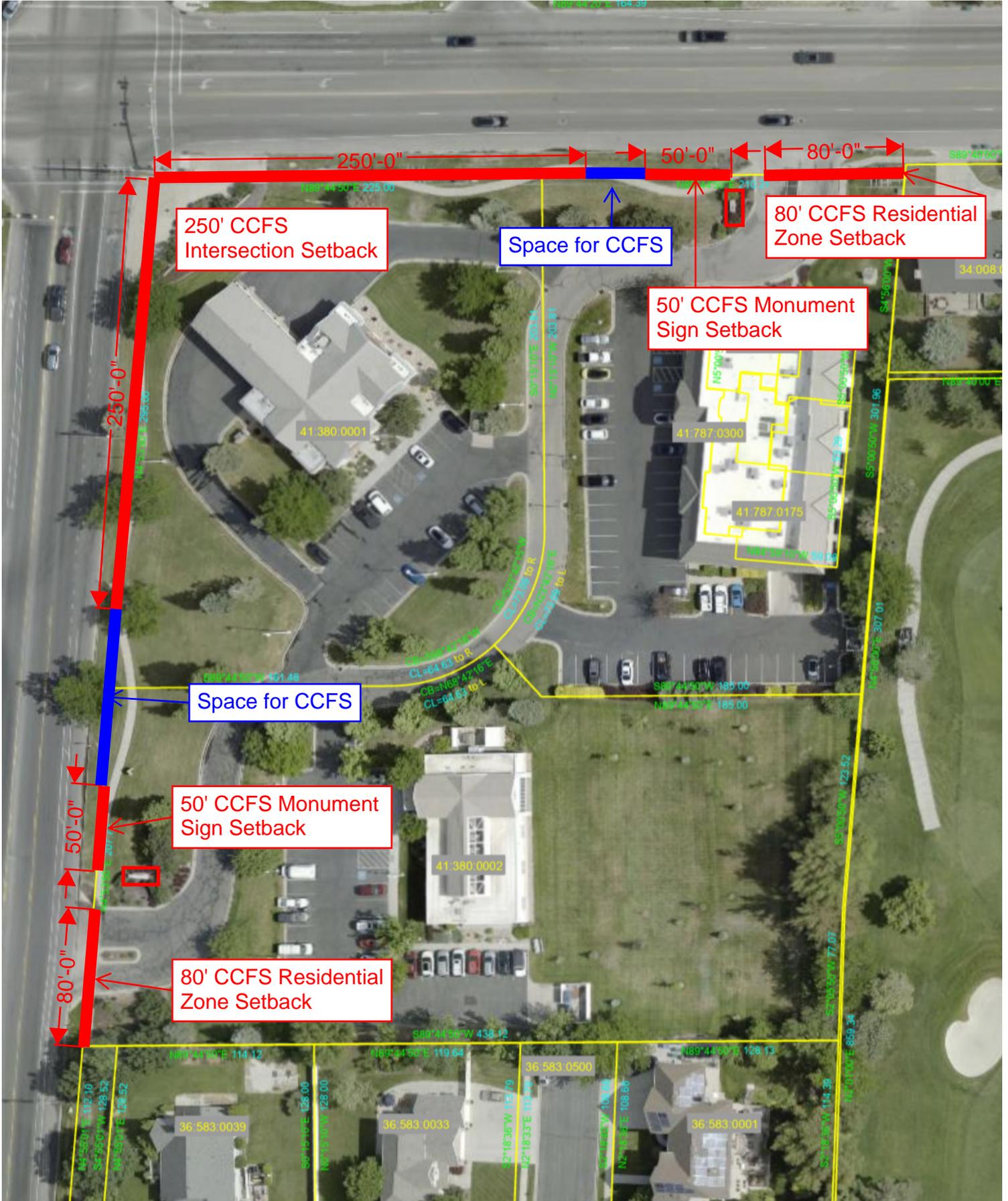
Current Regulations



Option 1 - Allow More Monument Signs, Reduce Setbacks Across Access
Option Recommended by Planning Commission



**Option 2 - Allow Commercial Center Freestanding Sign
Option NOT Recommended by Planning Commission**



Monument Signs

RP – Residential Professional

Town Center Commercial



Commercial C-1



Commercial Center Freestanding Signs





CITY COUNCIL AGENDA REPORT

ITEM #4c

DATE: March 3, 2026
TO: Honorable Mayor and Members of the City Council
PREPARED BY: Erin Wells, City Administrator
SPONSORED BY: Liz Rice, Council Member, Ron Campbell, Council Member
SUBJECT: Chamber of Commerce Membership Consideration
TYPE: General City Management

PURPOSE:

The City Council will consider the Highland Alpine Chamber of Commerce's proposal for Highland City to join as a municipal member of the Chamber.

STAFF RECOMMENDATION:

Staff recommends the Council consider the proposal to join the Highland Alpine Chamber of Commerce and clarify any other details needed for the City's relationship with the Chamber.

PRIOR COUNCIL DIRECTION:

From fiscal year 2020 through fiscal year 2025, Highland City has been a member of the American Fork Chamber of Commerce, specifically through their Lone Peak Business Alliance. In fiscal year 2026, the City Council opted not to continue its membership with the American Fork Chamber of Commerce.

BACKGROUND:

The Highland Alpine Chamber of Commerce is a newly formed chamber headed by resident Rob Crawley. Per the Chambers bylaws, "The Highland Alpine Chamber of Commerce is organized to advance the general welfare and prosperity of the cities of Highland and Alpine, Utah so that its citizens and all areas of its business community shall prosper. All necessary means of promotion shall be provided, and particular attention and emphasis shall be given to the economic, civic, commercial, cultural, industrial, and educational interests of the area." The Chamber of Commerce is planning an opening event May 9 at Courage Reins. An advertisement for that event is attached to this item. Acting as residents, Councilmember Rice is currently serving as a member of the Chamber's Board of Directors, and Councilmember Campbell has been involved in the creation of the Chamber as well. If the Council chooses to join, the City is granted a voting seat on the Board of Directors that the Mayor would appoint with the consent of the Council.

Mr. Crawley sent the Council an email outlining the Chamber's request to have the City join and the benefits the City would receive as a municipal member of the Chamber. A copy of that email is attached.

If the Council is favorable to joining the Chamber of Commerce, staff would recommend that the Chamber and the City work to clarify expectations regarding things such as: advertisement from the City, use of City facilities, exchange of information, participation in City events, signage, insurance, etc. Staff and Mr. Crawley have had preliminary conversations on these topics and feel that finalizing those

expectations could be outlined through a separate Memorandum of Understanding with the City and the Chamber similar to what the City did with the Farmer's Market.

FISCAL IMPACT:

The cost of joining the Highland Alpine Chamber of Commerce is \$2,500. Funding for this expense could be taken from 10-41-63 (Economic Development) within the FY26 budget. This fiscal year, the \$3,500 budgeted for was intended to go towards a business-type event in lieu of a membership with the American Fork Chamber of Commerce, but Council could repurpose it for this membership.

MOTION:

I move that City Council authorize Highland City becoming a municipal member of the Highland Alpine Chamber of Commerce [Council may add any additional requests for clarification they wish to see].

ATTACHMENTS:

1. Proposal Email
2. Articles and Bylaws
3. Grand Opening Flyer

Letter of Request

From rob@highlandalpinechamber.org <rob@highlandalpinechamber.org>

Date Mon 2/23/2026 5:50 PM

To City Council <council@highlandut.gov>

 2 attachments (3 MB)

Chamber Articles and Bylaws Combined.pdf; Grand Opening Flyer (2-20-26).pdf;

Dear Mayor and Members of the Highland City Council,

On behalf of the newly formed **Highland Alpine Chamber of Commerce**, we respectfully request that **Highland City** consider becoming a municipal member of the Chamber for an annual membership fee of **\$2,500**.

The Highland Alpine Chamber of Commerce was established to strengthen the local business environment, promote economic vitality, and foster collaboration between businesses, residents, and municipal leadership. We view Highland City as a critical partner in achieving these shared goals.

As a Chamber member, Highland City and its business community would benefit from the following services and initiatives:

- **Business Networking Opportunities** – Regular networking events, mixers, and forums designed to connect local businesses with one another and with community leaders.
- **Ribbon Cuttings & Grand Openings** – Coordinated ribbon-cutting ceremonies and promotional support for new businesses and business expansions within Highland City.
- **Welcome Wagon Program** – A structured welcome initiative for new residents, introducing them to local businesses, services, and community resources.
- **Business Promotion & Visibility** – Promotion of Highland City businesses through Chamber communications, social media, and events.
- **Advocacy & Business Support** – A unified voice for local business interests and collaboration with city leadership on economic development priorities.
- **Community Engagement** – Support for city-wide events and initiatives that strengthen civic pride and local commerce.

Municipal membership also signals Highland City's commitment to supporting local entrepreneurs, attracting new businesses, and fostering a strong, connected community. We believe this partnership will deliver tangible benefits to residents, businesses, and the City as a whole.

We would welcome the opportunity to present further details, answer questions, or discuss how the Chamber can best align its efforts with Highland City's economic and community development goals.

As an update, we formally organized with the state of Utah by filing our articles of incorporation and bylaws. Both are attached. Also, we had a great first week of sales into the Chamber. We had \$5,050 in sales and already have 17 member companies. I expect this number to grow quickly as 68 out of the 70 Highland businesses I talked to before starting the Chamber expressed interested in become a member when we form and now I am just reaching out to those 68 businesses and will be working on that for the next several weeks. Also see the flyer for our upcoming grand opening event on May 9th at Courage Reins in Highland.

Thank you for your consideration. We look forward to the possibility of working together to support and strengthen Highland City.

Sincerely,



Rob Crawley
President

Highland Alpine Chamber of Commerce
www.highlandalpinechamber.org
(801) 830-3353



Filed in the Office of <i>Scott Whitaker</i> Director, Division of Corporations and Commercial Code Filed in the State of Utah	Filing Number 260205804461B Filed On February 05, 2026 Entity Number 14658616-0140 Number of Pages 2
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State of Utah
Department of Commerce
Division of Corporations and Commercial Code

Domestic Nonprofit Corporation - Articles of Incorporation

ENTITY INFORMATION

Entity Name: Highland Alpine Chamber of Commerce
Entity Number: 14658616-0140
Effective Date: February 05, 2026
Effective Time: 04:05 PM

BUSINESS DETAILS

Duration Date: Perpetual

Assumed Name:

CHARITABLE ORGANIZATION QUESTIONNAIRE

Is the nonprofit corporation or foreign nonprofit corporation on behalf of which you are filing a charitable organization: No

CORPORATION DETAILS

Voting Members:

Will the nonprofit corporation have voting members: Yes

Will the nonprofit corporation issue shares evidencing membership or interests in water or other property rights: No

Purpose Statement:

Any and all lawful business

PRINCIPAL OFFICE INFORMATION:

Principal Office Address: 10713 North 6340 West, Highland, UT 84003

Mailing Address: 10713 North 6340 West, Highland, UT 84003

REGISTERED AGENT

Agent Type: Individual

Name: Robert Crawley

Address: 10713 NORTH 6340 WEST, Highland, UT 84003

ACTIVE PRINCIPAL INFORMATION

Title: Chairman of the Board

Name: Robert Crawley

Address: 10713 N 6340 W, Highland, UT 84003

Title: Director

Name: Jo Lambert

Address: 6519 W Stevens Lane, Highland, UT 84003

Title: Incorporator

Name: Robert Crawley

Address: 10713 North 6340 West, Highland, UT 84003

SUPPORTING DOCUMENTATION

No Supporting Documentation Provided.

REQUIRED SIGNATURES

- I declare that the information contained in this electronic submission is true and accurate.
- I affirm that I am legally authorized to sign this document.
- I acknowledge receipt of the below information:
 - The information provided in this form will be used by the Division to evaluate and complete your request. Failure to provide complete information as requested will result in the denial of your request as incomplete.
 - Information provided in this form is retained in accordance with state record retention laws. For specific information about the records retention for this form, please visit <https://corporations.utah.gov/records/>.
 - In order to comply with legal and regulatory requirements, we may share information provided in this form with authorized parties such as other government agencies, national licensing databases, contracted vendors, etc. Additionally, many items collected by the Division are classified as “public” under the Government Records Access and Management Act, Utah Code § 63G-2-101 et seq.
 - For more information on how the information you provide is shared, please refer to <https://corporations.utah.gov/records/>.

- **Electronic Signature:** Robert Crawley
Title/Capacity: Incorporator

**BYLAWS OF
HIGHLAND ALPINE CHAMBER OF COMMERCE**

The legal name of the organization is *Highland Alpine Chamber of Commerce*, a nonprofit corporation registered in the State of Utah. The organization conducts business as the Highland Alpine Chamber of Commerce.

The Highland Alpine Chamber of Commerce is organized to advance the general welfare and prosperity of the cities of Highland and Alpine, Utah so that its citizens and all areas of its business community shall prosper. All necessary means of promotion shall be provided, and particular attention and emphasis shall be given to the economic, civic, commercial, cultural, industrial, and educational interests of the area.

The organization has not been formed for the making of any profit, or personal financial gain. The assets and income of the organization shall not be distributable to, or benefit the trustees, directors, or officers or other individuals. The assets and income shall only be used to promote corporate purposes as described below. Nothing contained herein, however, shall be deemed to prohibit the payment of reasonable compensation to employees and independent contractors for services provided for the benefit of the organization. This organization shall not carry on any other activities not permitted to be carried out by an organization exempt from federal income tax. The organization shall not endorse, contribute to, work for, or otherwise support (or oppose) a candidate for public office.

The organization is organized exclusively for purposes pursuant to section 501(c)(6) of the Internal Revenue Code.

**ARTICLE I
MEETINGS**

Section 1. Annual Meeting. An annual meeting shall be held once each calendar year for the purpose of electing directors and for the transaction of such other business as may properly come before the meeting. The annual meeting shall be held at the time and place designated by the Board of Directors.

Section 2. Special Meetings. Special meetings may be requested by the Chair of the Board or the Board of Directors. A special meeting of members is not required to be held at a geographic location; as long as the meeting is held by means of the internet or other electronic communications technology in a manner pursuant to which the members have the opportunity to read or hear the proceedings substantially concurrent with the occurrence of the proceedings, note on matters submitted to the members, pose questions, and make comments.

Section 3. Notice. Written notice of all meetings shall be provided under this section or as otherwise required by law. The Notice shall state the place, date, and hour of meeting, and if for a special meeting, the purpose of the meeting. Such notice shall be emailed or mailed to all directors of record at the address shown on the corporate books, at least 5 days prior to the meeting, but no more than 60 days in advance of a meeting. Such notice shall be deemed

effective when emailed to the email address designated by each respective director or deposited in ordinary U.S. mail, properly addressed, with postage prepaid.

Section 4. Place of Meeting. Meetings shall be held at the organization's principal place of business unless otherwise stated in the notice. Unless the articles of incorporation or bylaws provide otherwise, the board of directors may permit any or all directors to participate in a regular or special meeting by, or conduct the meeting through the use of, any means of communication by which all directors participating may simultaneously hear each other during this meeting. A director participating in a meeting by this means shall be deemed to be present in person at the meeting.

Section 5. Quorum. A majority of the elected directors shall constitute at quorum at a meeting. In the absence of a quorum, a majority of the attending directors may adjourn the meeting to another time without further notice. If a quorum is represented at an adjourned meeting, any business may be transacted that might have been transacted at the meeting as originally scheduled. The directors present at a meeting represented by a quorum may continue to transact business until adjournment, even if the withdrawal of some directors results in representation of less than a quorum.

Section 6. Informal Action. Any action required to be taken, or which may be taken, at a meeting, may be taken without a meeting and without prior notice if a consent in writing, setting forth the action so taken, is signed by the directors with respect to the subject matter of the vote.

ARTICLE II MEMBERSHIP

Section 1. Eligibility. Any person, association, corporation, partnership, or estate having an interest in the objectives of the organization shall be eligible for membership.

Applications for membership shall be through paper forms or online forms provided for that purpose and signed by the applicant. Any applicant shall become a member upon payment of the regularly scheduled dues as provided in Section 2 of Article II.

Section 2. Dues. Membership dues shall be at such rates, schedule, or formula as may be from time to time prescribed by the board of directors, payable in advance.

Resignation of a member having paid dues, shall not entitle that member to a refund of any portion of dues.

Section 3. Termination. (1) Any member may resign from the chamber upon written request to the board of directors; (2) any member shall be expelled by the board of directors for nonpayment of dues after 60 days from the date due unless otherwise extended for good cause; (3) and any member may be expelled by a two-thirds vote of the board of directors, at a regularly scheduled meeting thereof, for conduct unbecoming a member or prejudicial to aims or repute of the chamber, after notice and opportunity for a hearing are afforded the member complained against.

Section 4. Voting. In any proceeding in which voting by members is called for, each member in good standing shall be entitled to cast 1 vote.

Section 5. Exercise of Privileges. Any firm, association, corporation, partnership, or estate-holding membership may nominate individuals whom the holder desires to exercise the benefits covered by its membership and shall have the right to change its nomination upon written notice.

Section 6. Honorary Membership. Distinction in public affairs shall confer eligibility to honorary membership. Honorary members shall have all the privileges of members except the right to vote and shall be exempt from payment of dues. The board of directors shall confer or revoke honorary membership by a majority vote.

ARTICLE III DIRECTORS

Section 1. Number of Directors. The Board of Directors shall consist of nine (9) elected directors who are members in good standing. Each director shall serve in accordance with the terms and conditions outlined in these Bylaws.

Section 2. Municipal Trustee-Level Seats. Any city or municipality that joins the Chamber at the Trustee membership level or higher shall be entitled to one (1) automatic seat on the Board of Directors, if they choose to exercise that right. This municipal seat shall be a voting position.

Section 3. Election and Term of Office. The directors shall be elected at any regular meeting. Each director shall serve a term of up to 6 year(s), or until a successor has been elected and qualified.

Section 4. Selection and Seating of Directors. At any regular board meeting, any director may nominate a person to fill any vacant spot of the Board of Directors. The new candidate may then be voted to the Board of Directors by majority vote of current Board of Directors. All nominees must be an active and good standing member of the Chamber of Commerce.

Newly elected and appointed directors shall be seated immediately following when they were elected or appointed.

Section 5. Nomination Review and Vetting. All nominations for the Board of Directors shall be submitted to the Executive Committee for review prior to being presented to the Board of Directors or membership for consideration.

The Executive Committee shall verify that each nominee is a member in good standing, meets eligibility requirements as defined in these Bylaws, is capable of fulfilling the duties of a Board Director, and has no known conflicts of interest or legal disqualifications.

The vetting process shall be conducted in a consistent, equitable, and unbiased manner. No nominee shall be rejected based on personal opinion, political stance, or non-substantive factors.

Qualified nominations will be forwarded to the Board for further consideration or vote, as appropriate.

Appeals Process. Any nominee not advanced due to eligibility concerns may request a written explanation. Upon request, the nominee may appeal the decision to the full Board of Directors for review and final determination.

Section 6. Quorum. A majority of elected directors shall constitute a quorum.

Section 7. Adverse Interest. In the determination of a quorum of the directors, or in voting, the disclosed adverse interest of a director shall not disqualify the director or invalidate his or her vote.

Section 8. Regular Meeting. The Board of Directors shall meet immediately after any election for the purpose of electing its new officers, appointing new committee chairpersons and for transacting such other business as may be deemed appropriate. The Board of Directors may provide, by resolution, for additional regular meetings without notice other than the notice provided by the resolution.

Section 9. Special Meeting. Special meetings may be requested by the Chair of the Board, Vice-Chair of the Board, or any two directors by providing five days' written notice by email or ordinary United States mail, effective when mailed. Minutes of the meeting shall be sent to the Board of Directors within two weeks after the meeting. A special meeting of members is not required to be held at a geographic location if the meeting is held by means of the internet or other electronic communications technology in a manner pursuant to which the members have the opportunity to read or hear the proceedings substantially concurrent with the occurrence of the proceedings, note on matters submitted to the members, pose questions, and make comments.

Section 10. Procedures. The vote of a majority of the directors present at a properly called meeting at which a quorum is present shall be the act of the Board of Directors, unless the vote of a greater number is required by law or by these by-laws for a particular resolution. A director of the organization who is present at a meeting of the Board of Directors at which action on any corporate matter is taken shall be presumed to have assented to the action taken unless their dissent shall be entered in the minutes of the meeting. The Board shall keep written minutes of its proceedings in its permanent records.

Section 11. Informal Action. Any action required to be taken at a meeting of directors, or any action which may be taken at a meeting of directors or of a committee of directors, may be taken without a meeting if a consent in writing setting forth the action so taken, is signed by all of the directors or all of the members of the committee of directors, as the case may be.

Section 12. Removal/ Vacancies. A director shall be subject to removal, with or without cause, at a meeting called for that purpose. Any vacancy that occurs on the Board of Directors, whether by death, resignation, removal or any other cause, may be filled by the remaining directors. A director elected to fill a vacancy shall serve the remaining term of his or her predecessor, or until a successor has been elected and qualified.

Section 13. Committees. To the extent permitted by law, the Board of Directors may appoint from its members a committee or committees, temporary or permanent, and designate the duties, powers and authorities of such committees.

Section 14. Vacancies. A member of the board of directors who shall be absent from 3 regular meetings of the board of directors shall automatically be dropped from membership on the board unless confined by illness or other absence approved by a majority vote of those voting at any meeting thereof.

Vacancies on the board, or among the officers, shall be filled by the board by a majority vote.

Section 15. Management. The board of directors may employ any position, and other staff (as necessary) and shall fix the salary and other considerations of employment.

ARTICLE IV OFFICERS

Section 1. Number of Officers. The officers of the organization shall be a Chair of the Board, Vice-Chair, a Treasurer, a Secretary, and Past Chair. Two or more offices may be held by one person. The Chair of the Board may not serve concurrently as a Vice-Chair. The officers of the organization shall makeup the Executive Committee. The Executive Committee will possess and exercise emergency and urgent powers of the Board of Directors between meetings of the Board. The Executive Committee is responsible for and has oversight of all financial accounts and instruments to include signature authorizations.

Chair of the Board. The Chair of the Board shall be the chief officer and shall preside at all meetings of the Board of Directors and its Executive Committee. The Chairman of the Board is the immediate supervisor of the President/CEO. He/she shall be an ex-officio member of all conveyances of property of the Chamber, and shall sign all mortgage notes or any other instruments pledging or obligating the Chamber of Commerce for the payment of money.

Vice-Chair/Chair-Elect. The Vice Chair shall perform the duties of the Chair of the Board in the absence of the Chair of the Board and shall assist that office in the discharge of its leadership duties. The Vice-Chair shall become familiar with all activities and affairs of the Chamber and otherwise prepare to assume the office of the Chair of the Board once the current Chair of the Board term expires.

Secretary. The Secretary shall give notice of all meetings of the Board of Directors and Executive Committee, shall keep an accurate list of the directors, and shall have the authority to certify any records, or copies of records, as the official records of the organization. The Secretary shall maintain the minutes of the Board of Directors' meetings and all committee meetings.

Treasurer. The Treasurer shall be responsible for conducting the financial affairs of the organization as directed and authorized by the Board of Directors and Executive Committee, if any, and shall make reports of corporate finances as required, but no less often than at each meeting of the Board of Directors and Executive Committee.

Past Chair. The Past Chair shall help the current Chair of the Board in becoming accustomed to his duties. The Past Chair may also have other duties as required by Executive Committee. This position shall only be a 1-year seat as an officer with option for second year based on vote of the Executive Committee. The Past Chair may not vote during election of their second-year term option.

Section 2. Election and Term of Office. The officers shall be elected annually by the Board of Directors at the annual meeting of the Board of Directors. Each officer shall serve a two-year term or until a successor has been elected and qualified. The current Chair of the Board shall move into the position of Past Chair immediately following the current Chair of the Boards term expiring. The current Vice-Chair shall move into the position of Chair of the Board immediately following the current Chair of the Boards term expiring. Newly elected officers shall be seated on first day of the new fiscal year.

Section 3. Removal or Vacancy. The Board of Directors shall have the power to remove an officer or agent of the organization by majority vote of the directors. Any vacancy that occurs for any reason may be filled by the Board of Directors.

ARTICLE V COMMITTEES

Section 1. Appointment and Authority. The board of directors, shall appoint all committees and committee chairs. The chair of the board may appoint such ad hoc committees and their chair as deemed necessary to carry out the program of the chamber. The Committee Chair must be a member of the Board of Directors. Committee appointments shall be at the will and pleasure of the chair of the board and shall serve concurrently with the term of the appointing chair of the board, unless a different term is approved by the board of directors.

It shall be the function of committees to make investigations, conduct studies and hearings, make recommendations to the board of directors, and carry out such activities as may be delegated to them by the board.

Committees shall be discharged by the Chairman of the Board when their work has been completed, and their reports accepted, or when, in the opinion of the Board of Directors, it is deemed wise to discontinue the committees.

All committee appointments and discharges shall be documented by the secretary in the minutes at any regular meeting of the board of directors.

Section 2. Authority/Function. Committees shall make recommendations through the Executive Committee. Except for the Executive Committee, no committee shall take or make public any

formal action, or make public any resolution, or in any way commit the Chamber on a question of policy or on a matter of general public interest, without having first received the approval of the Board of Directors. A subcommittee has only those powers given it by the parent committee and reports to the parent committee; the parent committee reports to the Executive Committee.

ARTICLE VI EXECUTION OF INSTRUMENTS

All instruments that are executed on behalf of the organization which are acknowledged and which affect an interest in real estate shall be executed by the Chair of the Board or any Vice-Chair and the Secretary or Treasurer. All other instruments executed by the organization, including a release of mortgage or lien, may be executed by the Chair of the Board or any Vice-Chair. Notwithstanding the preceding provisions of this section, any written instrument may be executed by any officer(s) or agent(s) that are specifically designated by resolution of the Board of Directors.

ARTICLE VII AMENDMENT TO BYLAWS

The bylaws may be amended, altered, or repealed by the Board of Directors by a two-thirds majority of a quorum vote at any regular or special meeting. The text of the proposed change shall be distributed to all board members at least seven (7) days before the meeting.

ARTICLE VIII INDEMNIFICATION

Any director or officer who is involved in litigation by reason of his or her position as a director or officer of this organization shall be indemnified and held harmless by the organization to the fullest extent authorized by law as it now exists or may subsequently be amended (but, in the case of any such amendment, only to the extent that such amendment permits the organization to provide broader indemnification rights).

ARTICLE IX DISSOLUTION

The organization may be dissolved only with authorization of its Board of Directors given at a special meeting called for that purpose, and with subsequent approval by no less than two-thirds (2/3) vote of the members. On dissolution of the chamber, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific, or philanthropic organizations to be selected by the board of directors as defined in IRS Section 501(c)(6).

**ARTICLE X
PARLIAMENTARY AUTHORITY**

The current edition of Robert's Rules of Order shall be the final source of authority in all questions of parliamentary procedures when such rules are not inconsistent with the charter or bylaws of the Chamber.

**ARTICLE XI
POLICIES AND PROCEDURES**

The standard operating procedures of the Chamber, on a daily basis, shall be outlined in more detail in an accompanying document to these Bylaws. The Policies & Procedures Manual shall be maintained and amended by the Executive Committee as needed to ensure accuracy, relevance, and consistency with the ongoing activities of the Chamber.

Amendments to the manual shall be presented to the Board of Directors for informational purposes and feedback at the next regular meeting following adoption. A written record of all amendments shall be maintained by the Secretary and documented in the minutes.

Certification

Robert Crawley, Chair of the Board of Highland Alpine Chamber of Commerce, and Jo Lambert, Vice-Chair of Highland Alpine Chamber of Commerce certify that the foregoing is a true and correct copy of the bylaws of the above-named organization, duly adopted by the initial Board of Directors on February 5, 2026.

I certify that the foregoing is a true and correct copy of the bylaws of the above-named organization, duly adopted by the initial Board of Directors on February 5, 2025.

DocuSigned by:

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Robert Crawley/Chair

Signed by:

DAA0A0D137A04F0...

Jo Lambert/Vice Chair

Highlandalpinechamber.org/events

\$1,000s
in prizes from
local businesses



HIGHLAND ALPINE CHAMBER OF COMMERCE

GRAND OPENING!

May

Saturday

9

2026

11:00 AM- 2:00 PM
5870 W 10400 N St,
Highland, UT 84003

at **COURAGE REINS**
Equine-Assisted Therapies

Free Hot Dogs | Bounce Houses | Prizes & Raffles

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CITY COUNCIL AGENDA REPORT

ITEM #4d

DATE: March 3, 2026
TO: Honorable Mayor and Members of the City Council
PREPARED BY: Jay Baughman, Assistant City Administrator/Community Development Director
SPONSORED BY: City Staff
SUBJECT: Fee Schedule Update - Open Space Maintenance Agreements and Property Purchase
TYPE: General City Management

PURPOSE:

The City Council will consider updating the Highland City Comprehensive Fee Schedule to add a processing fee for open space land sale applications and to increase the fee for processing maintenance agreement applications.

STAFF RECOMMENDATION:

Staff recommends updating the fee schedule to incorporate fees that adequately cover the city's costs for application review. The proposed fee for both maintenance agreements and orphan parcel sales applications is \$100 for each. A resolution to update the fee schedule is attached.

PRIOR COUNCIL DIRECTION:

On February 17, 2026, the City Council held a work session to discuss matters related to the sale of city-owned orphan parcels and the administration of maintenance agreements. During the discussion, the Council asked whether the current fee charged for processing maintenance agreements is adequate, given that these applications are handled primarily by senior-level staff. Council directed staff to review and update the maintenance agreement fee accordingly and to establish a new application fee for orphan parcel sales.

BACKGROUND:

When a resident submits a maintenance agreement application, the front desk receives the application and payment and forwards them to the Community Development Director. The Community Development Director then consults with the Planning Administrator, Public Works Director, and Assistant Public Works Director to evaluate the suitability of the request. Depending on the circumstances, additional staff may also be involved, including but not limited to the City Administrator, Parks Superintendent, and the Code Compliance Officer.

Because processing these applications routinely requires the time and expertise of multiple senior-level staff members, staff recommends increasing the maintenance agreement fee from the current \$25 to \$100. Staff also recommends establishing a \$100 application fee for orphan parcel sales to reflect the comparable level of review required.

FISCAL IMPACT:

The current fee for processing maintenance agreements is \$25. This action would increase that fee to \$100 and establish a \$100 fee for the new orphan parcel sales application. Because the City receives relatively few maintenance agreement or orphan parcel sale requests, the immediate budget impact is expected to be minimal. However, as encroachment enforcement efforts expand, the number of maintenance agreement applications and orphan parcel transactions may increase, resulting in a corresponding increase in fee revenue.

MOTION:

I move that City Council adopt a resolution to change the fee for maintenance agreements to \$100 and set the fee for the orphan parcel sales application to \$100.

ATTACHMENTS:

1. R-2025-23 Adopting Fee Schedule Changes for Fiscal Year 2025-2026 - Maintenance Agreements and Open Space Sales

RESOLUTION NO: R-2025-xx

**A RESOLUTION OF THE HIGHLAND CITY COUNCIL, HIGHLAND CITY, UTAH ADOPTING
FEE SCHEDULE CHANGES FOR FISCAL YEAR 2025-2026**

WHEREAS, Highland City currently collects processing fees for Maintenance Agreements to help cover a portion of the cost of reviewing applications; and

WHEREAS, the Council believes that it is prudent to collect fees for reviewing applications for the sale of city-owned open space or orphan parcels to help cover a portion of the cost of processing applications; and

WHEREAS, the Council believes that it is in the best interest of the City to amend the fiscal year 2025-2026 Highland City Comprehensive Fee Schedule to update fees for processing these aforementioned applications; and

NOW THEREFORE, BE IT RESOLVED by the Highland City Council as follows:

1. The City Council hereby adopts the following changes to the fiscal year 2025-2026 Highland City Comprehensive Fee Schedule:
\$100 Maintenance Agreement Application
\$100 Open Space or Orphan Parcel Sale Application
2. The City Recorder, under the supervision of the City Administrator and City Attorney, may make non-substantive corrections to any portion of this resolution and to the City codes referenced herein for grammatical, typographical, numbering, and consistency purposes in accordance with the expressed intent of the City Council.
3. This resolution shall take effect immediately.

PASSED and ADOPTED by Highland City Council this 3rd day of March 2026.

HIGHLAND CITY, UTAH

Brittney Bills, Mayor

Stephannie Cottle, City Recorder