



CEDAR HILLS

CITY COUNCIL MEETING OF THE CITY OF CEDAR HILLS Tuesday, July 7, 2026 6:00 p.m.

Notice is hereby given that the City Council of the City of Cedar Hills, Utah, will hold a **City Council Meeting on Tuesday, July 7, 2026, beginning at 6:00 p.m.** at the Civic Center, 3925 W Cedar Hills Drive, Cedar Hills, Utah. This is a public meeting, and anyone is invited to attend. Proceedings may be observed live on YouTube <https://www.youtube.com/@cedarhillsutah>

COUNCIL MEETING

1. Call to Order, Pledge led by C. Morgan and Invocation given by C. Geddes
2. Approval of Meeting's Agenda
3. Public Comment: Time has been set aside for the public to express their ideas, concerns, and comments (comments limited to 3 minutes per person with a total of 30 minutes for this item)

CONSENT AGENDA (Consent items are only those which require no further discussion or are routine in nature. All items on the Consent Agenda are adopted by a single motion)

4. Approval of the minutes from the June 16, 2026 City Council meeting

CITY REPORTS AND BUSINESS

5. Mayor and Council, City Manager and Staff

SCHEDULED ITEMS & PUBLIC HEARINGS

6. Review/Action and Public Hearing on an Ordinance amending City Code Title 10-5-5(B)(3) related to Rear Setback Areas - *Presenter - Chandler Goodwin, City Manager*
7. Review/Action and Public Hearing on an Ordinance amending City Code Title 10-5-26 related to Signs - *Presenter - Chandler Goodwin, City Manager*
8. Review/Action and Public Hearing on an Ordinance amending City Code Title 10-5-32 related to Accessory Dwelling Units - *Presenter - Chandler Goodwin, City Manager*
9. Review/Action on an Ordinance amending City Code Title 9-1D-1 related to the Zoning Administrator - *Presenter - Chandler Goodwin, City Manager*
10. Review/Action on a Resolution governing the use of Electronic Meetings - *Presenter - Chandler Goodwin, City Manager*
11. Motion to go into Closed Session Pursuant to Utah State Code 52-4-205(1)(c) to discuss pending or reasonably imminent litigation.
* * * CLOSED SESSION * * *
12. Motion to Adjourn Closed Session and Reconvene Council Meeting

ADJOURNMENT

13. Adjourn

Posted this 2nd day of July, 2026

/s/ Colleen A. Mulvey, City Recorder

- Supporting documentation for this agenda is posted on the city website at www.cedarhillsutah.gov.
- In accordance with the Americans with Disabilities Act, the City of Cedar Hills will make reasonable accommodations to participate in the meeting. Requests for assistance can be made by contacting the City Recorder at 801-785-9668 at least 48 hours in advance of the meeting.
- A Closed Session may be called to order pursuant to Utah State Code 52-4-204 & 52-4-205.
- The order of agenda items may change to accommodate the needs of the City Council, the staff, and the public.
- This meeting may be held electronically to permit one or more of the council members or staff to participate.



PUBLIC MEETING AND PUBLIC HEARING ETIQUETTE

Please remember all public meetings and public hearings are recorded

- All comments **must** be recognized by the Chairperson and addressed through the microphone.
- Please do not approach the Council/Commission dais without permission from the Chairperson.
- When speaking to the Council / Planning Commission, please stand, speak slowly and clearly into the microphone, and state your name and address for the recorded record.
- Be respectful to others and refrain from disruptions during the meeting. Please refrain from conversation with others in the audience as the microphones are very sensitive and can pick up whispers in the back of the room.
- Keep comments constructive and not disruptive.
- Avoid verbal approval or dissatisfaction of the ongoing discussion (i.e., booing or applauding).
- Exhibits (photos, petitions, etc.) given to the City become the property of the City.
- Please silence all cellular phones, electronic devices or other noise making devices.
- Be considerate of others who wish to speak by limiting your comments to a reasonable length and avoiding repetition of what has already been said. Individuals may be limited to three minutes and group representatives may be limited to five minutes.
- Refrain from congregating near the doors or in the area outside the council room to talk as it can be very noisy and disruptive. If you must carry on conversation in this area, please be as quiet as possible. (The doors must remain open during a public meeting/hearing.)

Public Hearing v. Public Meeting:

If the agenda item is a **public hearing**, the public may participate during that time and may present opinions and evidence for the issue for which the hearing is being held. In a public hearing there may be some restrictions on participation such as time limits.

Anyone can observe a **public meeting**, but there is no right to speak or be heard there - the public participates in presenting opinions and evidence at the pleasure of the body conducting the meeting.



The City of Cedar Hills

TO:	Mayor & City Council
FROM:	Sarah Sampson, Zoning Official/Associate Planner
DATE:	July 7, 2026

SUBJECT:	Review/Action and Public Hearing on an Ordinance amending City Code Title 10 Chapter 5 Section 5B3: Rear setback area
APPLICANT PRESENTATION:	n/a
STAFF PRESENTATION:	Chandler Goodwin, City Manager
BACKGROUND AND FINDINGS:	
<p>The 2021 International Swimming Pool and Spa code updated the barrier requirements for swimming pools and spas, allowing for specific safety covers in lieu of fences, or walls as a barrier. To bring our code into alignment with Adopted ISPSC code it is proposed to add language specific to approved barriers.</p>	
PREVIOUS LEGISLATIVE ACTION:	
N/A	
FISCAL IMPACT:	
N/A	
SUPPORTING DOCUMENTS:	
Proposed code amendment to Title 10 Chapter 5 Section 5B3: Rear Setback Area	
RECOMMENDATION:	
Planning Commission has reviewed and recommends the proposed Code changes to the City Council.	
MOTION:	
<p>To approve/not approve Ordinance No. 07-07-2026A, an ordinance adopting amendments to City Code 10-5-5B3, related to rear setback areas, subject to the following conditions: {LIST ANY CONDITIONS NECESSARY FOR ADOPTION}</p>	
ACTION:	
Motion:	Second:
Laura Ellison:	Yes__ No ___ Abstain __ Absent __
Mike Geddes:	Yes__ No ___ Abstain __ Absent __
Bob Morgan:	Yes__ No ___ Abstain __ Absent __
Erika Price:	Yes__ No ___ Abstain __ Absent __
Kelly Smith:	Yes__ No ___ Abstain __ Absent __

10-5-5: DEVELOPMENT IN REQUIRED SETBACK AREA (REQUIRED YARD AREA):

B. Rear Setback Area (Rear Yard Areas):

3. Private swimming pools and similar uses shall be allowed in a rear yard, provided they are located at least thirty feet (30') from any dwelling on an adjoining lot and at least ten feet (10') from any property line. Swimming pools and spas shall be enclosed within a fence, ~~or wall~~ or barrier that complies with the current ISPSC code and all other ~~which conforms to~~ International Building Code requirements.

ORDINANCE NO: 07-07-2026A

AN ORDINANCE AMENDING TITLE 10, CHAPTER 5, ARTICLE 5 OF THE CITY CODE OF THE CITY OF CEDAR HILLS, UTAH, BY AMENDING THE DEVELOPMENT IN REQUIRED SETBACK AREA (REQUIRED YARD AREA).

RECITALS

WHEREAS, pursuant to Utah Code Annotated § 10-20-501, the City Council of the City of Cedar Hills (“City Council”) may adopt ordinances to govern the use and development of land within the City; and

WHEREAS, pursuant to Utah Code Annotated § 10-8-84, the City Council may adopt ordinances “necessary and proper to provide for the safety and preserve the health, and promote the prosperity, improve the morals, peace and good order, comfort, and convenience of the City and its inhabitants, and for the protection of property in the City”; and

WHEREAS, the City Council has determined that it is in the best interest of the public health, prosperity, comfort, and convenience of the City of Cedar Hills, and the residents thereof, to enact certain amendments to Title 10 of the City Code relating to Development in Required Setback Areas (Required Yard Area);

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CEDAR HILLS, UTAH:

**PART I
AMENDMENTS**

10-5-5: DEVELOPMENT IN REQUIRED SETBACK AREA (REQUIRED YARD AREA):

B. Rear Setback Areas (Rear Yard Areas):

3. Private swimming pools and similar uses shall be allowed in a rear yard, provided they are located at least thirty feet (30') from any dwelling on an adjoining lot and at least ten feet (10') from any property line. Swimming pools and spas shall be enclosed within a fence, wall or barrier that complies with the current ISPSC code and all other International Building Code requirements.

**PART II
PENALTY AND ADOPTION**

A. CONFLICTING PROVISIONS

Whenever the provisions of this Ordinance conflict with the provisions of any other Ordinance, resolution or part thereof, the more stringent shall prevail.

B. PROVISIONS SEVERABLE

This Ordinance and the various sections, clauses and paragraphs are hereby declared to be severable. If any part, sentence, clause or phrase is adjudged to be unconstitutional or

invalid it is hereby declared that the remainder of the ordinance shall not be affected thereby.

C. AMENDMENT TO BE ADDED TO CITY CODE

The City Council hereby authorizes and directs that insert pages reflecting the provisions enacted hereby shall be made and placed in the City Code, Title 10.

D. PENALTY

Hereafter these amendments shall be construed as part of the City Code of the City of Cedar Hills, Utah, to the same effect as if originally a part thereof, and all provisions of said regulations shall be applicable thereto, including, but not limited to, the enforcement, violation and penalty provisions.

E. EFFECTIVE DATE

This Ordinance shall take effect upon its passage and publication as required by law.

PASSED AND APPROVED this 7th day of July, 2026.

CITY OF CEDAR HILLS COUNCIL

By: _____
Denise Anderson, Mayor

VOTING:

Laura Ellison	Yes	No	Absent
Mike Geddes	Yes	No	Absent
Bob Morgan	Yes	No	Absent
Erika Price	Yes	No	Absent
Kelly Smith	Yes	No	Absent

ATTEST:

Colleen A. Mulvey, MMC, UCC
City Recorder

DEPOSITED in the office of the City Recorder this 8th day of July, 2026.



The City of Cedar Hills

TO:	Mayor & City Council
FROM:	Sarah Sampson, Zoning Official/Associate Planner
DATE:	July 7, 2026

SUBJECT:	Review/action and Public Hearing on an Ordinance amending City Code Title 10 Chapter 5 Section 26: Signs
APPLICANT PRESENTATION:	n/a
STAFF PRESENTATION:	Chandler Goodwin, City Manager
BACKGROUND AND FINDINGS:	
<p>HB 33, passed in the 2026 Legislative Session, effective May 6, 2026 which requires amendments to our current code. Updates include the need to designate a location where removed temporary signs will be deposited for safekeeping, reasonable attempts to make contact with the sign owner within 2 days of removal and allows for signs to be placed in park strips IF the strip is adjacent to the sign owners property and the property owner is expected by ordinance or agreement to maintain the property. The House Bill specifically designates this information for political signs, but staff has drafted this amendment so that the regulations apply to ALL temporary signs. Should the Council wish to limit this regulation to political signs only, the Ordinance will need to be amended to reflect that direction. Utah State Code 20A-17-101.5 defines a political sign as follows:</p> <p>“Political Sign” means any sign that advocates:</p> <p>(a) the election or defeat of a candidate for public office; or</p> <p>(b) the approval or defeat of a ballot proposition.</p>	
PREVIOUS LEGISLATIVE ACTION:	
FISCAL IMPACT:	
N/A	
SUPPORTING DOCUMENTS:	
N/A	
RECOMMENDATION:	
Planning Commission has reviewed and recommends to the City Council the proposed changes to City Code Title 10 Chapter 5 Section 26: Signs.	
MOTION:	
To approve/not approve Ordinance No. 07-07-2026B, an ordinance adopting amendments to City Code 10-5-26, related to Signs, subject to the following conditions: {LIST ANY CONDITION NECESSARY FOR ADOPTION}	
ACTION:	
Motion:	Second:
Laura Ellison:	Yes__ No __ Abstain __ Absent __
Mike Geddes:	Yes__ No __ Abstain __ Absent __
Bob Morgan:	Yes__ No __ Abstain __ Absent __
Erika Price:	Yes__ No __ Abstain __ Absent __
Kelly Smith:	Yes__ No __ Abstain __ Absent __

10-5-26: SIGNS:

A. Purpose And Intent: The City Council finds that unregulated signage can be detrimental to public safety, that it can result in visual blight and negatively impact local property values, and that it can displace alternative land uses.

1. It is the purpose of this section to promote public safety and to foster an appealing cityscape, and in accordance with the State and Federal Constitutions, the General Plan, and for the general welfare [1](#) ; and

2. To promote the health and well being of the public generally, pedestrians and motorists, by minimizing obstruction, visual or otherwise, distraction, and related safety and traffic hazards within the city; and

3. To preserve and enhance the beauty of the city by minimizing visual clutter and regulating physical characteristics of and placement of signage within the city.

B. General Provisions:

1. Signage shall be regulated within each zone of the city. Signage in residential zones shall have specific limitations as set forth herein. Signage in commercial/industrial zones shall have specific limitations as set forth herein.

2. Signs shall be deemed either permanent or temporary. Both temporary and permanent signs are allowed in all zones, except where specifically prohibited. A permit shall be required for all permanent signs, except as otherwise provided herein.

3. All signage shall be reasonably secured and maintained so as to withstand normal weather conditions including, but not limited to, wind, rain, snow and so forth. Signs, whether temporary or permanent, shall be constructed in such a way so as to preserve the public safety and shall be maintained in such a manner so as to prevent disrepair and visual blight.

4. All signage shall be generally prohibited from being posted or left behind on public property, in any public right of way, on utility poles, historical markers, on publicly owned property, including trees, and on street and traffic signs.

a. Exception: Where the city has traditionally allowed public property to be used as an open public forum, ~~temporary noncommercial signage shall be allowed only if the signage is handheld or personally attended signage in such areas shall be regulated in a content-neutral manner and may be subject only to reasonable time, place, and manner restrictions~~, and where said signage presentation does not block public rights of way, disrupt the peace, incite to violence, or cause any other public disturbance.

b. Exempt: Signage dedicated for government use including traffic signs, traffic lights, street signs, directional signs, public safety signs and related signage shall be exempt from the prohibition against signage in any public right of way. (Ord. 8-16-2011A, 8-16-2011)

c. Exempt Temporary Signage: Temporary signage used for government purposes that is informational in nature or related to events, elections, recreation, or other city programming may be placed on public property or in the public right of way. Such temporary signage shall be limited to three feet (3') in height, and five feet (5') in length. Signage may be posted no more than fourteen (14) days before the occurrence of an event and shall remain for no more than ~~one business~~fourteen (14) calendar days after the occurrence of an event; no more than two (2) signs shall be permitted in any location; and where said signage presentation does not block public right of way, disrupt the peace, incite to violence, or cause any other public disturbance. Such exception does not apply to the roundabout portion of 4600 W. Cedar Hills Drive, where signs shall be limited to one at any given time. (Ord. 10-20-2015C, 10-20-2015)

5. All signage shall be subject to a discontinued use limitation, whereupon the owner of said signage shall remove such no later than sixty (60) days after a discontinued use. A "discontinued use" shall include the expiration of a permit, abandonment of the sign, or the completion of an event or sale for which the sign was posted. "Discontinued use" shall not include the involuntary destruction of a sign in whole or in part due to fire or other calamity unless the sign has been abandoned.

C. Signs In Residential Zones:

1. In residential zones, signage may be placed in accordance with the lesser of the following setback limitations:

a. Signage may be placed on a lot in accordance with the front, side, and rear yard limitations of the applicable zone, if there be such, and may conform to setback limitations provided for accessory buildings, so long as such placement conforms to all setback and placement limitations for accessory buildings as set forth in the zoning code; or

b. Signage may be placed no closer than three (3) linear feet from the sidewalk, curb, or street (whichever is farthest) three (3) linear feet from the edge of the lot, and three (3) linear feet from a neighboring lot.

2. Except for window signs, all signage on any residential lot shall be limited to a maximum elevation or height of six feet (6'). Where a building on a residential lot has more than one level, window signs shall be allowed on each level of the building.

3. Any window sign shall not exceed twenty five percent (25%) of a window display area and shall not exceed a total window display area for all windows of thirty two (32) square feet. In multiple- unit residential buildings, the total window display area allowed shall apply to each individually rented or owned unit and not to the building as a whole.

4. Commercial signage on a residential lot shall be limited to a cumulative display area of thirty two (32) square feet for temporary commercial signs, plus an additional six (6) square feet for a permanent commercial sign if a variance has been granted for a business use on the residentially zoned lot.

5. Noncommercial signage on a residential lot shall be limited to a cumulative display area equal to that permitted for any commercial signage on the same lot.

6. The display area of a two (2) faced sign with identical copy on both sides shall be counted as the display area of only one of the faces.

D. Signs In Commercial And Industrial Zones:

1. In commercial or industrial zones, signage may be placed in accordance with the lesser of the following setback limitations:

a. Signage may be placed on a lot in accordance with the front, side, and rear yard setback limitations of the applicable zone, if there be such; or

b. Signage may be placed no closer than three (3) linear feet from the sidewalk curb, or street (whichever is furthest), three (3) linear feet from the edge of the lot, and three (3) linear feet from a neighboring lot.

2. All signage on a commercial or industrial lot shall be limited to a maximum elevation or height of thirty feet (30').

3. Any window sign on a commercial or industrial lot shall not exceed fifty percent (50%) of a window display area and shall not exceed a total window display area for all windows of one hundred (100) square feet. Where a building on a commercial lot has more than one level, window signs shall be allowed on each level of the building.

4. Commercial signage on a commercial or industrial lot shall be limited to a cumulative display area of twenty five percent (25%) of the facade of the building or structure it represents or which is found on the commercial lot, or to ninety (90) square feet, whichever is greater.

5. Noncommercial signage on a commercial or industrial lot shall be limited to a cumulative display area equal to that permitted for any commercial signage on the same lot.

6. The display area of a two (2) faced sign with identical copy on both sides shall be counted as the display area of only one of the faces. (Ord. 8-16-2011A, 8-16-2011)

E. Signs In Public Facility Zone:

1. In the Public Facility Zone, signage may be placed in accordance with the lesser of the following setback limitations:

a. Signage may be placed on a lot in accordance with the front, side, and rear yard setback limitations of the applicable zone, if there be such; or

b. Signage may be placed no closer than three (3) linear feet from the sidewalk curb, or street (whichever is furthest), three (3) linear feet from the edge of the lot, and three (3) linear feet from a neighboring lot.

2. All signage on a lot in the Public Facility Zone shall be limited to a maximum elevation or height of twenty feet (20').

3. Marquee digital signs may be allowed in the Public Facility Zone, subject to the following conditions:

a. Sign is owned, operated, and maintained by a public school. Any messages displayed on a digital marquee should be those that relate with such property type of events/activities, with the exception of public service announcements.

b. Sign does not illuminate into adjacent residential lots. Only indirect and diffused lighted signs are permitted in the PF Zone. Lights that are not an integral part of a sign must be directed away from surrounding properties and oncoming traffic. No flashing or rotating lights are permissible.

c. Electronic displays shall not include animation, full motion video, flashing, strobing, racing, blinking, changes in color, fade in or fade out in any manner imitating movement, or any other means not providing constant illumination.

d. Each message shall be illuminated for at least eight (8) seconds before transitioning to a new message.

e. Operation and illumination of sign shall not occur between the hours of nine o'clock (9:00) P.M. and six o'clock (6:00) A.M. (Ord. 06-19-2018A, 6-19-2018)

F. Permanent Signs:

1. Permit and fee required.

2. Any sign that is permanently constructed, attached, or intended to remain for more than one hundred twenty (120) days shall be deemed permanent and requires a permit. Permanent signs shall be subject to a fee.

3. A sign shall be deemed permanently constructed if, standing alone, it exceeds thirty two (32) square feet in display area, or exceeds six feet (6') in height, or weighs more than twenty (20) pounds.

4. A sign shall be deemed attached if it is connected to or protruding from any building or similar structure, interior window signs excluded.

5. A sign intended for use during a specified, limited time, which is posted more than sixty (60) days before the occurrence of an event or sale and which shall remain for more than sixty (60) days after the occurrence of an event or sale or commencement thereof shall be deemed permanent.

~~Exempt: Any signage related to issues on the ballot for an upcoming election, whether a primary or general election, are hereby deemed temporary despite the actual number of days displayed and are deemed to have satisfied any permit and fee requirements. Said signage is subject to the discontinued use provision set forth above. Any sign that meets the definition of a temporary sign under this section shall be regulated as a temporary sign regardless of the message displayed. No sign shall be classified as temporary or permanent based on the content of the message.~~

6. The City finds that permanent signage requires review by the Zoning Administrator to ensure that the constructed sign will be structurally safe and durable so as to preserve and promote public safety.

7. Permanent signage shall be subject to the discontinued use provision set forth above.

G. Temporary Signs:

1. No permit or fee required.

2. Any sign that is not permanently constructed or attached as defined above, or that is intended for use during a specified, limited time of one hundred twenty (120) days or less shall be deemed temporary and shall not require a permit or be subject to a fee. All temporary signage shall be subject to the discontinued use provision set forth above.

3. Temporary signs shall be regulated without regard to the content of the message displayed. No category of temporary signs, including political or election-related signs, shall be subject to different time, place, or manner restrictions than other temporary signs.

4. Temporary signs shall not be prohibited in a park strip if the poster of the sign :

_____ a. is the owner or lawful occupant of the property that is adjacent to the park strip;
and _____ b. is required by local ordinance or an agreement to maintain the park strip; or

_____ c. obtains consent to post the sign from the person described in Subsection (4)(a)

H. Window Signs:

1. No permit or fee required. No time limitation.

2. A window sign is any copy posted on or sign posted inside of a window of a building, house, or similar structure. No permit or fee is required to post a window sign. Window signs shall not be limited to a specific number of days allowed for display; however said signage shall be removed upon discontinued use. Window signs shall be subject to the display area limitations and size limitations set forth above under signs in residential and commercial/industrial zones.

I. Sexually Oriented Business Signs: Commercial signage for a sexually oriented business shall be prohibited off site from the actual lot where the business is lawfully located. Said signage shall be limited to alphanumeric copy only and shall be limited to a display area of thirty two (32) square feet. (Ord. 8-16-2011A, 8-16-2011; amd. Ord. 06-19-2018A, 6-19-2018)

J. Prohibited Signs:

A-FRAME SIGN: Any sign or structure composed of two (2) sign faces mounted or attached back to back to form a triangular vertical cross section through the faces or structure over three feet (3') in height and three feet (3') in width from grade.

ABANDONED SIGN: Any sign or structure that no longer correctly directs or influences a person, identifies or advertises a bona fide business, lessor, service, owner, product, or activity.

ANIMATED OR FLASHING SIGN: A sign that includes movement or optical illusion of movement or rotation of any part by mechanical, artificial or atmospheric means or a sign that displays flashing or intermittent lights. Time and temperature devices and banners and flags shall be exempted from this definition.

BALLOON OR INFLATABLE SIGN: Any device supported by heated air, forced air, or other gases for the purpose of drawing attention.

BILLBOARD: A high profile freestanding ground sign on one or more poles, typically located along freeways or major highways, but not limited thereto, designed or intended to direct attention to a business, product, or service that is not sold, offered, or existing on the property where the sign is located.

MARQUEE SIGN: Any sign attached to, in any manner, or made part of a marquee. A marquee is a permanent rooflike structure projecting beyond a building or wall of the building, generally designed and constructed to provide protection from the weather.

MOTION SIGN: A sign that has motion either constantly or at intervals or that gives the impression of movement through intermittent flashing, scintillating, or varying the intensity of illumination whether or not said illumination is reflected from an artificial source or the sun.

PENNANT SIGN: A sign made of lightweight plastic, fabric, or other material whether or not containing a message of any kind, suspended from rope, wire, or string, usually in series, designed to move in the wind.

PROJECTING SIGN: A sign attached perpendicular to a building structure and extending in whole or in part more than twelve inches (12") beyond the wall to which it is attached.

ROOF SIGN: A sign erected and constructed wholly on and over the roof of a building, supported by the roof structure, and extending vertically above the highest portion of the roof or which does not lie flat on the roof.

ROTATING SIGN: Any sign or portion of a sign that moves in a revolving or similar manner.

SNIPES SIGNS: Any sign typically made of non- or semi-durable material, mounted to a tree, to a utility pole, or to the ground by nails, staples, a wire frame, or similar device within a right-of-way, including public and private parking strips and medians, or on public property. (Ord. 8-16-2011A, 8-16-2011; amd. Ord. 3-20-2012C, 3-20-2012; Ord. 06-19-2018A, 6-19-2018)

K. Issuing A Permit: Permit issuance is subject to the following application process and review:

1. Application Process: The City shall prepare a "sign permit request" form, which shall request the applicant or agent's name, telephone number, address, where the proposed sign(s) will be placed, whether the sign is intended to remain for more than one hundred twenty (120) days, whether the sign is intended to serve commercial purposes, to identify zoning restrictions, and which may include, but is not limited to, a site plan, sign layout, a sign depiction, elevation of existing and future buildings, and any other reasonably related information necessary for the Zoning Administrator to be able to determine whether the

sign complies with the design and placement requirements set forth in this chapter. Proposed signs that are larger and that are intended to remain for a longer period of time will require more information to assist the Zoning Administrator in determining whether the sign will be safe and durable.

2. Application; Fee: Applications will not be accepted without the accompanying fee for a permanent sign.

3. Fees: Permanent signage shall be subject to a permit application fee as determined by the City Council (see City fee schedule).

4. Form: The sign permit request form shall include a checkbox with a statement indicating that, if checked, the applicant agrees to allow the City to enter and remove the sign for which the permit is requested if the sign's removal period expires, in lieu of prosecution by the City Prosecutor and in lieu of a fine.

5. Review: If the Zoning Administrator determines that a sign permit request is incomplete, or that signage will conflict with the provisions of this chapter because of **illegal content or** nonconforming proposed design and placement, the request shall be returned to the applicant as incomplete. The applicant may revise and resubmit the amended sign permit request with additional information as necessary.

6. Granting Or Denial Of Permit Request: The Zoning Administrator shall make a decision to grant or deny a sign permit request in accordance with this chapter and other applicable City, State, and Federal laws and ordinances. No sign permit shall issue unless the sign permit request and sign comply with the provisions of this chapter.

7. Permanent Signs: The Zoning Administrator shall issue a decision to grant, deny, or return as incomplete the sign permit request within thirty (30) days of submission.

8. Appeal: An applicant wishing to appeal the Zoning Administrator's decision to reject a permit application to the Planning Commission has ten (10) days to do so [2](#). The planning commission, on administrative appeal, shall review the applicant's sign permit request form for completeness in an open and public meeting at which the applicant shall be allowed to appear and present and then determine whether the applicant's proposed sign complies with the design and placement requirements set forth in this chapter, and subsequently return a decision either to uphold or reverse the Zoning Administrator's decision within twenty (20) days.

L. Permit Limitations:

1. Transferability: Permits, permit numbers, permit applications, and supporting information shall not be transferable to other sites or signs and shall be valid only for a

specific sign at the designated location. If at any time a sign or sign structure is altered, removed, or relocated in a manner different from the terms of an issued sign permit, such existing sign permit will become void and a new application must be made for the sign as altered or relocated.

Exception: Signs associated with a business that has its ownership transferred with no proposed alteration to the business name, building, or signage shall, upon notification to the City, have its permits transferred to the new business owner without need of a new application.

2. Expiration: A permit shall expire and become null and void if work on the sign is not commenced within sixty (60) days from the date of the permit or if work is suspended or abandoned. In such case, a new permit shall be obtained, and where the permit is for a permanent sign, a new fee shall be paid.

3. Written Suspension Of Permit: The City may in writing suspend or revoke a permit issued under provisions of this section whenever the permit is issued on the basis of a material omission or misstatement of fact or in violation of any ordinance.

4. Nuisance: No permit for a sign may be deemed to constitute permission or authorization to maintain a public or private nuisance, nor shall any permit issued hereunder constitute a defense in any action to abate a nuisance.

M. Removal Of Signs:

1. Zoning Administrator: The Zoning Administrator is hereby authorized to require removal of any sign. Before bringing action to require removal of any sign, the Zoning Administrator shall give written notice to the owner of the sign or the owner of the premises on which such sign is located. The notice shall state the violation charged and the reasons and grounds for removal, specifying the deficiencies or defects and what repairs, if any, will make the sign conform to the requirements of this chapter. The notice shall also specify that the sign must be removed or made to conform with the provisions of this chapter within the notice period. Service of notice shall be made personally on the owner or lessee, or by certified mail addressed to the owner or lessee at the address specified in the permit or the last known address. **Enforcement and removal of signs under this section shall be conducted in a content-neutral manner.**

2. Notice Period: The notice period for permanent signs shall be fifteen (15) days. The notice period for temporary signs shall be ~~three (3)~~ **five (5)** days.

3. Prosecution: If the owner or lessee of the premises upon which the sign is located has not demonstrated to the satisfaction of the Zoning Administrator that the sign has been

removed or brought into compliance with the provisions of this chapter by the end of the notice period, the Zoning Administrator shall first submit an order for removal by the City, and if necessary, due to inability to access the sign for removal, submit the violations to the City Prosecutor for prosecution. If the City removes the sign, any and all prosecution charges shall be dropped.

4. Continuous Violation: Re-erection of any sign or substantially similar sign on the same premises after a notice of violation has been issued shall be deemed a continuation of the original violation.

5. Removal Of Temporary Signs: The Zoning Administrator may remove any illegal temporary sign which is maintained or re-erected after the expiration of the notice period, if the owner or lessee of the premises has been issued a notice of violation at least once before for the same violation involving the same or similar sign. When temporary signs are removed by City staff, reasonable efforts to notify the responsible party shall be notified made within two (2) business days of the reason for the removal, and the location from which the sign was removed and the location where the sign may be retrieved. Removed signs shall be made available for the responsible party to pick up for three (3) five (5) calendar days. After that time, removed signs will be destroyed.

6. Safety Hazard: Notwithstanding other provisions of this subsection, the Zoning Administrator may cause the immediate removal, following notice to the owner of the sign or the property on which it is located of any unsafe or defective sign that creates an immediate hazard to persons or property. Of any sign that poses a safety hazard to traffic, pedestrian, or a line-of-sight hazard.

7. Costs Of Corrective Action: The costs of removal of a sign by the City shall be borne by the owner of the sign.

8. Storage and Retrieval of Removed Signs:

a. Designated Location: Any sign removed by the City shall be stored at a designated location determined by the City including but not limited to a City facility, public works yard or other secure location.

b. Notice to Owner: If the removed sign contains contact information or if the identity of the owner can be reasonably determined, the City shall make a reasonable effort to notify the owner of the removal. Such notice may be provided by telephone, email or other available means and shall include:

1. the reason the sign was removed;

2. The location from which the sign was removed; and

3. The location where the sign may be retrieved.

N. Requirement Of Conformity:

1. No sign for which a permit is issued after the effective date of this chapter, may be placed or maintained in the City except as provided in this chapter.
2. All signs maintained contrary to the provisions of this chapter are declared to be nonconforming and, as such, may be dealt with or removed as provided herein.
3. Any sign that poses a public safety hazard may be removed as specified herein.

O. Nonconforming Signs:

1. Nonconforming signs which preexist the effective date hereof shall be removed upon their discontinued use according to the general discontinued use provision set forth above.
2. Nonconforming signs which become unsafe due to natural wear and tear shall be deemed a discontinued use and subject to removal without an option to repair or replace with a similar nonconforming sign.
3. Except as provided for in the Utah Code Annotated, billboards shall be generally prohibited. Signs which constitute billboards prior to the effective date hereof are protected only insofar as provided for in the Utah Code Annotated. Titles within the Utah Code Annotated which protect billboards include, but are not limited to, title 72, chapter 7, which is the Protection of Highways Act and title 10, chapter ~~9a~~20, which is the Municipal Land Use, Development, and Management Act 3.

P. Enforcement: A violation of this section is punishable as a Class C misdemeanor and shall be punishable by a fine of not more than five hundred dollars (\$500.00) when a person fails to alter or repair or remove a noncompliant sign after notice of a violation.

Q. Noncommercial Copy: ~~Notwithstanding any provision of this chapter to the contrary, to the extent that this chapter allows a sign containing commercial copy, it shall allow a sign containing noncommercial copy to the same extent. Any signage containing obscenity, defamation, fighting words, true threats or anything like unto it is prohibited as a matter of law. Any sign permitted under this chapter may display a noncommercial message in lieu of any other message. The message displayed in a sign shall not be regulated based on its content, except as otherwise permitted under applicable law for categories of unprotected speech, including obscenity, defamation, or true threats.~~

R. Applicability Of The Zoning Code: The regulations of this section are in addition to those set forth in the planning and zoning provisions of this chapter and any other ordinances adopted by the City Council, and do not contain any rights not otherwise granted under the provisions and procedures contained in this chapter or any other ordinances.

S. Applicability Of The Utah Code: The provisions of this section are enforceable only in accordance with the governing and enabling provisions of the Utah Code Annotated. It is the intent of the drafters herein that this section comply with such governing provisions.

T. Scope: The requirements of this chapter shall not be construed so as to prohibit or limit other applicable provisions of this chapter/title, this Code, or the Utah Code Annotated (UCA). In the instance where provisions of this chapter conflict with other provisions of this Code, the terms of this chapter shall govern. In the instance where provisions of this chapter conflict with provisions of the Utah Code, the Utah Code shall govern.

U. Interpretation:

1. In interpreting and applying the provisions of this chapter, the sign regulations contained herein shall be interpreted by the Zoning Administrator. If the Zoning Administrator determines that an application needs further interpretation, he may request Planning Commission review of the proposal.

2. The Zoning Administrator and Planning Commission shall seek to administer this section in a content neutral manner.

V. Variances: For rules regarding variances, see Utah Code Annotated section ~~10-9a-702~~10-20-1102. (Ord. 8-16-2011A, 8-16-2011; amd. Ord. 06-19-2018A, 6-19-2018)

Notes

1. UCA §§ ~~10-9a-102, 10-20-101~~10-9a-104 10-20-103, 10-8-26, 10-8-28.

2. UCA § ~~10-9a-704~~10-20-1104.

3. UCA § ~~10-9a-512~~. 10-20-607

Effective 5/6/2026

20A-17-103 Posting political signs on public property.

- (1) A local government entity, a local government officer, a local government employee, or another person with authority or control over public property that posts or permits a person to post a political sign on public property:
 - (a) shall permit any other person to post a political sign on the public property, subject to the same requirements and restrictions imposed on all other political signs permitted to be posted on the public property; and
 - (b) may not impose a requirement or restriction on the posting of a political sign if the requirement or restriction is not politically neutral and content neutral.
- (2) A local government entity may not prohibit a person from posting a political sign on a park strip if the person:
 - (a)
 - (i) is the owner or lawful occupant of property that is adjacent to the park strip; and
 - (ii) is required by a local ordinance or an agreement to maintain the park strip; or
 - (b) obtains consent to post the political sign from the person described in Subsection (2)(a).
- (3) Nothing in this section prohibits a local government entity from regulating the posting of a political sign under this section to prevent a traffic, pedestrian, or line-of-sight hazard.

Amended by Chapter 294, 2026 General Session

ORDINANCE NO: 07-07-2026B

AN ORDINANCE AMENDING TITLE 10, CHAPTER 5, SECTION 26 OF THE CITY CODE OF THE CITY OF CEDAR HILLS, UTAH, RELATED TO SIGNS.

RECITALS

WHEREAS, pursuant to Utah Code Annotated § 10-20-501, the City Council of the City of Cedar Hills (“City Council”) may adopt ordinances to govern the use and development of land within the City; and

WHEREAS, pursuant to Utah Code Annotated § 10-8-84, the City Council may adopt ordinances “necessary and proper to provide for the safety and preserve the health, and promote the prosperity, improve the morals, peace and good order, comfort, and convenience of the City and its inhabitants, and for the protection of property in the City”; and

WHEREAS, the City Council has determined that it is in the best interest of the public health, prosperity, comfort, and convenience of the City of Cedar Hills, and the residents thereof, to enact certain amendments to Title 10 of the City Code relating to Signs;

WHEREAS, the City Council has reviewed the proposed amendment reflected in Exhibit A and desires to make the proposed changes; and

NOW, THEREFORE, BE IT ORDAINED by the Municipal Council of the City of Cedar Hills, Utah as follows:

That Title 10, Chapter 5, Section 26 be amended as shown on Exhibit A attached hereto.

PASSED AND APPROVED this 7th day of July, 2026.

CITY OF CEDAR HILLS COUNCIL

By: _____
Denise Anderson, Mayor

VOTING:

Laura Ellison	Yes	No	Absent
Mike Geddes	Yes	No	Absent
Bob Morgan	Yes	No	Absent
Erika Price	Yes	No	Absent
Kelly Smith	Yes	No	Absent

Colleen A. Mulvey, MMC, UCC
City Recorder

DEPOSITED in the office of the City Recorder this 8th day of July, 2026.



The City of Cedar Hills

TO:	Mayor & City Council
FROM:	Sarah Sampson, Zoning Official/Associate Planner
DATE:	July 7, 2026

SUBJECT:	Review/action and Public Hearing on an Ordinance amending City Code Title 10 Chapter 5 Section 32: Accessory Dwelling Unit
APPLICANT PRESENTATION:	n/a
STAFF PRESENTATION:	Chandler Goodwin, City Manager
BACKGROUND AND FINDINGS:	
<p>SB 284, which passed in the most recent legislative session, requires changes to City ADU code to be in compliance. Cities are now prohibited from requiring a conditional use permit for detached ADU's in residential zones. Detached ADU's 650 sq. ft. or larger will require 2 on-site parking spaces and detached ADU's 649 sq. ft. or smaller will require one on-site parking space. In addition, the legislative changes allow cities to prohibit:</p> <ol style="list-style-type: none"> 1. Detached ADU's from being larger than the main-dwelling. 2. Detached ADU's from being placed in front-yard areas of a lot. 3. Detached ADU's can be prohibited if the unit will not have adequate access to required utilities that are part of the project improvement that do not have the capacity to support the addition. 4. Detached ADUs from being rented for less than 90 consecutive days 5. More than one ADU per lot. <p>Staff has reviewed the legislation and the recommended code changes are attached.</p>	
PREVIOUS LEGISLATIVE ACTION:	
N/A	
FISCAL IMPACT:	
N/A	
SUPPORTING DOCUMENTS:	
N/A	
RECOMMENDATION:	
Planning Commission has reviewed and recommends to the City Council the proposed changes to City Code Title 10 Chapter 5 Section 32: Accessory Dwelling Unit.	
MOTION:	
To approve/not approve Ordinance No. 07-07-2026C, an ordinance adopting amendments to City Code 10-5-32, related to Accessory Dwelling Unit, subject to the following conditions: {LIST ANY CONDITION NECESSARY FOR ADOPTION}	
ACTION:	
Motion:	Second:
Laura Ellison:	Yes__ No__ Abstain__ Absent__
Mike Geddes:	Yes__ No__ Abstain__ Absent__
Bob Morgan:	Yes__ No__ Abstain__ Absent__
Erika Price:	Yes__ No__ Abstain__ Absent__
Kelly Smith:	Yes__ No__ Abstain__ Absent__

10-5-32: ACCESSORY DWELLING UNIT:

A. Purpose And Intent: The purpose and intent of this section is to recognize the residential character of Cedar Hills and to provide for supplementary opportunities of property owners. These provisions are intended to provide for affordable housing with reasonable limitations to minimize the impact on neighboring properties and neighborhoods, and to promote the health, safety, and welfare of the property owners and residents of accessory dwelling units.

B. Permitted: Accessory dwelling units are permitted within all residential zones within the City unless otherwise prohibited by City Code or a development agreement. All accessory dwelling units are subject to compliance with the conditions and criteria hereinafter set forth. Homeowners associations within the City shall not prohibit accessory dwelling units in residential zones where accessory dwelling units are otherwise allowed as a conditional use. No more than one (1) accessory dwelling unit, whether internal or detached, shall be permitted per lot or parcel.

1. Conditions And Criteria:

a. Registration: Accessory dwelling units shall be required to submit a registration fee with a completed registration form including a site plan that shows property lines and dimensions, the location of existing buildings and building entrances, proposed additions, location of parking for tenants, and an affidavit stating that the dwelling is owner occupied.

b. Failure To Complete Registration: If the property owner does not complete the registration as outlined above, the accessory dwelling unit shall not be considered legal or approved. Failure to comply with the provisions of this code may result in a lien against a property that contains an accessory dwelling unit according to Utah Code Annotated section 10-9a-530.

~~a. Conditional Use Permit: Accessory dwelling units may be permitted as a conditional use, upon approval of the Zoning Administrator and building official. Conditional use permit is subject to fees paid.~~

~~bc.~~ Time Limit: An accessory dwelling unit ~~conditional use permit registration shall be~~ ~~shall be~~ valid for the year in which it is first issued. Thereafter, the ~~conditional use permit registration~~ shall be automatically renewed for the next succeeding year upon receipt of: 1) the initial one time registration fee; 2) evidence that the primary dwelling is occupied by the owner; and 3) a determination by the City that all conditions of approval remain in effect.

~~cd.~~ Building Permit: A building permit shall be obtained by the homeowner from the City before the commencement of any new construction of an accessory apartmentdwelling unit, and a certificate of occupancy or certificate of completion shall be obtained prior to anyone occupying an accessory apartment dwelling unit. All construction and remodeling shall comply with Building Codes and ordinance requirements in effect at the time of construction or remodeling.

~~de.~~ Appearance: The outside appearance of a single family home with an accessory apartmentdwelling unit shall not be changed from that of a single family home. ~~A maximum of one accessory apartment may be allowed in a single-family home within all single-family residential zones.~~ Accessory apartmentsdwelling units shall not be calculated as additional density. No accessory apartmentdwelling unit may be allowed in any multi-family dwelling unit, or on any lot or parcel that cannot satisfy the parking requirements.

~~ef.~~ Entrances: An accessory apartmentdwelling unit may have a dedicated entrance located on any side or rear of the single family home or at the front of the home if it is below grade and maintains the characteristics of a single family home.

~~fg.~~ Address: The principal dwelling unit and the accessory apartmentdwelling unit shall have the same address number, but shall refer to the principal dwelling as unit "A" and the accessory apartmentdwelling unit as unit "B"; unit then should have an external entrance to the accessory apartmentdwelling unit. Address must be located in a visible location on the street frontage side of the home.

~~gh.~~ Interior Access: When an accessory apartmentdwelling unit is located within the main dwelling, an interior access shall be maintained.

~~hi.~~ Building Codes: Accessory dwelling units with all applicable Building, Health, and Fire Codes at time of approval.

~~ij.~~ Owner Occupied: No accessory dwelling unit shall be created or occupied ~~in a single-family home~~ unless; the owner of the property resides in either the primary dwelling unit or the accessory dwelling unit and, if a property is owned within a trust, documentation concerning the trust is provided to the City. For the purpose of this section, the term "owner occupied" shall be defined as full time residency within the home by (1) the bona fide property owner(s) as shown on the Utah County tax assessment rolls, or (2) the trustor(s) or trustee(s) listed in the trust instrument if the home is owned by a trust.

(1) Owner occupancy shall not be required when: owner has a family member living at residence in his/her absence, owner has submitted a temporary absence application

prior to beginning the temporary absence, and the owner has resided in the residence for at least one year prior to beginning the temporary absence and meets the following criteria:

(A) The owner has a bona fide, temporary absence of three (3) years or less for activities such as temporary job assignments, sabbaticals, or voluntary service (indefinite periods of absence from the dwelling shall not qualify for this exception); or

(B) The owner is placed in a hospital, nursing home, assisted living facility or other similar facility, while a family member lives at residence in his/her absence.

~~jk.~~ Occupancy: Accessory dwelling unit may only be rented to one family unit as defined by section [10-2-1](#), "Terms Defined", of this title, "family" for a single family dwelling.

~~kl.~~ No Separate Utilities: A single family home with an accessory dwelling unit shall have not more than one meter for each water, gas and electric utility service, and the meter shall be in the name of the owner. The property owner shall be responsible for payment of all utilities. Accessory dwelling units shall be prohibited if

- ~~1.~~ the primary dwelling is served by a failing septic tank.:-
- ~~2.~~ the detached accessory dwelling unit will not have adequate access to a required utility service that is a project improvement, including sanitary sewer, culinary water, electrical or stormwater
- ~~3.~~ a utility service that is a system improvement, including sanitary sewer, culinary water, electrical, or stormwater, to which the detached accessory dwelling unit is required to connect does not have sufficient capacity to support the addition of the detached accessory dwelling unit to the utility service system improvements.

~~lm.~~ Parking: One off-street parking space shall be provided for tenant parking for all internal accessory dwelling units, in addition to those already required for a single-family dwelling. Two (2) off-street parking spaces shall be assigned to a detached accessory dwelling unit that is 650 square feet or larger. One (1) off-street parking space shall be assigned to a detached accessory dwelling unit that is smaller than 650 square feet. A minimum of two (2) parking spaces shall be required for all accessory dwellings not internal to the single-family dwelling. No parking spaces may be located within a front or side yard, except within an approved driveway. Tandem parking within a driveway is allowed to meet parking requirements. Tenants shall comply with all other parking regulations of section [5-2-5](#) of this Code.

~~m.~~ Accessory Dwelling Unit Registration: Any person owning an existing accessory dwelling unit that has not previously been permitted by the City, or any person constructing or causing the construction of a residence that has an accessory dwelling unit, or any

person remodeling or causing the remodeling of a residence for an accessory dwelling unit, shall register the accessory dwelling unit with the Zoning Administrator. This shall be in addition to a building permit for the work to be performed. In order to meet the requirements of the registration, the applicant shall:

——(1) Submit a registration fee with a completed registration form including a site plan that shows property lines and dimensions, the location of existing buildings and building entrances, proposed additions, location of parking for tenants, and the dwelling is owner occupied.

——(2) Pay building permit fees, if applicable, for the construction of a new dwelling, or the remodeling of an existing dwelling, in accordance with the established fees and charges, and

——(3) Make all corrections identified as necessary to comply with International Residential and Building Code requirements, as identified by the building official or his designee. Include safety items required by code such as; carbon monoxide detectors, working smoke detectors, ground fault circuit interrupter protected outlet on existing wiring, street addressing, functioning and safe electrical and plumbing, hand rails and occupancy separation doors as required by International Residential and Building Code.

n. ~~Failure To Complete Registration: If the property owner does not complete the registration as outlined above, the accessory apartment shall not be considered legal or approved. Failure to comply with the provisions of this code may result in a lien against a property that contains an accessory dwelling unit according to Utah Code Annotated section 10-9a-530.~~

on. Sale Of Single Family Dwelling: Accessory apartment dwelling unit registration permit shall become null and void upon the sale of the single-family dwelling in which it is located, unless a new permit is applied for and obtained by the purchaser(s) of the single-family dwelling in which said accessory apartment dwelling unit rental is located.

po. Not Intended For Sale: The accessory apartment dwelling unit shall not be sold or detached by deed and shall only be rented.

qp. Exceptions: The provisions of subsections B1c, B1e, and B1i of this section shall not apply to an existing non-conforming rental dwelling unit that existed prior to July 17, 2018, and converts the basement into an owner occupied accessory apartment dwelling unit. (Ord. 07-17-2018A, 7-17-2018; amd. Ord. 05-18-2021A, 5-18-2021; Ord. 10-19-2021B, 10-19-2021; Ord. 03-07-2023C, 3-7-2023)

ORDINANCE NO: 07-07-2026C

AN ORDINANCE AMENDING TITLE 10, CHAPTER 5, SECTION 26 OF THE CITY CODE OF THE CITY OF CEDAR HILLS, UTAH, RELATED TO ACCESSORY DWELLING UNIT.

RECITALS

WHEREAS, pursuant to Utah Code Annotated § 10-20-501, the City Council of the City of Cedar Hills (“City Council”) may adopt ordinances to govern the use and development of land within the City; and

WHEREAS, pursuant to Utah Code Annotated § 10-8-84, the City Council may adopt ordinances “necessary and proper to provide for the safety and preserve the health, and promote the prosperity, improve the morals, peace and good order, comfort, and convenience of the City and its inhabitants, and for the protection of property in the City”; and

WHEREAS, the City Council has determined that it is in the best interest of the public health, prosperity, comfort, and convenience of the City of Cedar Hills, and the residents thereof, to enact certain amendments to Title 10 of the City Code relating to Accessory Dwelling Unit;

WHEREAS, the City Council has reviewed the proposed amendment reflected in Exhibit A and desires to make the proposed changes; and

NOW, THEREFORE, BE IT ORDAINED by the Municipal Council of the City of Cedar Hills, Utah as follows:

That Title 10, Chapter 5, Section 32 be amended as shown on Exhibit A attached hereto.

PASSED AND APPROVED this 7th day of July, 2026.

CITY OF CEDAR HILLS COUNCIL

By: _____
Denise Anderson, Mayor

VOTING:

Laura Ellison	Yes	No	Absent
Mike Geddes	Yes	No	Absent
Bob Morgan	Yes	No	Absent
Erika Price	Yes	No	Absent
Kelly Smith	Yes	No	Absen

Colleen A. Mulvey, MMC, UCC
City Recorder

DEPOSITED in the office of the City Recorder this 8th day of July, 2026.



The City of Cedar Hills

TO:	Mayor & City Council
FROM:	Sarah Sampson, Zoning Official/Associate Planner
DATE:	July 7, 2026

SUBJECT:	Review/action on an Ordinance amending City Code Title 9 Chapter 1 Article D Section 1: Zoning Administrator Appointment
APPLICANT PRESENTATION:	n/a
STAFF PRESENTATION:	Chandler Goodwin, City Manager
BACKGROUND AND FINDINGS:	
<p>The City's current zoning ordinance designates the Building Official as the Zoning Administrator. Historically, this structure functioned well because the Building Official was directly employed by the City and was readily available to administer both building and zoning functions. The City has since transitioned building services to a contracted Building Official. While the contracted Building Official continues to administer the adopted building codes, many of the responsibilities assigned to the Zoning Administrator extend beyond building code administration and involve the day-to-day interpretation and administration of the City's land use regulations. These responsibilities include zoning determinations, development review, code interpretation, coordination with applicants and other departments, and implementation of decisions made by the Planning Commission and City Council.</p> <p>As the City's organization and service delivery have evolved, assigning all zoning administration duties to a contracted Building Official is no longer the most efficient or practical approach. The proposed ordinance amendment would revise the code to appoint the City Planner as the zoning administrator and authorize the City Manager to assign the duties of the Zoning Administrator to a designee. This approach provides flexibility to designate the employee or official best suited to administer the City's zoning regulations while maintaining accountability through the City's administrative structure.</p> <p>This amendment is administrative in nature and does not modify any zoning districts, development standards, land use regulations, or property rights.</p>	
PREVIOUS LEGISLATIVE ACTION:	
N/A	
FISCAL IMPACT:	
N/A	
SUPPORTING DOCUMENTS:	
Proposed code amendments to Title9, Chapter 1, Article D, Section 1: Zoning Administrator Appointment	
RECOMMENDATION:	
Staff recommends approval of the proposed ordinance amendment to City Code Title 9, Chapter 1, Article D, Section 1: Zoning Administrator Appointment	
MOTION:	
To approve/not approve Ordinance No. 07-07-2026D, an ordinance adopting amendments to City Code 9-1D-1, related to Zoning Administrator Appointment, subject to the following conditions: {LIST ANY CONDITION NECESSARY FOR ADOPTION}	

9-1D-1: APPOINTMENT:

There is hereby created the office of zoning administrator. ~~The chief building official is hereby appointed as the zoning administrator~~ The City Planner is hereby appointed as the zoning administrator. The duties of the zoning administrator may also be assigned as needed to other offices as determined by the City Manager. Said official is hereby charged with the administration and enforcement of the zoning regulations and other duties as set forth in section 9-1D-2 of this article. (Ord. 2-1-2000C, 2-1-2000; amd. 2004 Code)

ORDINANCE NO: 07-07-2026D

AN ORDINANCE AMENDING TITLE 9, CHAPTER 1 ARTICLE D OF THE CITY CODE OF THE CITY OF CEDAR HILLS, UTAH, RELATED TO THE APPOINTMENT OF THE ZONING ADMINISTRATOR.

RECITALS

WHEREAS, pursuant to Utah Code Annotated § 10-20-501, the City Council of the City of Cedar Hills (“City Council”) may adopt ordinances to govern the use and development of land within the City; and

WHEREAS, pursuant to Utah Code Annotated § 10-8-84, the City Council may adopt ordinances “necessary and proper to provide for the safety and preserve the health, and promote the prosperity, improve the morals, peace and good order, comfort, and convenience of the City and its inhabitants, and for the protection of property in the City”; and

WHEREAS, the City Council has determined that it is in the best interest of the public health, prosperity, comfort, and convenience of the City of Cedar Hills, and the residents thereof, to enact certain amendments to Title 9 of the City Code relating to the appointment of the Zoning Administrator;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CEDAR HILLS, UTAH:

**PART I
AMENDMENTS**

9-1D-1: ARTICLE D. ZONING ADMINISTRATOR:

9-1D-1: APPOINTMENT:

There is hereby created the office of zoning administrator. The zoning administrator shall be appointed by the City Manager or their designee. Said official is hereby charged with the administration and enforcement of the zoning regulations and other duties as set forth in section 9-1D-2 of this article. (Ord. 2-1-2000C, 2-1-2000; amd. 2004 Code)

**PART II
PENALTY AND ADOPTION**

A. CONFLICTING PROVISIONS

Whenever the provisions of this Ordinance conflict with the provisions of any other Ordinance, resolution or part thereof, the more stringent shall prevail.

B. PROVISIONS SEVERABLE

This Ordinance and the various sections, clauses and paragraphs are hereby declared to be severable. If any part, sentence, clause or phrase is adjudged to be unconstitutional or invalid it is hereby declared that the remainder of the ordinance shall not be affected thereby.

C. AMENDMENT TO BE ADDED TO CITY CODE

The City Council hereby authorizes and directs that insert pages reflecting the provisions enacted hereby shall be made and placed in the City Code, Title 10.

D. PENALTY

Hereafter these amendments shall be construed as part of the City Code of the City of Cedar Hills, Utah, to the same effect as if originally a part thereof, and all provisions of said regulations shall be applicable thereto, including, but not limited to, the enforcement, violation and penalty provisions.

E. EFFECTIVE DATE

This Ordinance shall take effect upon its passage and publication as required by law.

PASSED AND APPROVED this 7th day of July, 2026.

CITY OF CEDAR HILLS COUNCIL

By: _____
Denise Anderson, Mayor

VOTING:

Laura Ellison	Yes	No	Absent
Mike Geddes	Yes	No	Absent
Bob Morgan	Yes	No	Absent
Erika Price	Yes	No	Absent
Kelly Smith	Yes	No	Absent

ATTEST:

Colleen A. Mulvey, MMC, UCC
City Recorder

DEPOSITED in the office of the City Recorder this 8th day of July, 2026.



The City of Cedar Hills

TO:	Mayor and City Council
FROM:	Chandler Goodwin, City Manager
DATE:	7/7/26

SUBJECT:	Review/Action on a Resolution governing the use of Electronic Meetings
APPLICANT PRESENTATION:	N/A
STAFF PRESENTATION:	Chandler Goodwin, City Manager

BACKGROUND AND FINDINGS:

The proposed resolution adopts an Electronic Meeting Policy for Cedar Hills City pursuant to Utah Code § 52-4-207. The policy establishes the conditions under which Council members and members of other city boards, commissions, and committees may participate in public meetings via electronic connection (audio, video, or both).

-Default remains in-person. Physical attendance at City Hall Council Chambers is the preferred and default method. Electronic participation is an accommodation, not a routine substitute.

-Anchor location quorum required. A physical quorum must be present at the anchor location for any standard meeting with remote participants. All electronic meetings are only permitted under declared health, safety, or emergency circumstances (Section 8).

-Participation limit. Council members and covered body members may participate electronically in no more than three (3) regular meetings per calendar year. The limit does not apply to special meetings, work sessions, or emergency meetings.

-24-hour notice. Members intending to participate electronically must notify the City Recorder at least 24 hours in advance.

-Quorum counting. A remote member counts toward quorum only after the chair confirms two-way communication on the record. Loss of connection removes them from quorum until restored.

-Emergency exception. The Mayor (or Mayor Pro Tempore) may waive the anchor location requirement if a substantial health or safety risk exists. Any such determination expires after 30 days and must be renewed if circumstances persist.

-All-member electronic meetings. Permitted only under the emergency exception. No physical anchor location is required unless a member of the public submits a written request at least 12 hours before the meeting.

-Proxy voting prohibited. No member may vote or act by proxy.

-Applies to all covered bodies. The policy governs not only the City Council but all boards, commissions, and committees subject to the Open Meetings Act, without requiring separate resolutions for each.

These are the policies as drafted set forth in the proposed resolution. The City Council has the discretion to amend the resolution to suit their preferences. The resolution as presented is staffs recommendation.

PREVIOUS LEGISLATIVE ACTION:

None.

FISCAL IMPACT:

None.

SUPPORTING DOCUMENTS:

Resolution on Electronic Meetings

RECOMMENDATION:

Review the proposed resolution, make any necessary changes for adoption.

MOTION:

To approve/not approve Resolution 07-06-2026A, a Resolution adopting an Electronic Meeting Policy for the City of Cedar Hills, subject to the following modifications: {LIST ANY NECESSARY CHANGES TO THE RESOLUTION AND POLICY}

ACTION:

Motion:

Second:

Laura Ellison:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Mike Geddes:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Erika Price:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Bob Morgan:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Kelly Smith:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent

RESOLUTION NO. 07-07-2026A

A RESOLUTION OF THE CEDAR HILLS CITY COUNCIL ADOPTING AN ELECTRONIC MEETING POLICY PURSUANT TO UTAH CODE § 52-4-207

WHEREAS, the Utah Open and Public Meetings Act, Utah Code § 52-4-207, authorizes a public body to conduct meetings in which some or all members participate through an electronic video, audio, or both video and audio connection, provided the public body first adopts a resolution, rule, or ordinance governing the use of such electronic meetings; and

WHEREAS, the Cedar Hills City Council (the “Council”) finds that allowing electronic participation, within reasonable limits, supports continuity of city governance, accommodates the occasional unavailability of Council Members and members of city boards, commissions, and committees, and preserves the public’s ability to observe and participate in open meetings; and

WHEREAS, the Council further finds that in-person attendance at a physical anchor location remains the preferred and default method of conducting public meetings, and that electronic participation should be available as a permitted accommodation rather than a routine substitute for attendance; and

WHEREAS, Utah Code § 52-4-207(2)(b) requires that any resolution, rule, or ordinance governing electronic meetings establish the conditions under which a member participating electronically is counted toward a quorum; and.

WHEREAS, the City Council desires to comply with the by adopting procedures related to the electronic meetings of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CEDAR HILLS CITY, UTAH, as follows:

**Section 1.
Adoption**

Pursuant to the provisions of Utah Code § 52-4-207, the City Council hereby adopts the following procedures with respect to electronic meetings:

**Section 2.
Applicability**

These procedures govern the City Council and applies equally to each board, commission, committee, or other public body established by, appointed by, or operating under the authority of the City Council that is subject to the Utah Open and Public Meetings Act (each, a “covered body”). Each covered body is authorized to conduct electronic meetings in accordance with this policy without the need for a separate resolution, rule, or ordinance, unless the City Council directs otherwise.

Any reference in this policy to “member” means a member of the City Council or of a covered body, as applicable to the meeting in question. Any references to the “chair” means the Mayor when presiding over a City Council meeting, or the presiding officer of a covered body

when presiding over that body's meeting, except where Section 8 specifically designates the Mayor.

Section 3. General Authorization of Electronic Meetings

A member may participate in a meeting of the City Council or a covered body through an electronic video, audio, or both video and audio connection (collectively, "**Electronic Connection**"), subject to the requirements of these procedures. Participation through an Electronic Connection is generally permitted and does not require a finding of special circumstances, except as these procedures otherwise provide.

Section 4. Quorum; Anchor Location Presence; Counting Remote Members Toward Quorum

Anchor location quorum required. Except as provided in Section 8 (Anchor Location Exception for Health, Safety, and Emergency Circumstances), a quorum of the City Council or covered body must be physically present at the anchor location for any meeting in which one or more members participate electronically.

No separate approval vote required. The City Council finds that, upon compliance with the notice and request procedures of Section 5, participation by a member through an Electronic Connection is generally accepted and does not require a separate vote of the body to approve that member's electronic participation for the meeting.

Counting toward quorum. A member participating through an Electronic Connection shall be counted toward the quorum of the body once the chair confirms, on the record, that two-way audio (or audio and video) communication has been established with that member, and shall continue to be counted toward the quorum only for so long as that communication is maintained. If communication with a remotely participating member is lost, the chair shall note the loss of connection on the record, and that member shall not be counted toward the quorum, nor permitted to vote, until communication is restored and reconfirmed on the record. Voting by members attending through an Electronic Connection will be recorded as called for by the Chair in accordance with normal procedures for members attending in person.

Section 5. Notice of Intent to Participate Electronically

A member who intends to participate in a meeting through an Electronic Connection shall notify the City Recorder, or other staff member designated by the City Recorder, at least twenty-four (24) hours before the scheduled meeting time, to allow staff to arrange the Electronic Connection.

This Section does not apply to a meeting conducted under the circumstances described in Section 8 (emergency meetings called on shortened notice), where advance notice of electronic participation may not be practicable.

Section 6.
Limitation on Electronic Participation

A member of the City Council, or of a covered body, may not participate through an Electronic Connection in more than three (3) regular meetings of that body within a calendar year, excluding emergency meetings. This limitation does not apply to: special meetings, work sessions, meetings or portions of meetings conducted under the Anchor Location Exception described in Section 8, or meetings described in Section 10 (All-Member Electronic Meetings).

The City Recorder, or other staff member designated by the City Recorder, shall maintain a record of each member's electronic participation in regular meetings for purposes of administering this Section.

Section 7.
Connection Capacity

The number of simultaneous electronic connections available for a meeting is subject to the technical limitations of the equipment and systems in use at the anchor location, as determined by city staff. If the number of members requesting electronic participation in a meeting exceeds the available connection capacity, the City Recorder shall notify the chair and the affected members as far in advance of the meeting as practicable, and the chair shall determine how available connections are allocated.

Section 8.
**Anchor Location Exception for Health, Safety,
and Emergency Circumstances**

Determination of substantial risk. The Mayor, or the Mayor Pro Tempore if the Mayor is absent or incapacitated, acting as chair for purposes of this Section, may determine that:

- (a) conducting a meeting with a quorum physically present at the anchor location, as otherwise required by Section 4, presents a substantial risk to the health or safety of those present or who would otherwise be present at the anchor location; or
- (b) the location where the City Council or covered body would normally meet has been ordered closed to the public for health or safety reasons.

If the chair makes a determination under this section, the City Council or covered body may conduct an electronic meeting without an anchor location.

For purposes of this Section, a substantial risk to health or safety includes, without limitation, risk arising from a natural disaster, severe weather event, declared state of emergency, or other unforeseen emergency circumstance that would make travel to, or presence at, the anchor location unsafe or unreasonably hazardous for members, staff, or the public.

1. Notice requirements. If the chair makes a determination of substantial risk, the public notice for the meeting shall include: (a) a statement describing the chair's determination; (b) a summary of the facts upon which the determination is based; and (c) information on how a member of the public may participate in the meeting remotely by electronic means.

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2. Mid-meeting determination. If, during the course of a meeting, the chair determines that continuing to conduct the meeting with a quorum physically present at the anchor location presents a substantial risk to health or safety as described in Subsection (1), the chair shall announce that determination during the meeting and state a summary of the facts upon which it is based. The City Council or covered body shall provide a means by which members of the public who are not physically present at the anchor location may participate in the meeting remotely by electronic means.
 3. Emergency meetings called on shortened notice. Where a natural disaster or other emergency circumstance requires the City Council or a covered body to convene a meeting on shortened notice in accordance with Utah Code § 52-4-202(5), and that circumstance also constitutes a substantial risk to health or safety under Subsection (1), the chair's determination under this Section satisfies the anchor-location exception for that meeting, and the notice provided under Utah Code § 52-4-202(5) shall, to the extent practicable, include the information described in Subsection (2).
 4. Expiration. A determination made under Subsection (1) expires thirty (30) days after the day on which it is made. If the underlying circumstances persist beyond thirty (30) days, the chair must make a new determination in order for this exception to continue to apply.

Section 9. Voting Procedures

A roll call vote is required only where required by the Utah Code, including for matters for which state law independently requires a recorded roll call vote. For all other votes, a voice vote is sufficient, and the City Recorder shall record the vote and note the participation of any member voting electronically.

Section 10. All-Member Electronic Meetings

If, in accordance with the requirements set forth in Section 8 herein, all members of the City Council or a covered body attend a meeting remotely through an Electronic Connection, the body is not required to provide an anchor location for members of the public to attend in person, unless the body receives a written request, at least twelve (12) hours before the scheduled meeting time, to provide an anchor location for members of the public to attend the open portions of the meeting in person. If such a request is timely received, the body shall provide an anchor location in accordance with Section 11.

Section 11. Anchor Location; Public Attendance; Public Notice

Except as provided in Sections 8 and 10, the City Council and each covered body shall provide space and facilities at an anchor location — the Cedar Hills City Hall Council Chambers, or such other location as designated in the meeting notice — for members of the public to attend the open portions of the meeting in person.

The City Council and each covered body may also provide means by which members of the public may participate remotely by electronic means, in addition to in-person attendance at the anchor location.

Public notice for every meeting at which electronic participation by one or more members may occur shall be given in accordance with Utah Code § 52-4-202, and shall include a disclosure that one or more members of the body may participate in the meeting electronically.

Except as otherwise provided in a rule of the Legislature applicable to the body, the City Recorder, or other staff member designated by the City Recorder, shall provide each member of the body a description of how to connect to the meeting at least twenty-four (24) hours before the electronic meeting is scheduled to begin.

**Section 12.
Proxy Voting Prohibited**

No member may vote or otherwise act by proxy at any meeting conducted under this these procedures.

**Section 13.
Severability**

If any provision of these procedures or their application to any circumstance is held invalid, the remainder of these procedures, and the application of that provision to other circumstances, shall not be affected.

**Section 14.
Effective Date**

These procedures are effective immediately upon adoption by the City Council and shall govern all meetings of the City Council and covered bodies conducted thereafter.

PASSED AND APPROVED THIS 7TH DAY OF JULY, 2026.

CITY OF CEDAR HILLS COUNCIL

By: _____
Denise Andersen, Mayor

VOTING:

Laura Ellison	Yes	No	Absent
Mike Geddes	Yes	No	Absent
Bob Morgan	Yes	No	Absent
Erika Price	Yes	No	Absent
Kelly Smith	Yes	No	Absent

ATTEST:

Colleen A. Mulvey, MMC, UCC
City Recorder