HIGHLAND CITY COUNCIL MINUTES

Tuesday, September 1, 2026

Approved September 15, 2026

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

6:00 PM REGULAR SESSION

Call to Order: Mayor Brittney P. Bills
Invocation: Council Member 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 "Tipsy" 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 Tipsy and they started efforts to stabilize her. After much testing and diagnostic imaging, it was determined that Tipsy 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 Tipsy. There was never a discussion about how we would cover the medical expenses, we knew that saving Tipsy was the priority. We immediately started using the power of social media to share Tipsy'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 Tipsy's medical care; more than $1,800 dollars have been raised to date!

On behalf of Tipsy, we enter this statement of appreciation into the record to recognize the community for their kindness and generosity. To follow Tipsy's story, the community can visit hgpp.org/tipsy.
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:

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

The motion carried 5:0

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:

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

The motion carried 5:0

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:

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

The motion carried 5:0

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:

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

The motion carried 5:0

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:

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

The motion carried 5:0

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:

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

The motion carried 5:0

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:

Council Member Ron Campbell	*No*
Council Member Doug Cortney	*Yes*
Council Member Liz Rice	*Yes*
Council Member Kim Rodela	*Yes*
Council Member Scott L. Smith	*Yes*

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:

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

The motion carried 5:0

6. COMMUNICATION ITEMS

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

a. 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

Welcome to the Highland City Council Meeting

September 1, 2026

Please Sign the Attendance Sheet

Scan for Agenda

HIGHLAND CITY

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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

UNSCHEDULED PUBLIC APPEARANCES

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

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

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

PRESENTATIONS

a. New Employee *Introduction – Erin Wells, City Administrator*

New Employee Introductions

Max Gula – Planner Technician

Sonia Degriselles –
Library Program Manager

Library Assistants

Amy
Carr

Rebekah
Christensen

Mila
Hart

Magpie
Treadwell

CONSENT ITEMS *(5 minutes)*

3a. Approval of Meeting Minutes: August 4, 2026
General City Management

3b. Approval of Meeting Minutes: August 11, 2026
General City Management

3c. Approval of Meeting Minutes: August 18, 2026
General City Management

Motion to Approve

I move that the City Council approve the meeting minutes from August 4, 2026, August 11, 2026, and August 18, 2026, with amendments.

HIGHLAND CITY

DECLARE CERTAIN PROPERTY ADJACENT TO 10653 N CANTERBURY DR AS AN ORPHAN PARCEL

General City Management

Item 4a – Resolution

Presented by – Jay Baughman, Assistant City Administrator

Purchase Request Overview

Purchase Request Overview

Purchase Request Overview

- This action is being recommended to address encroachment onto city property.
- Staff reviewed the parcel and found it suitable for sale. It sits at the top of a very steep hill and is not connected to any other useful land to the city.
- The property is appx. 1,005 square feet. The estimated cost for purchase (revenue to the City) would be approximately $5,748.

Review of Sale Conditions

- **Associated Costs:** Responsible for surveying the proposed parcel. Closing documents will be based on the survey.
- **Pressurized Irrigation:** The applicant pays the PI impact fees relative to the additional property ~$130.
- Half of the sale proceeds would go towards general trail projects and the other half towards trail improvement in the general area of the sale.

Motion to Approve

I move 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.

DECLARE CERTAIN PROPERTY ADJACENT TO 10641 N CANTERBURY DR AS AN ORPHAN PARCEL

General City Management

Item 4b – Resolution

Presented by – Jay Baughman, Assistant City Administrator

Purchase Request Overview

Purchase Request Overview

Purchase Request Overview

- This action is being recommended to address encroachment onto city property.
- Staff reviewed the area and found it suitable for sale. It sits on the side of a very steep hill and is not useful land to the city. A trail already sits at the foot of the slope.
- The property is appx. 226 square feet. The estimated cost for purchase (revenue to the City) would be approximately $1,292.

Review of Sale Conditions

- **Associated Costs:** Responsible for surveying the proposed parcel. The parcel should adequately encompass the ground the retaining wall stands upon. Closing documents will be based on the survey.

- No pressurized irrigation associated with the parcel.

- Half of the sale proceeds would go towards general trail projects and the other half towards trail improvement in the general area of the sale.

Motion to Approve

I move 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.

UPDATE TO ACCESSORY DWELLING UNIT (ADU) CODE INCLUDING DETACHED ADUs

Development Code Update (Legislative)

Item 4c – Action/Ordinance

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

Background

- Allowing detached ADUs is part of City’s moderate income housing plan
  - “2026: Begin the process of drafting an ADU ordinance that aligns with Highland’s community goals, housing needs, neighborhood character, and alignment with city infrastructure (consider owner-occupied requirements, rental license requirements, consistent enforcement, etc). Adopt the ordinance by the end of 2026”
- State law, SB 284, 2026, requires cities to allow detached ADUs by October and limits regulation of detached ADUs

Proposed Ordinance - Overview

- Complies with mandatory requirements of state law
- Incorporates detached ADUs into existing regulations
- Provides general regulations for both internal and detached ADUs, where they overlap
- Provides separate regulations for internal and detached ADUs where they differ
- Updates definitions

Proposed Ordinance – General Terms

- General
  - Each ADU must be registered and approved by City, with owner-occupancy requirement recorded
  - ADUs used for short-term rentals subject to STR and business regulations
  - 1 ADU per lot or parcel (internal or detached)
  - All properties with an ADU must be owner-occupied
  - ADUs must conform to building, fire, health, and other safety codes, subject to inspection and approval by building official and fire marshal

Proposed Ordinance – General Terms

- General
  - Separate utilities not permitted – all ADUs must connect to main dwelling utilities
  - Must be adequate utility service to property, including septic as approved by County
  - ADUs must receive separate address – can have separate mailboxes in coordination with USPS
  - Required parking lost for ADU must be replaced
  - ADUs cannot be separately sold/transferred

Proposed Ordinance – Internal ADU

- All current requirements except address
  - 6,000 SF lots or more (state law)
  - 1 off-street parking space required
  - Home cannot be modified to show second unit except for addresses/mailboxes (avoid duplex appearance)

Proposed Ordinance – Detached ADU

- Allowed on 11,000 SF lots or more (state law)
- Existing accessory building can be converted to include DADU if conforms to current city code and building, fire, health, and safety codes (state law)
- Accessory building can have DADU and areas that are not part of DADU
- Architecture of accessory building compatible with home
- DADU requires separate certificate of occupancy

Proposed Ordinance – Detached ADU

- DADU building setbacks
  - Home setbacks (generally 30’ front, 30’ rear, 30’ street-side, 15’ interior sides)
  - Rear setback can be reduced to 20’ if DADU building is maximum of 1 story/15’ height
  - Cannot be located between home and front property line
- DADU building height
  - Accessory building height (25’)
  - Cannot exceed height of home (if lower than 25’)

Proposed Ordinance – Detached ADU

- DADU size – must meet all 3 requirements
  - Subject to and counted against accessory building lot coverage limitations (5-7%)
  - Living area limited to 1250 SF living area (Does not include garage, decks/porches, stairs/access, rooms that are not internally accessed from DADU, or HVAC rooms)
  - Cannot exceed footprint of home
- Parking
  - 1 parking space for DADU less than 650 SF
  - 2 parking spaces for DADU 650+ SF

Staff Review

- General Plan/MIH plan directs City to adopt an ordinance by end of 2026. State law directs City to adopt ordinance by October 2026.
  - Next step is to "monitor development" to determine impact and effectiveness of detached ADUs
- Ordinance meets requirements of general plan and state law
- Ordinance reflects direction received from Council during work sessions and prior discussion

Motion to Approve

I move that City Council adopt the ordinance amending regulations related to accessory dwelling units.

CITY PARKING REGULATION AMENDMENTS

Municipal Code Update (Legislative)

Item 4d – Action/Ordinance

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

Background

- Ongoing code amendments to address parking issues throughout City
- Addresses parking in city parking spaces
  - Parking stalls in right of way (around splash pad, Town Center Blvd)
  - Parking lots, improved or not (campground)
  - Most amendments do not address curbside parking where no stalls are designated, except for amendments for clarification and consistency

Proposed Amendments

- Defines “city parking space”
- Requires all parking to comply with posted signs/markings
- Default rule (no signage) – parking of operable vehicles limited to 48 hours
- No parking of inoperable, unregistered, or untitled vehicles at any time in city parking space
- Prohibits commercial activities (food trucks, rideshare) without city approval

Proposed Amendments

- Enforcement
  - First offense – infraction
  - Second offense – class C misdemeanor
  - At any time, can tow if necessary
    - Intended for unregistered/inoperable vehicles or significantly repeated offenses
- Other amendments to 10.08.040 (regarding parking on city streets) to incorporate requirement to comply with city signage and use similar language

Additional Amendment

- Public works noted that City staff sometimes park city vehicles and equipment longer than signage or code would allow
- Propose adding exception to both 10.08.040 (parking on street) and 10.08.090 (parking in city parking spaces) excepting city vehicles and equipment from the regulations

Next Steps – Town Center

- City staff will be updating signage around Town Center
  - Splashpad area continues to prohibit overnight parking
  - Town Center Blvd will allow no more than 24 hour parking
    - Balance between allowing visitors to Toscana and ensuring turnover of spaces for business uses
    - More detailed/varied regulations are possible, but require greater and more frequent enforcement
- Unregistered/inoperable vehicles not permitted

Motion to Approve

I move that the City Council adopt the proposed ordinance regulating city owned parking spaces.

- And include an exception for parking of city vehicles and equipment in both code sections

CHANGE ORDER FOR MITCHELL HOLLOW

General City Management

Item 4e – Action

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

Construction Contract with CONSOR

- Original Construction management contract with CONSOR was for $25,000 and approved by City Administrator
- Modification of contract to cover additional Engineering costs to add retaining walls/inspections
- Inspection of retaining walls and boardwalks
- This increase will fall well within the total project contingency, but exceeds the City Administrator approval amount

Motion to Approve

I move that City Council approve the contract modification with Consor for additional construction engineering and inspection services in the amount up to $15,000.

CONTRACT AUTHORIZATION WITH DLS CONSULTING, INC.

General City Management

Item 4f – Action

Presented by – Erin Wells, City Administrator

Background

- Option for contract renewal with David Stewart for City's legislative consultant

- Successful in achieving annual $1MM grants in prior contract years:
  – 2023: well rehab
  – 2024: PRVs and chlorination prep in two wells
  – 2025: 10400 N 6000 W & 6800 W road projects
  – 2026: Highland Boulevard roundabout

- Annual cost for services $100,000

Proposed Future Use

- Grants: road improvements such as Country Club Drive

- Legislative:
  - land use/ affordable housing
  - water rights
  - License plate reader cameras
  - Water use of industrial companies

Motion to Approve

I move 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.

ROAD STRIPING BID AWARD

General City Management

Item 5a – Expedited

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

Annual Road Striping Project

List of roads included in the project

- Highland Blvd
- Canal Blvd/9850 N
- Parkway West (South of Fire Station)
- 10100 N. (South of Loan Peak High School)
- Featherstone (Ridgeview Development)
- Park Drive (Viewpoint)
- City Hall Parking

Motion to Approve

I move 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.

COMMUNITY SIGN POLICY DISCUSSION

Item 6a – Communication

Presented by – Brittney P. Bills, Mayor
Rob Patterson, City Attorney/Planning & Zoning Administrator

Background on Sign Regulations

- "Any temporary sign of a non-commercial nature which is displayed for addressing community events or community groups for the purpose of announcing special events which may benefit the community as a whole. Temporary community event signs shall only be placed in areas designated by the city for such purposes and be approved by the Land Use Authority. These signs will be identified by an attached label indicating when the sign shall be removed."

Background on Sign Regulations

- No specifically designated areas for signs
  - Community center/Heritage Park, cemetery, splash pad, etc.
- No specific restrictions on length of time
- No limit on how many signs a group/event can have
- No limit on how many signs can be put at same place
- No clear guidance on what is a community event
  - Arts Council – always approve
  - Non-profit organizations/events? Chamber of commerce?
  - School events?
  - Other cities' events?
  - For-profit rec league or similar business with community focus?

Problems with Temporary Signs

- T-posts not installed fully – pop lawn mower tires
- Signs interfere with sprinklers – block spray
- Maintenance of lawn around signs requires extra work (mower vs trimmer)
- Signs not always maintained and get damaged/droop
- Many signs posted in same location can appear unsightly
- Signs not always removed timely

Options

- Ban all community event signs except city events
- No change - allow temporary community event signs using current practices
- Update standards to provide clearer standards for reason, number, location, duration
- Install permanent city-owned and maintained signs
  - Staff preference
  - Uniform appearance, limited number, easier maintenance
  - Can set policy of when/how long a sign is up

Permanent Sign Options

Direction Needed

- What option does council prefer?
  - Ban
  - Keep current practices
  - Update standards for better guidance
  - Permanent signs

- Based on council direction, staff will research options/prices and bring back any needed code changes or contracts

CHAMBER OF COMMERCE UPDATE

Item 6b – Communication

Presented by – Liz Rice, City Council Member

COMMUNITY DEVELOPMENT UPDATE

Item 6c – Communication

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

FUTURE MEETINGS

- September 9, Lone Peak Public Safety District Meeting, 7:30 am, City Hall
- September 15, City Council Meeting, 6:00 pm, City Hall
- September 22, Planning Commission Meeting, 7:00 pm, City Hall
- October 6, City Council Meeting, 6:00 pm, City Hall
- October 20, City Council Meeting, 6:00 pm, City Hall
- October 27, Planning Commission Meeting, 7:00 pm, City Hall

Country Club area