



HIGHLAND CITY

HIGHLAND CITY COUNCIL MINUTES

Tuesday, June 2, 2026

Approved July 7, 2026

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 P. 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 Scott L. Smith. The Respect Statement was read by Mayor Brittney P. Bills.

PRESIDING: Mayor Brittney P. Bills

COUNCIL MEMBERS:

Ron Campbell	Present
Doug Cortney	Present
Liz Rice	Present
Kim Rodela	Present (arrived at 6:09 pm)
Scott L. Smith	Present

CITY STAFF PRESENT: City Administrator Erin Wells, Assistant City Administrator/Community Development Director Jay Baughman, City Attorney/Planning & Zoning Administrator Rob Patterson, City Recorder Stephannie Cottle, Assistant Public Works Director Jeff Murdoch, Police Chief Brian Gwilliam, Fire Chief Brian Patten, Public Works Administrative Assistant Gretchen Homer

OTHERS PRESENT: Jon Hart, Christine Broadbent, Chad Olson, Carrie Olson, David Spencer, Sharon Webb-Myler, Scott Myler, Gail Robley, Susan Remy, Holley Tolliver, Eric Tolliver, LaNiece Davenport, Paul Adams, Johanna Gneiting, Matthew Gneiting, Semiramis Kendall, Tyson Foster, Wesley Warren, Bob Allen, Dustin Kendall

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.

David Spencer introduced himself as a candidate for Utah County Commissioner Seat B and former Orem City

Council member. He expressed concern over the lack of coordination between county leadership and individual cities, stating that during his twelve years on the Orem City Council, no County Commissioner ever came to ask about the city's needs. He outlined his intention to visit every city in Utah County to identify local priorities, with a particular focus on infrastructure and transportation, citing the volume of permitted but unbuilt homes in Eagle Mountain as a pressing concern.

Council Member Kim Rodela arrived at 6:09 p.m.

Christine Broadbent spoke on behalf of herself and several neighbors regarding a detour through the neighborhood caused by construction of a new roundabout on Highland Boulevard. She described the detour as routing approximately 2,000 vehicles per day through residential streets for an estimated 40 days and expressed frustration over the complete lack of advance communication from either Highland City or the developer, DR Horton. She requested that the city establish a formal process to notify residents of significant road closures and detours in advance. She indicated that neighbors had ideas for improvement and offered to work with the Public Works Department and City Engineering. Mayor Bills agreed that connecting residents with Public Works staff was the appropriate next step.

Chad Olson echoed Ms. Broadbent's concerns, describing waking up to see dump trucks and semi-trucks lined up on his neighborhood street without any prior warning. He noted the danger posed to children playing in the area and specifically questioned why construction trucks from the DR Horton and Inverness developments could not be routed west through Inverness property to Timpanogos Highway rather than through the residential neighborhood.

Gail Robley described witnessing multiple near-miss incidents involving children in the roughly 30 hours since the detour began. She noted that police presence helped temporarily but that dangerous driving resumed after officers left. She also raised a specific concern about the intersection of Turnberry and Saltaire, where the absence of a stop sign was creating two simultaneous traffic flows near her driveway. She suggested that the city consider temporarily rerouting the detour to stagger stop signs along the corridor.

Wes Warren, speaking as both a resident and a member of the Highland Library Board, reported enthusiastically on the previous day's Summer Reading Program kickoff event at the library. He described an attendance of approximately 220 people in the council chambers alone, with an estimated 400 total attendees. He noted that while speaking with attendees about the upcoming potential library property tax increase, he did not encounter anyone who was opposed to paying somewhat more in property taxes to support the library's services.

Sharon Webb-Myler described a related problem caused by the detour: drivers attempting to use Sunset Drive as a cut-through and becoming trapped at its dead-end cul-de-sac, then speeding back out in frustration past children and pedestrians. She requested that a barricade or "Dead End – No Outlet" sign be placed at the entrance of Sunset Drive off Bull River Road to prevent drivers from entering.

Scott Myler, a retired contractor and developer, agreed with the concerns raised and urged the Council to take immediate action rather than waiting for scheduled meetings, stating that near-misses had already occurred and that the safety risk needs to be addressed immediately. He suggested temporary traffic calming measures such as rumble strips and stressed that the 40-day timeline did not allow for delays.

Council Member Cortney suggested adding a communication item to the agenda. Mayor Bills indicated that staff contacting the affected residents the following morning would be the more effective path, and asked City Administrator Erin Wells if that was feasible. Council Member Rice confirmed she wished to be part of that outreach.

Susan Remy reiterated positive feedback on the library's summer reading kickoff event, agreeing with Mr. Warren's assessment. She noted that approximately 220 people participated in the event, mostly children, with a total of around 400 in attendance. Susan emphasized the importance of the library to the Highland community and thanked the Council for their support. She concluded with a quote from Albert Einstein, "The only thing you absolutely have to know is the location of the library."

Eric Tolliver reiterated the communication concern, noting that he regularly receives text messages from the city but received nothing about the road closure. He suggested that major road construction notices be included in the city's regular text notification system.

Holley Tolliver shared additional accounts of dangerous situations she personally witnessed involving children and large trucks on Saltaire Drive and near the Bull River trail crossing. She noted that residents had been able to find information about the closure only through Alpine City's newsletter, not through any Highland City communication. She offered to share videos and photographs with the Council.

Mayor Bills asked whether residents could designate a single point of contact, and Ms. Broadbent was identified as that person. Mayor Bills confirmed contact information would be passed to Public Works and to Council Member Rice.

Dustin Kendall described a constant stream of vehicle traffic from approximately 7:00 a.m. to 7:00 p.m., with heavy trucks comprising a significant portion. He noted that the road closure sign only stated a start date of June 1 and contained no information about the duration, which he had only learned that evening was 40 days. He characterized the signage as somewhat deceptive and said the lack of information had eroded trust.

Paul Adams reported that during a Memorial Day adult baseball tournament, multiple baseballs were hit over the outfield fence and landed in neighboring yards, including his front yard. He noted the players were of near-professional caliber using aluminum bats on a field with only a 200-foot fence. He requested that the Council consider limiting the age groups permitted to play on the Highland Family Park field. Mayor Bills acknowledged the issue had already been brought to staff's attention and noted it would be addressed later in the meeting under the communication items.

Matthew Gneiting asked whether a traffic study had been conducted prior to the road closure plan. He argued that Highland Boulevard is a major north-south arterial and that closing it for 40 days should have required a formal traffic study and advance public notice comparable to what is required for development approvals. He also noted that Alpine School District had posted maps and information about the closure on their website while Highland City had not.

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. Mountainland Association of Governments Overview

LaNiece Davenport, MPO Director, will give a brief presentation regarding Mountainland Association of Governments.

LaNiece Davenport, MPO Director, and Bob Allen, Transportation Program Manager, representing the Mountainland Association of Governments (MAG), presented an overview of the organization's role and services. Ms. Davenport explained that MAG is a regional body representing Summit, Utah, and Wasatch counties and the communities within them, and that Mayor Bills serves on the MAG Metropolitan Planning Organization (MPO) Board. MAG's primary functions include developing the Regional Transportation Plan

(RTP), administering the Transportation Improvement Program (TIP), and providing technical assistance and funding to member communities.

Mr. Allen described the RTP as a long-range planning document extending to 2055, built upon local general plans and subject to fiscal constraint. He noted the RTP is currently being updated and is expected to be adopted approximately one year from the meeting date. He distinguished it from the TIP, which is the near-term funding program allocating real dollars to specific projects over a roughly five-year horizon. He described MAG's biennial project selection process and noted that MAG has approximately \$60 million per year available for regionally selected projects.

In response to Council Member Smith's question about North County Boulevard, Mr. Allen confirmed that Highland City has a current application in the project selection process and expressed cautious optimism that it would receive funding, noting it was close to the funding threshold.

Council Member Smith raised broader concerns about transportation congestion in the northwest part of Utah County and the lack of viable transit alternatives, noting that I-15 is perpetually congested and that alternate routes such as Redwood Road are also heavily impacted. Mr. Allen acknowledged the explosive growth in that area and outlined significant investments in the pipeline, including conversion of 2100 North and Mountain View Corridor to freeways, Phase 1 of the Quarry Ridge Freeway, and flex lanes on Pioneer Crossing. He also described an ongoing planning and environmental study evaluating the feasibility of a crossing over Utah Lake.

Ms. Davenport noted that UDOT Executive Director Carlos Braceras serves on the MAG Board, and that UTA Executive Director Jay Fox will be added to the Board at the next meeting as a result of recent changes to UTA's governance structure. She also highlighted a new innovative mobility zone launching in August in northwest Utah County, offering on-demand transit service for \$2.50 per ride. Both Ms. Davenport and Mr. Allen agreed with Council Member Smith's broader point that roads alone cannot solve the region's congestion challenges and that a multimodal approach is essential.

Council Member Cortney noted the corridor preservation funding program highlighted in the presentation and expressed interest in using it proactively, particularly given his previous reluctance to widen North County Boulevard before the need materialized. Ms. Davenport encouraged the city to apply for that program repeatedly if necessary. Mr. Allen noted the fund generates approximately \$5.5 million per year statewide and that a competitive ranking process is now in place.

b. New Employee Introduction

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

City Administrator Erin Wells introduced Pete Carolla as a newly hired part-time employee for the Highland City Cemetery, noting that he joined in time for Memorial Day. Ms. Wells noted that the cemetery also employs full-time sexton Joe Webb, and that a second part-time position is still being filled.

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

May 5, 2026

b. Ratification of Large Purchases *General City Management*

David Mortensen, Finance Director

The City Council will consider ratifying large purchases made in April 2026.

- c. **Close Out and Dissolve Open Space Special Service District** *General City Management*
Rob Patterson, City Attorney/Planning & Zoning Administrator

The City Council will consider adopting a resolution dissolving the Highland City Open Space Special Service District.

Council Member Liz Rice MOVED to approve the consent agenda.

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

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: Setbacks for Covered Patios and Decks** *Development Code Update (Legislative)*

Rob Patterson, City Attorney/Planning & Zoning Administrator

The City Council will hold a public hearing to consider amending the Development Code to treat attached decks and covered patios as accessory structures in limited circumstances.

City Attorney/Planning & Zoning Administrator Patterson presented the proposed ordinance, which had been continued from a prior meeting. All decks and covered patios attached to a home are currently subject to the same setback requirements as the home itself. This has caused particular difficulty for residents in open space neighborhoods where lots are smaller. The proposal would treat attached decks and covered patios as accessory structures in limited circumstances, subjecting them to a 10-foot side and rear setback and counting them toward the lot coverage limit of 5% or 7%. The Planning Commission held a public hearing and recommended approval with two primary conditions: (1) the deck or patio may not extend higher than the main floor level of the home, and (2) the open sides of the deck or patio must maintain at least 66% openness (Option 2 of three proposed options). Mr. Patterson noted two minor staff-recommended clarifications: that the openness requirement applies only to sides not adjacent to the home, and that the ordinance applies only to decks and patios attached to a home. He reported no public comments had been received.

Mayor Brittney P. Bills opened the public hearing at 7:24 p.m.

Planning Commissioner Wes Warren addressed the Council to clarify the intent behind the Planning Commission's recommendation of Option 2, noting that his vote was not intended to prevent construction in the natural alcove of an L-shaped home where the walls of the home itself would count as two of the sides.

Mayor Brittney P. Bills closed the public hearing at 7:26 p.m.

Council Member Rice sought clarification regarding a specific constituent’s case involving a pergola built off a deck on a rambler. Mr. Patterson clarified that the height restriction applies to the structure not extending above the main floor, but a deck that slopes downward off the back of a rambler would still qualify. He also confirmed that the resident in question would need to modify the existing structure for zoning compliance before building permit issues could be addressed.

Council Member Smith sought clarification on the difference between Options 2 and 3. Mr. Patterson explained that under Option 2, each non-home-adjacent side is evaluated individually and must remain at least 66% open, allowing for partial walls or lattice work; under Option 3, one full enclosed wall is permitted but the remaining sides must be open. Council Member Campbell confirmed that Option 2 would not penalize a structure built in the corner of an L-shaped home, since those walls are part of the home and would not count.

Council Member Cortney asked about the definition of "attached" and about the height restriction as it applies to a single-story home with a vaulted ceiling. Mr. Patterson confirmed that under a rambler, the structure could follow the roofline up to the accessory structure height limit of 25 feet, and that "attached" would apply in the common-sense understanding of physically connecting the structure to the home with ability to walk out from it.

Council Member Doug Cortney MOVED that City Council adopt the ordinance amending regulations related to setbacks for decks and covered patios, including the two changes recommended by staff.

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

b. PUBLIC HEARING/ORDINANCE: Highland Mains Signage - Development Agreement Amendment Land Use (Legislative)

Rob Patterson, City Attorney/Planning & Zoning Administrator

The City Council will hold a public hearing to consider a proposed amendment to the legislative development agreement for Highland Mains related to signage.

City Attorney/Planning & Zoning Administrator Patterson presented the proposed development agreement amendment for the Highland Mains project regarding signage. He explained that the project's signage is governed by its development agreement (originally entered in 2007, amended in 2022) and the underlying CR zone. The applicant had submitted a signage package that did not conform to the existing agreement and was seeking an amendment. Mr. Patterson walked through each proposed sign change. The most significant change was the request to replace two monument signs along SR-92 with one additional Commercial Center Freestanding (CCF) sign, for a total of two CCF signs along SR-92 and one along Alpine Highway—an increase of one tall sign. The applicant also proposed reducing the height of the CCF signs from 25 feet to 15 feet, removing the required 3-foot stone base, and changing the coloration of the shorter monument signs from a dark background with white lettering to a lighter, faux-wood appearance. The Planning Commission recommended approval with modifications: retaining the 3-foot stone base on the CCF signs, keeping the dark background with white lettering on the monument signs, and approving the additional CCF sign at the reduced 15-foot height. Mr. Patterson noted

that despite being asked to attend, no representative of the applicant Midtown National Group (MNG) was present, and the applicant had not responded to the revised development agreement circulated the prior week.

Mayor Brittney P. Bills opened the public hearing at 7:47 p.m.

Planning Commissioner Wes Warren addressed the Council to confirm that the two-tone branding requirement for individual business panels on the CCF signs was explicitly included in the plans, a point he attributed to Council Member Cortney's review.

Mayor Brittney P. Bills closed the public hearing at 7:50 p.m.

Council Member Rodela expressed support for the amendment, noting the importance of visible signage for a commercial area tucked away from primary arterials. Council Members Smith, Campbell, and Rodela each expressed general support for the Planning Commission's recommendation. Council Members Cortney and Rice expressed reluctance to approve a development agreement amendment when the requesting party had not sent a representative to either the Council meeting or adequately communicated their acceptance of the proposed changes.

Council Member Doug Cortney MOVED that the City Council CONTINUE the proposed amendment to the 2007 Development Agreement for the Highland Mains project for 2 weeks.

Council Member Liz Rice SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Ron Campbell</i>	<i>No</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>No</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion carried 3:2

Mr. Patterson confirmed he would notify the applicant immediately and urge attendance at the next meeting.

- c. **PUBLIC HEARING/ORDINANCE: Amendments to Process for Approving New Business Use Development Code Update (Legislative)**
Rob Patterson, City Attorney/Planning & Zoning Administrator
 The City Council will hold a public hearing to consider amendments to the process by which a new business use may be permitted within a zone.

City Attorney/Planning & Zoning Administrator Patterson presented a code amendment required to conform to a 2025 state law change that mandated cities adopt a process for reviewing new business uses in zones. The amendment clarifies that decisions on whether to allow a new use in a zone are legislative in nature, appealable to district court rather than to the city's appeal authority, and that approvals must be enacted by ordinance designating the use as either permitted or conditional. The Planning Commission unanimously recommended approval; no public comments had been received.

Mayor Brittney P. Bills opened the public hearing at 8:04 p.m.

There were no public comments.

Mayor Brittney P. Bills closed the public hearing at 8:04 p.m.

Council Members Smith, Cortney, Campbell, Rice, and Rodela all expressed support. Council Member Cortney noted appreciation for the legislature clarifying the legislative nature of these decisions.

Council Member Liz Rice MOVED that the City Council adopt the ordinance amending the Highland City Development Code related to the process for approving new business uses.

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

**d. PUBLIC HEARING/ORDINANCE: Planning Commission Requirements
Amendments Development Code Update (Legislative)**

Rob Patterson, City Attorney/Planning & Zoning Administrator

The City Council will hold a public hearing to consider amendments to the regulations and requirements that govern the Planning Commission to conform to new state law.

City Attorney/Planning & Zoning Administrator Patterson presented amendments to the Development Code required by SB 284, a new state law mandating that cities adopt clearer procedures governing Planning Commissioners with respect to removal, recusal, and training requirements. The proposed ordinance specifies three state-required causes for removal—using public funds for political purposes, violating the Municipal Officers Ethics Act, and acting with intent to create impermissible bias in a land use decision—along with two additional staff-recommended causes: failure to recuse from a required situation, and repeated absence from meetings. Mr. Patterson also summarized the recusal requirements and annual training obligations, noting that staff needs to improve tracking of commissioner training hours.

Mayor Brittney P. Bills opened the public hearing at 8:14 p.m.

There were no public comments.

Mayor Brittney P. Bills closed the public hearing at 8:14 p.m.

Council Member Cortney distributed and proposed additional language to add a sixth cause for removal: failing to complete the required initial training on general powers and duties of the Planning Commission within three months of appointment, or failing to complete required annual training within three months of notification that it is past due. He explained this was intended to provide a clear safe harbor for justified removal while protecting against removal based on minor or technical training lapses.

Council Member Campbell asked for assurance that training would be made readily available within the three-

month window. Mayor Bills confirmed it would be a staff priority. Council Member Campbell also noted what he described as a logical inconsistency in state law: Planning Commissioners, who make only recommendations, are subject to recusal requirements, while City Council members, who make final legislative decisions, are not.

Council Member Smith proposed amending the "repeated absence" language to be more precise, suggesting that missing three consecutive meetings without adequate explanation should trigger a conversation between the Planning Commission Chair and the commissioner. Council Member Cortney repeated that the causes for removal represent a "safe harbor" rather than automatic disqualification, and that the Council retains judgment in applying them.

Council Member Doug Cortney MOVED that the City Council adopt the ordinance amending Planning Commission requirements as distributed but with the insertion of the following text as HDC 2-202(4)(f): Failing to complete the required training on general powers and duties of the Planning Commission within three months of appointment to the Planning Commission or failing to complete required annual training within three months of notification that completion is past due.

Council Member Liz Rice SECONDED the motion.

Council Member Scott L. Smith AMENDED the motion to include that Planning Commissioners could be removed after missing 3 consecutive meetings.

Council Member Ron Campbell SECONDED the motion.

The vote on the amended motion 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

The vote on the original motion 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 Rodela also noted for the record that Planning Commissioner Claude Jones had recently passed away following a resignation due to health reasons.

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: City Contribution for Twin Bridges Entrance *General City Management*
Chris Trusty, City Engineer/Public Works Director

The City Council will consider approving a budget adjustment to fund up to \$27,000 to cover the shortfall in donations to reconstruct the bridge on Beacon Hills Drive at the entrance to the Twin Bridges subdivision.

Assistant Public Works Director Murdoch presented the item. The total cost of the restoration project for the Twin Bridges subdivision entry features is \$92,000. Neighborhood residents raised \$65,000 in private donations, leaving an unfunded balance of \$27,000. An insurance payout for damage to the entry features has not yet been received; the motion was structured to credit any insurance proceeds back to the general fund.

Council Members Smith, Campbell, and Cortney all expressed appreciation for the initiative demonstrated by the residents in raising the majority of the project cost. Council Member Rodela noted that the Council should examine its overall protocol for maintaining city structures, questioning why residents should need to fundraise for something that is city infrastructure.

Council Member Scott L. Smith MOVED that the City Council approve moving an amount not to exceed \$27,000 from the General Fund to Parks Capital Outlay to fund a portion of the restoration improvements to the entry features for the Twin Bridges subdivision with the understanding that any insurance settlement received for damage to the entry features be credited to the General Fund.

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. RESOLUTION: Cemetery Perpetual Care Fund - Update to Governing Resolution *General City Management*

Jay Baughman, Assistant City Administrator/Community Development Director
Stephannie Cottle, City Recorder

The City Council will consider revising resolution R-2017-32, which established the Cemetery Perpetual Care Fund.

This item will be discussed at a future meeting.

c. RESOLUTION: Annual Firework Restrictions Map & Open Burn Ban *General City Management*

Brian Patten, Fire Chief
Erin Wells, City Administrator

City Council will consider reaffirming the areas restricted from fireworks in the City and the associated resolution.

Fire Chief Patten presented the annual fireworks restriction map, noting that the map is unchanged from prior years except for the addition of schools, churches, and the city office building as private properties where written approval would be required for fireworks use. Chief Patten noted that a determination on whether the city could obtain permission for its own fireworks display on city property was also raised. Chief Patten described the enforcement approach, which relies on targeted patrols of historically problematic areas and community awareness. He noted that residents in restricted zones have increasingly become self-enforcers. He also indicated that depending on drought conditions, the county or state may impose broader fire restrictions later in the summer, and that he anticipated this summer could be a candidate for such restrictions given current moisture levels.

Council Member Cortney noted a potential GIS discrepancy on the map where the depicted city boundary and the fire prohibition boundary did not align, and requested that this be reviewed.

Council Member Liz Rice MOVED that the City Council Approve Resolution Restricting Fireworks and Open Fires in Highland City.

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

6. DISCUSSION ITEMS

Items in this section are for discussion, and include supplementary information in the packet. No final action will be taken.

a. Updates to the Draft Interim Budget for FY 2026-2027 General City Management
Erin Wells, City Administrator

Staff will report to the City Council on the changes made to the draft interim budget since the Council approved the Tentative Budget on May 5, 2026 and seek input from the Council.

City Administrator Wells presented changes made to the draft interim budget since the Council approved the Tentative Budget on May 5, 2026. She reminded the Council that the next formal vote on the interim budget is scheduled for June 16, with a final budget vote anticipated on August 11, 2026. Key changes since the tentative budget include:

- The cemetery fund is now projected to repay nearly \$50,000 to the general fund in the upcoming fiscal year.
- The Lone Peak Police budget increased by approximately \$5,800 due to corrections in retirement calculations for non-sworn employees and increased billing costs from higher call volume.
- The pay plan is finalized: approximately two-thirds of staff will receive a 4% market adjustment, with the remaining one-third receiving a somewhat higher adjustment based on market study results.
- A federal ADA document accessibility mandate requires new software at an estimated cost of approximately \$8,400 as a one-time expense plus a smaller ongoing annual cost.
- Minor supply and vendor adjustments across Public Works departments totaling approximately \$2,000.
- \$2,000 added for a dedicated City Open House budget line.
- The \$2,100 annual payment under an interlocal agreement with Utah County for homeless services will be

restored to the budget.

North Point Waste Tipping Fees: Council Member Smith reported on an emergency meeting held the previous day at North Point Solid Waste, where the board had previously voted to increase tipping fees by \$5 per ton. He noted that after objections from Highland, Vineyard, and other member cities, the board agreed to a revised increase of \$2 per ton for the current fiscal year, representing \$3 in savings to the city and its residents. Mayor Bills credited Council Member Smith for his leadership in achieving the compromise.

Elected Official Compensation: Ms. Wells presented a comparative salary study for elected officials in Utah County cities, noting that Highland's mayor and council compensation is significantly below the regional average. The last salary adjustment was in 2023, and the retirement benefit was recently removed. She sought Council direction on whether to include any salary adjustments in the interim budget. Council Members offered the following positions:

- **Council Member Cortney** did not support increasing council salaries and indicated any increase, if adopted, should not take effect until after the next municipal election. He expressed openness to discussing a mayor salary adjustment.
- **Council Member Campbell** agreed with not increasing council salaries at this time but supported an increase in the mayor's salary, citing the significant time demands of the position, and suggested Cedar Hills' mayor salary of \$18,732 as a reference point. He agreed any increase should take effect only after the next election.
- **Council Member Rice** was not supportive of any salary increases, citing constituent sentiment and the context of a potential property tax increase. She noted she would consider a mayor's salary increase only if it did not contribute to a tax increase.
- **Council Member Rodela** advocated for setting both council and mayoral salaries at market average, arguing that below-market compensation limits who can realistically serve and reduces the diversity of candidates who are able to run.
- **Council Member Smith** expressed discomfort with raising council salaries while also raising property taxes but acknowledged that compensation has not kept pace with inflation and that the mayor's role has become close to full-time.

The Council reached informal consensus to explore an increase in the mayor's salary to approximately \$18,900 (a 50% increase, as proposed by Council Member Cortney). Ms. Wells confirmed she would calculate the associated URS contribution impact and circulate that information by Sunday, with the expectation that Council members respond by Monday ahead of the June 16 meeting.

Trail Maintenance: Council Member Rice raised the issue of inadequate funding for trail corridor maintenance throughout the city, noting that current maintenance in practice means little more than weed removal. She expressed concern about building new trails when existing ones are not adequately maintained. She requested that the budget include dedicated resources for trail improvements, such as rock and barrier installation, and suggested a pilot program starting with a short, approximately 270-foot trail corridor.

Council Members Cortney, Smith, Rodela, and Campbell expressed general support for addressing trail maintenance, with most leaning toward a mid-year budget adjustment rather than including it in the current interim budget. Council Member Cortney preferred incorporating it into the approved budget before August rather than waiting for a mid-year adjustment. Ms. Wells indicated she would consult with Parks staff to determine what a pilot program would look like and what contractor capacity is available. Council Members Smith and Campbell each volunteered to donate their FY 2026-2027 council discretionary appropriation (\$3,000 each) toward a trail maintenance project in the next fiscal year. Mayor Bills and Council Member Rice indicated they would also direct their remaining current-year appropriations toward the effort. Ms. Wells agreed to discuss options with Parks Director Josh Castleberry and report back.

The Council requested a recess at 9:43 p.m.

The meeting was reconvened at 9:48 p.m.

7. COMMUNICATION ITEMS

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

a. Trail Plans in Canterbury & Foxwood Subdivision

Ron Campbell, Council Member

Liz Rice, Council Member

Kim Rodela, Council Member

This item was postponed at the request of the Mayor due to the late hour of the meeting.

b. Work Order Process

Gretchen Homer, Public Works Executive Assistant

Public Works Executive Assistant Homer provided an overview of the current work order system and an update on the transition to a new platform. Ms. Homer reported that from July 1, 2025 through the meeting date, staff processed 515 public work orders, 144 cemetery work orders, and 158 PI text interactions, in addition to work orders submitted through the city's online Request Tracker (120 public works, 52 code compliance, 12 GRAMA requests). Work orders are received via phone, email, walk-in, and the online Request Tracker. Ms. Homer noted that the current system, iWork, is desktop-only and does not support field access, which limits the efficiency of closeout documentation by crew members in the field. The city is transitioning to a new platform, Atom AI, which is app-based and will allow field staff to photograph completed work, add comments, and close work orders from the field. Residents who submit requests will receive automated notifications upon completion. The target transition date is August or September 2026. In the interim, Ms. Homer and Communications staff plan to reduce and simplify the categories in the Request Tracker to prevent submissions from being routed incorrectly.

Council Member Cortney asked about a known issue of requests becoming stuck in the system and asked whether there was a way to monitor for those. Ms. Homer confirmed that simplifying categories and ultimately linking the public tracker directly to Atom AI would address this. The Council expressed appreciation for Ms. Homer's work and the volume of requests handled.

c. Highland Family Park Baseball Field Discussion

Erin Wells, City Administrator

City Administrator Wells provided context and options for the Council to consider following the earlier public comment from resident Paul Adams regarding baseballs clearing the outfield fence at Highland Family Park during an adult baseball tournament. She noted that the park has an existing 18-foot net on the foul ball side near pickleball courts and adjacent homes, but that balls are still clearing it. She described the following options: taking no action; amending the code to allow residents to install their own nets; purchasing and installing taller nets at city expense; requiring wooden bats for adult leagues; banning adult baseball leagues from the field; or banning all adult baseball (including softball). Ms. Wells noted that Highland Family Park is the city's only adult-capable field; the other two city fields at Heritage Park and Mitchell Hollow are designated for youth only. She reported that staff had spoken with the group that reserved the field for Memorial Day and that they had pushed back, asserting that it was a ball field and that home runs are simply part of the game.

Council Member Rodela argued that multiple balls landing in neighboring yards moved beyond accident into intentional conduct and constituted grounds for banning that group. She noted that taller nets would be difficult

to size appropriately given that a ball had cleared a 35-foot house and landed in a front yard. She favored banning organized adult leagues as a first step, then revisiting the net question if problems persisted.

Council Members Smith and Courtney agreed with starting by banning adult leagues. Council Member Campbell noted that adults are already banned on the two other city fields and expressed support for the same policy here, while remaining open to taller nets if the adult league ban alone proved insufficient.

Council Member Rice concurred and added that in her experience with youth baseball leagues, adult leagues should not be using aluminum bats in any case, and that the conduct at the Memorial Day event appeared intentional given the number of balls hit over the fence. She favored banning the group rather than honoring their remaining reservations.

Residents Paul Adams and Wes Warren briefly addressed the Council. Mr. Adams agreed that an age or league-based restriction was the most practical solution and confirmed that safety was his primary concern. Mr. Warren concurred that banning adult leagues was the most straightforward approach and noted that difficulty of enforcement alone is not a sufficient reason to forgo a rule.

The Council reached consensus that adult leagues should no longer be permitted to reserve or use the Highland Family Park baseball field, effective immediately for new reservations, and that existing reservations from the group responsible for the Memorial Day incident should also be cancelled. Ms. Wells indicated she would have staff notify the group.

d. Community Development Update (Current Projects)

Jay Baughman, Assistant City Administrator/Community Development Director

Rob Patterson, City Attorney/Planning & Zoning Administrator

There was no discussion needed at this time.

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 10:21 pm Council Member Liz Rice MOVED that the City Council recess the regular meeting to convene in a closed meeting in the Executive Conference Room to discuss the character, professional competence, or physical or mental health of an individual, as provided by Utah Code Annotated §52-4-205.

Council Member Doug Cortney 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 Scott L. Smith MOVED to adjourn the CLOSED MEETING and Council Member Doug

Cortney SECONDED the motion. All voted in favor and the motion passed unanimously.

The CLOSED MEETING adjourned at 11:02 pm.

ADJOURNMENT

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

The meeting adjourned at 11:02 pm.

I, Stephannie B. Cottle, City Recorder of Highland City, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on June 2, 2026. This document constitutes the official minutes for the Highland City Council Meeting.



Stephannie B. Cottle, CMC, UCC
City Recorder

Welcome to the Highland City Council Meeting

June 2, 2026

Please Sign the Attendance Sheet

Scan for Agenda





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 P. Bills



UNSCHEDULED PUBLIC APPEARANCES

**HIGHLAND CITY IS COMMITTED TO CIVILITY AND RESPECT.
ALL ARE ASKED TO ACT AND SPEAK ACCORDINGLY.**

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

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



PRESENTATIONS

- a. Mountainland Association of Governments – *LaNiece Davenport, MPO Director*
- b. New Employee Introduction – *Erin Wells, City Administrator*

Highland City Council Worksession

June 2, 2026

*Partnering to Plan our Region's
Future Together*



Mountainland Association of Governments (MAG) at a Glance

Why We Exist

- To empower communities to achieve their vision
- One of Utah's 7 Associations of Governments

What We Do

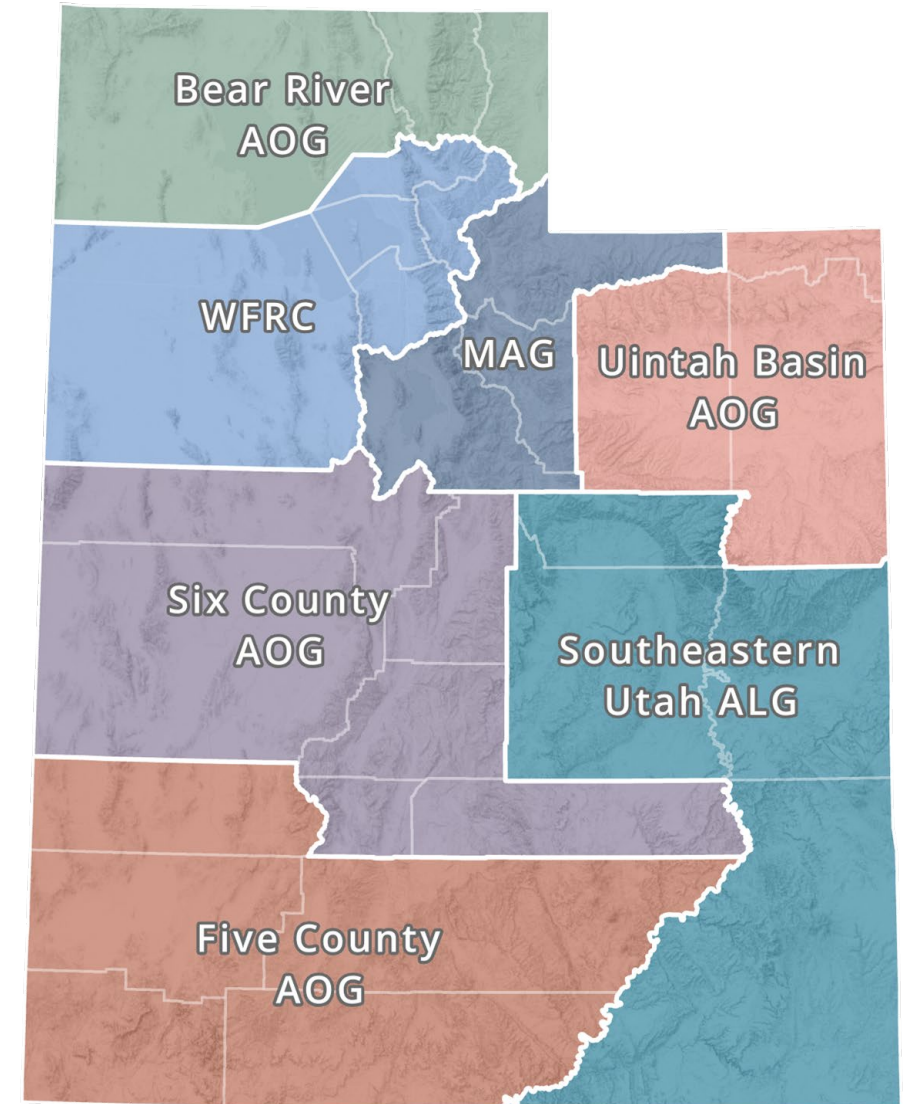
- Collaborate regionally
- Connect communities to funding and services
- Advocate for local priorities
- Facilitate solutions

Focus Areas / Departments

- Aging Services
- Community & Economic Development
- **Planning for Growth**

Who We Serve

- Summit, Utah, and Wasatch Counties



Planning Department at a Glance

Our Core Functions

- **Regional Planning & Management**

- Manage the Metropolitan Planning Organization (MPO) for Utah County and the Rural Planning Organization (RPO) for Summit & Wasatch Counties
- Develop the Regional Transportation Plan for urban Utah County.
- Administer the regional Transportation Improvement Program

- **Program Administration**

- Administer planning programs for community planning and economic development
- Offer technical assistance to local governments for coordinated transportation and land use plans, visions, studies

- **Strategic Vision**

- Implement and promulgate the Wasatch Choice Vision to maintain high quality of life for our region

- **Collaboration**

- Provide a vital forum for regional discussion and inter-agency collaboration

Metropolitan Planning Organization (MPO) at a Glance

Who We Are

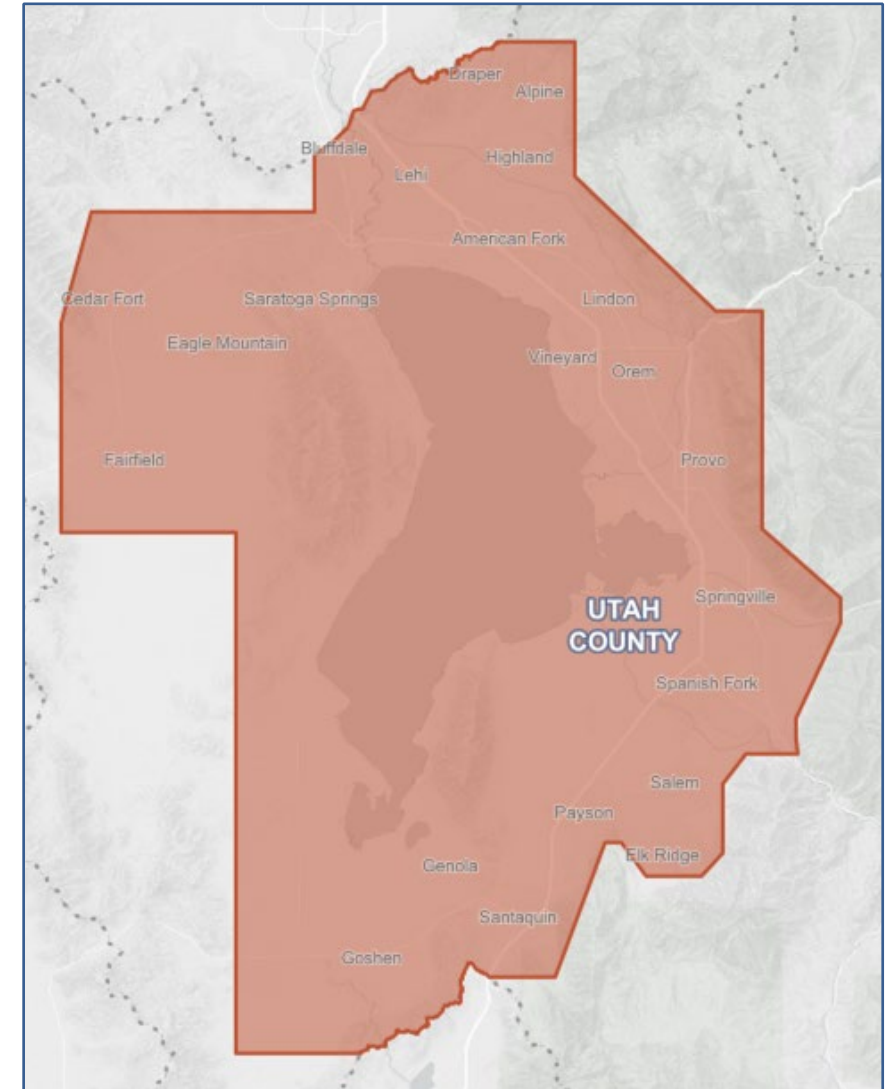
- Federally designated MPO for urban Utah County

What We Do

- Develop and maintain the **Regional Transportation Plan** and **Transportation Improvement Program**
- Governed by locally elected officials and key partners including UDOT, UTA, DAQ, and FHWA
- Staffed by professional planners, data analysts, and transportation experts

Why It Matters

- Transportation projects must be in the RTP to receive federal and/or state funding



Regional Transportation Plan (RTP) at a Glance

Purpose

- Plans roads, transit and active transportation in Utah County
- Ensures the safe/efficient movement of people and goods, improves mobility, and prepares for growth

Development

- Plans across city boundaries - supports and informs local planning efforts
- Uses qualitative and quantitative data
- Identifies long-range needs
- Aligns transportation projects with regional trends, goals, and member and partner input

Updates

- Updated every 4 years to address changing conditions and emerging trends
- In-progress RTP: "2055 RTP"



RTP at a Glance

The RTP is:

- A unified transportation blueprint for Utah County
- A plan that aids cities in planning for growth
- A plan that improves regional mobility for all modes
- A regional plan that reflects local plans
- Projects financial needs & funds

The RTP is not:

- A mechanism to allocate specific dollars to specific projects (that's the TIP)
- Local land use policy
- Intended for local streets

Projects receiving state and federal funding must be in the RTP.

Transportation Improvement Program (TIP) at a Glance

Purpose

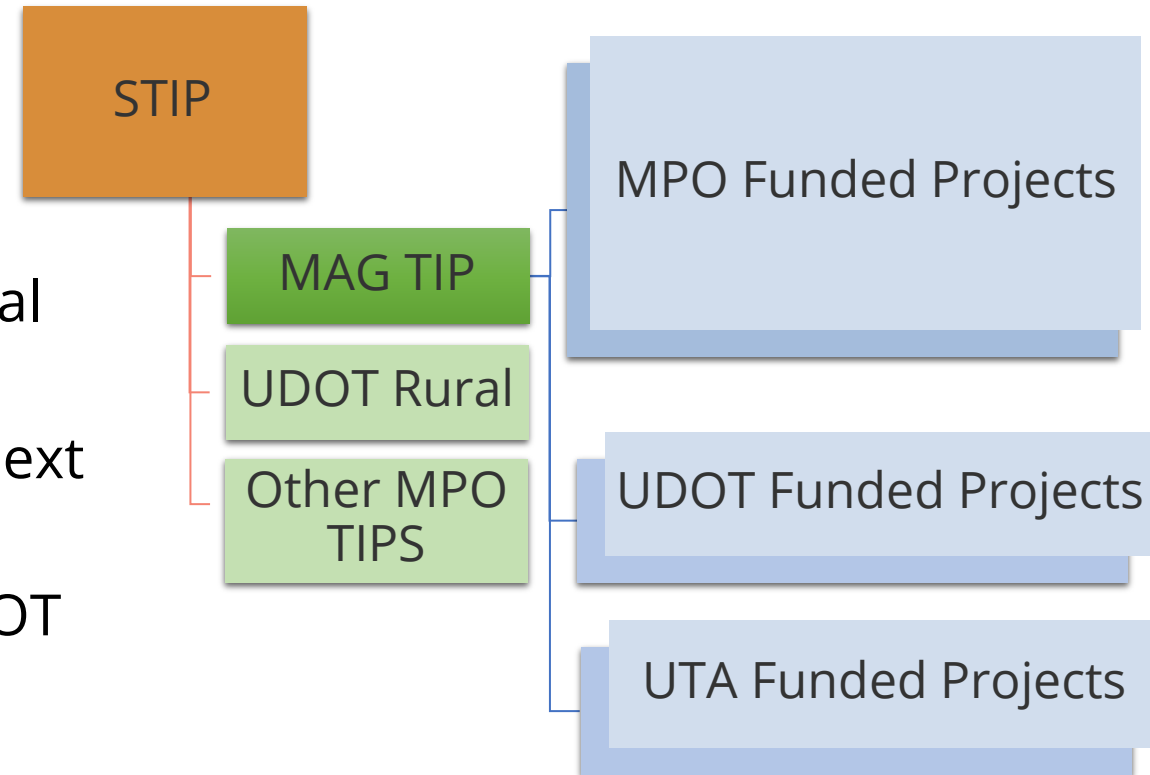
- Federally required
- Implements the RTP

Key Factors

- Lists **Regionally Significant** projects for all transportation modes
- Identifies funding sources to maintain "Fiscal Constraint"
- Includes projects to be constructed in the next 4-5 years
- Encompasses projects funded by MAG, UDOT and UTA

Updates

- Updated annually
- Biennial selection process for projects



Project Development: Project Need to Programming

1. Identify Needs

- Address Congestion Issues
- Address Safety Issues
- Accommodate Growth & New Modes
- Close Gaps in Regional Infrastructure



2. Develop & Prioritize in RTP

- Aligns with Wasatch Choice Vision
- Data Driven Evaluation
- Phases Projects Over 30+ Years
- Ensures Air Quality Conformity
- Engages Public & Partners



3. Program & Fund (STIP)

State Prioritized Funding (UDOT)

- ~ \$1 Billion Annually
- Major Projects (freeways, interchanges)
- Annual Selection by Transportation Commission

Regionally Selected Funding (MAG)

- ~ \$110 Million Biennially
- Regional Projects (arterials, transit, trails)
- Biennial Selection by MPO Board (spring/summer)

What Can MAG Planning Department Do for You?

- Provide demographic and socioeconomic **data**
- Provide land use and growth **projections**
- Offer GIS/**mapping** assistance
- Assist with **federal eligibility** guidance
- Help **align projects with regional priorities**
- Funds for **preserving future transportation corridors**
- **Wasatch Choice Vision alignment**
- Provide regional forum for transportation and **growth related issues and opportunities**
- Governmental and **technical planning assistance**
- Conduct **small-area studies**
- Help **position projects for funding**
- Fund a variety of **planning & technical assistance** projects
- **Economic development** assistance

Links to MAG's Planning Dept Programs & Projects

- [Community Development Block Grants](#)
- [Corridor Preservation Program](#)
- [Economic Development](#)
- [Local Administrative Advisor](#)
- [Metropolitan Planning Organization](#)
- [Public Engagement Plan](#)
- [Regional Transportation Plan](#)
- [Station Area Plan Program](#)
- [Technical Assistance to Governments](#)
- [Transportation Improvement Program](#)
- [Unified Planning Work Program](#)
- [Utah's Unified Transportation Plan](#)
- [Wasatch Back Rural Planning Organization](#)
- [Wasatch Choice Vision](#)

Who Is There to Help You?

MAG Staff

- Conduct studies, evaluate proposals, and manage federal transportation funds
- Ensure fiscal realism, regulatory compliance, and public engagement
- Coordinate with local governments, UDOT, UTA, and community members
- Provide technical expertise and recommendations

MPO Committees (Board & TAC)

- MPO Board: Policy Committee (all mayors and county commissioners in Utah Co.)
- MPO TAC: Technical Advisory Committee to the MPO Board - Composed of engineers, planners, and transportation professionals of Cities, Towns, and Utah Co.
- Committees meet monthly (public meetings)

What We Need from You?

- Early identification of project needs and priorities
- Participation in RTP workshops and other program/project events
- Feedback on draft plans
- Cost estimates for projects
- Clear local funding commitments
- Alignment with adopted regional vision, Wasatch Choice Vision
- Alignment with adopted Regional Transportation Plan
- Ensure information flow between Mayor, City Council members, and City Staff members

Staff Contact Information

MAG Orem Office: 586 East 800 North Orem, UT 84097 | 801-229-3800 | magutah.gov

LaNiece Davenport

MPO Director

801.229.3837 | laniece@magutah.gov

Kimberly Brenneman

Executive Assistant

801.597.6002 | kbrenneman@magutah.gov

Transportation

Robert Allen

Transportation Program Manager
801.229.3813 | rallen@magutah.gov

Kevin Feldt

Transportation Planning Manager
801.229.3841 | kfeldt@magutah.gov

Minoo Abrishami

Transportation Planner I
801.229.3845 | mabrishami@magutah.gov

Cody Christensen

Transportation Planner II
801.229.3848 | cchristensen@magutah.gov

Kendall Willardson

Transportation Planner II
801.229.3840 | kwillardson@magutah.gov

Analytics

Tim Hereth

Analytics Manager
801.229.3843 | thereth@magutah.gov

Jared Lillywhite

Transportation Modeler
801.229.3842 | jlillywhite@magutah.gov

Matthew Silski

Senior GIS Analyst
801.229.3688 | msilski@magutah.gov

Community & Economic Development

Dan Wayne

Community Planning & Economic
Development Manager
801.229.3824 | dan.wayne@magutah.gov

Spencer Foster

Local Administrative Advisor
801.229.3675 | sfoster@magutah.gov

Shauna Mecham

Planner I/ Air Quality Analyst
801.229.3838 | smecham@magutah.gov

Karol Patterson

Economic Development Specialist
801.229.3665 | kpatterson@magutah.gov



Questions?

RTP and TIP Map

Pete Carreloa

Part Time Cemetery Operator



CONSENT ITEMS *(5 minutes)*

3a. Approval of Meeting Minutes: May 5, 2026
General City Management

3b. Ratification of Large Purchases
General City Management

3c. Close Out and Dissolve Open Space Special Service
District
General City Management

Motion to Approve

I move that the City Council approve the consent agenda.



SETBACKS FOR COVERED PATIOS AND DECKS

Development Code Update (Legislative)

Item 4a - Action/Public Hearing

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

Background

- Currently, decks (covered or uncovered) and covered patios (unless cantilevered) attached to a home are subject to home setbacks
- In open space neighborhoods, this means that decks and covered patios must be at least 25'-30' from rear property line, which often prohibits or severely restricts decks/covered patios due to the smaller size of the lot
- Currently there is an exception for this rule for cantilevered covered patios (no support posts for the covering/roof structure). Cantilevered covered patios would be considered accessory buildings

Background

- Some residents have had issues with decks and covered patios – some built in violation of code, others have significantly reduced their deck/covered patio size
- On March 24, 2026, Council directed staff to prepare options to create exception for some decks and covered patios
- Commission considered options and made recommendation on April 28, 2026
- Item continued by Council on May 4, 2026, after

Deck and Patio Setbacks Proposal

- Treat decks (covered or uncovered) and covered patios as accessory buildings, even if attached to home, if certain conditions are met
 - Deck/patio structure cannot be higher than main floor (per Commission recommendation)
 - Deck/patio must meet all accessory structure regulations (Lot coverage limits, setbacks)
 - Deck/patio must be 66% open (per Commission recommendation)
- If deck/patio does not meet these requirements, considered part of home as usual

Deck and Patio Enclosure Options

- Option 1: Require fully open except against home – no walls, screens, etc. except open-style deck railing, support posts, and fences per city code
- **Option 2 (Commission Recommendation):** Require 66% open on all sides except against home. Allows lattices, open-style railing, and fences per city code
- Option 3: Allow one enclosed wall in addition to sides against home, other sides open per option 1
- Many other variations that are possible

Option 1

Open on all sides
except open railing
& support posts



Option 2

66% open
on all sides



Option 3

- 1 wall allowed



Other Changes

- Updated language throughout setback regulations to align with defined terms in city code (use “main dwelling”/“main building” etc.)
- Updated definitions to reflect current regulations (6’ accessory building setback vs 10’) and coordinate definitions with detached ADU ordinance

Planning Commission

- Supported making an exception to setbacks for certain decks and covered patios
 - Recommended limiting exception to decks and patios that do not extend higher than main level
 - Recommended option 2 - 66% enclosure requirement

Other Changes - After PC

- Staff recommends two additional minor changes:
 - 6(b) of each setback dealing with open requirement:
 - “Except for the side(s) of the deck or covered patio attached to abutting the main dwelling or building ...”
 - Removes ambiguity about what sides can be closed/private
 - 10-102(27)(c) - definition of Dwelling, Main Dwelling
 - “Covered decks and patios attached to the main dwelling shall be considered part of the main dwelling unless expressly provided otherwise”
 - Not all decks/patios on a lot are part of home, only attached

Staff Review and Recommendation

- Public notice posted April 23, 2026
- One comment received 5/5/26 asks setbacks for decks to be reduced to 5'-8' instead of current requirements.
- Staff recommends that the Council hold a public hearing, consider the amendments, and adopt the proposed ordinance, including the additional changes from staff, with any changes desired by Council, particularly as to openness or height restrictions

Motion to Approve

I move that City Council adopt the ordinance amending regulations related to setbacks for decks and covered patios.

- Including two changes recommended by staff
- Adopt option (1 or 3) regarding enclosure/open requirements
- Remove main level height restriction



HIGHLAND MAINS SIGNAGE - DEVELOPMENT AGREEMENT AMENDMENT

Land Use (Legislative)

Item 4b - Ordinance/Public Hearing

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

Background

- Highland Mains project (NW corner of SR-92 and Alpine Hwy) is subject to a development agreement (original 2007, amended 2022) and CR zoning
- Development agreement established pre-approved signage types, dimensions, and locations
- Deviation from the signage is allowed but must conform to City zoning regulations for signs

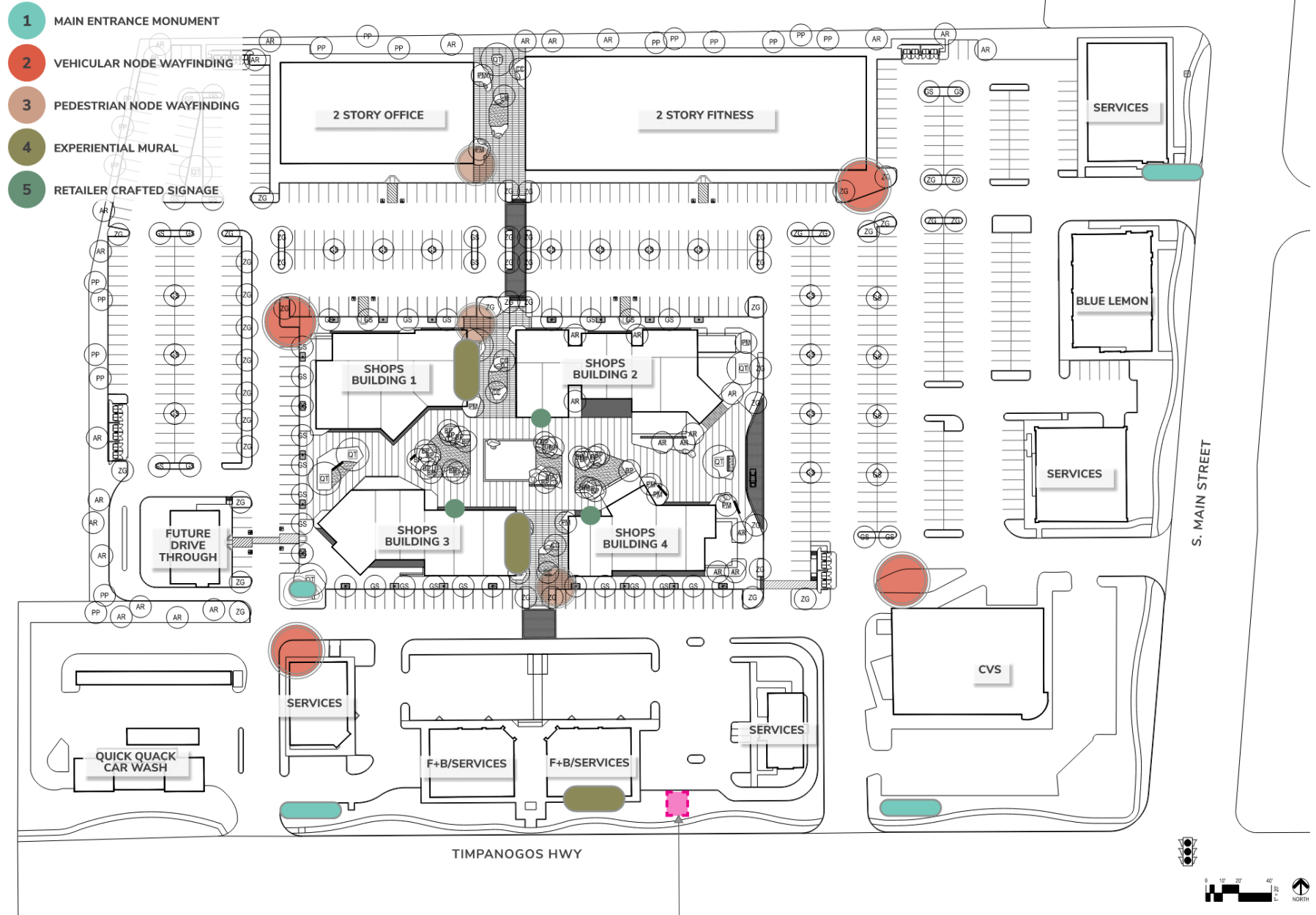
Application

- Mid-Town National Group/MNG (Highland Mains developer) seeks to install signage that is somewhat different than previously approved in DA
- Because new signage proposal is not permitted under the DA or zoning regulations, applicant proposes amending the DA to replace the approved signage exhibit with a new approved signage exhibit (exhibit C)
- A development agreement authorizing a deviation from general zoning requirements is permissible if City follows zoning amendment and public hearing process

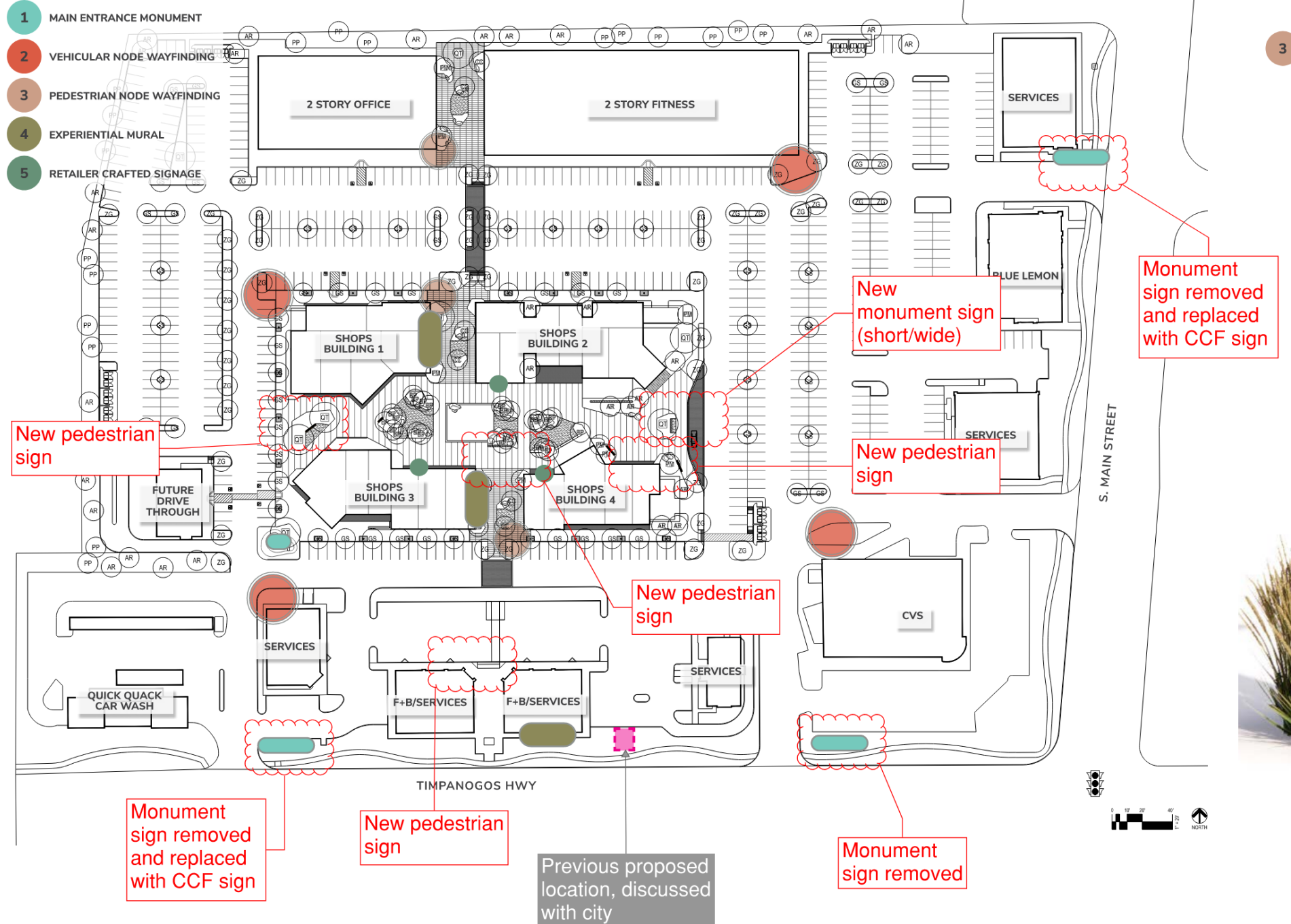
Staff Review

- Majority of changes are relatively minor adjustments to style or relocation/addition of wayfinding signs
 - Decrease from 4 to 3 monument signs (short/wide)
 - Increase pedestrian wayfinding from 3 to 7
- Sign locations mostly the same
- Major change relates to commercial center freestanding signs (CCF signs)
 - Increase from 2 (one each hwy) to 3 (+1 on SR-92)
 - Replaced previously approved monument signs

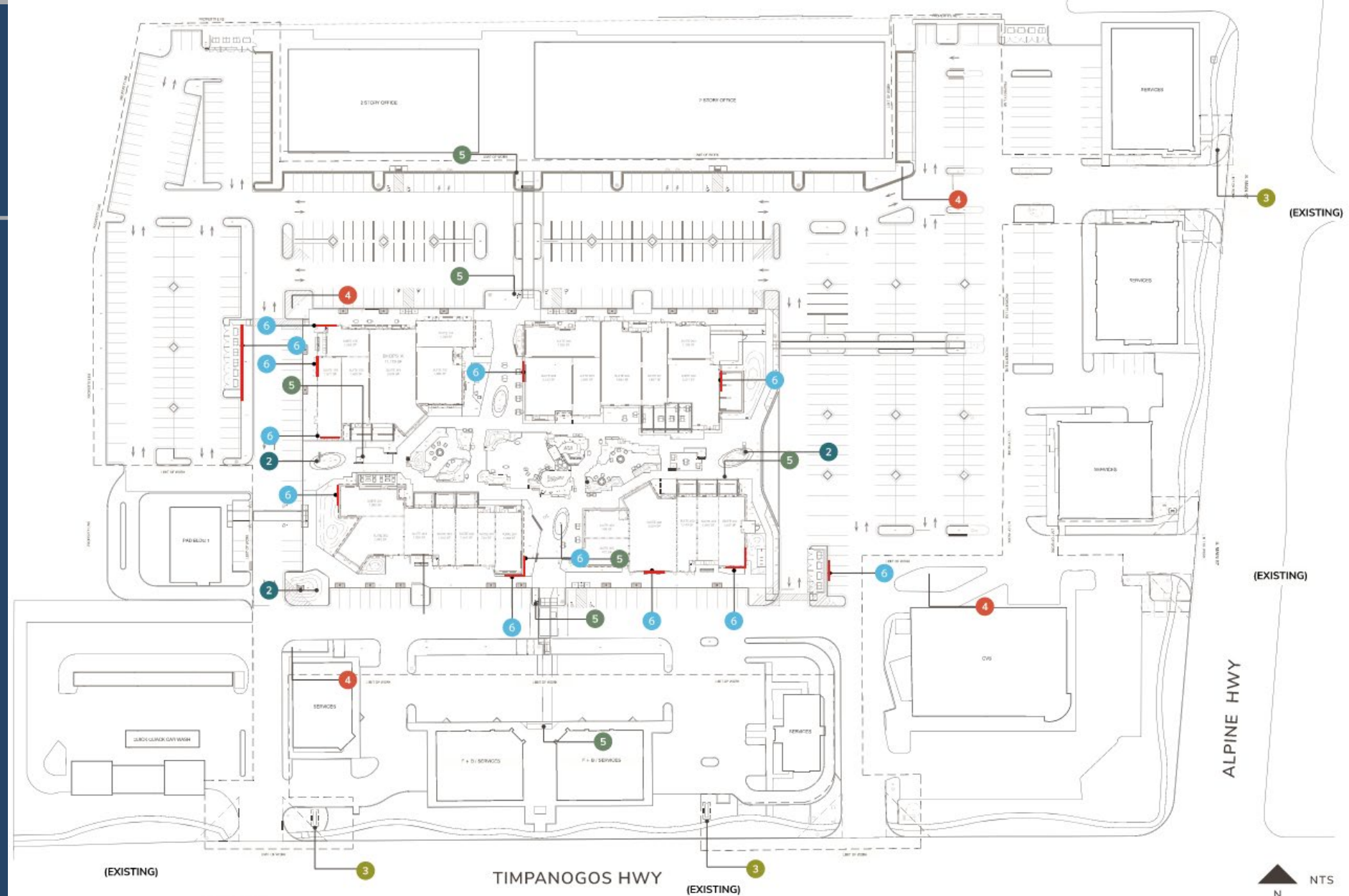
Current



Current



Proposed

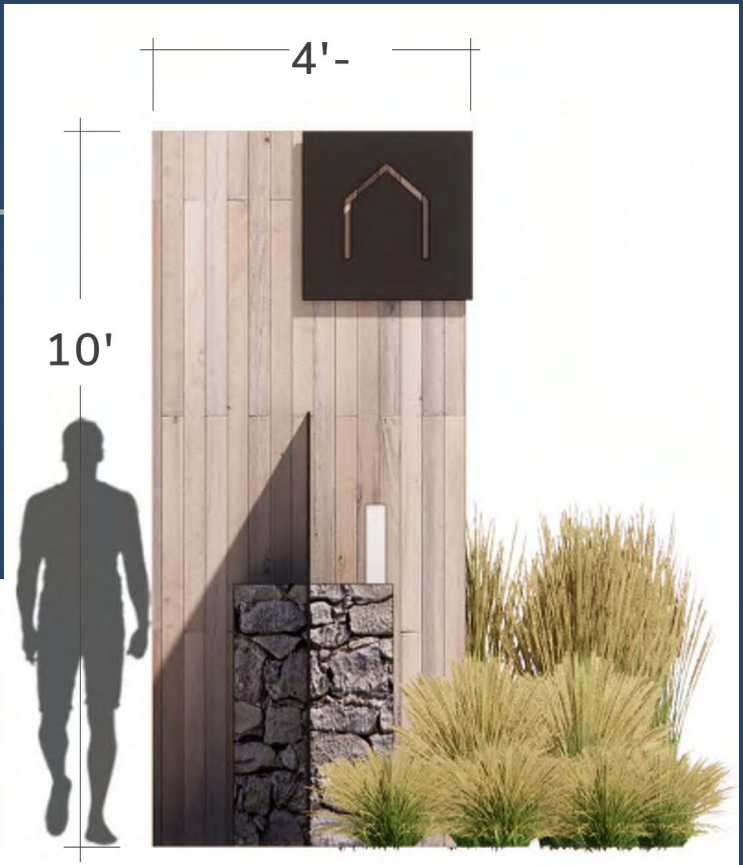
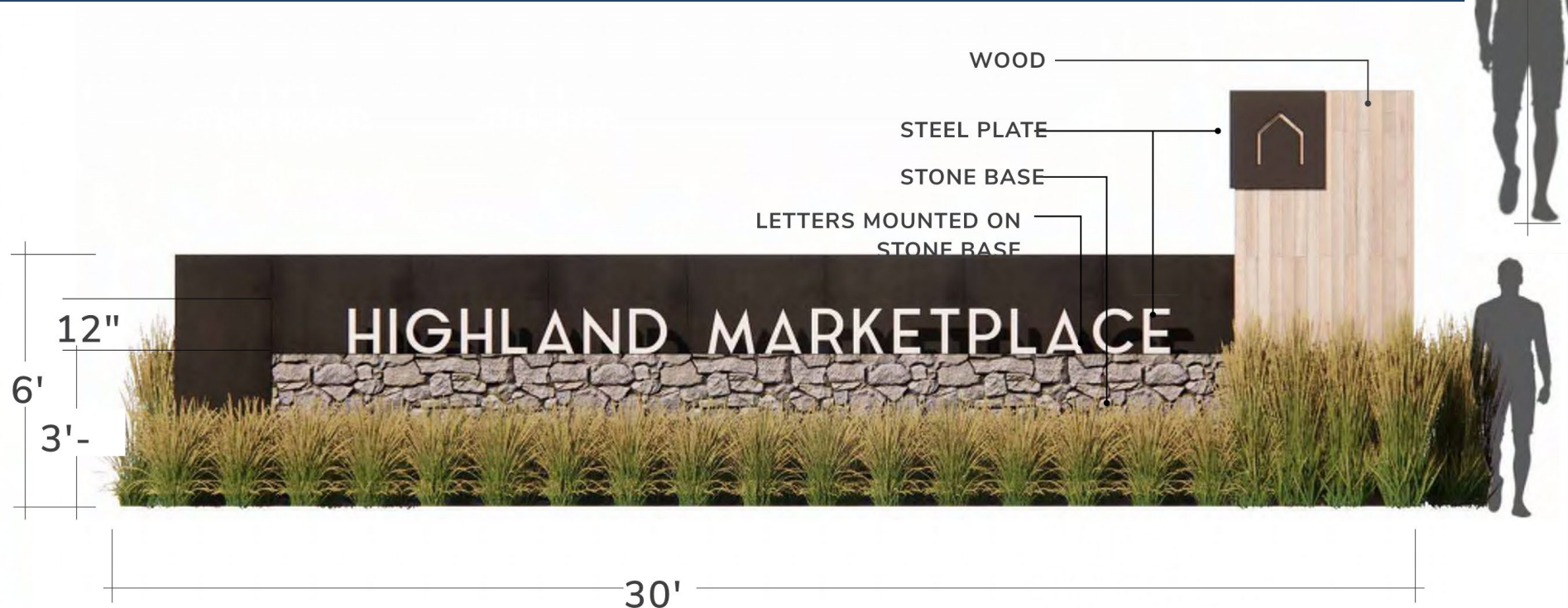


LEGEND:

TYPE	QTY	TYPE	QTY
2 Monument Sign Type 'B'	3	4 Vehicular Wayfinding Sign Type 'B'	4
3 Vehicular Wayfinding Sign Type 'A'	3	5 Pedestrian Wayfinding Sign	7
		6 Mural	13



Current: Monument short/wide



Proposed: Monument short/wide

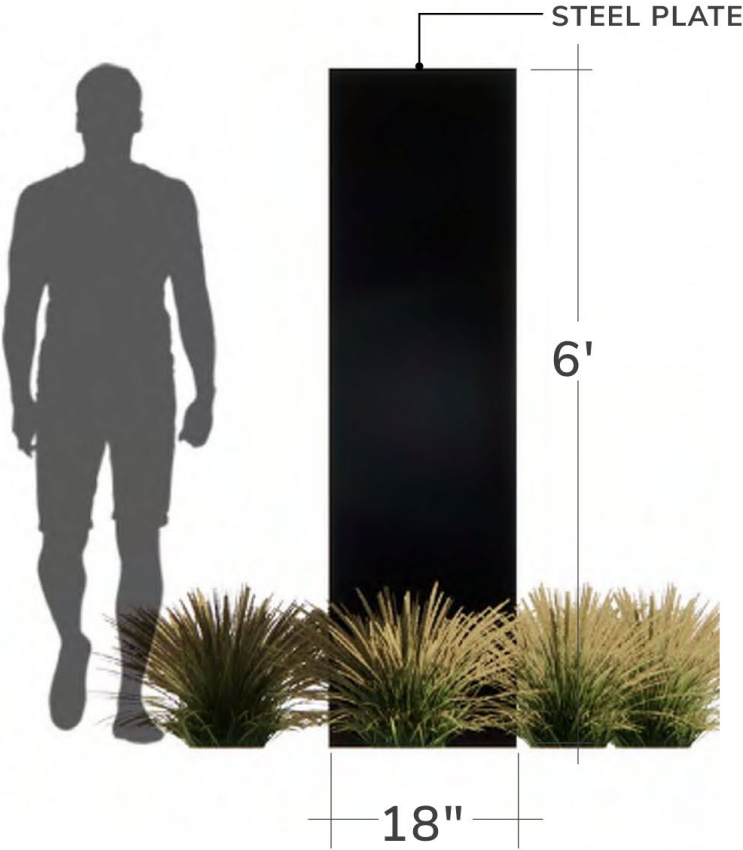


Recommended: Monument short/wide

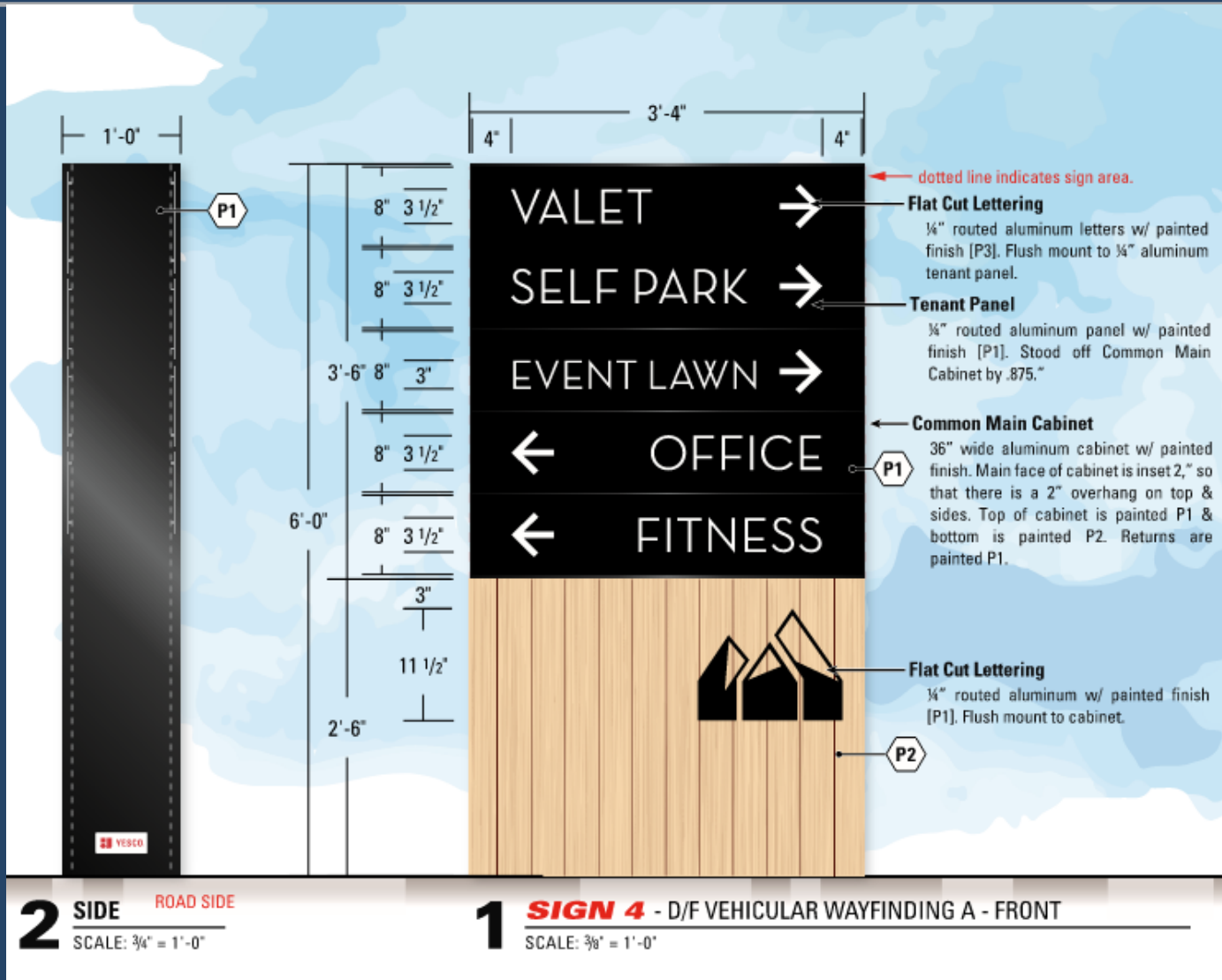


1 SIGN 2 - D/F MONUMENT "B" - FRONT
SCALE: 3/4" = 1'-0"

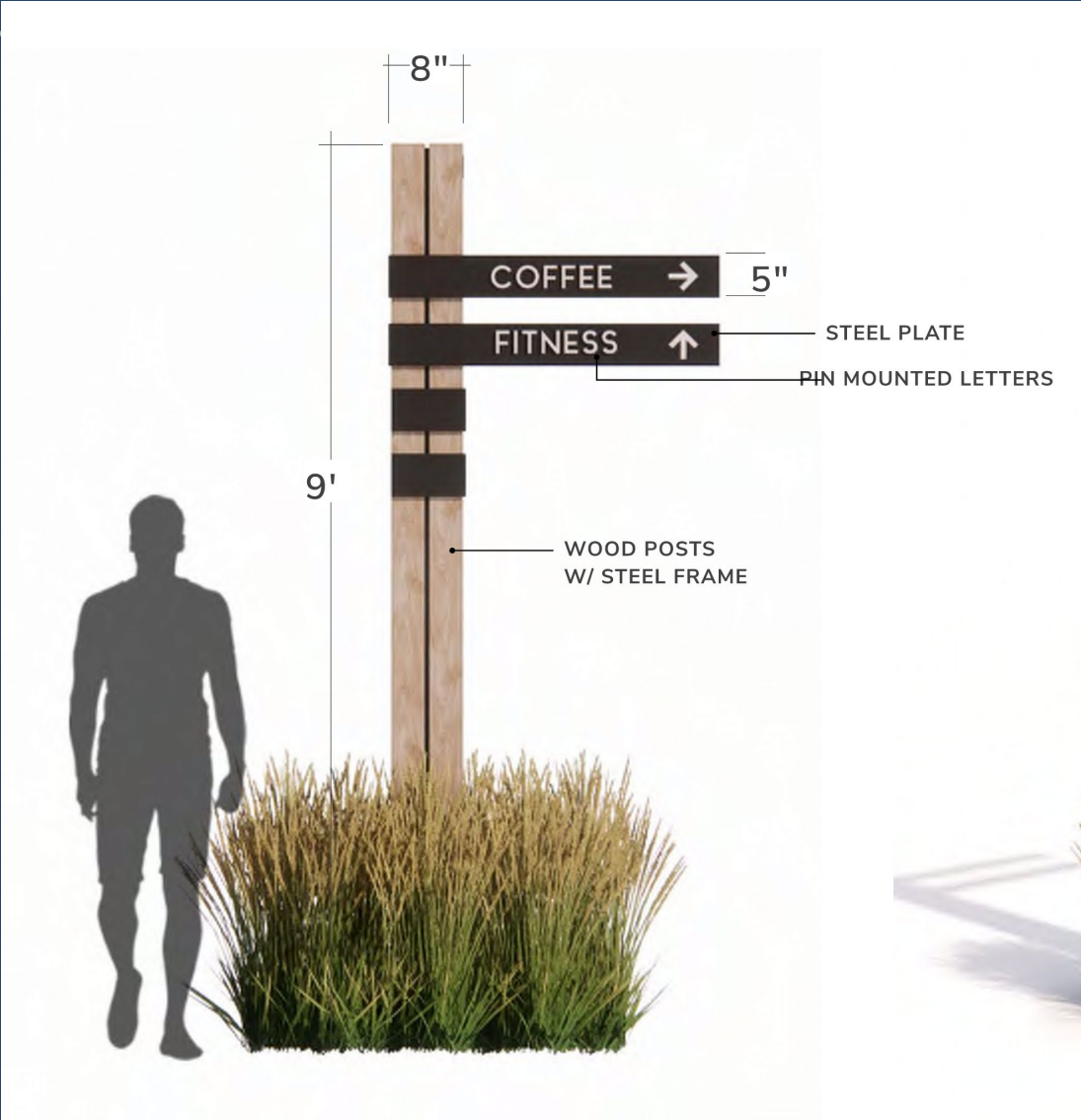
Current: Monument (wayfinding)



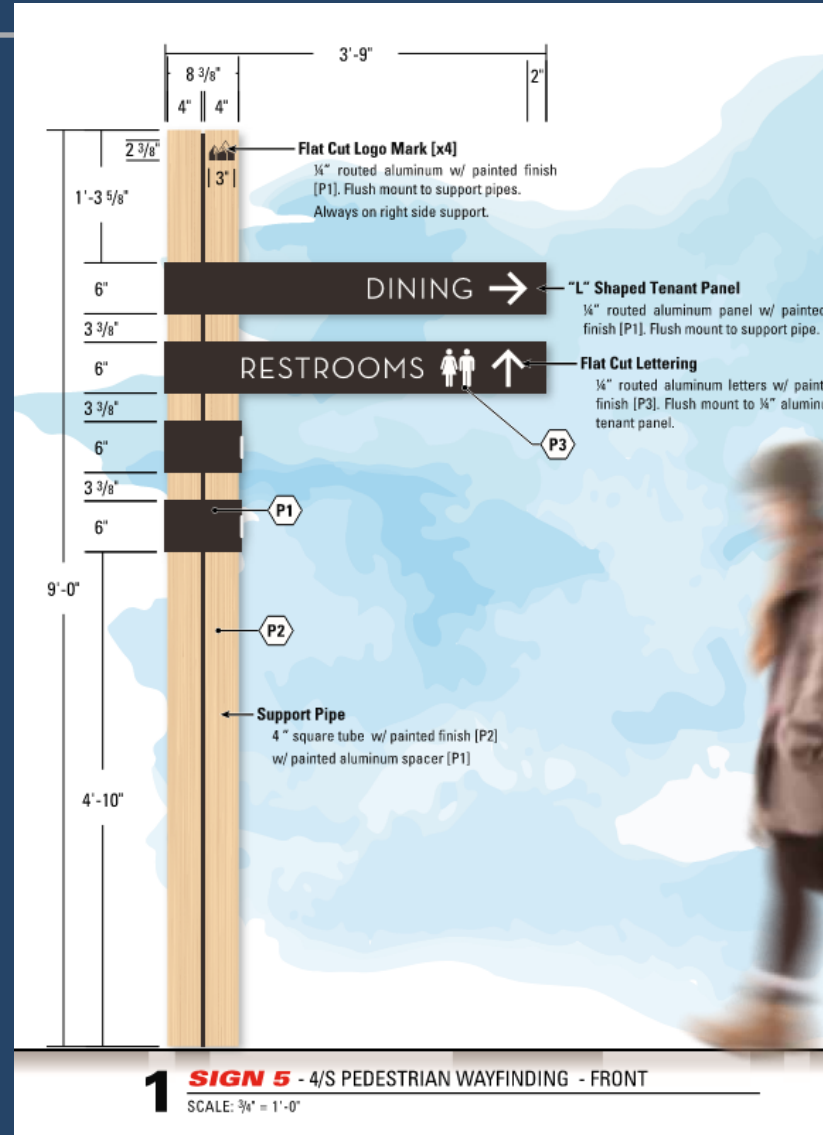
Proposed/Recommended: Monument (wayfinding)



Current: Pedestrian wayfinding



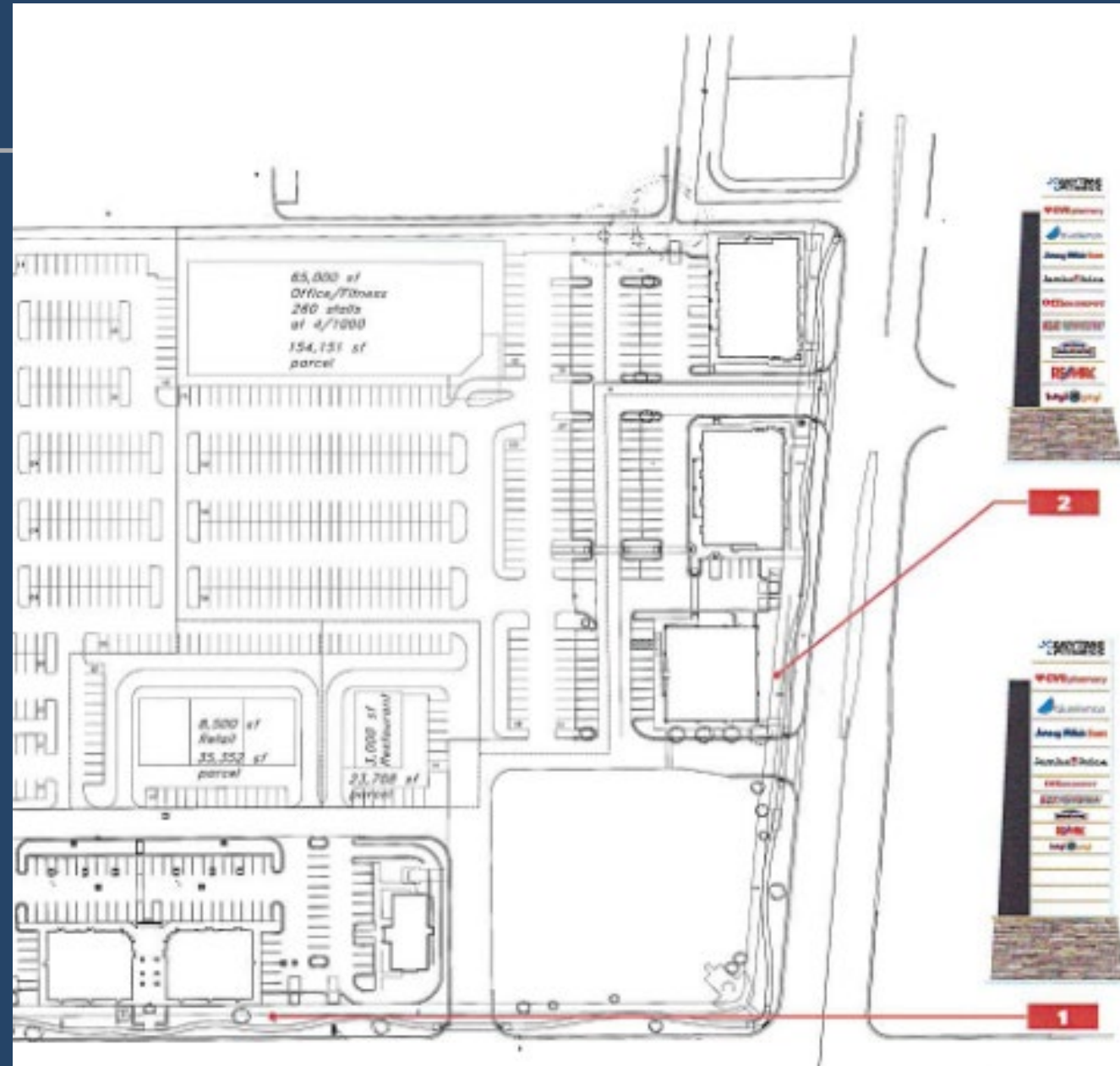
Proposed/Recommended: Pedestrian wayfinding



Current: CCF Signs

- CCF signs are not in current DA but are regulated by code
- Allowed 1 per highway (1 SR-92, 1 Alpine Hwy)
- 2022 – MNG proposed amendment to code to increase allowed height
 - As approved by Council, CCF signs can be 25 feet height (increased from 15 feet), including 3-foot stone base
 - Still limited to 1 per highway

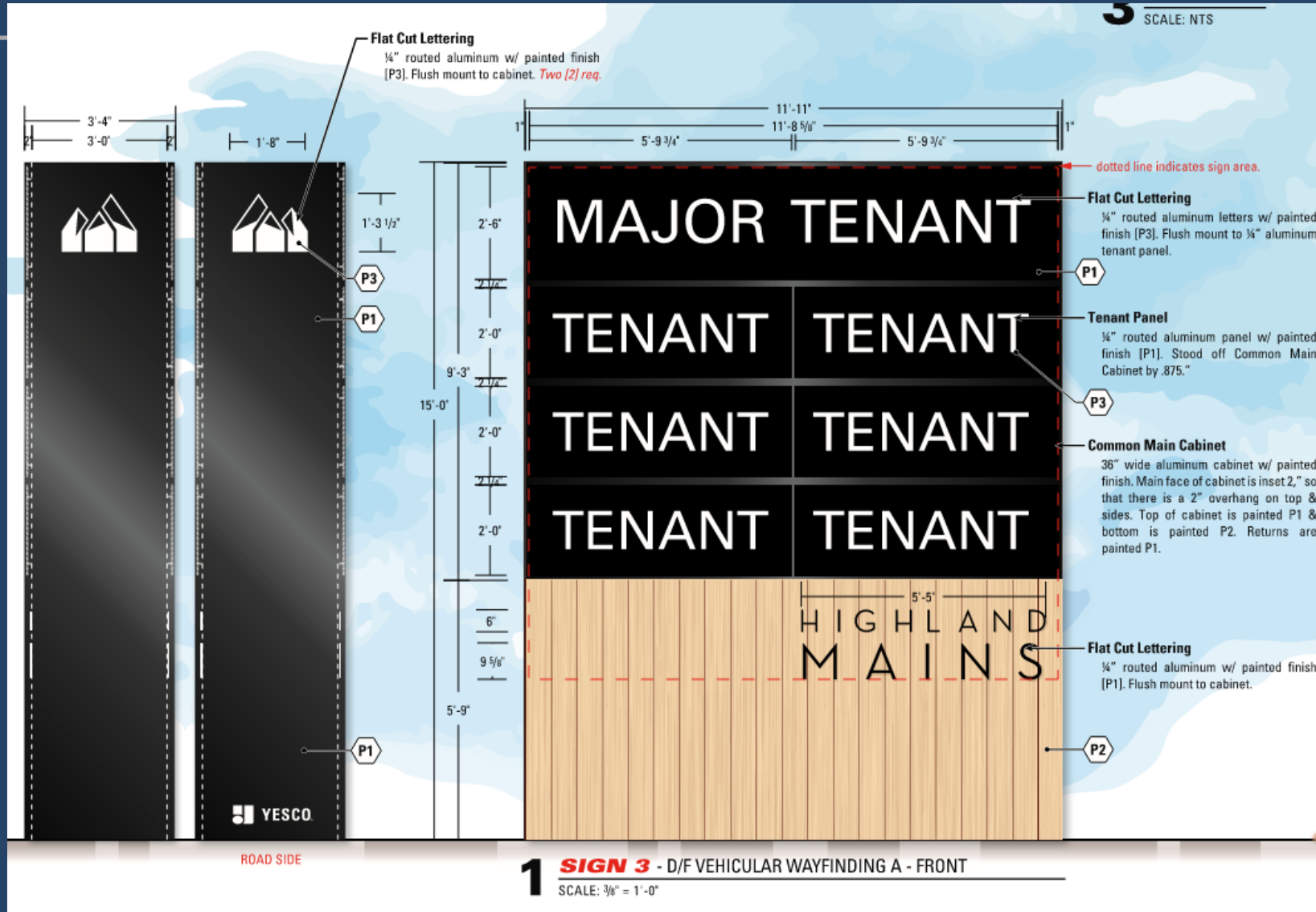
Current: CCF Signs Illustrative (not DA)



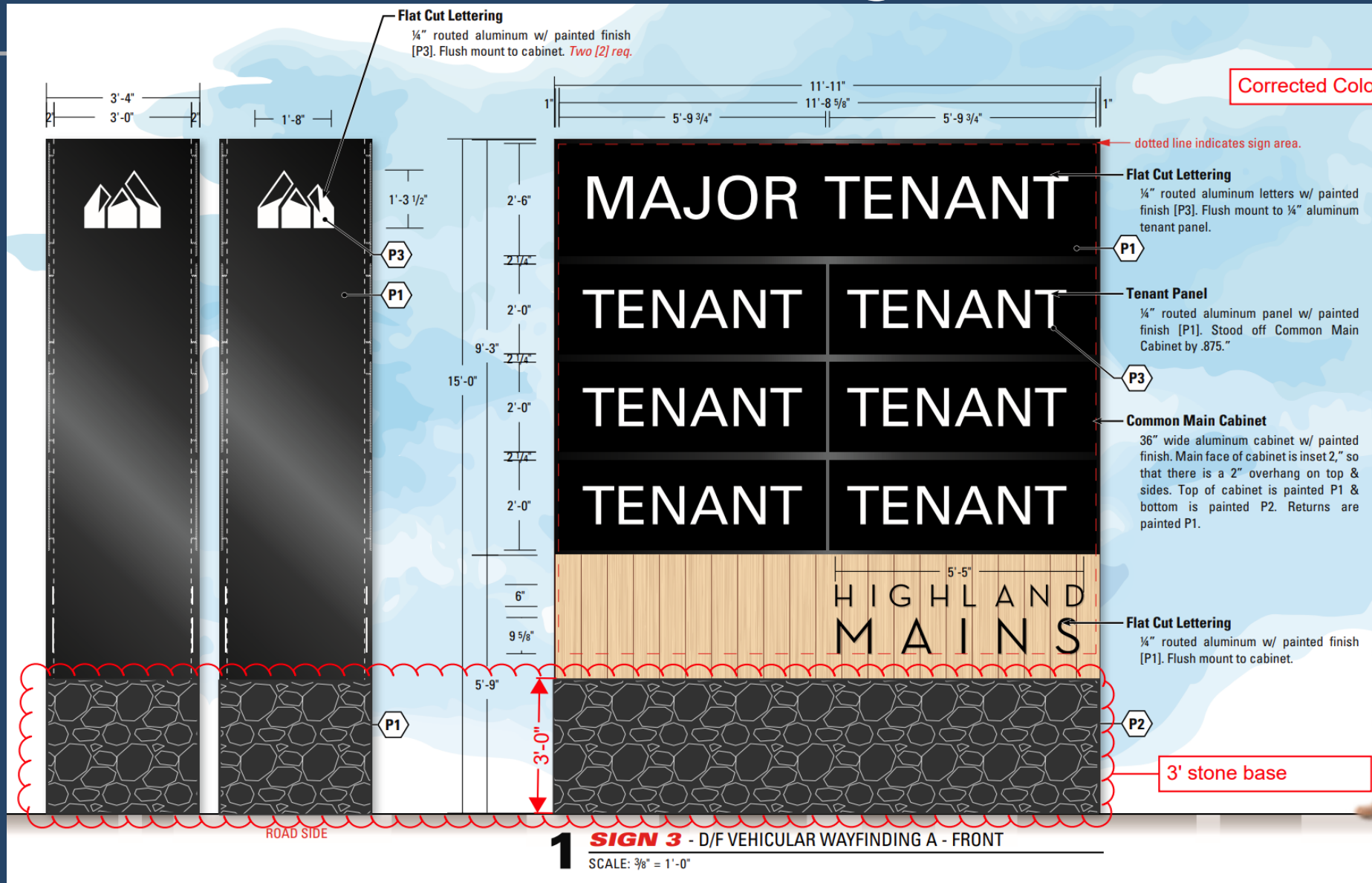
Proposed: CCF Signs

- 15 feet high, a reduction from 25 feet
- No stone base, but rather faux wood
 - PC recommended keeping 3' stone base
- 3 CCF signs (increasing by 1)
 - 1 on Alpine Highway, 2 on SR-92
- Location of CCF signs per exhibit (disregard monument sign and intersection setbacks in code)

Proposed: CCF Signs



Recommended: CCF Signs



Planning Commission

- Held public hearing on May 26, 2026
- Recommended approval of amendment with some changes
 - Short/wide monument sign to keep coloration of original exhibit (dark backer, light lettering) to remain consistent with other proposed signage
 - CCF sign to keep requirement for 3' stone base

Staff Review

- Staff has no concerns with signage style or location changes or increased pedestrian wayfinding signs
- With CCF sign changes, it is a policy choice
 - 25-foot height currently in code is 10 feet more than allowed for other CCF signs in other commercial zones
 - Reducing to 15 feet is consistent with other zones (existing Meiers sign)
 - Allowing 2 15' signs on SR-92 is more than other zones, but may cause less visual impact than one 25' sign
 - Buildings along SR-92 are ~20'-25' high
 - Keeping 3' stone base is consistent with other nearby signs

Staff Review

- Legislative decision
- Public hearing required
- Notice published May 21
- No comments received
- Staff recommends the Council hold a public hearing, hear from the applicant, and make a determination
 - Staff supports amendment as recommended by Planning Commission, as it appears to harmonize signs within project and with signs in other projects

Motion to Approve

I move that the City Council [APPROVE or DENY] the proposed amendment to the 2007 Development Agreement for the Highland Mains project with the changes as recommended by the Planning Commission.

[Council may specify additional or different terms or conditions to be adopted in the amendment].



AMENDMENTS TO PROCESS FOR APPROVING NEW BUSINESS USE

Development Code Update (Legislative)

Item 4c – Public Hearing/Ordinance

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

Background

- 2025 – state adopted law requiring cities to provide process for potentially approving new business uses
 - Some confusing provisions in 2025 law regarding whether adding new uses to a list of permitted uses in a zone was a legislative or administrative decision
 - City adopted code per state law
- 2026 – state revised the law to clarify that adding new businesses uses to permitted/conditional uses in zone is a legislative decision

Proposed Amendments

- Makes the process for reviewing and approving new uses in a zone legislative
 - Per state law, the normal requirement to have land use ordinances reviewed by commission is overridden, so request is heard directly by council
 - Requires adoption of an ordinance
 - Use may be either permitted or conditional use
 - Allows Council to consider any fact or factor relevant to a legislative decision
 - Appeals are handled as appeal of legislative item (district court) not appeal of administrative item (hearing officer)

Planning Commission

- Held public hearing on May 26, 2026
- Recommended approval of proposed amendments with no changes

Staff Review

- Proposed ordinance aligns city code with state law
- Public notice posted May 21, 2026
- No comments received
- Staff recommends that the City Council hold a public hearing and adopt the ordinance

Motion to Approve

I move that the City Council adopt the ordinance amending the Highland City Development Code related to the process for approving new business uses.

[The Council may specify different or additional amendments]



PLANNING COMMISSION REQUIREMENTS AMENDMENTS

Development Code Update (Legislative)

Item 4d – Public Hearing/Ordinance

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

Background

- SB 284, 2026, requires cities to adopt certain requirements regarding planning commission duties, removal, recusal, and training

Proposed Amendments - Removal

- State law requires city to have process for removal of commissioner by council and describe the causes for which a commissioner can be removed
 - Using public funds for political purposes (state law)
 - Violating Municipal Officer Ethics Act (state law)
 - Acting with intent to influence a land use decision or appeal that creates “impermissible bias” or an unacceptable risk of “impermissible bias” (state law)
 - Failing to recuse from discussion/vote when required
 - Repeatedly failing to attend Commission meetings
 - Failing to complete training after notice (Councilmember Cortney)

Impermissible Bias

- Standard for agency decision-making processes to ensure due process in administrative decisions
 - Ensures that decisions are made by “neutral decisionmaker”
 - “Clear demonstration of partiality” or “a showing of direct, pecuniary interest automatically requires disqualification of the decision maker”
 - “Prior manifested prejudice” or “preconceived attitudes on points of law or policy” (though this is rarely severe enough) may constitute impermissible bias
 - Judge had demonstrated active hostility toward employment disability claimant and favoritism toward employer – impermissible bias and violation of due process

Avoiding Impermissible Bias

- No financial interest in outcome of decision
- Limit outside research – review record presented by staff and applicant
- Limit outside consultation/discussion
 - Keep debate and discussion part of meeting (ex parte communication)
- Avoid predetermining issues
- Address issues, not people
- Avoid “public clamor” – denying or limiting a lawful application due to neighbors’ concerns
 - Does not restrict decisionmakers from hearing concerns that are related to city code and standards

Proposed Amendments - Recusal

- State law requires city to describe when commissioners must recuse themselves from both discussion and debate on an item
 - No specific recusal requirements in state law
 - Staff proposes:
 - Conflict of interest, including financial interest, ownership, or association with applicant or property
 - Otherwise creating/introducing impermissible bias into process

Proposed Amendments - Training

- State law has required commissioners to complete 4 hours of training per year for some time
 - 1 hour from attending 12 commission meetings
 - 3 hours from outside sources
- New state law added new topics for training
 - Ex parte communication
 - Conflict of interest
 - 1 hour required training for new commissioners includes Commission's administrative, legislative, and quasi-judicial functions
- Proposed city code amendment states that commissioners will complete training requirements per

Planning Commission

- Held public hearing on May 26, 2026
- Recommended approval of proposed amendments with no changes

Staff Recommendation

- Proposed ordinance aligns city code with state law
- Public notice posted May 21, 2026
- No comments received
- Staff recommends that the City council hold a public hearing and adopt the ordinance

Motion to Approve

I move that the City Council adopt the proposed amendments.

[The Council may specify different or additional amendments, particularly as to causes for removal or requirements for recusal]



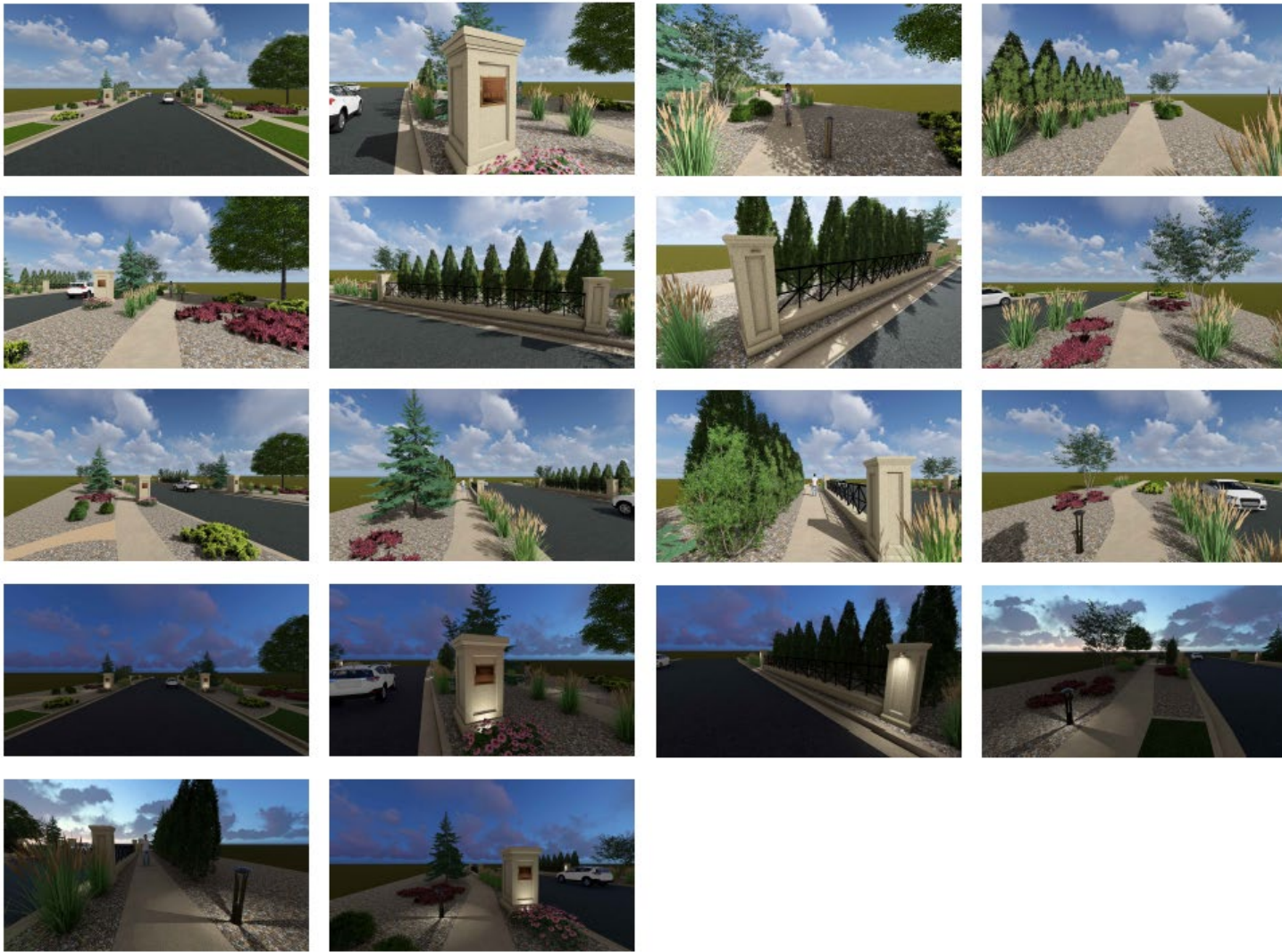
CITY CONTRIBUTION FOR TWIN BRIDGES ENTRANCE

General City Management

Item 5a – Expedited

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

Twin Bridges



Cost of project :
\$92,000

Monies raised:
\$65,000

Unfunded balance:
\$27,000

Insurance payout:
\$???

Motion to Approve (Updated)

I move that the City Council approve moving an amount not to exceed \$27,000 from the General Fund to Parks Capital Outlay to fund a portion of the restoration improvements to the entry features for the Twin Bridges subdivision with the understanding that any insurance settlement received for damage to the entry features be credited to the General Fund.



CEMETERY PERPETUAL CARE FUND - UPDATE TO GOVERNING RESOLUTION

General City Management

Item 5b - Expedited

Presented by - Jay Baughman, Assistant City Administrator/Community
Development Director
Stephannie Cottle, City Recorder

Motion to Approve

I move that City Council adopt the Resolution updating the terms and requirements for the Cemetery Perpetual Care Fund.



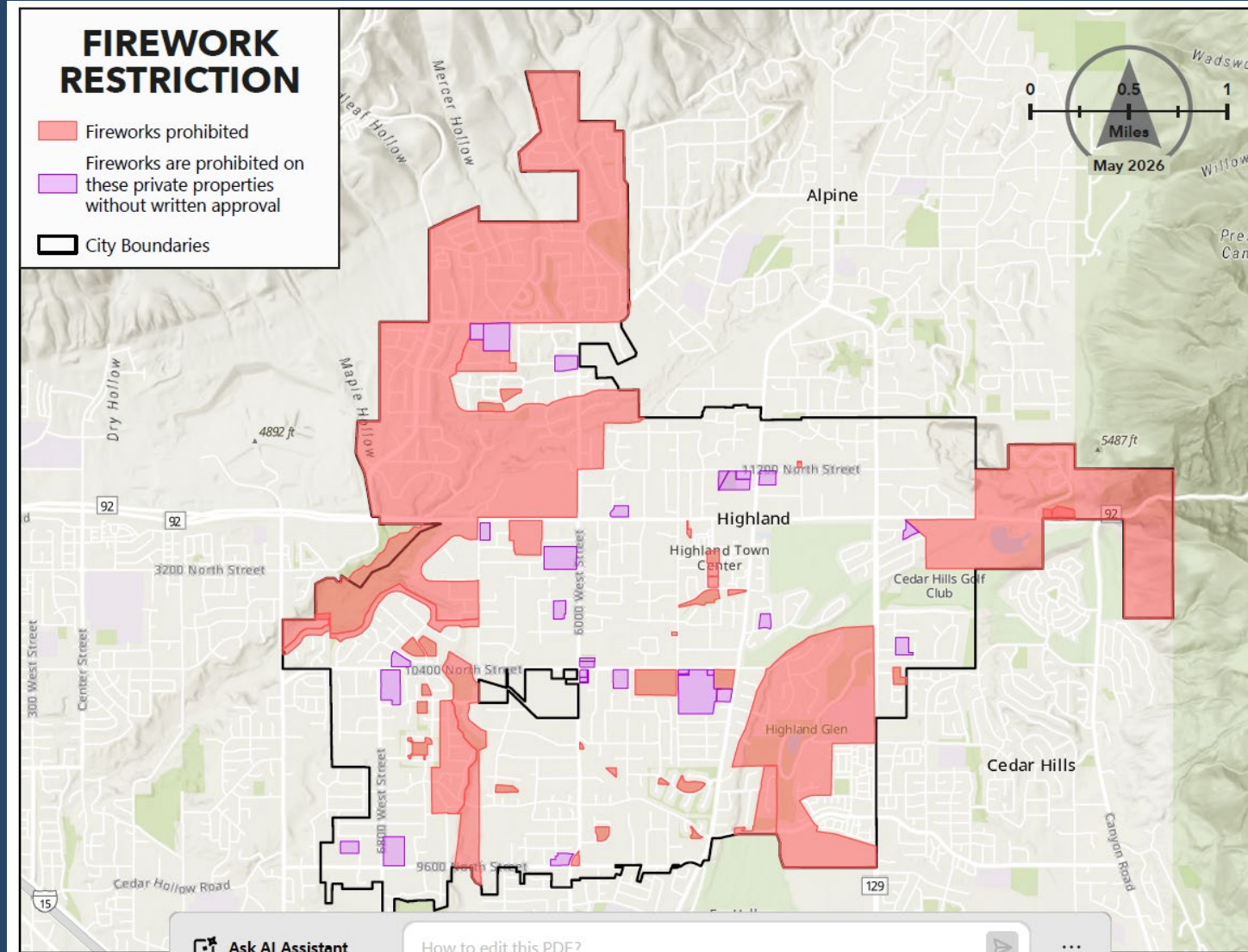
ANNUAL FIREWORK RESTRICTIONS MAP & OPEN BURN BAN

General City Management

Item 5c - Expedited

Presented by - Brian Patten, Fire Chief
Erin Wells, City Administrator

Fireworks Restrictions



Motion to Approve

I move that the City Council Approve Resolution Restricting Fireworks and Open Fires in Highland City.



UPDATES TO THE DRAFT INTERIM BUDGET FOR FY2026-2027

General City Management

Item 6a – Discussion

Presented by – Erin Wells, City Administrator

Calendar Review

- Council Budget Retreat – February 5
- Budget Work Session – April 14
- Individual Council Meetings – Week of April 13 & 20
- Budget Work Session – April 29
- Public Hearing & Tentative Budget Consideration – May 5
- City Open House – May 13
- **Council Budget Discussion – June 2**
- Public Hearing & Interim Budget Consideration – June 16
- Public Information Meetings - TBD
- Public Hearing & Final Budget Consideration - August 11

Changes since Tentative Budget Approval

- Cemetery Fund Transfer to General Fund - \$49,015
- Lone Peak Budget Increase - \$5,744
- Pay Plan Update - 4% for majority of staff with 0.5% additional spread amongst some staff based on market changes
- Slight wage adjustment for new hires
- ADA document accessibility software for website - \$8,425
- Public Works Tools & Supplies - \$2,000
- City Open House Spending - \$2,000

Updates on Previously Discussed Items

- IT Fund – no changes at this time
- Garbage Rates
 - Increase of \$2 to North Pointe rates for 2027
 - Potential sizeable increases in future years
 - City will be able to absorb increase this year

Potential Changes to Come

- Payment to Utah County for homeless services - \$2,100
- Reassessment of Library Seasonal employee cost
- Certified tax rate provided by Utah County in mid-June.
- Elected Official pay adjustment?

City	Mayor Salary	Council Salary
Alpine	\$9,600	\$4,800
American Fork	\$29,250	\$12,815
Bluffdale	\$18,000	\$15,936
Cedar Hills	\$18,732	\$10,105
Draper	\$35,000	\$23,400
Eagle Mountain*	\$119,800	\$18,100
Heber	\$31,200	\$15,000
Herriman	\$35,000	\$18,500
Lehi	\$60,000	\$19,438
Lindon	\$19,589	\$10,366
Mapleton	\$18,000	\$7,200
Orem	\$48,406	\$16,135
Payson	\$30,973	\$17,796
Pleasant Grove	\$20,891	\$11,363
Provo*	\$160,959	\$28,846
Riverton	\$49,599	\$27,059
Sandy*	\$179,907	\$30,715
Santaquin	\$14,500	\$7,250
Saratoga Springs	\$41,190	\$18,556
Spanish Fork	\$31,365	\$18,315
Springville	\$17,898	\$13,443
Average* (Excluding Full-time Mayors)	\$29,400	\$16,435
Highland	\$12,600	\$8,064

Other Information

- Limited benefits offered to elected officials
- Last increase in 2023
- Staff seeking direction from Council



TRAIL PLANS IN CANTERBURY & FOXWOOD SUBDIVISION

WAS NOT DISCUSSED AT THIS MEETING

Item 7a – Communication

Presented by – Ron Campbell, City Council Member

Liz Rice, City Council Member

Kim Rodela, City Council Member



WORK ORDER PROCESS

Item 7b – Communication

Presented by – Gretchen Homer, Public Works Executive Assistant



HIGHLAND FAMILY PARK BASEBALL FIELD DISCUSSION

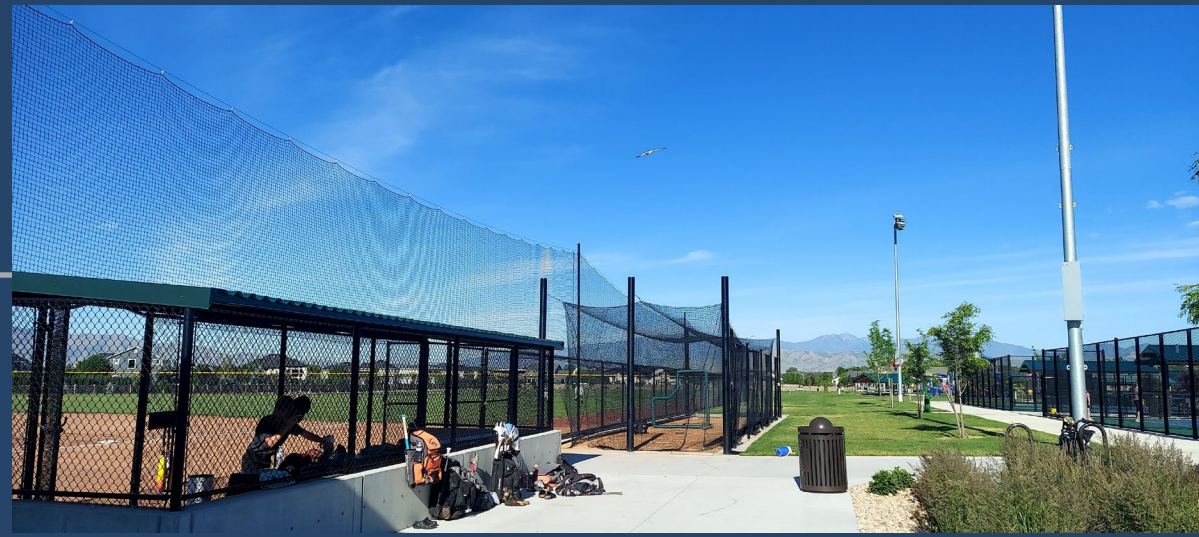
Item 7c - Communication

Presented by - Erin Wells, City Administrator

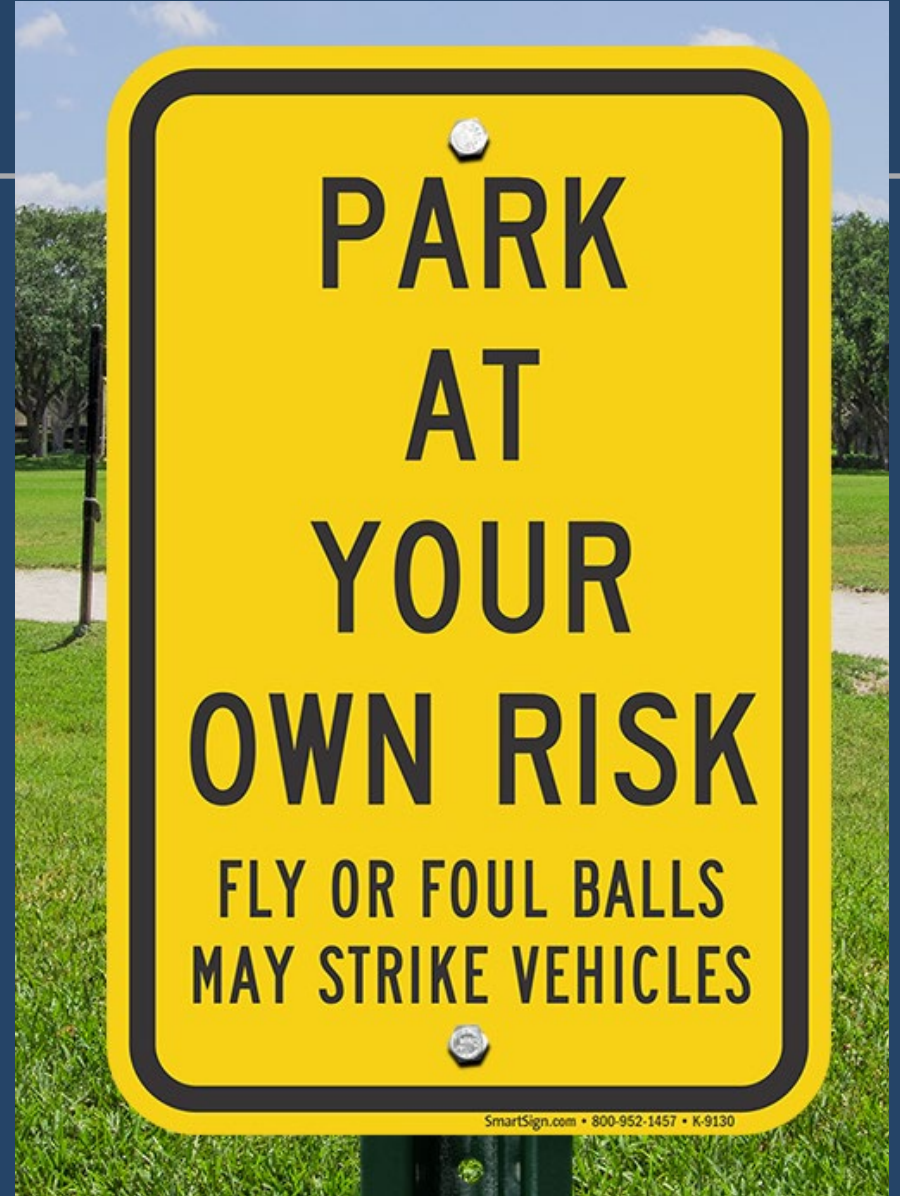
Recent Adult League Reservations - Home Run Hits & Concerns from Residents



Protections in Place 18-foot net



Protections Coming



Options to Consider

1. No additional steps.
2. Modify code to allow neighbors to put up higher protection nets.
 - o Similar to homes near golf courses
3. City purchase and install taller nets.
4. Require adult baseball leagues to use wooden bats instead of metal.
 - o Enforcement issue
5. Ban adult baseball leagues on field.
6. Others?



COMMUNITY DEVELOPMENT UPDATE

Item 7d – Communication

Presented by – Jay Baughman, Assistant City Administrator/Community
Development Director

Rob Patterson, City Attorney/Planning & Zoning Administrator



FUTURE MEETINGS

- June 16, City Council Meeting, 6:00 pm, City Hall
- June 23, Planning Commission Meeting, 7:00 pm, City Hall
- July 7, City Council Meeting, 6:00 pm, City Hall
- July 21, City Council Meeting, 7:00 pm, City Hall
- July 28, Planning Commission Meeting, 7:00 pm, City Hall
- August 4, City Council Meeting, 6:00 pm, City Hall
- August 11, Truth in Taxation Hearing/Meeting, 6:00 pm, City Hall
- August 18, City Council Meeting, 6:00 pm, City Hall
- August 25, Planning Commission Meeting, 7:00 pm, City Hall

City	Mayor Salary	Council Salary	Extra Retirement Contribution
Alpine	\$9,600	\$4,800	
American Fork	\$29,250	\$12,815	
Bluffdale	\$18,000	\$15,936	Match up to 2.5%
Cedar Hills	\$18,732	\$10,105	
Draper	\$35,000	\$23,400	Yes
Eagle Mountain	\$119,800	\$18,100	Mayor is Full-time/Yes
Heber	\$31,200	\$15,000	
Herriman	\$35,000	\$18,500	Full-time contribution
Lehi	\$60,000	\$19,438	Follow URS requirements/ineligible
Lindon	\$19,589	\$10,366	
Mapleton	\$18,000	\$7,200	
Orem	\$48,406	\$16,135	
Payson	\$30,973	\$17,796	17.90%
Pleasant Grove	\$20,891	\$11,363	
Provo	\$160,959	\$28,846	Mayor is Full-time
Riverton	\$49,599	\$27,059	SSE in lieu to 401 or 457
Sandy	\$179,907	\$30,715	Mayor is Full-time
Santaquin	\$14,500	\$7,250	
Saratoga Springs	\$41,190	\$18,556	
Spanish Fork	\$31,365	\$18,315	Full-time contribution
Springville	\$17,898	\$13,443	
Average (Excluding Full-time Mayors)	\$29,400	\$16,435	--
Highland	\$12,600	\$8,064	7.5% in lieu of SS

Medical/Dental Benefits	Cell Phone/ Computer Allowance (Annual)	Vehicle/Travel Allowance (Annual)
Medical/Dental/Vision		\$3,000; \$4,200
		Mayor - \$6,000
	\$1,050	
Medical/Dental/Life		Mayor - \$4,800
		Mayor - \$7,200
	\$1,440	\$3,312
Medical/Dental		
Medical/Dental/Life	\$2,400	Mayor - \$4,500
Medical/Dental/Life	\$500	Mayor - \$3,000; Council \$1,800
Medical/Dental/Life	\$600	Mayor - \$3,000; Council - \$1,200
Medical/Dental/Life		
Medical/Dental/Life	\$1,800	Mayor - \$4,800
Medical/Dental/Life	Mayor - \$960; Council - \$720	Mayor - \$3,600
	\$1,200	\$5,916
Medical/Dental/Life		
Medical/Dental/Life		
	X	
--	--	--
No	\$500 per term	Reimbursable as requested

Other
\$50 per board meetings in addition to salary if requested by councilmembers
\$200 monthly stipend
Additional board compensation \$3,680
Up to \$3,000 annually depending on position
--
None

DAVID SPENCER

FOR UTAH COUNTY COMMISSIONER



Putting Citizens First Protecting Taxpayers Strengthening Communities

- ☆ Create a Transparency Portal for accountability, in attendance, voting & travel
- ☆ Create a Strategy & Innovation team to "cut the fat" in each department
- ☆ Change the Commission meetings to the evening, so citizens can attend
- ☆ Create a connect app for your phone, so citizens are connected to the county
- ☆ Start a monthly newsletter on what the County is doing for the citizens
- ☆ Create a Facebook page: "Whats Happening in Utah County" to promote events in each city
- ☆ Visit every city to meet with the Mayors, councils, and citizens to know their needs, then take action

David Spencer has no ties to the County.
None of his family, friends, or spouse
works at the County.

THE CHOICE IS CLEAR IF YOU WANT CHANGE

PAID FOR BY FRIENDS OF DAVID SPENCER

FRESH LEADERSHIP, PROVEN RESULTS.

“ I have a plan to move
Utah County in the
right direction.

-David Spencer

- ★ No More Tax Increases
- ★ No More Self-Serving Pay Raises
- ★ Real Transparency & Accountability
- ★ I Work For The Citizens of Utah County

PROVEN LEADERSHIP



The Spencer Family

David Spencer is a family man, proven public servant, community advocate and former Orem City Council Member who has spent years standing up for neighborhoods, families, and taxpayers.

David first ran for office to save Orem Baseball fields and with a simple belief that local government should listen to the people it serves. While serving on the Orem City Council, David earned a reputation for being accessible, thoughtful, and willing to ask hard questions, especially when it came to growth, infrastructure, public safety, and how taxpayer dollars are spent.

He has consistently supported policies that strengthen neighborhoods, protect community character, and ensure that growth happens responsibly.



(801) 319-0217

www.DavidSpencerForUtah.com

DavidSpencerForUtah@Gmail.com

Highland City Council

June 2, 2026

Doug Cortney

Proposed Amendments to Agenda Item #4d

Reasoning

Although the list of reasons for which a Planning Commission member can be removed is not exhaustive, I'd like to add failure to complete training to the list. This is for three reasons:

1. To highlight the importance of timely training,
2. To establish clearly that obstinate refusal to complete training is cause for removal, and
3. To provide some protection against attempts to remove a member for an honest misunderstanding or oversight.

Proposed Motion

I move that the City Council adopt the ordinance amending Planning Commission requirements as distributed but with the insertion of the following text as HDC 2-202(4)(f):

Failing to complete the required training on general powers and duties of the Planning Commission within three months of appointment to the Planning Commission or failing to complete required annual training within three months of notification that completion is past due.