

MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL WORK SESSION HELD TUESDAY, SEPTEMBER 16, 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 Matt Holton, Council Member Ellen Birrell, Council Member Suzanne Hyland, Council Member Shawn Newell

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, Jim Spung; IT Manager, Matt Ervin; Public Works Director and City Engineer, Matt Shipp; Unified Fire Authority, Riley Pilgrim; Police Sargeant, Lance Bess

1.0 WELCOME – Mayor Mike Weichers.

Mayor Mike Weichers called the City Council Work Session to order at 4:00 PM.

2.0 REVIEW OF BUSINESS MEETING AGENDA – Mayor Mike Weichers.

Mayor Weichers reviewed the Meeting Agenda and stated that the Pledge of Allegiance would be led by Council Member Highland, followed by City Council Committee Reports and the Citizen Comment period.

Item 5.1 was a public hearing to receive input on the proposed Amended Budget for FY2025-2026. Finance Director, Scott Jorges, gave an overview of the changes included in the amendment.

General Fund

- Granicus software purchase related to short-term rentals: \$27,176.
- Heating and cooling compressor and accumulator replacement: \$32,519.
This replacement is due to the unexpected failure of an approximately 10-year-old unit on the Police Department side of the building, which exceeded the yearly maintenance budget.
- Information technology storage, retention and recovery: \$85,000.
There had been a large increase in video-based evidence storage needs beginning in April. The funds will be used for on-site storage hardware, as well as backup cloud storage.
- Utah Arts and Museums Grant per resolution 2025-66 (income and expense): \$3,800.
- Transfer from the CDRA Fund to cover capital projects in the Cottonwood Corporate area and Fort Union RDA: \$349,682.
Staff analysis determined that past projects in these areas were paid through the General Fund but were in the CDRA project areas.

- Police Fund reimbursements:
 - Utah Division of Public Safety related overtime: \$10,610
 - Eliminating Alcohol Sales to Youth (“EASY”) Alcohol Enforcement overtime: \$679
 - Overtime related to sporting events: \$3,655
 - Overtime related to the Brooksee marathon: \$7,310
 - Contribution from the Honorary Colonels for SWAT van upgrades and training: \$9,000
 - Restitution for various incidents: \$50
- Net increase in expenditures: approximately \$180,000.
- Net increase in transfers or revenues: approximately \$384,000.
- Net reduction in Use of Fund Balance: \$204,987.

Capital Projects Fund

Re-budget of prior year unfinished projects, including the Heights General Obligation Bond Project and other general capital projects. Mr. Jurges reported that the numbers for the Heights project would likely change again once the second bond closes.

- Expenses: \$22,475,284
- Income: \$12,679,334
- Transfer from CDRA Fund to Capital Projects Fund (expense and expense): \$1,242,638
 - Cottonwood Corporate RDA: \$290,364
 - Fort Union RDA: \$952,294
- Transfer from the CDRA Fund for Canyon Centre Park: \$617,222
 This accounts for all accumulated Tax Increment Financing (“TIF”) funds. A second Budget Adjustment will be required when additional funds are received in April 2026. The final distribution will be in 2026 or 2027.

In response to a question from Council Member Birrell, City Manager, Jared Gerber, reported that approximately \$7,000 had been spent this fiscal year to design the park.

- Sundown sidewalk repairs: \$61,721
 Mr. Jurges noted that this was the only new, unplanned expense included in the Capital Projects Fund amendment.

Storm Water Fund

- Re-budget of prior year unfinished projects: \$573,017

CDRA Fund

- Transfers to General Fund: \$349,682
- Transfers to Capital Projects Fund: \$1,242,638

Mayor Weichers reported that Ordinance 448 Adopting an Amended Budget for 1 July 2025 through 30 June 2026, would be considered under Item 7.1.

Item 6 was Cottonwood Heights Police Department personnel updates. Police Chief, Robby Russo, reported that Chief Brenneman's retirement caused a ripple effect, and several officers had been promoted. Chris McHugh would be the new Assistant Police Chief. Scott Ricks was promoted to Captain, Ken Eatchel to Lieutenant, and Kyler Burrows to Sergeant. All officers and their families would be sworn in during the Business Meeting.

Item 7.2 was Consideration of Resolution 2025-67 Approving the Appointment of a Treasurer and Financial Reporting Manager. Mayor Weichers stated that the City was lucky Reid Sanderson was able to spend three months training with David Muir.

3.0 REPORTS

3.1 Introduction of New Wasatch Front Waste and Recycling District General Manager - Pam Roberts.

Pam Roberts reported that she will be retiring on September 30, 2025, but Cottonwood Heights and the district will be in good hands with the new Wasatch Front Waste and Recycling District General Manager, Evan Tyrrell. Mr. Tyrrell was raised in Fort Wayne, Indiana, and graduated from Indiana University with graduate degrees in Public Affairs and Environmental Science. He previously served as the Solid Waste and Fleet Services Director for Flagstaff, Arizona, and prior to that, he was the Executive Director for the Moab Solid Waste Special Services District. He was thankful for the opportunity to work with Ms. Roberts prior to her retirement and excited to work with the City.

Mayor Weichers welcomed Mr. Tyrrell and asked if he and Ms. Roberts had discussed top priorities. Mr. Tyrrell stated that he believes there are opportunities related to the seasonal container reservation program for bulk waste and recycling. He would be seeking out cost-saving opportunities and ways to improve operational efficiency to ensure the current rates can be sustained for as long as possible.

In response to a question from Council Member Birrell, Mr. Tyrrell confirmed that Cottonwood Heights' waste is disposed of at the Salt Lake County Landfill. Council Member Birrell asked when the landfill will reach capacity and how that will impact the City. Mr. Tyrrell stated that he was learning about the facilities but did not have specific information at that time. Ms. Roberts indicated that the last projection was that it not reach capacity for more than 60 years, but they could get more information when they meet with Patrick Craig of Salt Lake Valley Solid Waste Management. Regarding long-range planning, the Trans-Jordan Landfill will close in eight years. They opened a transfer station at the intersection of 8805 South 700 West in Sandy City in preparation for closing. The station accepts residential loads from all Salt Lake Valley residents Monday through Saturday, as well as household hazardous waste.

In response to a question raised by Mayor Weichers, Ms. Roberts confirmed that vouchers are available for this facility.

Council Member Newell asked for the top two issues with the container program. Mr. Tyrrell stated that one challenge is the ability to recruit and retain drivers with a commercial driver’s license (“CDL”). Despite that challenge, they were able to deliver and remove 60 containers per day this year. Council Member Newell asked if they had considered partnering with the Salt Lake Community College or other schools that train CDL drivers. Ms. Roberts stated that they have their own apprentice program. They have not had much success recruiting from the schools.

Ms. Roberts reported that they are considering shifting resources from the trailer rental program. Currently, two full-time equivalent (“FTE”) employees run the service. The Board has instructed them to shift resources to the seasonal container program. In 2025, they provided an average of 60 containers per day. The goal for 2026 is to provide a minimum of 66 containers. They also hope to recruit more seasonal drivers. Council Member Newell stated that Recycling and Collections Manager, Sione Tuione, is always very helpful.

Ms. Roberts thanked Council Member Holton for his support on the Wasatch Front Waste and Recycling District Board, as he always comes prepared and asks great questions.

Mayor Weichers thanked Ms. Roberts for her years of service.

4.0 STAFF REPORTS

4.1 Cottonwood Canyon Cove Park Naming Discussion, City Manager Jared Gerber.

Mayor Weichers reported that the City Council narrowed down the list of suggested names, and residents were then asked to choose their favorite. City Manager, Jared Gerber, reported that the poll was announced via social media and the City newsletter, and voting closed on September 15, 2025, at 5:00 p.m. Over 200 votes were received, but many duplicate votes were received from the same IP address. Summer Hill Park received 102 total votes, or 65 votes when duplicates were removed. Brighton Park was second with 76 total votes, or 68 excluding duplicates. Dover Hill Park was third, and write-in names received 24 total votes.

The City Council discussed the votes. Council Member Newell stated that the winning name should be honored. Council Member Birrell and Council Member Hyland expressed surprise that Dover Hill Park came in third but agreed with Council Member Newell. The park will be named Summer Hill Park.

Mayor Weichers stated that Architectural Review Commissioner Scott Peters has worked closely with Ivory Homes on the park. In response to his question, Mr. Gerber indicated that an opening date was not yet available, but work should be completed by September 30, 2025.

Council Member Hyland noted that there is a one-year warranty on all landscaping. Council Member Birrell indicated that she would like to schedule a walk-through with Mr. Gerber or Public Works Director, Matt Shipp. Mr. Gerber stated that they can reevaluate the landscaping after the one-year warranty period expires. There was a desire to add trees in the open, grassy area, but irrigation is not available in that location, so instead, five trees were added to cover the path in other areas.

4.2 General Plan Update, Community and Economic Development Director, Jim Spung.

Community and Economic Development Director, Jim Spung, introduced Sam Taylor from Landmark Design.

Mr. Taylor reported that the draft General Plan was presented to the Planning Commission at its September 2, 2025, meeting. They anticipated making the draft plan available to the public via an online platform in early October. Mr. Spung stated that it will be announced via an article in the newsletter. The suggested schedule would allow for adoption before the end of the year. However, it could be adjusted at the Council's discretion.

Council Member Birrell stated that the City Council had not convened to discuss the General Plan in over three years, and Council Members Hyland and Holton had not had the opportunity to discuss it at all. Mayor Weichers indicated that the General Plan would be a discussion item at the next three Work Sessions, so he believed there would be ample time. However, if they needed more time, public comment could be delayed.

In response to a question raised by Council Member Hyland, Mr. Taylor confirmed that the General Plan would be updated to incorporate the Council's comments over the next few weeks. If the Council felt it was not ready, public release could be delayed. In response to her follow-up question, Mr. Spung clarified that the item would also be on the next three Planning Commission meeting agendas, and a joint session between the City Council and Planning Commission was scheduled for October 21, 2025. Their intent was not to rush the process, but rather to create a schedule they could work toward. Council Member Hyland stated that she watched the Planning Commission meeting, and one Commissioner made the comment that the General Plan must agree with all the other master plans. She needed time to review both the updated General Plan and the other plans, and she appreciated flexibility in the schedule.

Mr. Gerber stated that Staff was given the goal of adopting the update by the end of the year. It could be delayed if necessary, but it had been in process for five years and he did not want it to take another four or five years. Council Member Hyland noted that the General Plan is high-level and aspirational, so it is not as detailed as many of the master plans.

Mr. Taylor continued reviewing the anticipated schedule. Barring delays, the public Planning Commission hearing would be held on November 5, 2025, and the City Council would review and potentially adopt the update on November 18, 2025.

Council Member Hyland asked how input would be received. Mr. Taylor reported that the Planning Commission requested a PDF copy of the General Plan update that would allow everyone to comment. Mr. Spung added that a link to the document was forwarded to the City Council, Planning Commission, and Parks, Trails, and Open Space Committee. Anyone with the link can comment and view others' comments.

Council Member Birrell stated that she would feel different if she had received the draft six months previously, but she had only had it for one week. Her understanding was that the City Council that

commissioned the update, felt that the Cottonwood Heights Tomorrow survey, upon which the update was based, was not scientifically derived. She wanted to ensure that the updated General Plan reflected the current Council's priorities, and the zoning and land use suggestions aligned with its vision for the City.

Mr. Taylor continued his presentation. The current General Plan was adopted when Cottonwood Heights was incorporated in 2005, and minor updates were made over time. Most of the items identified in the plan had been achieved. The update process began in 2020, and a draft plan was presented at a public open house in 2022. Based on comments received, Staff decided to conduct additional in-house review and prioritize form-based code. Efforts to complete the General Plan update were revived in 2024. The current draft was a result of those efforts and addresses current opportunities and challenges regarding quality of life, growth and development, housing, traffic, etc.

A General Plan is intended as an advisory guide to land use decisions. It does not create regulations or requirements, but it may recommend them as implementation strategies. Under State law, public infrastructure must conform with the General Plan in order to be authorized and constructed.

Mayor Weichers clarified that just because something is in the General Plan does not mean the City Council must follow it. City Attorney, Shane Topham, stated that the General Plan is a forward-looking document that does its best to determine the City's needs during the life of the plan, but everything identified in the plan is not required to be adopted. Mr. Taylor added that the General Plan is a guide. A new road project, for example, would need to be identified in the General Plan. However, it is an advisory guide on land-use issues, and the City Council is not required to follow it.

Mr. Spung indicated that the General Plan is especially important for Planning Department Staff because they use it as a guide to filter requests and applications that must come before the City Council. If someone were to approach Staff with a potential development, Staff would review the General Plan to ensure that it conforms with the City's vision for the area. If it deviates greatly, Staff would inform the developer that it is not in line with the City's vision. If the developer then makes a strong argument for the project, Staff could bring the matter before the Planning Commission and City Council for potential amendment of the General Plan.

Mr. Taylor reported that Utah State Code requires chapters on land use, housing, transportation, and water use and preservation. Each chapter defines current conditions, describes desired future conditions, and outlines the path to achieve them. The Cottonwood Heights General Plan contains a total of eight chapters:

1. Overview and Introduction
2. Land Use
3. Moderate-Incoming Housing Plan
4. Transportation
5. Economic Development
6. Recreation
7. Water Use and Preservation
8. Sustainability

Mr. Taylor then provided an overview of each chapter.

Chapter 1: Overview and Introduction

- History and evolution of the City
- Purpose of the General Plan
- Demographic snapshot of the City
- Community engagement process
- Community vision and future goals based on public input

Chapter 2: Land Use

- Designates future land use vision and map for housing, jobs, recreation, public facilities, and open space.
- Outlines population density and building intensity standards by land use category.
- Reflects community priorities and smart growth principles from plans and public input.
- Provides tools to realize goals, including activity centers, housing options, neighborhood improvements, and transportation enhancements.
- The future Land Use Map included in this chapter specifies five areas of focus:
 1. Town Center
 2. The Union Park and Gravel Pit areas, which have established master plans
 3. Neighborhood planning districts and area master plans
 4. Small-scale neighborhood centers
 5. Key transportation corridors

Chapter 3: Moderate-Incoming Housing Plan

- This chapter was adopted by the City in early 2025.
- Addresses future housing needs and requirements.
- Includes five strategies to meet State-mandated affordability targets.

Chapter 4: Transportation

- Identifies existing and proposed transportation systems.
- Plans for how to support connections between housing, jobs, education, recreation, and commerce while mitigating regional traffic.
- Correlates with the City's population, employment, and land use vision in Chapter 2.
- A Network Concept Map is included in this chapter.

Mr. Taylor reported that changes had been made since the previous draft in response to citizens' comments, indicating that the plan was too focused on active transportation and did not adequately address future vehicular transportation needs. The current draft took a more balanced approach.

Chapter 5: Economic Development

- Provides an economic snapshot of the City.
- Highlights opportunities to strengthen financial diversity and resiliency.
- Aligns with the land use, transportation, and recreation chapters.

Chapter 6: Water Use and Preservation

- Explores the effect of permitted development and development patterns on water demand and infrastructure.
- Explores methods to reduce water demand for existing and future development.
- Recommends modifications that can be made to reduce or eliminate wasteful water practices.
- Cottonwood Heights is unique in that it is not a water provider and is served primarily by Salt Lake City Public Utilities, and as such the chapter defers to their assumptions in many areas.

In response to a question from Council Member Birrell, Mr. Taylor confirmed that approximately 99% of City residents are served by Salt Lake City Public Utilities. Specific data for Cottonwood Heights was not available, but they indicated that they have an adequate water supply to support future demand in the service area. City-specific items covered in Chapter 6 include landscaping ordinances and educational outreach.

Council Member Hyland reported that the newly annexed areas are in the Jordan Valley Water District.

Chapter 7: Recreation

- Examines the City's parks, recreation, and trail networks.
- Highlights recreational assets that support livability, including canyons, corridors, the Recreation Center, parks, open spaces, and the trail system.
- Aligns with the Land Use and transportation chapters.
- Reflects planning ideas from the 2021 Parks and Recreation Master Plan.
- Maps included in this chapter include a high-level overview of the existing system as well as where future facilities could be proposed.

Chapter 8: Sustainability

- Describes the City's commitment to a sustainable and resilient community.
- Summarizes and supports the 2019 Interlocal Sustainability Action Plan and was adopted as part of the Cottonwood Heights Sustainability Master Plan in 2021.

Mr. Spung reminded those present that the General Plan was currently a draft. The purpose of the presentation was to introduce the City Council to the document and begin collecting their feedback.

In response to a question raised by Mayor Weichers, Mr. Taylor confirmed that changes were made based on public feedback on transportation, housing, and population growth. Changes to the land use chapter moved the focus to development areas like the Gravel Pit and other locations with established master plans. Growth forecasts included in the General Plan were taken from the Wasatch Front Regional Council ("WFRC").

Council Member Hyland stated that she had read approximately half of the document, but it had some boilerplate language that she may challenge. She understood that it was an aspirational document and appreciated that it looks specifically at Cottonwood Heights and what fits with the City but believed that it should acknowledge the visitor economy. Since the process began in 2020, the Ikon Pass has significantly increased the number of people visiting the City. She also believes it should

discuss the mountain suburban lifestyle, a term that was used in the General Plan but is absent from the update.

The updated document includes form-based code, which had not been adopted and did not have a consensus on the Council. Council Member Hyland asked if the language could be changed to discuss amending zoning ordinances to meet goals rather than specifying form-based code. Mr. Taylor stated that he sees form-based code as the vehicle to achieve the City's goals, but the language could be modified at the Council's direction. Council Member Hyland stated that the Council had discussed whether there are other tools that can help the City attain those objectives.

Boilerplate language that Council Member Hyland believed should be removed included references to carpool lanes, as she did not believe there was room for a carpool lane anywhere in the City. The document also needed to be edited.

Mayor Weichers noted that the State requires four chapters: Land Use, Moderate-Income Housing Plan, Transportation, and Water Use and Preservation. He asked for the Council's feedback on the Economic Development, Recreation, and Sustainability chapters.

Council Member Newell reported that economic development is a large piece of the City's future vision, but sustainability was also very important as the Council needs to determine how to sustain the community they want to form. Doing the right things at the right time will be critical. He was pleased at the flexibility built into the plan, as it gives the City Council the ability to react to changes and implement code updates as the need arises.

In response to a question from Mayor Weichers, Mr. Taylor indicated that most cities include the same chapters in their general plans, although some choose not to have a sustainability chapter. The recreation chapter typically looks at parks, trails, and open space, but each community approaches it differently. In some cities, the chapter serves as their parks and recreation master plan. Other cities have a more detailed master plan. Cottonwood Heights Staff expressed concern that including too many specifics from the various adopted master plans could lead to the General Plan becoming out of date or misaligned when one of those documents is updated, and that was addressed by referring to those plans rather than incorporating them.

Mayor Weichers noted that the City does not have an economic development master plan. Mr. Taylor stated that an economic development strategy had been adopted within the last five years. The General Plan includes a page listing the various plans and master plans that had been adopted since 2005, and he believed approximately 15 items were referenced. Council Member Birrell stated that economic development was addressed as a chapter in the initial General Plan, but to her knowledge, there was no adopted master plan for economic development.

In response to a question raised by Council Member Hyland, Mr. Taylor confirmed that Landmark Design read all current master plans and used them to inform the General Plan. They did not use artificial intelligence in the process.

Mr. Spung referred to the list of related planning efforts included in the General Plan and reported that the Cottonwood Heights Economic Resiliency Plan was adopted in 2022. He noted that several

planning efforts were concurrent with the kickoff of the General Plan update, which made capturing all relevant information challenging. All plans were analyzed to ensure that the General Plan is aligned with the ideas and planning direction contained within them.

Council Member Hyland indicated that the Resolution Adopting Principles and Policies for the Establishment of the Future Boundary Between Cottonwood Heights and Sandy was adopted in 2014, not 2024 as listed in the document. She also noted that the City is larger than 6.23 square miles.

Mayor Weichers asked about the process other cities went through for their general plan updates and if the City Council should also review the individual master plans. Council Member Hyland stated that they should at least read the goals of each plan. Mr. Taylor indicated that the General Plan works at a very high level, and the Council should first consider whether it reflects what they and their constituents want for the community.

Mayor Weichers suggested that two or three items be chosen for discussion at the next meeting. Mr. Taylor agreed with that approach. The current focus of the land use chapter, for example, is the Town Center and other activity centers. If the City Council agreed that it encapsulates their vision for the community's future growth, they could then consider whether the goals of the supporting master plans are represented in the General Plan. Mayor Weichers stated that he envisioned the process would include a review of the current land use designations in the General Plan, then a discussion on whether they are still valid or if changes are necessary.

Council Member Birrell agreed with Mayor Weichers and noted that the Council had never discussed the core areas of the City. For example, the Gravel Pit has approximately 150 acres of undeveloped land that is slated for high-density housing in the current General Plan. However, the current administration had never discussed whether that was still the vision for that property. She advocated for form-based code because she wants residents to be part of the process and decide whether they want the City to include a main street area, for example, and promote walkability. She also requested information from the surveys, indicating that residents do not want active transportation because transportation alternatives have been consistently requested in surveys. She believed the City Council needed to discuss its focus and land use priorities.

Mayor Weichers suggested that the first discussion be on land use. The Council could review the current designations prior to the meeting and then discuss its future vision and designate key areas like the Gravel Pit, Fort Union Boulevard, Union Park Center, etc.

Council Member Hyland noted that form-based code had been tabled because they wanted to start small. The Council could perhaps agree that form-based code was appropriate for the Town Center area but not the entire City. She did not believe they needed to discuss moderate-income housing as it relates to the General Plan but warned the Council that the state legislature would likely revise its requirements in the upcoming session. She believed the primary focus should be on land use, transportation, and economic development. The City has no control over water use and conservation. She had not read the chapters on recreation and sustainability.

Mayor Weichers asked if the Council was going into too much detail. Mr. Taylor stated that there is no wrong path. Mr. Gerber recommended that the discussion stay at a high level because it is a high-

level plan. The Council should not get into the details of planning for individual areas, but they should consider if the land uses, transportation plan, etc., envisioned in the plan are the right fit for the City.

Mr. Spung referred to the land use map included in the plan and noted that it is very general. For example, the Gravel Pit area is designated as the Regional Center. It is typical for a general plan to provide a narrative explaining each designation but not include specific concept or development plans. A Regional Center is defined as an area of intense development where residents of the region would go for certain activities. After the General Plan is updated, the Planning Department will be tasked with implementing it. They can then discuss whether form-based code is the best tool to bring that vision to life.

In response to a question from Mayor Weichers, Mr. Taylor reported that information from the area-specific master plans, as well as the existing land use map, informed the land use chapter.

Council Member Hyland noted that in 2005, it was envisioned that City Hall would be located on Fort Union Boulevard, but it was built on Bengal Boulevard. She appreciated that the new plan suggests a Bengal Boulevard master plan as an aspirational goal. She would review the full General Plan and comment on the shared document prior to the next City Council meeting.

Mayor Weichers asked Staff to plan a land use discussion for the next meeting. Council Member Hyland stated that they could discuss economic development concurrently, as those topics overlap. Mr. Spung stated that the housing strategy is also built upon the City's land use vision. Council Member Hyland reported that land in Cottonwood Heights is now \$1 million per acre, and she did not know how the City could ensure affordable housing as specified in the General Plan. She believed that was an aspirational goal, but the City does not have the budget to subsidize affordable housing. Mayor Weichers noted that the Moderate-Income Housing Plan identifies five areas where the City can try to encourage affordable housing. It was agreed that "ensure" was not the correct word to use. Mr. Spung stated that the State's intention was to hopefully increase housing affordability and availability but agreed that it is a hard goal to achieve.

In response to a question from Council Member Hyland, Mr. Shipp reported that the Transportation Master Plan includes a streetscape plan for roads, lane widths, medians, park strips, etc. Mr. Taylor indicated that the transportation consultant suggested more details on streetscape development. Council Member Birrell stated that the City ordinance requires treed park strips. Mr. Shipp clarified that the Transportation Master Plan lays out the rights-of-way and provides a general idea of side scaping based on the use of the road but does not specify things like trees or furnishings, which he believed was what the draft General Plan suggested. Mr. Spung stated that the language referred more to community branding. The City has some park strips that are xeriscaped and others that have grass, and it suggested a more cohesive vision for what the streets in Cottonwood Heights look like.

Mayor Weichers asked if details on streetscapes should be part of the Council's focus or if that discussion should occur after the General Plan update is approved. Mr. Spung stated that the document identifies the goal of having uniform streetscapes but does not define it. Mr. Taylor added that streetscape standards could help achieve other goals outlined in the transportation chapter. Mr. Shipp agreed and noted that standards for things like the City entrances and medians would be helpful.

Council Member Birrell stated that the General Plan should acknowledge what has occurred over the past 20 years, including the fact that Cottonwood Heights is now a Tree City. She also believed that maintenance of what is existing should be a sustainability priority, and the draft plan was very acquisition-oriented.

Council Member Hyland suggested that the discussion should begin with community goals as the Council needed to first agree on the big-picture goals before discussing specific chapters. Mr. Taylor asked for comments in advance of the meeting so his team could better understand the discussion points.

Council Member Birrell agreed that the process should begin with discussion of and agreement on what residents want and need in the City. She believes a challenge of a gentrified city like Cottonwood Heights is that some residents are on a very tight, fixed income and have trouble staying in their homes or paying their water bill, while others who live in multimillion-dollar homes expect a lot of amenities. Her constituents want to be able to flow from their suburban home to a more walkable area, and she was there to represent them.

Mr. Spung asked for the Council’s input on announcing the draft General Plan to the public. He noted that if it was not announced in October, it would be delayed to November, and he wanted to ensure that the public had enough time to feel included in the process. Mayor Weichers indicated that the plan needed to be further developed prior to presenting it for public comment. Council Member Birrell suggested that the October newsletter include an article detailing the process. Council Member Hyland added that the article should also acknowledge the fact that the City’s vision was transformed by the pandemic because residents live differently than they did when the General Plan was first created in 2005. Mr. Spung stated that the project would be highlighted in the October newsletter, but the draft would not be posted until the Council had time to discuss and revise it.

4.3 Emergency Management Report – Sergeant Bess.

Police Sergeant, Lance Bess, reported that the Emergency Management Program was previously led by Assistant Police Chief, Paul Brenneman. Sergeant Bess holds a degree in emergency services administration with an emphasis in emergency management and disaster assistance. He thanked the City Council for the opportunity to administer the program and Chief Brenneman for his mentorship and guidance.

Responsibilities of the Emergency Manager include:

- Develop and maintain emergency operations plans
- Organize training
- Manage the emergency operations center
- Coordinate communication between departments
- Support incident commanders
- Lead post-disaster recovery efforts
- Identify risks and vulnerabilities
- Maintain mutual aid agreements or memorandums of understanding (“MOU”)

- Ensure compliance with federal and state emergency management regulations

The City participated in the following over the last year:

Monthly meetings

- Salt Lake County Emergency Management meetings with the Red Cross, churches, hospitals, other municipalities, etc.
 - Eastside Emergency Managers meetings with nearby cities
 - Meetings with Council Member Hyland
 - Steering Committee meetings
 - Local Emergency Planning Committee meetings
- Drills and exercises
 - Monthly citywide radio checks
 - Cottonwood Heights April Shakeout, as well as mini-shakeouts per precinct
 - Localized drills

Sergeant Bess reported that each precinct has block captains who collect real-time status data on City residents. When a natural disaster occurs, this data will help the emergency response team better focus its recovery efforts. The data is reported via ham radio and is not reliant on cellular service.

Council Member Hyland pointed out that a younger group of volunteers is replacing the ham radio operators, and that gap must be addressed. Council Member Holton asked if the City would provide assistance to residents interested in becoming licensed operators. Council Member Birrell stated that ham radios are utilized for sailing and navigation, but it has been on their way out for decades. She did not think it was realistic to believe that younger generations would have an interest in it.

Mayor Weichers indicated that communications may go down during an emergency, and ham radios allow people to continue communicating with each other. He understood that teenagers might not be interested, but younger adults may be interested. It was noted that satellite phones and other technology now exist. Sergeant Bess indicated that Salt Lake County Emergency Management has recently brought ham radio back and they do conduct drills. However, he agreed that it is geared toward older generations and the City should plan for the future.

Sergeant Bess continued the presentation.

- Planning
 - Salt Lake County Hazard Mitigation Plan
 - Cottonwood Heights Evacuation Maps
 - Butlerville Days
- Training
 - Block captain training to local precincts
 - Mayor and City Council FEMA training
 - City Personnel ICS 100 and 700
 - Utah Emergency Management Conference
 - Biannual training for Cottonwood Heights residents

Sergeant Bess discussed the City’s emergency response partnerships and indicated the need to obtain a Memorandum of Understanding (“MOU”) with Canyons School District. Council Member Newell asked for information on the barriers to the agreement. Sergeant Bess stated that he did not know and did not yet have a district contact. Council Member Newell stated that he would facilitate that discussion.

Partners include:

- The Church of Jesus Christ of Latter-day Saints;
- Saint Thomas More Catholic Church;
- Canyons Baptist Church;
- South Valley Unitarian Universalist Society;
- American Red Cross;
- National Weather Service;
- Salt Lake County Emergency Management;
- Cottonwood Heights Recreation Centerl
- Utah Department of Transportation ("UDOT"); and
- Eastside cities include South Salt Lake City, Holladay, Millcreek, Murray, and Salt Lake City. Sergeant Bess noted that several cities have full-time emergency managers, and it would be beneficial to the City to continue hiring one in the future.

The Cottonwood Heights Amateur Radio Club (“CHARC”) is an integral part of the City’s emergency management program. It is an aging group, and Sergeant Bess agreed with Council Member Hyland’s point that more options are needed. The group conducts annual drills, including a flood watch drill scheduled for September 18, 2025, at 5:00 p.m., as well as the citywide and mini shakeouts.

Sergeant Bess reported that the City contracts with the United Fire Authority (“UFA”) to conduct local training, and the eight-week training course would begin in January 2026. Community Emergency Response Team (“CERT”) training would be offered at the October 25, 2025, Fall Preparedness Conference in South Salt Lake City. The City Council was encouraged to attend.

Morning workshops include:

- Ham Radio Essentials;
- Stop the Bleed;
- Moulage; and
- CERT Skills Station.

Sergeant Bess reported that the Salt Lake County Multi-Jurisdictional Hazard Mitigation Plan was approved by participating cities but denied by the Utah Department of Emergency Management pending corrections. Once final approval was obtained, it would be brought before the City Council for adoption. He would also be working with the Unified Fire Authority (“UFA”) Chief, Riley Pilgrim, regarding requirements of HB 48, Wildland Urban Interface Modifications, as well as insurance plans and fireworks restriction areas.

Mayor Weichers noted that HB 48 will likely result in additional taxes to residents. Chief Pilgrim stated that there was no definitive information as the rule was still being finalized, but the majority of homes that will be affected are east of Wasatch Boulevard. Proposed language would add a fee for living in the Wildland Urban Interface Area based on an exposure score. The intent is to provide guidance to insurance companies.

Council Member Birrell stated that those who live in the Wildland Urban Interface Area have faced increased insurance costs over the past few years, and now the State wants to charge an additional fee. Chief Pilgrim clarified that insurance companies are required to use the State's data, not proprietary data that can be overly aggressive. People who live in interface areas are responsible for ensuring that their homes are defensible and survivable in the event of a fire, and the State is trying to take additional steps to aid them. The fee is intended to fund education, mitigation, and prevention, with the intent of preventing insurance companies from enacting exorbitant rate increases or pulling out of the state. Companies wishing to do either must receive approval from the Utah Insurance Department.

In response to a question raised by Council Member Newell, Chief Pilgrim clarified that the State will create a Wildland Urban Interface Map that scores areas from one to 10, with risk scores of five and above being subject to a fee. The areas of Cottonwood Heights that will be subject to the fee are east of Wasatch Boulevard. The fee had not yet been set, but it would be based on the structure's square footage and risk score. Cities were tasked with identifying their own risk areas, and the International Wildfire Interface Code would apply to those areas. Fireworks areas also needed to be reconsidered.

Council Member Birrell referred to the steps Cottonwood Heights had taken to ban fireworks on its eastern side and asked if the State would consider it if the City strengthened those restrictions in other areas. Chief Pilgrim stated that fireworks restrictions were left up to individual municipalities and are not taken into consideration by the State. He expressed concern that if the City further restricted fireworks, the State could then decide that the fee should also apply to those areas and indicated that the City's current map is very accurate.

Sergeant Bess continued the presentation and reported that weather is discussed in all monthly meetings as it influences spring runoff and wildlife risks. Over the past 30 days, precipitation in the City was slightly above normal, whereas the statewide average was below normal. The fire level decreased to normal and was expected to decrease further in October. Temperatures over the next three months were expected to be above average, with below-average precipitation. Over the next six months, average temperatures and precipitation were expected.

Sergeant Bess reported that Salt Lake County Animal Services provides free microchipping for all residents of Salt Lake County with licensed pets. It was noted that this could encourage residents to license their pets and should be mentioned in the newsletter.

The Salt Lake County Health Department indicated that there were 19 total measles cases, 12 in southwestern Utah and seven in Utah County. None had been reported in Salt Lake County. Upcoming training includes:

- ICS 400 Training November 12 through November 14, 2025, at the Taylorsville State Office Building
- Utah PIO Association Conference, September 22 through September 24, 2025, in St. George
- Animal Sheltering and Planning November 13, 2025, at 7:00 p.m.
- Mill Hollow Precinct Training September 18, 2025, at 7:30 p.m.

Upcoming and events:

- CHARC Localized Drill September 18, 2025, at 5:00 p.m.
- Cottonwood Heights Mini-Shakeout November 8, 2025
- Cottonwood Heights Shakeout April 18, 2026
- Butler District Halloween Trunk or Treat, October 29, 2025, from 5:00 p.m. to 7:00 p.m.

Sergeant Bess reported that as CHARC members age out, the City may want to consider the Starlink satellite-based internet service as an alternative. He then demonstrated the installation of the dish and the system’s operation. In response to a question, he reported that the service works when it is raining or cloudy as long as no trees, roof overhangs, etc., obstruct the sky. The subscription fee is minimal and can be suspended at any time. The unit can be powered for 10 hours via battery backup or with a generator and can also be connected to and powered from most of the City’s new trucks.

Regarding vehicles, Sergeant Bess reported that the City’s emergency response vehicle is beyond its useful life, and the yearly repair cost is now in the thousands of dollars. The Police Department hoped to obtain a newer trailer with a restroom facility and Starlink capabilities. Chief Russo stated that he would be presenting a surplus request to sell the truck and use that money to purchase a trailer that can be towed with an existing vehicle. He encouraged the Council to consider moving to Starlink and indicated that the ability to communicate via Starlink has been invaluable to municipalities dealing with disasters. Restroom capabilities and an area for meetings are also important.

5.0 REVIEW OF CALENDAR AND UPCOMING EVENTS.

- 5.1 **Friday, September 17, from 1:30 p.m. to 2:30 p.m. – Senior Social (Bingo) at City Hall.**
- 5.2 **Friday, September 26, from 5:00 p.m. to 7:30 p.m. – Community Block Party at Hillside Plaza.**
- 5.3 **October 6 through November 12 – Historic Committee Lobby Display.**
- 5.4 **Friday, October 10 – 6:30 p.m. to 9:00 p.m. at City Hall – Special Effects Halloween Makeup Workshop.**
- 5.5 **Wednesday, October 15, from 1:30 p.m. to 2:30 p.m. at City Hall – Senior Social.**
- 5.6 **Friday, October 24 – Monster Mash from 5:00 p.m. to 7:00 p.m. at CWH Rec Center. – Monster Mash.**
- 5.7 **November 17 through January 5 – Winter Lobby Art Display.**
- 5.8 **Monday, December 1 – 5:00 p.m. to 7:30 p.m. at City Hall – Light the Heights.**
- 5.9 **Saturday, December 6 – 7:30 p.m. to 9:00 p.m. at Butler Middle School – Christmas Concert with Eclipse 6.**

The Guns and Hoses softball game between the Cottonwood Heights Police Department and United Fire Authority would be held on Saturday, October 4, 2025, at Brighton High School.

Trunk or Treat was scheduled for October 31, 2025. A City vehicle would be provided for the Council.

6.0 POSSIBLE CLOSED MEETING TO DISCUSS LITIGATION; REAL PROPERTY PURCHASE OR LEASE; THE CHARACTER AND PROFESSIONAL COMPETENCE OR PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL; AND/OR ANOTHER PERMITTED PURPOSE UNDER UCA 52-2-205.

MOTION: Council Member Holton moved to ADJOURN the City Council Work Session and move into Closed Session to discuss Acquisition or Release of Real Property Purchase. The motion was seconded by Council Member Hyland. The motion passed with the unanimous consent of the Council.

The City Council was in Closed Session from 6:19 p.m. to 6:57 p.m.

7.0 ADJOURN CITY COUNCIL WORK SESSION.

MOTION: Council Member Holton 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 6:57 PM.

MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL BUSINESS MEETING HELD TUESDAY, SEPTEMBER 16, 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 Ellen Birrell, Council Member Suzanne Hyland, Council Member Shawn Newell

Staff Present: City Manager, Jared Gerber; City Attorney, Shane Topham; 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, Jim Spung; IT Manager, Matt Ervin; Public Works Director and City Engineer, Matt Shipp; Unified Fire Authority, Riley Pilgrim

1.0 WELCOME

Mayor Mike Weichers called the City Council Business Meeting to order at 7:02 PM.

2.0 PLEDGE OF ALLEGIANCE

Council Member Suzanne Hyland led the Pledge of Allegiance.

3.0 CITY COUNCIL COMMITTEE REPORTS

3.1 Committee Reports by Council Member Matt Holton.

Council Member Holton reported that Wasatch Front Waste and Recycling will provide free leaf bags at City Hall and the Cottonwood Heights Recreation Center from October 15 through November 30. The drop-off location for full bags is Bywater Park.

Council Member Holton serves as the City Council Liaison for the Parks, Trails, and Open Space Committee, which has a great vision. Some of the projects they identified have been delayed by financial constraints, and he has pushed them to focus on achievable goals like a Master Plan for Mountview Park. The splash pad is nearing the end of its life, and the wetland area near the tennis courts needs attention. Off-leash dogs are a popular topic at the meetings. The Historic Committee is currently working on a display and monuments.

3.2 Committee Reports by Council Member Suzanne Hyland.

Council Member Hyland reported that she serves on the Health in the Heights Coalition, which has been engaged in training on the Communities that Care framework. Funding was directed at youth substance abuse prevention, but the chosen Health in the Heights vision statement focuses on the health and well-being of all generations. The vision statement is, “Cottonwood Heights is a connected

community of youth and adults empowering one another to grow as healthy, compassionate, and engaged citizens.”

The Thanksgiving 5K is open for registration. She reminded the community that the event usually sells out quickly.

She and Council Member Birrell have met with a small group of citizens who proposed that they create newsletter content to spread the word about available resources for seniors. Senior centers in Midvale and Mount Olympus are available to Cottonwood Heights citizens. She thanked Eva Chan and Robin Bonham for creating the volunteer group.

Council Member Hyland also serves on the Emergency Management Committee and thanked Assistant Police Chief, Paul Brenneman, for his efforts on the committee. Sergeant Lance Bess will be leading the effort to help the City be prepared for emergencies moving forward.

3.3 Committee Reports by Council Member Shawn Newell.

Council Member Newell reported that he serves on the Canyons Education Foundation Board, which raises funds to supplement teachers’ classroom needs. The Mont L. Millerberg Classic Golf Tournament will take place on September 18. The Fun Bus delivers checks to teachers, which provides the board with the opportunity to meet teachers and let them know that the school district and the City care about them and their classrooms.

He serves on the South Valley Chamber of Commerce Board. Their “Let’s Do Lunch” program brings in speakers on different topics to help business owners navigate changes and trends. They also hold events to educate business owners on current legislative priorities.

Council Member Newell also serves on the Arts Council. The Golden Hills Park mural ribbon cutting was held on September 12, and he encouraged residents to drive by the mural at sunset. It is a great asset to the City. The project to wrap City electrical boxes was ongoing. September’s Artist of the Month is Niels Valentiner, and his art was on display at City Hall. A special effects makeup workshop would be held on October 10 to teach residents how to create scars and wounds.

3.4 Committee Reports by Council Member Ellen Birrell.

Council Member Birrell thanked the City’s police officers for their service. She stated that violence is never the answer and does not solve problems. It only deepens wounds, tears communities apart, and leaves scars that last for generations. Real courage is found in dialogue, in listening, and in building understanding, even when it is difficult.

3.5 Committee Reports by Mayor Mike Weichers.

Mayor Weichers reported that the UFA is conducting a campaign on lithium-ion batteries, which are one of the primary causes of fires. The campaign includes understanding battery hazards, how to spot danger early, best practices, and responsible recycling. That information is available on the City’s social media, as well as at <http://unifiedfire.ut.gov>.

4.0 CITIZEN COMMENTS

Mayor Weichers opened the Citizen Comment period.

Michael Falk reported that he has lived in Cottonwood Heights since 1976. He was concerned about noise and reckless driving related to Brighton High School on 7800 South, 2325 East, and in the school's south parking lot. He believes that the Canyons School District should add gates at the entrances from 7800 South and close them when appropriate. The parking lot could still be accessed from the east. He also believes the intersection of Dolphin Way and 2325 East should be a three-way stop, and speed bumps should be installed at 2325 East and Nantucket Drive.

Runar Bowman listened to the Work Session on the Master Plan. He believed that economic development should be the City Council's biggest priority. At a previous meeting, there was a presentation on the City's revenue and expenditure trends that showed expenses were up over time and revenues were flat. That will lead to raising taxes, which will impact community members of lesser means. Economic activity generates jobs and wealth.

There were no further comments. The Citizen Comment period was closed.

5.0 ACTION ITEMS

5.1 Public Hearing to Receive Input on the Proposed Amended Budget for the 2025-2026 Fiscal Year – Introduction by Administrative and Fiscal Services Director Scott Jurges.

Financial Services Director, Scott Jurges, reported that the Proposed Budget Amendment was reviewed in detail during the Work Session. He then provided a brief overview of the changes.

General Fund

- Granicus software purchase related to short-term rentals: \$27,176;
- Unexpected heating and cooling compressor and accumulator replacement: \$32,519;
- Information technology storage, retention, and recovery for video-based evidence: \$85,000;
- Utah Arts and Museums Grant (income and expense): \$3,800;
- Transfer from the CDRA Fund to cover capital projects in the Cottonwood Corporate and Fort Union RDAs: \$349,682;
- Police Fund reimbursements:
 - Utah Division of Public Safety related overtime: \$10,610
 - EASY Alcohol Enforcement overtime: \$679
 - Overtime related to sporting events: \$3,655
 - Overtime related to the marathon: \$7,310
 - Contribution from the Honorary Colonels for SWAT van upgrades and training: \$9,000
 - Restitution for various incidents: \$50
- Net increase in expenditures: approximately \$180,000;

- Net increase in transfers or revenues: approximately \$384,000; and
- Net reduced in Use of Fund Balance: \$204,987.

Capital Projects Fund

- Re-budget of prior year unfinished projects (expense): \$22,475,284;
- Re-budget of prior year unfinished projects (income): \$12,679,334;
- Transfer from CDRA Fund to Capital Projects Fund (expense and expense): \$1,242,638;
- Transfer from the CDRA Fund for Canyon Centre Park: \$617,222;
- Sundown sidewalk repairs: \$61,721;
- Total increase in expenditures: approximately \$24 million; and
- Total increase in revenues: approximately \$13 million.

Storm Water Fund

- Re-budget of prior year unfinished projects (expense): \$573,017.

CDRA Fund

- Transfers to General Fund: \$349,682; and
- Transfers to Capital Projects Fund: \$1,242,638.

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

6.0 CHPD PERSONNEL UPDATES

6.1 Announcement of Promotions.

Police Chief, Robby Russo, reported that Chief Brenneman’s retirement created opportunities for promotions. Chris McHugh was promoted to Assistant Police Chief, Scott Ricks was promoted to Captain, Ken Eatchel was promoted to Lieutenant, and Kyler Burrows was promoted to Sergeant. The officers and their families were present. Chief Russo thanked their families for their support and encouragement. Chief Russo noted that succession is important for growth, positive change, and strengthening the service the Police Department provides to the community.

City Recorder, Tiffany Janzen, swore the police officers in.

7.0 ACTION ITEMS

7.1 Consideration of Ordinance 448 – Adopting an Amended Budget for 1 July 2025 through 30 June 2026. (The Utah State Treasurer suggests that Utah cities amend their budgets at least quarterly to reflect any necessary changes since the budget was adopted. This ordinance will approve an amendment to the city’s current [2025-2026] budget.)

MOTION: Council Member Newell moved to APPROVE Ordinance 448 – Adopting an Amended Budget for 1 July 2025 through 30 June 2026. 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.

7.2 Consideration of Resolution 2025-67 Approving the Appointment of Treasurer and Financial Reporting Manager. (This Resolution will Approve the Manager's Appointment of Reid Sanderson as the City's New Treasurer and Financial Reporting Manager, to replace recently retired David Muir.)

Mayor Weichers reported that the City Council was excited to appoint Reid Sanderson to the position of Treasurer and Financial Reporting Manager. Mr. Sanderson indicated that his father was the Finance Director for West Valley City, and he followed in his father's footsteps. He worked in Sandy City for 18 years and in South Jordan for eight years. He began working with Cottonwood Heights in May and plans to be with the City until retirement.

MOTION: Council Member Hyland moved to APPROVE Resolution 2025-67 – Approving the Appointment of a Treasurer and Financial Reporting Manager. 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 September 2, 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 Business Meeting adjourned at 7:37 PM.

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, September 16, 2025.

Teri Forbes

Teri Forbes
T Forbes Group
Minutes Secretary

Minutes Approved: _____