



HIGHLAND CITY COUNCIL MINUTES

Tuesday, September 15, 2026

Approved October 6, 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 Scott L. Smith

Pledge of Allegiance: Council Member Liz Rice

Respect Statement: Mayor Brittney P. Bills

The meeting was called to order by Mayor Brittney P. Bills as a regular session at 6:03 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 Scott L. Smith and those in attendance were led in the Pledge of Allegiance by Council Member Liz Rice. 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 Jay Baughman, City Attorney/Planning & Zoning Administrator Rob Patterson, City Recorder Stephannie Cottle, City Engineer/Public Works Director Chris Trusty, Police Chief Brian Gwilliam, Fire Chief Brian Patten, Civic Events Coordinator Brooke Boyd

OTHERS PRESENT: Jon Hart, Lori Volmar, Ty Ricks, Sam Dibb, Bryon Tarbet, Wesley Warren

ELECTRONIC PARTICIPANTS: Heather Richards, Jenna Heinemeyer, Micah Dickman, Russ Loehr

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.

There were no public comments.

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.

Mayor Brittney P. Bills read a proclamation designating September 17-23, 2026, as Constitution Week. Lori Volmar, Vice Regent of the Daughters of the American Revolution (DAR) Pony Express chapter, spoke, noting their efforts to distribute 5,000 Constitution booklets to children in Utah County and expressing gratitude for the proclamation. Council Member Rice announced she would be speaking at the Constitution Day event.

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.

Brooke Boyd, Civic Events Coordinator, presented the financial overview for the 2026 Highland Fling. Expenses totaled over \$87,000, with revenue of nearly \$24,000, resulting in a net City investment of approximately \$63,500. The budget variance was approximately \$500 over budget. Ms. Boyd highlighted cost considerations, noting unexpected increases in some areas, and outlined plans for improvement including reviewing vendors, seeking cost-saving opportunities through in-kind trades and partnerships, and earlier outreach for sponsorships starting in November. Highlights from the event included strong growth in the car show (116 registered vehicles) and parade, successful all-ages activities, high interest in Fling merchandise, which has led to suggestions of a future pop-up shop, and positive feedback for the new 5K route. Plans for improvement included earlier planning and communication with event chairs and city departments, stronger marketing efforts to reach all parts of the City, better volunteer coordination, and expanding all-ages activities. Ideas for Highland Fling 2027 included bringing back the Play Day rodeo, a Western night, a Highland Queen event, and drone videography for the City's 50th anniversary.

Council Member Rice inquired about the Kids Market's financial performance, to which Ms. Boyd responded that as a separate entity, she did not have specific feedback. Council Member Rice also noted positive feedback for the Colonial Village.

The possibility of moving the Highland Fling to Highland Family Park for more space was discussed. Ms. Boyd confirmed it has been a discussion point, but nothing is solidified. Assistant City Administrator Baughman noted that car show participants prefer Heritage Park due to the shade provided by the trees, which is currently lacking at Highland Family Park.

Mayor Bills thanked Ms. Boyd for the successful Senior Citizens Appreciation Dinner held the previous night.

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.

Assistant City Administrator Baughman presented a report on the Christmas lights event, outlining the pros and cons of holding it at Heritage Park versus the City Center.

- **Heritage Park Pros:** Traditional venue since 2020, visible from the road, potential for Santa Claus inside the community center.
- **Heritage Park Cons:** Very limited power access (precluding last year's walkthrough display), potential for mud, limited indoor venue (only for Santa, not bell choir).
- **City Center Pros:** Plenty of power outlets at the splash pad, ideal tree size for full wrapping, paved walkway, indoor venue for warming up (Santa, bell choir), aligns with General Plan's placemaking goal to bolster local businesses.
- **City Center Cons:** Not visible from main roads.

Mr. Baughman mentioned that the partner for the light display could make the City Center tree taller: 24 feet for \$1,800 or 32 feet for \$3,000. He also noted that \$4,000 was allocated in the Fiscal Year (FY) 2026-2027 budget for the Christmas event, and \$2,000 could be freed up if reindeer were not scheduled. Securing donations for refreshments could save \$500. Ideas for a hybrid approach to the event included limited lights at Heritage Park, lighting leading from City Center to main roads, or the Public Works Department purchasing a bucket truck and City-owned lights to decorate Heritage Park.

Council Member Rodela supported keeping the main event at the City Center with a 32-foot mega tree, using additional funds and donations, and allocating remaining budget for lights leading to the road.

Council Member Smith expressed concern about the lack of visibility at the City Center, noting many residents believed there were no lights last year. He suggested exploring more power at Heritage Park for the future and favored a hybrid approach with some lights at Heritage Park for drive-by visibility. City Engineer/Public Works Director Trusty indicated he can investigate the option of increasing electrical capacity at Heritage Park.

Council Member Cortney agreed on the visibility concern and supported a hybrid approach, finding the City Center better for the event itself.

Council Member Campbell strongly favored Heritage Park for visibility, noting the high number of resident complaints about the lack of lights last year. He supported a significant hybrid approach, questioning why a 32-foot tree couldn't be at Heritage Park and suggesting adding power there.

Council Member Rice preferred Heritage Park for its traditional, special atmosphere, suggesting solutions for Santa's warmth. She expressed concern that a hybrid approach might spread resources too thin.

Mayor Bills leaned towards the City Center for convenience and the paved walking area, noting the challenges with Heritage Park's tall trees and branch breakage. She suggested doing something visible off Highway 92 to direct people to the City Center.

Council Member Smith suggested decorative light poles along Timpanogos Highway and Alpine Highway to establish a unique City Center look for the holidays.

Mr. Baughman confirmed staff would work on a hybrid approach, acknowledging the need for a significant effort at Heritage Park.

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

Council Member Doug Cortney MOVED to approve the consent agenda, 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

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.

City Attorney/Planning & Zoning Administrator Patterson presented the staff report for a request by Sploot Veterinary Clinic to add "small animal veterinary clinic and urgent care" as a new business use in the CR zone. The proposed location was the former Yummy Ice Cream Emporium. Mr. Patterson noted that veterinary services were not explicitly addressed in Highland's code but were compatible with the CR zone's allowance for human medical uses and pet grooming/retail. Sploot has proposed operating hours of 8:00 a.m. to 8:00 p.m., seven days a week, arguing they fall under the existing exception for urgent care clinics. Rob stated this was a legislative decision with broad council discretion.

A representative of Sploot Veterinary Clinic, Jenna Heinemeyer, and the project architect, Heather Richards, addressed the Council regarding the project; they explained Sploot's model focuses on urgent and emergency care, crucial for weekends when general practice vets are closed. They also clarified that retail sales are less than one percent of the clinic's business.

Mayor Brittney P. Bills opened the public hearing at 6:55 pm.

Ty Ricks expressed support for the clinic, citing a personal experience of driving over an hour for urgent pet care.

Wes Warren also expressed support for the clinic, noting the convenience and the gap it fills between pet grooming/supplies and human medical care.

Mayor Brittney P. Bills closed the public hearing at 6:57 pm.

Council discussion ensued. Councilmember Smith asked about staffing, services offered, sales tax, and parking accommodations planned for the clinic. Ms. Heinemeyer stated there will be two to three vets and three to four support staff daily, with one emergency vet available on the weekend for urgent support. Services offered will be a mix of urgent care and pre-booked visits, but not routine appointments. Council Member Smith stated he would be more supportive if Sunday operations are for urgent cases only, given the City’s policies requiring businesses to close on Sunday. Sales tax will be charged for medications dispensed, but there will be very little retail space at the clinic. Mr. Patterson added there will be 28 parking spaces for the building, which exceeds the 16 spaces required for a building of this size.

Mayor Bills asked about another vet clinic opening near Lone Peak High School, which Mr. Patterson clarified was going to be located in a different zone and that it will not offer Sunday hours or urgent care.

Council Member Cortney expressed support for adding the use but raised concerns about expanding the business hours exemption for "urgent care clinics" to include veterinary care without explicit public notice of a potential code amendment, as historical context, Utah legal terminology, and common usage suggested it was for human care. He preferred continuing the item to explicitly update the code.

Council Member Campbell disagreed, arguing the City’s code does not explicitly exclude veterinary care from "urgent care" and supported interpreting it to include animals, given the emergency nature of some pet needs. He supported Sunday opening for emergency care.

Council Member Rice supported the clinic, noting the community's need for urgent pet care, but was sensitive to Sunday opening. She asked about the clinic's timeline for opening for business. Ms. Heinemeyer communicated plans to open the clinic in approximately six months.

Council Member Doug Cortney MOVED that the Highland City Council continue this item until its next regular meeting and include consideration of amendments to HMC 5.04.180 to provide exemptions for veterinary hospitals / urgent care facilities as an earlier item on that same agenda.

Council Member Scott L. Smith SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Ron Campbell</i>	<i>No</i>
<i>Council Member Doug Cortney</i>	<i>Yes</i>
<i>Council Member Liz Rice</i>	<i>No</i>
<i>Council Member Kim Rodela</i>	<i>No</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion failed 3:2

Council Member Liz Rice MOVED that City Council adopt the proposed ordinance authorizing "Small Animal Veterinary Clinic and Urgent Care" as a permitted use within the CR zone.

Council Member Ron Campbell SECONDED the motion.

Discussion continued regarding Sunday operations. Council Member Smith emphasized allowing only urgent/emergency care on Sundays, not routine appointments, to honor Sunday closing laws. Ms. Heinemeyer agreed that typical weekend cases are urgent and they could work within that exclusion. Mr. Patterson suggested

distinguishing between urgent/emergent and routine care. Council Member Cortney suggested "same-day appointments only" for Sundays.

Council Member Liz Rice MOVED that City Council adopt the proposed ordinance authorizing "Small Animal Veterinary Clinic and Urgent Care" as a permitted use within the CR zone, with the following requirement:
1. Allowing no advance appointment for routine care on Sunday. Specifically, only urgent care on Sunday.

Council Member Ron Campbell SECONDED the motion.

Council Member Cortney stated he will be voting against the amendment because of his objection to the process of expanding exemptions without explicit public notice, not the use itself. He stated he does support the business and offering emergency services on Sunday. Mr. Patterson confirmed staff could update the business license code to explicitly include veterinary urgent care at a future meeting.

The vote was recorded as follows:

<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>No</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

- 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.

City Attorney/Planning & Zoning Administrator Patterson presented a request from Ty Ricks for modifications to the parkway detail requirements along 6800 West for his development. He explained that the City Development Code requires parkway detail along major corridors like 6800 West, but over half of it has been developed without one. Staff supported some modifications: a straight sidewalk (to match existing sections) and blending xeriscape with some turf. Mr. Patterson concluded this is an administrative decision and noted that the applicant has requested to make a presentation to the Council.

Ty Ricks presented his concerns, arguing that 6800 West has inconsistent development, with most sections maintained by homeowners, not the city. He expressed concern about the quality of city maintenance and the additional 20 feet beyond the 74-foot right-of-way.

Council Member Cortney clarified the Highland Development Code 3-621 3B8 requires parkway detail on 6800 West.

Mr. Ricks cited language in the General Plan that encourages preserving the area's rural character, which he argued conflicted with the rigid parkway detail requirements in the code. He desired homeowner maintenance with attractive landscaping and fences of their choice. Council Member Cortney clarified that while the General Plan provides a vision, the Highland Development Code is the specific, legally binding regulation. Mr. Ricks stated that the code should be interpreted in the spirit of the General Plan. Council Member Cortney emphasized that removing this requirement would necessitate a text amendment, not an administrative decision; the ordinance was last amended as recent as 2024.

Council Member Campbell supported allowing residents to maintain the area and questioned the need for an additional 20-foot taking if the 74-foot right-of-way was already provided. Mr. Patterson clarified the 20-foot easement is standard for parkways.

Council Member Rice supported a straight sidewalk and liked the idea of attractive, homeowner-maintained landscaping, but expressed concern about setting a precedent for future developers.

Council Member Smith noted the inconsistency of 6800 West and the need for consistency. He supported a straight sidewalk and homeowner maintenance but emphasized the need for xeriscaping and proper code amendment for significant changes. He clarified that Ty Ricks's desire was for choice in fence style, not elimination of fences.

Council Member Doug Cortney MOVED that the Highland City Council adopt the following findings:
1. The parkway detail to the north of the property in question doesn't meet current standards.
2. Mitigating between the two sections is beneficial to the look and function of the parkway detail on 6800 West.

The City Council therefore permit a straight sidewalk in the parkway detail along this section, allow some lawn to transition on both ends of the section, and direct staff to work with residents to make maintenance agreements with the residents interested in maintaining adjacent parkway detail.

Council Member Scott L. Smith SECONDED the motion.

Council Member Rice asked if there is any underground water infrastructure in 6800 West. Mr. Patterson answered no, there would be no infrastructure issues if the motion was approved.

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

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.

City Attorney/Planning & Zoning Administrator Patterson presented a proposed ordinance regarding e-bikes; the ordinance would allow non-motorized, Class 1, and Class 2 e-bikes on City trails and sidewalks, prohibit Class 3 e-bikes on these surfaces, and prohibit motor vehicles in parks. All users must comply with state law and signage. E-bikes would be prohibited in the bike park.

Council Member Rodela inquired about state law regarding e-bike operation for individuals under 14 without

adult supervision, especially given the lack of sidewalks on some roads. Mr. Patterson clarified current state law requires adult supervision for those under 14 on public property (highways, paths, sidewalks) when the motor is engaged, but this will change next year with a certification program. Council Member Rodela also asked about helmet enforcement. Police Chief Gwilliam confirmed helmets are required for those under 21 and would be enforced as a secondary violation.

Council Member Smith raised concerns about the definition of "adult supervision" and the City's ability to enforce some of the rules included in the proposed ordinance. Chief Gwilliam clarified adult supervision means that the e-bike is being operated within eyesight or control of a supervising adult. Council Member Smith also expressed concern about e-bikes on narrow sidewalks impacting older citizens, emphasizing the need for personal responsibility of all users of the sidewalks.

Council Member Cortney thanked staff and clarified that electric personal assistive mobility devices (e.g., electric wheelchairs) are allowed under the ordinance. Mr. Patterson stated that is correct and such devices will be permitted in all City parks and trails.

Council Member Campbell expressed strong concern about e-scooters on trails, noting safety issues with dogs and pedestrians. He asked if there are plans for a certification course for e-scooters. Mr. Patterson stated they will be treated as Class 1 or 2 e-bikes in terms of regulations and enforcement. Council Member Campbell stated he is hopeful there will be continued discussion and state-level tweaking.

Council Member Kim Rodela MOVED that the City Council adopt the proposed regulations regarding electric bicycles and other vehicles and devices on city property.

Council Member Scott L. Smith SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>Yes</i>
<i>Council Member Liz Rice</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion carried 5:0

6. DISCUSSION ITEMS

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

a. 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.

City Engineer/Public Works Director Trusty introduced Micah Dickman and Ross Loehr from Urban SDK, who presented their traffic monitoring software. Mr. Dickman explained Urban SDK is a Jacksonville, Florida-based company that provides speed, volume, and delay information for every road 24 hours a day, 365 days a year. The data is collected from anonymized telematics devices in vehicles (e.g., GPS, OnStar) and contains no Personally Identifiable Information (PII). The software aims to:

- Shorten response time to citizen complaints from weeks to minutes/days.

- Ensure effective capital improvement decisions by providing pre- and post-implementation data.
- Proactively implement safety measures to reduce serious injuries and fatalities.
- Provide transparent, shareable data.

Mr. Dickman emphasized that Urban SDK is not a crime-fighting camera company like Flock.

Council Member Rice asked about the intended use of the cameras, whether the company has been hacked in the past, and the proposed locations for the cameras. Mr. Dickman and Mr. Trusty responded that there are no cameras, and the data is used solely for traffic data collection. The company employs robust security protocols and has no history of data breaches.

Council Member Rodela questioned the value of purchasing the software if the Council is not always willing to make data-driven decisions, referencing a previous decision on Canal Boulevard speed limits.

Council Member Smith acknowledged the value of data but stressed the need to balance it with citizen input and neighborhood concerns, citing examples of traffic calming in other cities.

Mr. Trusty clarified that the proposed three-year contract for the software, totaling over \$25,000 but under \$25,000 annually, would typically be an administrative approval, but staff sought Council's direction due to the commitment.

Council Member Cortney clarified that Urban SDK never receives PII. Mr. Dickman stated that is correct. Council Member Cortney asked about staff time savings associated with the proposal. Mr. Trusty estimated the staff time savings would be significant – five to six hours for setup and five to six hours for office time per street study. Mr. Dickman provided a live demonstration of the software's dashboard and reporting features using data from Kaysville, Utah, highlighting its user-friendliness and ability to provide quick analysis and reports.

Council Member Campbell fully supported the software, agreeing on the need for data-driven decisions while acknowledging other variables. He challenged Urban SDK to consider collecting pedestrian data in the future.

Mayor Bills confirmed no PII is collected and that licensing will be city wide rather than per user. Mr. Dickman stated that there are a select number of administration licenses, but an unlimited number of viewer licenses. Mayor Bills then asked if the Police Department would utilize the tool and data collected. Police Chief Gwilliam indicated the police department would find the data useful for asset deployment and identifying high-speed roads. Mayor Bills suggested exploring sharing the cost of the system with Alpine City.

Council Member Cortney suggested setting metrics to evaluate the software's effectiveness after one year, even with a 3-year contract.

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

Mayor Bills raised the issue of fiber installation in her neighborhood by a Comcast contractor, noting that homeowners were not notified before digging up driveways and easements. She inquired if the Council was interested in requiring notification for work in the right-of-way. Council Members expressed strong interest in pursuing adoption of a regulation that would require resident notification of this type of work. City Attorney/Planning & Zoning Administrator Patterson confirmed notification would be best practice, but it is reasonable and possible to implement regulations for requiring proof of notification.

b. Community Development Update (Current Projects)

Rob Patterson, City Attorney/Planning & Zoning Administrator

City Attorney/Planning & Zoning Administrator Patterson provided a brief update: an assisted living facility application will be presented to the Planning Commission soon, discussions are ongoing about clarifying building height measurement, and potential code changes for fences in Ridgeview (especially for smaller lots) will go to the Planning Commission in October.

8. CLOSED MEETING

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

At 9:08 pm Council Member Liz Rice MOVED that the City Council recess the regular meeting to convene in a closed meeting in the Executive Conference Room to discuss pending or reasonably imminent litigation, and the purchase, exchange, or lease of real property, as provided by Utah Code Annotated §52-4-205.

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

Council Member Ron Campbell MOVED to adjourn the CLOSED MEETING and Council Member Liz Rice SECONDED the motion. All voted in favor and the motion passed unanimously.

The CLOSED MEETING adjourned at 9:38 pm.

ADJOURNMENT

Council Member Doug Cortney 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 9:39 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 16, 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 15, 2026

Please Sign the Attendance Sheet

Scan for Agenda



Scan for Council
Procedures & Policies





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



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. Constitution Week Proclamation – *Brittney P. Bills, Mayor*
- b. Fling Report – *Brooke Boyd, Civic Events Coordinator*
- c. Christmas Light Event Location – *Jay Baughman, Assistant City Administrator & Brooke Boyd, Civic Events Coordinator*



PRESENTATIONS

- a. Constitution Week Proclamation – *Brittney P. Bills, Mayor*
- b. Fling Report – *Brooke Boyd, Civic Events Coordinator*
- c. Christmas Light Event Location – *Jay Baughman, Assistant City Administrator & Brooke Boyd, Civic Events Coordinator*

Highland Fling 2026 Financial Overview

- **Expenses**
\$87,000+
- **Revenue**
Nearly \$24,000
- **Net City Investment**
Approximately \$63,500
- **Budget Variance**
Approximately \$500 over budget



*Despite increased costs in several areas, Highland Fling finished within approximately \$500 of its overall budget.

Highland Fling 2026 Cost Considerations

Inflation & Rising Event Costs

Costs for several goods and services increased compared with previous years. In some cases, pricing was as much as three times what had been paid in prior years.

Moving Forward

- Review **vendors, pricing, and cost-saving opportunities**
- Begin **2027 sponsor outreach in November**
- Build on **early sponsor interest already received**
- Continue expanding **in-kind trades and partnerships**

What Went Well — 2026 Highlights

- **Strong event growth** — the Car Show alone had 116 registered vehicles, and the parade grew significantly from last year.
- **All-ages activities performed well**, including the Home Run Derby and other relaxed community activities.
- The **20' x 30' shaded seating area was a major success** and gave attendees a comfortable place to gather.
- **Fling merchandise generated a lot of interest**, especially after the T-shirt giveaways; many attendees asked where they could purchase shirts.
- The **5K route was well received**, and we already have interest from a local business in supporting next year's race.
- The overall **mix of free and paid activities worked well**.



Plans for Improvement

- **Earlier planning & communication**

Give City departments, event chairs, and partners needs and deadlines much earlier.

- **Stronger marketing**

Expand signage and promotion throughout Highland and make information consistent across the website, social media, magazine, newsletter, and printed materials.

- **Better volunteer coordination**

Recruit for specific positions, provide assignments earlier, and clearly communicate duties, schedules, dress, and expectations.

- **More intentional programming**

Focus on larger, well-executed, all-ages activities instead of having too many smaller activities competing at the same time.

- **Improve event logistics & safety**

Continue improving lighting, parade communication, race preparation, traffic flow, fireworks planning, and other site logistics.

Looking Ahead to Highland Fling 2027

- Begin **sponsorship outreach in November** and continue developing in-kind partnerships and trades.
- Open major event registrations **earlier in the year** and explore a centralized **Highland Fling registration hub**.
- Recruit dedicated coordinators for key areas such as the **parade and volunteer program**.
- Expand **Fling merchandise**, including shirts, hats, totes, and stickers, with sales beginning before Fling.
- Continue improving **community-wide marketing and volunteer recruitment**.
- Explore new experiences for 2027, particularly as we celebrate **Highland's anniversary**.

Ideas under consideration:

Bring back the Play Day Rodeo • Western Night • Highland Queen • Drone videography • Expanded all-ages activities • Add special experiences celebrating Highland's 50th Anniversary

Christmas Lights & Event



Christmas Lights – Heritage Park

Pros:

- Traditional event venue
- Visible from road
- Indoor venue available

Cons:

- Limited power access
- No walk-through display
- Limited indoor venue



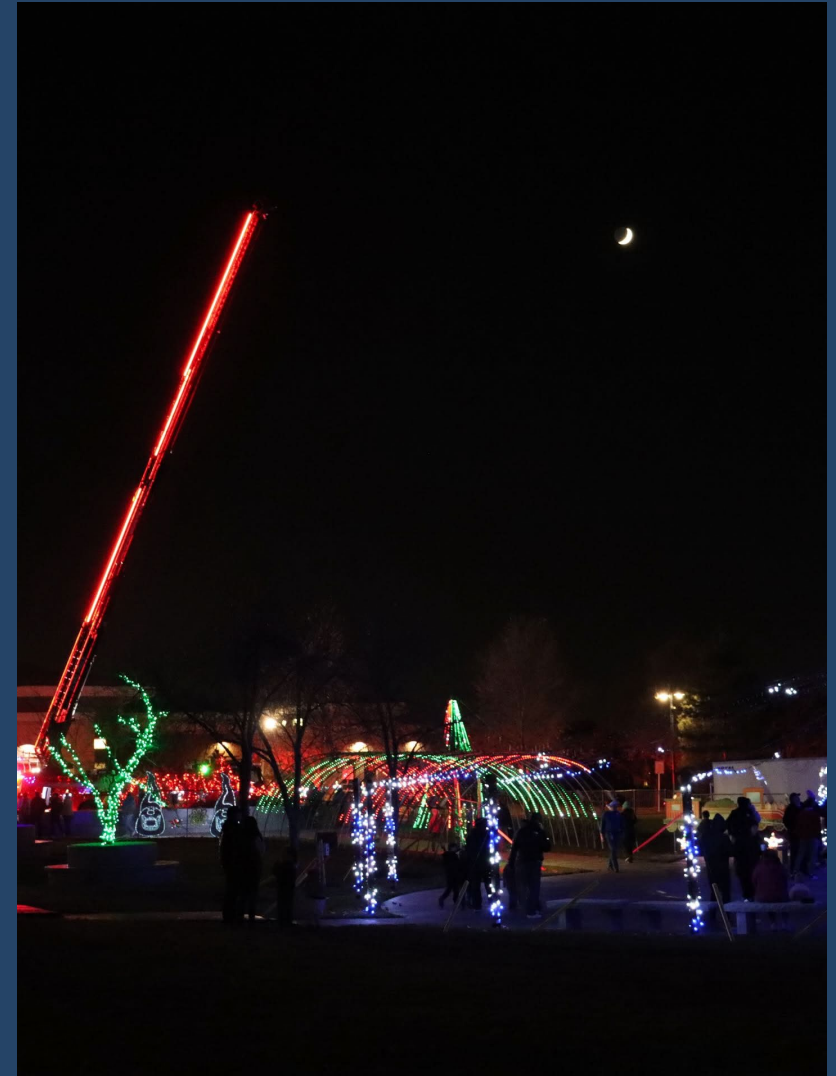
Christmas Lights - City Center

Pros:

- Power outlets
- Ideal tree size
- Paved walkways
- Indoor venue
- General Plan placemaking

Cons:

- Not visible from main roads



Christmas Lights - City Center Tree

Additional funds
for 2026 - +\$4,000

Reindeer - +\$2,000

Donut Donation
instead of
purchase- -\$500



32' - \$3,000

24' - \$1,800

16' - Current

CONSENT ITEMS *(5 minutes)*

3a. Approval of Meeting Minutes: September 1, 2026

General City Management

3b. Ratification of Large Purchases

General City Management

Motion to Approve

I move that the City Council approve the consent agenda.



NEW BUSINESS USE APPLICATION – SMALL ANIMAL VETERINARY AND URGENT CARE CLINIC

Land Use (Legislative)

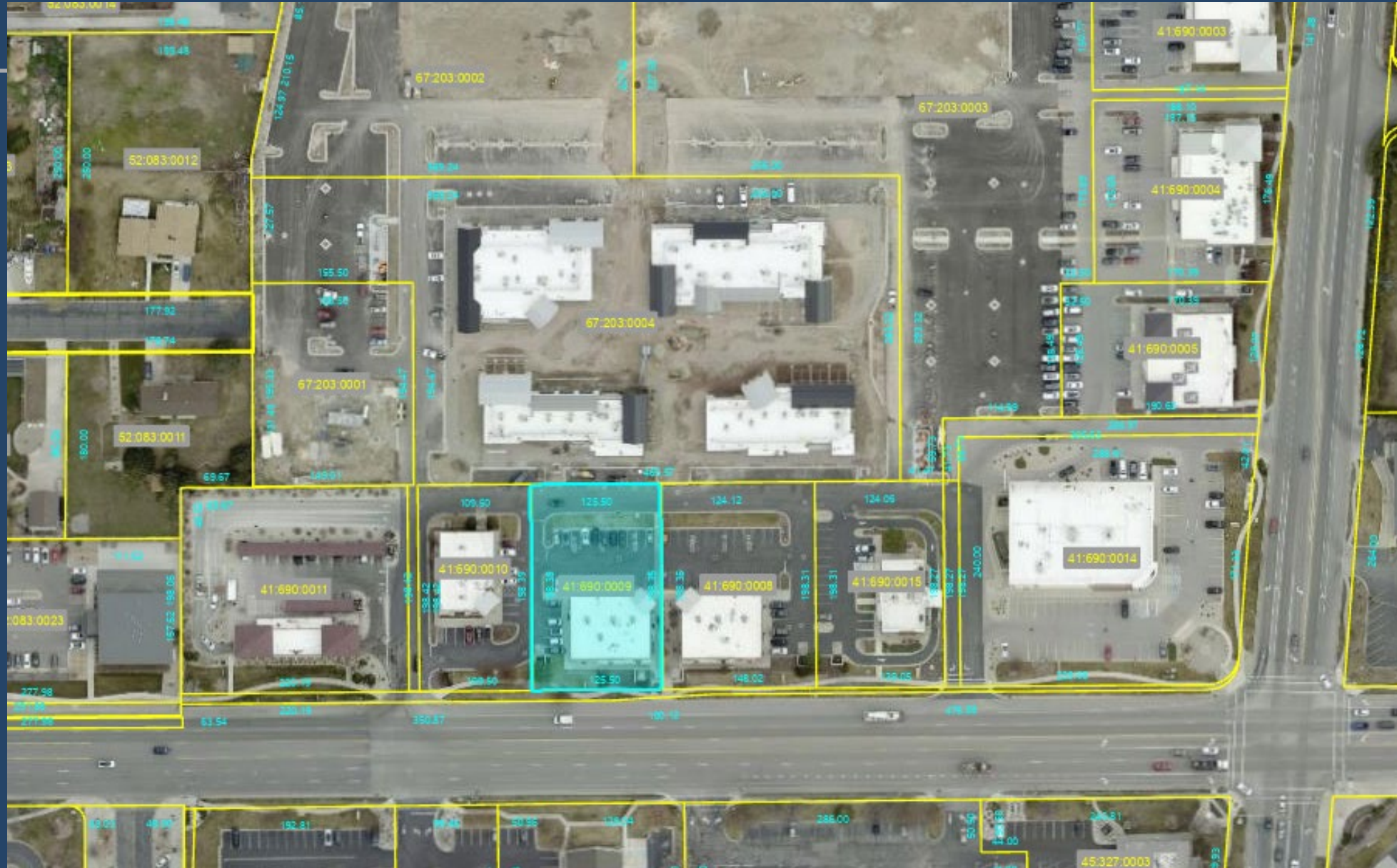
Item 4a – Public Hearing/Ordinance

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

Background

- Sploot Veterinary Care seeks approval of a new business use for the CR zone (Highland Mains, NW corner of SR-92 and Alpine Hwy)
 - Former Yummy Ice Cream Emporium
- Proposed Use: Small Animal Veterinary Clinic and Urgent Care
- Applicant's proposed use and business would include services on Sunday pursuant to "urgent care" exception

Vicinity



Use Review

- Factors relevant to consideration
 - Compatibility with plain language
 - Certain human medical uses and pet products/grooming allowed in CR zone. Vet services not prohibited
 - Compatibility with zone purpose
 - CR zone intended to provide commercial services needed in Highland. Only one other vet clinic in Highland (opening soon) on North County near Lone Peak HS
 - Compatibility with general plan
 - Part of overall Town Center, intended to provide “neighborhood-scale retail, food services, and personal services that meet the daily needs of residents”

Use Review

- Factors relevant to consideration
 - Compatibility with adjacent properties
 - All adjacent properties are commercial, CR or C-1, which allow some or all medical offices to operate and pet services
 - Impact compared to existing/allowed uses
 - Existing/allowed pet grooming office nearby, other uses include restaurants, clothing, offices, wellness
 - Whether use is expressly permitted or prohibited elsewhere
 - No zone in Highland specifically addresses veterinary services, either to permit or prohibit

Business Hour Limitation

- City business hour regulations require most commercial entities to operate 6 am to Midnight, Monday through Saturday (not Sunday)
- Sploot seeks to operate 8 am – 8 pm, 7 days/week
- Existing exception to business hour regulations for businesses that are “hospitals/health care clinics/urgent care clinics”
- Sploot argues vet urgent care services fall within this exception, so they can operate on Sunday

Staff Review

- Legislative – Council may approve, conditionally approve, or deny per relevant policy considerations
 - Public hearing required
- Staff Consideration
 - Allowing vet clinic and urgent care in CR zone appears to align with zone and general plan goals and aligns with impacts from similar uses already permitted in area
 - Allowing vet urgent care use can align with business hour exception for urgent care
 - Option to condition approval on restricted hours/days

Motion to Approve

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]



RICKS SUBDIVISION – PARKWAY DETAIL MODIFICATION REQUEST

Land Use (Administrative)

Item 4b – Action

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

Background

- City Development Code 3-621 requires parkway detail to be implemented along major corridors, including 6800 West
- Mr. Ricks is proposing R-1-40 subdivision on 6800 West at 9954 N 6800 W
- Planning Commission and City staff have required parkway detail to be provided with final plat
- Mr. Ricks has asked for some modifications to standard parkway detail

Vicinity

12:010:0119
CEDAR HOLLOW HOLDINGS LLC...
0031 N 6800 WEST - HIGHLAND
Value: \$774,600 -- 2.33 acres
Entry# 84021-2023

W 10050 NORTH ST

Wimbledon
South

12:012:0054
JHL HOLDINGS LLC...
- HIGHLAND
Value: \$753,100 -- 2.91 acres
Entry# 39484-2026

12:012:0012
JHL HOLDINGS LLC...
9954 N 6800 WEST - HIGHLAND
Value: \$1,023,700 -- 2 acres
Entry# 39484-2026

W 9975 ST
NORTH

N 6800 WEST ST

W 9900 NORTH ST

W MADISON AVE

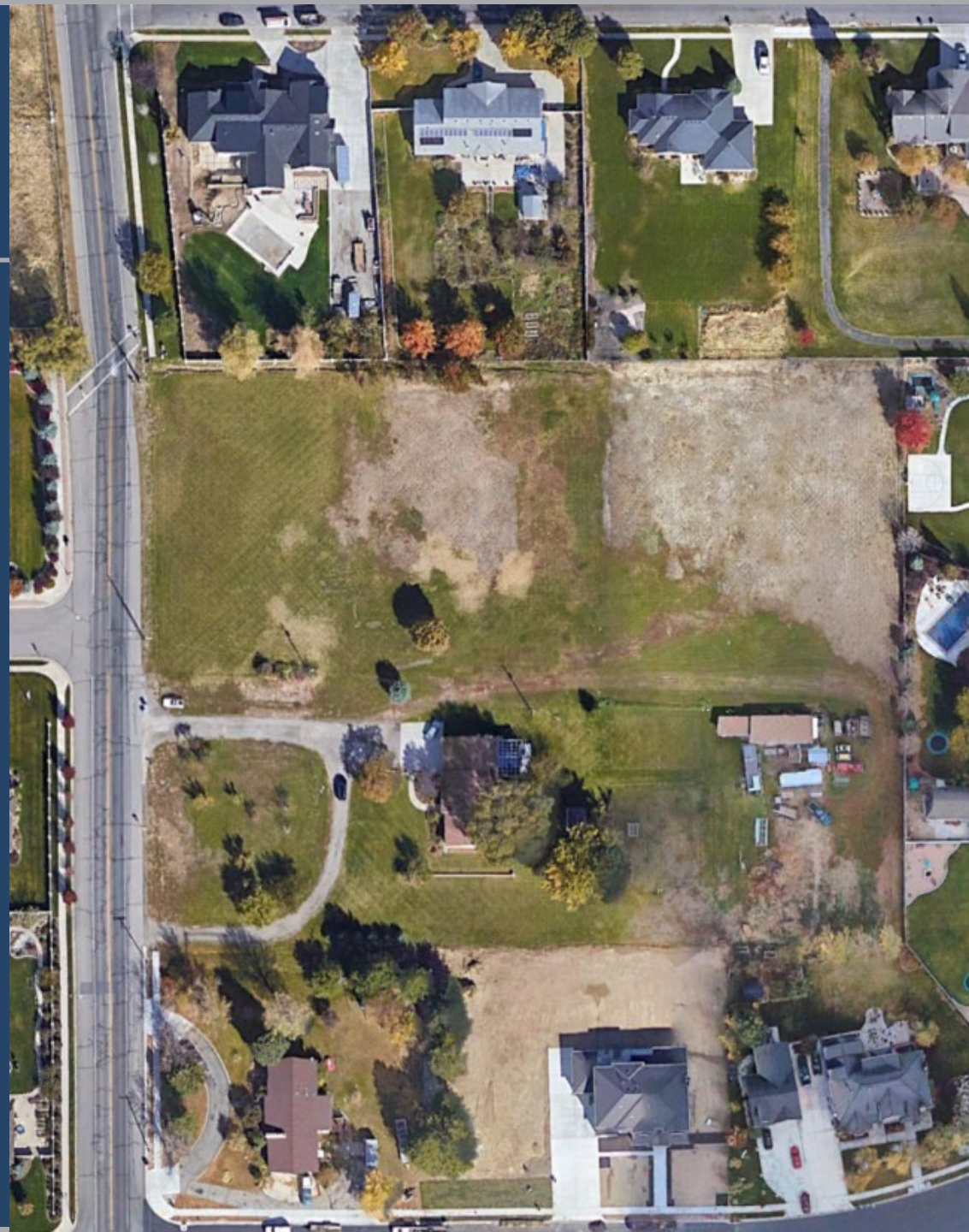
12:012:0064
BURT, DAVID and AMANDA...
0000 N 6800 WEST - HIGHLAND

N 6690
WEST ST

N 6670 WEST ST

Vicinity

- Existing parkway to north
- No parkway to south
- Over half 6800 West Developed w/out parkway

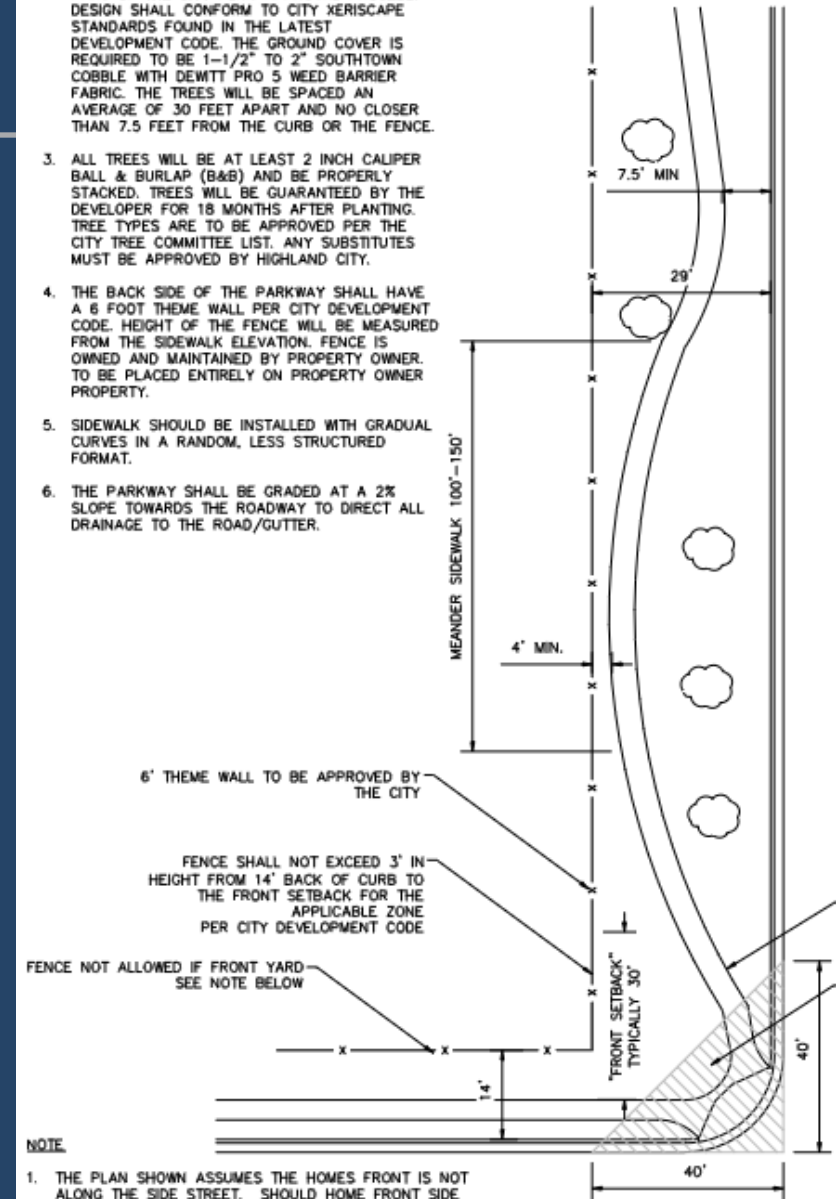


Standard Parkway

- 29-foot wide
- 6' theme wall
- Xeriscape landscaping
- Curved sidewalk

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.



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.

Issues for Review

- City Development Code 3-621(3) allows council to approve modifications in specific areas to address specific property/design constraints or to improve public use and connectivity
- Applicant will present requested modifications

Staff Review

- Administrative decision -
 - Cannot change code or city standards
 - Can modify parkway for specific property to address property-specific constraints
- Staff supports the following modifications:
 - Straight sidewalk, aligning on north and south
 - Mix of turf/xeriscape to blend landscaping
 - Owners can mow/weed with maintenance agreement
- Proposed findings supporting approval or denial included in staff report – council must specify modifications approved (if any)

Ricks Subdivision

Items

- Parkway Detail
- Maintenance of Parkway Detail

If the City has the opportunity to connect streets for the purpose of providing better traffic circulation, more efficient and prudent maintenance costs, and more efficient access for public safety purposes, then streets should be connected and cul-de-sacs should be avoided. If development is required to provide a future connection of a road, the corresponding streets should be stubbed to allow the future connection. When topographic conditions or existing development will not allow a street connection, cul-de-sac streets over 200 feet in length may be permitted.

Recommended improvements to the transportation system that would be classified as new capacity/widening projects include:

1. 4800 West (5-Lane Arterial) is planned to be a four-lane facility with a center turn lane, planted median, parkway detail and 106' of right-of-way.
2. 11000 North (SR-92) (5-Lane Arterial) Highland City is planning for a five-lane cross-section the length of the corridor, which is somewhat different than Mountainland Association of Governments' Regional Transportation Plan. The City's primary concerns are related to the side treatments of this corridor and that the City's "Parkway Detail" be maintained on SR-92 within the City limits.
3. 9600 North (3-Lane Minor Collector) Highland City plans for this road to continue to be a three-lane minor collector with 66' feet of right-of-way.
4. 6800 West (3-Lane Major Collector) Highland City plans for this road to be a three-lane major collector with 74' feet of right-of-way.
5. Canal Boulevard/9850 North (3-Lane Major Collector) provides an east-west connection between the 4800 West and 6800 West.

Road Improvement recommended projects include:

1. 6000 West (3-Lane Major/Minor Collector) It is the intent of Highland City that the road be built as a hybrid residential collector with pavement widths between 44' and 50' within a 66' to 74' right-of-way including sidewalks and parkstrips on each side.
2. 10400 North (3-Lane Residential Collector) It is the intent of the City that the road be built to be consistent with the City's standard cross-section for this type, which includes shoulders, curb, gutter, sidewalk, and the Parkway Detail on both sides..
3. 6400 West (2-Lane Residential Collector) It is the intent of Highland City that the road be built to the specifications of a residential collector with a 44' pavement within a 66' right-of-way including sidewalks on each side.

For maximum safety of pedestrians, sidewalks of adequate width (5 feet at a minimum) should be provided on both sides of all Highland City residential streets and in the vicinity of schools, churches, shopping areas, and other pedestrian destinations unless otherwise approved by the

Parkway Detail

Highland City has developed a Parkway Landscape Detail that is intended to provide major roads in Highland City with a side treatment that is attractive and functional for pedestrians and other roadway users. Roads on which Highland City has implemented or is planning to implement the Parkway Landscape Detail include:

- ◆ SR-92*
 - ◆ SR-74*
 - ◆ 11800 North
 - ◆ 10400 North
 - ◆ 4800 West*
 - ◆ Highland Boulevard
 - ◆ Beacon Hill Boulevard
-

4. 6800 West (3-Lane Major Collector) serves as an important north/south route in western Highland City connecting 10400 North and 9600 North as well as to State Street (US-89) to the south through American Fork. This cross-section is consistent with that of American Fork, which also identifies the road as a 3-lane major collector. The City is planning a 74-foot cross-section for this road.

Goal: To provide an arterial and major collector road system that is safe, functions efficiently, and accommodates peak hour traffic volumes.

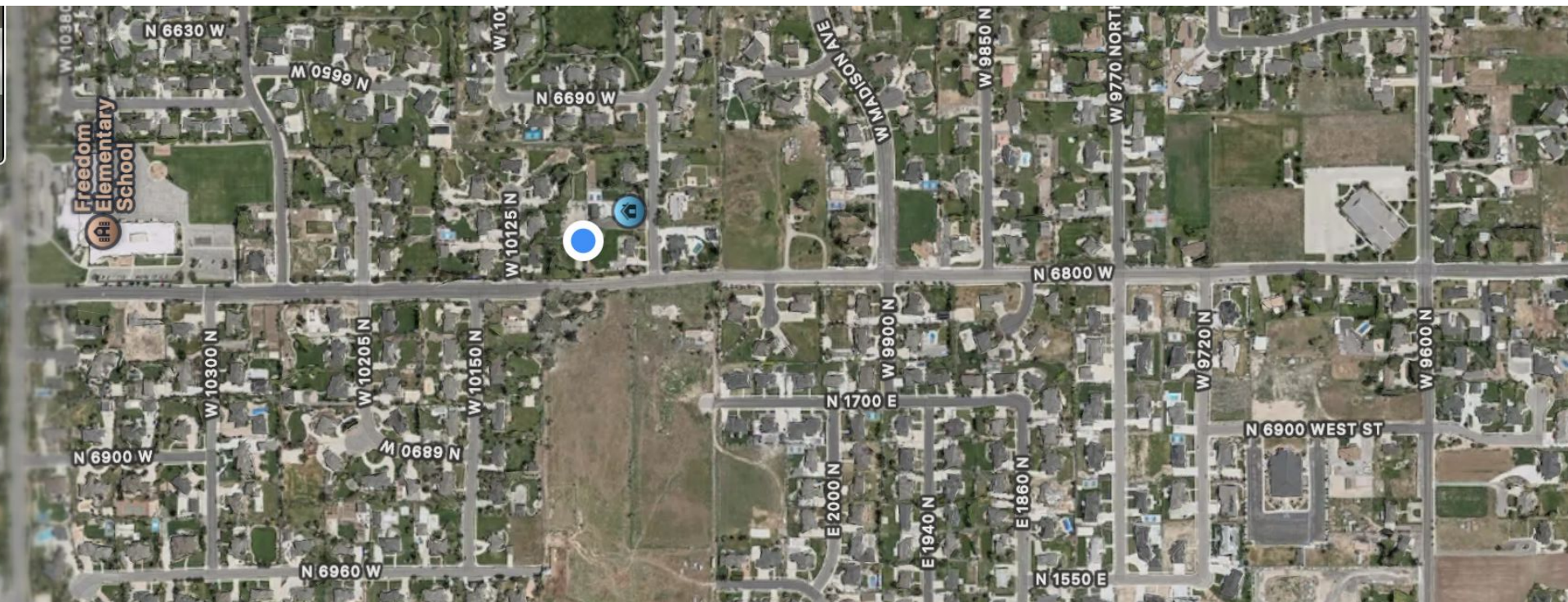
Policy: Highland City will work to preserve the character and function of arterials and major collector roads by maintaining standards for elements such as sight distance and access management and collecting current traffic volume data.



10400 North looking west

2. 10400 North (2-Lane Residential Collector)

is currently a two-lane road that serves east/west travel through the central portion of Highland City and provides access to Highland City offices and to Mountain Ridge Junior High. From the western City boundary to approximately 6500 West, the road has been improved with curb, gutter, and sidewalks on both sides. These improvements have occurred with residential development in the area. Between 6500 West and the Alpine Highway, improvements are inconsistent. It is the intent of the City that the road be built to be consistent with the City's standard cross-section for this type that includes shoulders, curb, gutter, park strips, and sidewalks and the parkway detail on both sides. This is most likely to occur when development and/or redevelopment of existing land uses occur. Where necessary, widening at intersections to provide for left-turn lanes would





















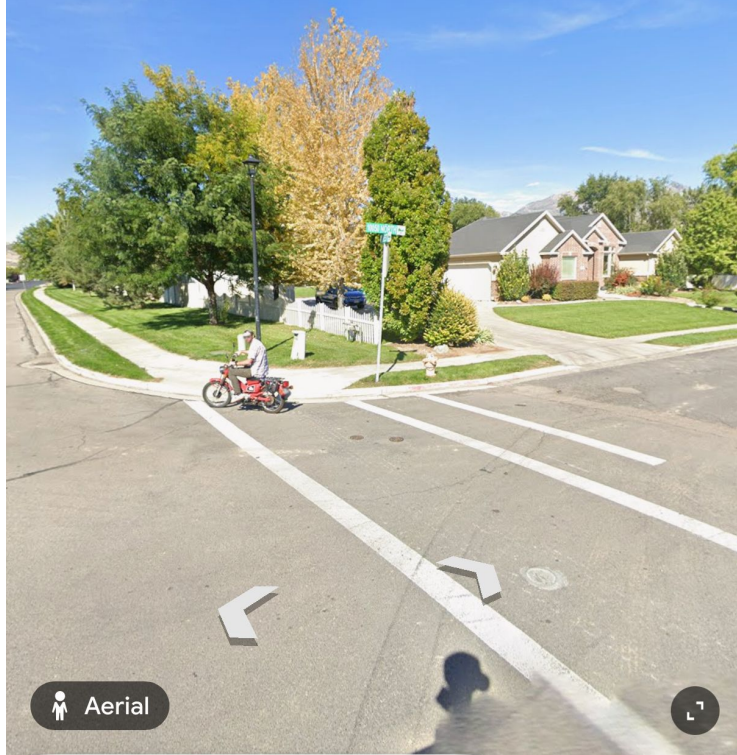


Proposed Landscaping Into Development

- Landscaping maintained by homeowner adjacent to property
- Fence similar to photos below to match style and look of homes
 - No cheap concrete looking fence that is plastic or fiberglass
 - Possible wrought iron on top
- No maintenance by the city
- This makes for a softer transition into no fences as you go along 6800 West on the east side heading south.
- There is no parkway detail on the east side of 6800 West from the property line south

11:13 AM Wed Sep 9

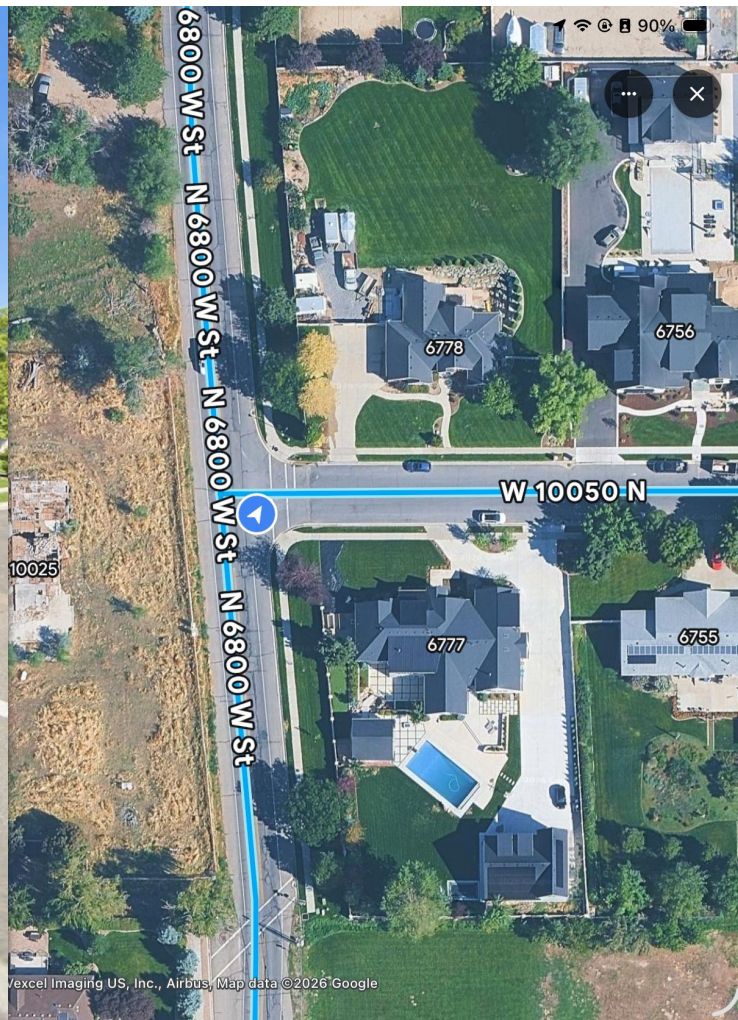
G September 2022



Aerial

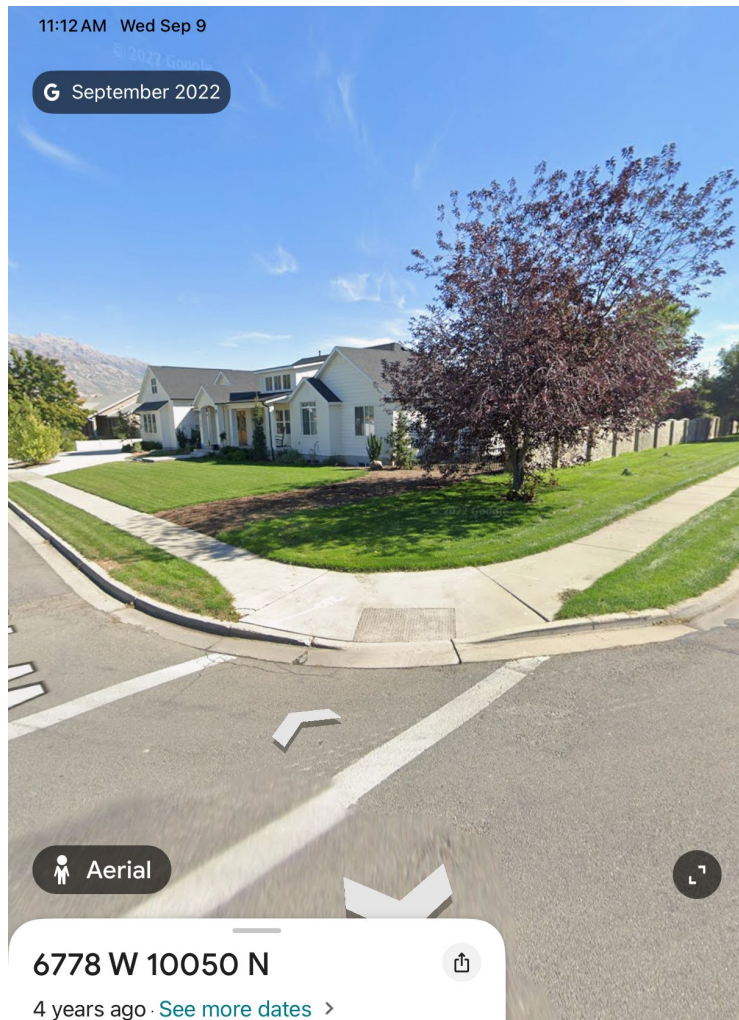
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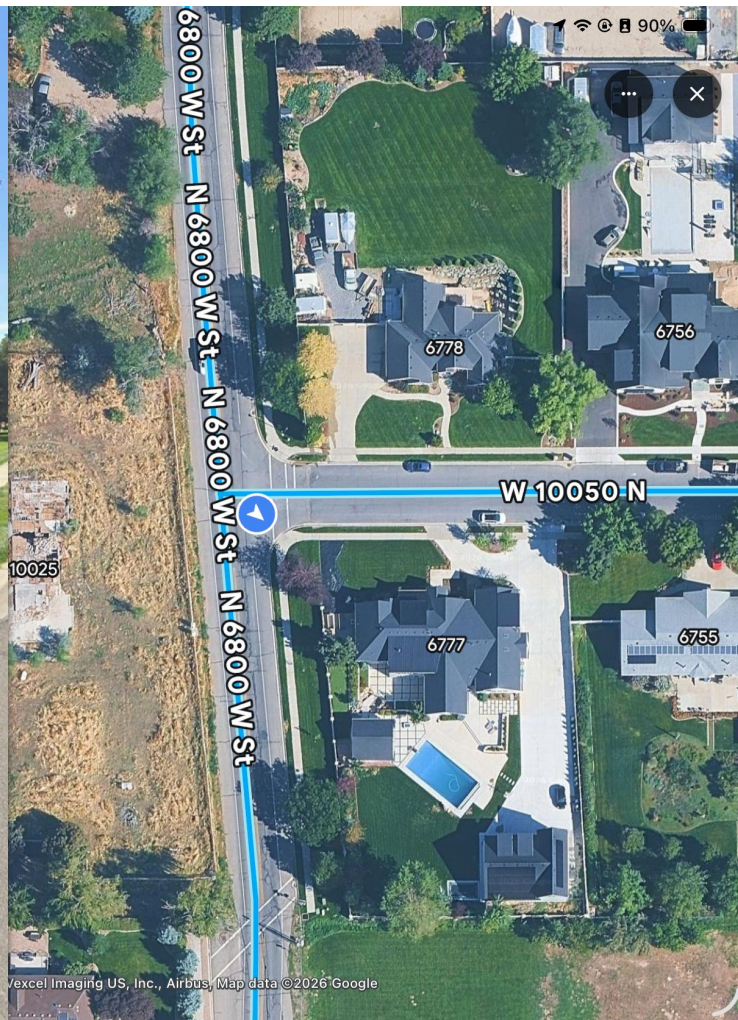
September 2022



Aerial

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4 years ago · [See more dates](#)



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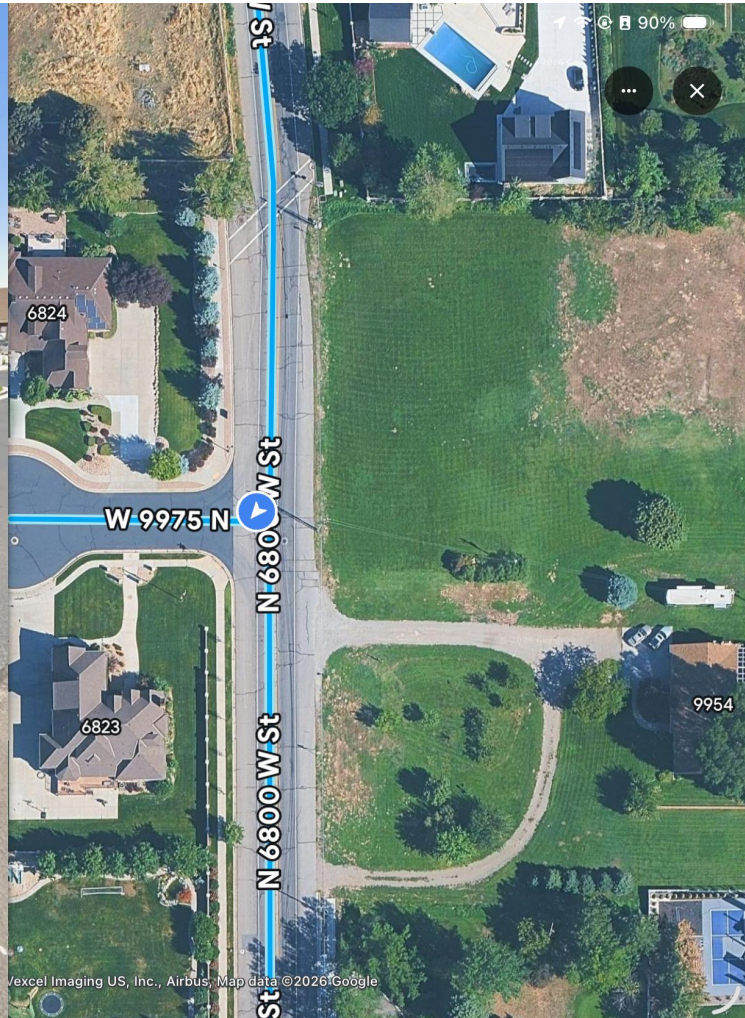
G July 2026



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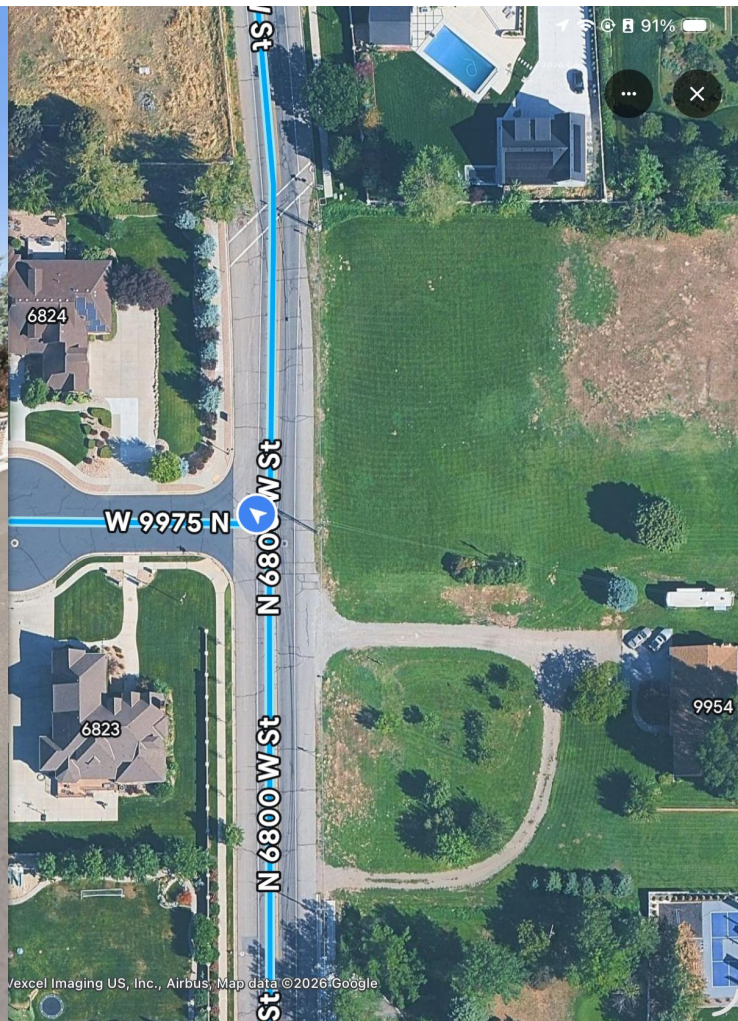
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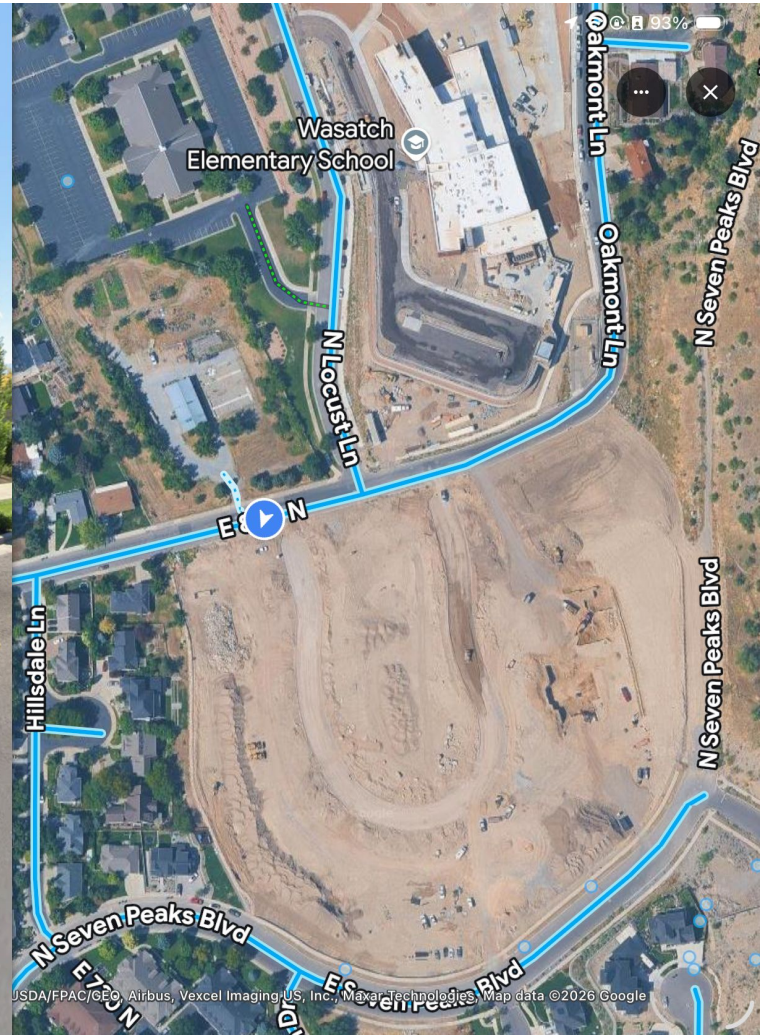
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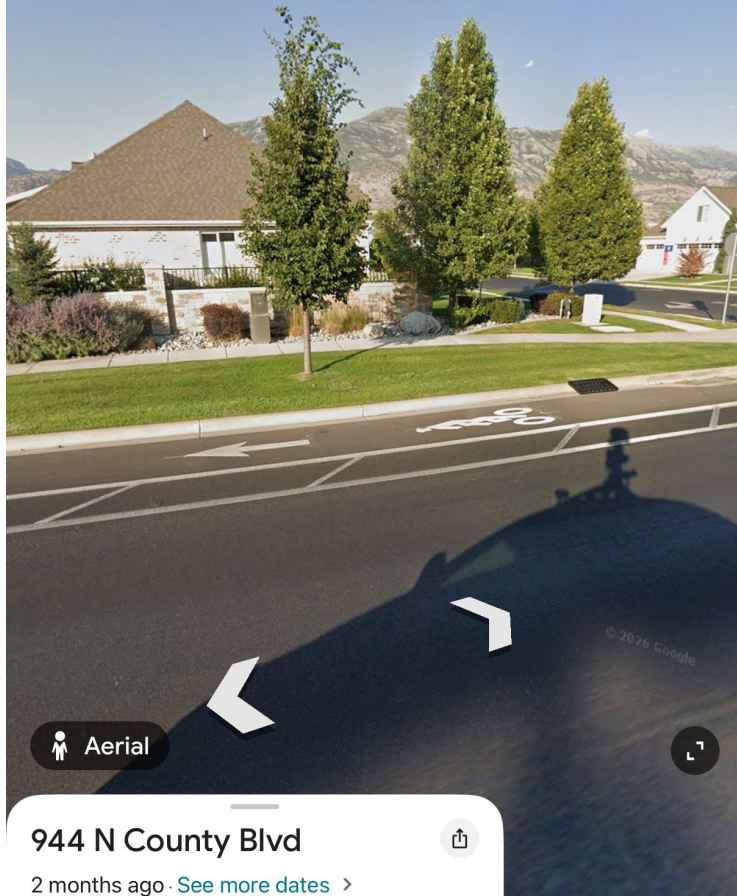
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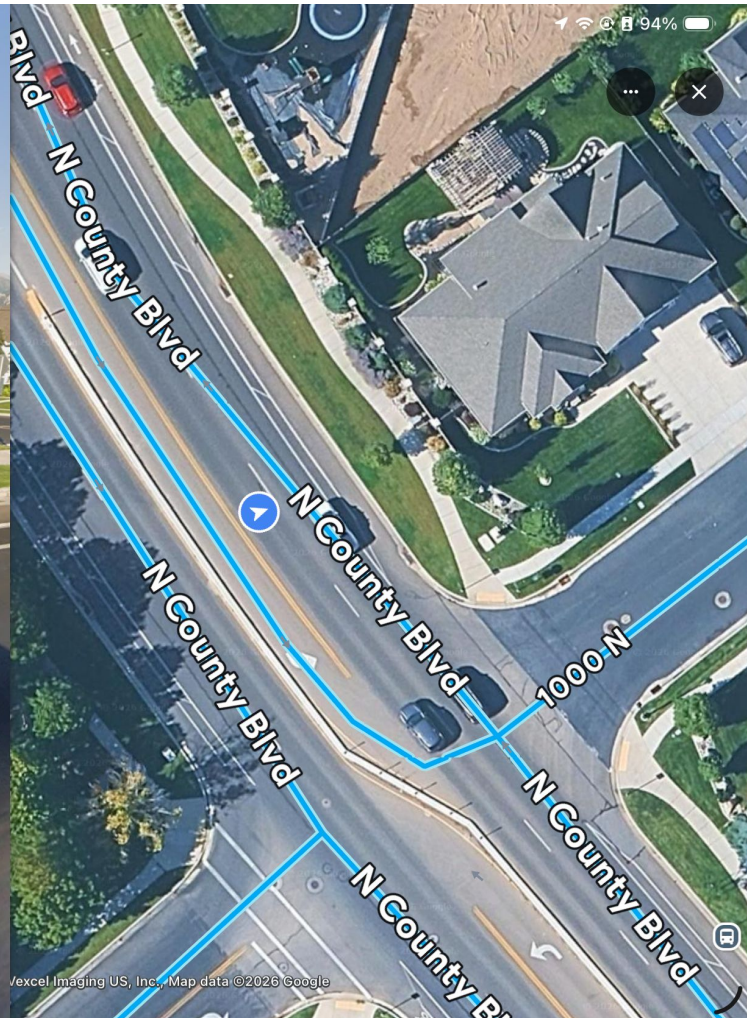
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944 N County Blvd

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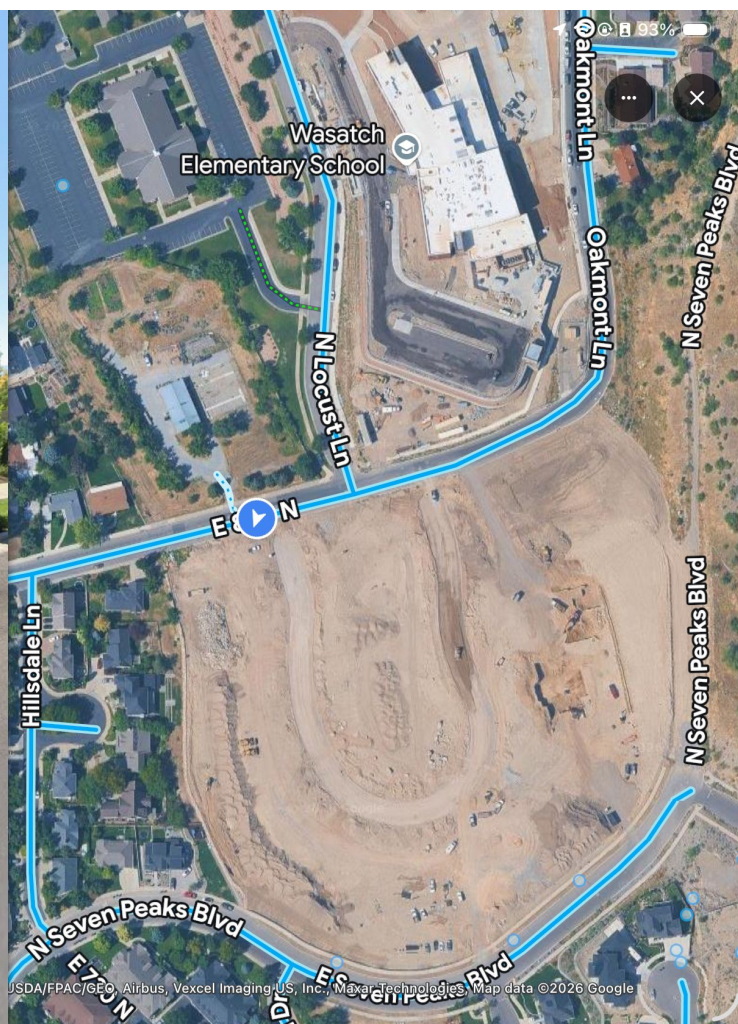
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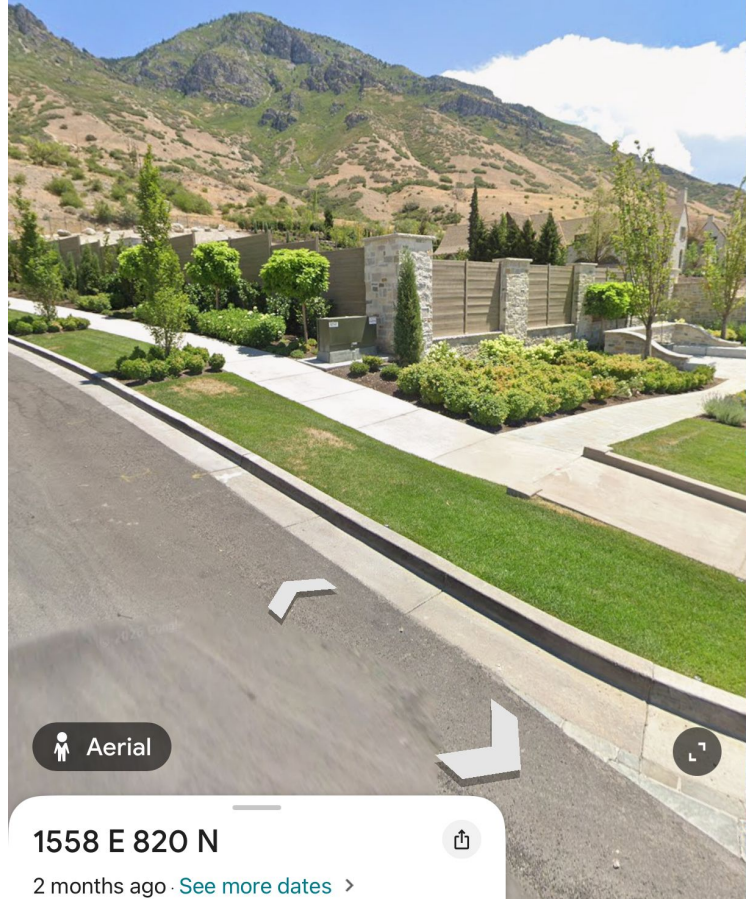
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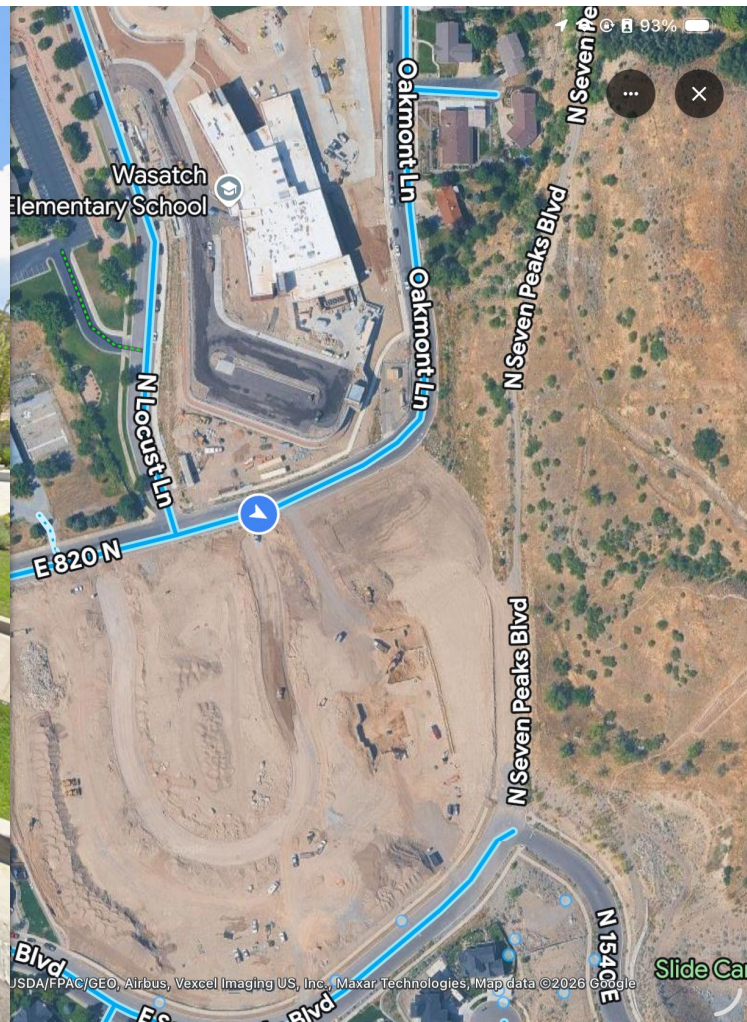
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Motion to Approve

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.



AMENDMENTS TO CITY CODE REGARDING ELECTRIC BIKES

General City Management

Item 5a – Expedited/Ordinance

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

E-Bike Amendments

- July 21, 2026, City Council discussed state law changes
- ALLOW
 - Bicycles, Class 1 (pedal assist) & Class 2 (electric motor, limit 20 mph) e-bikes, motor assisted scooters, and similar devices on trails and sidewalks per state law and city signage
- PROHIBIT
 - Class 3 (electric motor, limit 28 mph) on trails and sidewalks
 - Any motor vehicle in park area
- All use of parks, trails, sidewalks, and roadway by any type of device or vehicle must comply with signage (bike park not allow e-bikes, no skateboards, etc.) and state law (helmets, age of riders, traffic regulations)

Motion to Approve

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



TRAFFIC MONITORING SOFTWARE

General City Management

Item 6a – Discussion

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



POTENTIAL CODE UPDATE ON RIGHT OF WAY PERMIT REQUIREMENTS

Item 7a – Communication

Presented by – Brittney P. Bills, Mayor

Rob Patterson, City Attorney/Planning & Zoning Administrator



COMMUNITY DEVELOPMENT UPDATE

Item 7b – Communication

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



FUTURE MEETINGS

- 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
- November 3, Election Day – Vote Center at City Hall, 7:00 am – 8:00 pm
- November 10, City Council Meeting, 6:00 pm, City Hall
- November 17, Planning Commission Meeting, 7:00 pm, City Hall
- November 18, Lone Peak Public Safety District Meeting, 7:30 am, City Hall

Motion to Adjourn to Closed Meeting

I move that City Council recess the regular City Council meeting to convene in a closed meeting in the executive conference room to discuss pending or reasonably imminent litigation and the purchase, exchange, or lease of real property, as provided by Utah Code Annotated §52-4-205.



CLOSED MEETING

The Highland City Council has recessed the regular City Council meeting to convene in a closed meeting to discuss pending or reasonably imminent litigation and the purchase, exchange, or lease of real property, as provided by Utah Code Annotated §52-4-205.

The regular City Council meeting will adjourn immediately following the end of the closed meeting.

Highland City Council

September 15, 2026

Doug Cortney

Proposed Motion for Agenda Item #4a

Background

I do not object to adding veterinary clinics and veterinary urgent care facilities as allowed uses in the CR zone, but I have significant concerns about considering them exempted from hours of operation restrictions under our current code.

- Existing exemptions under HMC 5.04.180(C) seem to deal with human medicine.
- The discussion when HMC 5.04.180(C) was enacted dealt exclusively with human medicine.
- Given the traditional support for Sunday business closure in Highland, I have serious concerns about even implicitly expanding exceptions without good public notice.

I do support an exemption in this case. I think such an exemption is in line with the existing exemptions; I just don't believe it is covered by them.

Proposed Motion

I move that the Highland City Council continue this item until its next regular meeting and include consideration of amendments to HMC 5.04.180 to provide exemptions for veterinary hospitals / urgent care facilities as an earlier item on that same agenda.