



HIGHLAND CITY COUNCIL MINUTES

Tuesday, July 21, 2026

Approved August 18, 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 Kim Rodela

Pledge of Allegiance: Council Member Doug Cortney

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 Kim Rodela and those in attendance were led in the Pledge of Allegiance by Council Member Doug Cortney. 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 via Zoom (arrived at 6:34 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, City Engineer/Public Works Director Chris Trusty, Police Chief Brian Gwilliam, Fire Chief Brian Patten, Deputy Fire Chief Jake Beck, Civic Events Coordinator Brooke Boyd

OTHERS PRESENT: Jon Hart, Frank Tusieseina, Trent Thayn, Wes Warren, Debra Maughan

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.

Wes Warren addressed the Council on two topics. Regarding e-bikes, Mr. Warren shared his experience as a Class 2 e-bike owner and expressed support for allowing Class 1 and 2 e-bikes on trails and parks as a reasonable approach. On the subject of Flock cameras, Mr. Warren stated his opposition, citing significant privacy concerns and his view that the drawbacks to civil liberties outweigh any public safety benefits.

Frank Tusieseina spoke about the condition of Highland Glen Park. He expressed concern about the accumulation of trash and the general deterioration of the park, noting that he and his wife regularly clean up during their

morning walks. Mr. Tusieseina, who has a personal history with the park including helping to build the volleyball court, offered to volunteer his time and resources to organize a comprehensive community effort to improve and maintain the park. He proposed forming a volunteer group to work alongside city staff, raise funds through events such as a Highland Luau, and install signage to encourage responsible use. He requested the Council's support for such an initiative. Mayor Bills indicated she would follow up with Mr. Tusieseina directly.

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. Fling Preview & Final Plans

Brooke Boyd and Emma Van Dyke will preview the upcoming Fling schedule with City Council and discuss parade plans for the City Council.

Civic Events Coordinator Brooke Boyd presented the final plans for the upcoming Highland Fling. Ms. Boyd reviewed the Saturday event site map, noting that all food and non-food vendor spaces were fully sold out. She highlighted the participation of the America250 celebration, which will include eight U.S. Colonial booths, a Passport to America activity, a 15-minute patriotic music and speech presentation, and a reenactment signing of the Declaration of Independence. Branding for the event was designed by Kelly Campbell, establishing a consistent red, white, and blue Americana theme. A completed emergency and contingency plan was made available to Council members. Ms. Boyd noted that a final planning committee meeting was scheduled for the following Monday and reminded Council members to complete their shirt order form and the Sign Up Genius participation form for event coverage.

Council Member Campbell noted that Central Bank, as the Diamond Sponsor, donated \$4,000, and expressed hope that Alta Bank might step up to a higher sponsorship tier in the future. Council Member Rice provided additional detail on the America250 colonial village, which was to include a working replica printing press, a pilgrim sailor, a rope maker, a basket maker, a fiber arts demonstration, and a potter, among others.

3. 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. **ACTION: Right of Way Permit Security and Enforcement Amendments** *Municipal Code Update (Legislative)*

Rob Patterson, City Attorney/Planning & Zoning Administrator

The City Council will consider amendments to the security/bonding requirement for right of way permits, particularly removing the one-year warranty period for non-excavation permits.

City Attorney/Planning & Zoning Administrator Rob Patterson presented proposed amendments to the municipal code governing right-of-way permits. Mr. Patterson explained that the current code requires a \$2,500 cash security held for one year after any right-of-way work is completed. Staff had received feedback from multiple residents questioning the necessity of holding this bond for a full year when the work performed did not involve excavation or cutting of the road surface—such as a simple curb cut for a new driveway. The primary proposed change would allow the city to return the \$2,500 security deposit to the permit holder shortly after inspection and approval for non-excavation permits, rather than after the full one-year warranty period.

Responsive to a question from Council Member Campbell, Mr. Patterson clarified that the term "bond" was being replaced with "security" to avoid confusion with surety bonds or other financial instruments, and that the security amount itself would remain at \$2,500 for non-excavation work. He also noted that staff is separately reviewing whether the \$2,500 amount is sufficient for excavation permits. Additional amendments clarified enforcement language and notice procedures.

Council members asked several questions about the permit process. Mr. Patterson walked through a typical driveway permit scenario, explaining how city streets staff meet with residents on-site to confirm appropriate placement, including distance from corners (30 feet) and fire hydrants (3 feet), and maximum driveway widths.

Council Member Rice sought clarification from Mr. Patterson regarding whether replacing an existing driveway that touches the public right-of-way necessitates a permit. She highlighted that numerous residents were not aware of this requirement and inquired how the \$2,500 bond applies to these situations. Mr. Patterson explained that if a resident decides to replace a driveway and it involves the public right-of-way, either by touching or crossing it, a permit is required. Addressing the bond issue, he noted that the \$2,500 serves as a security deposit to ensure compliance with city standards and rectify any damages to city property during the work. He added that if non-excavation work incidentally causes damage requiring excavation to repair, the permit would convert and the security would be retained for the full year.

Council Member Liz Rice MOVED that City Council adopt the proposed amendments to the municipal code dealing with the right of way permit as written.

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

4. DISCUSSION ITEMS

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

b. Community Wildfire Preparedness Plan (CWPP) General City Management
Jake Beck

The City Council will review the City's CWPP prepared by the Fire Department.

Deputy Fire Chief Jake Beck presented an overview of the City's updated Community Wildfire Preparedness Plan (CWPP). Deputy Chief Beck explained that the CWPP serves as Highland's roadmap for meeting its obligations under Utah's Cooperative Wildfire System (CWS), which functions as a financial and resource-sharing insurance policy between local jurisdictions and state and federal partners in the event of a large catastrophic wildfire. By fulfilling CWS obligations through planning, prevention, mitigation, preparedness, and response, the city ensures that state and federal resources will be available to assist in managing and funding major wildfire events. Deputy Chief Beck noted that the plan was developed with the assistance of a consultant funded by a grant, given its complexity. It identifies Highland's wildfire risk areas, prioritizes mitigation projects, and strengthens coordination between Highland City, Lone Peak Fire District, and federal and state partners. The plan also positions the city to pursue additional grant funding for mitigation projects. Deputy Chief Beck emphasized that the CWPP is intended to be a living, working document rather than a static reference.

Council Member Campbell inquired about the status of Highland's general emergency preparedness plan, and City Administrator Erin Wells confirmed that staff was in the process of updating that plan and linking it to the CWPP.

Council Member Smith inquired about how the CWPP would facilitate coordination with state and federal partners in the event of a large wildfire. Deputy Fire Chief Beck explained that Highland City's would qualify for federal and state aid under Utah's Cooperative Wildfire System (CWS) for major wildfires.

The Mayor and Council Members thanked Deputy Chief Beck for his work on the document.

a. E-bike Rules & City Code *General City Management*

Rob Patterson, City Attorney/Planning & Zoning Administrator

The City Council will consider current city and state regulations regarding e-bikes and give direction on any changes desired to be implemented.

City Attorney/Planning & Zoning Administrator Patterson presented an overview of current state law and city code as it relates to electric bikes and solicited Council direction on how Highland's municipal code should be updated. He outlined the three state-defined e-bike classifications: Class 1 (pedal assist, cannot operate solely on motor, motor stops assistance above 20 MPH), Class 2 (has pedals but can operate solely on motor, motor does not help/function above 20 MPH), and Class 3 (pedal assist, cannot operate solely on motor, motor stops assistance above 28 MPH). He also described motor-assisted scooters, high-power electric devices (capable of exceeding 20 mph on motor power alone), and e-motorcycles. Under current state law, e-bikes are generally allowed wherever bicycles are permitted unless a city designates otherwise, and Highland's existing code—which broadly prohibits motor-driven vehicles in parks and trails—is now outdated. Mr. Patterson summarized how neighboring cities handle e-bike regulations, noting a lack of regional consensus. Options presented to the Council ranged from a full prohibition on all electric devices to allowing all classes except high-power devices.

Police Chief Brian Gwilliam shared that the department's primary enforcement challenges involve e-motorcycles and high-powered devices, particularly when operated by minors, and cautioned against setting speed limits as a regulatory tool, as they are difficult to enforce and easy to contest. He shared a recent serious injury accident involving a minor on an e-motorcycle as an illustration of the public safety stakes. Chief Gwilliam recommended focusing regulations on device classifications rather than speed.

Council Members shared their views; Council Member Rodela made it clear that her children ride Class 2 e-bikes and strongly advocated for the allowance of Class 1 and 2 e-bikes on trails and sidewalks. She emphasized that these should be consistent with regular bicycle speeds, while she was against the idea of allowing Class 3 e-bikes on trails. Her viewpoint centered on the utility and accessibility of e-bikes for children, stressing the need for safe trails and sidewalks. Council Member Rodela also raised a concern about road use, stating her preference that children refrain from riding on roads and adhere to trails for safety.

Council Member Cortney echoed support for permitting Class 1 and 2 e-bikes, suggesting they be allowed wherever bicycles are currently permitted. He cautioned against setting speed limits due to the practical enforcement difficulties, especially since many devices do not have speedometers, making it challenging for users to gauge speed accurately.

Council Member Campbell conveyed his support for Class 1 and 2 e-bikes as well, noting his own experience with e-bikes and how existing gaps in the bike lane network limit safe travel. He highlighted the need for regulations that reflect the reality of local infrastructure and support e-bike use.

Council Members Smith and Rice expressed safety concerns related to younger riders and devices with higher speeds. Council Member Smith recounted a story involving a patient who was injured by a young child on a fast-moving e-bike, underscoring the potential dangers. Council Member Rice also pointed out the high speeds she had observed, noting that some e-bikes were traveling at up to 35 mph on trails, which raised serious safety issues. Additionally, Council Member Rice commented on neighboring cities' e-bike regulations, emphasizing the challenge posed by inconsistencies given that some cities' trails connect with Highland's. She highlighted

difficulties in regulating differently than surrounding cities and pointed out the potential enforcement challenges for the police when usage guidelines vary between cities.

After considerable discussion, the Council reached a tentative consensus on e-bike regulations: permitting Class 1 and 2 e-bikes on trails, sidewalks, and roads, while prohibiting Class 3 e-bikes from trails. They decided to follow existing state law age tiers rather than creating separate age requirements for the city, which they found unnecessary. The discussion ended with instruction for Mr. Patterson and Chief Gwilliam to draft an ordinance consistent with the council's direction. Mr. Patterson remarked that e-bikes could also serve as an important accessibility tool for adults recovering from health issues, enabling them to get out and about with the help of electric assistance. He indicated that addressing this need can provide significant benefits beyond the traditional users of e-bikes. The council emphasized the importance of including a strong public education component to ensure that the community understands and complies with the new regulations.

5. COMMUNICATION ITEMS

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

a. Flock Camera Terms of Service Changes

Brian Gwilliam, Police Chief

Chief Gwilliam provided the Council with an update on Flock Safety license plate reader cameras in response to resident inquiries and recent attention to changes in the company's terms of service. He noted that Highland City currently has access to six cameras, with Lone Peak Police Department also having access to six cameras in Alpine. Chief Gwilliam explained that data captured by city-owned cameras belongs to Highland City, is purged after 30 days if not attached to a case and is accessible only to authorized law enforcement personnel with a documented, legitimate law enforcement purpose. Each access is logged with a date, time, and case number, and a transparency portal on the Lone Peak Police website shows the total number of searches conducted in the last 30 days—27 at the time of the meeting. Chief Gwilliam stated that while the terms of service language was updated in February 2026, his review indicated no material change in how data ownership or permissible use is defined. He shared that the cameras have been used to solve crimes including a sexual assault, construction burglaries, bicycle thefts, and package thefts. He also noted that camera angles were corrected early on to ensure they capture only roadway and license plate data, not private property.

Council members expressed general trust in the department's use of the cameras, while raising some questions about what happens to data once it leaves local control and potentially leaves the state. Council Member Cortney noted that after reviewing the terms of service changes, he did not find material changes from the original agreement. Council Member Campbell expressed strong support for the program, noting the contrast between the controlled Flock system and the 14 publicly accessible UDOT cameras in Highland visible to anyone online. Council members suggested residents with concerns consult with the relevant state legislative representative who has been engaged in related legislation.

b. Parking Regulations and Enforcement in Town Center

Rob Patterson, City Attorney/Planning & Zoning Administrator

Brian Gwilliam, Police Chief

Mr. Patterson briefed the Council on a resident complaint received regarding parking along Town Center Boulevard, specifically the angled parking area in front of Toscana and adjacent businesses. He noted that the current code is inconsistent—24-hour parking is signed on the east (business) side, no overnight parking is signed near the splash pad, and the Toscana side has no signage at all—making meaningful enforcement difficult. Staff sought Council direction on the regulatory intent before pursuing code clarification and improved signage.

Council members engaged in a detailed discussion on how to best address parking regulations and enforcement in Town Center, particularly along Town Center Boulevard where concerns had been raised about parking

management. Mr. Patterson highlighted that the city's existing code is unevenly enforced across different sections: the east side, designated for business parking, features signage permitting 24-hour parking, the splash pad section prohibits overnight parking to keep spots available for park users, while the Toscana side lacks signage entirely, complicating enforcement efforts. In response, Council Member Cortney proposed a zoning-based approach, recommending the division of the area into three distinct parking zones. In this framework, the splash pad would remain a zone with no overnight parking to ensure availability for park visitors. A separate short-term parking zone would be developed near northwest businesses, thereby facilitating quicker turnover for their patrons. Meanwhile, the street-front parking adjacent to Toscana could retain a 24-hour maximum parking rule; this measure aims to curb long-term storage of vehicles, ensuring that parking remains accessible for both residents and visitors.

Council Member Smith advised further outreach efforts to Toscana's Homeowners Association (HOA) to better understand the dynamics, given suspicions that residents may heavily rely on street parking for extended durations. He suggested evaluating if Toscana residents are primarily utilizing these spaces, potentially resulting in insufficient availability for retail patrons and park users.

Council Member Rice remarked on the unique parking challenges faced by Highland households, where the average residence may have around four vehicles. This observation raised the possibility that Toscana's internal parking provisions might be inadequate to accommodate its residents, inevitably spilling over into public parking spaces on the street. The conversation highlighted considerations for aligning regulations across city zones and achieving consistent enforcement that balances the needs of residents, businesses, and park visitors, without necessitating burdensome oversight by the police department.

Ultimately, Mayor Bills recommended allowing staff and the police department to take the lead on resolving these operational issues while maintaining open lines of communication with the Council for future updates or needs for additional regulatory direction.

c. Utah County Firework Show

Brittney Bills, Mayor

Mayor Bills informed the Council that in coordination with the State Forester, Highland City had maintained its fireworks ban for the 24th of July holiday, consistent with surrounding communities including Eagle Mountain, Lehi, Cedar Hills, Lindon, Alpine, American Fork, Orem, and Pleasant Grove. Saratoga Springs implemented a targeted ban. Mayor Bills noted that a countywide fireworks show over Utah Lake was organized for the evening of July 24th, with fireworks launched from barges. Highland City contributed \$3,000 to the event. 1

Council members expressed support for the contribution and the county show concept. Mayor Bills noted that a recurring concern among mayors is ensuring this does not become a permanent default ban, and that conditions should be reassessed annually. Council Member Cortney suggested exploring with state legislators the possibility of establishing a later date in the year for fireworks when drought conditions may be less severe.

d. Orphan Parcel Sales Revenue Uses

Jay Baughman, Assistant City Administrator/Community Development Director

Assistant City Administrator/Community Development Director Jay Baughman presented a communication item on how the city should use revenue generated from the sale of orphan parcels—small, unbuildable remnant city-owned lots. Mr. Baughman noted that prior precedent includes using open space sale proceeds for the Canterbury Circle tennis/pickleball court resurfacing and the parks maintenance building. He outlined two proposed use categories: projects benefiting the neighborhood from which the parcel originated and fencing to delineate city property boundaries and reduce encroachment issues.

Council members broadly supported directing a portion of proceeds back to the neighborhood of origin, with several members—particularly Council Members Campbell and Rice—expressing a preference for earmarking funds toward trail maintenance, which was identified as an area of significant resident concern. Council Member Cortney noted a philosophical point that city property belongs to all residents but acknowledged the equitable argument for neighborhood reinvestment given that the land originated from those neighborhoods. A general consensus emerged around a roughly 50/50 split: approximately half directed toward neighborhood-specific improvements and half toward broader trail maintenance or park capital needs. Mr. Baughman and Ms. Wells noted that revenue from orphan parcel sales will be intermittent and is not expected to constitute a large or consistent funding stream.

e. Annual Resident Survey

Jay Baughman, Assistant City Administrator/Community Development Director

Assistant City Administrator/Community Development Director Baughman presented an overview of the city's annual resident survey, which staff uses to help prioritize budget allocations, and solicited input on potential changes for the upcoming cycle. He noted that the survey includes recurring service satisfaction questions as well as topic-related questions that vary by year. Past topics have included land use, library funding, and specific amenities. He described a suggestion from one Council member to include "Goldilocks"-style questions asking whether residents feel the city is allocating too much, too little, or the right amount of resources to specific service areas. He also reviewed the Utah State University Well-Being Project as a potential supplement, but noted it is issued in March (too late for budget purposes), covers topics the city cannot meaningfully influence, and could contribute to survey fatigue.

Council members offered varied perspectives. Council Member Rice expressed general skepticism about survey reliability and the potential for question wording leading to biased results, and opposed participation in the USU Well-Being Project. Council Member Campbell expressed support for the customer service-oriented questions and found them valuable for both staff and Council oversight. Council Member Smith suggested including questions about specific parks and city services to gather actionable improvement feedback. Council Member Cortney articulated a framework for survey utility: long-term trend tracking, public education opportunities, and specific actionable data gathering—and expressed support for continuing the survey with the addition of resource allocation questions. Mayor Bills expressed personal appreciation for the survey as a broader tool than anecdotal feedback alone. No formal direction was taken, but consensus supported continuing the survey with refinements.

f. Annexation of Unincorporated County Parcels

Rob Patterson, City Attorney/Planning & Zoning Administrator

City Attorney/Planning & Zoning Administrator Patterson informed the Council that a recent state legislative change requires Utah County to automatically annex unincorporated islands of fewer than 55 acres located entirely within a city's boundaries into the surrounding city. Highland City has one such area—approximately 50 acres at the southwest corner of 6000 West and 10400 North, comprising the Buehler, Degelbeck, and Gardner properties. The city has the option to opt out of the automatic annexation process, with the deadline falling in 2027. Mr. Patterson indicated he would contact the property owners to ascertain their preferences and return to the Council with a recommendation, noting he anticipated the owners would prefer to opt out given that annexation into the city would increase their property tax burden.

g. Community Development Update ([Current Projects](#))

Rob Patterson, City Attorney/Planning & Zoning Administrator

Mr. Patterson advised the Council that the Planning Commission would be reviewing two items at its upcoming meeting: a consolidation of the city's sight triangle regulations (reducing multiple conflicting rules to a single standard) and updated landscaping standards to address zero-scaping and Water Wise landscaping in connection

with the city's rebate program. These items would come before the Council after Planning Commission review.

Mayor Bills recessed the meeting at 8:30 p.m.; the meeting reconvened at 8:40 p.m.

6. WORK SESSION

a. **Detached Accessory Dwelling Units Development Code Update (Legislative)**

Rob Patterson, City Attorney/Planning & Zoning Administrator

The City Council will hold a work session to discuss detached accessory dwelling units and related regulations.

Mr. Patterson introduced the work session topic by summarizing state law requirements. Under Utah law, Highland City must have a regulatory framework in place allowing detached accessory dwelling units (DADUs) by October 1, 2026. The law requires the city to allow DADUs on all residential lots of at least 11,000 square feet (approximately 0.25 acre), to allow conversion of existing accessory structures subject to adopted standards, and limits parking requirements to one space for units under 650 square feet and two for units over that threshold. The city may not impose specific design standards comparable to HOA-style requirements but may regulate height, setbacks, utilities, and similar general development standards.

Planning Commission Chair Trent Thayn presented the commission's proposed framework, which he indicated had been developed over several months. He explained that the commission's objectives in developing the standards were threefold: providing a housing option for aging residents who wish to remain in Highland, creating a housing option for adult children of Highland families, and satisfying the state's affordable housing mandate.

The commission's key recommendations were as follows: setbacks equivalent to those applicable to the primary residence (rather than the more permissive accessory building setbacks); a prohibition on placement between the home and the front property line; height not to exceed the height of the primary dwelling; and maximum livable square footage of 1,250 square feet for lots under one acre and 1,500 square feet for lots over one acre. Mr. Thayn presented visual examples demonstrating how the existing 5–7% accessory building coverage limits, combined with home setbacks, would practically constrain DADU size—particularly on smaller lots, where the permitted envelope may be insufficient to accommodate even the minimum threshold required by the state.

Planning Commissioners Wesley Warren and Debra Maughan offered additional remarks. Mr. Warren noted the commission's extensive deliberation over setbacks and expressed support for the final compromise, including a provision allowing a reduced 20-foot rear setback for single-story structures. Ms. Maughan emphasized the importance of maintaining meaningful setbacks to protect neighbors, particularly on quarter-acre lots where a DADU could be uncomfortably close to adjacent properties.

Planning Commissioner Chris Howden highlighted several practical matters the commission had addressed: the lot remains a single legal parcel with one owner; at least one dwelling must be owner-occupied; utilities are shared rather than separately metered; and the commission's intent to defer to existing code where practical to avoid creating a parallel set of DADU-specific rules.

Council members engaged in substantial discussion. The primary area of contention was maximum unit size. Council Member Rice expressed concern that 1,250–1,500 square feet is too large for the character of Highland neighborhoods, particularly on smaller lots, and advocated for a maximum of approximately 1,100 square feet on lots under one acre. She also raised concerns about the cumulative impact on water use, off-street parking demand, fire safety given the proximity of structures, and the risk of incremental steps toward lot subdivision. Council Member Smith echoed concerns about size and cautioned that the code should not incentivize a de facto subdivision of residential lots, while expressing support for the framework generally. Council Member Campbell expressed strong support for the commission's work and its focus on senior housing options and noted that comparable DADU ordinances in neighboring cities have seen very limited uptake—Pleasant Grove received only one application in the

first 18 months. Council Member Cortney raised a question about whether establishing both a maximum livable square footage and a maximum footprint could be a useful tool for addressing size concerns while permitting vertical construction; several Council members found the idea worth further consideration. Council Member Rodela did not offer comments during the work session.

The Council and staff reached agreement on a path forward. Rather than attempting to resolve all outstanding questions in a single session, Mr. Patterson proposed addressing height and size as separate focused discussion items at upcoming Council meetings, with the goal of adopting a final ordinance before the October 1, 2026 state deadline. Mr. Patterson cautioned that failing to adopt an ordinance by that date could expose the city to a developer claiming the right to build under state law minimums in the absence of local regulation. The Council concurred with this approach, anticipating that final action could occur at the second September Council meeting.

7. CLOSED MEETING

The City Council may recess to convene in a closed meeting to discuss items, as provided by Utah Code Annotated §52-4-205.

There was no closed meeting.

ADJOURNMENT

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

The meeting adjourned at 9:50 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 July 21, 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

July 21, 2026

Please Sign the Attendance Sheet

Scan for Agenda





6:00 PM REGULAR SESSION

Call to Order – Mayor Brittney P. Bills

Invocation – Council Member Kim Rodela

Pledge of Allegiance – Council Member Doug Cortney

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. Fling Preview & Final Plans – *Brooke Boyd and Emma Van Dyke*

HIGHLAND FLING | SATURDAY SITE MAP





SPONSORS & IN-KIND DONATIONS

Sponsors

- Central Bank
- Tire Factory Point S
- Bish's RV
- WM
- Harris Orthodontics
- Altabank
- Chick-fil-A (AF & Lehi Pointe)
- Crumbl (PG, AF & Lehi)

In-Kind Donors

- Crust Club
- IFA Country Store (AF)
- CAL Ranch
- Costa Vida
- Harmon's (Traverse Mountain)
- Costco (Lehi)

SIGNAGE & BRANDING



HIGHLAND Fling
A Celebration of Community, Tradition & Summer Fun
JULY 29 - AUGUST 1, 2026

[DETAILS HERE](#)

[QR CODE](#)

WEDNESDAY, JULY 29	THURSDAY, JULY 30	FRIDAY, JULY 31
ARTIST RECEPTION Highland City Community Center 7:00 PM	KICKOFF NIGHT • Car Show • Firemen's Fundraiser: Dinner & Dunk Tank • Medallion Hunt • Horseshoe Tournament • Home Run Derby • Pickleball Tournament • Kickball Competition • Ages 6-12 • Ages 13+	LUAU NIGHT • Medallion Hunt • Disc Golf Tournament (Beacon Park) • Strongman Competition • Luau & Island Fun • Pickleball Tournament (Highland Family Park) • MOVIE IN THE PARK: Lilo & Stitch
PICKLEBALL RECEPTION Highland Family Park 5:30-8:30 PM	ALL DAY 5:00-8:00 PM 7:00 AM-9:00 PM 4:00 PM 7:00 PM	ALL DAY 7:00-9:00 AM 8:30-4:00 PM 4:30-9:00 PM 5:00-9:00 PM 7:00 AM-9:00 PM 9:00 PM

SATURDAY, AUGUST 1ST — CELEBRATION DAY

MORNING ACTIVITIES	ALL-DAY FESTIVITIES	SPECIAL EVENTS	STAGE ENTERTAINMENT
• Highland Fling 5K • 1/2 Mile Fun Run • Grand Parade • Grand Marshal Presentation & Mayor's Welcome • America 250 Celebration	• Medallion Hunt • Vendor Fair • America's 250 Booths • Food Trucks • Kids Market • Kids Zone • Antique Display • DUP • Fine Art Show • Historical Museum • Pickleball Tournament	• Disc Golf Tournament (Beacon Park) • Highland Games • Tarp Fishing Contest • Pie Eating Contest • Library Book Sale	• Hypnotic Improv • Eryn Wilcox-Soloist • Outfit Contest
7:00 AM 7:45 AM 9:00 AM 9:00 AM 11:00 AM 11:30 AM	ALL DAY 9:00 AM-Dark 9:00 AM-Dark 9:00 AM-Dark 11:00 AM-7:00 PM 11:00 AM-7:00 PM 11:00 AM-4:00 PM 10:00 AM-2:00 PM 7:00 AM-9:00 PM	7:00-9:00 AM 9:00 AM-5:00 PM 1:00-4:00 PM 2:00-3:00 PM 3:00-5:00 PM 11:00 AM-5:00 PM	12:00 PM 1:00 PM 2:00 PM

CONCERT IN THE PARK
RYAN SHUPE & THE RUBBERBAND
6:00 PM

FIREWORKS FINALE
10:00 PM
HIGHLAND FAMILY PARK

DETAILS HERE

[QR CODE](#)

SPONSORS: CENTRAL BANK, BISH'S, HARRIS ORTHODONTICS, WM, Altabank, TIRE FACTORY point-S, Chick-fil-A, crumbl

HIGHLAND Fling
SWING Dancing
SATURDAY
AUGUST 1
3:00 - 5:00 PM
HERITAGE PARK
INSTRUCTION WILL BE GIVEN FROM 3:00 - 3:30 PM WITH SOCIAL DANCE TO FOLLOW
SPONSORED BY
HARRIS ORTHODONTICS
— Smile with Confidence —

HIGHLAND Fling
Don't Miss:
FINE ART SHOW
PRESENTED BY SHAUNA LARSEN AND THE HIGHLAND ARTS COUNCIL
11:00 AM - 4:00 PM
HISTORICAL MUSEUM
PRESENTED BY CLAUDIA SUDWEKS
10:00 AM - 2:00 PM
SATURDAY
AUGUST 1
AT THE HIGHLAND COMMUNITY CENTER

HIGHLAND Fling
Don't Miss:
THIRD ANNUAL HIGHLAND FLING PICKLEBALL TOURNAMENT
SCAN HERE FOR MORE INFORMATION!
THURSDAY, JULY 30 THROUGH SATURDAY, AUGUST 1
PICKLEBALL COURTS AT HIGHLAND FAMILY PARK

HIGHLAND CITY
AMERICA 250 UTAH
JULY 30 - AUGUST 1
HIGHLAND Fling
DETAILS HERE



EMERGENCY & CONTINGENCY PLAN

Emergency Action Plan Under Review

Coordination with:

- Sergeant Wagstaff
- Chief Patten
- Deputy Chief Beck
- Final review underway with Public Safety partners



HIGHLAND FLING COMMITTEE MEETINGS

Highland Fling Committee

- Monthly planning meetings since January
- Weekly meetings throughout July
- Final committee meeting:
 - **Monday**
 - **5:00–6:00 PM**
 - Meeting room behind Council Chambers
- Council members are welcome to attend.

America 250 Celebration at Highland Fling

After Mayor's Welcome and Achievement Celebration, August 1:

- 15-minute patriotic music and speech vinette
- 8 US Colonial Booths
- Passport to America Activity
- Signing of the Declaration of Independence



COUNCIL SHIRT ORDER & FLING PARTICIPATION SIGNUPS

Please submit your shirt size if you haven't already.

- The sizing form has been emailed to you already.
- We'll be placing the order tomorrow.

Please Fill out the form Highland Fling Participation.

- This has also been sent to you by email.



RIGHT OF WAY PERMIT SECURITY AND ENFORCEMENT AMENDMENTS

Municipal Code Update (Legislative)

Item 3a – Ordinance

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

Background

- 2024 – Council amended ROW permit requirements to clarify when ROW permits are required and 1-year warranty period
 - Excavation permits – road cuts
 - Non-excavation permits – curb cuts, utilities in parkway
 - \$250 application (excavation) or \$50 application (non-excavation)
 - \$250 inspection
 - \$2,500 security – held for one year
 - Comparison - \$4,000 bond for home builds, \$2,500 bond for other residential construction (separate from subdivision assurances)

Background

- Started using online platform Civic Review
- Had several residents doing curb cuts/driveway approaches apply for non-excavation ROW permits
 - Questioned why \$2,500 security must be in place for 1 year when there was no real repair/restoration work
- Staff has reviewed the code and current procedures and believes city could change process to help residents without increasing city risk

Proposed Amendments

- Clarified language throughout
- Removed permittee right to request city do work
- Security must be cash deposit (not bond, LOC, etc.)
- Security for non-excavation work is refunded immediately after work is complete rather than 1 year (keep 1 year warranty period for excavations)
- Clarified notice/default provisions
- Additional enforcement options
 - Add new conditions or require more security with permit
 - Withhold/stop work on other permits by same contractor/owner

Staff Review

- Allowing cash security to be refunded faster reduces impact to residents and avoids potential issue of contractor paying bond, charging owner for permit costs/ bond, and then contractor refunded
- No significant increase in risk with these projects
- Staff recommends adoption of amendments
- Staff is reviewing security amounts for future
- No public hearing required – municipal code

Motion to Approve

I move that City Council adopt the proposed amendments to the municipal code.



E-BIKE RULES & CITY CODE

General City Management

Item 4a – Discussion

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

State Law

- E-bikes – must have pedals and be operable as a bike without motor, pedal assist and motorized bikes
 - 20/28 MPH limits
 - Does not include e-motorcycles
- Class 1 E-Bike: pedal assist, cannot operate solely on motor, motor stops assistance above 20 MPH
- Class 2 E-Bike: has pedals but can operate solely on motor, motor does help/function above 20 MPH
- Class 3 E-Bike: pedal assist, cannot operate solely on motor, motor stops assistance above 28 MPH

State Law

- Motor assisted scooters – like class 2 bikes – can be operated without motor, can be operated solely on motor, limited to 20 MPH
- High power electric device – anything, including modified e-bikes/scooters, that can exceed 20 MPH using electric motor
- Electric motorcycle – no pedals, high-power motor or otherwise can exceed 20 MPH

State Law

- E-bikes/scooters allowed on trails/sidewalks where designated for bike use unless city adopts regulations prohibitions
- State regulations generally apply to highways
 - Under 8 – no e-bikes/motor assist scooters on highway (includes sidewalks)
 - 8-16 – future law will require adult supervision or certificate/license, current law restricts class 3
 - 16+ - allowed
 - Helmets required

City Code

- Generally prohibits motor vehicles and motor-driven cycles in parks/trails
- No specific regulations for road/sidewalk usage
- Staff recommends updating code to address current state law definitions and regulations, regardless of what is allowed

City Code Options – What and Where

- Regulate sidewalks/roads differently than parks/trails?
- What to allow?
 1. Ban all e-bikes/motor scooters
 2. Allow class 1 e-bikes – pedal assist, 20 MPH
 3. Allow class 1-2 e-bikes and motor assist scooters – operable with/without pedal assist, 20 MPH
 4. Allow all but high-power electric vehicles (anything that can be operated 20+ MPH on motor alone)

Other Cities

- Brief review of other cities, appears no consensus
- Provo – register, not allowed on sidewalks or trails
- Vineyard – 15 MPH limit, class 1 or 2 allowed on trails
- American Fork/Saratoga Springs – ban class 2-3, no ebikes downtown (AF) e-bikes in lanes/road (SS)
- Pleasant Grove – allowed on sidewalks
- Other cities (Alpine, Cedar Hills, Lehi, Lindon, Eagle Mountain) – defaulting to state law



COMMUNITY WILDFIRE PREPAREDNESS PLAN

General City Management

Item 4b – Discussion

Presented by – Jake Beck, Deputy Fire Chief



FLOCK CAMERA TERMS OF SERVICE CHANGES

Item 5a – Communication

Presented by – Brian Gwilliam, Police Chief



PARKING REGULATIONS AND ENFORCEMENT IN TOWN CENTER

Item 5b – Communication

Presented by – Rob Patterson, City Attorney/Planning & Zoning Administrator
Brian Gwilliam, Police Chief



UTAH COUNTY FIREWORK SHOW

Item 5c – Communication

Presented by – Brittney P. Bills, Mayor



ORPHAN PARCEL SALES REVENUE USES

Item 5d – Communication

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

Background

- Similar Funds have been used for projects that benefit the neighborhood
 - The tennis court in Canterbury Circle was resurfaced and striped for tennis and pickleball

Proposed Uses

- Projects that benefit the neighborhood
- Fences to mark the boundary between city property and private property where it is not readily apparent
 - This would help with encroachment issues throughout the city



ANNUAL RESIDENT SURVEY

Item 5e – Communication

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

Current Survey

- Survey is a tool intended to help with policy decisions
- Staff uses it for funding prioritizations (budget)
- Some years we have themes for current topics:
 - 2 years ago, we focused on land use for the General Plan
 - Last year, we focused on Library funding

Proposed Changes & Alternatives

- Add additional questions that help determine if funding and support allocations are too much, just right, or too little
- Join with the USU Utah Wellbeing Project
 - Online only
 - Issued in March, which would be too late for budget
 - Focus is on personal wellbeing; some categories are about topics the city has no control over
 - Limited in what we are able to ask specific to Highland
 - We last participated in 2022, last discussed 8/19/2025



ANNEXATION OF UNINCORPORATED COUNTY PARCELS

Item 5f – Communication

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



COMMUNITY DEVELOPMENT UPDATE

Item 5g – Communication

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



DETACHED ACCESSORY DWELLING UNITS

Development Code Update (Legislative)

Item 6a – Work Session

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

State Law

- Must allow DADUs by Oct 1, 2026
- Must allow on all lots at least 11,000 SF
- Must allow conversion of accessory buildings to DADUs subject to setbacks
- Cannot require more than 1 (<650 SF DADU) or 2 (650+ SF DADU) parking spaces
- Cannot have specific design standards
- CAN regulate height, setback, utilities

PC Proposed DADU Ordinance

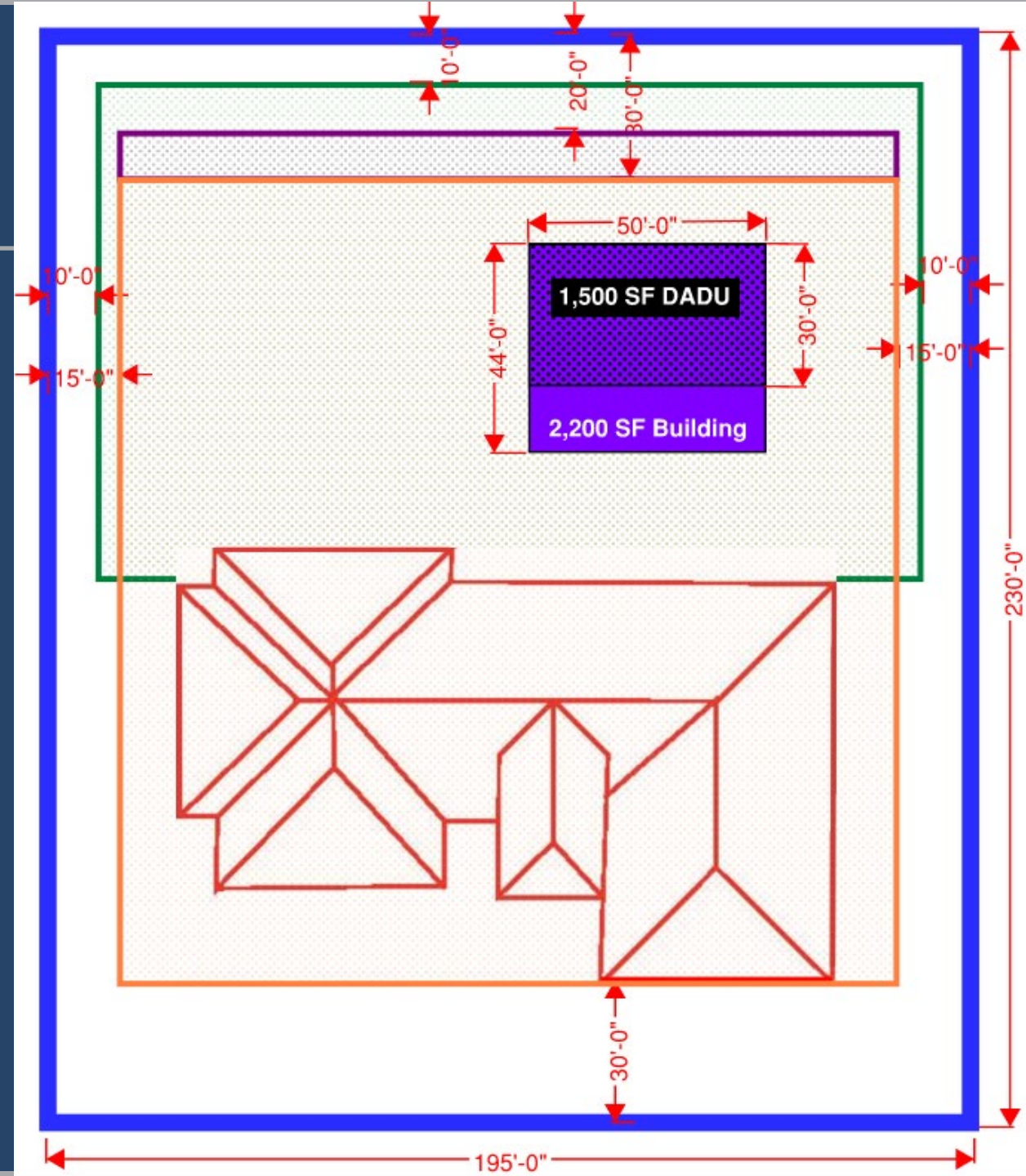
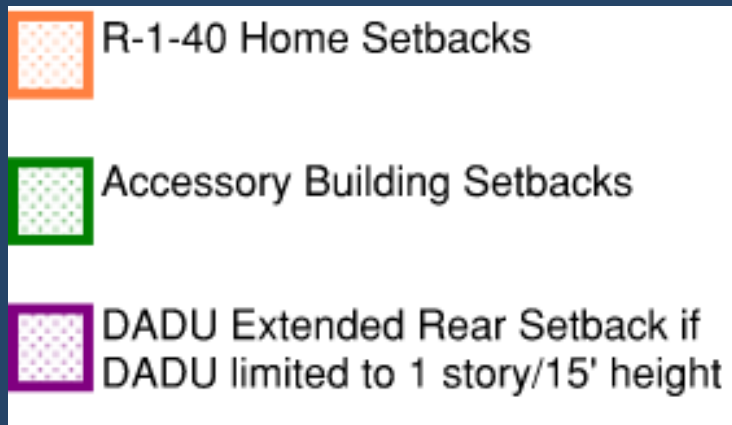
- Setbacks – same as home setbacks
 - Allow rear setback to be reduced to 20' if 1 story/15'
 - Cannot be between home and front property line
- Height – Not to exceed home height (up to 35')
- Size – three restrictions, smaller controls
 - Accessory building lot coverage limit (5% or 7%)
 - DADU livable area size limit
 - 1,250 SF for lots under 1 acre
 - 1,500 SF for lots 1 acre or more
 - Existing size home size

PC Proposed DADU Ordinance

- Certificate of occupancy and registration required
- Separate address (A/B) designation required
- Must use home utility systems – separate utility connections and accounts not permitted
- City can restrict if insufficient capacity in utilities
- Require maximum parking spaces under state law (1 if under 650 SF, 2 if 650+ SF)
- Design must be complementary to home

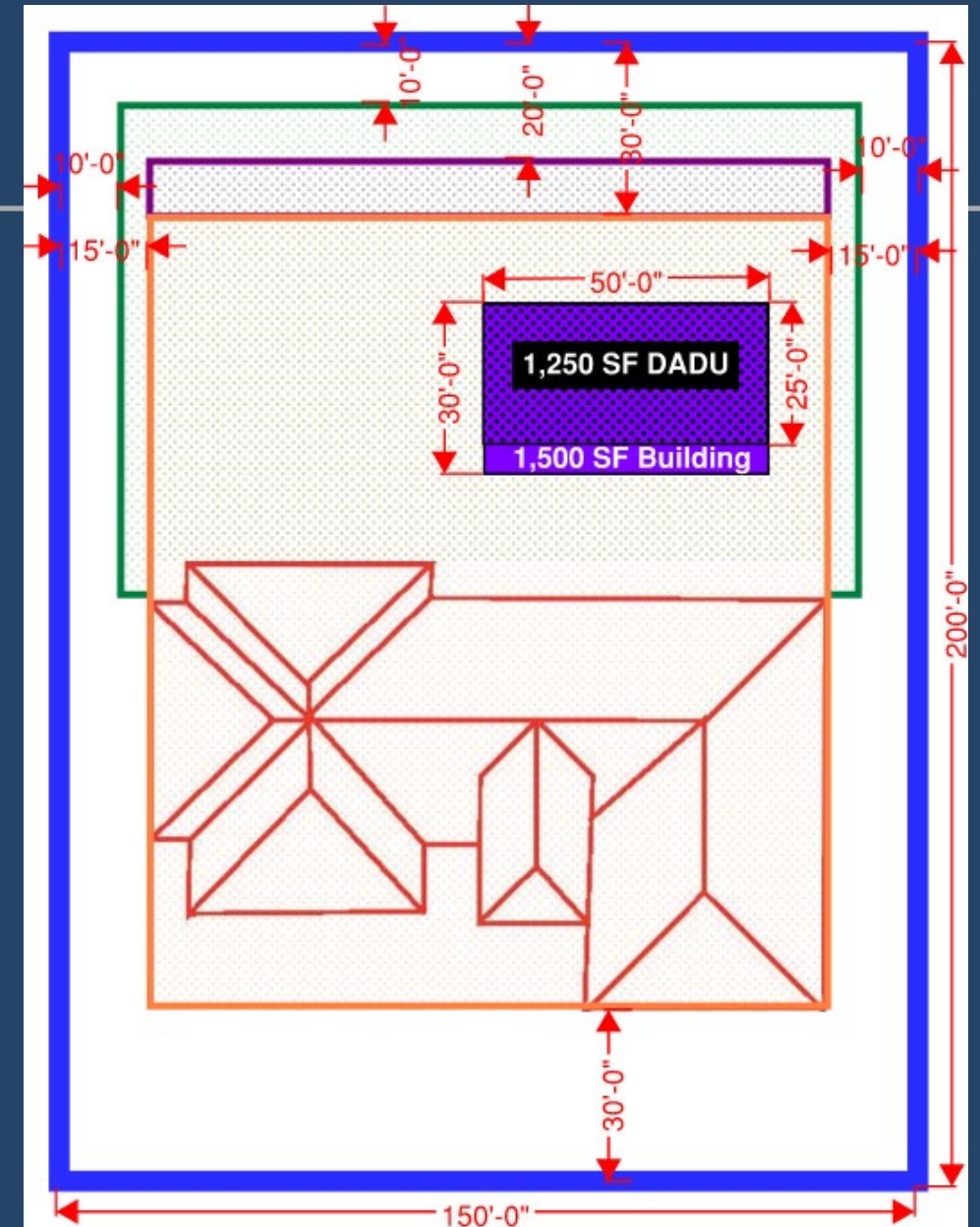
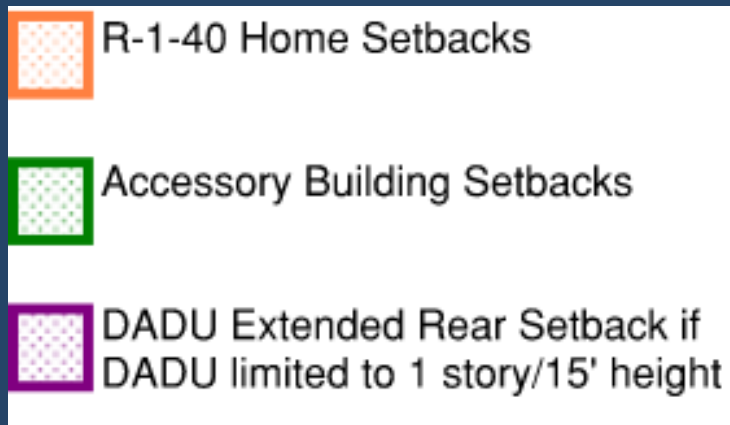
R-1-40

- 1 Acre/45,000 SF
- 10,000 SF home
- 5% accessory coverage
 - ~2,200 SF allowed
 - 1,500 SF DADU



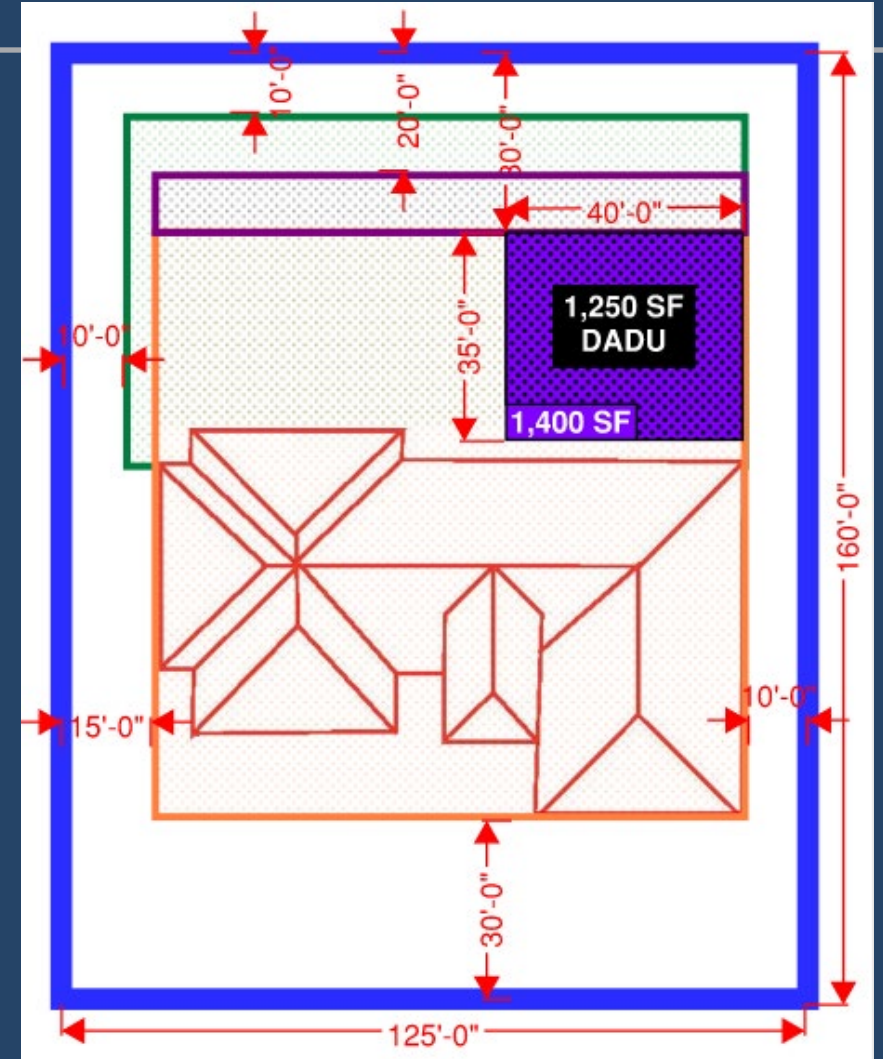
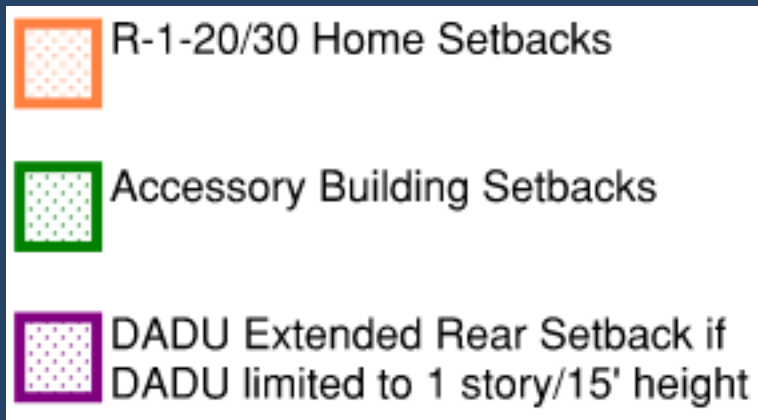
R-1-40

- 3/4 Acre/30,000 SF
- 7,200 SF home
- 5% accessory coverage
 - 1,500 SF allowed
 - 1,250 SF DADU



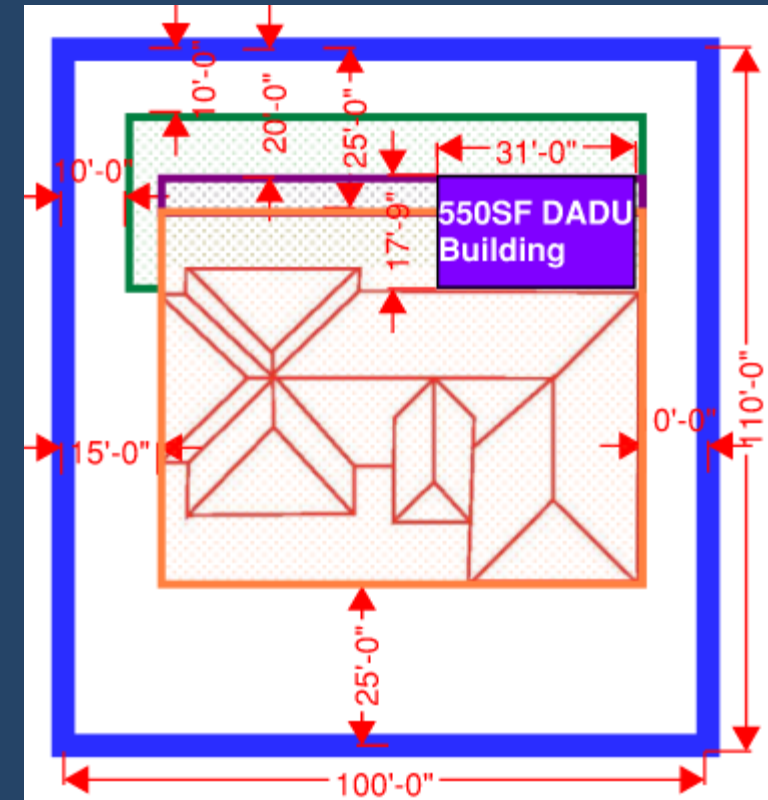
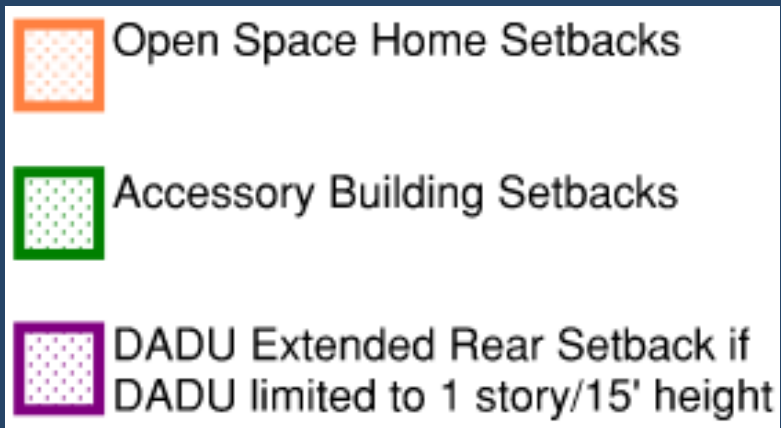
R-1-20/30

- 1/2 Acre/20,000 SF
- 5000 SF home
- 7% accessory coverage
 - 1,400 SF allowed
 - 1,250 SF DADU



Open Space/PD

- 1/4 Acre/11,000 SF
- 2,800 SF home
- 5% accessory coverage
 - 550 SF allowed
 - 1,250 SF DADU





FUTURE MEETINGS

- July 27, Truth in Taxation Open House, 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 6, Truth in Taxation Open House, 7:00 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

2026 HIGHLAND FLING – JUL 30-AUG 1, 2026

EMERGENCY & CONTINGENCY MANAGEMENT PLAN

All volunteers and staff are asked to carry cell phones and in the event of an emergency first call **911** if necessary and second call Brooke Boyd, Fling Director, at **385-283-8709** as soon as possible once the emergency is under control. All events with registered participants will have emergency contact information in a known location for volunteers and staff to access as necessary. On July 30-Aug 1, emergency contacts for vendors and performers will be located at the Fling Information Booth. For non-emergent incidents please follow the guidelines below.

Simple First Aid

- For events on August 1 in the Heritage Park area, if it is safe to do so, escort the injured individual to the First Aid Booth located next to the DUP Cabin. During the parade, First Aid will also be available at the parade staging area near the east entrance of the cemetery.
- Call Fling Director to inform of the incident
- Fill out the incident report form with the injured party present if possible.

Serious Injury

- Call 911
- Do what you can to assist the injured.
- Call Fling Director once emergency is under control and it is safe to do so.
- Fill out the incident report form with the injured party present if possible.

Manmade Catastrophe

Active Shooter

- Run, hide, fight – do what you need to do to protect yourself
- Call 911 as soon as possible.
- When safe organize wounded if necessary under the direction of EMS/Paramedic.
- Call Fling Director once emergency is under control and it is safe to do so.
- Fill out the incident report form with the injured party present if possible.

Incendiary Device (Explosives)

- Call 911 as soon as possible
- Organize wounded if necessary under the direction of EMS/Paramedic.
- Call Fling Director once emergency is under control and it is safe to do so.
- Fill out the incident report form with the injured party present if possible.

Broken Equipment

- Assess injuries and follow injury protocol above.
- Keep crowd backed away from the equipment.
- Post signs stating "Do Not Use".
- Call Fling Director once emergency is under control and it is safe to do so.
- Fill out the incident report form with the injured party present if possible.

Lost Child

- We will use the Code Adam Program which is a 5 step process as follows:
 1. If an individual reports that a child is missing, direct the individual to the Event Chair or on Aug 1st, the Info Booth. The Event Chair or Info Booth Staff will obtain a detailed and accurate description of the child as noted below.
 2. The Event Chair and volunteers use in person and/or cell phone communication to initiate the Code Adam alert to all event staff and volunteers giving the child's description. The alert will indicate to the volunteers/staff to monitor the parking lots and those leaving the venue while other volunteers/staff will begin looking for the child within the venue and bathrooms. Event Chair or Fling Director will determine if announcement should be made over the speaker system.
 3. If the child is not found within 10 minutes, Event Chair/Info Booth Staff will call 911.
 4. If the child is found and appears to have been merely lost, the child shall be reunited with their parent/guardian.
 5. If the child is found accompanied by someone other than a parent or legal guardian or volunteers/staff, volunteer/staff shall attempt to delay their departure without putting the child, volunteer/staff, or patrons at risk or in harm's way. Law enforcement should be notified and provided with detailed description of the person accompanying the child.

When approached by a parent/guardian that has become separated from their child, staff should ask the following to obtain a thorough description of the child:

Gender	Height	Race	Age	Weight
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Eye & Hair Color	Clothes worn (including shoes)	Location or area last seen
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Any distinguishing characteristics

Rescheduling

In case of severe weather, disaster or other reasons where the event must be cancelled, rescheduling of the event will be evaluated on a case by case basis and communicated to all parties involved within 48 hours of the event.

INCIDENT REPORT ON NEXT TWO PAGES



HIGHLAND CITY

Highland City Civic Events Incident Report

Date of Report: _____ Time of Report: _____

Date of Incident: _____ Time of Incident: _____

Name of person reporting: _____

Title of person reporting: _____

Contact info of person reporting: _____

Name of person affected: _____

Contact info of person affected: _____

Event in which incident occurred: _____

Location in which incident occurred: _____

Explanation of Incident (give as much detail as possible):

What was done in response to incident (give as much detail as possible):

More on back

Who else witnessed the incident:

Signature of person reporting: _____

Printed name of person reporting: _____

Turn in report to Brooke Boyd in person or email to bboyd@highlandut.gov

For Highland City Office Use Only

Received by: _____ Date Received: _____