

**MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL WORK SESSION
HELD TUESDAY, JUNE 17, 2025, AT 4:00 PM IN THE COTTONWOOD HEIGHTS CITY
COUNCIL WORK ROOM LOCATED AT 2277 EAST BENGAL BOULEVARD,
COTTONWOOD HEIGHTS, UTAH**

Members Present: Mayor Mike Weichers, Council Member Shawn Newell, Council Member Matt Holton, Council Member Ellen Birrell, Council Member Suzanne Hyland

Staff Present: City Manager, Jared Gerber; Police Chief, Robby Russo; Finance Director, Scott Jorges; Records, Culture, and Human Resources Director, Barbara Higgins; City Recorder, Tiffany Janzen; Community and Economic Development Director, Michael Johnson; IT Manager, Matt Ervin; Public Works Director, Matt Shipp; Unified Fire Authority, Riley Pilgrim; Assistant City Engineer, Ben Nelsen

1.0 WELCOME

Mayor Weichers called the meeting to order at 4:00 PM.

2.0 REVIEW OF BUSINESS MEETING AGENDA – Mayor Weichers.

Mayor Weichers reviewed the Meeting Agenda and indicated that the Pledge of Allegiance would be led by City Manager, Jared Gerber, followed by City Council Committee Reports.

Item 4 would be the swearing in of new Cottonwood Heights Police Department officers and the announcement of promotions. Police Chief, Robby Russo would introduce the officers, and City Recorder, Tiffany Janzen would swear them in.

Item 5 would be the Citizen Comment period.

Item 6 would be a public hearing on Proposed Compensation Increases for Executive Municipal Officers for FY 2025-26. Utah state law requires that a public hearing be held for compensation increases for elected and executive officers.

Item 7 would include 10 Action Items. Item 7.1, Consideration of Ordinance 443 Approving a Final Budget for 1 July 2025 through 30 June 2026 was reviewed by Finance Director, Scott Jorges. Mr. Jorges reported that the final Certified Tax Rate (“CTR”) had decreased from 0.001357 to 0.001300. The tax rate associated with debt service on the General Obligation Bond was 0.000209. New growth was defined at \$43,620. He noted that taxes associated with the Tavaci and Creek Road annexations were not included in the calculations, so some unbudgeted funds would be received based on the percentage of the year that those parcels are part of the City.

Item 7.2 would be Consideration of Ordinance 443 Amending Code Chapters 19.04 and 19.37 Regarding Neighborhood Commercial/Mixed Uses. Community and Economic Development Director, Michael Johnson, reported that the ordinance was similar to the draft that was previously

discussed with the City Council. Any property zoned Neighborhood Commercial would be affected by the amendments.

The purpose of the Amendment was to address the Live/Work use, which is allowed in the Neighborhood Commercial Zone but was not defined and had no associated standards. The application that originally brought the issue to the City's attention had since been withdrawn, but the Council enacted a moratorium to provide time to better define the intent of the use.

Staff consolidated the residential uses within the Neighborhood Commercial Zone and removed the following uses:

- Bed and Breakfast
- Home Occupations
- Home Preschools
- Planned Unit Development
- Residential Facilities for Elderly Persons
- Live/Work Spaces
- Mixed Residential Housing was replaced with Neighborhood mixed-use, which allows for residential housing as a component of a Neighborhood mixed-use development application.

Neighborhood Mixed Use is defined as:

A single building containing more than one type of land use, at least one of which may be residential, or a single development of more than one building and use, one of which may be residential, where the different types of land uses are in Planning close proximity, planned as a unified complementary whole, and functionally integrated to the use of shared vehicular and pedestrian access and parking areas.

In response to a question from Council Member Newell, Mr. Johnson clarified that staff originally proposed the term "one of which *is* residential." At the Planning Commission's recommendation, it was changed to "one of which *may be* residential" on the final ordinance, as two non-residential uses would also be allowed.

Draft standards for Neighborhood Mixed Use are as follows:

- All Neighborhood Commercial development standards pertaining to building height, setbacks, landscaping, coverage, etc. shall apply.
- The mix of uses shall be consistent with the Permitted and Conditional Uses listed in the Neighborhood Commercial chapter.
- The non-residential portion of a Neighborhood Mixed Use project shall constitute a minimum of 25% of the total gross floor area of the entire unit or project square footage. At least 50% of the unit or project frontage at ground level along a public right-of-way shall be dedicated to the non-residential portion of the project.

In response to a question from Council Member Hyland, Mr. Johnson reported that the recommended percentages were the result of research into other Neighborhood Mixed Use projects and discussions with Planning Commissioners, some of whom have development experience and knowledge of the market. The resulting percentages were determined to be realistic and sustainable by the market.

Council Member Birrell asked how neighboring cities address mixed uses. Mr. Johnson reported that they all handle it differently, and no city has an exact analog to Neighborhood Commercial. They all have small-scale commercial zoning types, but the standards vary.

Council Member Hyland asked about the origins of the Neighborhood Commercial Zone. Mr. Johnson clarified that the zoning was applied to commercial properties adjacent to residential areas. Neighborhood Commercial areas are Brighton Pointe, the Smith's shopping center, the former Wells Fargo property, and Hillside Plaza, as well as some smaller areas on Highland Drive and near Union Park. In response to a follow-up question, Mr. Johnson stated that the current zoning of Hillside Plaza will not affect development because site-specific zoning will be applied to the future Town Center.

In response to a question from Council Member Birrell, Mr. Johnson stated that no changes had been made to the existing language regarding pedestrians. Additional clarifying language was added to remove minimum lot size requirements, as other standards would dictate what could be built on a specific property. A reference to a two-story maximum building height was also removed, as the maximum height of 35 feet would simplify the requirement.

Council Member Birrell stressed the importance of keeping the description of Neighborhood Commercial intact. Mr. Johnson confirmed that no changes had been made to the description, and in fact, it was used to shape the ordinance to ensure that commercial uses are more accessible to the public. In response to her follow-up question, Mr. Johnson clarified that the Planning Commission held a formal public hearing in June 2025. City Attorney, Shane Topham confirmed that a Planning Commission hearing is a statutory requirement.

In response to a question raised by Council Member Hyland regarding strip malls like the Smith's shopping center, Mr. Johnson stated that Retail Commercial is an allowed use in the Neighborhood Commercial Zone. In response to a follow-up question from Council Member Birrell, Mayor Weichers indicated that the topic of strip malls would be better addressed in a General Plan discussion.

Mr. Johnson stated that there are no Permitted Uses in the Neighborhood Commercial Zone; all uses are Conditional Uses. The way some uses are listed is also outdated. However, addressing those items would be a separate effort. Updates to the Neighborhood Commercial Zone were made at the direction of the Council to clarify the Live/Work use. The General Plan would recommend a general direction, which would lead into a more specific and focused process.

Council Member Hyland asked if a Smith's Grocery would be allowed in the zone under the proposed ordinance, as it specifies that grocery stores can be no more than 7,500 square feet on any one floor. Mr. Johnson stated that Neighborhood Commercial properties are adjacent to

residential areas, and the Residential Office Zone has a similar standard. He believes the idea is to ensure that building sizes are comparable in scale to the adjacent residential areas. Council Member Birrell stated that Smith's is one of the few grocery stores in the Neighborhood Commercial Zone.

Council Member Hyland stated that the ordinance also prohibits after-hours care at medical and dental offices and argued that if restaurants are allowed, after-hours care should also be allowed. Mr. Johnson indicated that discussion of other specific aspects of the ordinance was beyond the scope of the moratorium. Council Member Hyland stated that Child Daycare/Preschool was a duplicate of Child or Adult Daycare Facilities, and Retail Commercial was a duplicate of Retail Small Commercial, which should be cleaned up. In response to her follow-up question, it was clarified that the ordinance had the correct wording, but the Staff Report included an older version of the revisions.

Council Member Hyland stated that she was not comfortable with voting on the ordinance because of the duplications and other issues she had mentioned. Mayor Weichers recommended that they approve the ordinance with changes to address the duplicates. Mr. Topham agreed and indicated that the changes would need to be noted on the signed copy of the ordinance, or the item could be continued to the next meeting. City Manager, Jared Gerber noted that the changes were beyond the scope of the moratorium and had not been reviewed. Mr. Johnson stated that removing the redundant use types would be an easy change, but suggested that additional analysis be performed prior to modifying other definitions, square footage requirements, etc. The moratorium must be lifted by August 18. Council Member Hyland agreed with that suggestion. The specific changes that would be proposed in the motion were then discussed.

Item 7.3 would be Consideration of Resolution 2025-40 Approving Reappointments to the Architectural Review Commission. Mr. Johnson reported that the Council would be ratifying the reappointment of Niels Valentiner and Sarah Kovac. It is difficult to find volunteers for the committee because they must be City residents who are also design or development professionals.

Item 7.4 would be Consideration of Resolution 2025-41 Approving Reappointments to the Parks, Trails, and Open Space Committee. Aaron Davis would be stepping down, but all other members of the committee were interested in continuing their service.

Item 7.5 would be Consideration of Resolution 2025-42 Approving Reappointments to the Planning Commission. Commissioners Mike Shelton, Sean Steinman, and Mike Smith would be reappointed to three-year terms. Mr. Johnson reported that the current Planning Commission knows its role and is very deliberate in its decisions. They do not always agree, but they are very good at talking through issues and making informed decisions. In response to a question from Mayor Weichers, Mr. Johnson clarified that Chair Lucy Anderson's term runs through June 2026, and she will be at her term limit. Planning Commissioners may serve two three-year terms, for a total of six years. In response to a question from Council Member Birrell, he confirmed that Commissioner Dan Mills will also be at the end of his term in 2026.

Item 7.6 would be Consideration of Resolution 2025-43 Approving a Performance Contract for 2025 Butlerville Days. The contract was for the headlining band at the event.

Item 7.7 would be Consideration of Resolution 2025-44 Approving and Ratifying a Bid and Awarding a Construction Contract for the Steffensen Drive Area Roadway Rehabilitation Project. Public Works Director Matt Shipp reported that the project is part of the five-year plan and is moving forward at the City Council's direction.

In response to a question from Council Member Birrell, Mr. Shipp reported that approximately 200,000 square feet of roadway would be replaced in the entire neighborhood. Council Member Birrell asked if there was a diagram available indicating the specific streets that would be included in the project. Mr. Shipp stated that the data is part of the design plans but was not provided in the Meeting Packet. Council Member Hyland added that the information is available on the City website. A map of the project area was displayed. In response to a question from Council Member Birrell, Mr. Shipp stated that he did not know the cost per square foot of the project, but the total project cost is approximately \$1.8 million. Council Member Birrell stated that she believes it is the Council's fiscal responsibility to analyze those costs and determine how the City can afford these types of projects and what percentage of roads require major reconstruction. In response to a question from Mayor Weichers, Mr. Shipp reported that the engineer's estimate was \$2.3 million, or approximately \$500,000 more than the winning bid.

Item 7.8 would be Consideration of Resolution 2025-45 Approving an Agreement with CMT Technical Services Inc. for Construction Management Services. Mr. Shipp reported that CMT Technical Services was the Design Engineer for the project and would also be handling construction management.

Item 7.9 would be Consideration of Resolution 2025-46 Approving Execution and Delivery of a "Public Entity Resolution" to the Utah State Treasurer. Mr. Jurges reported that the City's Public Treasurer's Investment Fund ("PTIF") provides the highest available interest rate and easy access to City funds, and the resolution would allow Reed Sanderson, Mr. Jurges, and Mr. Gerber access to the account.

In response to a question from Council Member Hyland, Mr. Jurges reported that Mr. Sanderson began employment on May 30, 2025. David Muir's last day with the City would be September 5, 2025.

Item 7.10 would be Consideration of Resolution 2025-47 Adopting Amended and Restated Internal Policies for the Cottonwood Heights City Council. Mayor Weichers reported that the amended policy was in regard to the new dedicated travel and training budget. Council Member Birrell expressed disappointment that Council Member Holton was not at the meeting as they had discussed the matter at length over the past two months, and she believed he had expressed a shared interest in modifying the allocation to not restrict it to travel and education, but she had been unable to reach him to discuss the matter further.

Council Member Hyland stated that she was supportive of a separate policy that would allow for the purchase of promotional items. Mayor Weichers suggested adding a line item for miscellaneous expenses. Council Member Birrell stated that she did not want to increase the budget. Mr. Gerber indicated that the matter could be addressed with the next budget adjustment.

Mr. Topham indicated that he would need to modify the Resolution because it inadvertently referenced other internal policies that were not attached. The Resolution would be revised prior to the Business Meeting to indicate that it was amending and restating Policy 1.2.

The final item on the Agenda would be the Consent Calendar, approval of the minutes for the City Council Work Session and Business Meetings of June 3, 2025.

3.0 STAFF REPORTS

3.1 Fort Union Traffic Study – Public Works Director, Matt Shipp.

Amy Coleman of Lochner indicated that she was a lead engineer on the study. Brandon Cloward stated that he was the project manager for the study. He has been with Lochner for seven-and-a-half years and in the industry for 22 years. Lochner was founded in 1944 in Chicago, Illinois, as a traffic firm and has since expanded into design and construction management. Lochner designed the roundabout on 2300 East and Bengal Boulevard, which was a fun project to work on with the City.

Ms. Coleman presented the Fort Union Traffic study and indicated that Lochner was asked to study the traffic impacts of the new Town Center. They focused on the City’s vision for the area, which is to create a vibrant, sustainable community hub that integrates walkable streets, multi-modal transportation, green spaces, residential areas, and local retail components.

Items of consideration included:

- Traffic flow: Can users get to the Town Center effectively and efficiently?
- Operations: How much delay will users experience?
- Safety: Bicycle and pedestrian facilities, as well as traffic calming and other safety measures to decrease vehicle speeds. For example, parking was eliminated on Fort Union Boulevard but allowed on 2300 East to create accessibility without the safety concerns of allowing parking on a heavily trafficked roadway.
- Geometric changes: Intersection controls that alter the structure of the road by adding or removing lanes, adding roundabouts, etc.

Council Member Birrell asked if the 2016 Fort Union Boulevard Master Plan was studied and taken into consideration, as the study provides clear street sections and is very pedestrian in nature. Ms. Coleman indicated that they had read the study, which incorporates a much larger section of Fort Union Boulevard. The road has multiple uses and purposes, and she assumed that the Master Plan included cross-sections for specific situations. The study did not remove those cross-sections; user- and pedestrian-friendly cross-sections are possible within the boundaries of making the development work. As a transportation professional, her recommendations were based on what was in the best interests of the road from the perspective she was given.

Lochner met with the developers and directed them to the Complete Streets policy, which suggests implementing cross-sections that accommodate all users and places retail in a user-accessible area. It is a balance of creating functioning roads while keeping costs as low as possible. If cars cannot get to a pedestrian-friendly development, it will be an economic failure. The developer would discuss economic feasibility. Ms. Coleman's specialty is how to create safe roads to get people to the development. Mayor Weichers stated that he did not believe there was anything contained in the Master Plan that could not be implemented. Ms. Coleman clarified that Lochner did not recommend specific cross-sections. Their focus was on things like the number of lanes and traffic calming measures that would not impact the site's functionality.

The study encompasses the area of Fort Union Boulevard from Highland Drive to 2700 East. The primary transportation load will be from Highland Drive, so a major consideration was the feasibility of a potential lane reduction. There is a large drop in traffic volume east of 2300 East. Data indicated that a reduction west of 2300 East would not be feasible. As such, the focus of the presentation was the intersection of Fort Union Boulevard and 2300 East and the two accesses to the development.

The study was based on the assumption of 150,00 square feet of general retail space and 100 multifamily units, which would generate:

- 8,600 daily trips.
- 262 morning peak hour trips.
- 517 evening peak hour trips.

Mayor Weichers asked if the development to the north of Fort Union Boulevard was also considered. Ms. Coleman confirmed that area growth was considered, including the other three corners of the intersection. The results were based on projected conditions in 2050.

Metrics used to determine viability were:

- Level of Service: Ranked A through F, with D or higher being within accepted limits. An E intersection would require traffic to wait one full traffic signal cycle, and an F would require two to three cycle lengths.
- Queueing: How long a vehicle has to wait for the signal to turn green, and whether other intersections or accesses are blocked.
- Safety:
 - Using Complete Streets methodologies to create cross-sections that work for all user groups and move traffic in a balanced way.
 - Pedestrian and bicycle crossings.
 - Traffic calming methods to lower speeds via acceptable methods including roundabouts and speed tables.
 - On-street parking on 2300 East and within the development.

Ms. Coleman reviewed the Alternative Analysis and reported that six alternatives were considered including lane reductions, roundabouts, and one-way circulation. In response to a question from

Council Member Birrell, it was reported that Access X and Access Y on the analysis refer to future accesses to the development from Fort Union Boulevard and 2300 East. All alternatives were considered for those accesses, as well as the intersection of Fort Union Boulevard and 2300 East and the Fort Union Boulevard cross-section. Alternatives highlighted in red on the analysis indicated a critical failure. Green indicated a minimized delay, which is the lowest user delay for vehicles while optimizing the intersections and geometry. Yellow indicated the potential consequences of reducing the number of lanes on Fort Union Boulevard.

The base condition considered in the study would make no geometric changes to the area and would result in a Level of Service of E.

Alternative C would remove one eastbound lane on Fort Union Boulevard east of 2300 East but make no other improvements, and would result in a Level of Services of F.

Alternative F would minimize delays by adding dual northbound turn lanes at the intersection of Fort Union Boulevard and 2300 East and would result in a Level of Service of D. There would be some right-of-way concerns with this alternative.

Council Member Birrell stated that the City is fully developed south of the intersection and asked why a greater northbound flow on 2300 East was anticipated. Council Member Newell stated that vehicles must exit the Town Center and get back onto Fort Union Boulevard. If another turn lane is not added, it will cause congestion. Ms. Coleman reported that the movement was evaluated to determine where traffic was coming from, and 50% of vehicles making a left-hand turn use 2300 East as a route out of or through the City. As Highland Drive becomes more congested, that traffic will also grow. The study determined that westbound and northbound left delays will be very high, and the best benefit would result from adding a second northbound turn lane.

Council Member Birrell asked why a roundabout was not considered. Mayor Weichers stated that it was considered and rejected. Ms. Coleman clarified that roundabouts can work from an operational standpoint, but they did not move forward with one due to several concerns, including right-of-way requirements. It would require four times more right-of-way than the left turn lanes and would take a much larger effort. Council Member Birrell stated that there are parking lots on two corners, and the southeast corner will be the entrance to the Town Center. Ms. Coleman noted that the issues near the Walgreens are one of grade, not right-of-way. A roundabout would work and provide a Level of Service of D or E, but her professional opinion was that there were better options. If the City wanted to move forward with a roundabout, the data concluded that it could function.

Council Member Birrell stated that the data they were discussing would influence both the Town Center and the vision they determined for the City in the General Plan update, and she was looking at the study through that lens. Mayor Weichers indicated that he had realized a roundabout was not practical for the area. Council Member Birrell stated that she had heard that roundabouts are less safe for pedestrians than requiring cars to come to a full stop. Mr. Cloward remarked that better options were available, such as foldouts, raised tabletops, or landscaped medians, all of which have a narrowing effect that makes drivers want to slow down.

Ms. Coleman stated that roundabouts are a good solution for traffic calming and visibility, and a roundabout was recommended as the only viable option for one access. However, the intersection is simply too busy to support one. She referred to the roundabouts on 7800 South in West Jordan, which are being removed because there is too much traffic to support them.

Council Member Birrell stated that it is a matter of whether the City places a higher value on the level of service or safety. Ms. Coleman stated that in her opinion, the recommendations presented by Lochner give due attention to safety concerns. Options were excluded because they did not adequately address safety concerns, but they also balanced safety and fiscal concerns.

Ms. Coleman reiterated that the two required improvements to minimize delays at the intersection of Fort Union Boulevard and 2300 East would be the dual northbound turn lanes and northbound left and southbound left turn pocket improvements. Lane reduction would include the above improvements and eliminate an eastbound through lane on Fort Union Boulevard east of 2300 East, which would result in a Level of Service of E.

In response to a question from Council Member Birrell, Mayor Weichers clarified that one lane would be a dedicated right turn lane and the second would be a right or through lane. Vehicles could enter the Town Center at that location or further down Fort Union Boulevard. Signage would be required to help change behaviors. Council Member Hyland stated that it was similar to Pioneer Road, where you must turn right from one lane but can also turn right from a second lane. Ms. Coleman noted that signage would encourage Town Center traffic to use the dedicated lane. However, the queue for the through lane would be substantial.

Council Member Birrell stated that an elementary school is located at the top of Butler Hill, east of the Town Center, and removing the lane will help reduce speeds and increase safety. Ms. Coleman reported that the study concluded that east of the site, it would be viable to have one lane in each direction. That space could be used to create the desired cross-sections and add pedestrian refuges. However, the tradeoff would be that traffic may avoid the Town Center because it is too congested.

Ms. Coleman reviewed the options based on projected traffic levels in 2050.

- No improvements would result in Level of Service E.
- Alternative C, elimination of an eastbound lane, is possible but would lower the Level of Service to F and create long delays and blocked intersections.
- Minimized Delay is the recommended solution and would result in Level of Service D. It would include two northbound left turn lanes and extend the northbound and southbound left turn lanes. Both accesses to the site were analyzed with roundabouts and two-way stops. A two-way stop on Fort Union Boulevard would need to be a right-out only. There is more flexibility at the 2300 East access due to the direction of traffic, turning movements, and lower volumes, and either a two-way stop or roundabout would be appropriate for that access.

- Lane Reduction would include the above improvements to increase capacity at the intersection and reduce eastbound capacity by removing one lane and would result in Level of Service E.
- Impacts on travel time from Highland Drive 2700 East:
 - Minimized delay: 3.7 minutes.
 - Lane reduction: 5 minutes.
 - Speeds would decrease by 6 mph due to congestion.

Council Member Birrell stated that people could learn to take alternate routes to avoid the Town Center. Ms. Coleman agreed and noted that GPS would direct people to alternate routes. Council Member Birrell stated that she does not want to encourage people to detour through neighborhoods, but there are ways to discourage that behavior. Drivers can exit I-215 at 3000 East to avoid the Town Center. Ms. Coleman stated that the lane reduction is not a bad idea, but it would have consequences that the Council needed to be aware of. The City Council can use that information to decide what is best for Cottonwood Heights and its vision for the Town Center.

Council Member Birrell asked if they had considered removing a westbound lane between 2700 East and 2300 East. Ms. Coleman stated that eliminating a westbound lane would cause the same problem in the opposite direction. The model includes one lane in each direction east of the roundabout, but the Council should be very conscious in its choices for the area from the roundabout to 2300 East.

Mr. Cloward stated that the traffic study evaluated ways to accomplish the City Council’s vision for the Town Center and the potential ramifications of each option. Their suggestion was that the City consider either the Minimized Delay or Lane Reduction option.

Mayor Weichers asked for clarification on the difference in delays between the two options if the Minimized Delay option also included calming traffic to 25 mph through the area. Mr. Cloward stated that there would be a 15-second overall difference for both directions.

In response to a question from Council Member Newell, Mr. Cloward indicated that flex lanes were not considered in the study.

3.2 Canyons School District Study Discussion- City Manager, Jared Gerber.

Mayor Weichers reported that he and Mr. Gerber met with Canyons School District representatives to discuss possible school closings. The District compiled a list of 12 to 14 schools and their current and projected enrollment. Bella Vista and Oakdale Elementary Schools were included on the list, with Oakdale enrollment being substantially higher than Bella Vista.

Council Member Holton stated that he discussed the potential impact on Ridgecrest Elementary with Canyons School District representatives, who indicated that they will likely combine Bella Vista with another school. Butler Elementary is full, so the next closest school is Ridgecrest. However, Ridgecrest is old and needs to be rebuilt. He advocated for building a new school at Ridgecrest and suggested a land exchange where the park would be on the hill above the school.

If Ridgecrest were closed, there would not be an elementary school west of Highland Drive, which would add to the existing traffic congestion. Additionally, Ridgecrest is a neighborhood school, and he believes maintaining that walkability is important.

Council Member Newell stated that when he was a member of the Utah Board of Education, they discussed the elementary schools in Cottonwood Heights. He believes it will take strategic and concerted effort to determine the best locations for schools, as well as the disposition of property. Mayor Weichers stated that he and others had had that conversation with the Canyons School District. If Bella Vista Elementary is closed, the building and land are a community asset that should stay with the City at no cost because it has already been paid for. Council Member Newell indicated that the Bella Vista property would be a good location for a City park.

Council Member Birrell stated that they should consider causation; families are unable to continue living in Cottonwood Heights. She wanted the Council to consider ways to create attainable housing so the City could maintain diversity and families, teachers, first responders, etc. could continue living in Cottonwood Heights.

Council Member Holton stated that he does not know what the City will look like in 30 years, and he believes it is important that the Bella Vista space be kept open for a future school.

Council Member Hyland noted that the schools were built for Baby Boomers who had five or six children versus the 1.8 children per family today. She was a proponent of affordable housing, but some schools would need to close regardless.

Council Member Birrell stated that if the City gains revenue from the Town Center, Gravel Pit, and luxury homes being annexed into Cottonwood Heights and the budget can sustain it, she would like the Council to consider subsidized housing. Council Member Holton stated that he did not know the City was in the position to have subsidized housing, but there were other options. Mayor Weichers stated that he did not disagree with anything that had been said, but he did not believe residents of the City would support turning a school into a housing project.

3.3 Park Sponsorship Discussion – City Manager, Jared Gerber.

Mr. Gerber reported that the Chair of the Parks, Trails, and Open Space Committee spoke with him regarding the limited availability of funds for projects. Council Member Holton stated that the committee was disappointed that the City could not fund the remaining phases of the pollinator garden at Mountview Park. They are passionate about the project, and without completing it, some money already spent may go to waste. Finishing the project will cost approximately \$65,000.

Council Member Holton has spoken with local companies regarding potential sponsorships, but wanted to discuss the matter with the Council prior to moving forward. Council Member Newell stated that it was a great idea if it could be done legally. Mr. Gerber stated that they would need to ensure that there are guardrails in place. Council Member Holton indicated that the Cottonwood Heights Recreation Center Foundation is a 501(c)(3) corporation, and they manage Mountview Park, so it is possible that donations could be made to them. Mr. Gerber clarified that the

committee was discussing raising funds for other projects in addition to the pollinator garden, but it is their priority.

Council Member Birrell expressed concern regarding maintenance. The original pollinator garden was not maintained, and she could only support additional investment if there was a maintenance plan. Council Member Holton stated that his understanding is that the point of a pollinator garden is that it is a more sustainable, natural, low-water-use garden. Mr. Johnson clarified that they must be weeded and the irrigation maintained, but maintenance is minimal. Council Member Birrell stated that she supported a citizen committee on sustainability, and she knew of citizens who were interested in programs where they would perform service projects like demonstration gardens.

Mayor Weichers stated that he was comfortable with Council Member Holton speaking with businesses about donating funds. Council Member Holton indicated that he was not sure he could raise the money, but he believed it was his duty to try. Council Member Newell stated that \$65,000 is not a lot of money for large companies, and donating through a foundation would be beneficial to them.

In response to a question from Council Member Hyland, Council Member Holton stated that Ben Hill of the Cottonwood Heights Recreation Center Foundation has indicated that projects must be in the Recreation Center's district, and their full approval would be required.

Council Member Birrell stated that she would need more time to consider the matter. Council Member Newell stated that he was in favor of moving forward. Council Member Hyland stated that she would like to speak with Ben Hill first. It was agreed that Council Member Hyland would speak to Mr. Hill prior to moving forward.

3.4 FlashVote Survey Question Discussion – City Manager, Jared Gerber.

Mr. Gerber reported that there were approximately 300 residents in the survey pool, and FlashVote was working to increase that number. He then reviewed the proposed questions.

1. Which of the following do you think are strengths of Cottonwood Heights, if any?
 - Community events
 - Physical safety and security
 - Snowplowing
 - Trash and recycling services
 - Condition of streets and sidewalks
 - Local recreation and parks
 - Other _____

2. Which of the following is important to you?
 - Community events
 - Physical safety and security
 - Snowplowing
 - Trash and recycling services

- Condition of streets and sidewalks
- Local recreation and parks
- Other _____

Council Member Birrell stated that she would like time to contemplate the matter rather than making the decision at the meeting. Mr. Gerber indicated that the matter was being discussed to generate ideas. He recommended not changing the wording of the questions because they are formulated by FlashVote to be non-biased and elicit responses that are not influenced by the question. Council Member Hyland suggested adding “ease of getting around town” and “sense of community” to the response options.

Mr. Gerber stated that the Council would need to determine responses for the remaining three questions.

3. What services does the City perform well?
4. What services would you change or add?
5. Any other comment
6. s or suggestions about City services?

Whether contracted services should be included was discussed, and the consensus was that they should. Mr. Gerber indicated that he would create a list for discussion. Council Member Hyland stated that the survey would be a report card on how respondents rate the services the City offers. Mr. Gerber noted that those answers could then be used to determine if there is interest in providing additional or different services. Council Member Hyland stated that she did not like having two questions that required longer answers. Respondents should be able to complete the survey in one minute. Council Member Holton suggested that they offer options for question 4. Mr. Gerber stated that the options for question 3 could also be used for question 4. The potential number and content of questions were discussed.

In response to a question from Council Member Birrell, Mr. Gerber confirmed that FlashVote believes the pool of 300 is sufficient for the first survey, and signups should increase after the survey is released.

Council Member Holton stated that the data is good to have, but it was important to obtain deliverable outcomes or action items.

Mr. Gerber would forward the list to the Council, and the survey would be discussed in more detail at the next City Council meeting.

3.5 Short-Term Rental Discussion – Council Member Hyland.

Council Member Hyland stated that the goal of the City’s Short-Term Rental (“STR”) policy is to balance the long-term character of Cottonwood Heights' neighborhoods and welcome visitors to the City. In the last discussion, the Council indicated that there needs to be strong enforcement mechanisms behind the policies, and she followed up with Granicus to determine how the software

can help with enforcement. The state appropriated money to hire a software company to identify where STRs are located and purchased the Granicus address-verification module to be used for tax tracking. Cottonwood Heights would have access to that information, but it would be difficult to utilize. However, if the City has the Granicus software, it will have access to that module. Because the state is paying for the module, the software cost will be reduced.

In their presentation, Granicus mentioned that Esri Partners has real-time updates. Mr. Johnson clarified that the City's GIS-mapping software, ArcGIS, is provided through Esri. That would make the conveyance of licensing and enforcement information seamless. Council Member Hyland stated that Granicus updates twice weekly, whereas other software would require manual updates.

Regarding enforcement, the first step would be to generate a letter to unlicensed properties, which can be done automatically or manually. Granicus has an over 90% success rate with this method. The letter goes out on City letterhead and includes screenshots of the STR listing. Hurricane was able to reduce their unlicensed STRs from 200 to two dozen in a short period of time. Council Member Hyland believes most owners want to be compliant. Mayor Weichers indicated that the letter would state that the City knows they are operating an unlicensed STR.

Granicus has a 24-hour online capture system that would allow neighbors to report nuisance or unlicensed rentals and upload photographs or videos, which would then become part of the property record and could be used for enforcement. If the property is licensed, the owner or property manager will receive an immediate notification and must respond within a time period set by the City. The process is handled through the dashboard without involving Code Enforcement.

The software includes a Staff Dashboard that captures notes and interactions with owners and property managers, which can be accessed by every affected department, including finance for taxes and licensing, economic development for licensing and compliance monitoring, and the Cottonwood Heights Police Department. The Owner/Manager Dashboard provides app and website access for the owner to complete the licensing process and interact with the City. It also captures screenshots daily, which can be used for enforcement.

Potential policies include:

- Limiting STRs to specific zones, which is similar to what the City is doing now by requiring that STRs be in multifamily developments on private roads.
- Requiring owner occupancy, which can be enforced by requiring identification and annual tax returns, as well as neighbor complaints.
- A cap could be placed on the number of days the property can be rented, as well as the amount of housing in the City or specific neighborhoods that can be used as STRs.

In response to a question from Mayor Weichers, Council Member Hyland confirmed that the City can create the definition for owner occupancy. She recommended that they incorporate the best definitions, ordinances, and practices from surrounding cities into the Cottonwood Heights STR

Policy. Members of the committee have compiled a spreadsheet of ordinances and what is and is not working in those communities.

Best practices would include the following:

- Parking
- Upkeep
- General Safety
- Owner affidavits
- Owner/manager proximity and resolution requirements
- Encourage compliance by weeding out non-compliance with a “three strikes, you’re out” policy.

In response to a question from Council Member Newell, Mayor Weichers stated that requiring owner occupancy would prevent corporations from buying homes to use as STRs. Mayor Weichers stated that they would need to create enforceable definitions.

Council Member Hyland stated that Hurricane indicated the most effective part of their STR ordinance has been moving enforcement from a criminal citation to a civil citation, which lowers the burden of proof and can be handled by Staff instead of the justice court. The second most successful policy has been restricting STRs to specific zones or owner-occupied homes, which has reduced noise and parking complaints in residential areas. Hurricane staff mentioned that a lot of unlicensed STRs are managed by professional management companies that should know better, so in retrospect, they should have increased the fines. They also indicated that the software has made the biggest difference in being able to manage STRs.

Council Member Holton asked why an owner-occupied STR would need a management company. Council Member Hyland stated that STRs require a lot of management, and owners might want to pay a property manager to handle the daily details. STR Committee member Sean Steinman stated that Park City was an example of this. A lot of their STRs are owner-occupied, but the owner is away for 100 days per year and needs to ensure that the property is managed appropriately during that time. Council Member Holton stated that it would come down to the definition of owner occupancy. Council Member Hyland clarified that the owner does not have to also be the manager. Mr. Gerber indicated that owner-occupied could mean that the owner must be at the home when it is being rented or that the owner must live in the home for 183 nights per year. Council Member Hyland stated that Hurricane has definitions for both onsite owners and owner-occupied STRs. She is confident that owner occupancy can be enforced. Enforcement is complaint-based, but it is heavily enhanced by software monitoring.

Council Member Holton referred to a problem STR with out-of-state owners and asked how they would set the threshold for owner occupancy. Council Member Birrell stated that her understanding was that they could require a manager to be within a one-hour drive of the property. Council Member Hyland reminded the Council that the majority of complaints will be about two or three properties. In Sandy, no complaints are received about compliant, licensed properties.

Council Member Holton stated that he would feel more comfortable with allowing a homeowner to rent out a basement apartment or bedroom as an STR if the owner lives on and manages the property. He believes it will be difficult to identify that threshold. He has received complaints about long-term rentals, and those issues can be hard to enforce, so he was concerned about being able to enforce policies regarding STRs. Council Member Hyland stated that the difference is the software.

Mr. Steinman reported that there are approximately 600 STRs in Cottonwood Heights, and approximately 100 of them are legal rentals. If they set policies regarding life safety, respect for neighbors, and maintaining the integrity of the neighborhood, the software will begin to ensure compliance by notifying the property owners and providing steps to come into compliance. The City could then focus on enforcement. Cities that use the software are gaining compliance through the initial letters. The 24-hour hotline also helps ensure compliance without overburdening Code Enforcement. Hurricane indicated that they only have three or four property owners who are ignoring the letters, and all other owners are now in compliance. However, Mr. Steinman believes enforcement will be very difficult without the software.

Council Member Hyland stated that the 24-hour hotline would maintain public trust. Residents have informed her that they would rather have a well-maintained short-term rental next door than a rundown long-term rental. She does not want to allow too many STRs in the City, but if they do not allow some, there will continue to be a black market. Council Member Holton stated that he would prefer long-term rentals.

Council Member Hyland reported that the initial letter sent by Granicus will include evidence of the listing plus a complaint or screenshot of a review, which is sufficient for enforcement. The committee has spoken with many cities that indicated that their policies are best enforced through an Administrative Law Judge, not a criminal court.

Granicus suggested two options. They could implement the software now and bring properties into compliance with the existing policy. It had been reported that half the STRs in Canyon Racquet Club Condominiums are not licensed, and those rentals could easily be brought into compliance. The dashboards would provide real-time data on where STRs are located, which could then inform future policy changes. The other option would be to implement policy changes and a pilot program prior to bringing the software online.

The annual cost for Granicus would be \$22,616. With a \$520 fee for new licenses, 40 licenses would cover the annual cost. The City could also collect additional Transient Room Tax ("TRT") revenue from the properties, which the Council could then allocate to impacts on the City. Council Member Holton indicated that the TRT revenue should come in regardless of the Council's decision because the state was pursuing that compliance.

Council Member Hyland stated that purchasing the software now would create a pilot program by bringing existing available properties into compliance and allowing the data to inform policy prior to revising it. Council Member Birrell supported the idea and indicated that she believes 40 properties may come into compliance in the Canyon Racquet Club alone, but illegal STRs in S-1 neighborhoods cannot come into compliance. Council Member Hyland stated that the tradeoff

would be that the City would not go after those properties initially because the dashboards would inform where future policy would allow owner-occupied rentals. Council Member Birrell agreed with the phased-in approach. Council Member Newell expressed concern that the licensing fee is annual.

Mayor Weichers was concerned about not enforcing the current policy on all properties in the City. He believes enforcement should come first, and the number of STRs will decrease with enforcement. Council Member Hyland agreed but indicated that the number would decrease whether enforcement begins now or later. However, delaying enforcement would provide data to indicate whether the current policy is correct. Mayor Weichers stated that he believes they should create a pilot program that is more restrictive, for example, allowing two STRs per zone and fining anyone who is not in compliance. Council Member Hyland stated that there would still be a black market if only two STRs were allowed per zone.

Mayor Weichers indicated that his understanding was that Granicus would allow the City to fine noncompliant properties. Council Member Hyland clarified that the City would first need to have an Administrative Law Judge in place because otherwise it would place a large burden on Code Enforcement. In response to a question from Council Member Holton, Mr. Gerber explained that the Administrative Law Judge is usually an attorney whom the City contracts with at a negotiated rate.

Council Member Hyland indicated that the timeframe could be shortened to, for example, three months, but she did not believe they should implement policies without the data the software could provide. Council Member Holton stated that it is hard because they are policymakers and data can help advise them, but there is no tracked data on the community's mood and appetite for STRs, which he believed would differ by zone. He was also not sure that owner occupancy was truly enforceable. He also did not want the data to force policy if it is not what residents want. Council Member Hyland stated that data informs, but it does not decide.

Mr. Steinman suggested a hybrid route where enforcement begins immediately, but they also begin collecting data to determine where the STRs are. They could pull the data, send letters with instructions on how to immediately come into compliance, and place a moratorium on additional STRs. Initial compliance would require life safety inspections and owner occupancy. If they charge a high fee for the permit and provide 30 days to come into compliance, that would pay for the software, bring more properties into safety compliance, and allow them to see where the problem areas are. They could then create a policy based on the data. He noted that there are between 400 and 500 illegal STRs in Cottonwood Heights.

Council Member Birrell stated that most of the City's STR zoning is in District 4, in The Oaks at Wasatch and Canyon Racquet Club Condominiums. She was not aware of complaints in those developments. The complaints she receives are about STRs in single-family neighborhoods. She shares the committee's priority of bringing STRs into compliance, but she believes that requiring owner occupancy is not practical because many of the condominiums have out-of-state owners. Council Member Hyland clarified that owner occupancy would only be required in single-family zones. Council Member Holton stated that if any renters in District 1 were displaced, he was against allowing STRs.

Mayor Weichers asked if Mr. Steinman’s suggestion of allowing 30 days for properties to come into compliance and obtain a one-year permit that can be revoked after that year was feasible. He was in support of that option, as it would allow the City to collect revenue from all STR owners but would not grandfather them in. Mr. Topham stated that he would need to consider the issue. Council Member Birrell stated that a lot of people have spent money creating STRs, and she believes they need to ensure that what they create is enforceable. Council Member Holton expressed sympathy for property owners who may no longer be able to operate a STR but noted that their property could legally be used as a long-term rental.

4.0 REVIEW OF CALENDAR AND UPCOMING EVENTS.

- 4.1 **Wednesday, June 18, from 1:30 PM to 2:30 PM – Senior Social at City Hall.**
- 4.2 **Thursday, June 26 at 7:00 PM – District 4 Town Hall Meeting.**
- 4.3 **Saturday, June 28 and Sunday, June 29 – CWH Amateur Radio Club Field Day.**
- 4.4 **Saturday, July 5 at 6:00 PM – Korean Delegation Dinner and Friendship Agreement at City Hall.**
- 4.5 **July 11, 12, 14, 17-19 at 7:30 PM – Sunday Matinees at 2:00 PM. *The Lightning Thief: The Percy Jackson Musical* at Butler Middle School.**
- 4.6 **Thursday, July 24 to Saturday, July 26 – Butlerville Days.**
- 4.7 **Saturday, August 16, from 11:00 AM to 1:00 PM – 4th Annual Autism BBQ at City Hall.**

5.0 ADJOURN CITY COUNCIL WORK SESSION.

MOTION: Council Member Newell moved to ADJOURN the City Council Work Session. The motion was seconded by Council Member Hyland. The motion passed with the unanimous consent of the Council.

The Work Session adjourned at 6:50 PM.

**MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL BUSINESS MEETING
HELD TUESDAY, JUNE 17, 2025, AT 7:00 PM IN THE COTTONWOOD HEIGHTS CITY
COUNCIL CHAMBERS LOCATED AT 2277 EAST BENGAL BOULEVARD,
COTTONWOOD HEIGHTS, UTAH**

Members Present: Mayor Mike Weichers, Council Member Shawn Newell, Council Member Matt Holton, Council Member Ellen Birrell, Council Member Suzanne Hyland

Staff Present: City Manager, Jared Gerber; Police Chief, Robby Russo; Finance Director, Scott Jorges; Records, Culture, and Human Resources Director, Barbara Higgins; City Recorder, Tiffany Janzen; Community and Economic Development Director, Michael Johnson; IT Manager, Matt Ervin; Public Works Director, Matt Shipp; Unified Fire Authority, Riley Pilgrim; Assistant City Engineer, Ben Nelsen

1.0 WELCOME

Mayor Weichers called the meeting to order at 7:00 PM.

2.0 PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by City Manager, Jared Gerber.

3.0 CITY COUNCIL COMMITTEE REPORTS

3.1 Committee Reports by Council Member Matt Holton.

Council Member Holton reported that the Parks, Trails, and Open Space Committee is investigating the possibility of obtaining private donations to complete the pollinator garden.

Pam Roberts will be retiring as General Manager of the Wasatch Front Waste and Recycling District in September 2025. She will be missed. The hiring process has begun for her replacement. Representatives recently attended the City's recycling event to educate residents on items that can and cannot be recycled.

3.2 Committee Reports by Council Member Suzanne Hyland.

Council Member Hyland reported that Butlerville Days will be held July 24 through July 26. It will be a lot of fun for families.

The Emergency Management Committee wants everyone to be vigilant as the current hot, dry, windy conditions can cause even the smallest fire to become out of control. She also warned residents about the fire danger associated with lithium batteries. E-scooters and e-bikes are increasing in popularity, and people should be aware of the dangers associated with the batteries.

3.3 Committee Reports by Council Member Shawn Newell.

Council Member Newell thanked the City Police and Fire Departments for their expedient response to a Father's Day accident and expressed his appreciation for the work they do on a daily basis. The first officer arrived on scene in under three minutes, and the Fire Department arrived immediately afterward. He believes their quick response and interaction between the Fire and Police personnel and residents are a credit to the City.

3.4 Committee Reports by Council Member Ellen Birrell.

Council Member Birrell reported that she has had meetings with the Utah Department of Transportation ("UDOT") regarding the gondola and associated lawsuits. She would be joining the Central Wasatch Commission board the following week. She is also Chair of the Association of Municipal Councils, which meets every other month.

3.5 Committee Reports by Mayor Mike Weichers.

Mayor Weichers reported that he is Chair of the Unified Fire Authority ("UFA"), which passed its final budget earlier that day. The 3% increase is the lowest percentage increase in the past 10 years, and he is grateful for the UFA's efficiency and willingness to cut costs where possible.

Cottonwood Heights chose Onyx Development and Thrive Development as its partners on the Hillside Plaza project. They are working on the initial agreements and hope to provide more information to the public soon.

4.0 CHPD PERSONNEL UPDATES

4.1 Swearing-In of New Officers.

Police Chief Robby Russo was proud to introduce the newest members of the Cottonwood Heights Police Department.

Officer Chris McHugh was promoted to Captain. Officer Lance Best was promoted to Sergeant. New officers Nick Allred and Zack Lamb came to Cottonwood Heights from neighboring cities. New officer Kelley Manning would be attending the police academy beginning in July 2025.

City Recorder, Tiffany Janzen, swore the police officers in. Chief Russo congratulated the officers and thanked the other members of the Police Department who were present to support their fellow officers.

Kelly Manning stated that she is originally from Salina, Utah, and moved to the area with her husband, Jaden. She was motivated to become a police officer because she wanted to make a difference in the world. She is a certified nursing assistant, but she did not feel that was the career for her. Her career goal is to make a difference in someone's life every day and be a voice for people who cannot speak for themselves.

Zack Lamb stated that he is blessed with a wonderful wife and three children. He always wanted to be a police officer. He came from sales, but that felt like an empty career. It took him eight years to convince his wife to allow him to become a cop. He was very excited to serve Cottonwood Heights, to serve its citizens, and listen to what they are not saying. He is there to serve, protect, and solve problems.

Nick Allred stated that he is originally from Murray. He enjoyed working as a police officer in Cedar City, but he thought Cottonwood Heights would be a better location for him, his fiancée, and his future family. He has a military background and was always interested in law enforcement. He was thankful for the opportunity.

4.2 Announcement of Promotions.

Mayor Weichers stated that Captain McHugh and Sergeant Best were very deserving of their promotions, and he was grateful the City had the opportunity to make it happen, as they make a positive difference in the community.

5.0 CITIZEN COMMENTS

Runar Bowman stated that he listened to the Work Session, and he believed that Option C from the traffic study was the most realistic. Cottonwood Heights is a suburb, and roads like Highland Drive, Fort Union Boulevard, and Wasatch Boulevard are pass-through roads for commuters and skiers. He believes that trying to force people to slow down is a bad idea, and he does not support going down to one lane east of 2300 East, as it will cause backups. He believes roundabouts could be plausible. Over 100 new homes are being built, which will have a big impact, and reducing the ability for cars to move quickly is a bad idea. Crime hotspots tend to be in commercial districts, and he believes the new development could be a crime magnet. He suggested that the City consider having a police substation there or subsidizing officer housing in the development.

6.0 PUBLIC HEARINGS

6.1 Public Hearing on Proposed Compensation Increases for Executive Municipal Officers for FY 2025-26.

Finance Director, Scott Jurges, reported that the compensation package for executive Staff and elected officials would match that of civilian employees. Many will have vehicle and cell phone allowances in addition to their base salary, plus a 2% cost of living (“COLA”) increase and either a 1% merit or longevity increase. City Council members would only receive the COLA increase.

Mayor Weichers opened the public hearing. There were no public comments. The public hearing was closed.

7.0 ACTION ITEMS

7.1 Consideration of Ordinance 443 Approving a Final Budget for 1 July 2025 through 30 June 2026. (This ordinance will adopt a final budget for the city's upcoming fiscal year, make related appropriations, determine the applicable tax rate, and levy such tax on all real and personal property in the city, subject to any subsequent amendment).

Mr. Jurges reported that the Final Budget was essentially the same as the version that was discussed at the June 3, 2025, City Council meeting, with two changes. The Certified Tax Rate (“CTR”) and new growth revenue had since been received from the Utah State Auditor’s office. The tax rate for the General Obligation Bond is 0.000209, which will generate \$1,314,955 for the Debt Service Fund. The CTR will be 0.001300, which will generate an additional \$43,620 in property tax revenue over the tentative estimate. Property taxes associated with pending annexations were not included in the new growth calculations.

Council Member Hyland stated that the Tavaci and Water Vista Way annexations should be effective in 2025 and asked if they would be subject to the 0.001300 rate. Mr. Jurges confirmed that they would be subject to both the CTR rate of 0.00130 and the debt service rate of 0.000209, as would the Creek Road West annexation effective January 1, 2026.

MOTION: Council Member Holton moved to APPROVE Ordinance 443 Approving a Final Budget for 1 July 2025 through 30 June 2026. The motion was seconded by Council Member Newell. Vote on motion: Council Member Holton – Yes, Council Member Hyland – Yes, Council Member Newell – Yes, Council Member Birrell – Yes, Mayor Weichers – Yes. The motion passed unanimously.

7.2 Consideration of Ordinance 444 Amending Code Chapters 19.04 and 19.37 Regarding Neighborhood Commercial/Mixed Uses. (By this ordinance, the council will amend Chapters 19.04 and 19.37 of the City's Code of Ordinances concerning mixed uses in the City's Neighborhood Commercial Zone).

Mayor Weichers reported that this item was discussed during the Work Session.

Council Member Hyland indicated that three clerical changes were needed to Section 19.37.030, Conditional Uses:

- Item 11 should be changed from Retail commercial to Retail/small commercial.
- Item 18 should be deleted.
- Item 16 should read “Adult day care facilities”.

MOTION: Council Member Hyland moved to APPROVE Ordinance 444 Amending Code Chapters 19.04 and 19.37 Regarding Neighborhood Commercial/Mixed Uses, as amended. The motion was seconded by Council Member Newell. Vote on motion: Council Member Hyland –

Yes, Council Member Newell – Yes, Council Member Birrell – Yes, Council Member Holton – Yes, Mayor Weichers – Yes. The motion passed unanimously.

7.3 Consideration of Resolution 2025-40 – Approving Reappointments to the Architectural Review Commission. (This resolution will approve the reappointment of two members of the city’s Architectural Review Commission).

Mayor Weichers reported that this item was discussed during the Work Session.

MOTION: Council Member Newell moved to APPROVE Resolution 2025-40 Approving Reappointments to the Architectural Review Commission. The motion was seconded by Council Member Hyland. Vote on motion: Council Member Newell – Yes, Council Member Birrell – Yes, Council Member Holton – Yes, Council Member Hyland – Yes, Mayor Weichers – Yes. The motion passed unanimously.

7.4 Consideration of Resolution 2025-41 – Approving Reappointments to the Parks, Trails, and Open Space Committee. (This resolution will approve the reappointment of four members of the City’s Parks, Trails, and Open Space Advisory Committee).

Mayor Weichers reported that this item was discussed during the Work Session.

Council Member Hyland expressed the Council’s appreciation for the City’s volunteers, especially those who are willing to serve a second term. Council Member Holton agreed and stated that with everything Ranna Cohen has gone through, her willingness to still serve the community is very much appreciated.

MOTION: Council Member Hyland moved to APPROVE Resolution 2025-41 Approving Reappointments to the Parks, Trails, and Open Space Committee. The motion was seconded by Council Member Holton. Vote on motion: Council Member Birrell – Yes, Council Member Holton – Yes, Council Member Hyland – Yes, Council Member Newell – Yes, Mayor Weichers – Yes. The motion passed unanimously.

7.5 Consideration of Resolution 2025-42 – Approving Reappointments to the Planning Commission. (This resolution will approve the reappointment of three members of the City’s Planning Commission).

Mayor Weichers reported that this item was discussed during the Work Session.

Council Member Birrell expressed her appreciation for everyone who is willing to serve a second term. She knows many people in the community would also like to serve on the City’s committees and commissions, and she encouraged them to fill out an application. She looked forward to seeing new names and faces on the citizen committees.

MOTION: Council Member Birrell moved to APPROVE Resolution 2025-42 Approving Reappointments to the Planning Commission. The motion was seconded by Council Member

Holton. Vote on motion: Council Member Holton – Yes, Council Member Hyland – Yes, Council Member Newell – Yes, Council Member Birrell – Yes, Mayor Weichers – Yes. The motion passed unanimously.

7.6 Consideration of Resolution 2025-43 – Approving a Performance Contract for 2025 Butlerville Days. (This resolution will approve the city’s entry into an agreement whereunder the musical group “Playback Party Band” will provide a performance for the city’s 2025 Butlerville Days community event).

Mayor Weichers reported that this item was discussed during the Work Session.

MOTION: Council Member Hyland moved to APPROVE Resolution 2025-43 Approving a Performance Contract for 2025 Butlerville Days. The motion was seconded by Council Member Birrell. Vote on motion: Council Member Hyland – Yes, Council Member Newell – Yes, Council Member Birrell – Yes, Council Member Holton – Yes, Mayor Weichers – Yes. The motion passed unanimously.

7.7 Consideration of Resolution 2025-44 – Approving and Ratifying a Bid and Awarding a Construction Contract for the Steffensen Drive Area Roadway Rehabilitation Project. (By this resolution, the council will approve and ratify a \$1,810,904 bid and award a construction contract to Miller Paving, Incorporated for the work and materials to complete the City’s Project No. 004.25—Steffensen Drive Area Roadway Rehabilitation Project).

Mayor Weichers reported that this item was discussed during the Work Session.

Council Member Hyland stated that she receives frequent citizen complaints about the condition of the roadways in this area, and she was grateful that the City was moving forward with the project.

MOTION: Council Member Hyland moved to APPROVE Resolution 2025-44 Approving and Ratifying a Bid and Awarding a Construction Contract for the Steffensen Drive Area Roadway Rehabilitation Project. The motion was seconded by Council Member Newell. Vote on motion: Council Member Newell – Yes, Council Member Birrell – Yes, Council Member Holton – Yes, Council Member Hyland – Yes, Mayor Weichers – Yes. The motion passed unanimously.

7.8 Consideration of Resolution 2025-45 – Approving an Agreement with CMT Technical Services Inc. for Construction Management Services. (By this resolution, the council will approve the city’s entry into an independent contractor agreement whereunder CMT Technical Services, Inc. will provide construction management and related services in connection with the City’s planned roadway improvements in the area of Steffensen Drive under the city’s project no. 004.25 as described in the agreement).

Mayor Weichers reported that this item was discussed during the Work Session.

MOTION: Council Member Newell moved to APPROVE Resolution 2025-45 Approving an Agreement with CMT Technical Services Inc. for Construction Management Services. The motion was seconded by Council Member Holton. Vote on motion: Council Member Birrell – Yes, Council Member Holton – Yes, Council Member Hyland – Yes, Council Member Newell – Yes, Mayor Weichers – Yes. The motion passed unanimously.

7.9 Consideration of Resolution 2025-46 – Approving Execution and Delivery of a “Public Entity Resolution” to the Utah State Treasurer. (This Resolution will approve completion, execution, and delivery of a “Public Entity Resolution” form required by the Office of the State Treasurer for the City’s participation in that office’s “Public Treasurer’s Investment Fund” Program).

Mayor Weichers reported that this item was discussed during the Work Session.

MOTION: Council Member Birrell moved to APPROVE Resolution 2025-46 Approving Execution and Delivery of a “Public Entity Resolution” to the Utah State Treasurer. The motion was seconded by Council Member Holton. Vote on motion: Council Member Holton – Yes, Council Member Hyland – Yes, Council Member Newell – Yes, Council Member Birrell – Yes, Mayor Weichers – Yes. The motion passed unanimously.

7.10 Consideration of Resolution 2025-47 – Adopting Amended and Restated Internal Policies for the Cottonwood Heights City Council. (This Resolution will adopt amended and restated internal policies for the City Council modifying the council’s travel and training policies and procedures).

Mayor Weichers reported that this item was discussed during the Work Session.

City Attorney Shane Topham noted that only Policy 1.2 was being amended and restated.

MOTION: Council Member Hyland moved to APPROVE Resolution 2025-47 Adopting Amended and Restated Internal Policies for the Cottonwood Heights City Council, as amended. The motion was seconded by Council Member Holton. Vote on motion: Council Member Hyland – Yes, Council Member Newell – Yes, Council Member Birrell – Yes, Council Member Holton – Yes, Mayor Weichers – Yes. The motion passed unanimously.

8.0 CONSENT CALENDAR

8.1 Approval of the Minutes for the City Council Work Session and Business Meetings of June 3, 2025.

MOTION: Council Member Newell moved to APPROVE the Consent Calendar. The motion was seconded by Council Member Hyland. The motion passed with the unanimous consent of the Council.

9.0 ADJOURN

MOTION: Council Member Hyland moved to ADJOURN. The motion was seconded by Council Member Holton. The motion passed with the unanimous consent of the Council.

The City Council Meeting adjourned at 7:39 PM.

DRAFT

I hereby certify that the foregoing represents a true, accurate, and complete record of the Cottonwood Heights City Council Work Session and City Council Business Meetings held on Tuesday, June 17, 2025.

Teri Forbes

Teri Forbes
T Forbes Group
Minutes Secretary

Minutes Approved: _____

DRAFT