

**MINUTES OF THE COTTONWOOD HEIGHTS JOINT PLANNING COMMISSION/
CITY COUNCIL WORK SESSION HELD TUESDAY, OCTOBER 21, 2025, AT 4:00 PM
IN THE COTTONWOOD HEIGHTS CITY COUNCIL WORK ROOM LOCATED AT
2277 EAST BENGAL BOULEVARD, COTTONWOOD HEIGHTS, UTAH**

City Council Members Present:

Mayor Mike Weichers
Council Member Matt Holton
Council Member Ellen Birrell (via Zoom)
Council Member Suzanne Hyland
Council Member Shawn Newell

Planning Commission Members Present:

Lucy Anderson, Chair
Sean Steinman, Vice-Chair
Mike Shelton
Garry Barnes (via Zoom)
Dan Mills
Mike Smith
Rusty Lugo, Alternate

Staff Present:

Jared Gerber, City Manager
Shane Topham, City Attorney
Robby Russo, Police Chief
Scott Jurgens, Finance Director
Barbara Higgins, Records, Culture, and Human Resources Director
Tiffany Janzen, City Recorder
Jim Spung, Community and Economic Development Director
Alex Earl, System Administrator
Matt Shipp, Public Works Director and City Engineer
Riley Pilgrim, Unified Fire Authority

1.0 WELCOME – Mayor Mike Weichers.

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

2.0 CITY COUNCIL 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 City Manager, Jared Gerber, followed by a proclamation designating October 2025 as "Utah PTA Centennial Month", City Council Committee Reports, and the Citizen Comment Period. Item

6.0 would be the Landscape Awards. Quarterly Reports from the Cottonwood Heights Police Department and Finance Department would be next.

Item 8.0 would include two legislative action items. Item 8.1 would be Consideration of Ordinance 439 Amending Title 19 of the City's Code of Ordinances. Mr. Gerber reported that the first amendment would allow catering services in the O-R-D Zone. The second amendment would change the setback requirements for open-air structures in all residential zones, as previously discussed by the Council.

Item would be 8.2 Consideration of Resolution 2025-69 Approving a Consulting Agreement with GBS Benefits, Inc. Mr. Gerber reported that the consultant would update the City's compensation study, which is typically updated every three years to ensure that employee compensation is competitive with other cities in the Salt Lake Valley.

The final agenda item would be approval of the Consent Calendar.

3.0 STAFF REPORT TO CITY COUNCIL AND PLANNING COMMISSION.

3.1 General Plan Presentation and Discussion with City Council and Planning Commission. Community and Economic Development Director, Jim Spung.

Those present introduced themselves. Mayor Weichers thanked the Planning Commission for their efforts.

Mayor Weichers reported that the General Plan update process began in 2019 but stalled during COVID. Mayor Weichers, Council Member Newell, and Council Member Birrell were elected in 2022 and restarted the process, but it was again delayed. Since that time, Council Member Hyland and Council Member Holton had been elected. The current City Council directed former Community and Economic Development Director, Mike Johnson, to restart the process anew in early 2025. The consultant then worked to create the draft General Plan.

Mayor Weichers received feedback from members of the City Council, Planning Commission, and Staff that the document did not represent Cottonwood Heights; it was boilerplate and did not consider how the current administration wanted to plan for growth in the City. Based on that feedback, he had decided to restart the process and ensure that it remained a priority until the update was completed. Doing so would give those involved the opportunity to be very specific about what they would like to accomplish. He then asked everyone present to share their comments on the draft plan and future direction.

Planning Commission Chair Steinman stated that the 2025 draft did not provide a good understanding of what had been accomplished since the original 2005 General Plan. He believed they should consider what had been accomplished from that plan and what they still wanted to accomplish. He was also concerned about the prevalence of boilerplate language in the draft.

Chair Steinman was in favor of creating subcommittees for each section of the General Plan that can drill down on things like necessary economic development related to population growth and

other changes since 2005. For example, the IKON pass has made Cottonwood Heights a much different City. He also wanted to ensure that the General Plan includes detailed five, 15, and 20-year goals and budgetary expectations for future City Councils to reference and implement. He appreciated that the Transportation Master Plan includes budgets and areas of focus for specific years, and he believed the remainder of the General Plan needed to include that type of accountability. Citizen involvement was also key.

Council Member Holton stated that decisions made in the 2005 General Plan resulted in everyone loving where they live, so it would be wise to use the original plan as a basis for the new one. When he reviewed the draft and listened to comments from people who had been involved in the process, he felt like the document was not specific to Cottonwood Heights. He agreed that subcommittees should be created so the City can benefit from people's expertise in certain areas and the end result would better reflect the spirit of the community.

Planning Commissioner Shelton believed it was easy to make the General Plan a type of state-of-the-union address that lists aspirations, goals, and accomplishments, but the document actually has a very important mission: It clarifies the City's values and intentions to Planning Department staff, landowners, and developers. People make investments based on what the General Plan indicates the City wants to happen. An example was when Ivory Homes approached the City regarding a development on the west side of Cottonwood Heights. It was a controversial project, but he voted in favor of it because the proposal was exactly what the General Plan envisioned for the property. The General Plan is important for developers and landowners to carry the City's mission forward, and it is an opportunity to share their values and expectations for the future of Cottonwood Heights.

Planning Commissioner Smith stated that some expectations in the General Plan are the result of State requirements, but the draft document did not clarify which elements were imposed by the State. For example, the State has mandated that the City plan for a certain amount of moderate-income housing, which affects the rest of the General Plan, but that was not indicated in the document. He noted that District 4 was very well-represented in the original public input process, but he believed it was important that each district be equally represented. The draft document emphasizes making the City bicycle-friendly, but that could be very expensive, and he believed it needed to be viewed with an understanding of the budgetary constraints. He agreed with Chair Steinman that the City needed to be accountable to the General Plan.

Planning Commissioner Lugo stated that the draft General Plan came across as a very boilerplate document, and he commended Mayor Weichers for slowing the process down to ensure that they get it right. He was in favor of subcommittees for each section of the General Plan.

Planning Commissioner Anderson stated that the document is too important to be completed in a bubble, and she appreciated the opportunity for the Planning Commission and City Council to work together on it. In their discussions on the draft document, the Commissioners had expressed concerns about the use of jargon and other issues. She did not believe the General Plan should include specific target dates but agreed with Chair Steinman that it should include critical paths to hold everyone accountable to ensuring that the goals included in the plan are accomplished. Holladay City's general plan is very clear, precise, and easy to find on their website, and she looked forward to working to ensure that Cottonwood Heights' plan was as well.

Council Member Hyland agreed that the draft document is too boilerplate and could apply to any town. She stopped commenting on the economic development chapter because she realized they would be better off revising the 2005 General Plan than trying to correct the new draft that has no connection to Cottonwood Heights. Everyone needed to agree on the process, timeline, vision statement, and big-picture goals. They could then break up into subgroups and dial into the City's specific goals.

Council Member Hyland noted that things have changed in Cottonwood Heights, and it is no longer "Small Town USA". The General Plan needed to acknowledge both the visitor economy and the mountain suburban lifestyle that residents moved to Cottonwood Heights for. She did not want to abandon residents' vision for the City, but they also needed to take advantage of the visitor economy in a way that serves the citizens of Cottonwood Heights. A lot of revenue dollars could be captured if it is done correctly, which would mitigate the cost burden of being a gateway city to Cottonwood canyons. She believes the City should embrace a transitional design aesthetic between old and new buildings. The General Plan should address that and include architectural details that they would like to see incorporated into new buildings as the City develops and redevelops.

Council Member Newell agreed with Chair Steinman and Council Member Hyland. The new General Plan should be based on the 2005 plan. The General Plan is a living document that is not set in stone. Things change over time, and the City needed the understanding and resiliency to be flexible in the future. In private industry, strategic plans are created and set aside, but the City's General Plan needed some flexibility to ensure that it is a living document that provides the parameters within which it wants the community to evolve.

Planning Commissioner Barnes believed the plan was relatively strong, with many challenges and good objectives, but there was an opportunity to create more quantifiable objectives. The General Plan has to be flexible to adapt to future changes. Future forecasting can be an impossible challenge, and it was important to guide and control change in order to accomplish the desired tomorrow.

Council Member Birrell emphasized the importance of resiliency and sustainability, as there could be dire consequences if the City did not prepare for future financial and climate implications. She believes there needs to be an emphasis on communication, both internally and with neighboring cities, to maximize existing infrastructure. Cottonwood Heights outsources its utilities, and she believes tax dollars could be maximized by understanding what neighboring cities are doing and identifying opportunities there. She did not believe the existing adopted master plans had been acknowledged, and they need to be assessed and utilized. Any subcommittees should review the various master plans and avail themselves of those existing resources.

Mayor Weichers remarked that it is important to take the time to do things the right way, but the update had also been in process for many years. He proposed that a deadline of July 1, 2026, be set for adoption of the complete General Plan. However, the State requires that the water element be adopted prior to the end of 2025. He was working to determine if it could be delayed, but they would need to focus on it first and may have to adopt it in December.

Commissioner Smith hoped they would be coordinating with surrounding cities for the process. Mayor Weichers agreed and noted that communication goes both ways. Chair Steinman asked if that type of communication was done directly or through the Wasatch Front Regional Council ("WFRC"). WFRC Community Development Planner, Christy Dahlberg, stated that it is a good practice to coordinate with surrounding cities, especially regarding regional thoroughfares or larger developments.

Council Member Hyland stated that the 2005 General Plan's Vision Statement described Cottonwood Heights much better than the one provided in the draft plan.

Cottonwood Heights is a community that highly values its history as a well-maintained residential community. The preservation of quality of life is of utmost importance to residents and business owners. Cottonwood Heights views itself as a City where residents, tourists, businesses, and government come together to create an attractive, safe, and well-maintained community where people are proud to live, learn, work, and recreate.

Council Member Hyland appreciated that the statement acknowledged tourism and businesses, as well as preservation of the quality of life. Commissioner Shelton stated that he had lived with that statement for a very long time. The line that is considered with any controversial land use application is, "The preservation of quality of life is of utmost importance to residents and business owners," which means that nothing should be changed. Council Member Holton stated that it would depend on an individual's definition of "quality of life". Mayor Weichers asked how the sentiment could be incorporated without ambiguity.

Council Member Newell noted that the General Plan is missing Mission and Value Statements. A Vision Statement includes values the City wants to uphold, but a Mission Statement provides the pathway to realizing that vision. A Value Statement clarifies the values that the City holds most dear. The Mission Statement explains what you want to do and could be something like, "We will continue to incorporate flexibility and resiliency as a City continuously." The Vision Statement explains what you want the City to look like after the mission is accomplished.

Council Member Birrell suggested that the Vision Statement acknowledge that Cottonwood Heights' location as a gateway city means that it includes a visitor economy, which is both a challenge and an opportunity. It should prioritize wellbeing, public health, and safety, and acknowledge people who work but do not live in Cottonwood Heights. Everyone is proud of the City's history, but, for example, it is no longer practical to preserve the Old Mill. There are also challenges with blight in residential communities, and it will not be possible to maintain the same appearance that the City had at the end of the 20th century.

Commissioner Shelton stated that the Vision Statement sounded nice, but asked if it would clarify the City's vision for a planner who was not familiar with Cottonwood Heights. Did it clarify or confuse? He did not believe that it clarified.

Commissioner Smith stated that it was nice to have a statement of philosophy like the Vision Statement if it is followed by concrete, measurable action steps. Council Member Holton agreed and indicated that there should be cohesive language amongst the different subcommittees.

Planning Commissioner Mills stated that he had sat in on a number of visioning meetings over the past 20 years, and the General Plan update process had been restarted many times. The City has four or five different master plans that do not agree with each other. They've discussed traffic and safety problems, walkability, bike-ability, etc. New Planning Commissioners spend time trying to decipher what the City Council wants, which can be an insurmountable challenge. He found it frustrating that they were still having the same discussions they'd had since the City was incorporated. The audience for the General Plan was people approaching the City with a fresh set of eyes: new volunteers, Council members, Staff, etc. People who want to build a product in the City refer to the General Plan to gain an understanding of who they are, what the guardrails are, and how to maximize profit in a way that is beneficial for Cottonwood Heights.

Commissioner Mills did not believe they should spend time arguing over verbiage. He agreed that the draft document had problems and challenges, but he did not agree that the consultant had failed. The City spent a lot of money on the consultant, and the fact that other individuals hired them did not mean that they produced a terrible work product. He supported creating subcommittees, but he was not in support of scrapping the document and starting over again. Opportunities like the Olympics and changing goals for entities like the Utah Department of Transportation ("UDOT") needed to be considered. A lot of money had been spent, and he believed they needed to manage the process efficiently and not be too critical of things like the use of buzzwords. The Vision Statement was not a legal, binding document that would make or break a project, and he believed they should expedite discussion of less important items so that they could focus on what is important.

Mayor Weichers reported that the goal was for the Vision Statement and General Plan to reflect Cottonwood Heights, and there was currently a disconnect that made many uncomfortable with moving ahead. He agreed with Commissioner Mills that they should not focus on specific verbiage, but they did need to determine the City's vision.

Community and Economic Development Director, Jim Spung, stated that from Staff's perspective, it was important that the Vision Statement provide clear direction on the City's future. He then displayed a table indicating the differences between a Mission and Vision Statement. They needed to consider what they wanted to become and where they wanted to go. Staff and the consultants could then provide input on the best way to get there, as well as educate and inform about what the tradeoffs could be. They could embrace a dense, walkable, urban environment in some areas or retain the more suburban lifestyle that currently existed in the City, and that vision needed to be articulated. The Vision Statement should also trickle down into each element and inform each goal of the General Plan so that they do not lose sight of the big picture but rather provide more specific guidance on how to get there through transportation, land use, recreation and open space, economic development, and housing decisions.

Mayor Weichers asked how to accomplish that goal without reinventing the wheel. The Vision Statement needed to be accurate. He did not have issues with the 2005 statement, and he

appreciated Commissioner Shelton's comments about how that statement had been used by developers. Council Member Hyland noted that the 2005 statement indicates the community likes Cottonwood Heights the way it is, and those characteristics should be protected, which is no longer true.

Mr. Spung stated that the statement could be modified to indicate that they want to both preserve existing neighborhoods and identify areas that may change. The new General Plan should proactively dictate what that change looks like, which would allow Staff to draft ordinances and zoning policies to get there, rather than being reactive to what developers want. Property drafted, it would minimize tough conversations at the Planning Commission and City Council level because what the City wants would be very clear.

Chair Steinman stated that the Vision Statement was a broad aspiration. Each chapter should have a clear, action-oriented Mission Statement. The City has Transportation, Stormwater, and Parks Master Plans in addition to regional plans like the Mid-Valley Active Transportation Plan, Bonneville Shoreline Trail Access Master Plan, etc., and those plans need to be reflected in an action-oriented way. He was in support of retaining and modifying the 2005 Vision Statement and General Plan with current data and details. They could then look at where the City was and what it had become, as well as opportunities for improvement that are reflected in the Master Plans. He asked Staff for their input on what is the fabric of the City and its direction based on what they had heard from affected parties.

Council Member Hyland indicated that each chapter of the draft document included goals and stressed the importance of reading both the 2005 and current draft General Plans.

Mayor Weichers stated that the Mission Statement would be a great starting point for the subcommittees. He then asked for specific feedback on the 2005 Vision Statement.

Commissioner Anderson believed the Vision Statement should state that the City aspires to responsible development that respects the history of Cottonwood Heights, rather than "the preservation of quality of life is of utmost importance." Council Member Hyland noted that the sentence could be removed and the Vision Statement would still stand. Commissioner Anderson liked the last sentence but suggested that verbiage regarding responsible growth or development be added to recognize that it will happen.

Mr. Spung recommended that everyone consider how they would describe the City's goal for Cottonwood Heights in 30 years, because that is what the Vision Statement articulates.

Council Member Holton commented that they need to consider buildings and development. The Gravel Pit development did not yet exist, and it was a unique place that needed to be developed in a unique way. Its offerings and looks would have more variety than other areas of the City. He believed they needed to look at things through a broader lens than had been necessary in the past.

Mayor Weichers suggested language indicating a commitment to both the City's mountain suburban character and its strategic growth. Commissioner Mills suggested "targeted economic development in strategic locations while respecting the City's mountain suburban character"

because the type of development they may encourage in major economic engines like the Gravel Pit and the area near Trader Joe's would not be desirable in other areas of the City. The Town Center would also be treated differently. Commissioner Anderson stated that the City's position as a gateway should also be mentioned.

Council Member Birrell agreed with Commissioner Anderson and suggested, "Cottonwood Heights is a renowned gateway to magnificent canyons of Utah that balances quality of life for residents, businesses, and visitors through a commitment to _____." That could be environmental stewardship, maintaining unique areas, quality of life, etc. Her constituents want a City that provides for their ability to thrive through things like services and infrastructure.

Mr. Spung described Cottonwood Heights as a sophisticated, high-quality suburban community that has unparalleled access to recreation, ski resorts, and trails, and the Vision Statement should reflect what those assets can help the City become. The Gravel Pit could be a global destination. He believes most people who live in Cottonwood Heights were attracted to its recreation, including its neighborhood trails. Cottonwood Heights is not comparable to Park City, but the world knows Park City, and Cottonwood Heights is better in many ways because it does not have the same political and geographical constraints.

Commissioner Lugo cautioned against using the word "sophisticated." He enjoys the diversity of Cottonwood Heights, which includes many different neighborhoods and socioeconomic groups. Mr. Spung clarified that although Cottonwood Heights has a highly educated population, he meant sophisticated in terms of its development and pattern of form, which are higher quality than other areas of Utah due to market demands.

Chair Steinman stated that thoughtful transportation infrastructure and economic development were two major growth opportunities that would guide proper land use. Cottonwood Heights is a well-maintained gateway city, and that should be a focus of the General Plan. They needed to consider how to create appropriate transportation for a gateway city that encourages people flowing through to stop here. The Vision Statement and overall General Plan should reflect that and balance it with the existing well-maintained residential community.

Council Member Holton stated that it should be made clear that the grand ideas they had for the City would not be realized to the detriment of other areas. For example, making certain areas of the City more bikeable was different from making the entire City bikeable to the detriment of vehicles or vice versa. Commissioner Anderson agreed and noted that inclusion words like "thoughtful consideration" or "aspire" would accomplish that goal.

Mayor Weichers spoke about his experience in Carmel, Indiana, which created a town center and built around it. They offered tax-increment financing for any business willing to hide parking behind or underneath a building. Cars were still allowed, but they hardly ever had to stop because they went from 18 traffic signals to two.

After further discussion, it was decided that the phrase "suburban gateway" should be added to the Vision Statement, and the statement, "The preservation of quality of life is of utmost importance

to residents and business owners,” should be removed. Mr. Spung stated that Staff would modify the statement to better reflect everyone’s comments.

Council Member Hyland stated that a resort community’s amenities can be open to its residents, and that was the direction that development in Cottonwood Heights was taking. She preferred to think in terms of “and” rather than “but”.

Subcommittee organization and membership were discussed. The subcommittees would initially work on each section’s Mission Statement and goals. Council Member Holton suggested that each district be represented on each subcommittee. Mayor Weichers stated that sustainability should be a part of each section’s goals. Categories and committee makeup were discussed, as well as possibly renaming Economic Development to Fiscal Health or Fiscal Resiliency.

After discussion, it was decided that the subcommittees would have the following members:

Land Use

- Mayor Weichers
- Commissioner Shelton
- Commissioner Mills
- Commissioner Lugo

Transportation

- Council Member Birrell
- Council Member Hyland
- Commissioner Poulson
- Commissioner Anderson

Moderate-Income Housing

- Council Member Newell

Water Use and Preservation

- Council Member Holton
- Commissioner Shelton
- Commissioner Smith

Economic Development

- Council Member Newell
- Commissioner Hyland
- Commissioner Anderson
- Chair Steinman
- Commissioner Barnes

Recreation

- Council Member Holton

- Commissioner Smith
- Parks, Trails, and Open Space Committee member

The subcommittees would be tasked with the following:

- Mission Statement
- Three to five general goals
- Compare the 2005 General Plan with the 2025 draft document
- Identifying what had been accomplished from the 2005 plan.

The document format and how commenting and editing could be achieved were discussed. Mr. Spung suggested that the subcommittees focus on the action items rather than rewriting the narrative. Council Member Hyland noted that document security was also an issue, as it was not a public document. Staff would organize the subcommittees, set up meetings, and forward documents to committee members.

Mr. Spung asked if the subcommittees should review relevant master plans and other policy documents or if that step should be preserved for a later time. It was decided that committee members should familiarize themselves with those plans and also consider whether they needed to be revised.

In response to a question from Council Member Holton, Sam Taylor of Landmark Design stated that the draft document included all State requirements for the water element, and there was not a lot of leeway to change the contents of the plan. However, the action items should be considered and potentially modified. He did not believe it would be problematic to adopt that element before adoption of the full General Plan, and it could be amended to conform with the new land use vision if necessary.

The next joint City Council/Planning Commission meeting would be held on December 2, 2025, and the Mission Statements and goals would be presented at that time.

3.2 Excuse Planning Commission.

4.0 REVIEW OF CALENDAR AND UPCOMING EVENTS.

- 4.1 **Friday, October 24 – Monster Mash from 5:00 p.m. to 7:00 p.m. at CWH Rec Center.**
- 4.2 **November 17th through January 5th - Winter Lobby Art Display.**
- 4.3 **Monday, December 1st from 5:00 p.m. to 7:30 p.m. at City Hall – Light the Heights.**
- 4.4 **Saturday, December 6th from 7:30 p.m. to 9:00 p.m. at Butler Middle - Christmas Concert with Eclipse 6.**

Mr. Gerber reported that the Trunk or Treat event would be held on October 31 from 3:00 PM to 4:00 PM at the City Hall parking lot. A vehicle would be provided for the City Council.

5.0 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.

There was no Closed Session.

6.0 ADJOURN CITY COUNCIL WORK SESSION.

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

The Work Session adjourned at 6:07 PM.

MINUTES OF THE COTTONWOOD HEIGHTS COMMUNITY DEVELOPMENT AND RENEWAL AGENCY BUSINESS MEETING HELD TUESDAY, OCTOBER 21, 2025, AT 6:45 PM IN THE COTTONWOOD HEIGHTS CITY COUNCIL CHAMBERS LOCATED AT 2277 EAST BENGAL BOULEVARD, COTTONWOOD HEIGHTS, UTAH

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

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; System Administrator, Alex Earl; Public Works Director/City Engineer, Matt Shipp; Unified Fire Authority, Riley Pilgrim

1.0 WELCOME

Mayor Weichers called the meeting to order at 6:45 PM.

2.0 Consideration of Resolution 2025-06 Approving and Ratifying an "Agreement to Lease" for Realty within the Town Center at 2300 East Fort Union Community Reinvestment Project Area. (By this resolution the board will approve and ratify the agency's entry into an agreement to lease concerning the agency's approximately 11.5 acres of realty (currently owned or under contract to purchase) within the agency's Town Center at 2300 East For/ Union community reinvestment project area.)

Mayor Weichers reported that the Community Development and Renewal Agency had been in deliberations on this item for several months.

MOTION: Board Member Newell moved to APPROVE Resolution 2025-06 Approving and Ratifying an "Agreement to Lease" for Realty within the Town Center at 2300 East Fort Union Community Reinvestment Project Area. The motion was seconded by Board Member Hyland. Vote on Motion: Board Member Holton-Aye; Board Member Hyland-Aye; Board Member Newell-Aye; Chair Weichers-Aye. The motion passed unanimously.

3.0 APPROVAL OF MINUTES.

The minutes of this meeting will be approved through the following process: The Agency's secretary promptly will circulate a draft copy of the minutes to the Board members, who then will have three business days to provide any proposed corrections to the secretary. The secretary will then circulate a revised draft of the minutes to the Board members, and the same review process will continue until such time as no corrections to the draft minutes are received within the three-business-day review period, whereupon that draft of the minutes will be deemed approved and will become the final minutes of the meeting.

4.0 ADJOURN

MOTION: Board Member Holton moved to ADJOURN. The motion was seconded by Board Member Hyland. The motion passed unanimously.

The CDRA Meeting adjourned at 6:49 PM.

**MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL BUSINESS MEETING
HELD TUESDAY, OCTOBER 21, 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 (via Zoom), Council Member Suzanne Hyland, Council Member Shawn Newell, Council Member Matt Holton

Staff Present: City Manager, Jared Gerber; City Attorney, Shane Topham; Police Chief, Robby Russo; Finance Director, Scott Jurgens; Records, Culture, and Human Resources Director, Barbara Higgins; City Recorder, Tiffany Janzen; Community and Economic Development Director, Jim Spung; System Administrator, Alex Earl; Public Works Director/City Engineer, Matt Shipp; Unified Fire Authority, Riley Pilgrim

1.0 WELCOME

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

2.0 PLEDGE OF ALLEGIANCE

City Manager, Jared Gerber led the Pledge of Allegiance.

3.0 PROCLAMATIONS

3.1 Consideration of Proclamation 2025-03 Proclaiming Utah PTA Centennial Celebration Month.

Mayor Weichers read the Proclamation honoring the Utah Parent-Teacher Association (“PTA”) and proclaiming October as Centennial Celebration Month. He then presented the Proclamation to the Utah PTA president, Julie Cluff. Ms. Cluff stated that Cottonwood Heights was where she learned to advocate for her children through PTA and thanked the City Council for being one of the few cities in Utah to recognize Centennial Celebration Month.

4.0 CITY COUNCIL COMMITTEE REPORTS

4.1 Committee Reports by Council Member Matt Holton.

Council Member Holton reported that he recently participated in the Parks, Trails, and Open Space Committee cleanup of Berry Hill Park in District 3. He thanked the City’s volunteer committees for their efforts in the community.

4.2 Committee Reports by Council Member Suzanne Hyland.

Council Member Hyland complimented Public Works Director, Matt Shipp; Finance Director,

Scott Jurgens; and their teams for their efforts in securing funds and completing the repaving project on Union Park Avenue. It made a noticeable difference. She also complimented the Public Works Department for responding to the Council's request to beautify the medians on Union Park Avenue. They are now a beautiful and welcoming invitation into the City from Interstate 215. She had received many compliments about the sidewalks on Creek Road. It was very impactful that her neighbors could now walk to church on a sidewalk instead of in the street.

She is the Council Liaison to CH2, which works with the Cottonwood Heights Recreation Center, and is on the Butlerville Days Committee. As responsible stewards of public funds, they are aware that Butlerville Days has become a regional event. They discussed increased costs and impacts to Staff, and the City Council decided to hold the event the third week of July, forego the float expense, and move the parade to 5:00 p.m. so people can also attend the carnival. She believes the changes will be positive, but the Council can reconsider based on feedback after the event.

She is also the Council Liaison to the Health in the Heights Committee. Results of the Utah Student Health and Risk Prevention ("SHARP") Survey will be available soon. The survey measures key data such as substance use, mental and emotional health, risk and protective factors, and antisocial behaviors, and the results will provide a foundation for the committee to understand what is happening in the City and guide Health in the Heights' goals. She thanked the committee members who are committed to improving the community's health and well-being.

4.3 Committee Reports by Council Member Shawn Newell.

Council Member Newell reported that he serves as the Liaison for the Cottonwood Heights Arts Council, which is finalizing plans for the electrical box wrapping project. It will be exciting to see the new designs. He is also a member of the Canyons Education Foundation board, which has been working on its innovation grants. Forty elementary, junior, and high school teachers submitted projects for potential grant funding, and approximately \$100,000 would be awarded to winners on October 29, 2025. It is a great program for the community.

4.4 Committee Reports by Council Member Ellen Birrell.

Council Member Birrell was excused.

4.5 Committee Reports by Mayor Mike Weichers.

Mayor Weichers thanked the City Council for their investment of time, resources, and energy on the citizens' behalf with little monetary compensation. He was grateful for their friendship, stewardship, and the example they set.

5.0 CITIZEN COMMENTS

Maggie Mills provided updates on upcoming Whitmore Library events. The new Art Explorers program would begin on October 25 at 10:30 a.m. and provide children with the opportunity to explore their creative sides by trying different artistic techniques and materials. The preschool programs and chess club were ongoing. The adult nonfiction book club would discuss *The Year*

of Living Constitutionally by A.J. Jacobs on November 19 at 7:00 p.m. A sound bath experience will be held on November 12 at 5:30 p.m.

Two emailed comments were received and entered into the record.

6.0 LANDSCAPE AWARDS

6.1 Community and Economic Development Landscape Awards - *Community and Economic Development Director Jim Spung.*

Mayor Weichers reported that each year, he chooses a commercial property and Council Members choose a resident from their district to receive the Landscape Award for waterwise conservation efforts and beautiful landscaping. Each awardee receives a yard sign, certificate, and gift certificate to Home Depot.

The District 1 recipient is 1918 East Siesta Drive. Council Member Holton stated that the home has both flowers and flowering shrubs, and the effort the homeowners take to maintain their landscaping is obvious.

The District 2 recipient is 2118 Stream View Drive. Council Member Hyland stated the home has very attractive landscaping that perfectly complements the home's architecture. Their use of native plants and thoughtful design really enhances the neighborhood's character.

The District 3 recipient is 2560 East Cavalier Drive. Council Member Newell stated that he was drawn to this home due to its waterwise landscaping and use of native plants.

The District 4 recipient is 8803 Alpen Way. Community and Economic Development Director, Jim Spung read the following statement from Council Member Birrell: "The homeowner has thoughtfully landscaped for both beauty and utilitarian purposes. Three wooden standing planters within the park strip make it productive as a source of fresh food. The wildflowers, pampas grass, large mature and new evergreen trees are beautiful. Award selection takes into account their drip watering, mixed use of wood and rock mulch, and sprawling ivy groundcover that holds moisture in the soil and reduces water consumption. This nominee gets a high xeriscaping rating and is the choice for the 2025 District 4 Landscape Award.

The commercial recipient is White Peak Dental at 7110 South Highland Drive. Mayor Weichers stated that the landscaping is very clean and reminded him of the work of a dentist. He was grateful for the time and effort the business put into its landscape design.

Photographs were taken with the City Council.

7.0 REPORTS

7.1 CHPD Report – *Police Chief, Robby Russo.*

Police Support Specialist Supervisor, Candie Terry presented the June 2025 Police Department

Cottonwood Heights Joint Planning Commission/City Council Meeting Minutes for October 21, 2025 *Approved:*

Report.

Calls for service: 1,390, a slight decrease from September 2024.

Response times:

- Priority 1: 04:09
- Priority 2: 06:08
- Priority 3: 04:22

Crime: There were 57 total crimes, an increase from 47 in September 2024, due to increases in thefts and assaults.

Arrests: 66, an increase of 26 from September 2024.

Traffic:

- Citations: 350
- Warnings: 312
- DUIs: 5

Accidents:

- Property damage: 43
- Injury: 9

Animal Control / Code Enforcement: There were 75 total calls for service. Their focus has been on education rather than enforcement, so no citations were issued.

Deaths: Three attended and two unattended deaths.

Ms. Terry reviewed the three-month averages, property crime reports by district, and citation reports. She also reported on the following:

- August events included the annual CHPD Autism Barbeque and 2025 Awards Banquet.
- In early September, they held a retirement celebration for Assistant Police Chief, Paul Brenneman.
- K-9 Dave located 8.5 pounds of methamphetamine and 30,000 fentanyl pills during a traffic stop in the community.
- Eight Cottonwood Heights police officers also assisted with the incident at Utah Valley University.
- Code Enforcement worked with the Salt Lake County Health Department and several other agencies to remove approximately 50 cats from the home, all of which have been rehomed or are in the process of being rehomed.
- CHPD won the 2025 Guns N' Hoses softball game against the UFA 19-to-3. To commemorate the event, Police Chief, Robby Russo purchased a second-place award for UFA.

Ms. Terry provided trick-or-treating safety tips for Halloween.

7.2 Finance Report – Finance Director, Scott Jurges.

Finance Director, Scott Jurges, presented the Finance Report.

The beginning General Fund balance for FY 2024-2025 was \$7,608,902. Revenues were budgeted at \$26,680,731, with a projection of \$26,348,731. Actual revenues were \$26,161,239, a difference of \$519,492 due to a decrease in sales and energy use taxes.

Expenses were budgeted at \$23,154,064, with a projection of \$22,484,784. Actual expenses were \$22,912,777, a difference of \$241,287. Expenses were under budget but over projections due to increased departmental costs and unplanned Public Works expenses. In 2021 and 2022, the City paid approximately \$27,000 per year in fire hydrant maintenance costs. In 2023, it increased to \$53,000. In 2024, it again increased to \$116,000. Payment was delayed while Mr. Shipp worked with Salt Lake City to potentially decrease the cost, and as a result, both the 2024 and 2025 bills were paid in the same fiscal year. The 2025 cost was approximately \$135,000.

Mayor Weichers asked if Salt Lake City Public Utilities had provided their rationale for quadrupling the cost. Mr. Shipp stated that the original contract dated back to when the City was first incorporated, and there were many years without an increase. He has disputed some of the charges. In response to a follow-up question, Mr. Shipp reported that there are approximately 1,000 fire hydrants in the City, and they charge per hydrant. Maintenance includes leak repair and exercising the hydrants annually.

Council Member Holton asked if the City was being charged a premium. Mr. Shipp stated that per the contract, the City was charged the same as the Salt Lake City Fire Department. Mr. Jurges added that the Salt Lake City Water Department is a proprietary fund that charges out the cost of services, so Cottonwood Heights should be receiving internal customer pricing. Mr. Shipp stated that he did not believe the City was getting the services outlined in the contract.

Mayor Weichers asked if the City receives a year-end analysis of what services were performed. Mr. Shipp stated that if he withholds payment, they will provide something.

Mr. Jurges continued the quarterly report. Projected use of Fund balance was \$1,108,097, but the actual was \$1,723,582. He expected the number to decrease somewhat based on two pending corrections.

Property tax trends were reviewed. The City had increased taxes once in FY 2018-2019, and taxes had remained steady since then. Additional property tax revenue is generated when new homes and businesses are constructed, not when property values increase. Mr. Jurges indicated that Council Member Hyland was writing an article to that effect, as many residents incorrectly believe that property tax revenue is tied to home value. In response to a question from Mayor Weichers, he reported that the City received a slight increase in property tax revenue due to a new tax level.

The General Obligation Bond property tax is new for FY 2025-2026 and covers the debt service on the \$1,314,955 bond. A small amount of revenue was received in October, and more was expected in November and December.

Motor Vehicle Fee-in-Lieu revenue increased to \$432,458 in the last fiscal year. Mr. Jurges reported that the State does not provide sufficient details to determine the reason for the increase. The budgeted amount was \$325,000, and he expected the current year revenue to be approximately \$350,000. In response to a question from Council Member Hyland, he confirmed that the amount reflects all cars. It is based on a calendar year, like property taxes. All monies collected through June are booked in July, followed by monthly collections for the remainder of the year. Revenues were currently approximately \$11,000 higher than the previous year to date.

Sales tax trends had remained consistent over the past three years. The original FY 2024-2025 budget of \$9,700,000 was decreased to \$9,500,000 for the current year. It was too early in the year to determine trends for FY2025-2026.

Council Member Holton stated that a registration fee increase of \$7 per gas vehicle and \$15.50 per hybrid or electric vehicle was instituted on January 1, 2024, which may account for the increased revenue. Mr. Jurges stated that, like property taxes, significant portions of the fee go to other entities. The City would have a better idea of whether the revenue would remain higher once the January distributions were received.

County Option Highway Transportation Sales Tax revenue increased from \$795,714 to \$814,558 in FY 2024-2025. The current year budget was \$820,000, and Mr. Jurges was confident that the actual revenues would be close to that figure. These funds can be used for both roads and trails.

The County Local Transit Sales Tax was a new tax that began in July 2025. Approximately \$18,000 was received in the previous fiscal year, and approximately \$400,000 was projected for FY 2025-2026. The revenue had not yet been budgeted. Mr. Jurges anticipated a Budget Adjustment would be made in January 2026 when more consistent data was available. These funds must be used for capital projects.

Transient Room Tax trends were reviewed next. These taxes increase gradually each year as hotels increase their rates. Revenue in FY 2024-2025 was \$183,617, and \$180,000 was budgeted for the current year. Mayor Weichers stated that there could be an increase based on State oversight of short-term rentals. Council Member Holton indicated that some online platforms had not been remitting the taxes, and he was hopeful that they would be required to make catch-up payments.

Municipal Energy Taxes had decreased in FY 2024-2025, and as a result, the current year budget was decreased to \$2,500,000. Current revenue was in line with the previous year.

Cable Television Franchise Taxes have declined steadily due to users moving to streaming platforms. FY 2024-2025 revenue was \$271,920, and the tax was at risk of disappearing entirely. In response to a question from Council Member Hyland, Mr. Jurges reported that streaming services are not taxed. However, because they are replacing cable, he believes the State Legislature should consider taxing those services to replace the lost revenue. Mayor Weichers stated that the

State's rationale was that City infrastructure is used more for cable television than streaming. Mr. Jurges indicated that internet providers must have infrastructure. Council Member Holton asked if the projection of \$300,000 was too high based on that information. Mr. Jurges indicated that the amount is minimal, so no adjustment was needed at the time, but it may need to be adjusted down for the next year's budget.

Class C Road Taxes are charged per gallon of fuel purchased. This revenue has been collected through four periods. FY 2025-2026 was ahead of the same period in the previous year. Mr. Jurges reported that this is another tax for which the State provides insufficient details, so he could not explain why the revenue continued to increase as vehicles became more fuel efficient. These funds are required to be used for road maintenance costs, including personnel costs, and capital projects. The City also receives a \$400,000 lump-sum contribution each year that must be used for capital projects.

General Fund expense trends were reviewed next. Expenses were approximately \$400,000 higher than the FY 2024-2025 year-to-date. However, UFA is paid in the first month of each quarter, and software contract payments are due at the beginning of each year, so Mr. Jurges was not concerned about the increase. The previous year's expenses were budgeted at \$23,154,064, and actuals were \$22,912,777. FY 2025-2026 is budgeted at \$24,246,817, and Mr. Jurges anticipates that the actuals will be under budget.

General Fund revenue was trending approximately \$343,000 ahead of the previous year. Excluding the approximately \$2 million in State and Federal fiscal recovery funds received in 2022 and 2023, revenues had increased consistently year over year.

Council Member Newell stated that Salt Lake County had announced a proposed 20% increase in property taxes, which would have a significant impact on residents. The City Council is diligent in how it budgets for the City and must consider residents, Staff, first responders, etc., and that task would become more difficult if the increase were approved. Council Member Holton agreed that the Council had been very diligent in considering the fiscal impacts their decisions have on residents, and it was frustrating to try to stretch dollars as far as possible and then be faced with a 20% increase from the County.

8.0 ACTION ITEMS

8.1 Consideration of Ordinance 439 Amending Title 19 of the City's Code of Ordinances (October 2025 Code Maintenance). (This ordinance will enact several amendments to Title 19 of the City's Code of Ordinances concerning catering sell lice businesses in the O-R-D zone and open-air accessory structures, as recommended by the City's Planning Commission).

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

MOTION: Council Member Hyland moved to APPROVE Ordinance 439 Amending Title 19 of the City's Code of Ordinances. The motion was seconded by Council Member Newell. Vote on

Motion: Council Member Hyland-Yes; Council Member Newell-Yes; Council Member Holton-Yes; Mayor Weichers-Yes. The motion passed unanimously.

8.2 Consideration of Resolution 2025-69 Approving a Consulting Agreement with GBS Benefits, Inc.

(By this resolution, the council will approve the city's entry into an agreement whereunder GBS Benefits, Inc. will perform an independent wage study/compensation survey for up to ten city staff positions as selected by the City).

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

MOTION: Council Member Holton moved to APPROVE Resolution 2025-69 Approving a Consulting Agreement with GBS Benefits, Inc. The motion was seconded by Council Member Hyland. Vote on Motion: Council Member Newell-Yes; Council Member Holton-Yes; Council Member Hyland-Yes; Mayor Weichers-Yes. The motion passed unanimously.

9.0 CONSENT CALENDAR

9.1 Approval of the Minutes for the City Council Work Session and Business Meetings of October 7, 2025

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

10.0 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 8:14 PM.

I hereby certify that the foregoing represents a true, accurate, and complete record of the Cottonwood Heights City Council Work Session, CDRA, and City Council Business Meetings held Tuesday, October 21, 2025.

Teri Forbes

Teri Forbes
T Forbes Group
Minutes Secretary

Minutes Approved: _____