

MINUTES OF THE COTTONWOOD HEIGHTS JOINT PLANNING COMMISSION/CITY COUNCIL WORK SESSION HELD TUESDAY, DECEMBER 2, 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 Pro Tempore Shawn Newell, Council Member Matt Holton, Council Member Ellen Birrell, Council Member Suzanne Hyland

Planning Commission Members Present:

Lucy Anderson, Mike Shelton, Garry Barnes, Dan Mills, Dan Poulsen

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

1.0 WELCOME – Mayor Pro Tempore Shawn Newell.

In the absence of Mayor Mike Weichers, Mayor Pro Tempore Shawn Newell called the City Council Work Session to order at 4:00 PM.

2.0 CITY COUNCIL REVIEW OF BUSINESS MEETING AGENDA – Mayor Pro Tempore Shawn Newell.

Mayor Pro Tem Newell reviewed the Meeting Agenda and stated that the Pledge of Allegiance would be led by Council Member Birrell, followed by the Citizen Comment Period. Item 4.1 was consideration of Ordinance 454 Amending Chapter 8.13 of the Cottonwood Heights Code regarding chickens. Item 4.2 was consideration of Resolution 2025-72 Approving an Event Agreement with Brown’s Amusements Inc. for Butlerville Days. Item 4.3 was Consideration of Resolution 2025-73 Approving and Ratifying an Agreement with Salt Lake County for Tier II Zoo, Arts and Parks (“ZAP”) Funding, which would impact the Cottonwood Heights Arts Council, Butlerville Days, and other City events. Item 4.4 was Consideration of Resolution 2025-74 Declaring Certain Property Surplus. City Manager, Jared Gerber reported that the property was used the production of “The Lightning Thief” and was no longer needed. The final item on the agenda was 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.

Community and Economic Development Director, Jim Spung, presented each subcommittee’s findings and reported that the next step would be to consolidate the data into a cohesive mission statement and identify common themes. After reviewing the Council and Planning Commission, the

results will then be provided to the consultants so the draft General Plan can be updated to more accurately reflect the City’s core principles and ideas.

The common themes amongst the subcommittee comments included:

- Connectivity & Accessibility
- Community-Centered Growth
- High-Quality, Targeted Development
- Collaboration & Partnerships
- Economic Vitality & Diversification
- Smart Design & Compatibility
- Access to Amenities & Services
- Sustainability & Resilience

The vision and goals for each General Plan element were discussed next.

Land Use

Commissioner Mills read the draft mission statement as follows:

The City of Cottonwood Heights will promote thoughtful, targeted development that strengthens our City, protects private property rights, drives economic opportunities, and helps create a vibrant and distinctive sense of place for residents and landowners. The City will facilitate the improvement of multi-modal connections between homes, businesses, and recreational areas. The City will foster a strong local economy, vibrant commercial districts, and a community-oriented Town Center. Clear and purposeful land use designations will guide development in a way that enhances property values and aligns with the City’s long-term vision. By streamlining development processes, collaborating with public and private partners, and leveraging City-owned assets, the City of Cottonwood Heights will create a more connected, accessible, and prosperous future for residents, landowners, businesses, and visitors.

Mr. Spung reviewed the recommended goals.

Goal 1: Targeted, high-quality development and redevelopment.

The City will focus growth and reinvestment in strategic areas to strengthen community character, support a mix of uses, and ensure high-quality development. Updated zoning and targeted incentives will guide redevelopment that delivers lasting economic and place-making benefits.

Goal 2: Streamlined, predictable, and fair development processes.

Cottonwood Heights will modernize its development review procedures to provide clear, fair, and efficient processes for applicants and residents. Objective standards and improved coordination will reduce delays and create greater predictability.

Goal 3: Strengthen neighborhood character and land use compatibility.

New development will enhance neighborhood character through context-sensitive design, appropriate transitions, and pedestrian-friendly site layouts. This approach will ensure infill and redevelopment contribute positively to the City’s unique sense of place.

Goal 4: Expand connectivity and access to community amenities.

The City will improve multimodal connections between homes, businesses, and recreation areas to strengthen mobility and access. Investments in trails, transit partnerships, and public amenities will create a more integrated and accessible community.

Goal 5: Support a resilient, diverse, and vibrant local economy.

Cottonwood Heights will Reinforce key commercial districts and foster flexible innovative spaces that attract and retain businesses. Strategic economic development efforts will support residents, visitors, and long-term fiscal sustainability.

Council Member Hyland remarked that it is not accurate to refer to “the city of Cottonwood Heights”. City Attorney, Shane Topham, clarified that “city” should not be capitalized in that case. Commissioner Mills stated that the subcommittee’s intention was that Cottonwood Heights be referred to in a consistent manner throughout the document. Mr. Spung noted that references may be inconsistent in the presentation because the different subcommittees’ recommendations had not been edited for consistency.

Council Member Birrell suggested that “workers” be added to Goal 5 as it is important to think about how to attract the workers that local businesses need. Mr. Spung stated that the Economic Development chapter touches on that topic, but there was a lot of overlap between the chapters. The common themes included in the presentation identified themes that may be isolated within a single chapter but inform decision-making for all chapters. He will speak with the consultant to ensure that all plan elements are in harmony. A city is a living thing; specific pieces cannot be carved out and considered in a silo because they are all interconnected and interdependent.

Council Member Hyland remarked that the common themes listed in the presentation were very generic. She and Commissioner Steinman had spoken about the importance of signaling to developers that Cottonwood Heights intends to develop a visitor economy because of the benefits it can bring to residents. The mountain suburban lifestyle that is unique to Cottonwood Heights and Salt Lake County should also be referenced. The current list of common themes could apply to any city, and she wanted it to be more distinct.

Council Member Birrell reported that Park City has a visitor economy. She spoke with the gentleman who was largely responsible for creating their arts district and he indicated that the focus should not be on what visitors want but rather on encouraging locals to socialize and spend their money in the city because that will naturally attract visitors.

Council Member Holton agreed with Council Member Hyland but suggested that her recommendations be included as part of the overall vision, as the common themes already supported that vision. All parties agreed on the need for a visitor economy, although they may have different reasons for supporting it. Mr. Spung remarked that the idea was present in most of the common themes, and the goals outlined in the General Plan will inform specific policy and code changes.

Transportation

Mr. Spung stated that transportation is often the most debated and contentious topic in any community due to competing interests and values. Cottonwood Heights was developed as an automobile-oriented, suburban community, and as a result, it does not have ideal transit and bicycle networks. It is difficult but not impossible to retrofit an existing community. If the City is committed to shifting to a multi-modal culture, it must also commit time and resources to educate the public, build infrastructure, and change its land use practices and policies.

Council Member Hyland stated that Cottonwood Heights does not have enough funds to make the city completely walkable, and the Utah Department of Transportation ("UDOT") will not invest in doing so. In response to her question, Mr. Spung stated that he encouraged all subcommittees to meet and review the document prior to the next joint meeting. It would be difficult to change the City's transportation focus, but it was possible. Minneapolis, for example, had significantly expanded its bicycling and walking options.

Council Member Holton stated that costs must also be considered. The General Plan did not address financial constraints, and it could be difficult to balance what the Council would like to see in the City versus what is feasible. Mr. Spung stated that a goal could be to explore the financial impacts of each decision. For example, striping roads to add bicycle lanes is an inexpensive option, but one that would also require education. If the community vision for transportation is clear, it becomes easier to implement those inexpensive options because the policy direction is already there. Council Member Holton stated that his preference would be to prioritize specific corridors for alternative transportation. Council Member Newell agreed and indicated that the City needed to avoid disparate outcomes. Specific quadrants could be developed for alternative transportation in a way that considers the City as a whole.

Council Member Birrell stated that the grant process for the roundabout near Brighton High School spanned nine years. Recent articles had discussed the problem with the continued focus on metrics such as level of service and the 85th percentile rule rather than safety, and she believed the City had an opportunity to say that it values safety. Fifty percent of car trips are three miles or less, and the Council needed to consider how people are reaching those destinations. Council Member Hyland stated that Public Works Director, Matt Shipp, indicated that the level-of-service data was now considered in a context-sensitive manner. However, she did not believe that safety and level of service were mutually exclusive. Council Member Birrell disagreed, as level service and the 85th percentile are based on the speed at which people feel comfortable driving and roads were designed based on motorists' convenience. She does not believe that current metrics are conducive to decreasing serious injuries and fatalities.

Council Member Holton stated that resources are limited, and cyclists and pedestrians cannot be prioritized everywhere. Prioritizing specific areas would allow the City to focus on creating legitimately safe corridors. Council Member Birrell suggested that the City set a goal of eliminating fatalities and serious injuries on its roadways by 2030 or 2032. Council Member Newell stated that it was a worthy but likely unattainable goal.

Mr. Spung stated that to have a successful land use outcome, the City’s transportation infrastructure must complement its land uses. For example, you cannot build a walkable downtown area on a freeway. The land use element includes the goal of strategic development in key areas of the City. Complementary to that would be things like wider sidewalks, more landscape buffers, and on-street parking in the Town Center area to foster a more walkable town center and address safety concerns.

Commissioner Anderson read the draft transportation mission statement as follows:

The mission of Cottonwood Heights’ transportation system is to reduce serious injuries and fatalities by designing safe, efficient, and accessible ways for everyone to travel, whether walking, biking, rolling, taking transit, or driving. We strive to connect neighborhoods, parks, schools, businesses, and regional destinations, including the Wasatch canyons, while preserving our mountain character and supporting a vibrant, healthy, and resilient community.

Mr. Spung remarked that there is an equity component to transportation. Urbanist Andrés Duany said, “In most places in America, people would literally die if they didn’t have a car.” The City does not have good transit access or safe cycling or walking paths, and he knows from pushing a stroller that some areas would be inaccessible to wheelchairs. They also needed to consider why people go out and if there are safe routes to walk to parks, schools, work, etc.

Council Member Newell stated that before his teenage children were able to drive, he and his wife were constantly in and out of their cars. The number of trips one household takes is not usually considered when transportation is discussed.

Mr. Spung reported that there is also a health component. The more people have access to walk or bicycle and the more enjoyable those activities are, the more people will do them. People in Utah tend to want trails and walkability for recreation purposes rather than day-to-day activities. Commissioner Poulson stated that convenience also needs to be considered because people will not walk or cycle unless it is convenient to do so. People depend on cars because they are convenient.

Council Member Hyland stated that density is also a factor because “walkable” depends on where you are going and how far away it is. She does not know where anyone would walk to in the City if not for recreation. Residents have to travel in cars because otherwise families and the elderly cannot function. During her trip to Europe, they had trouble maneuvering with a stroller and the elderly members of the group had difficulty, which felt discriminatory. They needed to consider the residents who require vehicle access to effectively care for themselves and their families.

Council Member Holton pointed out that convenience is not just about proximity. His children are eight, six, and two years old, and it can be difficult to even ride the bus to ski because they need to bring so many things with them.

Commissioner Shelton commented that the lead sentence should provide a sense of the City’s highest transportation priority, and the current wording indicated that the highest priority is to reduce serious risk. In his opinion, the most important transportation priority should be transportation. All possible

measures should be taken to reduce risk, but he did not believe that was the City’s highest priority. Council Member Birrell stated that her constituents’ position is that safety supersedes everything else.

Council Member Holton stated that residents would likely not be in favor of a safer route that, for example, took 10 minutes longer to get to the freeway on Highland Drive. Conversely, they also would not support a faster route that was more dangerous. Commissioner Poulson stated that the traveling public wants convenience and would seek alternate routes rather than wait 10 extra minutes. Council Member Hyland stated that they would cut through neighborhood streets, which is not safe.

Commissioner Shelton believes it is safer to drive children to school than to allow them to walk, but it should not be mutually exclusive. Considerations like safety and convenience need to be factored in, but transportation is the priority. Commissioner Anderson clarified that that was the subcommittee’s goal. The first sentence was not intended to indicate that safety was the only priority but rather that transportation routes should be designed with safety, efficiency, and accessibility in mind, with the ultimate goal of reducing serious injury and fatalities.

Commissioner Shelton stated that no element of transportation is more costly than roads. If the General Plan does not prioritize existing road and infrastructure maintenance, it will create exponential problems.

Commissioner Mills remarked that the inclusion of the word “efficient” could assuage many concerns. It is unlikely that people from neighboring communities will walk or bike to the Town Center, which means they need to efficiently get in and out of the area by car. There will be many more vehicles, which require safe, efficient design of Fort Union Boulevard. He was not excited about using City resources to maintain people’s ability to travel through the City, but if they were going to stop and spend money or live in Cottonwood Heights, those resources should be used to make the roads efficient and safe.

Mr. Spung stated that it would be helpful for the Transportation Subcommittee to meet and further flesh out ideas.

Council Member Holton agreed that it is important to ensure that traffic can flow smoothly to and from the Town Center. The area of Fort Union Boulevard near Chick-fil-A was not pretty, but it was very easy to get in and out of. Commissioner Anderson referred to Holladay’s treatment of the Harmons shopping center, which is not easy to get to but is a destination, nonetheless. Mr. Spung stated that walkable mixed-use areas inherently have smaller roads, slower traffic, wider sidewalks, and other qualities that contribute to the environment, but those elements don’t need to be applied to the entire City. The General Plan needs to communicate which areas are appropriate for those uses while understanding the infrastructure implications of each use type.

Commissioner Shelton stated that the visitor economy is a big consideration because if done incorrectly, visitors will avoid the City.

Economic Development

Council Member Hyland read the draft mission statement as follows:

Cottonwood Heights aims to build a forward-thinking economy grounded in resilience, innovation, and fiscal responsibility that benefits residents, businesses, and visitors alike. The City strives to attract and retain businesses that align with its vision of a vibrant, livable, and environmentally conscious community, balancing new growth and the careful stewardship of its unique mountain environment. Building on its strong reputation, Cottonwood Heights will remain a premier office destination, retail hub, and desirable residential community with a wide range of high-quality housing options that meet the changing needs of residents and the workforce.

Mr. Spung reviewed the recommended goals.

Goal 1: Enhance local access to goods, services, and experiences to capture sales tax revenue.

Ensure that Cottonwood Heights provides a diverse range of essential goods, services, and recreational experiences that meet the needs of residents and visitors while capturing sales tax dollars and minimizing leakage to neighboring jurisdictions. This includes prioritizing experiential and entertainment-based retail, local dining, and outdoor recreation amenities that attract both locals and tourists, strengthening the local economy.

Council Member Hyland stated that the City needs to focus on unique events. Colmar, France has a population of 72,000, but 1.6 million people attend their five-week Christmas market. Riquewihir, France has a population of 1,050, but over 450,000 people attend their event. Cottonwood Heights can think bigger. If the opportunity is missed, that revenue will go somewhere else, and the City will continue to have to increase property taxes. The City Council needs to find another way to lighten that burden and benefit residents. Council Member Holton expressed the hope that the Gravel Pit area will accomplish that goal.

Commissioner Poulson noted that flea and farmers markets also attract visitors from a wide area and would provide year-round revenue. Council Member Birrell stated that the Laguna Beach, California Sawdust Festival brings hundreds of thousands of visitors to the city. Cottonwood Heights is in a unique location and has the ability to create its own unique festival. Mr. Spung stated that the Town Center will hopefully be a gathering space with a regional draw.

Goal 2: Prioritize economic development in strategic commercial areas.

Strengthening key commercial districts by using zoning, land use policy, and design standards to guide reinvestment, attract desired businesses, and enhance community character.

Goal 3: Support redevelopment of strategic properties to serve both residents and visitors.

This goal applies specifically to the Gravel Pit but also to other strategic locations where the City can support development through infrastructure, financial incentives, etc.

Goal 4: Strengthen the City's role as a premier office, retail, and residential community.

The City needs a diverse range of housing options that meet the evolving needs of both residents and the workforce.

In response to question raised by Council Member Hyland, Mr. Spung clarified that housing is part of both land use and economic development strategies. Housing is a large economic development

tool because housing stock supports the workforce. The Council should consider whether the City should remain a million-dollar-home community or if they want to encourage younger families and provide workforce housing. A typical family can only afford a mortgage on a home that costs \$300,000 less than the average market-rate house in Cottonwood Heights, but young families spend more money in their community long-term.

Council Member Newell stated that Cottonwood Heights is built out, very expensive, and has limited space. He asked how already planned developments are considered in the General Plan. For example, does it consider the impact the new apartments behind Beans and Brews will have on City roads?

Mr. Spung stated that it is important to provide diverse housing options to everyone. Residents may want to move out of large homes and into a low-maintenance townhome. The townhome may still cost \$1 million, but providing that option allows people at different life stages to move within the community. People who do not want to leave their community are often forced to because their housing options are limited.

Commissioner Mills stated that if a goal is to prioritize current residents by decreasing their property taxes while maintaining the City's financial health, which is a sales tax issue, which means retail must be a high priority. He believes Cottonwood Heights has done a very good job of providing diverse housing options. There is also a lot of vacant office space in the City, and he did not believe premier office space should be as high of a priority as retail. The City should take advantage of state and federal affordable housing programs, but from his perspective, the focus should be on high-end retail.

Mr. Spung stated that it is important to promote reinvestment of the City's office areas. As those properties age, the property owners must decide whether to reinvest or tear down and build apartments. Jobs bring in tax dollars and provide residents with opportunities for employment.

Water Use and Preservation

Mr. Spung reported that State grants were received to create the Water Use and Preservation element, and the City had until December 31, 2025, to adopt it. The Planning Commission will review it at its December 3 meeting, and the City Council will vote on it at its next meeting. However, it could be amended, if necessary.

The goals outlined in the element are broken into specific short, medium, and long-range actions as required by the State. Water is provided by Salt Lake City Public Utilities and the Jordan Valley Water District, so the City has no say in pricing, supply, or infrastructure. However, it does have a significant impact on consumption by educating the public to consciously conserve water, updating laws and ordinances regarding landscaping and irrigation, etc.

Goal 1: Empower the community through education outreach and voluntary water conservation.

Education is often more effective than mandates because people inherently want to be good stewards but may not know how to do it or the impact they can make by, for example, installing water-efficient fixtures.

Council Member Holton stated that the subcommittee specifically wanted to emphasize education, outreach, and voluntary water conservation, not to control every individual homeowner's behavior. Salt Lake City Public Utilities disincentivize overconsumption through cost increases and other methods, but the City's efforts are best focused on educating residents on ways to conserve water.

Mr. Spung stated that a recommended action item is to include a "Water Tip of the Month" in each newsletter. Salt Lake County had installed smart irrigation systems in all county parks, and as a result their water consumption decreased by 70%. That had a large impact without compromising the character and quality of the parks.

Goal 2: Lead by example with water efficiency and community stewardship.

The City can show the public that it is holding itself to a high standard with how it handles landscaping, park strips, etc.

Goal 3: Strengthen collaborative efforts to promote fair water management by promoting better relationships with Salt Lake City Public Utilities and other water providers.

Council Member Birrell reported that Ted Boyer represents Cottonwood Heights on the Salt Lake City Public Utilities Water Advisory Committee, and they also have a public forum.

Council Member Holton stated that it is important to the subcommittee that the City support fair and effective water management for all residents. Although it is not City-controlled, it is the Council's responsibility to ensure that residents are treated fairly.

Commissioner Shelton stated that water is a municipal service, and his belief is that it is the City's responsibility to provide its residents with water. Council Member Holton indicated that the City has a duty to ensure that its residents receive water, but Salt Lake City Public Utilities is the water provider. If other partnership options become available at a later date, it would be the Council's job to consider them.

Council Member Birrell stated that it had been inferred that Salt Lake City was somehow taking advantage of Cottonwood Heights. However, her understanding was that the State of Utah required that the tiered water rate structure be implemented. She agrees that water is an essential service and understands that many residents were shocked at the increase, but it was mandated by the State and implemented statewide.

Mr. Spung commented that the chapter was difficult to create because the State requires specific consumption goals and strategies, but the available data is for the entire Salt Lake City system. The consultants had to extrapolate estimated data based on population, and a key action outlined in the plan is to identify ways to obtain Cottonwood Heights-specific consumption data.

Commissioner Poulson stated that Wayne County's per-capita daily consumption is 900 gallons, but no information is available on whether that number is only for residential connections or also commercial, industrial, or institutional users. The State does not appear to have a standardized formula, so there is no way to do a true apples-to-apples per-capita comparison. Alfalfa farms consume between 75% and 85% of the water in Utah and then sold out of state.

Mr. Spung agreed that there should be a way to separate residential versus commercial meters, but he was unfamiliar with how Salt Lake City collects its data. Different residential land uses also consume water differently. Irrigation is typically the highest consumer; approximately 70% of all residential consumption is through irrigation.

Goal 4: Integrate water conservation into the land development and redevelopment process.

The City can control water practices through how areas are developed. For example, 10-acre residential lots consume more water resources than smaller infill lots.

Recreation

Council Member Holton read the mission statement as follows:

Cottonwood Heights is committed to enhancing quality of life through a balanced, sustainable, and connected system of parks, trails, and recreational opportunities that reflect the City's mountain suburban character. Through thoughtful planning, environmental stewardship, and collaboration with regional partners, the City will preserve open spaces, protect natural resources, expand access to the outdoors, and encourage active, healthy lifestyles.

Goal 1: Maximize existing recreational opportunities.

Cottonwood Heights will prioritize maintaining and modernizing its existing parks and trails, ensuring they remain high quality, sustainable, and align with regional canyon access planning.

Goal 2: Expand recreational opportunities.

The City will strategically add new parks, pocket parks, and trail connections to create a more complete, comfortable, and connected recreational network.

Commissioner Anderson asked if it would be more appropriate to use language like “strive to add” rather than “add”. Council Member Holton stated that the subcommittee listed maximizing existing recreational opportunities as the first goal because the City has added several parks recently but, for example, the splashpad at Mountview Park is in need of replacement. He agreed that “strive to add” was more appropriate, as it is important to add parks where possible but more important to maintain existing infrastructure.

Goal 3: Enhance accessibility of recreational spaces.

Cottonwood Heights will strive to improve accessibility and connectivity by upgrading facilities, enhancing key biking routes, and ensuring parks and trails are usable for people of all ages and abilities.

Council Member Holton remarked that Cottonwood Heights does not have an all-abilities park. Mr. Spung reported that federal law mandates all new parks have a certain percentage of Americans with Disabilities Act (“ADA”) accessible equipment. Commissioner Mills noted that grant funding is available for those projects.

Goal 4: Preserve open spaces.

The City will strive to protect and steward its natural open spaces to preserve ecological health, safeguard public access, and maintain its suburban mountain character.

In response to a question raised by Commissioner Anderson, Mr. Spung reported that “open spaces” refers to natural open spaces. Commissioner Shelton stated that the 2005 General Plan specified that open space is public property, not unbuilt private property, and recommended that it be better defined in the updated plan as well. Mr. Spung noted that some undevelopable private property is zoned as open space. Council Member Holton suggested adding the word “public” to the goal so that it reads, “The City will strive to protect and steward its natural public open spaces to preserve ecological health, safeguard public access, and maintain its mountain suburban character.”

Council Member Birrell commented that the City Council needs to decide how the public will access United States Forest Service lands as people currently access them through the undevelopable private lands on the eastern edge of Cottonwood Heights. Mr. Spung remarked that preservation of private land would likely require a monetary exchange. Council Member Holton stated that the General Plan did not direct the City Council to purchase Hillside Plaza, but the Council reacted to current sentiment by purchasing it. He believes those types of decisions happen naturally.

Commissioner Mills stated that lessons were learned with Deaf Smith Canyon and the Doverhill development. Developers and property owners should not have to guess what the City is thinking, and the current recreation goals did not present a clear vision of what the City wanted to happen or would facilitate. Mr. Spung stated that the goals would eventually be translated into ordinance. For example, the subdivision ordinance could be updated to require that new subdivisions adjacent to existing trails install a connecting trail. However, if that goal is not stated in the General Plan or required by policy, a developer cannot be required to do it.

In response to a question, Mr. Gerber stated that the General Plan will include maps indicating proposed future trail locations. It is similar to the transportation maps; the City can request that streets shown in the General Plan be installed as part of a new development, but it can only be required if supported by ordinance.

Council Member Birrell remarked that walkability was a priority of the 2005 General Plan, but projects in District 4 were not designed with walkability in mind. For example, there should be an easy way to get to the dog park from Bengal Boulevard, and the closest crosswalk to Antczak Park is at the elementary school. Council Member Hyland stated that the General Plan could address easements for connectivity.

Council Member Hyland stated that transportation was a pinch point in the document and the Transportation Subcommittee needed a member who can discuss costs and other considerations, either someone from the Wasatch Front Regional Council ("WFRC") or a member of City Staff. Council Member Holton recommended a representative from the Public Works Department. Council Member Birrell suggested contracting with a qualified resident to consult on the matter. Council Member Newell stated that qualified Public Works professionals are already available.

Mr. Spung indicated that the City could consult the WFRC Regional Transportation Plan, but it is a broader document. Council Member Hyland stated that both the regional plan and the Utah Trails Network Plan should be mentioned in the General Plan. There are many sub-plans that should be considered, and she believed the matter needed additional input. Mr. Spung stated that approximately 50% of the existing plans are related to transportation and agreed that they contained a lot of valuable information but noted that the General Plan is intended to be a broader overview of the City's goals. However, he agreed that Public Works Department input would be beneficial.

Commissioner Shelton stated that the vision and economic reality can be in opposition. He believed that additional input from Public Works or the WFRC may be helpful with the latter, but someone else may be better suited to helping the City Council determine the vision. Council Member Birrell stated that the WFRC's expertise is regional, and that may not benefit Cottonwood Heights. She believes that what makes the roads safer for people who walk and roll also makes them safer for motorists, and the City needed input from someone who has demonstrably made things better for another municipality. Council Member Hyland clarified that the WFRC had indicated they could provide funds to hire consultants, not that the City could contract directly with the WFRC. Mr. Spung suggested including an action item in the General Plan to create a comprehensive transportation plan that makes the goals of the General Plan work with the City's transportation system.

Council Member Birrell stated that the draft General Plan did not focus on sustainability and resiliency. The overarching goals should include biodiversity, reducing the City's carbon footprint, addressing air quality, etc., as well as financial sustainability to ensure that the City can afford to maintain its infrastructure. Council Member Holton stated that sustainability was discussed at the last joint meeting, and at that time it was decided that each subcommittee would incorporate those concepts in their language as appropriate. He believes the committees he was part of did a good job of addressing the matter. Mr. Spung agreed that the ideas needed to be embedded throughout the document where appropriate, so the sentiment was not lost.

Next steps were discussed. Mr. Spung reported that the goal was to adopt the General Plan by the end of the current fiscal year. The draft could be released to the public after the subcommittees had finalized the mission statements and goals, and their feedback could then be provided to the consultants. Council Member Holton suggested that Staff check in with the subcommittees to determine where they are in the process prior to setting a new meeting date. Mr. Spung encouraged the Council to review the Water Use and Preservation element prior to its adoption at the December 18, 2025, meeting.

Council Member Holton recommended that the consultants be provided with feedback on the completed chapters so they could begin working on those updates. The draft plan could then be reviewed at the next meeting to ensure that they are on the right track prior to presenting it to the public. Mr. Spung cautioned that the consultants could not be expected to re-draft the document multiple times. Council Member Birrell suggested that the plan be discussed at least two more meetings prior to moving forward.

Commissioner Mills recommended that public comment be received in a Planning Commission or City Council meeting rather than online. In his experience, in-person comments result in higher

quality feedback. Council Member Birrell suggested that the City conduct town hall meetings for community engagement.

Commissioner Anderson stated that the General Plan needs an overarching mission statement. Mr. Spung indicated that the introduction, public outreach, and other elements of the plan were not included in the discussion, and it would be helpful to fine-tune the content the subcommittees were working on prior to finalizing a comprehensive mission statement for the City.

Council Member Newell stated that the draft General Plan would be a communication tool to provide detailed information to the public.

The next joint City Council/Planning Commission meeting was scheduled for January 20, 2026.

3.2 Excuse Planning Commission.

4.0 REVIEW OF CALENDAR AND UPCOMING EVENTS.

4.1 Winter Lobby Arts Display – Monday, November 17th to Monday, January 5th.

4.2 Lunar New Year Celebration – February 7, 2026, from 10:00 AM to 12:00 PM at City Hall.

4.3 Cozy Paint Night – Friday, February 2, 2026, from 6:00 PM to 8:00 PM at City Hall.

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

The Work Session adjourned at 6:01 PM.

MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL BUSINESS MEETING HELD TUESDAY, DECEMBER 2, 2025, AT 7:00 PM IN THE COTTONWOOD HEIGHTS CITY COUNCIL CHAMBERS LOCATED AT 2277 EAST BENGAL BOULEVARD, COTTONWOOD HEIGHTS, UTAH

Members Present: 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; Systems Administrator, Alex Earl; Public Works Director and City Engineer, Matt Shipp; Unified Fire Authority, Riley Pilgrim

1.0 WELCOME

In the absence of Mayor Mike Weichers, Mayor Pro Tempore Shawn Newell called the City Council Business Meeting to order at 7:00 PM.

2.0 PLEDGE OF ALLEGIANCE

Council Member Birrell led the Pledge of Allegiance.

3.0 CITIZEN COMMENTS

Mayor Pro Tem Newell opened the Citizen Comment period.

Maggie Mills provided updates on upcoming Whitmore Library activities. The SYNKOFA Celtic Christmas Concert would be held on Thursday, December 4, 2025 at 7:00 p.m. followed by the Utah Puppet Theater on Friday, December 5 at 11:00 a.m., the Cottonwood Presbyterian Bell Choir on Monday, December 9 at 7:00 p.m., the Jeannie Luke Choir holiday concert on Thursday, December 18 at 4:30 p.m. and Babcock Performing Readers at 7:00 p.m. Adult and teen do-it-yourself Ugly Sweater Days were Friday and Saturday, December 19 and 20 from 11:00 a.m. to 5:00 p.m. The final December event was the Red Cross Blood Drive on December 26 from 11:00 a.m. to 5:00 p.m.

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

4.0 ACTION ITEMS

4.1 Consideration of Ordinance 454 Amending Chapter 8.13 (Chickens) of the Cottonwood Heights Code. (This Ordinance will Amend the City Code concerning the keeping of chickens on certain residential lots).

Council Member Holton reported that the City Council also discussed the item in a previous Work Session, after which Staff updated the ordinance to allow residential chicken-keeping in two-family

detached residences and townhomes that meet underlying standards, reduce the required setback from dwellings from 40 feet to 25 feet, and revert side and rear yard setbacks.

MOTION: Council Member Holton moved to APPROVE Ordinance 454 Amending Chapter 8.13 (Chickens) of the Cottonwood Heights Code. 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. The motion passed unanimously.

4.2 Consideration of Resolution 2025-72 Approving an Event Agreement with Brown's Amusements, Inc. (By this Resolution the Council will Approve the City's Entry into an Agreement whereunder the provider will provide and operate a "midway" at the City's 2026 Butlerville Days Community Celebration).

MOTION: Council Member Holton moved to APPROVE Resolution 2025-72 Approving an Event Agreement with Brown's Amusements, Inc. The motion was seconded by Council Member Hyland. Vote on Motion: Council Member Birrell-Yes; Council Member Holton-Yes; Council Member Hyland-Yes; Council Member Newell-Yes. The motion passed unanimously.

4.3 Consideration of Resolution 2025-73 Approving and Ratifying an Agreement with Salt Lake County for Tier II ZAP Funding. (This Resolution will Approve and Ratify the City's Entry into an Agreement whereunder Salt Lake County will provide \$20,200 in Tier II ZAP funding for use by the City's Arts Council).

Mayor Pro Tem Newell reported that Zoo, Arts and Parks ("ZAP") funding is utilized by the Cottonwood Heights Arts Council and City events like Butlerville Days.

MOTION: Council Member Birrell moved to APPROVE Resolution 2025-73 Approving and Ratifying an agreement with Salt Lake County for Tier II ZAP funding. The motion was seconded by Council Member Hyland. Vote on Motion: Council Member Hyland-Yes; Council Member Holton-Yes; Council Member Birrell-Yes; Council Member Newell-Yes. The motion passed unanimously.

4.4 Consideration of Resolution 2025-74 Declaring Certain Property Surplus. (By this Resolution, the Council will Declare Surplus and designate the method of Disposition of certain "props" for "The Lightning Thief" play staged by the City's Arts Council in July 2025).

Mayor Pro Tem Newell reported that the above item would surplus stage props used in the performance of "The Lightning Thief".

MOTION: Council Member Holton moved to APPROVE Resolution 2025-74 Declaring Certain Property Surplus. The motion was seconded by Council Member Hyland. Vote on Motion: Council Member Birrell-Yes; Council Member Hyland-Yes; Council Member Holton-Yes; Council Member Newell-Yes. The motion passed unanimously.

5.0 CONSENT CALENDAR

5.1 Approval of the Minutes for the City Council Work Session and Business Meetings of November 18, 2025.

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

6.0 ADJOURN

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

The City Council Business Meeting adjourned at 7:10 PM.

I hereby certify that the foregoing represents a true, accurate, and complete record of the Cottonwood Heights Planning Commission and City Council Joint Work Session and the City Council Business Meetings held on Tuesday, December 2, 2025.

Teri Forbes

Teri Forbes
T Forbes Group
Minutes Secretary

Minutes Approved: _____