

MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL WORK SESSION HELD TUESDAY, NOVEMBER 18, 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; Planner III, Sheldon Howa; Planner I, Emma Glende

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 Public Works Director and City Engineer, Matt Shipp. City Council Committee Reports would be followed by the South Salt Lake Valley Mosquito Abatement District Truth in Taxation Report presented by Council Member Birrell and the Citizen Comment Period.

Item 6.1 was consideration of Ordinance 449 Confirming and Ratifying the Creek Road West Annexation. City Manager, Jared Gerber stated that the ordinance would renew the timing to ensure that the dates were correct and documentation could be submitted to the Lieutenant Governor’s office. In response to a question raised by Council Member Hyland, Mr. Gerber confirmed that the annexation would be completed by January 1, 2026.

Item 6.2 was consideration of Ordinance 450 Amending Chapters 9.65 and 15.08 of the Cottonwood Heights Code of Ordinances and Adopting a Wildland Urban Interface Map.

Item 6.3 was consideration of Ordinance 451 Approving a Second Driveway Exception at 3396 East Antler Way. Community and Economic Development Director, Jim Spung reported that Cottonwood Heights City Code (“CHCC”) limits residential properties to one driveway access per lot or one per street frontage on corner lots. However, the Planning Commission and City Council can approve a second access under certain conditions. The Applicant wished to purchase a vacant parcel next to his home, consolidate the lots, and build a driveway, garage, and pool on the property. Failing retaining walls would also be rebuilt as part of the project. The Planning Commission heard the item at its last meeting and forwarded a positive recommendation with the added condition that the second driveway be approved with the garage building permit.

Item 6.4 was consideration of Ordinance 452 Approving a General Plan Amendment for .48 Acre of Realty at 3425 East Bengal Blvd. from Neighborhood Commercial to Residential Medium Density. Mr. Spung reported that the item first came before the Council at an August meeting. Planning Staff then worked with the Applicant to address issues with setbacks from Bengal Boulevard and the neighborhood to the north. The revised plan reduced the number of townhome units from six to five and met all setback requirements. Item 6.5 would rezone the property from Neighborhood Commercial (“NC”) to Residential Multi-Family (“RM”).

Item 6.6 was consideration of Resolution 2025-70 Approving Amendment No. 2 to an Interlocal Cooperation Agreement with Salt Lake County for the Bonneville Shoreline Trail Alignment. Mr. Spung reported that the amendment would extend the grant agreement to December 31, 2026. The Salt Lake County Transportation Division grant would fund acquisition and construction of the Bonneville Shoreline Trail through Cottonwood Heights. He anticipated movement on the project within the next few weeks, but the extension would ensure funding if there were additional delays.

In response to a question raised by Council Member Birrell, Mr. Spung reported that the project was focused on acquiring property rights and easements to construct the Bonneville Shoreline Trail in the City. Council Member Birrell stated that there were four potential entry points to the trail in addition to those planned for City-owned open space and asked if an entry point had been selected. Mr. Gerber stated that the item would be discussed in more detail during a Closed Session in December. The grant did not specify locations, and the resolution was necessary to extend it through 2026.

Item 6.7 was consideration of Resolution 2025-71 Approving a Cooperative Agreement with UDOT for Law Enforcement Resources in Connection with the Cottonwood Canyons. Police Chief, Robby Russo reported that the agreement was unchanged from 2024. In response to a question from Council Member Birrell, Chief Russo confirmed that the agreement covered City costs for the canyons. However, the changes to Wasatch Boulevard meant that a rover would need to be deployed to guide traffic, and no additional funding was offered to cover that expense. Council Member Birrell stated that the wider shoulder would only be helpful if an officer was deployed to guide traffic, and that cost should not come from the City budget.

Item 7 was approval of the Consent Calendar.

3.0 STAFF REPORTS

3.1 Parks, Trails, and Open Space (“PTOS”) Committee Report Committee Chair Chris Owens.

PTOS Committee Chair, Chris Owens, stated that he has been a resident of Cottonwood Heights for nearly 10 years and a member of the PTOS Committee for six years. There are currently 14 members on the committee, including new member Scott Simonsen. The PTOS Committee was formed in 2018 and, in that time, had implemented programs, ushered projects to fruition, and identified areas of improvement.

The PTOS 2.0 Goals include:

1. Increase visibility with the public.
 - A temporary committee logo had been created while working on a permanent one.
 - The PTOS acronym would feature prominently in all communications.
 - Signage changes had been implemented, including usage of before and after photographs for park cleanup projects like one recently completed at Berry Hill Park.
 - Expo presence: In the past, the PTOS and Historic Committees shared a booth at Butlerville Days, but separate booths were planned for 2026.
 - Website updates were being implemented to provide information on program updates, projects, etc., on the committee webpage.
 - The committee was focused on visibility because it would bring increased project awareness, public participation, a sense of ownership, and increased community funding.

Council Member Hyland indicated that the committee should work closely with City Staff to ensure that the logo was cohesive with City branding, colors, etc. Chair Owens stated that the logo would not be utilized until approved.

2. Collaborate more with others.
 - The PTOS and Historic Committees worked together on the guided Big Cottonwood Creek Trail walk. New historic walking tour brochures were also being developed for future Butlerville Days walks.
 - Collaboration with the Arts Council would include expanding the “Painting in the Park” event to additional parks and potentially add other modalities. The PTOS Committee supported adding more murals in City parks.
3. Celebrate the committee’s successes.
 - The public will be informed of all new amenities and improvements, and invited to group events like tree plantings or cleanup projects.
 - The committee recommended that Hillside Plaza be celebrated prior to demolition with a community event that would include a paint wall for children and paint-by-numbers mural for adults. All City committees would work jointly on the event.

Several guest speakers attended committee meetings in 2025 to help members expand their knowledge including Utah Open Lands, the Cottonwood Heights Committee, and Staff representatives, and the Salt Lake Climbers Alliance. The committee hoped to use that knowledge to help create a new Mountview Park Master Plan, which is 25 years old and needs updates. Suggested plan elements included all-inclusive amenities, sustainable water use, and overall maintenance and safety concerns. Parks Manager, Andy Davis, would attend the November 19, 2025, PTOS Committee meeting to discuss the master plan. As the City’s largest and most popular park, the committee hoped to make Mountview Park the crown jewel of Cottonwood Heights.

Council Member Holton remarked that Mountview Park is unique in that many residents of the area do not have access to yards or other open space.

Mr. Owens reported that the PTOS Committee's would be focusing on the following:

- Continue to establish the PTOS name and identity;
- Mountview Park Master Plan;
- Canyon Center Park review and planning recommendations;
- Identify neighborhood pass-throughs that need repair;
- More public park projects like cleanup days and tree plantings; and
- Set up website to feature new products and events.

Members of the committee completed a Park Beautification Survey listing problem items at each park that required attention and the survey results were incorporated into their 2026 funding requests. The total 2026 funding request was \$20,000, which included a \$3,000 operations budget to cover VIP program t-shirts, hats, and signs; a banner and table skirt for Butlerville Days; and community cleanup funding. Ronna Cohen originated and managed the VIP program, which had grown to over 160 members.

Mr. Owens reported that because the PTOS Committee was not provided with a budget in 2026, items like the \$80 trailer fee for the recent community cleanup event had to be individually requested. Council Member Holton noted that it can be difficult to appropriate funding for these types of events, but it would have cost significantly more than \$80 to have City crews clean up the park.

The committee's second request was \$2,000 to install 10 posts with triple-bag dog waste bag dispensers in City parks. Mountview Park had only one dog waste station near the splash pad, and additional stations were needed at ingress and egress points at this and other parks. Council Member Birrell stated that she had spoken with a number of constituents about related concerns and indicated that biodegradable waste bags would align with the City's sustainability goals. Mr. Owen indicated that the parks were currently out of bags, so biodegradable ones could be purchased.

The third funding request was \$5,000 for a site walk, proposal, and design of the Utah Open Lands Loop Trail on the 26-acre City parcel near the foot of Little Cottonwood Canyon. The existing social trail was causing damage and erosion, and the best way to address it was to install a formal loop trail that would eventually connect to the Bonneville Shoreline Trail. In response to a question raised by Council Member Birrell, Mr. Owens stated that the social trail was becoming so popular that it had been named the Plinko Trail in Google street view, and the amount of erosion was increasing due to the additional traffic. Bob Radke of Creative Trails LLC had indicated that \$5,000 would fully fund the request, and monies may be left over for construction of the trail. In response to a question raised by Council Member Hyland, Mr. Owens stated that he did not know if the approximately 1.25-mile trail was listed on AllTrails.

In response to a question raised by Mayor Weichers, Mr. Owens stated that dirt removed during construction of the new trail would be used to fill in the social trail and encourage people to use the loop trail.

The fourth funding request was \$1,000 to regrade an area of Ferguson Park northeast of the restrooms. Steep slope erosion was depositing dirt on the sidewalk, and the problem could be mitigated with regrading and possible installation of a plastic drain line to divert water.

The fifth request was \$3,000 to replant the planter boxes at Mill Hollow Park with native, drought-tolerant perennials and mulch, as well as convert the sprinklers to drip lines. In response to a question from Council Member Birrell, Mr. Owens indicated that the estimate included both labor and materials. Council Member Newell asked if the committee had considered zeroscaping. Mr. Owens stated that they preferred xeriscaping, which includes waterwise plants, rather than xeriscaping with only rocks.

The sixth funding request was \$3,000 to purchase 20 trees from the Arbor Day bulk tree sale to plant in City parks during a “Plant a Tree with a VIP” event.

The final request of \$3,000 was made in conjunction with the Active Transportation Committee to fund a portion of the cost to install traffic-calming measures at a to-be-determined location. This would be similar to the raised planter box recently installed near Bywater Park. Mr. Owens acknowledged that the actual project cost would be considerably higher.

In response to a question from Mayor Weichers, Council Member Holton clarified that the request was for FY 2026-2027, not an amendment to the current-year budget.

Council Member Birrell stated that because Cottonwood Heights was now a tree city, grants may be available from Tree Utah. Mr. Owens indicated that the committee had not explored that option and thanked her for the suggestion. Council Member Birrell commended the PTOS Committee for collaborating with other committees and for their multi-generational event suggestions and offered to follow up with the Utah State University (“USU”) Localscapes program regarding taking advantage of their free sprinkler evaluations for City green spaces. Mr. Owens stated that he hoped USU would be involved in discussions regarding the retention basin at Mountview Park.

Council Member Holton expressed his appreciation for the PTOS Committee’s input in determining the direction of the City’s parks. He requested that they work in conjunction with City Staff to determine if any requested items were already in process. Mr. Gerber could then update the Council on funding priorities.

3.2 WUI and Fireworks Maps Discussion Community and Economic Development Director, Jim Spung and UFA Chief Riley Pilgrim.

Mr. Spung introduced new Planner II, Sheldon Howa, who led the City’s efforts on the project. Mr. Howa reported that House Bill 48 enacted in 2025 required all cities to adopt the Utah Wildland Urban Interface (“WUI”) Fire Code, as well as a local WUI Map consistent with State-designated boundaries, prior to January 1, 2026.

The legislation would:

- Reduce wildfire risk in areas where development meets wildland vegetation.
- Establish consistent statewide building and fire-prevention standards.
- Require defensible space and wildfire-resistant construction.
- Non-compliance may affect a city's eligibility for state wildfire mitigation programs and grants.

Based on the above requirements, the City was required to adopt the Utah WI Fire Code into its Building and Fire Codes, as well as the WUI Map indicating all areas with a Structure Exposure Score of five or higher. This would ensure all standards were integrated into the Cottonwood Heights development and review enforcement process.

Mr. Howa reported that an article regarding the legislation was included in the November newsletter, and notice was sent to the approximately 1,200 impacted residents on November 6, 2025. Some phone calls were received in response to the notice.

In response to a question raised by Council Member Hyland, it was confirmed that the City would enforce the standards for new construction. Depending on the Structure Exposure Score, additional fees may be imposed by the State. UFA Battalion Chief, Riley Pilgrim, reported that the WUI boundary was identified by Cottonwood Heights based on State data. The Structure Exposure Score was based on topography and potential fire risk for the area. Separately, the State would assess an annual fee of approximately \$20 to \$100 for some structures in high-risk interface areas, typically those with a Structure Exposure Score of seven or above.

In response to a question from Council Member Birrell, Chief Pilgrim clarified that the item did not pertain to fireworks boundaries and was specific to the State's WUI requirements. Mr. Gerber stated that Staff originally discussed combining the WUI and fireworks maps but realized they needed to be separated due to State requirements. Mayor Weichers stated that concerns had been expressed that the State could use the City's WUI Map to enforce its fees. Chief Pilgrim stated that the maps were separated based on that concern. Additionally, the Fireworks Map would encompass more areas of the City than the WUI Map.

Council Member Birrell found it fascinating that the Greenhills and Giverny neighborhoods to the west of Wasatch Boulevard are on the WUI Map but her home is east of Wasatch Boulevard and is not. Chief Pilgrim stated that it was based on factors such as access, slope, and fuel type. Council Member Birrell stated that a constituent was very concerned about the fire that occurred on the swamp lot west of Wasatch Boulevard near 3500 East, which could have been catastrophic, and she appreciated that the State was taking action. Chief Pilgrim reported that it is often embers that burn houses down, and large fires blow hundreds of thousands of embers in multiple directions. The State calculated the risk based on various data sources, and the resulting maps had a reasonably high degree of accuracy. Council Member Birrell expressed interest in further educating residents on how to mitigate fire risks.

Chief Pilgrim explained that one of the State's goals was to prevent insurance companies from cancelling homeowner policies. They were now strongly encouraged to use the State's data in

determining coverage, not their proprietary data, which is usually much more aggressive. Companies were required to provide written notice of cancellation or increases in excess of 20%, and the Utah Insurance Department required certain steps to be taken prior to cancelling coverage.

Mr. Howa reported that Cottonwood Heights Building Code §15.08.010 was amended to incorporate the International WUI Fire Code as required by the State to ensure that wildlife-resistant materials and construction methods are used in all new construction. The WUI Map was incorporated into the City's Fire Code §9.65.025 to ensure map availability and provide enforceability for defensible space and wildfire risk mitigation.

The WUI Code regulates the following:

- Fire-resistant building materials;
- Roof, siding, decking, and vent standards;
- Vegetation clearance and defensible space requirements;
- Driveway, access, and water supply standards; and
- Applies to new construction and major remodels in all WUI areas.

In response to a question, Mr. Spung clarified that retrofitting of existing structures is not required but rebuilds or major remodels must meet the new standard.

The Cottonwood Heights WUI Map was reviewed. The map was created by UFA and City Staff from State-provided Geographic Information System ("GIS") data. It reflects local topography, vegetation, and exposure scoring and includes all parcels with a Structure Exposure Score greater than five. The map focused on high-risk properties to avoid unnecessary regulation of low-risk areas, but boundaries were also adjusted in some areas based on potential risk. For example, the boundary was expanded around the water treatment center so any future development would comply with the WUI standard.

Impacts to property owners include:

- New construction or exterior remodels must comply with WUI Fire Code.
 - Parcels with Structure Exposure Score greater than five must comply with WUI Fire Code.
 - Parcels with Structure Exposure Score greater than seven must comply with WUI Fire Code and may be subject to an annual fee imposed by the State.
 - Flat fee assessed on square footage (flat fee).
 - Re-assessment in 2028 will be based on site risks and square footage.
 - Fees can be appealed.
- Fees go into the Utah Wildfire Fund.
 - During implementation, most fees will be used to cover the cost of performing lot assessments.
- Mandates property insurers to use the State's high-risk boundaries when evaluating a property for wildfire risk. If raising rates by 20% or more or dropping coverage, they must provide justification.

Chief Pilgrim stated that homeowners who disagree with their assessment could go through the Utah Department of Natural Resources appeals process. The fee would cover County program administration costs, with the remainder going to the Utah Wildfire Fund for education and outreach. State assessors would be trained in early 2026, but Counties could choose to delegate the responsibility to local fire departments. If a structure is assessed at a higher tier and the owner makes improvements to mitigate fire risk, the fee could potentially decrease, but structures on slopes, in canyons, etc. will always be subject to a fee. The fee structure had not been finalized but was anticipated to include three to four tiers with annual fees between \$20 and \$100. Beginning in 2028 after property-specific assessments are completed, fees will be based on mitigation and other factors.

State Code will likely be updated to adopt the most recent International Fire Code during the Interim Legislative Session. Chief Pilgrim reported that it was a big step in solving the problem. States that adopted the updated WUI Code had had the most success in defending homes against wildfires. If done correctly, Utah could prevent catastrophic results like those seen in California and other areas as it would improve public safety and survivability of homes.

In response to a question from Mayor Weichers, Mr. Howa stated that he came to Cottonwood Heights from Herriman, where he worked for seven years.

UFA Fire Marshall, Wade Watkins commended Chief Pilgrim and City Staff for their diligence and understanding of the difference between what was imposed by the State versus the City's responsibilities. He shared a copy of the 2006 Utah WUI Code, which included elements of the International Fire Code and Building Code defining things like defensible space and municipal water supply.

3.3 Chicken Coops Discussion Community and Economic Development Director, Jim Spung.

Mr. Spung introduced new Planner I, Emma Glende, who obtained her master's degree in early 2025 and began working with the City in April. Ms. Glende reported that Resolution ZTA-25-004 would update Chapter 8.13 regarding chickens. Current code required a 40-foot setback from neighboring dwellings and did not have an enforcement provision. Staff proposed reducing the setback to 25 feet and adding an enforcement provision to enable the revocation of chicken permits after three ordinance violations.

Cottonwood Heights received inquiries from homeowners interested in raising chickens but with yards that could not meet the 40-foot setback requirement. The Salt Lake County Health Department indicated that setbacks of between 25 and 35 feet are common throughout the Salt Lake Valley and agreed that a 25-foot setback would allow more residents to keep chickens while maintaining appropriate distance from neighboring dwellings. Code Enforcement requested the enforcement provision to ensure that all ordinances related to chickens are followed and to reduce any potential concerns about noise or odors.

Staff findings were reviewed as follows:

- Current code was more restrictive than neighboring cities.
- Reducing setbacks would allow residents with smaller lots to keep chickens.
- The 40-foot setback was overly restrictive for standard-sized residential lots.
- An enforcement provision would give the City a greater ability to address non-compliance.

The Planning Commission reviewed the proposed Text Amendment and forwarded a unanimous recommendation of approval with the following modifications:

- Increase required setback from the property line from three to 10 feet to ensure that chicken coops are not placed too close to the property line.
- Allow the City to investigate potential violations on observation in addition to acting upon received complaints.

The proposed amendment would decrease the setback from dwellings from 40 to 25 feet, increase the property line setback from three to 10 feet, and add Section 8.13.030: Enforcement and Revocation of Permit.

In response to a question raised by Council Member Birrell, Mr. Spung reported that current City Code specific that chickens could only be kept on properties with a single-family, detached residence. Council Member Birrell stated that the City should not prohibit renters or other residents who can meet all other conditions but may live in a multifamily home from owning chickens. Mr. Spung clarified that people who rent a single-family home can keep chickens. Council Member Holton agreed that residents of other home types should be allowed to keep chickens if all other requirements could be met.

Council Member Newell expressed concern about the proposed 10-foot setback from the property line. For example, 10 feet from his property line would be in the middle of his garden, but a chicken coop placed three feet from a rear corner property line would be 40 feet from any of his neighbors. The 10-foot requirement would bring the coops closer to dwellings, which is an issue. Council Member Hyland agreed.

In response to a question raised by Council Member Hyland, it was clarified that up to six chickens were allowed and a permit was required. Roosters were not allowed.

Mayor Weichers asked about the Planning Commission's reasoning for the setback recommendation. Mr. Spung stated that placing the coop 10 feet from the property line would compensate for the reduced distance from dwellings. The initial draft did not include that change. He understood the Commission's thought process, but also believed it would create more challenges. Building Code allows other accessory buildings to be as close as three feet from the property line, but special fire-resistant materials are required for structures closer than five feet.

Council Member Birrell agreed with Council Member Newell and believed three feet was adequate and a 10-foot setback would place a hardship on the owner of the chickens. Chief Russo added that the three-foot rule was put in place for a reason. Mr. Spung stated that the 25-foot setback from

neighboring dwellings would supersede the three-foot rule. After further discussion, the Council agreed that the three-foot property line setback should remain in effect.

Mr. Spung noted that the new rules would apply to new permits only. Current permit holders would be grandfathered under the rules that existing at the time of approval. The provisions limiting chickens to single-family detached homes and increasing the setback from the property line to 10 feet would be removed, and the item would be placed on a future agenda for adoption.

4.0 REVIEW OF CALENDAR AND UPCOMING EVENTS.

- 4.1 Winter Lobby Arts Display – Monday, November 17th to Monday, January 5th
- 4.2 Senior Social (Snowman Craft) - Wednesday, November 19th at 1:30 p.m. at City Hall.
- 4.3 Light the Heights – Monday, December 1st from 5:00 p.m. to 7:30 p.m. at City Hall.
- 4.4 Christmas Concert with Eclipse 6 – Friday, December 5th from 7:30 p.m. to 9:00 p.m. at Butler Middle School (Tickets Required – Sold Out)

5.0 POSSIBLE CLOSED MEETING TO DISCUSS LITIGATION, PURCHASE OR LEASE OF REAL PROPERTY, THE CHARACTER AND PROFESSIONAL COMPETENCE OR PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL, OR ANY OTHER PERMITTED PURPOSE FOR CLOSED MEETINGS UNDER UTAH CODE ANN. 52-4-205 OR OTHER APPLICABLE LAW.

There was no Closed Meeting.

6.0 ADJOURN CITY COUNCIL WORK SESSION.

MOTION: Council Member Birrell 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 5:28 PM.

MINUTES OF THE COTTONWOOD HEIGHTS COMMUNITY DEVELOPMENT AND RENEWAL AGENCY (“CDRA”) WORK SESSION HELD TUESDAY, NOVEMBER 18, 2025, AT 5:30 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 Ellen Birrell, Council Member Suzanne Hyland, Council Member Shawn Newell

Staff Present: Mayor-Elect, Gay Lynn Bennion; 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

1.0 WELCOME

Mayor Weichers called the CDRA Meeting to order at 5:37 p.m.

2.0 POSSIBLE CLOSED MEETING TO DISCUSS LITIGATION, PURCHASE OR LEASE OF REAL PROPERTY, THE CHARACTER AND PROFESSIONAL COMPETENCE OR PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL, OR ANY OTHER PERMITTED PURPOSE FOR CLOSED MEETINGS UNDER UTAH CODE ANN. 52-4-205 OR OTHER APPLICABLE LAW. CODE ANN. 52-4-205 OR OTHER APPLICABLE LAW.

The CDRA was in closed session from 5:37 p.m. to 6:49 p.m.

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

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

The CDRA Meeting adjourned at 6:49 p.m.

MINUTES OF THE BOARD OF CANVASSERS OF COTTONWOOD HEIGHTS WILL CANVASS THE NOVEMBER ELECTION FINAL RETURNS DURING A PUBLIC MEETING, TO BE HELD ON TUESDAY, NOVEMBER 18, 2025, AT 4:00 PM IN THE COTTONWOOD HEIGHTS CITY COUNCIL CHAMBERS LOCATED AT 2277 EAST BENGAL BOULEVARD, COTTONWOOD HEIGHTS, UTAH

Members Present: Mayor Mike Weichers, Council Member Matt Holton, 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 Jurgens; Records, Culture, and Human Resources Director, Barbara Higgins; City Recorder, Tiffany Janzen; Community and Economic Development Director, Jim Spung; Planner III, Sheldon Howa; IT Manager, Matt Ervin; Public Works Director and City Engineer, Matt Shipp; Unified Fire Authority, Riley Pilgrim

1.0 CALL TO ORDER

Mayor Weichers called the Board of Canvassers Meeting to order at 6:53 p.m.

2.0 REPORT ELECTION RESULTS FOR 2025 MUNICIPAL ELECTION

City Attorney, Shane Topham, reported that the Salt Lake County Clerk’s Office tabulated the 2025 election results on behalf of the City. Resolution 2025-01 included those results and appropriate filings would be made with the County and State.

The results of the election were as follows:

- Gay Lynn Bennion was elected to a four-year term as Mayor.
- Shawn Newell was elected to a four-year term representing Council District 3.
- Ellen Birrell was elected to a four-year term representing Council District 4.

3.0 CONSIDERATION OF DECLARATION 2025-01 APPROVING THE CANVASS OF THE 2025 MUNICIPAL GENERAL ELECTION.

(By this Resolution the City Council Sitting as the City’s Board of Canvassers will Approve the Results of the 2025 Municipal General Election).

MOTION: Board Member Holton moved to APPROVE Resolution 2025-01 – Approving the Canvass of the 2025 Municipal General Election. The motion was seconded by Board Member Hyland. Vote on Motion: Board Member Holton-Aye; Board Member Hyland-Aye; Board Member Newell-Aye; Board Member Birrell-Aye. The motion passed unanimously.

4.0 ADJOURN

MOTION: Board Member Holton moved to ADJOURN. The motion was seconded by Board Member Newell. The Board of Canvassers Meeting Adjourned at 6:55 p.m.

**MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL BUSINESS MEETING
HELD TUESDAY, NOVEMBER 18, 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 7:00 PM.

2.0 PLEDGE OF ALLEGIANCE

Public Works Director, Matt Shipp 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 the Parks, Trails, and Open Space Committee presented its priorities for 2026 at a recent meeting. Anyone with an interest in participating was encouraged to join the Volunteers in the Park (“VIP”) Program where residents walk their local park and provide feedback to the City on ways to improve its parks.

The Cottonwood Heights Historic Committee created a time capsule to be opened in 100 years. One of the messages included in the capsule expressed the hope that in 100 years, Cottonwood Heights is still beautiful and everyone still loves each other.

Council Member Holton is also on the Wasatch Front Waste and Recycling District Board. There was a change in leadership, and it was important that they not enact any fee increases. One way to keep rates down is to send bills electronically as it costs hundreds of thousands of dollars to mail paper invoices. Most utilities now require anyone paying with a credit card to pay the processing fee, and it is possible that they will begin doing so as well. Herriman City requested to leave the District, and a study was being conducted to determine the cost to service each city and the impact of Herriman leaving.

3.2 Committee Reports by Council Member Suzanne Hyland.

Council Member Hyland reported that the Emergency Management Districts were being reorganized in association with the reorganization of The Church of Jesus Christ of Latter-day Saints Brighton Stake boundaries. There was a question about whether Church boundaries should continue to be used as a guide for districting and emergency management processes. However, the alternative would be a City overlay that would create an additional administrative burden. She was grateful for Sergeant Lance Bess, who stepped into the role of Emergency Manager upon the retirement of Paul Brenneman. He is doing a phenomenal job of staying on top of things and keeping the City Council and Staff informed.

Community Emergency Response Team (“CERT”) training would be offered in January 2026. Council Member Hyland participated in it previously and learned a lot about what needs to be done personally and how to help the community in an emergency. She encouraged anyone with an interest to participate in the training.

3.3 Committee Reports by Council Member Shawn Newell.

Council Member Newell reported that the Cottonwood Heights Arts Council display would be available in the City Hall lobby until early January 2026. The Eclipse 6 Christmas Concert was sold out.

Council Member Newell is a member of the Canyons School Foundation Board. 2025 was the second year that he rode the Fun Bus to deliver grants to local teachers for innovative classroom ideas. There were 40 applicants from 10 different schools. They met the teachers and students and learned about the exciting programs like aviation, drones, and mathematics. It is an incredible program.

3.4 Committee Reports by Council Member Ellen Birrell.

Council Member Birrell reported that the Central Wasatch Commission will hold its annual symposium on January 8-9, 2026. The Central Wasatch Commission is an intra-governmental entity that engages community members, private industry, partner government agencies, and stakeholders while working to steward the four interdependent systems of the central Wasatch Mountains: the economy, transportation, recreation, and environment. As a CWC Commissioner, she encouraged anyone interested in protecting the canyons to consider participating in the symposium.

Council Member Birrell serves as the Council Liaison to the Cottonwood Heights Youth City Council, which will be participating in Legislative Day on January 21, 2026. They would interact with legislators at the State Capitol, then attend activities at the Salt Palace Convention Center.

3.5 Committee Reports by Mayor Mike Weichers.

Mayor Weichers had nothing to report.

4.0 REPORTS

4.1 Truth in Taxation Report Concerning the South Salt Lake Valley Mosquito Abatement District—Councilmember Ellen Birrell (Council Member Birrell, the City’s Liaison to the South Salt Lake Valley Mosquito Abatement District Board, will present a Truth in Taxation Report concerning the District’s proposed Property Tax Increase as required by Utah Code Ann. 17B-1-1003(2)).

Council Member Birrell reported that the South Salt Lake Valley Mosquito Abatement District announced that it proposed a tax increase for 2026. The reasons for the tax increase were:

- There have been no change in rates since 2012, and no effective change in rate since 2002.
- There was a population growth of over 200,000 individuals and 72,000 homes.
- Inflation and price increases.
- Innovation stagnation.

The additional monies generated by the tax increase would go to cost stabilization for essential services, operational enhancements, and capital increase. The current rate for a \$600,000 home was \$2.64 per year and the proposed rate was \$3.41 per year, for a total average annual household increase of \$0.77.

A public Truth in Taxation hearing will take place on December 8, 2025 at 6:00 p.m. at the South Salt Lake Valley Mosquito Abatement District offices.

5.0 CITIZEN COMMENTS

Mayor Weichers opened the Citizen Comment period.

Maggie Mills provided updates on Whitmore Library activities. On Thursday, November 20, 2025, Babcock Performing Readers would perform “The Odd Couple.” The craft supplies drop and swap would continue all week. Anyone who had or needed extra crafting supplies was encouraged to drop by. An adult and teen do-it-yourself Ugly Sweater Day would be held in December, as well as a variety of programs for all ages. The Celtic Christmas Concert featuring SYNKOFA would be held on December 4, Utah Puppet Theater on December 5, and the Cottonwood Presbyterian Bell Choir Concert on December 9.

Dan Rutherford gave his address as 2629 East Oak Creek Drive at the corner of Oak Creek Drive and Portsmouth Avenue. He was present to report a safety issue: People were not stopping at the stop sign. A resident walking her dog was recently almost hit by students running the stop sign. He called Governor Spencer Cox’s office about it and the police were also aware of the issue, but he believed it needed to be addressed at Brighton High School.

Mayor Weichers reported that two online comments were also received.

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

6.0 ACTION ITEMS

6.1 Consideration of Ordinance 449 Confirming and Ratifying the “Creek Road West” Annexation. (This ordinance will confirm and ratify the “Creek Road West” annexation effected by Ordinance 440 adopted on 20 May 2025).

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

Council Member Birrell acknowledged Council Member Hyland’s hard work on the annexations. Council Member Hyland thanked City Staff for their persistence.

MOTION: Council Member Birrell moved to APPROVE Ordinance 449 Confirming and Ratifying the “Creek Road West” Annexation. The motion was seconded by Council Member Hyland. 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.

6.2 Consideration of Ordinance 450 Amending Chapters 9.65 and 15.08 of the Cottonwood Heights Code of Ordinances and Adopting a Wildland Urban Interface Map. (In compliance with House Bill 48 enacted by the Utah Legislature, the ordinance will amend the City’s Code of Ordinances to Adopt the Utah Wildland Urban Interface Code and Adopt a Wildland Urban Interface Map for the City).

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

Council Member Birrell stated that the ordinance will benefit all residents who pay the fee by helping keep home insurance costs low in the long term.

MOTION: Council Member Birrell moved to APPROVE Ordinance 450 Amending Chapters 9.65 and 15.08 of the Cottonwood Heights Code of Ordinances and Adopting a Wildland Urban Interface Map. The motion was seconded by Council Member Hyland. Vote on Motion: Council Member Newell-Yes; Council Member Birrell-Yes; Council Member Holton-Yes; Council Member Hyland-Yes; Mayor Weichers-Yes. The motion passed unanimously.

6.3 Consideration of Ordinance 451 Approving a Second Driveway Exception at 3396 East Antler Way. (Pursuant to Cottonwood Heights Code 14.12.150 this ordinance will grant an exception to Cottonwood Heights Code 14.12.110(B)(1) by approving a second driveway access to Antler Way).

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

MOTION: Council Member Newell moved to APPROVE Ordinance 451 Approving a Second Driveway Exception at 3396 East Antler Way. The motion was seconded by Council Member Birrell. Vote on Motion: Council Member Birrell-Yes; Council Member Holton-Yes; Council Member Hyland-Yes; Council Member Newell-Yes; Mayor Weichers-Yes. The motion passed unanimously.

6.4 Consideration of Ordinance 452 Approving a General Plan Amendment for .48 Acre of Realty at 3425 East Bengal Boulevard from Neighborhood Commercial to Residential Medium Density. (This ordinance will approve amending the city's general plan to change the land use map designation of the referenced parcel of realty from Neighborhood Commercial to Residential Medium Density as recommended by the Planning Commission).

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

Council Member Birrell stated that residents of District 4 had expressed concerns about the project. However, the City Council and Planning Commission gave the item long and detailed consideration and Economic Development Director, Jim Spung worked to achieve the best possible outcome. Council Member Hyland agreed and commended the Planning Commission on their thorough and thoughtful deliberations. The zoning was inherited from Salt Lake County, and she believed this was the best possible solution to create housing.

MOTION: Council Member Birrell moved to APPROVE Ordinance 452 Approving a General Plan Amendment for .48 Acre of Realty at 3425 East Bengal Boulevard from Neighborhood Commercial to Residential Medium Density. The motion was seconded by Council Member Hyland. 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.

6.5 Consideration of Ordinance 453 Approving the Re-zone of .48 Acre of Real Property Located at 3425 East Bengal Boulevard from NC (Neighborhood Commercial) to RM (Residential Multi-Family) and Amending the Zoning Map. (This ordinance will approve rezoning the referenced parcel of realty from NC [Neighborhood Commercial] to RM [Residential Multi-Family] and will amend the zoning map accordingly. Approval of this ordinance will only be appropriate if Ordinance 452 approving a general plan amendment for the subject realty is approved.

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

MOTION: Council Member Birrell moved to APPROVE Ordinance 453 Approving the Re-zone of .48 Acre of Real Property Located at 3425 East Bengal Boulevard from NC (Neighborhood Commercial) to RM (Residential Multi-Family) and Amending the Zoning Map. 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.

6.6 Consideration of Resolution 2025-70 Approving Amendment No. 2 to an Interlocal Cooperation Agreement with Salt Lake County for the Bonneville Shoreline Trail Alignment. (By this resolution the council will approve the city's entry into the second amendment to a 2019 interlocal agreement with Salt Lake County whereunder the city will be reimbursed up to \$1.5 Million in transportation funds for expenditures incurred in finalizing the Bonneville Shoreline Trail's location and alignment, determining public access points and connectivity to other regional amenities, and certain related construction activities. The amendment extends the time for the city to complete such work until 31 December 2026).

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

MOTION: Council Member Birrell moved to APPROVE Resolution 2025-70 Approving Amendment No. 2 to an Interlocal Cooperation Agreement with Salt Lake County for the Bonneville Shoreline Trail Alignment. The motion was seconded by Council Member Holton. Vote on Motion: Council Member Newell-Yes; Council Member Birrell-Yes; Council Member Holton-Yes; Council Member Hyland-Yes; Mayor Weichers-Yes. The motion passed unanimously.

6.7 Consideration of Resolution 2025-71 Approving a Cooperative Agreement with UDOT for Law Enforcement Resources in Connection with the Cottonwood Canyons. (By this resolution the council will approve the city's entry into an agreement with Utah Department of Transportation whereunder, in return for a payment of \$180,000, the city will provide law enforcement resources to assist with parking enforcement, traction rule enforcement, and other duties in connection with the Cottonwood Canyons through 31 October 2026).

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

Council Member Birrell stated that the resolution was related to District 4 and would affect all residents of the City and beyond. She was thankful for the traction control funding from the Utah Department of Transportation ("UDOT"). The additional work UDOT did to add a shoulder on Wasatch Boulevard from Bengal Boulevard to the south City boundary was an improvement. However, she would be following up with State and other agencies requesting that they cover the cost of the Cottonwood Heights Police Department sending a rover to guide motorists on snow mornings.

MOTION: Council Member Birrell moved to APPROVE Resolution 2025-71 Approving a Cooperative Agreement with UDOT for Law Enforcement Resources in Connection with the Cottonwood Canyons. The motion was seconded by Council Member Newell. Vote on Motion: Council Member Birrell-Yes; Council Member Holton-Yes; Council Member Hyland-Yes; Council Member Newell-Yes; Mayor Weichers-Yes. The motion passed unanimously.

7.0 CONSENT CALENDAR

7.1 Approval of the Minutes for the City Council/Planning Commission Joint Work Session of October 21, 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.

8.0 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 7:28 PM.

I hereby certify that the foregoing represents a true, accurate, and complete record of the Cottonwood Heights City Council Work Session, CDRA, Board of Canvassers, and City Council Business Meetings held on Tuesday, November 18, 2025.

Teri Forbes

Teri Forbes
T Forbes Group
Minutes Secretary

Minutes Approved: _____