



HIGHLAND CITY COUNCIL BRIEF

TUESDAY, DECEMBER 5, 2023

Highland City Council Chambers, 5400 West Civic Center Drive, Highland Utah 84003

VIRTUAL PARTICIPATION

YouTube Live: <http://bit.ly/HC-youtube>

Email comments prior to meeting: council@highlandcity.org

6:00 PM BOARD OF CANVASSERS - CANVASS OF 2023 MUNICIPAL ELECTION

The Board of Canvassers certified the results of the election and declared Brittney P. Bills, Kim Rodela, and Doug Cortney as elected to fill the 3 seats on City Council beginning January 2024.

6:05 PM REGULAR SESSION

Call to Order: Mayor Kurt Ostler

Invocation: Council Member Scott L. Smith

Pledge of Allegiance: Council Member Ron Campbell

1. CLOSED SESSION

The City Council may recess to convene in a closed session to discuss items, as provided by Utah Code Annotated §52-4-205.

2. UNSCHEDULED PUBLIC APPEARANCES

Please limit comments to three minutes per person. Please state your name.

There were no public comments.

3. PRESENTATIONS

a. Employee Years of Service *Erin Wells, City Administrator*

The City Council will hear a presentation showing Highland City employees and their years of service to the City.

Erin Wells, City Administrator, presented a list of Highland City employees and showed their years of service to the City. She thanked the employees and recognized their longevity with the city.

4. CONSENT ITEMS

Items on the consent agenda are of a routine nature or have been previously studied by the City Council. They are intended to be acted upon in one motion. Council members may pull items from consent if they would like them considered separately.

a. Approval of Meeting Minutes *General City Management*

Stephannie Cottle, City Recorder - PASSED 5:0

City Council Meeting Minutes - September 19, 2023 and October 3, 2023.

Next step: the approved minutes will become part of the permanent record.

b. ORDINANCE: 2024 Meeting Schedule *General City Management*

Stephannie Cottle, City Recorder – PASSED 5:0

The City Council will consider approving the City Council Regular Meeting Schedule for 2024.

Next step: The approved meeting schedule will be posted as required by State Code.

c. Library Long-Range Strategic Plan *General City Management*

Donna Cardon, Library Director – PASSED 5:0

The City Council will consider approving the Library's 2023-2028 Long-Range Strategic Plan

Next step: The library will continue to work on their goals and plans as outlined in the strategic plan.

5. ACTION ITEMS

Items in this section are to be acted upon by City Council.

a. RESOLUTION: Fee Schedule - Bonds for Lots on Private Roads *Land Use (Legislative)*

Rob Patterson, City Attorney – PASSED 5:0

The City Council will consider an amendment to the City's fee schedule to allow for a reduction in the bond amount required for a building permit for lots accessed by private roads.

Next step: The Highland City fee schedule will be updated to reflect the approved changes on bonds for lots on private roads.

b. ACTION: Mountain Ridge Park Phase II Authorization *General City Management*

Erin Wells, City Administrator – PASSED 5:0

The City Council will consider the construction of Mountain Ridge Park Phase II and authorizing the use of parks impact fee funds for the construction costs.

Next step: Staff will move forward to get bids for Phase II of Mountain Ridge Parks. Contracts will be brought to the Council for final approval.

c. RESOLUTION: Timpanogos Special Service District Impact Fee Amendment *General City Management*

Candice Linford, Treasurer – PASSED 5:0

The City Council will consider the fee schedule amendment related specifically to Timpanogos Special Service District (TSSD) Impact Fees.

Next step: The Highland City fee schedule will be updated to reflect the approved changes related to TSSD Impact fees.

d. ACTION: Contract Approval: Culvert Lining Under 11800 North On Broadleaf Hollow *General City Management*

Andy Spencer, City Engineer/Public Works Director – PASSED 5:0

The City Council will consider the award of a contract to rehabilitate a culvert that crosses under 11800 North on the Broadleaf Hollow channel.

Next step: Staff will work with Cardinal Infrastructure Services to complete the culvert rehabilitation project.

e. RESOLUTION: Recertification of the Justice Court *General City Management*

Rob Patterson, City Attorney – PASSED 5:0

The City Council will consider a resolution requesting re-certification of the Highland City Justice Court.

Next step: The Highland City Justice Court will continue to function as in previous years.

6. DISCUSSION ITEMS

Items in this section are for discussion and direction to staff only. The City Council will not take any formal action.

a. **DISCUSSION: Timpanogos Special Service District Legislative Letter of Support** *General City Management*

Erin Wells, City Administrator

The City Council will provide direction on Timpanogos Special Service District's request for a letter of support for a legislative change they are seeking.

Erin Wells, City Administrator, explained that TSSD desires to reorganize as a Special District. As part of the reorganization, Eagle Mountain would not have representation on the board because their entire city is not serviced through TSSD. TSSD is asking for support from cities to make a change in the state code which would allow a city whose serviced population is greater than the smallest population of fully-serviced cities to be represented on the board. The Council offered their support of the change.

7. **MAYOR/COUNCIL AND STAFF COMMUNICATION ITEMS**

The City Council may discuss and receive updates on City events, projects, and issues from the Mayor, City Council members, and city staff. Topics discussed will be informational only. No final action will be taken on communication items.

a. **Text Amendment - Alcohol Sales** *Rob Patterson, City Attorney*

Rob Patterson requested the Council feedback on the following questions regarding the upcoming text amendment: 1. Two code amendments, or one? 2. Alcohol sales limited to CR zone or all commercial zones? 3. Limited or full-service? 4. Any additional regulations? 5. Restaurants allowed to sell beer for off-premises consumption? The Council discussed these questions and gave direction to staff on how to prepare for the January 16, 2024 meeting where this will be an item on the agenda.

b. **Development Code Changes** *Rob Patterson, City Attorney*

Rob Patterson, City Attorney, explained that the Development Code needs to be updated to reflect changes from the State as it relates to the subdivision approval process. The Council discussed the possibility of forming a review committee. The code updates will be brought back to the Council in January for further consideration.

c. **Volunteers for General Plan RFP Review Group** *Jay Baughman, Assistant City Administrator/Community Development Director*

Jay Baughman, Assistant City Administrator/Community Development Director asked for two City Council members to sit on a group to review the RFP for the General Plan. Council Members Campbell and Cortney volunteered.

d. **Planning Commission Text Amendment Proposal - Accessory Dwelling Units** *Rob Patterson, City Attorney*

Rob Patterson, City Attorney, explained that the Planning Commission has been working on a proposed text amendment to address accessory dwelling units. The Council directed staff to bring this back after the legislative session, as there may be changes regarding accessory dwelling units at a state level.

e. **PO Zone Design Standards** *Rob Patterson, City Attorney*

Rob Patterson, City Attorney, stated that an applicant has requested a change in the design standards for the PO zone as it relates to specific exhibits for buildings. The Council directed staff to clarify what is allowed in the zone and work on an approval process. This item will be brought back to the Council for further discussion and consideration.

f. Landscaping in Development Code *Jay Baughman, Assistant City Administrator/Community Development Director*

Jay Baughman, Assistant City Administrator/Community Development Director requested feedback on a text amendment regarding landscaping. The Council discussed what is an acceptable level of landscaping, the timing of having landscaping complete, and the type of landscaping. This item will be brought back to Council for further consideration.

g. Water Meter Sizing with Lot Combinations *Andy Spencer, City Engineer/Public Works Director*
Andy Spencer, City Engineer/Public Works Director, explained that typically when a lot is combined, the combined lot is only given one water connection. The Council discussed the pros and cons of one or two connections and decided to defer to staff decision.

h. Mountain Ridge Park – Sign Rendering *Andy Spencer, City Engineer/Public Works Director*

Andy Spencer, City Engineer/Public Works Director informed the Council that the archway showing the park name has not been installed because the name has not been determined. The Council directed staff to install the archway without a name engraved, and place a sign at the park advertising naming rights to a donor.

i. North Pointe Special Service District *Scott L. Smith, Council Member*

Council Member Scott L. Smith stated that there will be a new interlocal agreement with North Pointe Special Service District coming in 2024. This item will be brought back to the Council when it is available.

j. City Council Retreat – January 18 *Mayor Kurt Ostler*

Mayor Kurt Ostler asked the Council to save January 18th for a retreat where Council may discuss, goals, budgeting, public safety fee, road fee, and other matters.

k. Final 2023 Meeting *Mayor Kurt Ostler*

Mayor Kurt Ostler thanked Jon Lefrandt for his service on the Highland City Council.

8. CLOSED SESSION

The City Council may recess to convene in a closed session to discuss items, as provided by Utah Code Annotated §52-4-205.

ADJOURNMENT