



HIGHLAND CITY

HIGHLAND CITY COUNCIL AGENDA

TUESDAY, SEPTEMBER 15, 2026

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

VIRTUAL PARTICIPATION



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



Email comments prior to meeting: council@highlandut.gov

6:00 PM REGULAR SESSION

Call to Order: Mayor Brittney P. Bills

Invocation: Council Member Scott L. Smith

Pledge of Allegiance: Council Member Liz Rice

Respect Statement: Mayor Brittney P. Bills

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.

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. Constitution Week Proclamation

Brittney Bills, Mayor

Mayor Bills will read a proclamation declaring the week of September 17th - September 23rd as Constitution Week.

b. Fling Report

Brooke Boyd, Civic Events Coordinator

A report will be presented to the City Council on the 2026 Fling, including highlights and the final budget, along with plans for the 2027 Fling.

c. Christmas Light Event Location

Jay Baughman, Assistant City Administrator

Brooke Boyd, Civic Events Coordinator

The City Council will consider two potential locations for the Highland City Christmas event for 2026.

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

September 1, 2026

- b. Ratification of Large Purchases** *General City Management*
David Mortensen, Finance Director
August, 2026

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: New Business Use Application - Small Animal Veterinary and Urgent Care Clinic Land Use (Legislative)**
Rob Patterson, City Attorney/Planning & Zoning Administrator
The City Council will consider the request to approve a new business use of Small Animal Veterinary and Urgent Care Clinic in the CR Zone.
- b. ACTION: Ricks Subdivision - Parkway Detail Modification Request Land Use (Administrative)**
Rob Patterson, City Attorney/Planning & Zoning Administrator
The City Council will consider a request from Ty Ricks, developer of the Ricks Subdivision, to modify the requirements for the parkway detail required along 6800 West.

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. ORDINANCE: Amendments to City Code Regarding Electric Bikes** *General City Management*
Rob Patterson, City Attorney/Planning & Zoning Administrator
The City Council will consider proposed amendments to city code that address new state regulations regarding E-Bikes and other similar devices.

6. DISCUSSION ITEMS

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

- a. Traffic Monitoring Software** *General City Management*
Chris Trusty, City Engineer/Public Works Director
The City Council will consider the approval of purchasing traffic monitoring software as budgeted in the FY2027 budget.

7. COMMUNICATION ITEMS

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

- a. Potential Code Update on Right of Way Permit Requirements**
Brittney Bills, Mayor
Rob Patterson, City Attorney/Planning & Zoning Administrator
- b. Community Development Update (Current Projects)**
Rob Patterson, City Attorney/Planning & Zoning Administrator

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.

ADJOURNMENT

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

ELECTRONIC PARTICIPATION

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

CERTIFICATE OF POSTING

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

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

Posted and dated this agenda on the 10th day of September 2026

Stephannie B. Cottle, CMC|UCC, City Recorder

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



CITY COUNCIL AGENDA REPORT

ITEM #2c

DATE: September 15, 2026
TO: Honorable Mayor and Members of the City Council
PREPARED BY: Jay Baughman, Assistant City Administrator
Brooke Boyd, Civic Events Coordinator
SPONSORED BY: City Staff
SUBJECT: Christmas Light Event Location
TYPE:

PURPOSE:

The City Council will consider two potential locations for the Highland City Christmas event for 2026.

STAFF RECOMMENDATION:

Staff recommends that Council Members weigh the pros and cons of holding the Christmas Event at Heritage Park versus the City Center, and provide staff with direction on which venue to use.

PRIOR COUNCIL DIRECTION:

The Highland Christmas Light display and event began at Council's direction in 2020, consisting of a light display at Heritage Park and a small lighting ceremony. This tradition has continued every year since, with changes and modifications made throughout the years.

Regarding the budget, last year's event — including lighting, reindeer, and refreshments — cost \$18,000. For FY 2026–2027, Council allocated an additional \$4,000 more from last year.

BACKGROUND:

As stated above, the Highland Christmas Light display and event began at Council's direction in 2020, consisting of a light display at Heritage Park and a small lighting ceremony. In 2024, the event expanded to include live "Santa's Reindeer," and a visit from Santa at the event which was very well received.

In 2025, the Highland City Christmas Event marked a departure from the usual venue, moving the event to the City Center. This change was driven by a number of considerations. The goats and sheep present at Heritage Park for the Highland Fling had created a health hazard for the reindeer at the Christmas event. Additionally, all three lighting vendors who submitted bids for both Heritage Park and the City Center expressed a preference for the City Center, citing better access to power outlets and healthier trees with no power line conflicts in that area. Further, when the event was held at Heritage Park, the visit with Santa Claus was held in the Daughters of Utah Pioneers cabin. Santa Claus found the arrangement too cold — heaters are prohibited in the cabin — and indicated he would decline to participate if the event were held there again. The Bell Choir also expressed a preference for warmer accommodations. Given these constraints, staff was given permission to move the 2025 event to the City Center, with the understanding that the venue would be revisited in the future.

2025 also introduced a walk-through light display at the splash pad park, complete with holiday music. Attendees were able to walk the light display, visit the reindeer, and enjoy donuts and hot chocolate provided by the refreshment booth, staffed by the Highland Youth Council. Guests could then head inside City Hall for a visit with Santa and Mrs. Claus while the Highland Bell Choir performed Christmas music in the Council Chambers. The walk-through light display remained up for the duration of the holiday season, bringing visitors in all through the month of December.

Staff is requesting Council direction on a venue for the 2026 event. Below is a pros and cons list for each venue:

Heritage Park

Pros:

- The event has traditionally been held here.
- Lights are visible from the street as people drive along Alpine Highway during the holiday season ensuring more people see the lights.
- The venue is once again suitable for reindeer, as no live animals were present at this year's Highland Fling.
- The Community Center could be utilized for Santa and potentially other activities.

Cons:

- Access to power is very limited which make stringing lights more expensive.
- Contractors have communicated to staff that branches in the the tall trees branches that are suitable for lighting are limited, resulting in them preferring to lite just the trunks throughout the park.
- The ground for the walk-through light exhibit may become muddy and unsuitable for visitors in the event of precipitation.
- If the Community Center is used, we would have to close 10400 North for the event or have guests crossing the street.

City Center

Pros:

- Power outlets are abundant in the splash pad area and the trees are a manageable size for lighting.
- The paved walkways in the splash pad park are much better suited for visitor foot traffic.
- The indoor venue makes the event more inviting, allowing participants to warm up and get out of the cold.
- The General Plan states that the Town Center area should be revitalized as the heart of community life, with intentional placemaking — a goal this event supports.

Cons:

- Lights are not visible from main roads.

Staff is also exploring a different alternative where we light a few trees near the road at Heritage Park. This could be paired with signage encouraging visitors to also view and walk through the light display at the splash pad. Staff is currently collecting bids from lighting companies to determine the cost of this and hope to have bids to share with City Council at the meeting. If Council does opt to have the lights at City Center, staff has also discussed different ways to encourage more visitors to come and see the lights, such as food trucks once a week or lighting the streets leading to the splash pad.

FISCAL IMPACT:

Funding for the Christmas Event comes from the Community Enrichment line item of the budget (10-72-63). Staff estimates the event, including the lights, will cost \$22,000.

MOTION:

Not applicable. This item is for discussion only.

ATTACHMENTS:



HIGHLAND CITY COUNCIL MINUTES

Tuesday, September 1, 2026

Waiting Formal Approval

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

6:00 PM REGULAR SESSION

Call to Order: Mayor Brittney P. Bills

Invocation: Council Member Doug Cortney

Pledge of Allegiance: Council Member Scott L. Smith

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 Doug Cortney 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
Scott L. Smith	Present

CITY STAFF PRESENT: City Administrator Erin Wells, Assistant City Administrator Director Jay Baughman, City Attorney/Planning & Zoning Administrator Rob Patterson, City Recorder Stephannie Cottle, Finance Director David Mortensen, Assistant Public Works Director Jeff Murdoch, Police Chief Brian Gwilliam.

OTHERS PRESENT: Jon Hart, Wes Warren, Jill Cahoon, Kathy Mickelson, Barbara Barry, Thomas and Rachel Clay and family, Debra Maughan, Bryon Tarbet, Brooke Lowry, Scarlett Lowry, Scott Burgon, Lindsay Stanford

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.

Rachel Clay spoke on behalf of residents of the Ridgeview development, located south of Lone Peak High School. She described safety hazards facing elementary-aged children who must navigate the North County Boulevard and Cedar Hills Drive intersection—a high-speed, multi-lane intersection shared with Lone Peak High School's student parking lot—to reach Cedar Ridge Elementary. She noted the development continues to grow, with over 120 homes built and a large population of young families. Ms. Clay requested that the Council create

a plan for safe pedestrian crossings, referencing a precedent agreement with American Fork City for crossing guards to Legacy Elementary.

Kathy Mickelson thanked the Council for recent improvements in the Country Club area, including gravel placement. She requested the crossing be prioritized for a permanent sidewalk, citing a pattern of close calls and injuries, including a collision involving her son and a winter vehicle accident. She noted the neighborhood has only one route in and out and now has many more children and a neighbor who uses a wheelchair. She emphasized that the gravel, while helpful for vehicles, does not provide a safe path for cyclists, pedestrians, or wheelchair users.

Lindsay Stanford echoed Ms. Mickelson's concerns and additionally raised the issue of speeding on Jerling Drive adjacent to the golf cart crossing. She noted that a traffic calming request had been submitted months prior without a response. She suggested traffic calming measures—such as shoulder striping to narrow the perceived road width and a formal crosswalk at the golf cart crossing—and expressed concern that recent tree trimming, while improving visibility, may encourage higher speeds by making the road appear wider.

Jill Cahoon thanked the Council for the gravel work and asked that the contractor return to level the transition between the gravel and an adjacent existing sidewalk. She also asked for clarification on property ownership of the crossing area, noting that outreach to the golf course regarding the property line had not yet received a response. Ms. Cahoon raised the possibility of a property donation by the golf course or city acquisition by eminent domain, and asked what residents could do to help get the area included on the Safe Routes to School map to qualify for grant funding.

Council Member Campbell read a statement prepared by Kristoffer Pagel for the record of the meeting.
Mayor, City Council, Public Safety Chiefs, and Staff:

For a year (or longer), a stray black dog was observed between Highland, Cedar Hills, and as far as American Fork Canyon, and she prompted many calls to emergency services. This stray dog would regularly visit Highland Glen Park in the early morning searching for food and water.

After many citizens expressed concern for her declining health, we started to share her story online and the community organized to feed her and attempt to gain her trust as she was very shy and would run off the moment a human approached. This dog never showed signs of aggression towards humans or the waterfowl, and after several weeks of feeding her from a distance, we made much progress having her eat gently from our hands and sitting on command for treats, but still...she would never allow us to catch her and get her to safety.

Just as much progress was made, we got the call we never wanted to receive from Lone Peak Police officers; the community's stray dog affectionately named "Topsy" for her white paws, had been hit by a motor vehicle while crossing North County Boulevard, and she was injured. We immediately responded and citizens coordinated with law enforcement officers to catch her. Rather than being sent to a shelter where she would certainly face euthanasia, we rushed her to Highland Hills Veterinary Hospital where Dr. Carr and his amazing team immediately triaged Topsy and they started efforts to stabilize her. After much testing and diagnostic imaging, it was determined that Topsy faced a fractured hip, injuries to her spine, and potential liver and bladder complications.

A local family who had previously been identified as a possible forever home rushed to the veterinary hospital to meet us. We have intentionally withheld their identity to protect their privacy and Topsy. There was never a discussion about how we would cover the medical expenses, we knew that saving Topsy was the priority. We immediately started using the power of social media to share Topsy's story and fundraise for her care, and we come to the Council today to say "thank you from the bottom of our hearts" to the amazing community surrounding the Friends of Highland Glen Park Pond, reaching to every corner of Utah, and beyond as far as Texas, to help cover Topsy's medical care; more than \$1,800 dollars have been raised to date!

On behalf of Tippy, we enter this statement of appreciation into the record to recognize the community for their kindness and generosity. To follow Tippy's story, the community can visit hgpp.org/tippy.
Sincerely,
Kristoffer Pagel
Friends of Highland Glen Park Pond

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. New Employee Introduction

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

City Administrator Erin Wells introduced several new city employees. Max Gula joined as the newly created Planner Tech position in the Planning Department, bringing experience from both cities and counties in planning and code compliance. Sonia Degriselles was recognized for her promotion from Library Assistant to Library Program Manager. Additionally, four new Library Assistants were introduced: Amy Carr and Rebecca Christiansen as new hires, and Mila Hart and Magpie Treadwell, who were promoted from seasonal or grant-funded positions to permanent part-time roles.

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
August 4, 2026

b. Approval of Meeting Minutes General City Management

Stephannie Cottle, City Recorder
August 11, 2026

c. Approval of Meeting Minutes General City Management

Stephannie Cottle, City Recorder
August 18, 2026

Mayor Bills noted that written amendment suggestions had been submitted by Council Member Smith and Council Member Rice for the August 18 minutes, and that those changes had been made public.

Council Member Scott L. Smith MOVED that the Highland City Council approve the minutes in the consent calendar 3a, 3b, and 3c, with the amendments which were published on 3c from Council Member Rice and myself.

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

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. RESOLUTION: Declare Certain Property Adjacent to 10653 N Canterbury Dr. as an Orphan Parcel *General City Management*

Jay Baughman, Assistant City Administrator

The City Council will consider declaring city-owned property adjacent to property owned by Barbara Barry as an orphan parcel and directing staff to move forward with the sale of that property.

Assistant City Administrator Baughman presented a staff recommendation to declare a City-owned parcel of approximately 1,005 square feet adjacent to 10653 North Canterbury Drive as an orphan parcel. Mr. Baughman explained the property sits atop a very steep, unusable hill that is inaccessible to the city for maintenance purposes, and that the adjacent homeowner had inadvertently encroached upon the parcel during landscaping of their backyard. The estimated sale price was approximately \$5,748, with an additional pressurized irrigation impact fee of approximately \$130 for the small irrigated portion. Per previous Council policy, 50% of proceeds would go toward general trail improvements citywide and 50% toward trail improvements in the Canterbury North neighborhood. Council Member Smith requested that the neighborhood have input into how the local trail improvement funds are spent.

Council Member Cortney expressed a general concern about rewarding encroachment with a discounted sale, and suggested the Council consider an encroachment fee in future cases. Council Member Campbell noted that in this particular case, the steep terrain made the City parcel practically inaccessible and unusable, leading him to support the sale. Council Members Rice and Smith expressed similar concerns about setting a broad precedent but agreed this specific case was reasonable.

Applicant Barbara Barry addressed the Council, stating she had been a Highland resident since 1996 and was unaware of the encroachment until contacted by staff. She confirmed the landscaping had been done by a contractor at the time of new construction, and that she wished to purchase the property to resolve the issue and simplify the estate for her children.

Following Ms. Barry's comments, Council Member Cortney indicated he was satisfied by the explanation provided that the encroachment was unintentional; he expressed a willingness to support approval of the surplus and sale of the property to Ms. Barry.

Council Member Doug Cortney MOVED that the City Council approve the attached Resolution declaring city-owned property adjacent to the property owned by Barbara Barry as an orphan parcel and direct staff to move forward with the sale of that property to Barbara Barry.

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

b. RESOLUTION: Declare Certain Property Adjacent to 10641 N Canterbury Dr. as an Orphan Parcel General City Management

Jay Baughman, Assistant City Administrator

The City Council will consider declaring city-owned property adjacent to property owned by Scott Burgon as an orphan parcel and directing staff to move forward with the sale of that property.

Assistant City Administrator Baughman presented a similar situation at 10641 North Canterbury Drive, the adjacent property owned by Scott Burgon. The encroachment in this case consisted of an existing retaining wall extending approximately 18 inches beyond Mr. Burgon's property line onto a steep hillside. The proposed orphan parcel was estimated at approximately 226 square feet, with an estimated sale price of approximately \$1,012.92. The same trail improvement allocation policy would apply. No pressurized irrigation fee was applicable.

Council Members Cortney, Campbell, Rice, and Smith all agreed this appeared to be an unintentional encroachment given the minimal area and the nature of a retaining wall installation, and expressed support.

Council Member Kim Rodela MOVED that the City Council approve the attached Resolution declaring city-owned property adjacent to the property owned by Scott Burgon as an orphan parcel and direct staff to move forward with the sale of that property to Scott Burgon.

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

Mr. Burgon briefly addressed the Council following the vote, thanking the Council for their service and explaining that he had always believed he was well within the property markers at the time of installation, and that new technology had revealed the minor discrepancy.

c. ORDINANCE: Update to Accessory Dwelling Unit (ADU) Code including Detached ADUs Development Code Update (Legislative)

Rob Patterson, City Attorney/Planning & Zoning Administrator

The City Council will consider amendments to the Development Code to allow detached accessory dwelling units.

City Attorney/Planning & Zoning Administrator Patterson presented the proposed ordinance amending the City's Development Code to allow detached accessory dwelling units (DADUs), noting the ordinance fulfills both a General Plan requirement and a state law mandate effective October 1. He provided a summary of the ordinance's key provisions:

- General regulations applicable to all ADUs include a requirement that all ADUs be registered with the city, with an owner-occupancy covenant recorded against the property title. Only one ADU per property is permitted—either attached or detached, not both. ADUs may be used for short-term rentals subject to existing city ordinances. Separate utility connections are not permitted. ADUs must receive a separate "B"

address designation with a marker near the entrance to assist emergency responders. Any lost parking must be replaced on-site, and ADUs may not be subdivided or sold separately from the primary residence.

- Attached/internal ADU regulations remain largely unchanged. These are permitted on lots of 6,000 square feet or more, require one off-street parking space, and must have their entrance located on the side or rear of the home.
- New detached ADU regulations permit DADUs on lots of 11,000 square feet or larger. Existing accessory structures may be converted if they conform to the city's code, including setback requirements. The DADU building must comply with home setbacks (typically 30-foot front and rear, 15-foot interior sides), with the rear setback reducible to 20 feet for single-story structures of 15 feet or less. The DADU cannot be located between the home and the front property line. Height is limited to 25 feet or the height of the existing home, whichever is less. Size is governed by three cumulative requirements: the accessory building lot coverage limit (5–7% of the lot), the building footprint may not exceed the home's footprint, and the DADU living area may not exceed 1,250 square feet. Parking requirements are one space for units under 650 square feet and two for units 650 square feet or larger. Architecture must be compatible with the home.

Council Member Cortney asked for clarification on whether the setback requirement applies to the entire accessory building or only the DADU portion. There was a brief discussion about this element of the ordinance and Mayor Bills concluded that the ordinance should move forward as written, applying setbacks to the entire building. Council Member Cortney also asked for confirmation that the 650 square foot parking threshold is measured against living area only, not the total building footprint. Mr. Patterson stated this is correct.

Council Member Rice referenced her previous apprehension towards the proposed ordinance regarding DADUs, but noted she has appreciated staff for their diligent efforts to address and incorporate the Council's various concerns into the ordinance. She highlighted that her initial opposition was rooted in a desire to maintain the R-1-40 zoning and protect the City's character but acknowledged the necessity of adhering to both General Plan requirements and state law mandates. She noted that the feedback and modifications implemented by the staff, such as the careful drafting of height, setback, and size limitations, as well as ensuring architectural compatibility with existing homes, alleviated many of her concerns.

Council Member Smith voiced concerns about potential density impacts, emphasizing the importance of limiting the conversion of large existing accessory buildings into effectively full living units beyond the 1,250 square foot cap, and urged staff to monitor how the ordinance is applied in practice. Mr. Patterson committed to providing the Council with a monitoring report approximately one year after adoption.

Council Member Cortney inquired if the ordinance prohibited the subdivision of a detached ADU from the main dwelling. Mr. Patterson clarified that the ordinance prevents an ADU from being sold separately but allows for the possibility of a lot subdivision, where the new lot could potentially make the ADU the main dwelling. This would not be applicable in most cases due to utility considerations and physical feasibility. The Council acknowledged the need for clarity in understanding subdivision impacts and potential property outcomes under the new ordinance.

City Administrator Wells sought clarification that any existing detached structure not meeting the new setback requirements would not be eligible for conversion to a DADU; Mr. Patterson confirmed this.

Council Member Liz Rice MOVED that City Council adopt the ordinance amending regulations related to accessory dwelling units, as written.

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. City Parking Regulation Amendments *Municipal Code Update (Legislative)*

Rob Patterson, City Attorney/Planning & Zoning Administrator

The City Council will consider amendments to the City's parking regulations related to city-owned parking lots and spaces, including parking spaces in Town Center.

City Attorney/Planning & Zoning Administrator Patterson presented proposed amendments to the city's parking regulations, noting the changes were prompted in part by resident complaints regarding long-term parking along Town Center Boulevard near Toscana. The ordinance addresses parking in city-designated parking stalls (in rights-of-way and city parking lots) and establishes the following: all parking must comply with posted city signage and markings; a default 48-hour parking limit applies where no sign specifies otherwise; inoperable or unregistered vehicles may not be parked in city spaces; and commercial activities such as food trucks or rideshare services require city approval. Enforcement remains with the police department and is largely complaint-driven, with a first offense treated as an infraction, a second as a Class C misdemeanor, and towing available for serious or repeat violations. Mr. Patterson also noted that signage along Town Center Boulevard would be updated to clearly post a 24-hour parking limit. Mr. Patterson flagged a post-drafting recommendation to add an exemption for city vehicles and equipment, as the 48-hour limit would otherwise technically apply to city-owned vehicles parked in city lots.

Council Member Rodela inquired about enforcement, questioning how the city would handle situations where someone might slightly reposition a vehicle every two days to circumvent the 48-hour parking restriction. Council Member Smith also expressed curiosity about the enforcement process, noting a lack of designated parking enforcers and asking if the process would be complaint-driven. Police Chief Gwilliam confirmed that enforcement would be primarily complaint-driven. Officers document violations through visual observation and video evidence (chalk marking is no longer legally permitted) and return within the 48-hour window to verify continued violation before issuing citations. The department uses orange warning stickers and license plate lookups to notify vehicle owners prior to towing, which is reserved for serious repeat offenses or abandoned vehicles.

Council Member Cortney proposed some technical amendments and the Council agreed to the amendments.

Council Member Doug Cortney MOVED that the City Council adopt the proposed ordinance regulating city owned parking spaces with the following 4 changes:

- 1. Strike the word "motor" in 10-08-040 (b) and (e)*
- 2. Insert the word "city" so that "posted signage or marking" reads "posted city signage or marking" in 10-08-090 (c)*
- 3. Include an exemption for the parking of City vehicles and equipment in both code sections.*

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

e. ACTION: Change Order for Mitchell Hollow General City Management
Chris Trusty, City Engineer/Public Works Director

The City Council will consider a contract modification with Consor for construction engineering and inspection services on the Mitchell Hollow Trail.

Assistant Public Works Director Murdoch presented a request to approve a contract modification with Consor Engineers for additional construction engineering and inspection services on the Mitchell Hollow Trail project. Consor, which originally designed the trail and was subsequently retained for construction management at \$25,000, has reached that contract ceiling. Mr. Murdoch noted that the additional inspection work has been driven primarily by the complexity of retaining walls and boardwalks with helical pier foundations installed along the trail, including unanticipated retention work in the area of a neighboring property's chicken coop that could not be relocated as originally planned. The additional amount requested is up to \$15,000, which falls within the overall project contingency.

Responsive to a question asked by Council Member Smith about the high cost of this project, Mr. Murdoch noted the total project funding is approximately \$2.5 million, with Highland's match at approximately \$171,081 (6.77%) and a remaining contingency of over \$372,000. City Administrator Wells clarified that staff had successfully negotiated a contractor change order request down from approximately \$200,000 to roughly half that amount.

Mayor Bills and City Administrator Erin Wells agreed upon the importance of addressing all issues at the site thoroughly to ensure that any potential liability for the city is limited and that the concerns of the affected residents are properly addressed.

Council Member Rice asked about drainage concerns near the Bybee property, specifically whether existing drainage would be adequately managed given the new retaining walls. Mr. Murdoch committed to meeting with her on-site to evaluate the drainage situation while the trail surface remains unfinished and modifications can still be made.

Council Member Liz Rice MOVED that City Council approve the contract modification with Consor for additional construction engineering and inspection services in the amount up to \$15,000.

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

f. ACTION: Contract Authorization with DLS Consulting, Inc. General City Management
Erin Wells, City Administrator

The City Council will consider renewing a contract with DLS Consulting, Inc. for consultant services focused on grant and legislative support for a one (1) year term.

City Administrator Wells presented the consideration of renewing the city's one-year contract with DLS Consulting, Inc. (David Stewart) for legislative and grant consulting services at an annual cost of \$100,000. She summarized that over the past four years, Mr. Stewart has helped the city secure approximately \$4 million in grants for water infrastructure and road projects, including the Highland Boulevard roundabout and well rehabilitation. Looking forward, Ms. Wells indicated Mr. Stewart's primary focus would likely be on road-related grants, and she identified several anticipated legislative priorities for the 2027 session including land use and affordable housing, water rights, and license plate reader camera regulations.

Council Member Rodela expressed skepticism, arguing that the city already pays for advocacy through its Utah League of Cities and Towns (ULCT) membership, and that \$100,000 is a significant expenditure for one or two grants. She raised concern that cities with more financial resources for lobbyists gain an unfair advantage over smaller municipalities in accessing public grant funds.

Council Member Campbell stated that after extended research, he had become less comfortable with the lobbyist model and proposed exploring an alternative: hiring a part-time or full-time grant administration coordinator at an estimated cost of \$50,000–\$70,000, which he framed as a more transparent, "front-door" approach. He suggested a two-year pilot program to test the model, noting that such a role would encompass grant evaluation, writing, application, and reporting.

Council Member Smith and Council Member Rice both expressed support for renewal. Council Member Smith acknowledged the ethical concerns but argued that the return on investment—roughly \$4 million on \$400,000 spent—is difficult to set aside, and noted the pending sunset of the city's transportation utility fee makes continued grant revenue particularly important. Council Member Rice reported that she had consulted with an experienced grant writer who advised that effective grant pursuit requires not just writing skill but deep familiarity with grant evaluation criteria, qualifying buzzwords, and legislative relationships—capabilities that are difficult to replicate in a single in-house position. She also cited the practical costs and administrative burden of hiring, housing, and managing an additional employee.

There was discussion of Council Member Campbell's suggestion to hire a grant administration coordinator; Council Member Smith wondered if there is a pool of qualified candidates for such a position and if a person hired could be ready for the upcoming legislative session.

Council Member Rodela engaged in a discussion with City Administrator Wells about the grant applications prior to the hiring of Mr. Stewart. Rodela questioned whether the projects Mr. Stewart found grant money for were priorities on the city's list and how his efforts compared to previous internal grant applications. City Administrator Wells clarified that for two of the four grants obtained, the city would likely not have been successful without Mr. Stewart's advance notice of the grant opening; the other two—MAG TIP funding and Utah County road money—were directly attributable to his relationships and efforts. Council Member Rodela concluded her biggest concern about the role of lobbyists is that cities with more financial resources for lobbyists gain an unfair advantage in accessing public grant funds. She pushed for transparency and fairness in grant acquisitions, but acknowledged the practicality of understanding how the system works and using it to benefit the city, particularly given the focus on road safety measures in Highland, such as those necessary for improvements to Country Club Drive.

Council Member Smith emphasized the importance of having alternative funding sources like grants,

particularly as reliance on the transportation utility fee would decrease upon its expiration in 2028. He highlighted the need for such avenues to ensure continued financial support for road-related projects without increasing taxes.

Council Member Cortney expressed interest in the grant administration coordinator concept as a future budget discussion item, suggesting it be considered for fiscal year 2028, but agreed that discontinuing a proven service abruptly was not the appropriate path at this time.

Council Member Rodela asked why Mr. Stewart was not present tonight. Ms. Wells stated she did not explicitly invite him to attend the meeting.

Council Member Liz Rice MOVED that City Council approve a contract with DLS Consulting, Inc. in the amount of \$100,000 and authorize the City Administrator to sign the contract.

Council Member Scott L. Smith SECONDED the motion.

City Administrator Wells confirmed the Transportation Utility Fee would indeed expire in fiscal year 2028 when the bonds, initially funding the city's road projects, are set to expire.

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>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion carried 4:1

Mayor Bills stated she would like to look at the grant administrator position as part of discussions of the next fiscal year budget. Council Members Campbell and Rice supported that idea.

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: Road Striping Bid Award General City Management

Chris Trusty, City Engineer/Public Works Director

The City Council will consider awarding a bid for the City's annual road striping project.

Assistant Public Works Director Murdoch presented the annual road striping bid. Streets included in this year's project are Highland Boulevard, Canal Boulevard, Parkway West, 10100 North near Lone Peak High School, Ridgeview, Featherstone, Park Drive to Viewpoint, and the City Hall parking lot. One bid was received from RoadSafe Traffic Systems, Inc., in the amount of \$50,173.20.

Council Member Scott L. Smith MOVED that City Council approve the bid for the annual striping project to RoadSafe Traffic Systems, Inc in the amount of up to \$50,173.20.

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

6. COMMUNICATION ITEMS

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

a. Community Sign Policy Discussion

Brittney Bills, Mayor

Rob Patterson, City Attorney/Planning & Zoning Administrator

Mayor Bills and City Attorney/Planning & Zoning Administrator Patterson led a discussion on the city's current temporary community sign policy, which was prompted by the deteriorating appearance of banners and T-post signs at the community center. Mr. Patterson summarized the existing policy as informal and largely discretionary: he approves temporary, non-commercial signs for community events, but there are no defined locations, no limits on quantity or duration, and no specifications for sign condition. He noted practical problems including T-post signs damaging lawn mowers and tires, sprinkler interference, wind damage causing signs to droop, and signs not being removed promptly after events.

Mr. Patterson outlined four options: ban temporary signs entirely, maintain the status quo, provide clearer administrative guidelines, or establish permanent sign structures in designated locations around the city. Staff expressed a preference for the permanent structure option, which would create a set number of known locations maintained by the city, eliminating the issues caused by ad hoc sign placement.

Council Members Smith, Cortney, and Campbell all expressed support for the permanent sign approach. Council Member Campbell also expressed enthusiasm for an electronic sign specifically at the community center, noting that a well-designed electronic sign communicates civic investment in community events. Council Member Rice agreed that electronic signs are more attention-getting than static panels, though she also acknowledged the price point. Council Member Rodela noted concerns about defining what qualifies as a "community event" and the risk that for-profit organizations could use community sign space for commercial advertising. She expressed a preference for the style of permanent sign used by Alpine City rather than an electronic display, which she felt was inconsistent with Highland's character.

City Administrator Wells noted that electronic signage had created administrative and maintenance challenges in her prior experience with another city, and recommended that permanent physical signs be piloted first, with electronic signs potentially explored as a future budget item.

The Council reached general consensus to have staff—including Events Coordinator Brooke Boyd—research sign options and examples from other cities, develop a clearer definition of qualifying community events, and return with a proposed policy and sign design options. Council Member Cortney noted he would address sign tidiness and Arts Council affiliation criteria at the Arts Council Board meeting the following day.

b. Chamber of Commerce Update

Liz Rice, Council Member

Council Member Rice provided a brief update, noting that one of her roles with the Highland Chamber of

Commerce is delivering welcome bags to new residents on behalf of the city. She invited any Council Members who wished to join her on future deliveries to do so, describing it as a meaningful way to connect with new community members.

c. Community Development Update (Current Projects)

Rob Patterson, City Attorney/Planning & Zoning Administrator

City Attorney/Planning & Zoning Administrator Patterson reported that the Sky Estates assisted living project, which had been scheduled for Planning Commission review, was postponed at the applicant's request and is anticipated to return to the Planning Commission in September, with Council consideration likely in October.

Mayor Bills noted a concern about the underutilized scoreboard at Heritage Park. Council Member Smith flagged a visibility hazard at the intersection of Oak Brook Drive and Canal Boulevard, where overgrown vegetation in the site triangle is obscuring sightlines for drivers exiting onto Canal Boulevard. City Administrator Wells confirmed that the city's code compliance officer had contacted the Ridgeview HOA regarding the issue and, if the HOA does not act, city staff would address the vegetation and bill the HOA for staff time.

City Administrator Wells announced that the city's annual resident survey had been distributed with utility bills and is open through the end of the month, with approximately 25 electronic responses already received. She also reported that American Fork City is conducting urgent repairs to a major pressurized irrigation line near the Greens at Highland Lift Station on North County Boulevard north of Caddie Lane, and that the adjacent trail user parking lot would be temporarily closed to accommodate staging of equipment. The issue is entirely within American Fork's system, but the Council was notified given the proximity to Highland infrastructure.

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 Liz Rice SECONDED the motion. All voted in favor and the motion passed unanimously.

The meeting adjourned at 8:58 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 September 1, 2026. This document constitutes the official minutes for the Highland City Council Meeting.

Stephannie B. Cottle, CMC, UCC
City Recorder

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

Fiscal Year: 2026-2027

Month: August 2026

Date	Vendor	Check #	GL Account	Amount	Description
8/4/2026	Rocky Mountain Power	4257	53-40-27	\$ 53,820.84	PI Booster Station Power
8/4/2026	Utah Local Governments Trust	4262	10-43-51, 21-43-81, 22-43-62, 24-43-81, 52-40-20, 53-40-20, 54-40-39, 55-40-33	\$ 52,828.84	FY27 Annual Property Insurance Premiums
8/4/2026	Utah Local Governments Trust	4263	10-43-51, 21-43-81, 22-43-62, 24-43-81, 52-40-20, 53-40-20, 54-40-39, 55-40-33	\$ 28,722.09	FY27 Annual Auto Insurance Premiums
8/4/2026	Utah Local Governments Trust	4264	10-43-51, 21-43-81, 22-43-62, 24-43-81, 52-40-20, 53-40-20, 54-40-39, 55-40-33	\$ 53,384.21	FY27 Annual Liability Insurance Premiums
8/11/2026	Rocky Mountain Power	4268	55-40-27	\$ 31,952.37	Culinary Power
8/11/2026	WM Corporate Services, Inc	4269	10-73-50	\$ 92,208.08	Solid Waste Hauling Contract
8/18/2026	Lone Peak Public Safety District	4272	10-54-31, 10-57-11, 10-57-31	\$ 526,657.66	August 2026 Public Safety Assessments
8/4/2026	North Pointe Solid Waste Dist.	39190	10-73-49	\$ 31,198.11	Solid Waste Tipping Fees
8/4/2026	Zions First National Bank	39212	30-40-56, 30-40-57, 30-40-58, 30-40-59	\$ 942,085.38	Series 2016 and Series 2020 Bonds Debt Service Payments
8/11/2026	Holbrook Asphalt Co.	39228	41-40-71	\$ 99,634.86	2026 Roads Maintenance Package
8/11/2026	VanCon	39240	40-40-76	\$ 403,889.40	Mitchell Hollow Trail
8/18/2026	Holbrook Asphalt Co.	39258	41-40-71	\$ 449,886.82	2026 Roads Maintenance Package



CITY COUNCIL AGENDA REPORT

ITEM #4a

DATE: September 15, 2026
TO: Honorable Mayor and Members of the City Council
PREPARED BY: Rob Patterson, City Attorney/Planning & Zoning Administrator
SPONSORED BY: Sploot Veterinary & Bloom Studio
SUBJECT: New Business Use Application - Small Animal Veterinary and Urgent Care Clinic
TYPE: Land Use (Legislative)

PURPOSE:

The City Council will consider the request to approve a new business use of Small Animal Veterinary and Urgent Care Clinic in the CR Zone.

STAFF RECOMMENDATION:

Staff recommends that the Council hold a public hearing, consider the request and any comments from the public and the applicant, and decide whether to allow the use as a permitted use.

PRIOR COUNCIL DIRECTION:

No prior direction.

BACKGROUND:

This application was filed by a potential new tenant for the building located in the CR zone, at 5406 W 11000 N, where Yummy Ice Cream Emporium was located. The potential new tenant is a small animal veterinary clinic and urgent care facility, Sploot Veterinary Care, represented by Heather Richards of Bloom Studio. Attached is the applicant's full narrative explaining their proposal, addressing the criteria for adding new business uses to a zone, and the concept site plan for the use. Sploot has summarized their proposed business as follows:

Sploot Veterinary Care is eager to lease this space for a new urgent and primary care clinic for small household pets. Sploot specializes in Urgent and Specialty care. With most vet clinics being fully booked, especially on weekends and after hours, Urgent and Specialty care are hard to find. Sploot expects to draw patients from across the metro area, even up to 15 miles out. Currently Veterinary Clinic is not an approved use in the CR Zone. However, we believe that Sploot will be a wonderful neighborhood addition that will be extremely valuable to the regional community. Sploot Veterinary Care offers Urgent and Primary care for household pets. Their business hours are daily from 8am-8pm, 365 days a year, and they would employ approximately 8 people on a given day. Sploot sees approximately 15 pet patients a day at their clinics.

The CR zone currently allows as permitted uses, "Doctor's office, dentist's office, pharmacy, physical therapy, optical shop or eye products, hearing center and sales," as well as "pet products and grooming." However, it does not specifically authorize veterinary services or even general medical uses.

Accordingly, staff determined that the use was not currently permitted, leading to Sploot's application.

Under the new process for reviewing proposed business uses, the Council may adopt an ordinance allowing the use either as a permitted or as a conditional use. This a legislative decision, so the Council may also decline to adopt an ordinance to allow the use. In evaluating whether to allow the proposed use, the Council may consider any law, fact, or policy relevant to deciding legislative zoning matters, including the following:

1. Compatibility of the proposed business use with the plain language of zoning regulations related to existing land uses, including restrictions or limitations on existing uses and relevant definitions;

The CR zone specifically allows certain human medical uses as well as pet products and grooming. It does not specifically list veterinary uses as prohibited.

2. Compatibility of the proposed business use with the intent and purpose of the potential zones;

The purpose of the CR zone is "to provide citizens with the services they need or desire to have in Highland City." Highland City currently has no veterinary clinics in operation, though one is under construction that is close to completion and opening located at 10272 North North County Blvd, across from Lone Peak High School. Highland allows pets and small animals in most residential areas. From anecdotal experience, Highland has numerous residents with animals who could benefit from having closer veterinary services, especially close emergency and urgent veterinary care services. It appears most adjacent veterinary services in adjacent cities do not provide full 7 day/week urgent care services, which means this business could fill a need for emergency pet care in Highland and surrounding communities.

3. Compatibility of the proposed business use with the General Plan;

The general plan designates this area as part of the overall Town Center, mixed use land use designation. The general plan describes the purpose of this designation as, "Neighborhood-scale retail, food services, and personal services that meet the daily needs of residents, with high-quality architecture and landscaping."

4. Compatibility of the proposed business use with the uses of adjacent properties within potential zones;

All adjacent properties are within the CR zone/Highland Mains or the C-1 zone to the south. The C-1 zone does allow general "medical offices" as a permitted use. Allowing veterinary services in the CR zone would be compatible with the overall commercial setting of this property.

5. The nature, scope, and impact of the proposed business use compared to existing or allowed uses;

As described, some human medical services and nonmedical pet services are both allowed within the CR zone. Adjacent existing uses include a dog salon/grooming business, restaurants, clothing store, real estate office, drug store, and wellness facilities.

6. Whether the proposed business use is expressly permitted in another zone;

No other zone specifically addresses this use, either as permitted or prohibited. However, in other zones such as C-1 or the Wild Rose PD where the under-construction vet clinic is located, medical uses as a general category are permitted, which has been interpreted to allow vet clinics as a type of medical use. In the CR zone, the specification of certain medical offices and uses being allowed, but not all "medical offices," indicated the intent to only allow some medical uses, which is why staff did not feel comfortable in approving this use for the CR zone.

7. Whether the proposed business use or a similar or aligned use is expressly prohibited by applicable land use regulations.

This use is not listed as an expressly prohibited use in any zone.

As a whole, staff believes the use is compatible with the goals, intent, and setting of the CR zone and supports approving the use for the CR zone. It should be noted that Sploot will provide urgent and emergency veterinary services. As such, it is their intent to operate on Sundays pursuant to the existing exception in [Municipal Code 5.04.180](#) for "hospitals/health care clinics/urgent care clinics," which exempts those businesses from the normal hours of operation and Sunday closure regulations. Council could discuss the applicant's interpretation of the code and potential conditions to the allowed use that restrict hours of operation.

FISCAL IMPACT:

No anticipated fiscal impact.

MOTION:

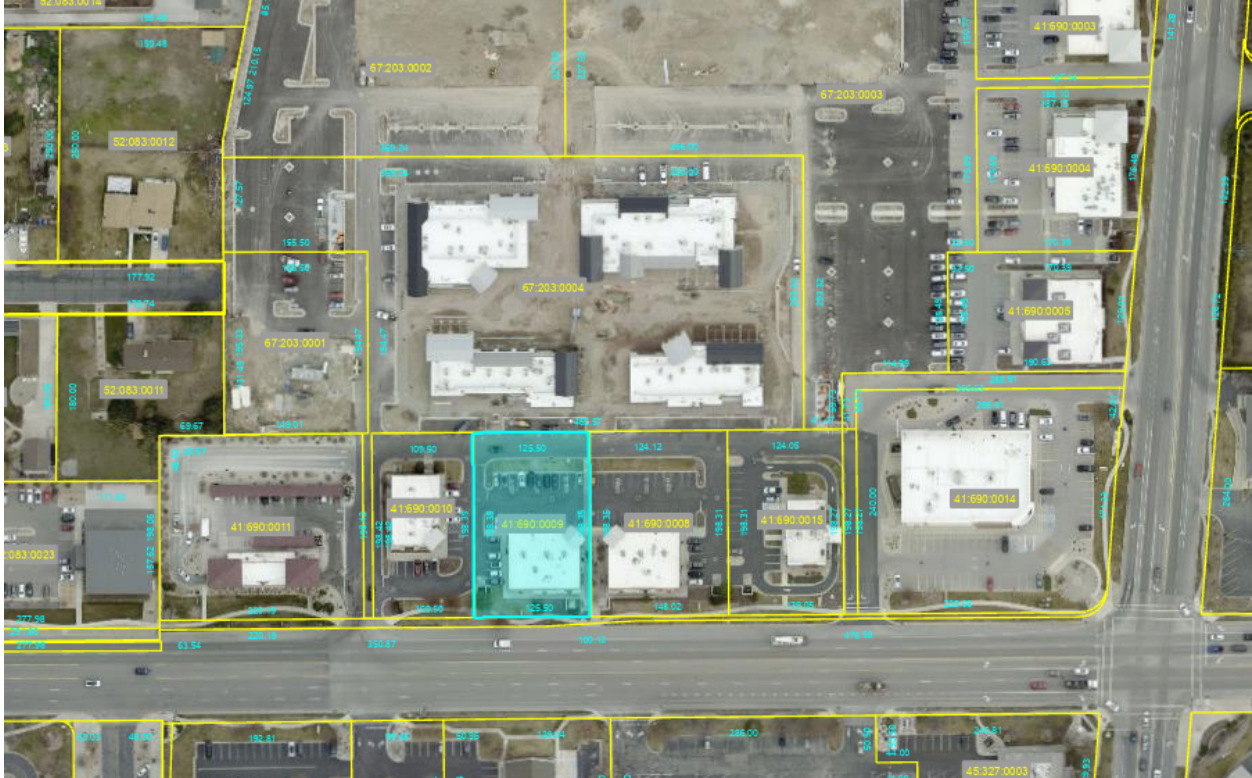
I move that City Council [ADOPT | REJECT] the proposed ordinance authorizing "Small Animal Veterinary Clinic and Urgent Care" as a permitted use within the CR zone.

[Council may specify changes to the proposed ordinance if desired. Council should specify any reasons for denial]

ATTACHMENTS:

1. VICINITY MAP
2. Sploot Highland Mains narrative_09_10_26
3. Ordinance - Small Animal Vet - CR Zone

VICINITY MAP
5406 W 11000 N





Use Determination – New Business Use proposal

Address: 5406 W 11000 N, Highland, UT 84003 Suite G-101
Date: September 10th, 2026
Project Name: Sploot Veterinary Care

Contact Information

Use Determination – New Business Use Representative:
Bloom Studio
989 Compass Drive
Erie, Colorado 80516
Contact Heather Richards heather@bloomstudiollc.com
Phone 303.505.7647

General Project Information/Summary

Current Property Existing Information

Property Zoning: Highland Mains – CR zoning
Use: Former tenant was a Yummy Ice Cream Emporium
Proposed Use: Small Animal Veterinary Clinic and Urgent Care

We propose that a Use by Special Review be granted for this property, as we firmly believe that Small Animal Veterinary Clinic and Urgent Care fits the intent of the CR zone in Highland.

The CR (Regional Commercial) Zone consists of a commercial development with an emphasis on large, destination-oriented commercial centers that serve both Highland residents and visitors, with a focus on higher-intensity retail, entertainment, and related commercial uses.

As noted in the following sections, the only uses allowed within the C-R Zone are as follows:

1. Retail food stores, grocery and meat markets, bakeries, organic food stores, and other similar food and beverage sales facilities.
2. Sports and Fitness Centers, day spa, dry cleaner and laundry, copy center, barber shop, beauty parlor.
3. Florist, doughnut shop, candy store, nut or cheese store, stamp and coin store, ice cream/yogurt parlor.
4. Convenience store, gas stations, freestanding fuel centers.
5. Banks or credit unions (not to exceed 10% of the total area of a contiguous zone or master planned commercial center).
6. Doctor's office, dentist's office, pharmacy, physical therapy, optical shop or eye products, hearing center and sales.
7. Restaurants, catering, delicatessen.
8. Department stores, variety stores, jewelry and watch stores, home furnishings and appliances, book stores, retail sale of clothing, shoes and accessories, sporting goods stores, office supplies and furnishing, hardware and home improvement, nursery or plant sales, craft and hobby supplies, new and re-manufactured auto-parts and accessories, electronics, rental and sale of DVDs, CDs, games and videos, wireless phone and related products, computer services/sales, pet products and grooming.
9. Gasoline islands, canopies, as an accessory use to a permitted use defined above. A gasoline island, canopy or any gasoline use that is not attached to the structure of the primary use shall be subject to specific additional requirements as outlined in 3-4370.
10. Car washes subject to specific additional requirements as outlined in 3-4377.
11. Shipping, mailing, pickup, and return centers not exceeding 2,500 square feet in area.
12. General retail not otherwise prohibited.
13. General office use, including, but not limited to, architects, engineers, contractors, real estate offices, property managers, mortgage and title offices; insurance offices, law offices, stock brokerages and investment advisors, advertising and sales offices, accounting and tax preparation offices.

Sploot Veterinary Clinic would propose allowing a **Small Animal Veterinary Clinic and Urgent Care** to utilize this property. Sploot specializes in Urgent and Specialty care. With most vet clinics being fully booked, especially on weekends and after hours, Urgent and Specialty care are hard to find. Sploot expects to draw patients from across the metro area, even up to 15 miles out. Sploot utilizes its unique business model to offer same day appointments for urgent care. Their hours are 8am-8pm daily, 365 days a year, making their business model one that not only supports local community, but attracts patients from regional areas to resolve health concerns with their pet. Many view pets as part of their family and prefer to have a vet nearby in case of an unexpected health issue, for both routine and urgent care. As such, residents in the vicinity of these places will experience greater peace of mind due to a New Business Use approval for this project. At the time of writing this narrative, the nearest Urgent or Emergency Care Veterinary clinic is over a 20 minute drive away – having an option available for immediate care that is close can often be the difference between life and death.

Additionally, it should be noted that Sploot Veterinary Care clinics provide care within a contained setting (indoor), where the level of noise is minimized. Sploot Veterinary Care's business model does not provide nor allow any overnight boarding, nor any exterior kenneling.

Sploot is considerate of the impacts of noise and odor which are mitigated by the following:

1. Sploot provides soundproofing measures including operational practices that reduce patient time in the clinic, dedicated canine and feline wards, soundproofing walls and floors and insulating ceilings.
2. Odor is minimized by waste containment and exhaust fans.
3. Sploot has proven models at other mixed-use clinic locations.

Compliance with Specific Criteria for Approval

1. Compatibility of the proposed business use with the plain language of zoning regulations related to existing land uses, including restrictions or limitations on existing uses and relevant definitions

The proposed business (Small Animal Veterinary Clinic and Urgent Care) is not specifically listed as a land use. However, a similar business type (Pet Products and Grooming) is specifically listed, as well as many approved Medical Uses (doctor offices, dentists, etc)

2. Compatibility of the proposed business use with the intent and purpose of the potential zones, and compatibility of the proposed business use with the General Plan

The proposed Urgent Care veterinary clinic is a regional-serving professional service that is compatible with planned commercial and mixed-use regional destination centers that are typically envisioned in local master plans for activity centers and corridors. The use supports Master Plan objectives by providing a regionally centered service close to residents, reducing vehicle miles traveled for pet care, and reusing existing building stock rather than requiring new greenfield development. As an interior reuse of an existing tenant space, the project reinforces Highland's goals for revitalization and incremental infill of established commercial areas.

3. The nature, scope, and impact of the proposed business use compared to existing or allowed uses

A Small Animal Veterinary Clinic and Urgent Care is a blend of other uses already permitted in this zone district – Pet Grooming, Doctor's Office, and Urgent Care

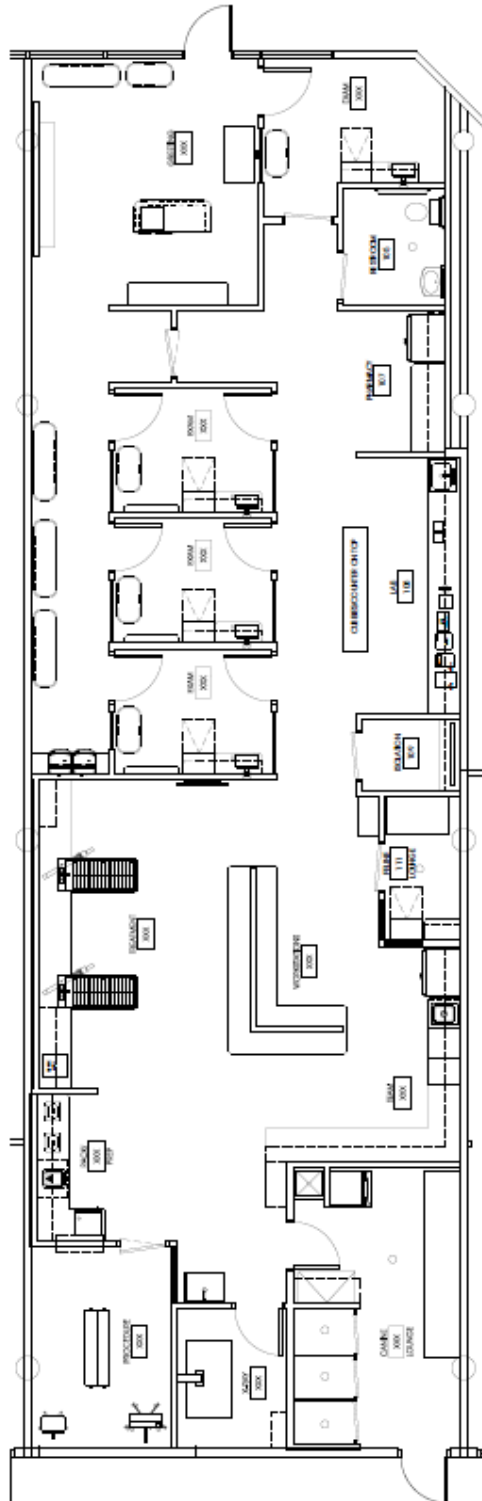
4. Whether the proposed business use is expressly permitted in another zone

It is not evident that a Veterinary Clinic nor Small Animal Veterinary Clinic and Urgent Care is an approved use in any zone district in Highland

5. Whether the proposed business use or a similar or aligned use is expressly prohibited by applicable land use regulations

The proposed veterinary clinic will utilize existing community facilities and services at levels comparable to other small office/medical tenants in the same zoning district. Police, fire, and EMS can continue to serve the site using existing response routes, and the use does not create unusual life-safety risks, hazardous materials loads, or crowd sizes that would exceed current service capabilities. Water, sewer, and solid-waste demands are modest and typical of a small health-care-type use, and can be fully accommodated by existing utility providers and collection services

Proposed Sploot Floor Plan
Approx. 2500 interior square feet



Sincerely,

Heather Richards.

Heather Richards, AIA
Bloom Studio

**AN ORDINANCE AMENDING HIGHLAND CITY DEVELOPMENT CODE RELATED TO A NEW
BUSINESS USE FOR PRIVATE DOG TRAINING AND RECREATION IN R-1-40 ZONE**

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

WHEREAS, Highland City has adopted regulations in accordance with state law to review petitions seeking to add new permitted business uses to a zone;

WHEREAS, in accordance with City Code and state law, the Highland City Council may adopt an ordinance to permit a new business use as a permitted or conditional use without the prior review or recommendation by the Planning Commission;

WHEREAS, the Highland City Council provided notice of and conducted a public hearing regarding the proposed new business use;

WHEREAS, the Highland City Council finds that this ordinance furthers the public welfare, is in the interest of the public, and does not negatively impact family health, stability, and formation.

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

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

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

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

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

ADOPTED AND PASSED BY THE CITY COUNCIL OF HIGHLAND CITY, UTAH,
this 15th day of September, 2026.

Brittney P. Bills
Mayor

ATTESTED:

Stephannie B. Cottle
City Recorder

Exhibit A

Amendments to Development Code

3-4351 Permitted Uses

1. As noted in the following sections, the only uses allowed within the C-R Zone are as follows:
 - a. Retail food stores, grocery and meat markets, bakeries, organic food stores, and other similar food and beverage sales facilities.
 - b. Sports and Fitness Centers, day spa, dry cleaner and laundry, copy center, barber shop, beauty parlor.
 - c. Florist, doughnut shop, candy store, nut or cheese store, stamp and coin store, ice cream/yogurt parlor.
 - d. Convenience store, gas stations, freestanding fuel centers.
 - e. Banks or credit unions (not to exceed 10% of the total area of a contiguous zone or master planned commercial center).
 - f. Doctor's office, dentist's office, pharmacy, physical therapy, optical shop or eye products, hearing center and sales.
 - g. Restaurants, catering, delicatessen.
 - h. Department stores, variety stores, jewelry and watch stores, home furnishings and appliances, book stores, retail sale of clothing, shoes and accessories, sporting goods stores, office supplies and furnishing, hardware and home improvement, nursery or plant sales, craft and hobby supplies, new and re-manufactured auto-parts and accessories, electronics, rental and sale of DVDs, CDs, games and videos, wireless phone and related products, computer services/sales, pet products and grooming.
 - i. Gasoline islands, canopies, as an accessory use to a permitted use defined above. A gasoline island, canopy or any gasoline use that is not attached to the structure of the primary use shall be subject to specific additional requirements as outlined in 3-4370.
 - j. Car washes subject to specific additional requirements as outlined in 3-4377.
 - k. Shipping, mailing, pickup, and return centers not exceeding 2,500 square feet in area.

1. General retail not otherwise prohibited.

m. General office use, including, but not limited to, architects, engineers, contractors, real estate offices, property managers, mortgage and title offices; insurance offices, law offices, stock brokerages and investment advisors, advertising and sales offices, accounting and tax preparation offices.

m.n. Small animal veterinary clinic and urgent care

2. If a proposed business use has not been expressly identified as a permitted, conditional, or prohibited use, a request to classify the proposed business use as an existing use or a petition to approve the proposed business use may be made in accordance with Chapter 3, Article 1 of this Code.



CITY COUNCIL AGENDA REPORT

ITEM #4b

DATE: September 15, 2026
TO: Honorable Mayor and Members of the City Council
PREPARED BY: Rob Patterson, City Attorney/Planning & Zoning Administrator
SPONSORED BY: Ty Ricks
SUBJECT: Ricks Subdivision - Parkway Detail Modification Request
TYPE: Land Use (Administrative)

PURPOSE:

The City Council will consider a request from Ty Ricks, developer of the Ricks Subdivision, to modify the requirements for the parkway detail required along 6800 West.

STAFF RECOMMENDATION:

Staff recommends that the Council consider the request, the City's goal of improving major corridors within the City with a parkway detail, and adjacent properties, and consider whether to grant some level of modification to the standard parkway detail requirements.

PRIOR COUNCIL DIRECTION:

No specific direction on this request.

BACKGROUND:

Highland City Code 3-621 requires developers to install and dedicate a parkway detail streetscape enhancement along certain major corridors, including 6800 West. The parkway detail is defined by a specific standard and adopted by the City Council (attached). It consists of a 29-foot wide streetscape, with a meandering sidewalk, water-wise/xeriscaped landscaping, and a masonry/concrete fence, all installed by the developer and dedicated to the City. The proposed Ricks subdivision is located generally at 9954 North 6800 West, and because it fronts onto 6800 West, the parkway detail is required for the 6800 West frontage.

The requirement to provide the parkway detail was noted and required as part of preliminary plat approval with Planning Commission. As Mr. Ricks has been working through the review process for final plat approval, staff has continued to require the dedication of the parkway, which staff has understood is not objectionable to Mr. Ricks. Staff has also continued to require the full improvement and landscaping of the parkway, including the installation of the 6-foot concrete or masonry fence. Mr. Ricks has objected to this requirement.

City Code 3-621(3)(a) authorizes the city council to "approve modifications to the parkway detail implementation in a specific area to address specific property or design constraints or to improve public use and connectivity, such as by widening roadways or adding multiuse trails." Importantly, Mr. Ricks has not requested a code change, nor has he filed a land use appeal. As such, the Council cannot waive the requirement to provide the parkway, because it is a code requirement, and state law requires cities to

comply with all mandatory provisions of their land use regulations. Utah Code 10-20-902(2): "A municipality is bound by the terms and standards of applicable land use regulations and shall comply with mandatory provisions of those regulations." The requirement to provide the parkway along 6800 West is a mandatory code requirement, which cannot be waived by the City Council without amending City code.

Instead, it is staff's understanding that Mr. Ricks is asking to modify the normal parkway improvement standard. His presentation regarding this request will be sent by separate email for review, as staff was not able to download it to add to the packet.

Staff has reviewed 6800 West. About 1/4 of the street has not been developed or was developed as a county parcel (likely prior to the City's incorporation). A little over half of the street has been developed within City-approved subdivision, most of which were done prior to 2006. These developments were not required to provide the parkway detail. However, the City began requiring the parkway beginning towards the end of 2005, and two of the major subdivisions along 6800 West each were required to provide the parkway detail. These include the Aspen Hollow subdivision on the south end of 6800 West near American Fork and Lehi, and High Valley Estates, which is the subdivision directly north and adjacent to Mr. Ricks' proposed development. The parkway along the Aspen Hollow subdivision was fully taken by the City a few years ago through an eminent domain negotiation as part of the 6800 West widening project, so that parkway no longer exists.

One other major subdivision was put in during this timeframe, Skyridge Estates, on the west side of 6800 West at ~9750 North. It is unclear why this subdivision was not required to provide the parkway. The history shows that the property was previously owned by Alpine School District, was sold by the School District after it was no longer needed for a new school, and there were several concept plans discussed and negotiated between the City and the developer before a rezone to R-1-30 and a development plan was approved.

Regardless, City code standards change over time, and new developments are required by state law and city code to comply with the standards in place at the time of application. All development in the City is inherently piecemeal. Sidewalks and roads are started by one development and only completed years or decades later when the adjacent owner decides to develop. The fact that the parkway standard has changed over time does not require the Council to disregard the standard. Further, Mr. Ricks' subdivision directly adjoins the City's existing parkway to the north, which reinforces that the parkway should be continued south through the new subdivision. However, staff understands that implementing the current parkway standard as approved by council in a limited area like this may require some flexibility to ensure continuity and harmonious development. Because of this, staff can support some modifications to the parkway detail standard, given the relatively small length of the development's 6800 West frontage and the overall goal to ensure the parkway along Mr. Ricks' subdivision harmonizes with the adjacent parkway to the north in High Valley Estates. The changes supported by staff are:

- A straight sidewalk, rather than a curving sidewalk
- A mix of traditional turf and water-wise/xeriscape landscaping to blend the existing and new parkway
- Owners of the lots be able to obtain maintenance agreements to maintain the parkway if desired, with the City responsible for watering/plant maintenance (Mr. Ricks has mentioned his desire to do more frequent weed maintenance and lawn mowing than is standard for the City.)

Staff believes that the fence and the approved landscaping should be installed with the development, as that ensures the parkway is completed and protected from modifications as future lot owners begin to

build homes on their properties.

OPTIONS

Staff believes that Council has some discretion in this administrative matter to make reasonable modifications to the parkway requirement. Based on record provided by the applicant and staff, staff could support approval, in part or total, or denial of the request, based on the Council's determination of whether 6800 West and the Ricks Subdivision have specific property and design constraints that warrant modifications or if the modifications are found to improve public use and connectivity.

Proposed Findings to Approve (In Part or Whole) (Approve some or all requests for modifications, as specified by the Council)

- The requested modifications are warranted due to the specific property constraints of the Ricks subdivision, as it has limited frontage on 6800 West.
- The Ricks subdivision adjoins two properties, one with a parkway and one without. The goal and need to harmonize and integrate the parkway with the adjacent parkway as well as the adjacent properties that were developed without parkways restricts the ability to design a cohesive parkway.
- Providing more consistency in sidewalk and parkway design, as specified herein, improves public use and connectivity.

Proposed Findings to Deny

- The requested modifications are not due to specific property or design constraints, as the adjacent development to the north provided a parkway detail, and this property is similarly situated.
- There are no extenuating circumstances or topography that require modification of the parkway detail.
- The proposed modifications do not improve public use and connectivity, but are rather developer's preference.

FISCAL IMPACT:

No specific fiscal impact. Whatever level of landscaping is required to be installed will be maintained by the City or, depending on the Council's approval, maintained by the lot owners, which can impact maintenance costs.

MOTION:

[Motion to Approve]

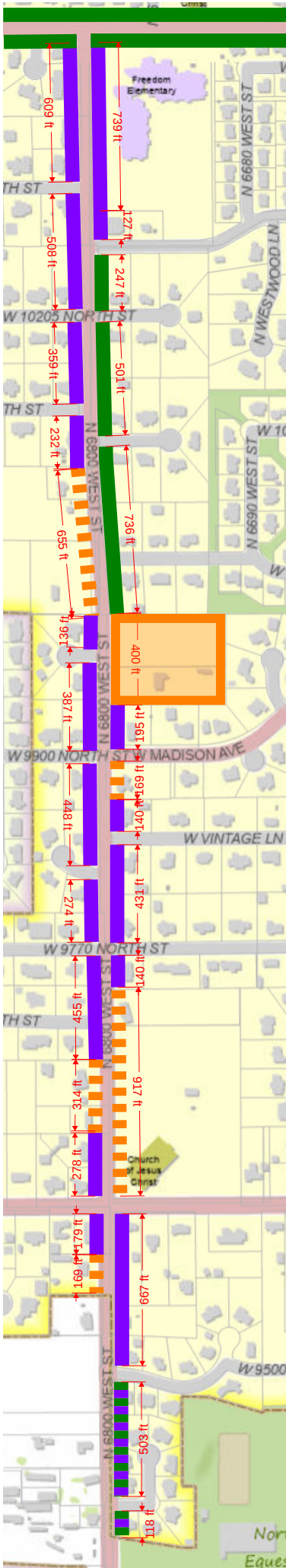
I move that the City Council approve the request for modifications and accept the proposed findings proposed by staff for approval, with the following modifications being approved [Council will need to specify what modifications are approved]

[Motion to Deny]

I move that City Council deny the request for modification and accept the proposed findings proposed by staff for denial.

ATTACHMENTS:

1. 6800 West Parkway Overview
2. Parkway Detail Standard
3. Ricks Final Plat - Proposed
4. Record of Decision - Ricks Pre Plat
5. Ricks Subdivision - Pre Plat - 1st Civil Review Comments - 2026.06.25



6800 West

~11,000 LF of frontage within Highland
 57.3% (6,300 LF) developed without Parkway
 19.1% (2,100 LF) developed with Parkway,
 though 620 LF of Parkway now removed
 23.6% (2,600 LF) not developed/not within
 City subdivision. Includes 400 LF of Ricks
 Subdivision about to be developed.

Property Within City-Approved Subdivision Without Parkway Detail

~6,300 LF within subdivision w/out parkway
 Includes ~740 LF along Freedom Elementary
 that appears similar to parkway

Property Within City-Approved Subdivision With Parkway Detail

~1,480 LF within subdivision w/out parkway
 Includes ~740 LF along Freedom Elementary
 that appears similar to parkway
 2 Different Subdivisions (3 total - see below)

Property Within City-Approved Subdivision With Parkway Detail - Parkway Removed With 6800 West Widening Project

~620 LF within Aspen Hollow subdivision that
 developed with parkway detail, but parkway
 was removed by City with road project

Property Not In Subdivision

~2,200 LF of property that may or may not be
 developed, but was not developed in Highland
 --Would provide parkway if developed now,
 though some are residential lots that will not
 develop, so no parkway will be provided

Property Being Subdivided

~400 LF of frontage (includes frontage that will
 be within future 56' wide road)

GENERAL NOTES:

1. THE PARKWAY IS DESIGNED AS A 29 FOOT WIDE STRIP WITH A 5 FOOT MEANDERING SIDEWALK, LANDSCAPING, AND FENCE.
2. THE LENGTH OF THE PARKWAY MUST BE XERISCAPE. THE PARKWAY PLANTING PLAN AND LAYOUT SHALL BE PROVIDED FOR REVIEW AS PART OF THE CITY PLAN APPROVAL PROCESS. DESIGN SHALL CONFORM TO CITY XERISCAPE STANDARDS FOUND IN THE LATEST DEVELOPMENT CODE. THE GROUND COVER IS REQUIRED TO BE 1-1/2" TO 2" SOUTHTOWN COBBLE WITH DEWITT PRO 5 WEED BARRIER FABRIC. THE TREES WILL BE SPACED AN AVERAGE OF 30 FEET APART AND NO CLOSER THAN 7.5 FEET FROM THE CURB OR THE FENCE.
3. ALL TREES WILL BE AT LEAST 2 INCH CALIPER BALL & BURLAP (B&B) AND BE PROPERLY STACKED. TREES WILL BE GUARANTEED BY THE DEVELOPER FOR 18 MONTHS AFTER PLANTING. TREE TYPES ARE TO BE APPROVED PER THE CITY TREE COMMITTEE LIST. ANY SUBSTITUTES MUST BE APPROVED BY HIGHLAND CITY.
4. THE BACK SIDE OF THE PARKWAY SHALL HAVE A 6 FOOT THEME WALL PER CITY DEVELOPMENT CODE. HEIGHT OF THE FENCE WILL BE MEASURED FROM THE SIDEWALK ELEVATION. FENCE IS OWNED AND MAINTAINED BY PROPERTY OWNER. TO BE PLACED ENTIRELY ON PROPERTY OWNER PROPERTY.
5. SIDEWALK SHOULD BE INSTALLED WITH GRADUAL CURVES IN A RANDOM, LESS STRUCTURED FORMAT.
6. THE PARKWAY SHALL BE GRADED AT A 2% SLOPE TOWARDS THE ROADWAY TO DIRECT ALL DRAINAGE TO THE ROAD/GUTTER.

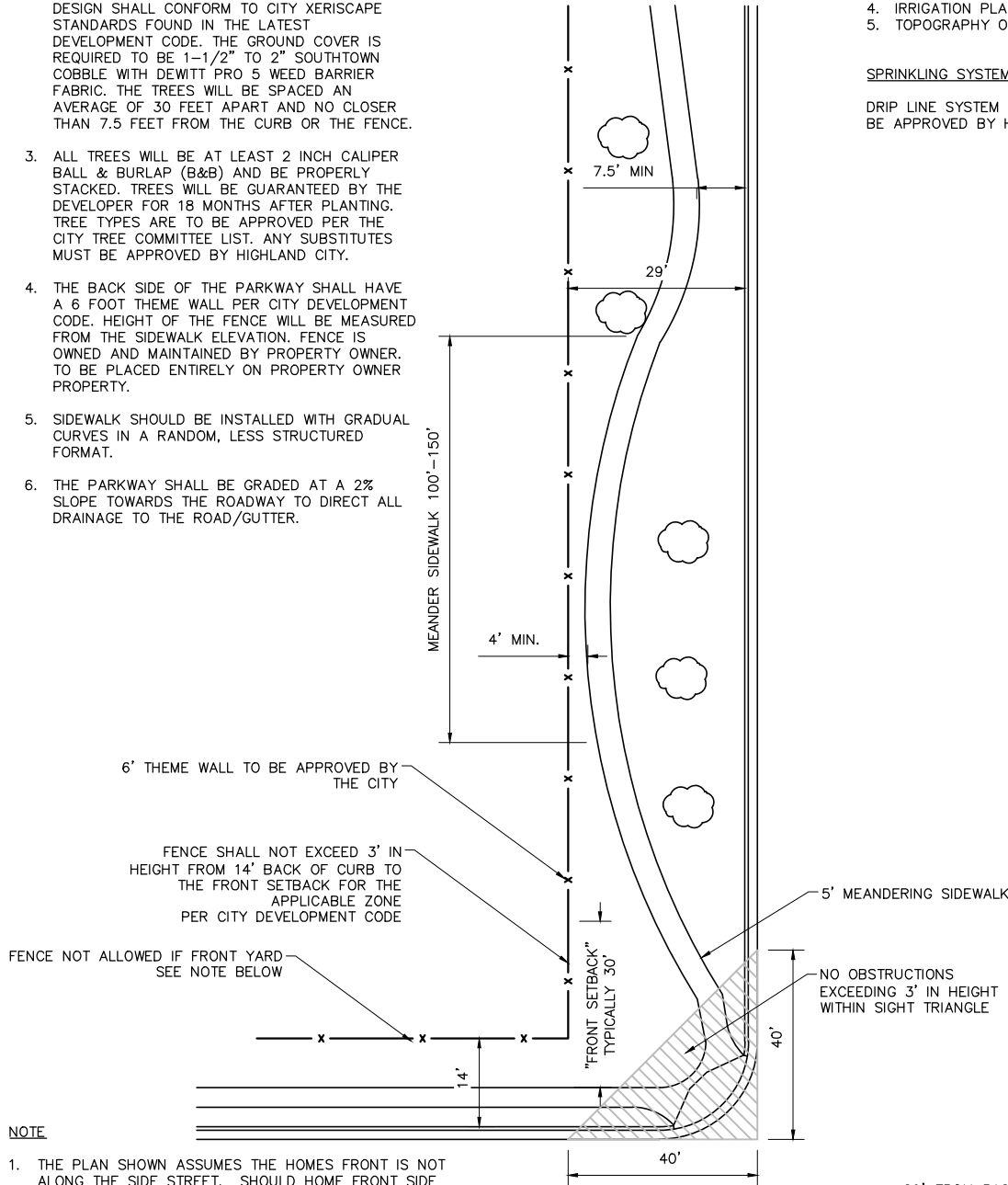
PARKWAY LANDSCAPING DETAIL PLAN

THIS PLAN WILL BE SUBMITTED BY THE DEVELOPER AT THE TIME OF PRELIMINARY SUBDIVISION APPROVAL AND WILL INCLUDE THE FOLLOWING:

1. THE PROPOSED LOCATION OF TREES WITH THE EXACT LOCATION TO BE APPROVED BY THE CITY INSPECTOR AT THE TIME OF PLANTING.
2. FENCE DESIGN INCLUDING MATERIALS.
3. SIDEWALK DESIGN.
4. IRRIGATION PLAN.
5. TOPOGRAPHY OF PARKWAY.

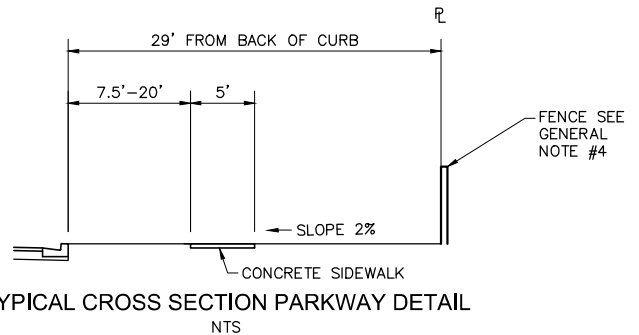
SPRINKLING SYSTEM

DRIP LINE SYSTEM SPECIFICATION AND LOCATIONS ARE TO BE APPROVED BY HIGHLAND CITY STAFF.



NOTE

1. THE PLAN SHOWN ASSUMES THE HOMES FRONT IS NOT ALONG THE SIDE STREET. SHOULD HOME FRONT SIDE STREET A FENCE IS NOT ALLOWED ON THE SIDE STREET PER CITY DEVELOPMENT CODE.



TYPICAL CROSS SECTION PARKWAY DETAIL
NTS

STATEMENT OF USE
THIS DOCUMENT AND ANY ILLUSTRATIONS HEREON ARE PROVIDED AS STANDARD CONSTRUCTION DETAILS WITHIN HIGHLAND CITY. DEVIATION FROM THIS DOCUMENT REQUIRES APPROVAL OF HIGHLAND CITY. HIGHLAND CITY CORP. CAN NOT BE HELD LIABLE FOR MISUSE OR CHANGES REGARDING THIS DOCUMENT.

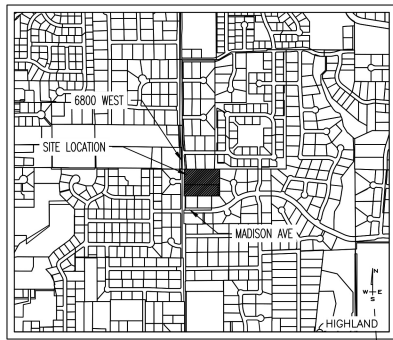
CHECKED BY: AJS
BY APR. DATE
LAST UPDATED: 12/7/2023



HIGHLAND CITY
PUBLIC WORKS AND ENGINEERING
PARKWAY LANDSCAPE DETAIL

STD DWG #

ST-07



- LEGEND**
- PLAT CORNER
 - LOT CORNER
 - SECTION CORNER MONUMENT (NTS)
 - CALCULATED POINT (NOT SET)
 - PLAT BOUNDARY LINE
 - LOT LINE
 - ROAD CENTERLINE
 - SETBACK LINE
 - PUBLIC UTILITY EASEMENT (PUE) & MUNICIPAL UTILITY EASEMENT (MUE)
 - QUARTER SECTION LINE
 - PUBLIC ROW DEDICATED TO HIGHLAND CITY, 0.82 ACRES (35,558 SQ. FT.)

- NOTES:**
- 70% OF THE FRONT YARD LANDSCAPING SHALL BE INSTALLED BY THE HOMEOWNER WITHIN ONE YEAR AFTER RECEIVING A CERTIFICATE OF OCCUPANCY.
 - LANDSCAPING AND CONSTRUCTION MATERIALS OF ANY TYPE ARE NOT PERMITTED UPON OR WITHIN THE STREET, CURB AND GUTTER, OR SIDEWALK (STREET RIGHT-OF-WAY) WITH THE EXCEPTION OF THE PARK STRIP WHICH REQUIRES 75% TO BE LANDSCAPED WITH XERISCAPE OR WATER-WISE METHODS. LAWN IS NOT PERMITTED WITHIN PARK STRIPS.
 - A FENCE THAT ADJUTS OPEN SPACE OR A TRAIL HAS ADDITIONAL RESTRICTIONS OF SIZE AND OPACITY. FENCES ALONG OPEN SPACE OR A TRAIL MUST COMPLY WITH HIGHLAND CITY ORDINANCES. ALL FENCES REQUIRE A FENCE PERMIT PRIOR TO INSTALLATION. IN ADDITION, RETAINING WALLS ARE REGULATED BY ORDINANCE AND MAY REQUIRE A PERMIT PRIOR TO CONSTRUCTION.
 - HIGHLAND CITY ORDINANCES RESTRICT HEIGHT OF FOUNDATION ABOVE CURB. IT IS THE RESPONSIBILITY OF THE BUYER TO CONTACT THE CITY PRIOR TO PURCHASING ANY LOT. THIS RESTRICTION APPLIES TO ALL LOTS IN THE SUBDIVISION.
 - MUNICIPAL UTILITY EASEMENTS (MUE) AREA DEDICATED TO HIGHLAND CITY AND INCLUDE PERMITTED USES AS PER UTAH CODE ANNOTATED 10-9a-103(40).
 - THE PUBLIC UTILITY EASEMENT (PUE), MUNICIPAL UTILITY EASEMENT (MUE) AND SIDEWALK EASEMENT CORRIDOR AS HEREON SHOWN SHALL INCLUDE THE RIGHT OF UTILITY PLACEMENT IN CONFORMANCE WITH HIGHLAND CITY UTILITY FRANCHISE AGREEMENTS AND STATE OF UTAH CODE GOVERNING PUBLIC UTILITY EASEMENTS. HIGHLAND CITY IS GRANTED THE RIGHT FOR CONSTRUCTION, PLACEMENT, MAINTENANCE, REPLACEMENT, AND OTHER INCIDENTAL APPURTENANT PARTS THERETO FOR CITY UTILITY AND ACTIVE TRANSPORTATION FACILITIES INCLUDING STREET SIGNAGE, STREET LIGHTS, PLACEMENT OF SIDEWALKS AND OTHER FORMS OF ACTIVE TRANSPORTATION FACILITIES. EASEMENT RIGHTS DEFINED HEREON SHALL INCLUDE REASONABLE ACCESS TO THE GRANTOR'S PROPERTY FOR THE ALLOWABLE PURPOSES.
 - BUILDING SETBACKS SHOWN HEREON REPRESENT THE ZONING REGULATIONS AT THE TIME OF PLAT APPROVAL. BUILDING SETBACKS WILL BE ENFORCED BY CITY OFFICIALS AS PER THE CITY ORDINANCES AND CODES IN PLACE AT THE TIME OF BUILDING PERMIT ISSUANCE.
 - PROJECT ZONE & ALL ADJOINING PARCEL ZONES IS R-1-40

INDIVIDUAL LOT GRADING NOTES:

- AN INDIVIDUAL LOT GRADING PLAN IS REQUIRED FOR EACH LOT PRIOR TO BUILDING APPROVAL.

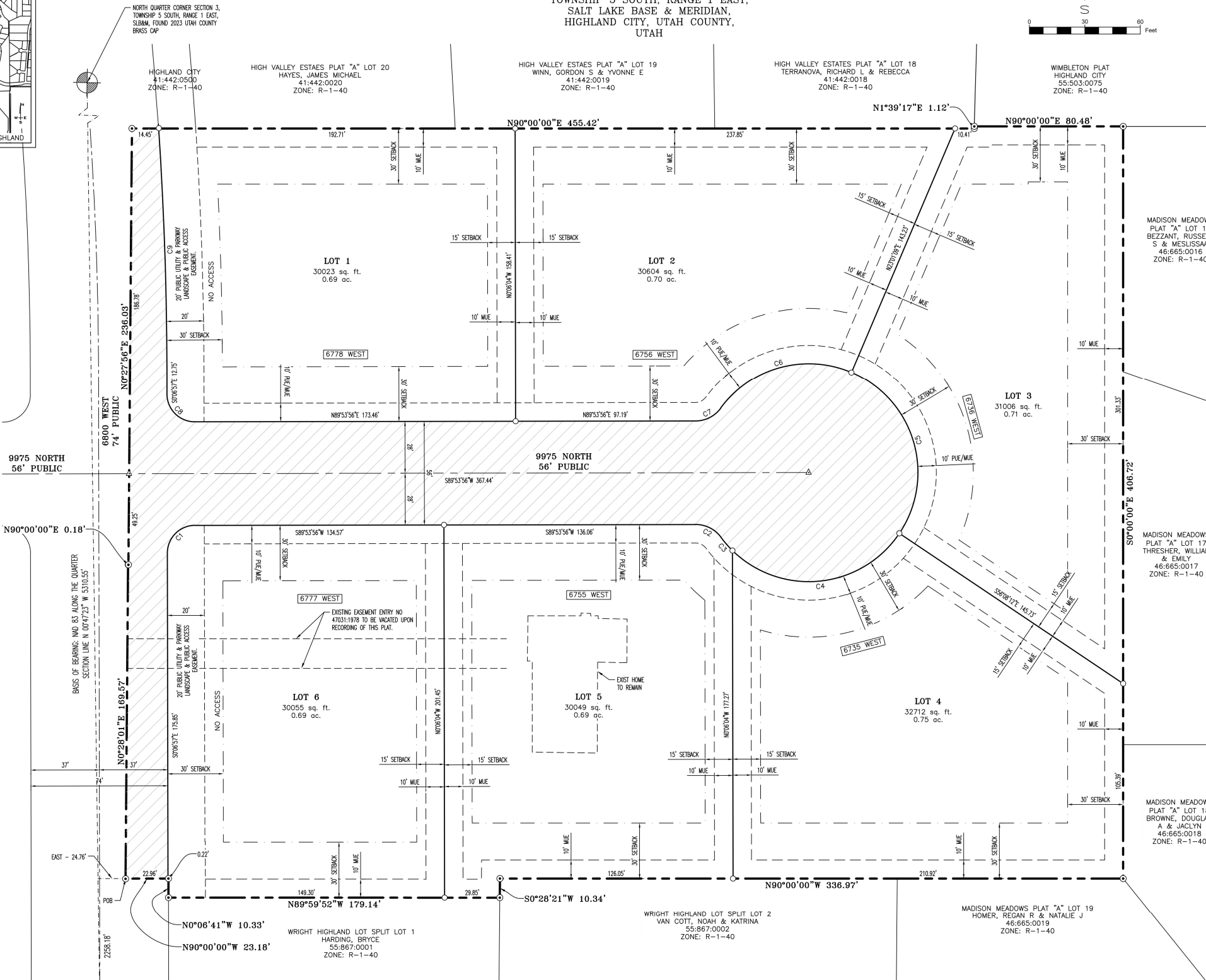
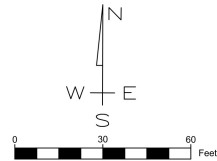
OWNER:
JHL HOLDINGS LLC
6756 W 10050 N, HIGHLAND, UT
801-874-6280



Office: (801) 377-1790 Fax: (801) 377-1789
578 East 770 North, Orem UT 84097

RICKS SUBDIVISION PLAT "A"

LOCATED IN THE SOUTHEAST QUARTER OF SECTION 3,
TOWNSHIP 5 SOUTH, RANGE 1 EAST,
SALT LAKE BASE & MERIDIAN,
HIGHLAND CITY, UTAH COUNTY,
UTAH



MADISON MEADOWS
PLAT "A" LOT 16
BEZZANT, RUSSELL
S & MESLISSAA
46:665:0016
ZONE: R-1-40

MADISON MEADOWS
PLAT "A" LOT 17
THRESHER, WILLIAM
& EMILY
46:665:0017
ZONE: R-1-40

MADISON MEADOWS
PLAT "A" LOT 18
BROWNE, DOUGLAS
A & JACLYN
46:665:0018
ZONE: R-1-40

WRIGHT HIGHLAND LOT SPLIT LOT 2
VAN COTT, NOAH & KATRINA
55:867:0002
ZONE: R-1-40

MADISON MEADOWS PLAT "A" LOT 19
HOMER, REGAN R & NATALIE J
46:665:0019
ZONE: R-1-40

ENBRIDGE GAS - UTAH:

QUESTAR GAS COMPANY, dba ENBRIDGE GAS UTAH ("ENBRIDGE"), HEREBY ACCEPTS THE VACATION OF THE EXISTING EASEMENT & RIGHT OF WAY BEING KNOWN AS ENTRY NO. 47031:1978 AS SHOWN HEREON THIS PLAT.

QUESTAR GAS COMPANY
dba ENBRIDGE GAS UTAH

APPROVED THIS _____ DAY OF _____, 20____

BY- _____
TITLE- _____

SURVEYOR'S CERTIFICATE

I, JAXON T. BROWN, DO HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR. AND THAT I HOLD LICENSE NO. 13513878 IN ACCORDANCE WITH TITLE 58, CHAPTER 22 OF THE PROFESSIONAL ENGINEERS AND LAND SURVEYORS LICENSING ACT, UTAH CODE ANNOTATED, 1953 AS AMENDED. I FURTHER CERTIFY BY AUTHORITY OF THE OWNERS, I HAVE MADE A SURVEY OF THE TRACT OF LAND SHOWN ON THIS PLAT AND DESCRIBED BELOW IN ACCORDANCE WITH SECTION 17-73-504, AND HAVE SUBDIVIDED SAID TRACT OF LAND INTO LOTS, BLOCKS, STREETS, AND EASEMENTS AND THE SAME HAS BEEN CORRECTLY SURVEYED AND STAKED ON THE GROUND AS SHOWN ON THIS PLAT AND THAT THIS PLAT IS TRUE AND CORRECT.

BOUNDARY DESCRIPTION

A RESIDENTIAL SUBDIVISION OF LAND SITUATE IN THE SOUTHEAST QUARTER OF SECTION 3 TOWNSHIP 5 SOUTH, RANGE 1 EAST, SALT LAKE BASE & MERIDIAN, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

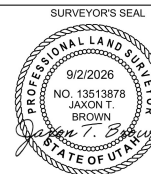
BEGINNING AT A POINT LOCATED 2258.18 FEET N 00°47'23" W ALONG THE QUARTER SECTION LINE AND 24.76 FEET EAST FROM THE SOUTH QUARTER CORNER OF SAID SECTION 3, AND RUNNING THENCE N 00°28'01" E 169.57 FEET, THENCE N 90°00'00" E 0.18 FEET, THENCE N 00°27'56" E 236.03 FEET TO A POINT ON THE WESTERLY EXTENSION OF THE SOUTHERLY BOUNDARY OF HIGH VALLEY ESTATES PLAT "A", ON FILE IN THE OFFICE OF THE UTAH COUNTY RECORDER, THENCE ALONG THE BOUNDARY OF SAID HIGH VALLEY ESTATES PLAT "A" THE FOLLOWING TWO COURSES: 1) N 90°00'00" E 455.42 FEET, 2) N 01°39'17" E 1.12 FEET TO THE SOUTHERLY BOUNDARY OF WIMBLETON PLAT, ON FILE IN THE OFFICE OF THE UTAH COUNTY RECORDER, THENCE ALONG SAID BOUNDARY N 90°00'00" E 80.48 FEET TO THE WESTERLY BOUNDARY OF MADISON MEADOWS PLAT "A", ON FILE IN THE OFFICE OF THE UTAH COUNTY RECORDER, THENCE S 00°00'00" W 406.72 FEET ALONG THE BOUNDARY OF SAID MADISON MEADOWS PLAT "A", THENCE N 90°00'00" W 336.97 FEET ALONG THE BOUNDARY OF SAID MADISON MEADOWS PLAT "A" AND THE BOUNDARY OF THE WRIGHT HIGHLAND LOT SPLIT, ON FILE IN THE OFFICE OF THE UTAH COUNTY RECORDER, TO THE NORTHWEST CORNER OF LOT 2 OF SAID WRIGHT HIGHLAND LOT SPLIT, THENCE S 00°28'21" W 10.34 FEET ALONG THE WESTERLY LOT LINE OF SAID LOT 2, THENCE N 89°59'53" W 179.14 FEET TO EASTERLY RIGHT-OF-WAY OF 6800 WEST, THENCE N 00°06'41" W 10.33 FEET ALONG SAID RIGHT-OF-WAY, THENCE N 90°00'00" W 23.18 FEET TO THE POINT OF BEGINNING.

SAID RESIDENTIAL SUBDIVISION CONTAINS 5.05 ACRES (220,008 SQ. FT.) AND 6 LOTS.

Jaxon T. Brown
JAXON T. BROWN
PLS 13513878

9/2/2026

DATE:



OWNER'S DEDICATION

KNOW ALL BY THESE PRESENTS THAT WE, ALL THE UNDERSIGNED OWNERS OF ALL THE PROPERTY DESCRIBED IN THE SURVEYOR'S CERTIFICATE HEREON AND SHOWN ON THIS PLAT, HAVE CAUSED THE SAME TO BE SUBDIVIDED INTO LOTS, BLOCKS, STREETS, AND EASEMENTS AND DO HEREBY DEDICATE THE STREETS AND OTHER PUBLIC AREAS AS INDICATED HEREON FOR THE PERPETUAL USE OF THE PUBLIC.

IN WITNESS WHEREOF WE HAVE HEREUNTO SET OUR HANDS THIS _____ DAY OF _____, A.D. 20____.

JHL HOLDINGS LLC

PRINT: _____ SIGNED: _____
MANAGER MANAGER

CORPORATE ACKNOWLEDGEMENT

STATE OF UTAH } s.s.
COUNTY OF UTAH }
THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 20____, BY _____, WHO PERSONALLY APPEARED BEFORE ME, WHO BEING DULY SWORN OR AFFIRMED, DID SAY THAT HE/SHE IS THE _____ OF ARROWHEAD SPRINGS DEVELOPMENT, LLC, AND THAT THE WITHIN AND FOREGOING INSTRUMENT WAS SIGNED IN BEHALF OF SAID COMPANY, AND IN HIS/HER CAPACITY AS _____ OF ARROWHEAD SPRINGS DEVELOPMENT, LLC.

MY COMMISSION NUMBER: _____ SIGNED: (A NOTARY PUBLIC COMMISSIONED IN UTAH)

MY COMMISSION EXPIRES: _____ PRINT NAME OF NOTARY
NOTARY PUBLIC SEAL

ACCEPTANCE BY LEGISLATIVE BODY

HIGHLAND CITY, COUNTY OF UTAH, APPROVES THIS SUBDIVISION AND HEREBY ACCEPTS THE DEDICATION OF ALL STREETS, EASEMENTS AND OTHER PARCELS OF LAND INTENDED FOR PUBLIC PURPOSES FOR THE PERPETUAL USE OF THE PUBLIC.

THIS _____ DAY OF _____, A.D. 20____,

APPROVED: _____ ATTEST: _____
CITY MAYOR CLERK-RECORDER

APPROVED: _____ APPROVED: _____
CITY ENGINEER COMMUNITY DEVELOPMENT DIRECTOR

HIGHLAND CITY ATTORNEY

APPROVED THIS DAY _____, A.D. 20____, BY THE SALEM CITY PLANNING COMMISSION

HIGHLAND CITY ATTORNEY

RICKS SUBDIVISION PLAT "A"

FINAL PLAT

LOCATED SOUTHEAST QUARTER OF SECTION 3, TOWNSHIP 5 SOUTH,
RANGE 1 EAST, SALT LAKE BASE & MERIDIAN,
HIGHLAND, UTAH COUNTY, UTAH
SCALE 1" = 30'
SHEET 1 OF 2

CITY ENGINEER SEAL CITY RECORDER SEAL UTAH COUNTY RECORDER SEAL



RECORD OF DECISION

Preliminary Plat Approval

July 6, 2026

Ty Ricks/JHL Holdings LLC
6756 W 10050 N
Highland, UT 84003
builtstuff@gmail.com

Case No: PP-26-01

Dear Applicant:

On June 30, 2026, the Highland City Planning Commission considered your application for preliminary plat approval for a six-lot subdivision known as Ricks Subdivision Plat "A" Preliminary Plat. The Planning Commission APPROVED the preliminary plat submitted June 18, 2026, subject to the following conditions and stipulations:

1. The boundary adjustment and acquisition of property from Lot 1, Wright Highland Lot Split, shall be completed prior to recordation of the final plat.
2. Approval of the preliminary plat does not constitute approval of subdivision improvement plans or a final plat for this development. These items shall be submitted by the applicant in accordance with City development code and design standards pursuant to the preliminary plat approval. With such submittals, all review comments provided by City staff to the applicant on June 25, 2026, related to the preliminary plat and preliminary utility plans must be corrected, and all submittals must otherwise conform to current city standards and requirements

The findings and related materials supporting this approval are found in the June 30, 2026, Staff Report, which findings were adopted by the Planning Commission. Additional discussion regarding the findings and decision can be reviewed in the recording of the June 30, 2026, Planning Commission meeting, available on the City's website or the Utah Public Notice website.

This approval is authorization for you to proceed with preparation of the final plat and final subdivision improvement plans. Preliminary plat approval is valid for one year from the date of approval. A complete application for final plat and final subdivision improvement plans for the entire subdivision or for at least the first phase of a phased development must be submitted and applied for prior to the expiration date. Additionally, for phased developments, preliminary plats expire five years after initial approval, so final plats for all phases must be applied for within such time. Phasing is to be indicated and approved at the time of the initial preliminary plat approval.

Based upon project communication to date, the City has not approved a phase plan and currently does not anticipate you intending to phase this project. Please notify us immediately if a misunderstanding has occurred and you desire to phase this project.

Extensions may be available but must be applied for prior to the expiration date. Failure to comply with these deadlines shall cause this approval to expire, the approved preliminary plat and associated vested development rights to become void, and you will be required to reapply for preliminary plat approval and pay all associated fees. This approval does not bind the City to a future approval if an expiration occurs. If approvals expire, any new application or reapplication will be reviewed for compliance with all applicable land use regulations in place at the time of application.

The City does not send reminder notices or other notification of pending expiration dates. It is the applicant's responsibility to either comply with all expiration dates or to request an extension prior to the expiration date. The expiration date for this approval is June 30, 2027.

HIGHLAND CITY

Robert A. Patterson
City Attorney
Planning & Zoning Administrator



DRC REVIEW COMMENTS
Ricks Subdivision – Pre Plat
1st Civil Review: 25-June-2026

General Comments:

1. These review comments complete Review Cycle **1 of 4**. Fees paid for final plat and subdivision improvement plan review cover only two review cycles. Additional fees are required prior to beginning the 3rd review.
2. Provide Highland general notes on each representative page, and the appropriate Highland standard details.
3. Provide a geotechnical report for the site. This must include a percolation study conducted per Highland City Standards.
4. Provide a drainage report to show that the site grading and drainage conforms with the Highland City Design Guidelines.
5. Provide landscape and planting plans for the site. See notes on preliminary site plan regarding parkway landscaping and sprinkler/PI installation.

Planning: Preliminary Plat

6. Legend should have line for PUE/MUE.
7. 20' easement for parkway detail (landscape and public access) to be provided along 6800 West. Parkway to be installed by developer – requires landscape and fence plan with future final plat and subdivision improvement plan submittal. See notes on preliminary site plan regarding parkway landscaping and sprinkler/PI installation.
8. Highland City has municipal utility easements along sides and rear of properties, and PUE/MUE along front property line. Correct typical label. See Drawing U04.
9. Missing road cross sections – 74' cross-section for 6800 W, and 56' cross-section for 9975 North
10. Missing standard city plat notes/conditions. See attached document (in checklist for subdivision submittal).
11. Missing PUE/MUE and setback diagram – Drawing U04.



12. Setbacks for street-side yards is 30' (front 30', street-side 30', interior side 15' rear 30') (this was corrected in updated plat).
13. SW corner of lot 6 shows rear/side setback inaccurately (this was corrected in updated plat).
14. Addresses for each lot to be added with final plat.
15. Locate and show ROW and easements disclosed in title report exceptions 19 & 20 or confirm that easements do not affect subdivision.

Exception 19. Any easements and/or rights of way for the water distribution system and appurtenances of the Lehi Irrigation Company, American Fork Irrigation Company and/or the State of Utah Board of Water Resources, as the same may be found to intersect the herein described property, as disclosed by various instruments of record, including that certain Conveyance of Easement, and the terms and conditions thereof. Recorded: November 9, 1956 Entry No.: 15993 Book/Page: 729/359. And Easement to use Distribution System: Recorded: October 26, 1970

Exception 20. Right of Way and Easement Grant, and the terms and conditions thereof: Grantee: MOUNTAIN FUEL SUPPLY COMPANY Purpose: A right of way and easement to lay, maintain, operate, repair, inspect, protect, remove and replace pipelines, valves, valve boxes and other gas transmission and distribution facilities Recorded: November 21, 1978 Entry No.: 47031 Book/Page: 1699/306

Sheet 1.00 (Site Plan):

16. Show street/stop signs.
17. Show Highland City Conduit banks (Standard U-02).
18. Show Street lights (Standard U-03,05,06).
19. Relocate/align crosswalk on north side of 6800 West to proper direction and location.

Sheet 2.00 (Preliminary Grading Plan):

20. Show existing contours.



HIGHLAND CITY

21. Provide cross sections to show grading between proposed lots and existing lots on the north, east and south boundary.
22. Show pad or finished floor elevations for future building lots.
23. Sumps need to be installed in the correct order.
24. Depending on the drainage calculations, sumps 1 and 2 do not necessarily need to be connected.

Sheet 3.00 (Preliminary Utility Plan):

25. Show culinary Hot Tap on 6800 W.
26. Straighten and shorten culinary service to lot 4. Cleanout is not allowed.
27. Field verify PI main line size before purchasing hot tap saddle.
28. The PI hot tap must be at least 3' away from the existing hot tap valve going west.
29. Avoid bends in Sewer laterals in roadway.
30. May need to extend Sewer manhole to the east to have better lateral alignment for lots 3&4.
31. SS manholes to be 5'-0 diameter.
32. Powerlines within subdivision to be undergrounded from 6800 West.
33. Utility plan does not show SW boundary of subdivision. Unclear if power lines in that area are within subdivision. If so, must be undergrounded.
34. Culinary water services are preferred to be located mid-lot.
35. Sump #2 is shown in very close proximity to the sewer line. To avoid unnecessary groundwater migration or trench flow in the sewer trench, the City requires that one or more trench dikes or "plugs" be installed along the sewer line adjacent to the sump. Please show that on the civil drawings.

Sheet 4.00 (Street Cross Sections):

36. Include proper Highland City Cross section details Standard ST-01 and ST-02.



HIGHLAND CITY

Please make all the necessary changes noted herein and resubmit, along with a comment response sheet, to Highland City. All submittals must include one full size (24 x 36) and two half size (11 x 17) hard copies of the plans. Please email the full electronic responses to rpatterson@highlandut.gov.

If you have any questions about these review comments, please call Rob Patterson at (801) 772-4506 for planning related comments and Nate Mecham at (801) 473-7017 for engineering and public works related comments.



CITY COUNCIL AGENDA REPORT

ITEM #5a

DATE: September 15, 2026
TO: Honorable Mayor and Members of the City Council
PREPARED BY: Rob Patterson, City Attorney/Planning & Zoning Administrator
SPONSORED BY: City Council
SUBJECT: Amendments to City Code Regarding Electric Bikes
TYPE: General City Management

PURPOSE:

The City Council will consider proposed amendments to city code that address new state regulations regarding E-Bikes and other similar devices.

STAFF RECOMMENDATION:

Staff recommends that the City Council adopt the proposed amendments.

PRIOR COUNCIL DIRECTION:

On May 19, 2026, the City Council received an update regarding new state laws regarding e-bikes. The Council discussed whether city codes and policies regarding e-bikes on trails and in parks should be updated with the state law, and directed staff to bring the item back for further discussion in a future meeting.

On July 21, 2026, the City Council discussed proposed changes and indicated support for allowing class 1 and class 2 e-bikes and similar devices on City sidewalks and trails, but prohibiting class 3 e-bikes.

BACKGROUND:

STATE LAW

Types of Equipment

- "Electric assisted bicycle" — e-bikes. Must have pedals, cranks, and be operable without electric motor, with motor limited to 750 watts. Divided into 3 classes.
- "Class 1 electric assisted bicycle" — low-speed pedal-assist. An e-bike that (a) provides assistance only when the rider is pedaling; and (b) ceases to provide assistance when the bicycle reaches the speed of **20 MPH**.
- "Class 2 electric assisted bicycle" — low-speed throttle-assist (no pedal use required, but pedals must be part of bike). An e-bike that (a) may be used exclusively to propel the bicycle; and (b) is not capable of providing assistance when the bicycle reaches the speed of **20 MPH**.
- "Class 3 electric assisted bicycle" — speed pedal-assist. An electric assisted bicycle equipped with a motor or electronics that (a) provides assistance only when the rider is pedaling (b) ceases to provide assistance when the bicycle reaches the speed of **28 MPH**; and (c) is equipped with a

speedometer.

- "Motor assisted scooter" — low-speed throttle-assist like class 2 electric assisted bicycle. A scooter with an electric motor that is designed for the ability to be propelled by human power alone, but can be operated by electric motor alone, with a maximum speed of **20 MPH**.
- "High power electric device" — all bikes/scooters/etc. that can exceed 20 MPH on electric motor alone, including e-bikes that have been modified to exceed manufacturer settings
- "Motor vehicle" — broad definition that includes cars, trucks, RVs, motorcycles, e-motorcycles, snowmobiles, and other conveyances

User Restrictions

- E-bikes and scooters are generally subject to normal rules applicable to bicycles
- Under 8: not allowed on roads
- 8-16:
 - CURRENT - cannot operate class 3 e-bikes at all, and if under 14, no e-bikes on roads without adult supervision
 - 2027 - can use e-bike and motor assisted scooters on roads under adult supervision or with certificate
- Over 16: can use e-bike on roads without supervision or certificate
- Helmets required for all users under 21

By default, state law allows all e-bikes and motor assisted scooters in locations where bicycles are allowed, unless the city chooses to restrict.

PROPOSED AMENDMENTS

Amends three sections of city code:

10.04.010

This section incorporated certain chapters or sections of state law. However, the state law that was incorporated was from 1997, and most of the state law chapters/sections have been repealed or renumbered. By and large, the City does not need to specifically adopt state law for it to be applicable within City boundaries. Accordingly, staff proposes repealing two of the outdated references. The third incorporates portions of the motor vehicle act, which is still applicable state law and includes the e-bike regulations. Staff recommends continuing to incorporate this law (with updated references), including its definitions, as those definitions are used in city regulations regarding motor vehicles and e-bikes.

10.08.010

This section previously prohibited motor/motor-driven cycles, snowmobiles, and recreational vehicles in City parks. This has been significantly revised to keep the previous prohibitions, be more generally applicable, and address and allow class 1 & 2 e-bikes. The new regulations provide:

- Operation of all vehicles and devices (includes motor vehicles, motorcycles, snowmobiles, golf carts, off-highway vehicles, recreational vehicles, bikes, e-bikes, scooters, etc.), in city parks, cemetery, open space, trail, path, or sidewalk must comply with city code, state law, and city signage
- Establishes a general rule that vehicles and devices cannot be operated in a park, cemetery, or open space, except within parking lots, vehicle accesses, and specifically designated park areas (bike park)

- Authorizes operation of non-motorized bicycles, class 1 and class 2 e-bikes, motor assisted scooters, and similar devices that are treated like bikes under state law on city trails, paths, and sidewalks.
- Specifically prohibits operation of class 3 e-bikes and other high power electric devices from being operated on city trails, paths, and sidewalks
- Allows the City to post signs in specific locations to further restrict usage if necessary

10.08.070

This section previously prohibited motor vehicles on city trails. Because that prohibition that is now covered by the amended 10.08.010 described above, this section is updated to address vehicles and devices on roadways

- Operation of all vehicles and devices (includes motor vehicles, motorcycles, snowmobiles, golf carts, off-highway vehicles, recreational vehicles, bikes, e-bikes, scooters, etc.), within city roadways/streets must comply with city code, state law, and city signage. This generally allows bikes, e-bikes (all classes), scooters, mopeds, e-motorcycles, etc. to operate on a city street so long as they comply with state law, (regulates age of operator, requirements to yield, safety devices, car registration, standard traffic control regulations, etc.), and so long as they comply with city code, which specifically regulates golf carts and off-highway vehicles on city streets.
- Distinguishes between roadway and sidewalk operation, and points to 10.08.010 (above) regarding operation of vehicles and devices on city sidewalks.

These proposed amendments reflect staff's understanding of the Council's direction, which was to allow class 1 and 2 e-bikes on sidewalks and trails, but prohibit class 3 e-bikes and similar high power electric vehicles on sidewalks and trails. They clarify and continue the previous prohibitions on motor vehicles in park spaces, and continue to allow bikes and similar devices on city streets as they have always been allowed, but ensure that state law requirements and user restrictions (yielding, compliance with traffic code, safety measures, age of driver for different types of equipment, etc.) are followed. And rather than creating new safety or use regulations, the proposed regulations simply point to state law.

FISCAL IMPACT:

Minor fiscal impact from changes with new signage for parks and trails.

MOTION:

I move that the City Council adopt the proposed regulations regarding electric bicycles and other vehicles and devices on city property.

ATTACHMENTS:

1. Ordinance - E-Bike Regulations

AN ORDINANCE AMENDING REGULATIONS FOR OPERATION OF MOTOR VEHICLES, ELECTRIC BIKES, AND OTHER DEVICES ON CITY PARKS, TRAILS, SIDEWALKS, AND ROADWAYS

WHEREAS, Highland City is authorized pursuant to Utah Code § 10-8-11 and 10-8-23 and relevant sections of the Utah Motor Vehicle Act to regulate the operation of motor vehicles, bicycles, and other electric and human powered devices on City property, including parks, trails, sidewalks, and roadways;

WHEREAS, Highland City has previously adopted regulations prohibiting motor vehicles on or in City parks and trails;

WHEREAS, Utah law regulating electric bicycles and similar devices has been amended to provide new classifications and increased regulations of the operation of such devices;

WHEREAS, Highland City desires to update its previously adopted regulations to address the changes and classifications established by Utah law, ensure that public spaces are appropriately and safely used by pedestrians, cyclists, motorists, and others, and protected against uses that can damage property, injure individuals, and decrease safety;

WHEREAS, the Highland City Council finds that this ordinance furthers the public welfare, is in the interest of the public, and does not negatively impact family health, stability, and formation.

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

SECTION 1. Title 10, Chapter 4 and Chapter 8 of the Highland Municipal Code are amended as shown in Exhibit A, attached hereto.

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

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

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

ADOPTED AND PASSED BY THE CITY COUNCIL OF HIGHLAND CITY, UTAH,
this 15th day of September, 2026.

Brittney P. Bills
Mayor

ATTESTED:

Stephannie B. Cottle
City Recorder

Exhibit A

10.04.010 Adoption Of Utah Motor Vehicle Act Code Annotated Provisions

- ~~1. Chapter 12 of Title 27 of Utah Code Annotated, 1953, as amended through 1997 title "Highway Code" is adopted and incorporated as part of the Municipal Code of Highland City. Where a citation, information or complaint is issued under Chapter 12 of Title 27 of Utah Code Annotated, 1953, as amended through 1997, as adopted herein, it shall be sufficient to use the section number of the Utah Code to designate the section number of the city code. Those portions of the Highway Code, as adopted herein, referring to or dealing with a felony, or punishments associated with felonies, and those portions of the above reference Utah Code provisions which are adopted as part of the municipal code of the city dealing with Class "A" misdemeanors which are not subject to enforcement by the city along with such other matters as can apply only to the State of Utah and cannot reasonably apply to the city, are specifically excepted and are not part of the adopted or the revised chapter of the city.~~
- ~~2. Sections 301 through 310 of Chapter 22 of Title 31A of Utah Code Annotated, 1953, as amended through 1997, entitled "Motor Vehicle Insurance" are adopted and incorporated as part of this code. Where a citation, information or complaint is issued under the above referenced State Code, as adopted by this section, it shall be sufficient to use the section number of the Utah Code to designate this section number of the city code which has been violated. Those portions of the above referenced State Code, as adopted herein, referring to or dealing with felony, or punishments associated with felonies, and those portions of the above reference Utah Code provisions which are adopted as part of this code dealing with Class "A" misdemeanors which are not subject to enforcement by the city or such other matters as can apply only to the State of Utah and cannot reasonably apply to the city, are specifically apply to the city, are specifically excepted and are not part of the above or this code.~~
- ~~3. Chapters 1, 2, 6, 7, 8 12a, 22 and 25 of Title 41 of, Utah Code Annotated, 1953, as amended through 1997, dealing with motor vehicles, are~~ is adopted and incorporated as part of this code, and the definitions set forth therein shall apply to the regulations set forth in this Title unless otherwise specified. Where a citation, information or complaint is issued under the above referenced State Code, as adopted by this section, it shall be sufficient to use the section number of the Utah Code to designate the section number of the city code which has been violated. Those portions of the above referenced State Code, as adopted herein, referring to or dealing with felony, or punishments associated with felonies, and those portions of the above referenced Utah Code provisions which are adopted as part of this code dealing with Class "A" misdemeanors which are not subject to enforcement

by the city or such other matters as can apply only to the State of Utah and cannot reasonably apply to the city, are specifically excepted and are not part of the above or this code.

10.08.010 ~~Operation Of Motor-Driven Cycles In~~ Vehicles, Bicycles, and Devices on City Parks, Trails, Paths, and Sidewalks; Violation; Penalty

A. The operation of any vehicle or device in or on a city park, cemetery, open space, trail, path, or sidewalk shall conform to:

1. This Section;
2. State law applicable to the operation of such vehicle or device; and
3. All city signs, markings, and traffic control devices.

B. No person shall operate motor ~~vehicles, off-highway vehicles, golf carts, bicycles, electric assisted bicycles, other human-powered vehicles or devices, or high power electric devices or motor-driven cycles or snowmobiles~~ in or on Highland C~~ity~~ parks, cemetery, or open space except as follows:

1. The vehicle or device is operated within vehicular accesses or parking areas;
2. The vehicle or device is operated within a specific park area or facility designated by city signage or marking as open to such vehicle or device; or
3. The vehicle or device is operated in the manner and in the locations specifically authorized by this Section. ~~Furthermore, no person shall operate and no owner of a recreation vehicle shall give another permission to operate in a recreational vehicle in Highland City parks, except when operated on a roadway designated by the City as open to such vehicles.~~

C. A person may operate the following vehicles and devices on city trails, paths, and sidewalks except where prohibited by city signage, marking, or traffic control device:

1. Non-motorized bicycles;
2. Class 1 electric assisted bicycles;
3. Class 2 electric assisted bicycles;
4. Programmable electric assisted bicycles operated as class 1 or class 2 electric assisted bicycles;
5. Motor assisted scooters; and

6. Other vehicles or devices that are not capable of exceeding a speed of 20 miles per hour on the power of an electric motor or an internal combustion engine alone, and that are subject to the provisions under Chapter 6a, Title 41, Utah Code Ann., as amended, for a bicycle.

D. No person shall operate motor vehicles, class 3 electric assisted bicycles, programmable electric assisted bicycles operated as class 3 electric assisted bicycles, high power electric devices, or any other vehicle or device that is capable of traveling more than 20 miles per hour on the power of an electric motor or an internal combustion engine alone on any city trail, path, or sidewalk.

E. This Section shall not apply to vehicles and devices operated by city or public safety personnel.

A.F. A first violation of this section is punishable by an infraction. A subsequent violation of this section is punishable by a Class "C" misdemeanor.

10.08.070 Vehicles, Bicycles, and Devices in Roadways~~Motorized Vehicles Upon City Trails Prohibited~~

~~Use of Trails by Motorized Vehicles Prohibited. The use of motorized vehicles of any sort, except those vehicles used by Highland City for the purpose of maintenance and public safety, on any Highland City trail is prohibited unless the trail is clearly marked as approved for such use.~~

A. A person operating any motor vehicle, off-highway vehicle, golf cart, bicycle, electric assisted bicycle, high power electric device, or other vehicle or device, with or without an electric motor or internal combustion engine, on a city roadway shall comply with

1. This Title;
2. State law applicable to the operation of the vehicle or device; and
3. All city signs, markings, and traffic control devices.

A.B. Operation of vehicles and devices on city trails, paths, and sidewalks shall conform to the requirements of Section 10.08.010.

B.C. A first violation of this section is punishable by an infraction. A subsequent violation of this section is punishable by a Class "C" misdemeanor.



CITY COUNCIL AGENDA REPORT

ITEM #6a

DATE: September 15, 2026
TO: Honorable Mayor and Members of the City Council
PREPARED BY: Chris Trusty, City Engineer/Public Works Director
SPONSORED BY: City Council
SUBJECT: Traffic Monitoring Software
TYPE: General City Management

PURPOSE:

The City Council will consider the approval of purchasing traffic monitoring software as budgeted in the FY2027 budget.

STAFF RECOMMENDATION:

Staff recommends purchasing traffic monitoring software through Urban SDK.

PRIOR COUNCIL DIRECTION:

On June 16, 2026, Council approved the FY2027 budget which included funding for traffic monitoring software.

On March 3, 2026, City Council had a discussion on traffic monitoring software. Council in general seemed to be in favor of software that would be able to provide information on traffic speeds and volumes that could be used as a tool to address traffic calming requests from residents. Council asked staff to do research on software options and bring a recommendation back for further discussion.

BACKGROUND:

In 2024, Highland City implemented a traffic-calming toolbox aimed at providing tools that could be implemented to reduce potentially dangerous driving habits. Since then, city staff have conducted studies on areas where requests were submitted. In order to evaluate the concerns presented, city staff usually have to place equipment to count the speed and number of vehicles in the area of concern. To get a proper evaluation, this equipment should be left in place for at least two weeks before retrieving data to be used to evaluate the driving characteristics for that section of roadway. It is a time and labor intensive process and only provides a snapshot in time. During these discussions with City Council, staff were instructed to research options to include pedestrian counts at key intersections in addition to traffic characteristics, as that has also been a concern presented by residents to City Council.

At the time of the presentation, staff were recommending a software company known as Urban SDK. This company produces software that is capable of determining real-time speed data such as average speeds, 50th, 85th and 95th percentile speeds, speed differences of 50th, 85th and 95th percentile as well as annual average daily traffic counts and annual average hourly traffic counts. The software uses vehicle onboard GPS software that most modern vehicles have and has an approximate 95% accuracy. To alleviate privacy concerns, the data used by Urban SDK is anonymized and does not identify the

individual operating the vehicle. It is also aggregated and does not include information such as driver or vehicle names, license plate numbers, images of drivers or vehicles, VIN numbers or vehicle make or model.

In researching options for software that could provide pedestrian counts, it was found that software that provides this data requires permanent cameras to be placed at each intersection to be studied. Not only does this dramatically increase costs, there was also concern that this could result in issues with privacy. An alternative to permanent cameras would be to use LTAP, which has recently completed the city's road maintenance study, which performs a service of collecting pedestrian counts using trail cameras. The cameras are usually placed for two weeks and then fed into a computer program that is able to evaluate the data at high speed to determine the counts. The images generated using this method are blurred to reduce privacy concerns. This data can then be uploaded into the Urban SDK software to be incorporated into the overall evaluations produced by the traffic monitoring software.

Staff have invited a representative from Urban SDK to be present at the meeting to discuss any questions Council may have regarding their product. In addition, attached to this report is Urban SDK's full proposal along with information regarding data privacy and their product.

FISCAL IMPACT:

The cost for the Urban SDK software is \$24,990 for the first year with costs for FY28 and FY29 at \$29,725. The company offers a discount for committing to multiple years. The original proposal attached indicates a June 30 deadline for this pricing. The company representative has told staff that the pricing is still valid. The cost for the LTAP pedestrian counts is \$700 per four intersections. There is no additional cost from Urban SDK to integrate the pedestrian data. Funding for this expense is included in GL 10-60-43 Streets & Roads Software within the FY27 budget.

MOTION:

Not applicable. This item is for discussion purposes.

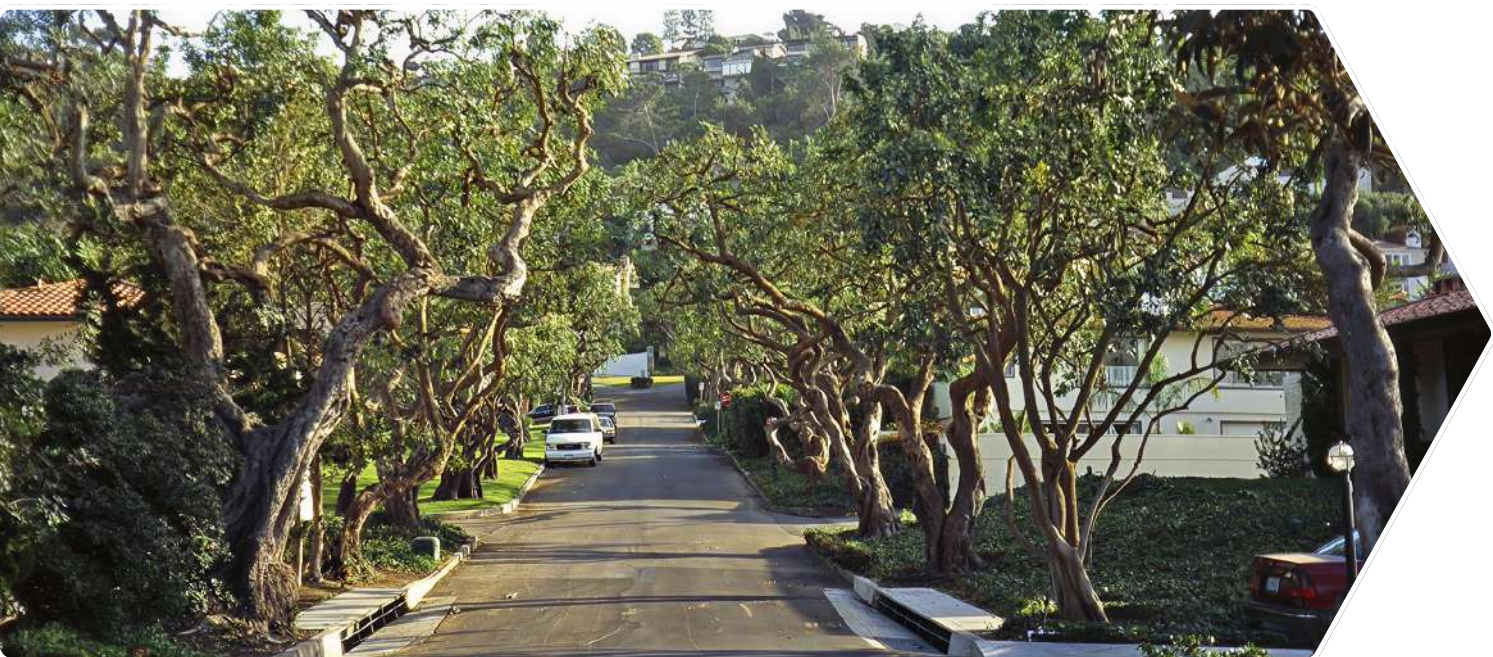
ATTACHMENTS:

1. Proposal
2. Privacy Information



Urban SDK & City of Highland, Utah

Table of Contents



Urban SDK	1
About Us	3
Popular Use Cases	4
Statement of Work (SOW)	7
Responsibilities	9
Pricing & Fees	10
Client Signature	12



About Us

Urban SDK is a leading provider of geospatial AI solutions, equipping public leaders with actionable insights and automation for mission-critical decisions. Established in 2018 and headquartered in Jacksonville, Florida, Urban SDK is the only platform on the market that provides a comprehensive System of Action to state and local governments. Our team of military veterans, engineers, scientists, policymakers, and entrepreneurs are all committed to the same unified vision: easing the burdens of community leaders through innovation.

Our System of Action unifies data, workflows, and AI so local governments can break free from technical debt and respond to changing conditions at scale. In doing so, Urban SDK's approach delivers measurable ROI to each of our customers, enabling agencies to recapture time, budget and precision in order to accelerate projects, refine resource allocations and respond more quickly to their constituents.

Our partners throughout North America leverage Urban SDK to help:

- Replace manual data collection and empower decision making
- Orchestrate regulated processes and operating procedures
- Align staff with decision support systems to increase efficiency
- Connect disparate departments to achieve common goals
- Enable officials to adjust actions based on changing conditions

Popular Use Cases



Including Traffic Calming, Urban SDK aids clients with daily mission critical objectives such as:

- **Traffic Calming** - Reducing speeds and improving pedestrian/bike safety
- **Traffic Enforcement** - Proactively reducing risky driving behaviors and ensuring compliance with traffic codes
- **School Zone Safety** - Reducing speeds and improving safety near schools
- **Work Zone Monitoring** - Monitoring traffic, safety, and compliance around road construction zones
- **Traffic Safety Analysis** - Prioritizing resources where crime and traffic risks overlap
- **Event Impact Monitoring** - Tracking congestion, blocked emergency lanes, and road closures before, during, and after major events
- **Cut-Through Traffic** - Identifying local residential streets or unintended routes used to bypass congestion, accidents, or delays on main thoroughfares
- **Sidewalk Inventory** - Performing ADA audits and safety workflows without field visits

Traffic Calming

Definition

Traffic calming is a set of strategies and roadway design measures aimed at reducing speeds, discouraging cut-through traffic, and improving pedestrian/bike safety.



Challenges of the Current Process

80% of traffic calming requests are perception issues and never meet local ordinance or criteria standards. Collecting manual data for these perception issues is a massive drain on resources and budgets.



How Urban SDK Solves These Issues

With Urban SDK, agencies now have the ability to identify roadways that qualify for traffic calming prior to complaints. They are able to cut back on a majority of the historical data previously collected, and focus on areas that meet calming criteria.

Key Objectives Improved by Urban SDK



Speed reduction



Safety improvements



Volume control



Livability goals

Required Urban SDK Data

01 Speed Module

02 Volume Module

Add-On Options

01 Workflows (Highly recommended)

02 Crash Integration (Could be a requirement-based agency policy)

Platform Features

✓ Satellite/aerial maps

✓ Measurement tools

✓ Geofencing and layering

✓ Dashboards and reports

Departments that Benefit



Public Works

More efficient calming investments



Engineering

Quicker preparation of studies & plans



Planning

Aligns calming with mobility/zoning



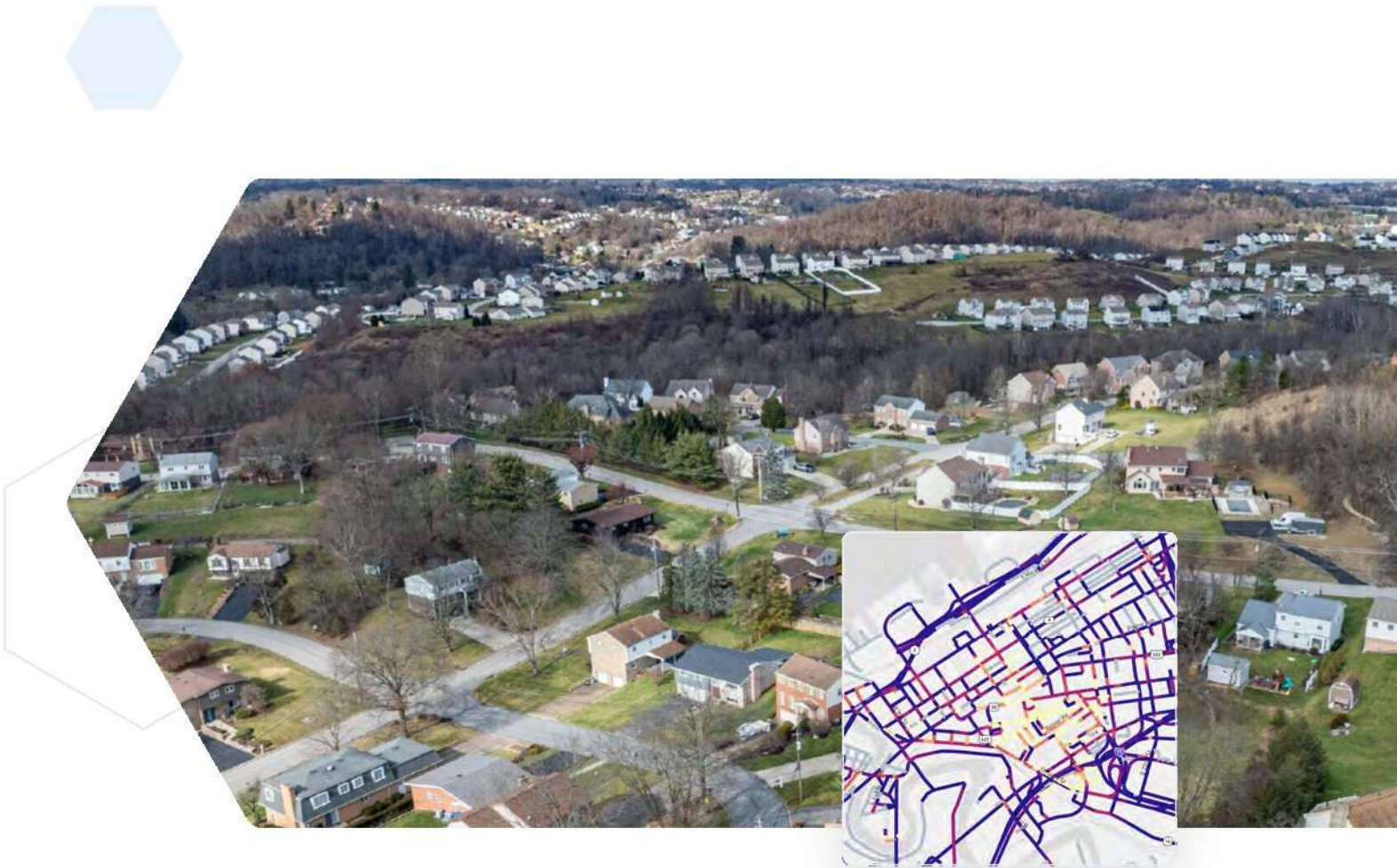
Law Enforcement (Traffic Division)

Enforces in calm areas



Elected Officials

Political champions for livability



Statement of Work (SOW)

Goals

The purpose of this Statement of Work (SOW) is to define the scope, deliverables, and responsibilities associated with Urban SDK's provision of roadway data for City of Highland, Utah.

This engagement will deliver comprehensive datasets that support the organization's safety, planning, and operational analysis initiatives.

Scope of Services

1. Traffic Speed Data

Urban SDK will provide the client with traffic speed datasets for all jurisdictional roadways. Deliverables include:



Average, 50th, 85th, and 95th Percentile Speed



Speed Limits for Jurisdictional Roadways



Speed Differences of: Average 50th, 85th and 95th Percentile



Functional Road Classes 1-5 data

2. Traffic Volume Data

Urban SDK will provide the client with traffic volume datasets for all jurisdictional roadways. Deliverables include:



Annual Average Daily Traffic (AADT) counts



Vehicle Miles Traveled (VMT) per location



Annual Average Hourly Traffic (AAHT) counts



Functional Road Classes 1-5 data



Speed data is refreshed daily; volume data is refreshed annually and includes a **1-year historical archive**

Responsibilities



Urban SDK

- ✓ Provide data access and updates as defined in this SOW.
- ✓ Conduct onboarding and training sessions for staff.
- ✓ Conduct a full Q&A of all data to ensure locations and results meet the client's needs.
- ✓ Maintain application uptime and ensure timely delivery of data.
- ✓ Provide customer support throughout the engagement.

City of Highland, Utah



Provide designated points of contact for project oversight and user access assignments.



Ensure timely attendance at training and onboarding sessions.

Pricing & Fees

Pricing Overview

Contract Start Date	June 30, 2026
Contract End Date	June 30, 2029
Proposal Expires	June 30, 2026

Products & Services

Modules

Product	Price	Contract term	Total	
Insights Plan	\$26,500.00 per year	3 year	\$26,500.00 per year	▼
Traffic Volumes	\$3,225.00 per year	3 year	\$3,225.00 per year	▼

Term Discount	10 %
Finance Discount	\$1,762.50
Initial payment	\$24,990.00



Proposal Comments

The pricing outlined herein is contingent upon the agreement being signed on or before June 30, 2026.

Our agreement is effective as of the Effective Date set forth below, is entered into by and between the Buyer identified as Customer below ("Customer") and Urban SDK, Inc., a Delaware corporation, with its principal place of business located at 10151 Deerwood Park Boulevard, Building 100 Ste 100 Jacksonville, Florida 32256 ("Urban SDK"). The parties acknowledge and agree that they have read and understand this Agreement and, upon execution, are legally bound by it.

This Agreement includes this "Signature" or any other ordering document referencing this Agreement, the Terms and Conditions available at [Terms and Conditions](#), all statements of work entered into in connection with this Agreement ("Statement(s) of Work").

Client Signature

Signature

Date

Printed name

Urban SDK Signature

Countersignature

Date

Printed name



White Paper • Personally Identifiable Information (PII)



Background

Urban SDK provides geospatial AI software that helps public agencies use data to make informed decisions about traffic safety, transportation planning, traffic enforcement, emergency response, and other government operations.

Urban SDK processes large datasets using proprietary algorithms to identify roadway trends such as traffic speed and volume. Because these datasets support public-sector decision-making, protecting individual privacy is an important part of how the data is collected, processed, and presented.

Data Collection

Urban SDK works with government agencies to define the geographic boundaries and roadways included in their use of the platform. Urban SDK then licenses mobility data associated with vehicles traveling within those areas.

The data used by Urban SDK is anonymized and does not identify the individual operating a vehicle.

It does not include information such as:

- Driver or vehicle owner names
- License plate numbers
- Images of drivers or vehicles
- Vehicle identification numbers
- Vehicle make or model

The data is focused on roadway activity, including vehicle speeds and traffic volumes, rather than the identity or behavior of a specific individual.



Data Processing

Urban SDK processes anonymized mobility data using proprietary algorithms to develop aggregated estimates of traffic conditions across a roadway network. These estimates allow agencies to evaluate patterns by location, roadway segment, date, and time. The resulting analysis is designed to show broader transportation trends and does not provide agencies with the ability to identify or track individual drivers.

Privacy by Design

Urban SDK's platform is designed to support network-level analysis rather than individual vehicle monitoring.

Because the data is anonymized and aggregated, agencies can evaluate traffic conditions without relying on license plate readers, cameras, or other technologies that collect personally identifiable information. Urban SDK does not provide citations, identify individual vehicles, or determine who was driving at a particular time.

Supporting Public-Sector Decision-Making

Urban SDK enables public agencies to use anonymized traffic data to:

- Evaluate resident speeding concerns
- Identify recurring speeding and traffic-volume trends
- Prioritize enforcement and traffic-calming resources
- Measure roadway conditions before and after an intervention
- Communicate findings to residents and elected officials

By focusing on aggregated roadway trends, Urban SDK helps agencies make informed traffic safety and planning decisions while protecting individual privacy.

