

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

**Staff Present:** City Manager, Jared Gerber; City Attorney, Shane Topham; Records, Culture, and Human Resources Director, Barbara Higgins; Community and Economic Development Director, Michael Johnson; Public Works Director, Matt Shipp; Police Chief, Robby Russo; Deputy City Recorder, Tiffany Janzen; IT Manager, Matt Ervin; City Engineer, Ben Nelson; Unified Fire Authority, Riley Pilgrim

**1.0 WELCOME**

Mayor Weichers called the meeting to order at 4:08 PM.

**2.0 REVIEW OF BUSINESS MEETING AGENDA – *Mayor Mike Weichers.***

Mayor Weichers reported that Matt Shipp would lead the Pledge of Allegiance. The Council would then recognize Cottonwood Heights resident Edy Wright, who recently passed away. Council Member Birrell reported that Ken Verdoia and Scott Cuthbertson would also speak. City Council Committee Reports would be next followed by the Citizen Comment period. Fire Chief, Riley Pilgrim, will present the United Fire Authority Quarterly Report, followed by seven action items.

Item 7.1 was Consideration of Ordinance 430, Approving the Third Amended Project Area Plan for the Canyon Centre Community Development Area (“CDA”). Community and Economic Development Director, Michael Johnson, reported that at a December 2024 meeting, the Council voted on an amendment to the Development Agreement to allow for the construction of a condominium building in Canyon Centre in place of the originally approved office building. Because it is part of a CDA, the Project Area Plan and budget must also be amended to reflect the changes. Once approved, they would proceed with amending Interlocal Agreements with the various taxing entities that are in the process of approving the amended plans and budgets.

Item 7.2 was Consideration of Ordinance 431, Confirming and Ratifying the “Tavaci” Annexation. City Attorney, Shame Topham, reported that there is a statutory deadline of 60 days to submit a request for action by the Lieutenant Governor’s office. The Tavaci annexation creates a peninsula of unincorporated land, and as such it must be approved by Salt Lake County. It was his understanding that the County Council considered and approved it earlier that day, but it was the 60<sup>th</sup> day. At the advice of the Lieutenant Governor’s office, they will be reaffirming the annexation in order to extend the deadline for approval.

Item 7.3 was Consideration of Ordinance 432, Establishing Temporary Land Use Regulations for Live/Work Spaces and Commencing Proceedings to Amend Ordinances. Mayor Weichers noted that this item would be addressed in a Staff Report.

Item 7.4 was Consideration of Resolution 2025-02, Approving Agreement with Governance Sciences Group, Inc. d/b/a FlashVote for Public Input Polling. City Manager, Jared Gerber, reported that the Council would be considering two contracts for approval, one for one year with a \$3,000 setup fee and one for three years.

Item 7.5 was Consideration of Resolution 2025-03, Approving Agreement with H.W. Lochner for Design Services. Mr. Shipp reported that the agreement was discussed at a previous Work Session. It is for the preliminary design and environmental clearance for Phase 3 of the Highland Trail, from I-215 to Fort Union Boulevard on the west side of Highland Drive. The design will consider the trail, the entrance to the City, and the intersection of La Cresta Drive and Highland Drive. A Utah Transportation Alternatives Program (“TAP”) Grant was received to complete the preliminary work. Council Member Birrell expressed a concern that residents of Cottonwood Heights would not utilize that section of the Highland Trail north of the La Cresta Drive intersection. She believes there are better pedestrian and cycling routes on 2300 East and 1300 East, and the money should be spent to get people to the new East Jordan Canal Trail.

Item 7.6 was consideration of Resolution 2025-09, Approving Appointments to Health in the Heights Advisory Committee. Mr. Gerber reported that the four candidates would almost fill the committee. All four are residents of Cottonwood Heights. Misty Clark is an avid outdoorsperson who focuses on mental and physical health. Carol Ruddell is the State Director of the Office of Substance Abuse and Mental Health. She is very familiar with the Communities that Care (“CTC”) formula and is excited that one was started in the City. Danny Trujillo is a research administrator at the University of Utah. Dr. Timothy Jahn has a lot of medical experience, including in emergency medicine. Mayor Weichers noted that they are lucky these individuals are willing to volunteer their time on the committee.

Item 7.7 was Consideration of Resolution 2025-10 Approving Appointments to the Planning Commission. Mr. Gerber reported that Gary Barnes was being recommended to fill the vacancy in District 2. He is a retired commercial banker who has experience in development financing and was previously on the Board of Adjustment.

Mayor Weichers reported that the last Agenda item was to approve the minutes of the February 4, 2025, Work Session and Business Meeting.

### **3.0 STAFF REPORTS**

#### **3.1 Live/Work Discussion – Community Development Director, Mike Johnson.**

Mr. Johnson presented the Staff Report and stated that the Neighborhood Commercial Zone includes “Live/Work Spaces” as a conditional use. Any time a property owner wishes to change the use or develop their property, Staff reviews the Use Tables in the corresponding zoning district. If the use is allowed, they can proceed with an administrative application that goes through either

the Site Plan or Conditional Use process. Most permitted uses have good descriptions and corresponding standards that include building heights, setbacks, and other development requirements. Live/work spaces do not have a corresponding definition and are not a Conditional Use in other zones. In response to a question from Mayor Weichers, Mr. Johnson stated that he believes the item was included when the Neighborhood Commercial Zone was originally created.

A developer submitted an application using the Live/Work Spaces use for the Wells Fargo Bank property on Bengal Boulevard across from the Smith's Shopping Center. Because it is an administrative Land Use, it goes through the Conditional Use process. State Code specifies that Conditional Uses *shall* be approved but the Land Use Authority may impose reasonable conditions to mitigate any potential negative impacts. Only rarely do Conditional Uses warrant outright denial. There was a lot of public input on this particular application and its use of the Live/Work Space use. Comments stated that it did not reflect the intention of the Neighborhood Commercial Zone or what a live/work space should be.

Staff's analysis is that typically in Utah Land Use law if there is an unclear provision, municipalities should find in favor of the applicant. There is a process in Code that says if a definition does not exist, the use can be defined by either the Webster's Dictionary or the Planner's Dictionary. The definition that was applied in this case was "a dwelling unit combining residential use types with commercial or limited industrial use types." There were a lot of questions from the Planning Commission and the public regarding the definition as they did not believe it reflected what a live/work space should be. There was also a question as to whether the Planning Commission can or should impose conditions of approval to further define the use. Staff's finding was that they would have to find that the lack of definition is a negative impact created by that property, and that was a legislative issue rather than a condition that would create a negative impact at the site.

Mr. Johnson reported that there is a lack of clarity on what a live/work use is. He recommended that the Council consider whether the use is appropriate for the Neighborhood Commercial Zone or warrants further clarification. Common approaches other cities have taken include defining how large the commercial space can be, requiring that they be predominantly commercial or industrial with residential units as a secondary use, separate entrances, etc. Council Member Birrell stated that Millcreek has great language in their Code.

Mr. Johnson noted that the application that came in is vested under the current Code. If a moratorium was imposed, it would place a stay on any new applications for Live/Work uses in the zone for a maximum of six months while Staff drafts a Text Amendment to clarify the use moving forward. The stay would not apply to the current application unless it was withdrawn, but it would better define the use for future applications. It is a newer use type that they are seeing more and more of, especially in commercial transition areas.

Mayor Weichers clarified that the Council would be voting on a moratorium on Conditional Use permits requesting the Work/Live Space use for up to six months.

Council Member Newell asked Mr. Johnson if he had researched how Salt Lake City handles these uses. Mr. Johnson stated that he has not looked at it in detail but typically they start the process

by considering how other cities are handling an issue and seeing if their Code can be adapted to work for Cottonwood Heights. They would initially explore ensuring the commercial element is prominent enough to meet the intent language of the Neighborhood Commercial Zone rather than being so open-ended that any mix would qualify. Council Member Hyland stated that Draper City has some live/work spaces as well and it is more comparable to Cottonwood Heights in terms of density. Council Member Newell expressed concern that the commercial units may remain vacant, and there could be potential traffic issues.

Mr. Johnson reported that if the moratorium was approved, Staff would begin to research and draft the amendment, which would then be reviewed by the Planning Commission prior to coming back before the Council.

### **3.2 Danish Road Traffic Management Discussion – Senior City Engineer, Ben Nelson.**

Senior City Engineer, Ben Nelson, presented the Staff Report and noted that it was a follow-up to Mr. Shipp’s December presentation. A Speed Study was conducted at the intersection of Daneborg Drive and Danish Road which indicated that speeds are between 28 and 34 MPH. Their initial approach was to correct contradictory signage in the area, and new signage was installed approximately two weeks previously.

Staff proposed adding temporary traffic calming measures at the intersection to determine if narrowing the roadway will help reduce speeds. The lanes are approximately 11 feet wide in each direction and they would be reduced to nine feet. A median would also be added coming off of Daneborg Drive to encourage vehicles to stop at the stop sign and be aware of cross-traffic. The proposal was to install candlestick cones and temporary curbing in April or May. Once the temporary traffic calming measures have been in place for a few weeks, another speed study will be conducted to determine their effect on speeds in the area. In response to a question from Mayor Weichers, Mr. Nelson stated that if it is successful, they will consider a more permanent solution such as a concrete median.

Council Member Birrell noted that the new signage is very effective and expressed her gratitude that they were seeking solutions for the intersection as many schoolchildren walk through the area.

Mayor Weichers stated that it would officially be classified as a pilot project, and they would determine next steps after a new Speed Study is conducted. In response to his question, Police Chief, Robby Russo, stated that people drive at the speed they are comfortable driving, and 25 MPH is very low. He noted that there are not a lot of accidents in the area. In response to a comment from Council Member Birrell, Chief Russo clarified that the caution speed of 20 MPH is not enforceable. The regulatory speed limit is 25 MPH. The Police Department has conducted a lot of speed tests in the area, and the numbers do not change. People typically drive 30 MPH through the area and he did not believe the traffic calming measures would change that behavior.

In response to a question from Mayor Weichers, Mr. Nelsen reported that any permanent measures would be designed to allow room for snowplows.

In response to a question raised by Council Member Birrell, Mr. Shipp stated that he would need to refer to State Code to determine if the cautionary speed limit could be made regulatory. Mayor Weichers stated that posted speed limits do not slow people down. Mr. Shipp reported that they will run a new speed study to determine if the new signs have had an effect. Another study will be conducted after the temporary traffic calming measures are installed. Council Member Birrell was disappointed to hear that the 20 MPH caution speed limit was not enforceable.

Mayor Weichers thanked Mr. Nelsen for the updated presentation and asked that they will let the Council know when the traffic calming measures are implemented.

### **3.3 Canyon Centre Park Discussion – Community Development Director, Mike Johnson.**

Mr. Johnson presented the Staff Report and noted that Project Consultant, Scott Peters of Venn Collaborative, will also provide information. Mr. Peters is a Cottonwood Heights resident and the chair of the Architectural Review Commission.

The City Council, in its role as the Community Development and Renewal Agency (“CDRA”), previously directed Staff to use a portion of accrued CDRA funds to begin the design of the Canyon Centre Park on the approximately one-acre parcel in the middle of the Canyon Centre. The project was reviewed by the Parks, Trails, and Open Space (“PTOS”) Committee in late 2024, and an online survey of the public has generated approximately 300 responses so far.

Mr. Peters reported that they met with Staff to discuss appropriate elements to include in the park. The list of potential elements was narrowed down to the list included in the Staff Report, which includes waterwise landscaping, open play areas, play equipment, pavilions, etc. A unique suggestion is a climbing wall. Sculpture or art features could also be included. Council Member Newell asked if they considered the liability issue of a climbing wall. Mr. Peters stated that they discussed it with Staff but it would need to be researched in more detail. There are multiple ways of addressing the problem including posting signs indicating that climbing is at your own risk. The proposed location is in an area without a lot of height, so it would be more of a bouldering wall than a true climbing wall. He recommended that they work with a playground manufacturer that understands the required safety features, falling heights, and protective surfaces.

Photographs of proposed elements were reviewed, including a climbing or bouldering wall, all-abilities play equipment, shaded play structures, and a fire pit. Other features include waterwise landscaping, as well as a potential water feature.

Mr. Peters noted that the preferred concept is based on the idea that there are views from the south toward the City. The north end of the park would have an open play area to preserve those views. The landscaping buffer separating the park from existing parking could have a water feature. The core area of the park would be located on the north end. There is a large retaining wall along that edge, as well as access to the parking garage. The concept includes three pavilions, two small and one medium-sized, that could be used individually or collectively. The play area is in a protected area on the western side of the park.

Council Member Birrell asked if the height of the new condominium complex would obscure views of the mountains. Mr. Peters stated that the views will not be as dramatic as they are currently but they have incorporated a seat wall and benches so people can view the mountains. Both concepts take advantage of the retaining wall to separate the uses.

Safe pedestrian and cyclist access to the park was discussed. There will be access through the parking lot and garage, and Mr. Peters recommended that the City work with the developer to install a multi-use path for additional access.

The second concept moves the play area to a more centralized location and includes a wall along Canyon Centre Parkway to protect the play area from the street. It includes a covered shade structure. Mr. Peters noted that those structures are expensive, but they provide a strong visual element. In this concept, the play area is directly adjacent to the open area. In response to a question from Council Member Birrell, Mr. Peters clarified that hard shade structures are not as aesthetically pleasing, and they provide less flexibility in where they provide shade. Shade structures are expensive due to the engineering of footings and support. Play equipment with built-in shade structures can be purchased, but the shade is often in the wrong place. He will provide cost estimates for the Council's consideration at a later stage of the project.

Mr. Peters noted that the first concept has the play area surrounded by trees that will provide shade, but they could also include a physical shade structure. The second concept would have two pavilion locations, with a total of five pavilions. It has more of an internal circulation path, whereas the first concept has an external path.

Mr. Peters reviewed the survey results and noted that Concept 1 was preferred by 38% of respondents, Concept 2 by 56%, and 6% had no preference. Additional results were then reviewed.

Of the 272 respondents:

- 4% were 75 or older.
- 9% were 65 to 74.
- 14% were 54 to 64.
- 18% were 45 to 54.
- 41% were 35 to 44.
- 13% were 25 to 34.

Respondents were from:

- District 1: 13%.
- District 2: 18%.
- District 3: 18%.
- District 4: 46%.
- Other: 2%.

Shade structure:

- Yes: 72%
- Unsure: 16%

- No: 8%.

Pavilions:

- 89% wanted pavilions in multiple areas.
- 8% want the pavilions clustered together.
- 89% wanted multiple small pavilions.

When asked if they would use all-abilities play equipment:

- Maybe: 26%
- No: 44%
- Yes: 26%

Mr. Peters reported that the trend is to design play areas so that the play is integrated, not separated by ability.

In response to a question from Council Member Newell, it was confirmed that the pavilions would have access to power. Utility access is already available on the site.

Mr. Peters reported that the turnaround shown on both concepts would be for cars and emergency vehicles and is part of the condominium project. Parking for the various areas of Canyon Centre was then discussed, and it was noted that restrooms will be in the parking garage.

Mayor Weichers stated that he believed they were on the right track, and he trusted the survey respondents' opinions on the concepts.

In response to a comment from Council Member Hyland, Mr. Peters stated that benches will be provided within the play area. With that information, Council Member Hyland stated that she prefers Concept 2.

In response to a question from Council Member Birrell, it was clarified that no performance stage was included in either concept, but one was included in the original concept that was part of the Canyon Centre development. Discussions with Staff indicated that that type of activity would happen at the new City Center, and this location would be a neighborhood park. Council Member Birrell stated that there was room for people to sit in chairs and watch an event.

Council Member Holton asked if both concepts work with the budget. Mr. Johnson stated that the next step would be to price out the preferred option. He noted that the park's timeline depends upon the completion of the condominiums, so the budget would be based on today's numbers and be value-engineered to match the original budget as closely as possible. If there is a large deficit, they can discuss strategies to close that gap.

In response to a question from Council Member Birrell, Mr. Johnson clarified that the condominium must be completed by 2028, and the park must be open within 12 months after the Certificate of Occupancy is issued. They hope that the condominium project will be completed earlier.

### **3.4 Veterans Memorial Discussion – Culture Manager, Ann Eatchel.**

Mayor Weichers reported that the Historic Committee had put a lot of time and effort into designing a Veterans Memorial, but then discussions on the project were delayed primarily due to costs. Mr. Gerber stated that some funding has been secured, and the Historic Committee had been provided with direction that the funding amount would be under \$20,000.

Culture Manager, Ann Eatchel, provided an update on the project. In 2020, the Historic Committee was given the assignment to draft concepts for a Veterans Memorial. The first proposal was a two-sided monument, one for the memorial and one for the City, with an approximate cost of \$34,000 in 2022. The Council then requested a second idea for comparison. That concept was also a two-sided monument, but it included a three-dimensional relief map of the City behind the monument. Its approximate cost was \$130,000. The Historic Committee preferred the second monument, but they were not interested in raising funds for the project.

Ms. Eatchel recently met with the Chair and Vice Chair to discuss different ideas for a monument that would cost less than \$20,000. One option would be to install a boulder with a sign in the raised flower bed in front of City Hall. With this option, they could sell stones engraved with loved ones' names to raise funds. They could also simply have the boulder sitting on granite stones. It would cost approximately \$15,000.

The monument would be placed in front of the flags, and the Historic Committee's preferred wording is, "Remember those who serve. As you pause beside the flags of our city, our state, and our nation, please remember those who have defended our freedoms. The City of Cottonwood Heights honors their service and sacrifice."

Council Member Birrell recalled one idea was to get rock from Big Cottonwood Canyon and Little Cottonwood Canyon to tie in the canyons. Ms. Eatchel stated that that was discussed for the first option.

Mr. Gerber reported that the Historic Committee was not given direction regarding pricing when they were initially tasked with designing the monument, and he would like to go back to them with specific instructions on what can be done now versus what they must fundraise for. Mayor Weichers asked for an updated quote on the original concept, as well as a quote on the new concept.

Ms. Eatchel asked if the Council wanted it to be solely a Veterans Memorial or if it should also have information about the City on one side like the original concepts. Members of the Historic Committee were in favor of the two-sided monument, but she wanted to ensure that it would not take anything away from the Veterans Memorial. The original suggested wording for the first monument was, "Honoring law enforcement, honoring firefighters, honoring armed services."

Council Member Newell was in favor of the first concept and liked that it gave them the ability to add names. Ms. Eatchel stated that the Historic Committee voted not to include names because it would be difficult to decide how far back to go. She noted that they could decrease the size of the first concept to save on costs and ensure that it fits in the planter area. Council Member Birrell

asked if it would be possible to do a central monument that can be added to as the budget allows. Mr. Gerber stated that this concept would require a crane for each segment, so there is a cost savings to doing it all at once. Ms. Eatchel noted that this concept would be more than \$30,000, so it would need to go through the request for proposals (“RFP”) process and would take longer. The original \$34,000 estimate also may not have included installation.

Mayor Weichers stated that he wished they could have erected the monument sooner. He began to think about a monument when he went to the Sandy City Gold Star Memorial. One benefit of the Gold Star Families Memorial Foundation is that they assist with fundraising; Sandy’s monument was 100% paid for. He was also curious if a resident would be willing to take on a fundraising role to raise funds for the original concept. Gold Star determines what is on one side of the monument, so there would be more flexibility if the City could purchase the monument without their assistance. He believes fundraising will be required.

Council Member Holton stated that the sentiment at the last Historic Committee meeting was that perhaps they could do something minimal in the hope of being able to do something worthy of the purpose in a few years. Ms. Eatchel added that they also discussed moving the information about the history of Cottonwood Heights from the monument to the new Town Center. Mayor Weichers expressed approval of that idea. Council Member Holton stated that he did not want the lack of funding to prohibit them from doing something smaller today. Other cities have large monuments, and he would like to find a middle ground. Mayor Weichers noted that many Cottonwood Heights residents donated to the Sandy monument, and a motivated fundraiser might not need much time to raise the required funds.

Mayor Weichers asked Mr. Peters for the Committee’s feelings on the matter. Mr. Peters stated that his perception was that the first concept was well-received, but the second concept is a more comprehensive site design that incorporates multiple objectives. Ms. Eatchel stated that the second monument was also priced out, and that concept was planned to occur in two phases. They also discussed moving the relief map to the Town Center. Mayor Weichers indicated that they should just honor veterans with the memorial and have the City information at the Town Center. Ms. Eatchel would speak with the Historic Committee, and then obtain pricing for the first and second options. Mayor Weichers asked her to relay the Council’s appreciation for their efforts and their apology for the delays after all the Committee’s hard work.

**3.5 SS4A Comprehensive Safety Action Plan (CSAP) RFP – Senior City Engineer, Ben Nelson.**

Mr. Nelsen presented the Staff Report and reported that Cottonwood Heights received a \$500,000 Safe Streets and Roads for All (“SS4A”) Planning and Demonstration Grant in Fall 2024 that will provide for a Comprehensive Safety Action Plan (“CSAP”) for the entire City. The proposed RFP would be sent out seeking a consultant to help create the CSAP. Mr. Nelsen noted that the future of SS4A funding is currently unknown. The City has not received confirmation that the funding is still available, so the continuation of the project would be contingent on receiving that confirmation. In response to a question from Mayor Weichers, he clarified that the City match would be \$100,000.

Mr. Shipp stated that he has been trying to contact the Federal Highway Administration but has not received a response, which is expected based on what is happening at the federal level. They believed they would have an agreement by now, but it has not been received. He noted that the project was discussed at the Budget Retreat, but the Council had not yet decided if it would be funded in the 2026 budget year. He hoped to have the RFP finalized and ready when the Council was ready to move forward.

Council Member Hyland suggested that everyone take the time to read the RFP. It is a six-page document, and they would not need to review the technical aspects of it. The project background states that the plan “is to develop a holistic, well-defined strategy to reduce or eliminate roadway fatalities and serious injuries on streets throughout Cottonwood Heights” and to address all modes of travel and transportation. She believes the RFP covers what they would want: to develop a five-year plan, know how to prioritize projects based on cost and effectiveness, and for that plan to be specific to Cottonwood Heights. The CSAP will also analyze crashes, identify safety needs, locations, and factors contributing to crashes, and prioritize strategies and solutions to address them. They could discuss it further and make constructive suggestions, but she believes the document is what they want.

Council Member Birrell recommended that they take time to obtain more information from the PTOS Subcommittee on Active Transportation and Citizens. Mayor Weichers stated that it is the Council’s job to determine if more information is needed, and Council Member Birrell can ask for those committee members’ input. Council Member Holton stated that any committee has the right to communicate what is important to them about an RFP, but he did not want to create a process where committees are doing line-item reviews on RFPs, because that is the City Council’s job. He would be interested in a greater analysis of the City’s roads that would allow him to provide context when a citizen complains about a specific road. Council Member Birrell agreed and mentioned the importance of transparency.

Mr. Shipp reported that transparency is built into the RFP; it includes three public meetings and a website where residents can submit comments. He asked the Council to keep in mind that when developing an RFP, it needs to walk the line between being overly broad and overly specific. He believed the current RFP met that goal. Mr. Gerber added that the RFP is not an item that is typically reviewed by the City Council as it is an administrative action, not legislative.

Council Member Birrell stated that she was not trying to prolong the process, but she wanted to ensure that the RFP emphasizes using the safe systems approach, not historical data. She asked for time to obtain a statement from the Active Transportation Subcommittee. Council Member Newell stated that it is a new action plan, and the information they would be getting would be current information. Mr. Shipp confirmed that they look at historical data such as the cause and effect of certain types of crashes, then develop and build on that. The RFP is for a five-year plan that the Council can use as a tool to make decisions based on a matrix and various elements such as costs and needs.

Council Member Holton asked if the Council would adopt the final plan. Mr. Shipp stated that the way the RFP is written, there would be at least three work sessions with the City Council for each phase of the process, in addition to three open public meetings for public comment. The RFP also

includes a requirement that the contractor develop a website for residents to provide input and mark locations they are concerned about on a map.

Council Member Hyland suggested that the Council review the project background, deliverables, and how the public will be engaged in the process. She noted that the CSAP Appendix F contains a valuable matrix, and she believes that is the outcome they would want. Council Member Holton agreed and asked how they balance a plan like this with the annual maintenance plans for roads and other infrastructure. Mr. Shipp stated that Master Plans always involve other plans. For example, if they perform road maintenance and know there is a stormwater issue, they complete both projects at the same time.

Mayor Weicher stated that he was happy with the RFP. Council Members Hyland and Holton agreed. In response to his question, Mr. Shipp stated that the discussion could be picked up again once the grant contract is received. There is still plenty of time for feedback. He believes the project will cost between \$50,000 and \$100,000. Moab, Provo, and Salt Lake City have their own CSAP plans, but Cottonwood Heights is in the unique situation of being able to utilize grant funds to complete its own CSAP.

### **3.6 Budget Calendar 2025/2026 Fiscal Year – Finance Director, Scott Jorges.**

Finance Director, Scott Jorges, reported that Mr. Gerber has been meeting with Department heads to review comments made at the Budget Retreat. He then provided the tentative Budget Calendar.

- March 11, 2025: Budget Committee Meeting (Council Members Birrell and Newell).
- March 11, 2025: Compensation Committee Meeting (Council Members Holton and Hyland).
- March 18, 2025: Updated Budget.
- March 25, 2025: Potential second Budget Retreat.
- March 25, 2025: Compensation and Budget Committee Meetings.
- April 15, 2025: Compensation and Budget Committee Reports at Council Meeting.
- April 18, 2025: Proposed Budget.
- April 22, 2025: Council Budget Work Session (this date may change).
- May 6, 2025: The Council will adopt the Tentative Budget.
- May 20, 2025: Council Budget Work Session.
- June 3, 2025: Public hearing for Budget Adoption.
- June 17, 2025: Final property tax rate set.
- June 17, 2025: Adopt Final Budget.

## **4.0 REVIEW OF CALENDAR AND UPCOMING EVENTS.**

### **4.1 February 19 – Cottonwood Heights Senior Social – Bingo – 1:30 PM – 2:30 PM at City Hall.**

**4.2 February 25 – Short-Term Rental Town Hall Meeting – 6:00 PM at City Hall.**

Staff was unsure of what the turnout for Bingo would be, but they were hopeful it would be a successful event.

Council Member Hyland stated that they are approaching the Town Hall without recommendations or conclusions as its purpose is to provide information and gather citizen input. There will be a questions and answers session, and she hoped all Council Members could attend.

**5.0 POSSIBLE CLOSED MEETING TO DISCUSS LITIGATION, PROPERTY ACQUISITION, AND/OR THE CHARACTER AND PROFESSIONAL COMPETENCE OR PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL.**

There was no closed meeting.

**6.0 ADJOURN CITY COUNCIL WORK SESSION.**

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

The Work Session adjourned at 6:47 PM.

**MINUTES OF THE COTTONWOOD HEIGHTS COMMUNITY DEVELOPMENT AND RENEWAL AGENCY BUSINESS MEETING HELD TUESDAY, FEBRUARY 18, 2025, AT 6:45 PM IN THE COTTONWOOD HEIGHTS CITY COUNCIL CHAMBERS LOCATED AT 2277 EAST BENGAL BOULEVARD, COTTONWOOD HEIGHTS, UTAH**

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

**Staff Present:** City Manager, Jared Gerber; City Attorney, Shane Topham; Records, Culture, and Human Resources Director, Barbara Higgins; Community and Economic Development Director, Michael Johnson; Public Works Director, Matt Shipp; Police Chief, Robby Russo; Deputy City Recorder, Tiffany Janzen; IT Manager, Matt Ervin; City Engineer, Ben Nelson; Unified Fire Authority, Riley Pilgrim

**1.0 WELCOME**

Mayor Weichers called the meeting to order at 6:47 PM.

**2.0 PUBLIC HEARING**

**2.1 Public Hearing Concerning Proposed Adoption of the Third Amended Project Area Plan and the Second Amended Project Area Budget for the Canyon Centre Community Development Area.**

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

**3.0 ACTION ITEMS**

**3.1 Consideration of Resolution 2025-03 Adopting Third Amended Project Area Plan and Second Amended Project Area Budget for the Canyon Centre CDA.**

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

**MOTION:** Board Member Hyland moved to APPROVE Resolution 2025-03 Adopting the Third Amended Project Area Plan and Second Amended Project Area Budget for the Canyon Centre Community Development Area (“CDA”). The motion was seconded by Board Member Holton. Vote on Motion: Board Member Holton-Yes, Board Member Hyland-Yes; Board Member Newell-Yes; Board Member Birrell-Yes; Chair Weichers-Yes. The motion passed with the unanimous consent of the Board.

#### 4.0 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.*

#### 5.0 ADJOURN

**MOTION:** Board Member Newell moved to ADJOURN the CDRA Meeting. The motion was seconded by Board Member Holton. The motion passed with the unanimous consent of the Board.

The CDRA Meeting adjourned at 6:50 PM.

**MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL BUSINESS MEETING  
HELD TUESDAY, FEBRUARY 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 Shawn Newell, Council Member Suzanne Hyland, Council Member Matt Holton

**Staff Present:** City Manager, Jared Gerber; City Attorney, Shane Topham; Records, Culture, and Human Resources Director, Barbara Higgins; Community and Economic Development Director, Michael Johnson; Public Works Director, Matt Shipp; Police Chief, Robby Russo; Deputy City Recorder, Tiffany Janzen; IT Manager, Matt Ervin; City Engineer, Ben Nelson; Unified Fire Authority, Riley Pilgrim

**1.0 WELCOME**

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

**2.0 PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Matt Shipp.

**3.0 RECOGNITIONS**

**3.1 Recognition of the Key Contributions of Edy Wright in Envisioning and Creating Golden Hills Park.**

Mayor Weichers thanked Edy Wright’s family, who were present to help the City honor her.

On January 21, 2025, Cottonwood Heights was saddened by the passing of one of its great contributing residents, Edy Wright. Edy’s dedication to the Cottonwood Heights community was exemplified by her relentless efforts to establish Golden Hills Park, a 14-year journey that transformed a densely wooded area into a cherished public space. When she discovered the land was zoned for high-density housing, she rallied support from local leaders and residents, ensuring the park became a reality despite funding and other challenges. Her perseverance led to the park’s eventual opening, complete with a playground, tennis court, walking trail, and pavilion. Beyond her park advocacy, Wright’s love for nature extended to her personal life where she nurtured gardens, shared flowers with neighbors, and even maintained church grounds. Despite health struggles, she remained active in her community, demonstrating resilience, faith, and an unwavering commitment to beautifying her surroundings.

Mayor Weichers indicated that former Mayor, Kelvyn Cullimore, was unable to attend, but Mayor Cullimore shared that Edy was one of the most remarkable women he has ever met.

Council Member Birrell introduced Dennis Wright and noted that he and Edy Wright lived in Cottonwood Heights for 54 years. She invited Mr. Wright and their children, Stan and Lisa, to stand, and noted that their family was a glowing example of Ms. Wright's accomplishments. Members of the public were then invited to speak.

*Ken Verdoia* spoke on behalf of the Cottonwood Heights Historic Committee. One of the Committee's significant commitments is to not just relegate their work to bygone artifacts of a forgotten time. History is not just a collection of stuff from years ago; It is written each and every day by our actions in the community. What we do today is going to touch unborn generations, and those generations will judge us on those actions. That is the course of public discourse and decision-making.

Mr. Verdoia first met Edy more than 30 years ago when he sat on the Cottonwood Heights Community Council, which predated Cottonwood Heights' incorporation as a City. He only had a few interactions with Edy, but they gave him one of his life's precious lessons: What we build as a community is very important as it provides us with a sense of developmental progress that we can point to as a community, but what we preserve is also vital to the community. It helps define who and what we are as a community: what we hold dear, what we carry forward, and what informs the next day of our existence. Edy taught him that while we can grow and develop, we should also have the knowing balance of preserving and carrying forward, whether it is a special spot in the natural landscape or a corner of the community that is rooted in history. May we always be mindful of what we can preserve, because that defines us in a very special way. He is very grateful that Edy shared that lesson with him.

State Representative, *Gay Bennion*, stated that most people reside in Cottonwood Heights because of their love for the mountains and the beautiful natural resources they enjoy. Part of why she serves on the Natural Resources, Agriculture, and Environmental Quality Committee is to help do what she can to preserve the land, canyons, and water. She thanked Edy and Dennis for their work to create a beautiful park and for being active members of the community. She has spent a lot of time at the park, including sometimes joining an early morning exercise group and attending community meetings, and it is a great resource. She thanked Edy and her family for everything they have done to help the community.

*Ben Hill*, Executive Director of the Cottonwood Heights Park and Recreation Service Area, stated that he was there with Bart Hopkins of the Board of Trustees. Mr. Hopkins has been part involved for over 45 years, and he commented that if you wanted something done, you would call Edy, and she would make sure it would happen. Mr. Hill stated that he cannot do his job without people like Edy. On behalf of all parks and recreation professionals, he thanked Edy and her family.

Council Member Birrell stated that Lori Stringham from the Salt Lake County Planning Commission was unable to attend, but she extended the Commission's gratitude for Ms. Wright's contributions. She made an indelible mark on the community. Scott Cuthbertson was unable to attend, but he stated that "Edy did model good, and is a model for our youth to look up to and to engage in a life of service."

Council Member Birrell thanked Ms. Wright’s family for attending and apologized for not having the time to talk about her time with Edy and Dennis. It was her privilege to honor the legacy of Edy Wright.

Mayor Weichers thanked Ms. Wright’s family and friends for coming to help the Council honor her and her contributions to Cottonwood Heights.

#### **4.0 CITY COUNCIL COMMITTEE REPORTS**

##### **4.1 Committee Reports by Council Member Matt Holton.**

Council Member Holton reported that the Historic Committee is doing additional work on the Veterans Memorial and asked citizens to share their opinions. They want to ensure that the community honors its veterans who have served the nation.

He serves on the Mosquito Abatement Board. Winter is a slow time for mosquitos. He also serves on the Wasatch Front Waste and Recycling Board. Trash pickup charges have increased. As a board member, he made it clear that they need to do their due diligence and find ways to cut costs. Some positions were eliminated and non-essential programs closed in the hope that they will not need to further increase costs in the immediate future.

##### **4.2 Committee Reports by Council Member Suzanne Hyland.**

Council Member Hyland reported that she serves on the Emergency Management Committee and noted that the purpose of the committee is to plan and prepare for events they hope will never occur. She is grateful for the people who serve in Emergency Management roles in the City. The Cottonwood Heights Shakeout will be held on April 12, 2025, from 9:00 a.m. to 12:00 p.m. She encouraged the Mayor and City Council to attend. The statewide Shakeout will be held on April 17, 2025.

The Short-Term Rentals Committee is studying how short-term rentals are impacting the community, and she encouraged all citizens to attend the Town Hall on February 25, 2025, at 6:00 p.m. to provide their input. As the City Between the Canyons, Cottonwood Heights is disproportionately affected by short-term rentals, and they want to preserve and enhance the mountain suburban lifestyle they love while also harnessing the opportunity to have visitors support the local economy.

##### **4.3 Committee Reports by Council Member Shawn Newell.**

Council Member Newell reported that he serves on the Canyons Education Foundation Board. The Foundation organizes events throughout the school district. On February 12, 2025, they held the Unified Sports Basketball Tournament for special needs students from high schools across the Valley. He was proud of the student volunteers who helped the players enjoy their time on the court. The students’ engagement with each other was phenomenal.

He also serves on the Arts Council. Sweetheart Paint Night will be on Friday, February 23, 2025. A ceramics exhibit and SALT Contemporary Dance event will be held in March. The Arts Council is also painting electrical boxes throughout the City. It is a great opportunity for local artists, and he encouraged any local artists interested in participating to contact him or Arts Council Chair, Laura Garcia.

He serves on the South Valley Chamber of Commerce Board, and they are working through legislative items that impact small businesses in the area.

#### **4.4 Committee Reports by Council Member Ellen Birrell.**

Council Member Birrell reported that she was approached by the new Health in the Heights Coalition coordinator, who notified her that she was nominated to champion the committee. She looks forward to advancing opportunities for best health practices and healthy lifestyles, and to helping youth stay away from drugs.

She is aware of the extreme gridlock that occurred the previous weekend on King's Hill Drive and Blue Jay Lane. She also provided an update on the gondola and garage that are planned for Phase 3. There is still a record of decision on it, but lawsuits have been filed against it. They will learn more about it in the Spring. She is working to advance improvements on Wasatch Boulevard through Cottonwood Heights.

There will be a Bike Bus on April 18, 2025. Children will meet near Bywater Park, and the Bike Bus will weave through the neighborhood to Butler Elementary.

She thanked Public Works Director, Matt Shipp, for sharing information on the planned demonstration project to calm traffic on Danish Road near Daneborg Drive. She also noted that they are waiting to hear from the Federal Highway Administration regarding the availability of funds from the SS4A Grant that was received in 2024.

#### **4.5 Committee Reports by Mayor Mike Weichers.**

Mayor Weichers reported that the RFP for potential development partners on the new Town Center closed on February 7, 2025, and multiple proposals were received. A committee is evaluating the proposals, and the Council hopes to choose a development partner within the next few weeks.

He noted that the Legislative Session is in progress, and it is an important time for cities to pay attention to the bills that are being presented and how they may affect how the Council can do its job in running the city.

### **5.0 CITIZEN COMMENTS**

*Maggie Mills* provided updates on what will be happening at the library. The seed library will begin on March 1, 2025. They will have small, take-home packets of seeds available, as well as programming regarding seed propagation, square-foot gardening, and how to save seeds. They will also have a produce swap at the end of the season.

The library has the following items available:

- “Preserve the memory” equipment that can be checked out to digitize VHS tapes and slides.
- In partnership with the Salt Lake Astronomical Society, telescopes are available to check out.
- “Storytime to Go” kits are available.
- Naloxone kits are available with a limit of one per person per day.
- They also distribute gun locks.
- There are many digital resources available to help with small business development, research, and skill development.

*Dagmar James* stated that she lives on Jonathan Drive. She expressed concern about the ongoing construction on Fort Union Boulevard, as well as people crossing the road to get to the Gear Room. There are always people crossing the road, and it is very dangerous. The construction lane markings are also very confusing. She asked if it would be possible to have a crosswalk there like the one near Bywater Park. She also expressed concern about the dog park. She is happy that the City finally has one, but she has to make a long detour to get to it. She believes it would be nice to have a crossing on Wasatch Boulevard.

*Mary Ellen Johnson* reported that she has lived at 3489 East MacIntosh Lane since 1991. She has heard the Council discuss the importance of safety for residents in their meetings, but she asked how many residents they actually speak to about it. She walks five days each week and passes Bywater Park twice on each walk. The majority of cars no longer stop at the three-way stop sign at Banbury Road and Brighton Way because they know they have to slow down for the new speedbump in front of Bywater Park. She wishes residents would have had a say in where to install the speedbump because she does not believe it is effective in that location. Additionally, there is not a continuous sidewalk on the south side of Fort Union Boulevard, and there is only a gravel shoulder on the north side. There is no crosswalk for pedestrians to cross Fort Union Boulevard, and it is unsafe for pedestrians to cross the road. She also expressed concern for the safety of Gear Room patrons crossing Fort Union Boulevard and asked when they would provide safe parking on the side of the road where their store is located. When their business license was approved, they stated that customers would only park on their side of the road, but that is not happening. She has also seen people overnight camping in their cars at churches and Bywater Park. They park in the back areas to avoid being seen. She asked if Cottonwood Heights patrol cars could check these off-limit parking lots for illegal car campers. She reported that on Friday morning, Macintosh Lane was blocked, and the school bus could not pick up the children for school. She also expressed sadness that Tavaci will be incorporated into the City because of the high cost.

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

## **6.0 STANDING QUARTERLY REPORTS**

### **6.1 Unified Fire Department Report – Riley Pilgrim.**

Fire Chief, Riley Pilgrim, presented the Quarterly Report for the fourth quarter of 2024. There

were 598 total incidents in Cottonwood Heights, with 228 or 38% classified emergent at dispatch, a total of 15 more calls than in the previous quarter. The total yearly incident count was 2,178, which was down from 2022 and 2023. There were three structure fires, two rubbish fires, two miscellaneous fires, and one vehicle fire. Medical calls included falls, sick individuals, head injuries, unconscious individuals, and breathing problems. Other calls include public service and alarm calls.

There were 585 total unit responses, with Station 110 being the busiest, followed by Station 116 and Station 126. Out of 464 total ambulance responses, Station 110 carried the majority of the calls, followed by Station 126, Station 104, and the peak load ambulance at Station 116. That is the ambulance that usually responds to calls from the ski resorts.

Fiftieth percentile calls were at 05:03 from dispatch to arrival, an improvement of 13 seconds over the previous quarter. There was also a 16-second improvement on the 90<sup>th</sup> percentile. The highest call volume was from the western part of the City.

Chief Pilgrim encouraged the Council to attend Fire School on March 21, 2025, from 6:30 a.m. to 4:30 a.m. They will be paired up with a firefighter to learn about what they do, use their equipment, put out a fire, etc. Council Member Birrell stated that Fire School is very educational and memorable, and you leave feeling very bonded to the community's first responders.

Mayor Weichers reported that Chief Pilgrim serves as the City's liaison to the United Fire Authority, and the Council appreciates all he does for Cottonwood Heights.

## **7.0 ACTION ITEMS**

### **7.1 Consideration of Ordinance 430 Approving the 3<sup>rd</sup> Amended Project Area Plan for the Canyon Centre CDA.**

Mayor Weichers reported that this item was discussed during the CDA Meeting.

**MOTION:** Council Member Birrell moved to APPROVE Ordinance 430 Approving the Third Amended Project Area Plan for the Canyon Centre CDA. 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.

### **7.2 Consideration of Ordinance 431 Confirming and Ratifying the “Tavaci” Annexation.**

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

**MOTION:** Council Member Newell moved to APPROVE Ordinance 431 Confirming and Ratifying the “Tavaci” Annexation. The motion was seconded by Council Member Hyland. Vote on Motion: Council Member Newell – Yes; Council Member Birrell – No; Council Member

Holton – Yes; Council Member Hyland – Yes; Mayor Weichers – Yes. The motion passed by a vote of 4-to-1.

**7.3 Consideration of Ordinance 432 Establishing Temporary Land Use Regulations for Live/Work Spaces and Commencing Proceedings to Amend Ordinances.**

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

Council Member Birrell thanked the citizens who came to the Planning Commission meetings and studied the Neighborhood Commercial Zone for their vigorous work. She also thanked Mayor Weichers and her fellow Council Members for advancing the moratorium on the Live/Work Spaces Conditional Use until the legislative language can be improved.

**MOTION:** Council Member Birrell moved to APPROVE Ordinance 432 Establishing Temporary Land Use Regulations for Live/Work Spaces and Commencing Proceedings to Amend Ordinances. The motion was seconded by Council Member Hyland. Vote on Motion: Council Member Birrell – Yes; Council Member Holton – No; Council Member Hyland – Yes; Council Member Newell – Yes; Mayor Weichers – Yes. The motion passed by a vote of 4-to-1.

**7.4 Consideration of Resolution 2025-02 Approving Agreement with Governance Sciences Group, Inc DBA FlashVote for Public Input Polling.**

Mayor Weichers reported that this item was discussed multiple times over the past few months. Council Member Birrell stated that she was glad to see the item advancing as resident surveys are very important, and she believes it will be an improvement over the more lengthy and infrequent surveys of the past.

**MOTION:** Council Member Birrell moved to APPROVE Resolution 2025-02 Approving a One-Year Agreement with Governance Sciences Group, Inc DBA FlashVote for Public Input Polling. The motion was seconded by Council Member Holton. Vote on Motion: Council Member Holton – Yes; Council Member Hyland – Yes; Council Member Newell – Yes; Council Member Birrell – Yes; Mayor Weichers – Yes. The motion passed unanimously.

**7.5 Consideration of Resolution 2025-03 Approving Agreement with H.W. Lochner for Design Services.**

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

**MOTION:** Council Member Newell moved to APPROVE Resolution 2025-03 Approving Agreement with H.W. Lochner for Design Services. 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.

**7.6 Consideration of Resolution 2025-09 Approving Appointments to Health in the Heights Advisory Committee.**

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

**MOTION:** Council Member Birrell moved to APPROVE Resolution 2025-09 Approving Appointments to Health in the Heights Advisory Committee. The motion was seconded by Council Member Newell. Vote on Motion: Council Member Newell – Yes; Council Member Birrell – Yes; Council Member Holton – Yes; Council Member Hyland – Yes; Mayor Weichers – Yes. The motion passed unanimously.

**7.7 Consideration of Resolution 2025-10 Approving Appointments to the Planning Commission.**

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

**MOTION:** Council Member Hyland moved to APPROVE Resolution 2025-10 Approving Appointments to the Planning Commission. The motion was seconded by Council Member Holton. Vote on Motion: Council Member Birrell – Yes; Council Member Holton – Yes; Council Member Hyland – Yes; Council Member Newell – Yes; Mayor Weichers – Yes. The motion passed unanimously.

**8.0 CONSENT CALENDAR**

**8.1 Approval of the Minutes for the City Council Work Session and Business Meetings of February 4, 2025.**

Council Member Birrell stated that several items needed to be changed and requested that approval be delayed until the following meeting.

**MOTION:** Council Member Birrell moved to CONTINUE Approval of the Minutes of the City Council Work Session and Business Meetings of February 4, 2025, to the March 3, 2025 Business Meeting. 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. The motion passed unanimously.

**9.0 ADJOURN CITY COUNCIL BUSINESS MEETING.**

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

The City Council Meeting adjourned at 7:58 PM.

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

Teri Forbes

Teri Forbes  
T Forbes Group  
Minutes Secretary

Minutes Approved: \_\_\_\_\_