

HEBER CITY CORPORATION
75 North Main Street
Heber City, UT 84032
Planning Commission Meeting

March 10, 2026

6:00 p.m. – Regular Meeting

-Time and Order of Items are approximate and may be changed as Time Permits-

Public notice is hereby given that the monthly meeting of the Heber City Planning Commission will be in the Heber City Office Building, 75 North Main, South door, in the Council Chambers upstairs.

1. Regular Meeting:

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance: By Invitation
- IV. Prayer/Thought by Invitation ()
- V. Recuse for Conflict of Interest

2. Consent Agenda:

- I. 02.10.2026 Planning Commission Minutes for Review

3. Action Items:

- I. Public Hearing to consider the Repeal of 18.122 Fee Schedule and to amend 18.52.040 Area, Width, Height, and Setback Requirements to adopt Residential Rear Yard Setback Exemptions. (Planning Manager Jamie Baron)
- II. Public Hearing: Ordinance 2026-04 Text Amendment, Amending the height of flagpoles in the Institutional & Public Facilities Zone. (Planner Jacob Roberts)

4. Work Meeting:

- I. Review Council Budget & Policy Priorities & Planning Related Presentations from Council's Budget Retreat. (Community Development Director Tony Kohler)

5. Administrative Items:

6. Adjournment:

Ordinance 2006-05 allows Commission Members to participate in meetings via telecommunications media. In accordance with the Americans with Disabilities Act, those needing special accommodations during this meeting or who are non-English speaking should contact Meshelle Kijanen at the Heber City Offices at 435.657.7898 at least eight hours prior to the meeting.

Posted on 03.05.2026, in the Heber City Municipal Building located at 75 North Main, the Heber City Website at www.heberut.gov, and on the Utah Public Notice Website at <http://pmn.utah.gov>. Notice provided to the Wasatch Wave.

HEBER CITY CORPORATION
75 North Main Street
Heber City, UT 84032
Heber City Council Meeting
February 10, 2026

DRAFT Minutes

6:00 p.m. – Regular Meeting

1. Regular Meeting:

I. Call to Order

Chairperson Phil Jordan called the Planning Commission Meeting to order at 6:04 p.m., welcomed everyone present and congratulated Tori Broughton and Greg Royall for the new six-year appointment to the Planning Commission.

Planning Commission Present: Chairperson Phil Jordan
Vice-Chair Tori Broughton
Commissioner Dave Richards
Commissioner Darek Slagowski
Commissioner Robert Wilson
Commissioner Greg Royall
Commissioner Robert Mckinley

Planning Commission Absent: Commissioner Josh Knight

Staff Present: Community Development Director Tony Kohler
Planning Manager Jamie Baron
Deputy City Recorder Robin Raines-Bond
City Engineer, Ross Hanson

Staff Participating Remotely:

Also Present: Canyon, Park Record, Richard Mendenhall and Thomas Lehnardt

Also Attending Remotely: Aubrey Larsen, LDI

II. Roll Call

III. Pledge of Allegiance: By Invitation

Commissioner Dave Richards led the recitation of the Pledge of Allegiance.

IV. Prayer/Thought by Invitation ()

Commissioner Broughton gave a thought on Small Towns and Growth.

V. Recuse for Conflict of Interest N/A

2. Consent Agenda:

I. January 27, 2026, PC Minutes for Approval

Commissioner Broughton corrected one item in the minutes. Chairperson Jordan was absent from the meeting. Commissioner Broughton motioned to approve the minutes with the correction. Commissioner McKinley seconded the motion.

Motion: Vice Chair Broughton moved to approve January 27, 2026, PC Minutes for Approval. Commissioner McKinley made the second.

Discussion: N/A

Voting Yes: Commissioner Richards, Commissioner Slagowski, Commissioner Jordan, Commissioner Wilson, Commissioner Royall, Commissioner McKinley and Vice Chair Broughton. **Voting No:** None. The Motion Passed 7-0.

3. Action Items:

I. Site Plan and Conditional Use Permit approval for New London North Commercial Development Lot 1 Pad A, located at 908 North US-40 (Planner Aubrey Larsen/Engineer Ross Hansen)

City Planner Ms. Aubrey Larsen presented the Staff Report as included in the meeting materials. The project is located at 908 North, US 40, and the New London Commercial Development Lot 1 Pad A is a Commercial Site Plan and Conditional Use Permit application. The building is approximately 6,000 square feet and is a Commercial Multi-Tenant building. Included with this application is off-site utility and parking lot dry vial improvements that will also be utilized by future phases to ensure good circulation. The application is before the Planning Commission because it meets a definition in your code for Commercial Complex, Lot two pad B also meets this definition. It's defined as two or more commercial uses on a single lot or adjacent lots that share parking, circulation, landscaping, or are approved together under a Conditional Use or Subdivision application. Lot one, pad A, is a Multi-Tenant building and also meets that definition.

The General Plan designation for the site is Scenic Buffer and the zoning is Mixed-Use for Residential Commercial. The one lot is just over one acre. The adjacent lots include a vacant lot to the north, developing to the south is a commercial lot near the new Smiths, to the east is also a developing lot and to the west is Highway 40. The vicinity map shows some additional context where you can see the site location off US highway 40 and 900 north, which is also Heritage Farms Parkway, Smiths is to the south.

Additional background: Lot 1 Pad A is part of the New London North Commercial Subdivision. This is a four-lot Mixed-Use project. It is a corner site, and the building is approximately 5,584 square feet. It is a Multi-Tenant project, and it also shares parking and circulation with pad B, which is part of lot 2.

The Engineering Review for this application required several rounds of clarification and

revisions regarding site boundaries and legal descriptions, easements and utility connections, circulation and drainage. Also assuring there was consistency with plan details across all sheets. The Wasatch County Fire Review required some adjustments to the hydrant placement as well as a secondary access connection. The Planning Review focused on landscaping, site furnishings, trash enclosure details and lighting.

The applicant was asked to provide some additional information regarding lighting, including an updated photometric plan, fixture schedule, and assuring they used black fluted poles per City Standards. After multiple rounds of reviews, the site plan generally meets requirements for approval subject to findings and conditions. Ms. Larsen then went over documents that had been submitted by the applicant. Please see meeting materials with audio/video at heberut.gov under Agendas and minutes.

Staff recommends that the new London North Commercial Development lot 1 pad A Site Plan be approved by the Planning Commission subject to the following findings and conditions. Findings are that the application is consistent with the Municipal Zoning Code, the application is consistent with the General Plan. Conditions include all requirements of the City Engineer be met including the applicant and the [National Association of Corrosion Engineers \(NACE\)](#) assessors. This project shall comply with all City policies, processes, ordinances, standards, and specifications. Water rights will be required for landscaping and indoor use as part of the building permit process. Subdivision plat needs to be recorded with appropriate bonding in place or fully constructed prior to any building permits being issued on this site. All other code requirements shall be met and any other conditions or changes as articulated by this body.

Ms. Larsen then highlighted the Site Plan and Conditional Use Permit for New London North Commercial Development Pad B, located at 948 N US 40 combining Action Items 1 and 2. The applications were similar, so highlights were minimal. Lot B is slightly to the north of pad A, the address is 948 North, and the description is the same. It also meets the definition for a Commercial Complex and the acreage is slightly smaller at 0.92 acres. The adjacent uses are similar and also part of the larger new London North Subdivision project. Pad B has the same Zoning and General Plan Designation, with a very similar background. The Engineering Review was the same. Additionally, the site plan, plat, title, and legal descriptions, are in coordination with the approved Subdivision Plat. Plat labeling, square footage, and utility details were shown in accordance with Heber City Standard Drawings. There were some comments from Wasatch County Fire regarding hydrant placement. Elevations are similar but slightly different material composition. Staff's recommendation is identical to Pad A.

The applicant, Thomas Lehnardt explained he was from WPI which had completed a lot of Commercial Development projects up and down the Wasatch Front. Mr. Lehnardt explained they were happy to be before the Planning Commission with this application and anxious to proceed with the rest of the development as it would fill out the entirety of the New London project.

Chairperson Jordan asked the Commissioners for any comments. Commissioner Dave Richards commented about the electrical boxes that can be seen by the public as they travel to the back side of the buildings on Heritage Road, but the comment was just as a general note as Commissioner Richards understood that the applicant had met their obligations. Chair Jordan agreed that the issue was not a non-compliance issue for the applicant but asked City Manager Mr. Jamie Baron his thoughts on the 360 degree view.

Mr. Baron agreed that the current planning allows for what is proposed. However, the question is, as a Planning Commission, do you agree that we're going in the right direction or do you feel like we need to make a change to where more buildings front the street and have more of a street presence? If that's the direction you want to go, the Planning Commission just needs to let Staff and that is something we could work on.

Commissioner Richards responded that the way the traffic flow is set is great. However, we are designing buildings where everyone is going to see the backside of the building, so how do we make the backside of the buildings look more pleasing? Commissioner Richards continued, the front side looks great, all the storefronts with glass and the sides look good. Unfortunately, the side most people are going to see is the south side (back of the building), which isn't going to be the best aesthetic look. What do we do to make sure that all sides of buildings look pleasing as we move forward?

Commissioner Robert Wilson agreed with Commissioner Richards stating that was the first thing he thought of when he saw the renderings from the backside of the building which would be facing the street and realized we would have another case where the electrical boxes are seen, just as Chair Jordan had mentioned earlier. Commissioner Wilson continued that the area is a corridor view entering Heber City, and hoped that the Planning Commissioners would give the issue some thought.

Vice Chair Tori Broughton asked if the issue was coming from not having parking lots in the front. Mr. Baron responded from a design standpoint, we have parking in the rear that's generally where they put the front door. Also, when you see a building like this that has a drive-through, they usually won't put anything but maybe a service door in the rear. Mr. Baron continued, I've also seen some communities that will still put parking on the side of the rear and still require a front entrance. It does get challenging with certain uses, but this is something Staff can address as there are at least four Planning Commissioners saying this is something we want to revisit.

Commissioner Greg Royall asked if the back of the store could mimic the front of the store, showing what they were selling.

Commissioner Derak Slagowski gave an example of some buildings on main street, where they have glass in the front and then parking spaces in front of the glass. The business has blacked out the glass where they have a kitchen and the occupants enter from the other side.

Vice Chair Broughton asked about signage. Mr. Baron responded that there is typically one primary sign for the building, if that is on the front then the other side, or the back, would have a secondary sign which would be smaller in nature.

Chair Jordan asked a follow-up question about the signs, but the answer from the Applicant was inaudible.

Vice Chair Broughton asked if the applicant had any other buildings in another market that are similar that the Planning Commission could look at on Google? The Applicant again responded but again inaudible.

Commissioner Robert McKinley asked, would any degree of landscaping in any way ameliorate the problem of just the starkness of looking at backs and sides of these buildings? Applicant's response was once again inaudible. Commissioner McKinley asked a follow up question but again the applicant was inaudible.

Commissioner Richards commented that he could see the landscape drawings but mentioned it would be nice to see some elevations of what the street would look like. Commissioner Richards wanted to move forward but wanted to set a condition for a landscape plan and also elements on the elevations so the building looks more pleasing to the eye.

Chair Jordan asked if there would be a marquee sign? Mr. Baron responded that there was currently not a marquee sign but a sign would be a separate application and the applicant may ask for a marquee sign.

Chair Jordan stated that the Planning Commission is mindful that the project is located at what is considered the "front door" of the City. He expressed appreciation for the applicant's efforts to ensure the project complies with both the Commission's standards and the City's standards. He noted that the Commission is becoming increasingly sensitive to the significance of this area as infill development continues, emphasizing that these properties now represent a primary gateway into the community. Chair Jordan explained that as the Commission evaluates properties at both ends of the City's "front doors," including the south end of the City and areas extending further into the North Village. He indicated that consideration should be given to ensuring that the buildings present well and reflect positively on the City as prominent entry points.

Commissioner Richards motioned to approve two separate motions under one verbiage. The New London Lot 1A and Lot 2B as presented with the finding and conditions in the Staff Report. Presented as two findings and three conditions. Under the third condition which is any condition articulated by the Planning Commission. The Planning Commission requests that the applicant present elevations of the landscape on the south side of Lot 1A. Commissioner Slagowski made a second to the motion.

Discussion: Mr. Baron asked if the Planning Commission condition needed to come back to a Planning Commission meeting. Commissioner Richards clarified that the

condition only needed to be presented to Staff. There was some audible from the applicant but was inaudible.

All Commissioners said aye to the motion. The motion passed 7-0.

- II. Site Plan and Conditional Use Permit approval for New London North Commercial Development Pad B, located at 948 North US-40 (planner Aubrey Larsen/Engineer Ross Hansen)

This Action Item was discussed and motion made with Action Item number one.

4. Work Meeting:

- I. Trailhead Plaza Discussion (Development Director Tony Kohler)

Community Development Director Tony Kohler informed the Planning Commission about the three open houses for the Trailhead Plaza. He also talked about a survey, available, February 18, 2026, for the Trailhead Plaza.

Open Houses

Feb. 21 11-2 pm PD Community Room

Feb. 26 10-1 pm Wasatch County Rec. Center

Feb. 26 4-7 pm JR Smith Elementary

Commissioner Broughton asked about the facts of the project. Mr. Kohler would get the commission the information and main talking points.

Chairperson Jordan officially requested the information.

Mr. Kohler told the commissioners to look at the three alternatives for the Main Street Park and to consider the revenue that could be generated with the improvement for the park.

Commissioner Richards asked about the UDOT open house results. Mr. Kohler said some people do not want the bypass, but most people see the need.

Mr. Kohler shared the Park Record copy of the PowerPoint for the Main Street Park options. More improvements also mean more revenue generated. Fewer improvements cost less, but generate less income for the investment in the park.

Commissioner Royall asked who would maintain the Main Street Park. Mr. Kohler said the city would do some maintenance, and contractors would do specialty maintenance - such as the ice rink. CAMS (the Community Alliance for Mainstreet) would handle daily programming of the park and basic cleaning.

Commissioner Broughton asked how long before the park would be self-sufficient. Mr. Kohler said it depended on which plan was chosen. Commissioner Richards said it was key to bring people downtown and have them spend more money downtown. The driver for improving the park was to bring people downtown to spend their money. He asked about the fire and health requirements for the different buildings in the park.

Chairperson Jordan defined the different event permits for the park — small to large event and the risk management needed.

Commissioner Wilson asked about parking for the Main Street Park. Mr. Kohler discussed public parking areas. He talked about the areas near the park, and within the few blocks of the park — the Police Department, City Hall, purchasing the Wave and Old Heber Fire Station blocks. Long term, years down the road, there could be a parking garage.

Commissioner Wilson asked if parking and landscaping around the areas would be part of the park's cost. Mr. Kohler explained they were working on several parking solutions with neighboring businesses and residents.

Chair Jordan requested Budget initiatives and priorities for the City Council.

Mr. Kohler informed the Planning Commission that this item would be coming back to the Planning Commission with a presentation in a month.

5. Administrative Items:

Chairperson Jordan asked that the Planning Commission have their annual training for public meetings compliance rules through the City Attorney Jeremy Cook. Chair Jordan also discussed a confidential form that needed to be signed and turned into the City Attorney once a year regarding potential conflicts of interest, including business's the Planning Commission are involved with and also their volunteer activities.

- I. Planning Commission Training
<https://luau.utah.gov/>

Commissioners were encouraged to do training on the website at their own pace.

Training for open meetings requested from City Attorney Jeremy Cook.

6. Adjournment:

Motion: Commissioner Darek Slagowski moved to adjourn, Commissioner Greg Royall made a second to the motion

Discussion: N/A

Voting Yes: 7. **Voting No:** 0. The Motion passed 7-0.

Meshelle Kijanen, Administrative Assistant



Planning Commission Staff Report

MEETING DATE: 3/10/2026

SUBJECT: Public Hearing to consider the Repeal of 18.122 Fee Schedule and to amend 18.52.040 Area, Width, Height, and Setback Requirements to adopt Residential Rear Yard Setback Exemptions. (Planning Manager Jamie Baron)

RESPONSIBLE: Jamie Baron

DEPARTMENT: Planning

STRATEGIC RELEVANCE: Community and Economic Development

SUMMARY

The proposed is to repeal Section 18.122, which conflicts with the Consolidated Fee Schedule, and Amend 18.52.040 to permit a portion of a home or structure to extend into the setback of residential lots within the R-1, R-2, and R-3 zones.

RECOMMENDATION

Staff is recommending the Planning Commission hold a public hearing and forward a positive recommendation to the City Council with the Findings in the conclusion of the staff report.

BACKGROUND

The City Council, after receiving comments from some residents, requested staff to bring forward a text amendment that would allow for a portion of a home or covered deck to be able to extend into the rear setback. Currently, the code would not allow any portion of the home, covered deck or patio, or decks that require a guard rail to enter the setback.

Additionally, Section 18.122 Fee Schedule is an outdated section that is not currently being used. This is to be repealed to prevent any potential contradictions with the adopted consolidated fee schedule.

DISCUSSION

Set Back Exemptions

The following is the proposed code:

Rear Setback Exceptions. A portion of the house, including covered and uncovered decks, may extend up to 10 feet beyond the rear setback line with the following requirements:

1. Height of the extension beyond the setback does not exceed the height of the roof of the main

structure.

2. Total area of the extension and any accessory buildings does not cover more than twenty-five percent of the rear yard.
3. The length of the house extending beyond the setback may not be more than 50% of the overall length of the house.
4. Required separation from any accessory buildings is maintained.

FISCAL IMPACT

N/A

CONCLUSION

The proposed is to repeal Section 18.122, which conflicts with the Consolidated Fee Schedule, and Amend 18.52.040 to permit a portion of a home or structure to extend into the setback of residential lots within the R-1, R-2, and R-3 zones. Staff is recommending a positive recommendation with the following findings:

Findings

1. The proposed text amendment is consistent with the General Plan.
2. The Planning Commission held a public hearing on March 10, 2026.
3. The Planning Commission forwarded a positive recommendation on March 10, 2026.

ALTERNATIVES

Staff Recommended Option - Positive Recommendation

I move to forward a **positive recommendation of the Repeal of Section 18.122 and Amendment to 18.52.040** as presented, with the findings and conditions as presented in the conclusion of the staff report.

POTENTIAL MOTIONS

ACCOUNTABILITY

Department: Planning
Staff member: Jamie Baron, Planning Manager

EXHIBITS

1. 18.52.040 Rear Setback Exemptions
2. 18.122 Fee Schedule Repealed

18.52.040 Area, Width, Height, And Setback Requirements

Height to be measured as per Supplementary Regulations Chapter, 18.68

LOT STANDARDS TABLE

ZONE	MIN. LOT AREA	WIDTH & DEPTH	SETBACKS	ACCESSORY BUILDING	HEIGHT
R-1	10,000 square feet*	100'	Front: 30' from ROW, except that alfresco porches may encroach 10' into the setback Side: 10'/30' side setback for a corner lot Rear: 30' From other main buildings: 12'	As regulated by Section 18.68.060	40' max. main bldg. Min 12'
R-2	8,000 square feet*	80'	Front: 30' from ROW, except that alfresco porches may encroach 10' into the setback Side: 14' total with no side less than 6'/20' side setback for a corner lot Rear: 25'/ 20' for corner lots From other main buildings: 12'	As regulated by Section 18.68.060	40' max. main bldg. Min 12'
R-3	6,500 square feet*	100'	Front: 30' from ROW, except that alfresco porches may encroach 10' into the setback Side: 10' total with no side less than 4'/ 20' for a corner lot Rear: 20'/ 20' for corner lots From other main buildings: 12'	As regulated by Section 18.68.060	40' max. main bldg. Min 12'

Rear Setback Exceptions. A portion of the house, including covered and uncovered decks, may extend up to 10 feet beyond the rear setback line with the following requirements:

1. Height of the extension beyond the setback does not exceed the height of the roof of the main structure.
2. Total area of the extension and any accessory buildings does not cover more than twenty-five percent of the rear yard.
3. The length of the house extending beyond the setback may not be more than 50% of the overall length of the house.
4. Required separation from any accessory buildings is maintained.

***Additional Provision.** Corner lots in single family zones shall be 10% larger than the minimum lot size required by the zone.

18.122 Fee Schedule Repealed

~~18.122.010 Fees And Charges Fixed By Resolution~~

~~18.122.020 Applications, Etc~~

~~18.122.030 Separability Clause~~

~~18.122.010 Fees And Charges Fixed By Resolution~~

~~Fees and charges to be imposed in connection with applications, services, etc., described or called for within Title 18 shall be established and amended by resolution of the Heber City Council.~~

~~18.122.020 Applications, Etc~~

~~The following fees are hereby established to defray the costs of the processing, reviewing, inspection, etc., until amended by resolution:~~

Application for Zone Change	\$500.00
Application for Duplex and Multiple Family Housing Units Approval:	
 First three units	\$50.00
Each Additional Unit	\$25.00
 Application for Board of Adjustment Hearing	\$75.00
 Application for Conditional Use or Special Exception Approval	\$75.00
 Application to Create a New Zone	\$1,000.00
 Application for Certificate of Zoning Compliance	\$25.00
Other Application or Petitions permitted under Title 18	\$100.00

~~18.122.030 Separability Clause~~

~~The above itemized fees shall take precedence over any other sections of Title 18 in conflict therewith but are not exclusive in nature. All remaining fees required within any of the sections of Title 18 will remain in full force and effect.~~



Planning Commission Staff Report

MEETING DATE: 3/10/2026

SUBJECT: Public Hearing: Ordinance 2026-04 Text Amendment, Amending the height of flagpoles in the Institutional & Public Facilities Zone. (Planner Jacob Roberts)

RESPONSIBLE: Jacob Roberts

DEPARTMENT: Planning

STRATEGIC RELEVANCE: Community Development

SUMMARY

Heber Light and Power is proposing to install a flagpole at the new administrative building currently under construction at 626 West 300 South and has applied for a text amendment to allow a taller flagpole than what is currently allowed. The proposed flagpole would be approximately 80 feet in height (please see attached document), while the City's code currently permits flagpoles up to a maximum height of 25 feet. This text amendment would permit flagpoles up to 80 ft in the Institutional and Public Facilities Zone (IPFZ).

RECOMMENDATION

Staff Recommends Approval

BACKGROUND

Staff was approached by Heber Light and Power about the possibility of installing a large flag pole at the new Heber Light and Power Admin Building located at 626 West 300 South. Staff shared that currently flag poles are only permitted to be a maximum of 25 feet tall. Staff from Heber Light and Power expressed interest in seeing this code change to allow for a taller flag pole at this location. A discussion was held with the City Council, who stated they would support a text amendment. Heber Light & Power then applied for a text amendment to allow flag poles up to 70' in the IPFZ.

DISCUSSION

Staff previously presented the City Council with several options to achieve the applicant's desired outcome. These options included: (1) a text amendment to modify permitted flagpole heights, (2) a site-specific development agreement applicable only to this property, or (3) maintaining the current maximum flagpole height of 25 feet. Following discussion, Council and staff agreed that a text amendment would be the most appropriate approach, and Heber Light & Power subsequently submitted an application to initiate that process.

Under the existing code, flagpoles are limited to a maximum height of 25 feet citywide. Staff advised the Council that a text amendment would provide the most consistent and enforceable method to allow taller flagpoles within specific zoning districts. A site-specific development agreement could present long-term enforcement challenges, whereas a code amendment would establish clear, uniform standards. Staff also determined that taller flagpoles are unlikely to create significant nuisance impacts when located in appropriate zones. The proposed amendment would apply only to the IPFZ; all other zoning districts would remain subject to the existing 25-foot height limitation.

This text amendment will adjust Section 18.104.030 General Standards, which is a subsection of Section 18.104 Signs.

FISCAL IMPACT

N/A

CONCLUSION

Heber Light & Power has applied for a text amendment to allow flagpoles up to 80 feet in height within the Institutional and Public Facilities Zone (IPFZ) to accommodate a proposed flagpole at the new administrative building located at 626 West 300 South. Under the current code, flagpoles are limited to a maximum height of 25 feet citywide. After reviewing the request and discussing potential options with the City Council, staff determined that a text amendment is the most appropriate and consistent approach to address the applicant's request, rather than pursuing a site-specific development agreement or maintaining the existing standard.

The proposed amendment would establish clear and enforceable standards by allowing taller flagpoles only within the IPFZ, while preserving the existing 25-foot height limit in all other zoning districts. Staff finds that taller flagpoles, when located within appropriate institutional and public facility areas, are unlikely to create significant nuisance impacts. Based on these considerations, staff supports the proposed text amendment and recommends the Planning Commission grant the application a positive recommendation.

Findings:

- Taller flagpoles will not overtly impact the General Plan.

Conditions:

- Flagpole heights be capped at 80'.

ALTERNATIVES

Staff Recommended Option - Approval

I move to **recommend approval of Ordinance 2026-04 Flag Pole Height Amendment** as presented, with the findings and conditions as presented in the conclusion above.

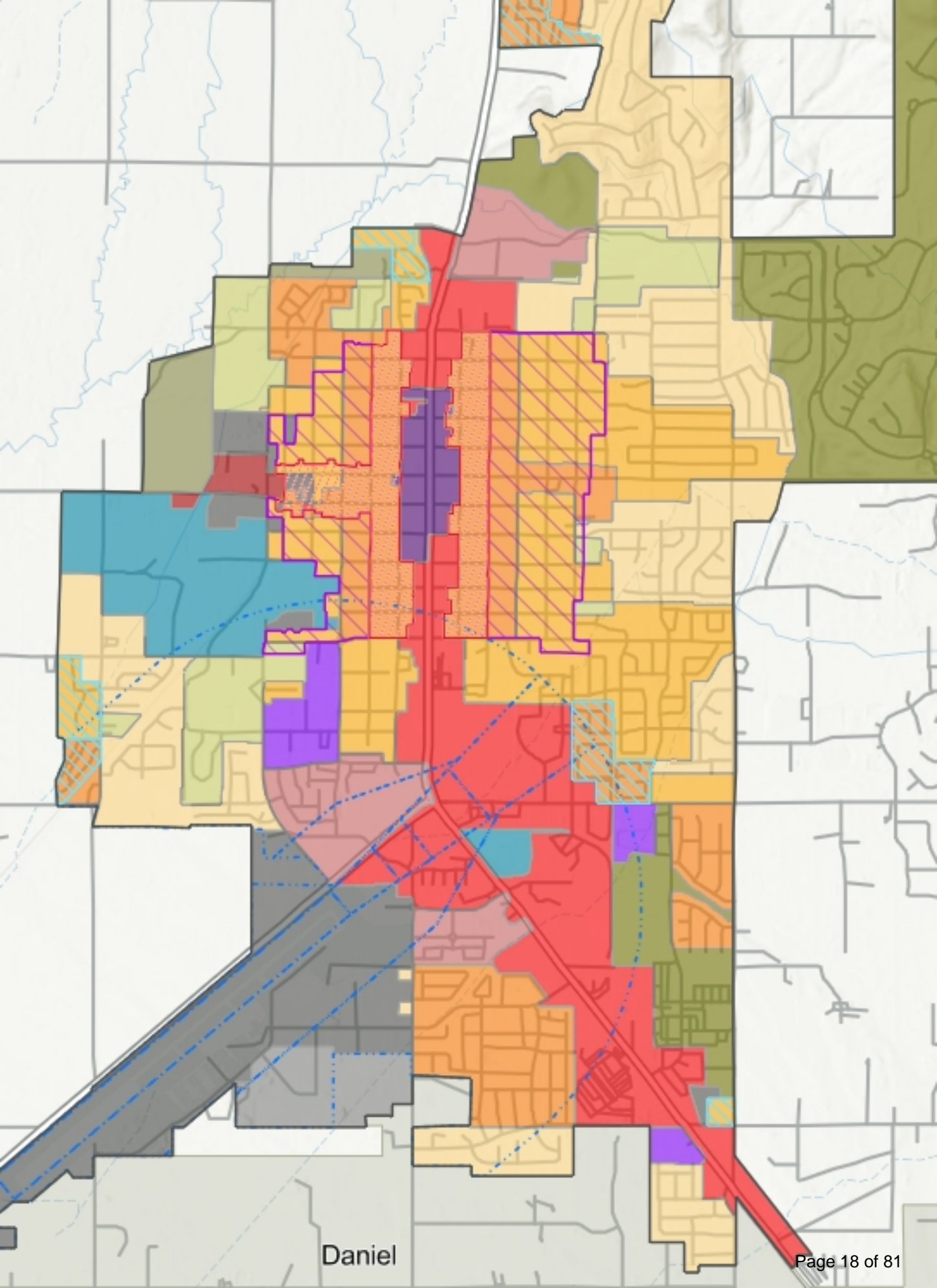
POTENTIAL MOTIONS

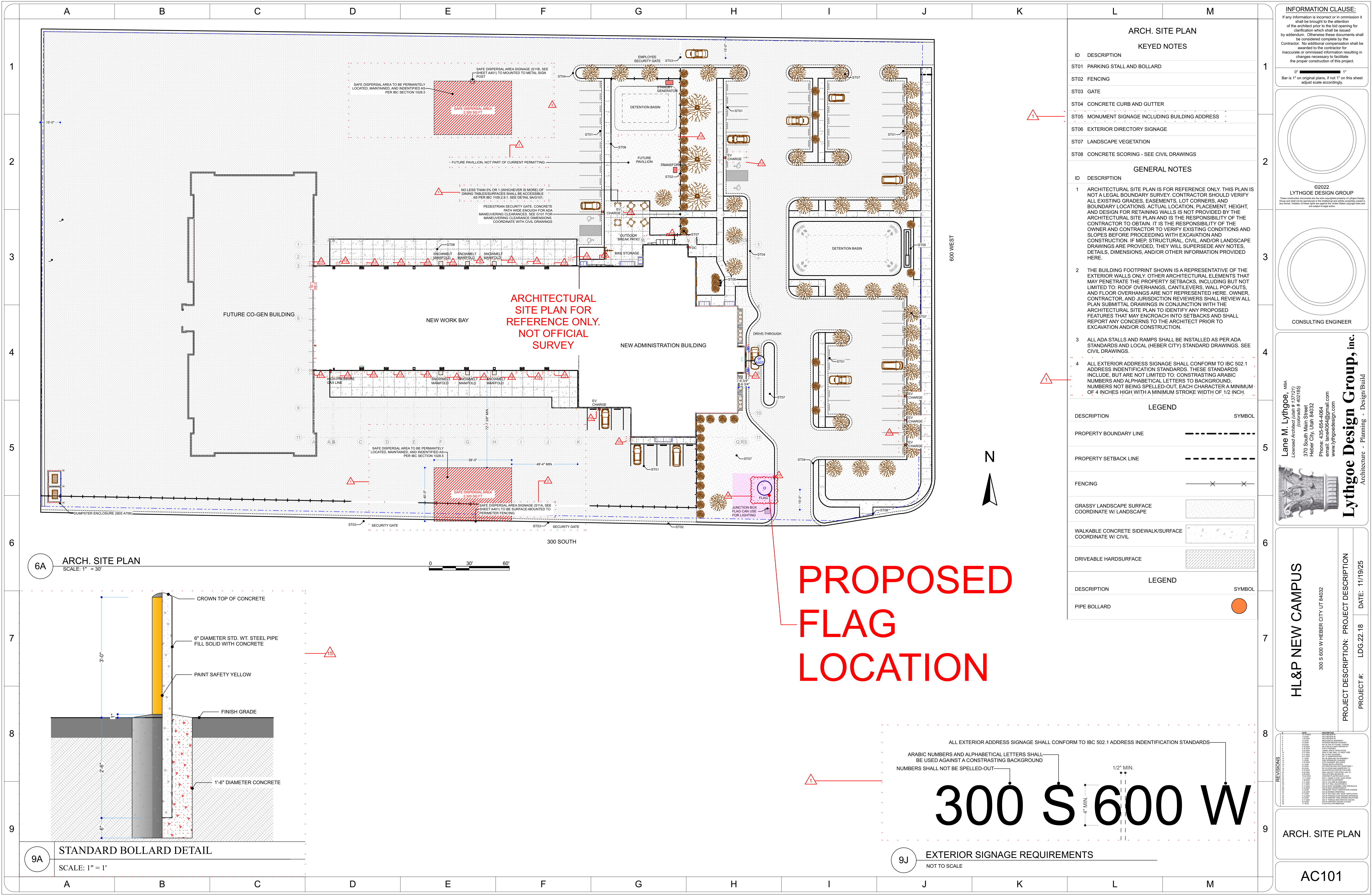
ACCOUNTABILITY

Department: Planning
Staff member: Jacob Roberts, Planner

EXHIBITS

1. Zoning Map
2. 2025.11.19 I HLP Admin (v28) (FLAG SET)
3. Ordinance 2026-04 Flagpole Heights DRAFT LANGUAGE





Ordinance language is recommended as follows:

18.104.030 General Standards

Sign Type Number	Height and Width	Amount and/or Location	Where Allowed
Flags: Flags, emblems, or insignia	No Limit. Size may not create a noise nuisance. 25 foot pole height limit max. Except in the Institutional and Public Facilities Zone where a max height of 80 feet is permitted	No Limit	All Zones



Planning Commission Staff Report

MEETING DATE: 3/10/2026
SUBJECT: Review Council Budget & Policy Priorities & Planning Related Presentations from Council's Budget Retreat. (Community Development Director Tony Kohler)
RESPONSIBLE: Tony Kohler
DEPARTMENT: Planning
STRATEGIC RELEVANCE: Community Development

SUMMARY

This item reviews the presentations given to the City Council at the annual budget and policy retreat in January 2026. The presentations involve Dark Skies, Parking, the Fire Station and Council's adopted 2026 Budget and Policy Priorities resulting from that the retreat discussions. Materials for this item are attached.

RECOMMENDATION

N/A

BACKGROUND

N/A

DISCUSSION

N/A

FISCAL IMPACT

N/A

CONCLUSION

N/A

ALTERNATIVES

N/A

POTENTIAL MOTIONS

ACCOUNTABILITY

Department: Planning
Staff member: Tony Kohler, Community Development Director

EXHIBITS

1. Dark Sky Presentation 2026
2. Fire Station 1-24-26
3. Parking 1-24-26
4. CC FY27 Priorities and Action Register

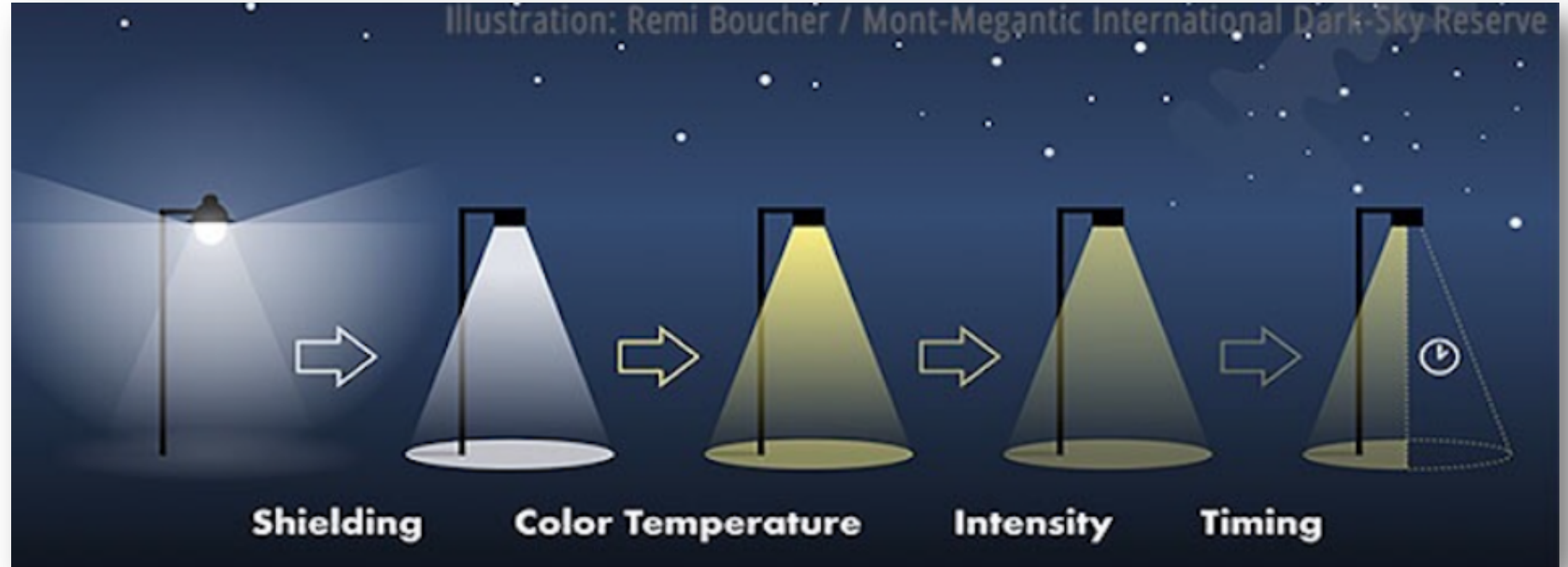


Heber City Dark Skies

January 24, 2026

Summary of Dark Sky Code

1. LED Bulbs
2. Light Trespass
3. Color Temperature
4. Intensity
5. Timing
6. Exemptions



Adopted August 3, 2021

Grandfathered Uses: those uses lawfully in place before the passage of the applicable law may continue as they operated before that new law

1 LED Bulbs

STANDARDS

- All light bulbs must be Light Emitting Diode (LED) Bulbs

Why

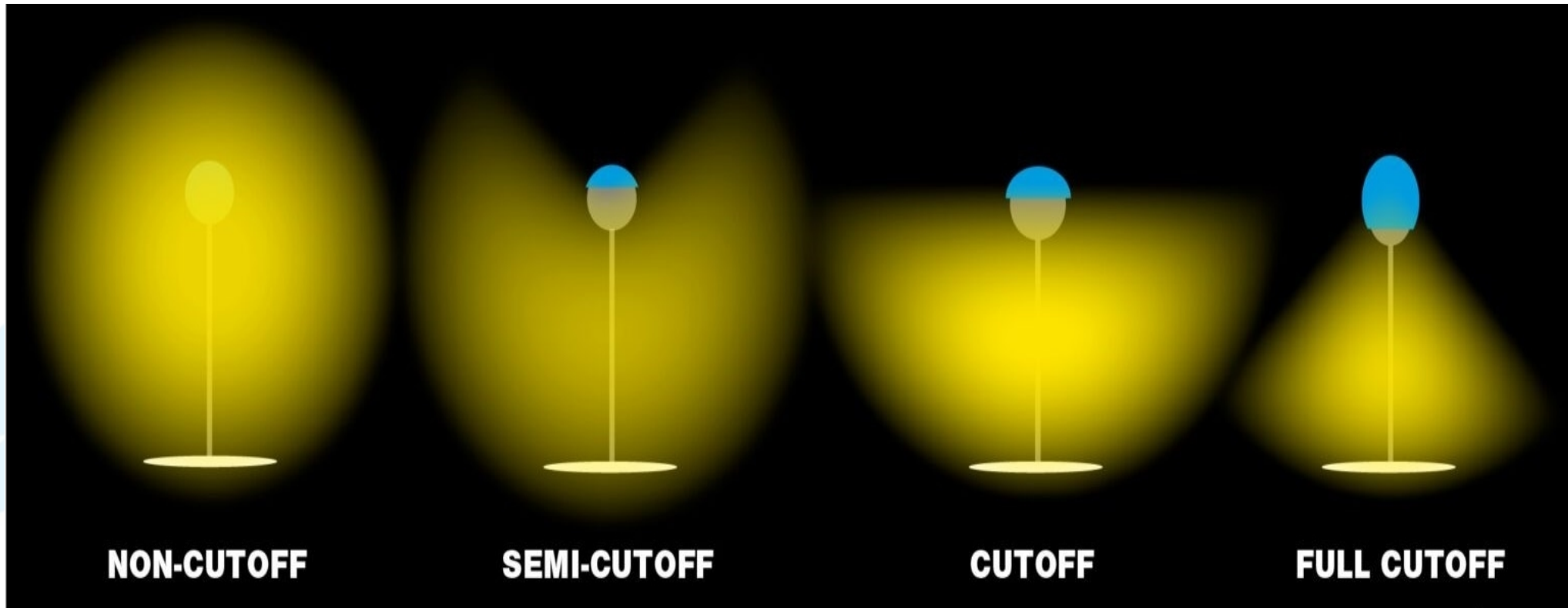
- Ability to change color
- Ability to change brightness
- Efficiency



2 Light Trespass: Cutoff

STANDARDS

- All lighting must be full cut-off and directed downward



Why Cut Off Lighting?

Non cutoff lighting shines into:

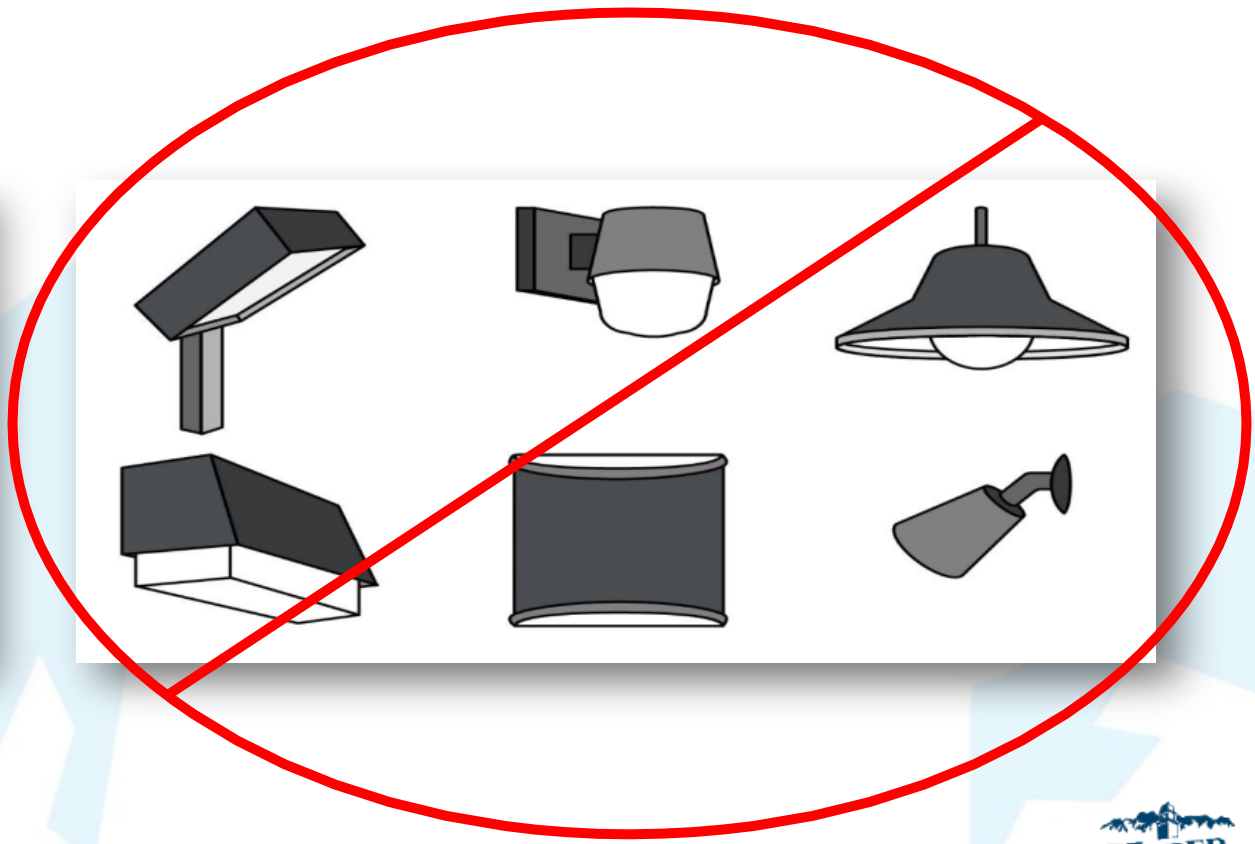
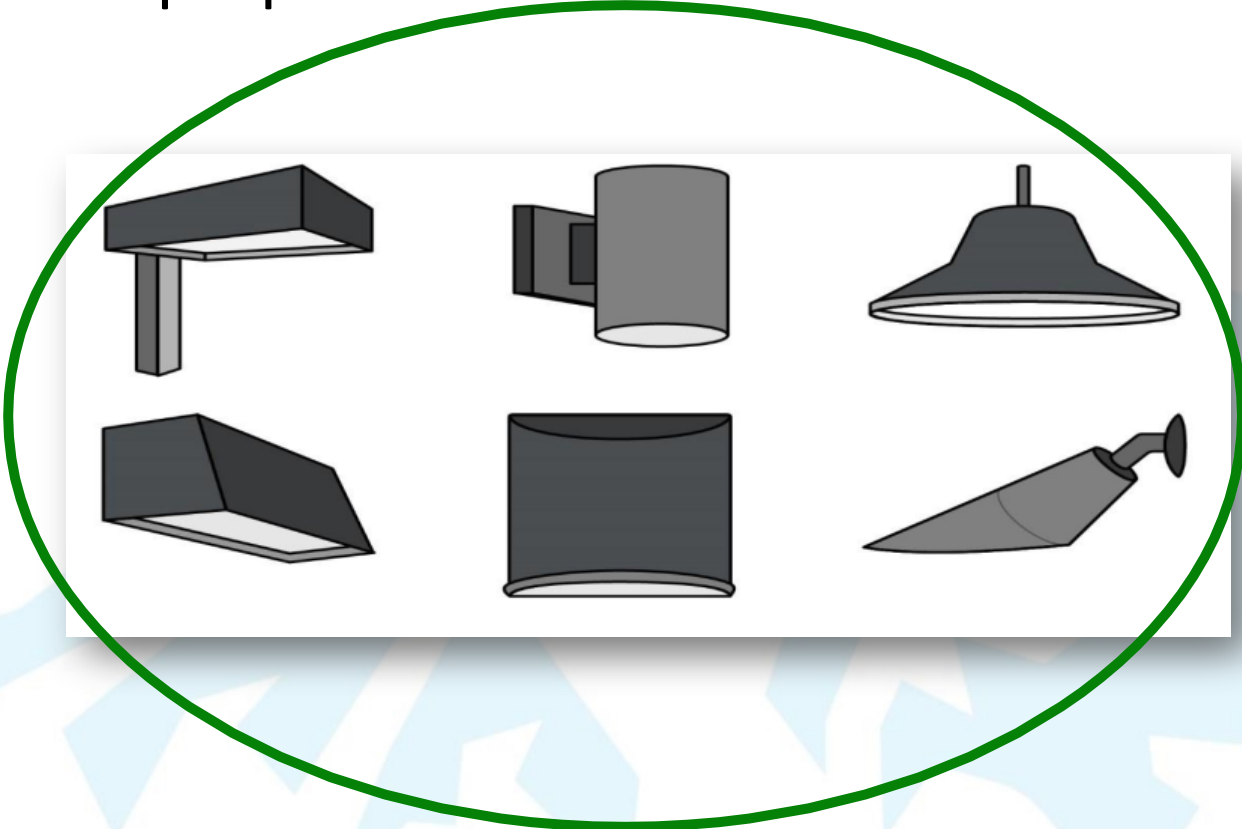
- adjoining properties, annoying neighbors
- the sky, making it hard to see stars
- the eyes of pedestrians, making it hard to see hazards, criminals & vehicles
- the eyes of drivers, making it hard to see pedestrians



Attaining Cutoff Lighting: Bulb Visibility

STANDARDS

- All bulbs must be fully shielded and not directly shine onto other properties



Attaining Cutoff Lighting: Height

STANDARDS

- All lighting must be mounted no higher than 16 feet



16' max height



16' max height



16' max height

Full Cut Off Issues Around the City

- Could a shield be installed in these light fixtures?



Full Cut Off Issues Around the City

- Should the City pass an amortization law requiring Full Cutoff Lighting within 5-years?
- Question: does the City really need street lighting here?

AMORTIZATION

The process of phasing out non-conforming land uses over a specified period, allowing property owners time to adjust to new zoning regulations



3 Color Temperature

STANDARDS

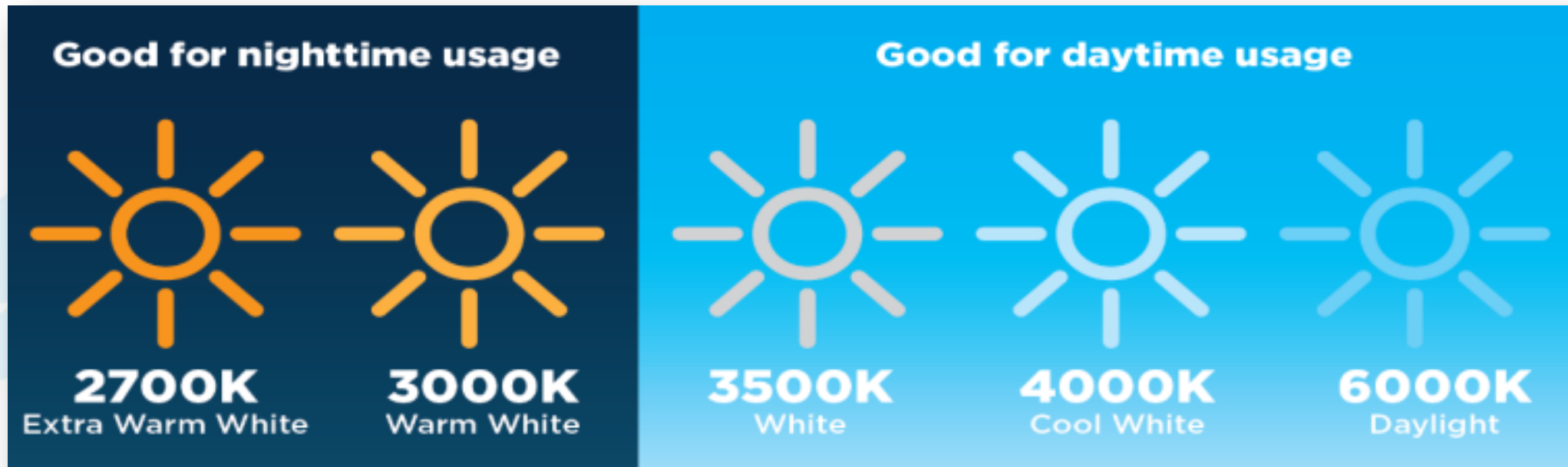
- All lighting must be 3000 K or less in color

Why:

- More natural
- Relaxing
- Similar to traditional lighting colors

Affordable change

- May simply require switching electronics settings for LED color



4 Low Intensity

STANDARDS

- 100,000 lumens max per acre
- Only for non-residential/multi-family

Why:

- Over illuminates a site
- Light Trespass onto other properties
- Blinding to drivers/customers



- Could the light bulbs be changed to a lower wattage and a warmer color LED bulb?

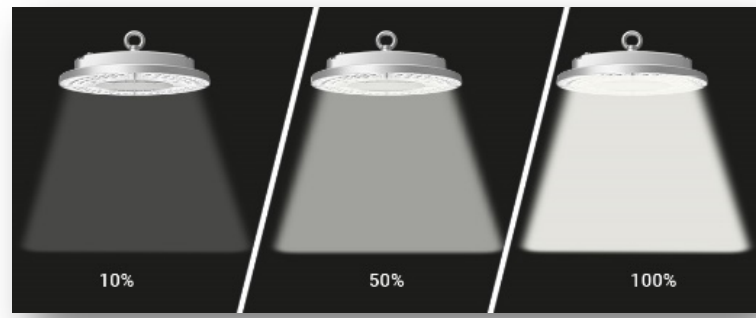


5 Timing: Dimming & Nightly Shut Off

STANDARDS

- Must shut off exterior lighting during non-business hours
- Dimming permitted when essential to security
- Only for non-residential/multi-family

- Could a dimmer timer be installed?
- Could the City offer matching financial assistance?



6 Exemptions

- Airport lighting
- Up-lit government flags
- Holiday lighting



Soffit Lighting (permanent holiday lighting)

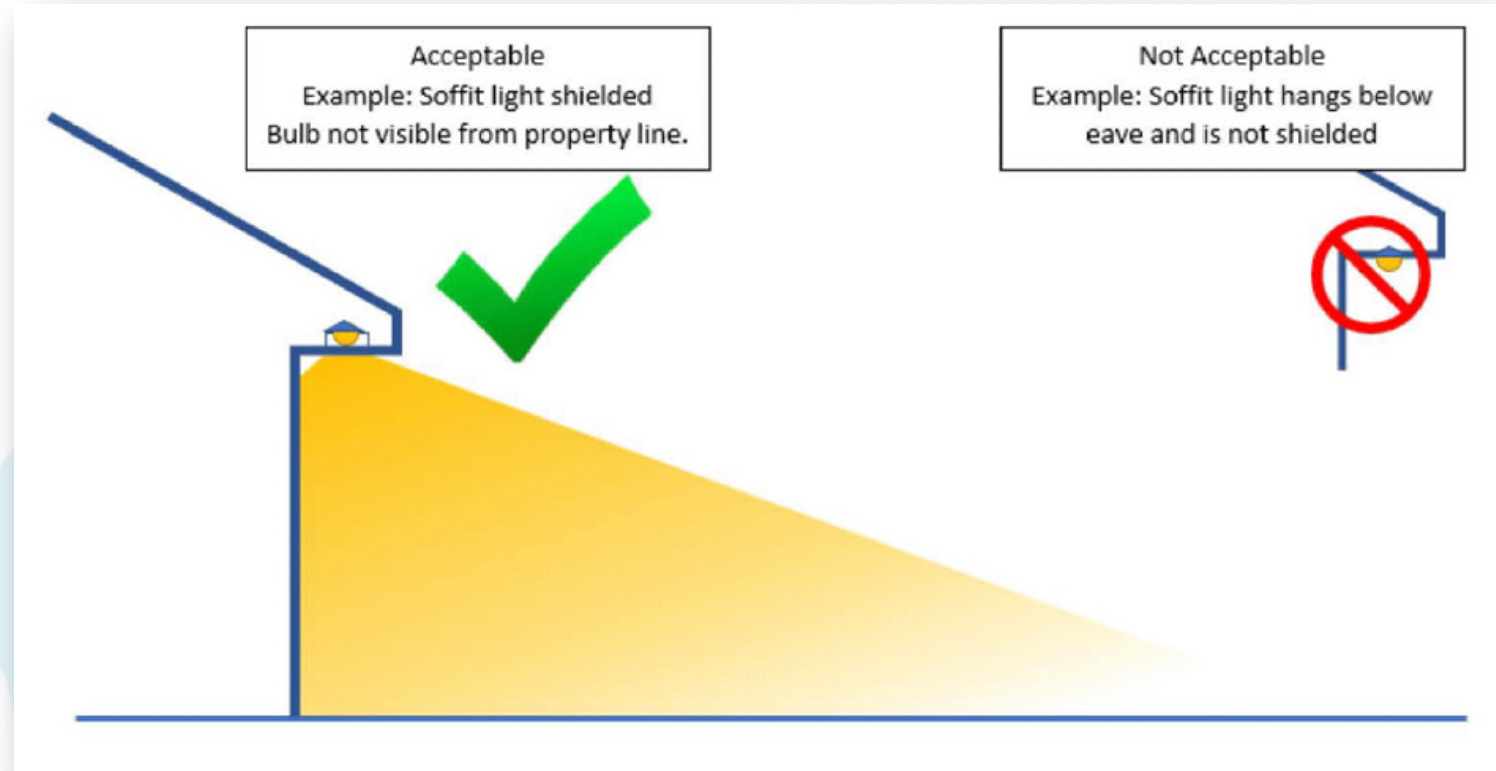
Why is this becoming an issue?

- LED lighting becoming cheap and readily available
- Owners not aware of nuisance they create for neighbors
 - Shines onto adjoining properties
 - Non-standard colors
 - Permanent use
 - High intensity
 - Left on all night



Soffit Lighting Best Practices

- Shielded
- Low Intensity
- Timers turn off at late night
- Use only during holidays
- Could CAPS assist with an Education Project?



Streetlighting

- Heber City allocates \$25,000 each year to decommission streetlights
- Online request form
- Many streetlights removed along Main Street

The screenshot shows a web browser window with the URL <https://heberut.gov/formcenter/street-light-retrofit--decommission-request-8/dark-sky-retrofit--decommission-request-58>. The page header includes the Heber City logo and navigation links for GOVERNMENT, DEPARTMENTS, and COMMUNITY. The main heading is "Dark Sky Retrofit / Decommission Request". Below this is a descriptive paragraph: "Some neighborhoods may have excessive street lights and some have outdated lights that should be retrofitted to become dark sky compliant. We want to hear from you. This request allows you to nominate non-corner/intersection streetlights to be evaluated for retrofitting or even decommissioning." The form contains several input fields: "Requester First Name*", "Requester Last Name*", "Requester Email Address*", "Requester Phone Number*", "Requester Address*", "Requester City*", "Requester State", "Requester Zip Code", "Lighting Request Address*", "City", "State", "Zip Code", and a dropdown menu for "Requested Lighting Issue*" with the option "-- Select One --". At the bottom, there is a section for "Upload a photo of the Lighting Issue" with a "Choose File" button and the text "No file chosen".

Street Lighting

- Light trespass onto adjoining properties
- Lights shine into viewer's eyes, blinding drivers and pedestrians
- Duplicates other lighting source just a few feet away
- Is it necessary: vehicles have headlights
- Does the City need to wait for a complaint?



Street Lighting

- Does the City really need streetlights here?
- Maybe these streetlights could be dimmed or turned off?



Potential Dark Sky Lighting Strategies

- **Permanent Soffit Lighting**

- Education: Potential Caps Project
- Ordinance Enforcement
- Ordinance Update

- **Non-Compliant Street Lights**

- Budget each year for:
 - Removing duplicative street lighting
 - Turning off unnecessary fixtures
 - Shielding nuisance streetlights

- **Non-Conforming Lighting**

- Education
- 5 Year Amortization
- City/HPL Matching Grants
- Reach out and negotiate
- Ask local retailers to carry Dark Sky compliant lighting fixtures

Dark Sky Community Standards in Utah

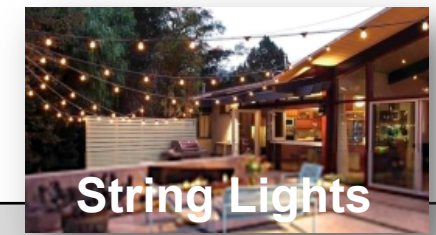
Communities

- Heber
- Helper
- Hurricane
- Ivins
- Kanab
- Midway
- Moab
- Park City
- Torrey

Standards

- All:
 - Require Full Cutoff Lighting
 - Have a <3,000k limit (except Hurricane: 4,000k)
- Several exemptions per community (3 in Heber)
 - FAA, Flags & Holidays exempt in most
- Intensity limits vary greatly
- Helper and Moab: 5-year Amortization
- Park City required immediate 3,000k compliance as of 2024
- Torrey: implies that it offers financial assistance

Comparison of Dark Sky Regulations



City	5-Year Amort	Notable Exemptions from Lighting Regulations								Other
		Holiday	Low Output	String Light	Motion Sensor	Trails	Temp	SFD	Unique	
Heber		X								
Helper	X	X	X				X			
Hurricane		X	X		X					
Ivins		X			X	X	30 days			
Kanab		90 day/yr	X		X			1 & 2	public parking	
Midway		Nov 15- Jan 20 & all holidays	X	X					flags on Memorial Hill	<ul style="list-style-type: none"> soffit light prohibition
Moab	X	Oct 15 – Jan 15 until 10 pm		X		X			special exceptions	<ul style="list-style-type: none"> immediate compliance for any new permit/license; abandoned uses full compliance; non-conforming lighting turned off by 10 pm
Park City		Nov – Mar until 11 pm		X		X	X		parking, ski, water, film	<ul style="list-style-type: none"> immediate compliance with 3,000k
Torrey			X		X					<ul style="list-style-type: none"> financial assistance; change of ownership compliance

International Dark Sky Association (IDA) Certification

Benefits

- International recognition
- Promote tourism
- Community engagement
- Community pride

Requirements

- Quality lighting policies
- Dark-sky education
- Citizen support of dark sky conservation

- Moab and Torrey are (IDA) Certified
- Park City celebrates International Dark Sky Week

Policy & Budget Recommendations

1. Permanent Soffit Lighting

- Increase Education Efforts
- Refine Ordinance for Soffit Lighting: holiday limits, shielding & timer requirements

2. Non-Conforming Properties

- Consider 5-Year Amortization Period
- Reach Out and Negotiate: Offer Matching Grants
- Offer suggestions that are easy & cheap to at least partially comply with Dark Sky

3. Non-Compliant Street Lighting

- Remove duplicative Street Lighting, especially next to bright businesses
- Budget money each year to modify nuisance street lighting without citizen requests

4. Celebrate International Dark Sky Week (April 13-20)

5. Update Code to best practices

6. Pursue International Dark Sky Association (IDA) Certification

Policy Questions

1. Does Council support additional enforcement efforts for holiday lighting (soffit lighting)?
2. Does Council support amending the ordinance to clarify that holiday lighting is exempt only on specified holidays, and during the winter months, but only until 11 pm and must be shielded and have a timer?
3. Does Council support modifying more street lights to be dark sky compliant or simply removing some duplicative street lights?
4. Does Council support modifying the ordinance to adopt a 5-year amortization for non-shielded business lighting?
5. Does Council support offering financial incentives to assist businesses in shielding non-compliant lighting?
6. Should the City Celebrate International Dark Sky Week (April 13-20)?
7. Should the City pursue (IDA) Certification? (may require updating the ordinance)

HEART OF THE WASATCH BACK



Discussion



Fire Station Re-Envisioned

2026 Annual City Council Retreat

January 24, 2026

Fire Station Studios in Historic Downtown Heber



- Photography
- Sculpting
- Painting

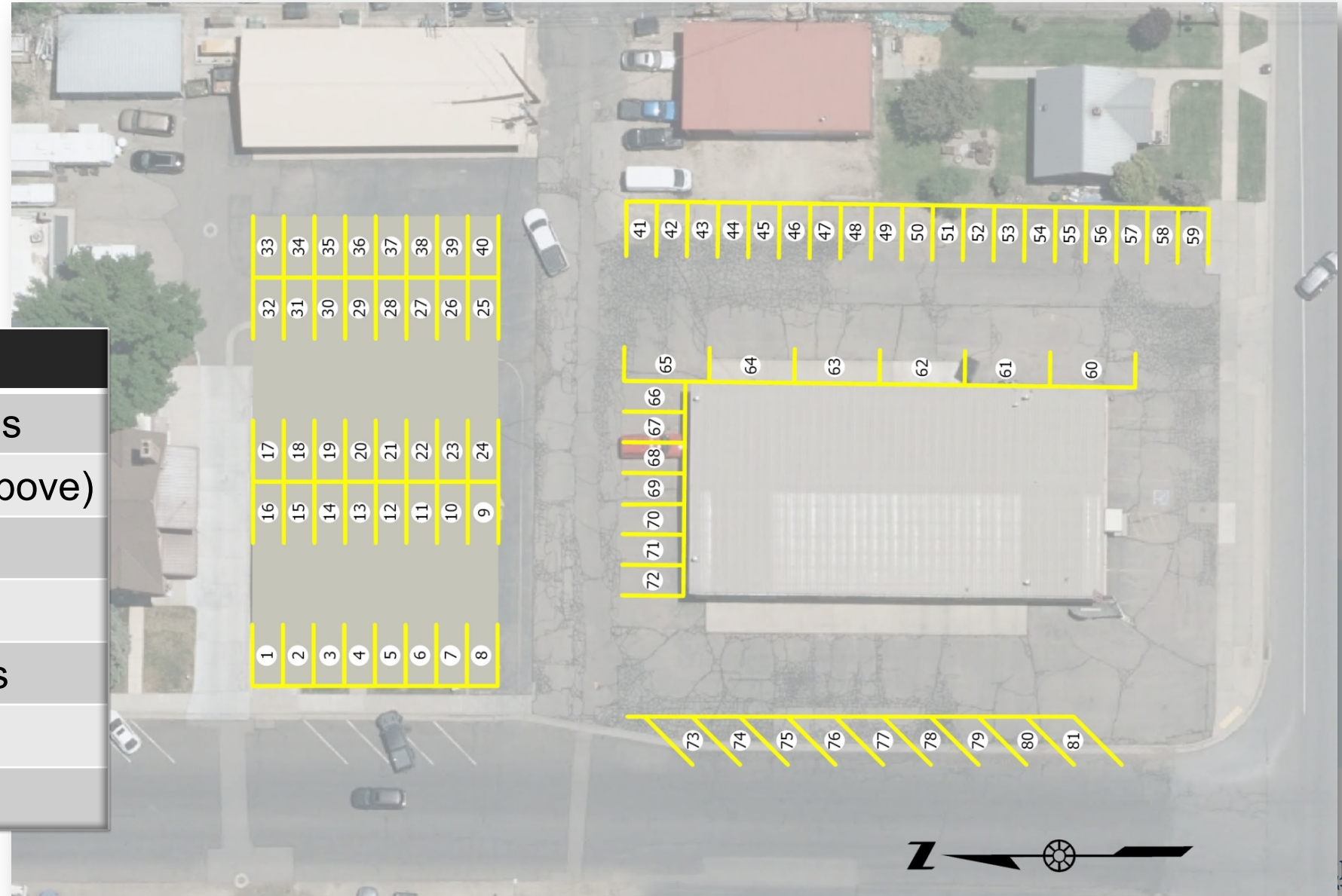


Local Precedent: Helper, Utah



Draft Site Parking Plan

Features
72 off-street parking stalls
6 employee stalls (inc. above)
9 on-street parking stalls
Wide central driveway
Utilize existing driveways
No landscaping
Off-street circulation



Existing Floor Plan

Feature	Area
Office	1,119 sf
Workshop	5,689 sf
Storage	107 sf
Utility	56 sf
TOTAL	6,971 sf

WORKSHOP
99'1" x 59'1"

STORAGE
12'8" x 8'9"

UTILITY
5'6" x 8'9"

ROOM
18'9" x 21'1"

KITCHEN
12'9" x 7'7"

ROOM
12'9" x 8'6"

ROOM
12'9" x 8'8"

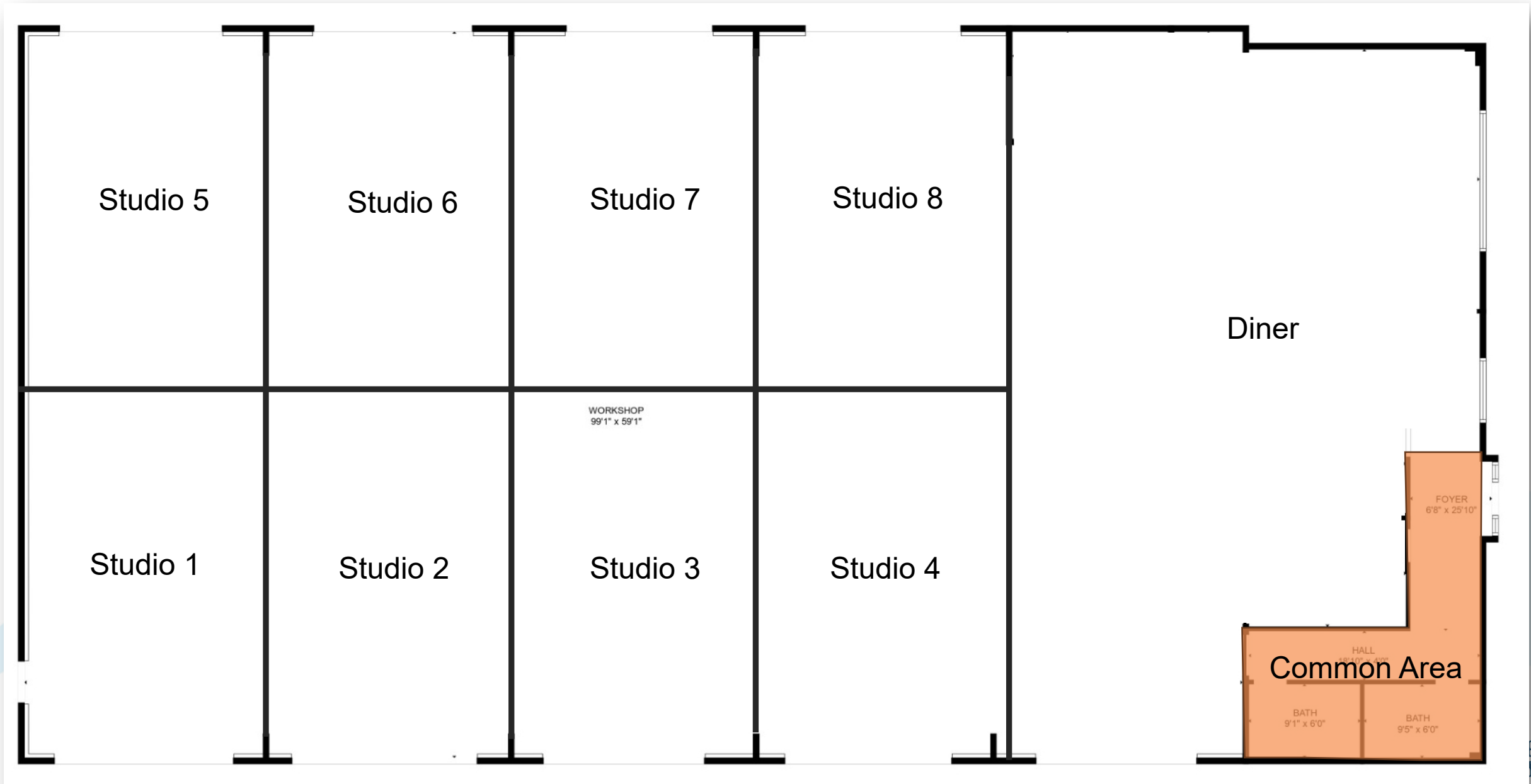
FOYER
6'8" x 25'10"

HALL
18'10" x 4'0"

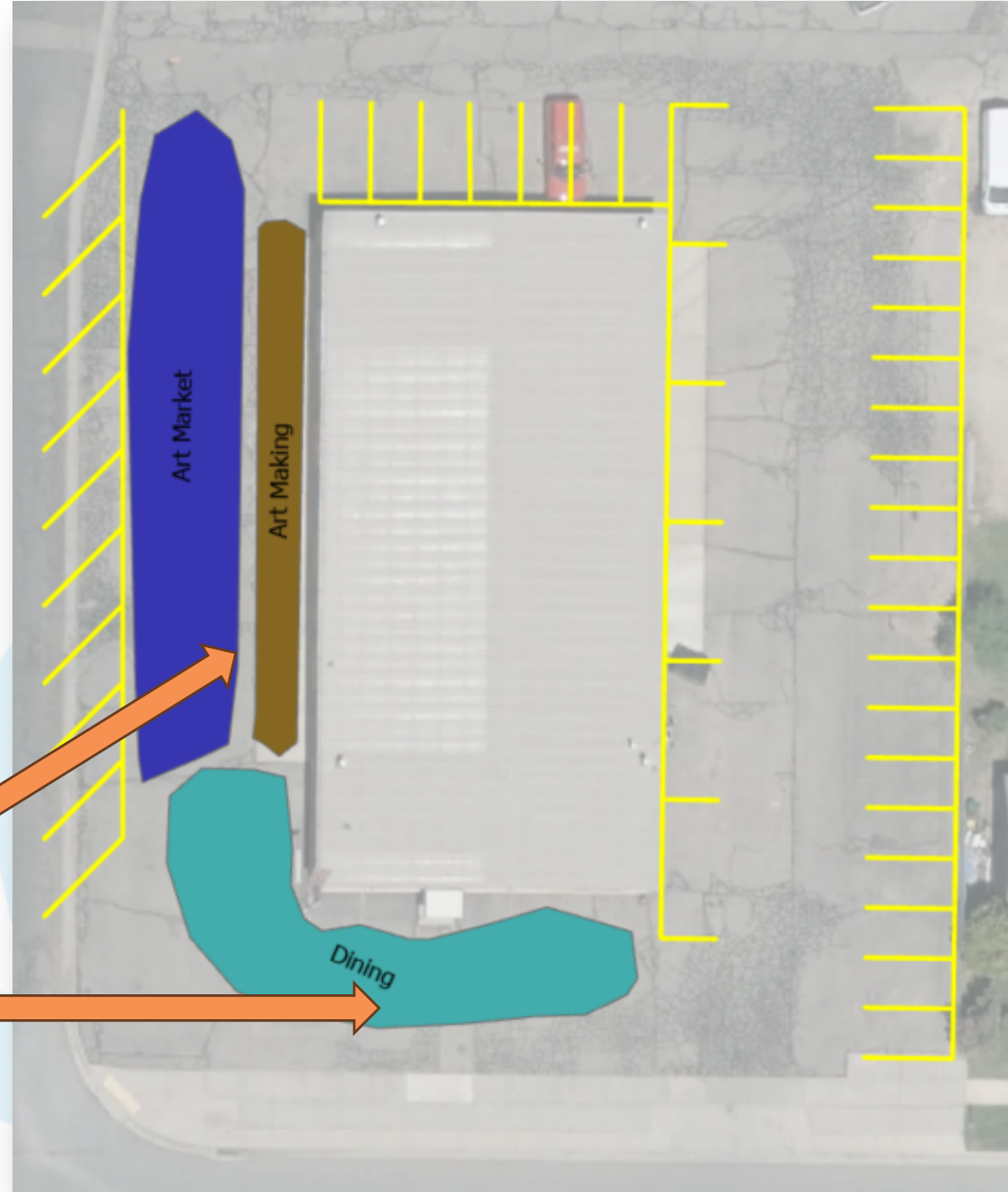
BATH
9'1" x 6'0"

BATH
9'5" x 6'0"

Fire Station Studios Revised Floor Plan



Fire Station Artist Studios Conceptual Site Plan



Potential shared parking
& multiuse areas

Existing Elevations



Re-envisioned Conceptual Elevations



Use building as-is



Minor elevation upgrades

Major elevation upgrades



Roger Brooks Recommendations

Generalized Downtown Recommendations

10 places that sell food

10 destination retail shops

10 places open after 6 pm

Specific C Street Recommendations

15 sit-down restaurants

6 casual food services (coffee, deli, confectioneries, cupcakes, gourmet foods, panini, etc.)

At least 40 specialty shops

Need them to remain open after 7 pm and on weekends



Policy Questions

- Does Council support razing the Heber Power & Light building and replacing it with parking stalls?
- Does Council support converting the Fire Station into Artist Studios with a diner and parking as proposed?



Discussion



Public Parking

2026 Annual City Council Retreat

January 24, 2026

Recently Installed Tabernacle Parking

Features

5 new stalls

“Public Parking” signs



Recently Installed Wasatch Wave Parking

Features

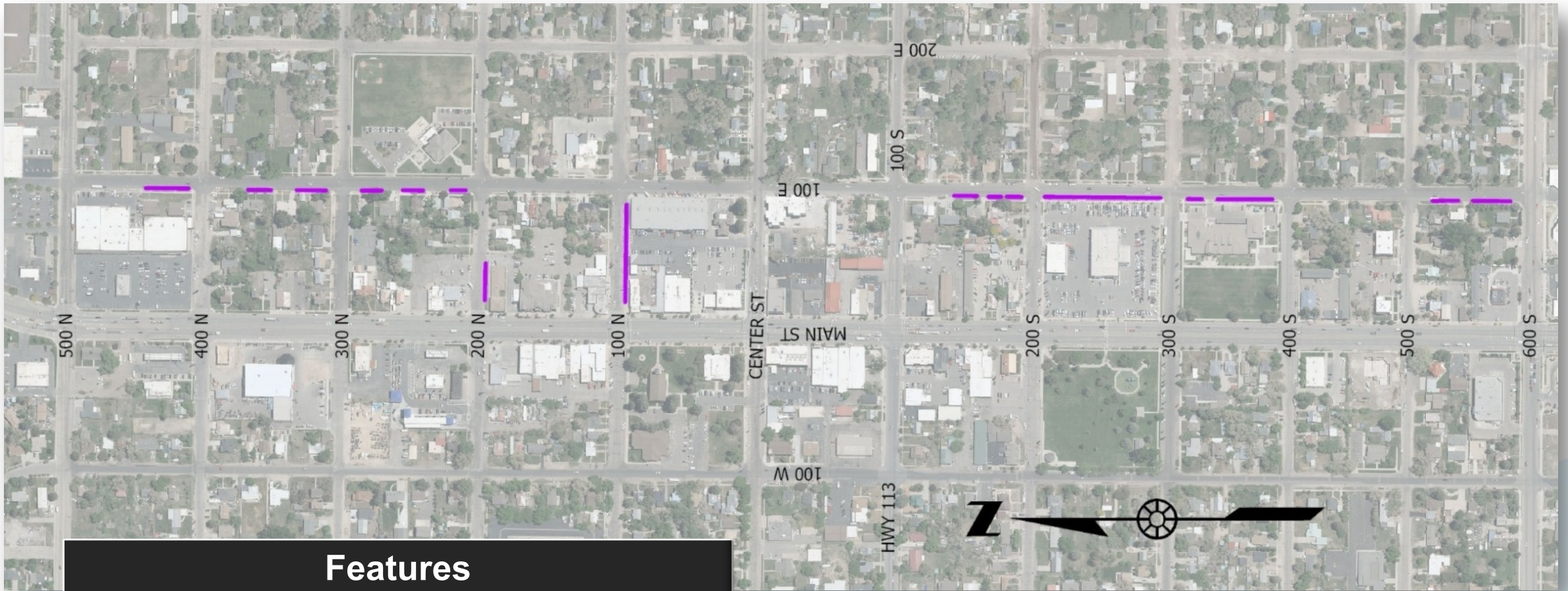
17 new off-street public parking stalls

3 new angled on-street parking stalls

“Public Parking” signs



100 East New Angled Parking Stalls

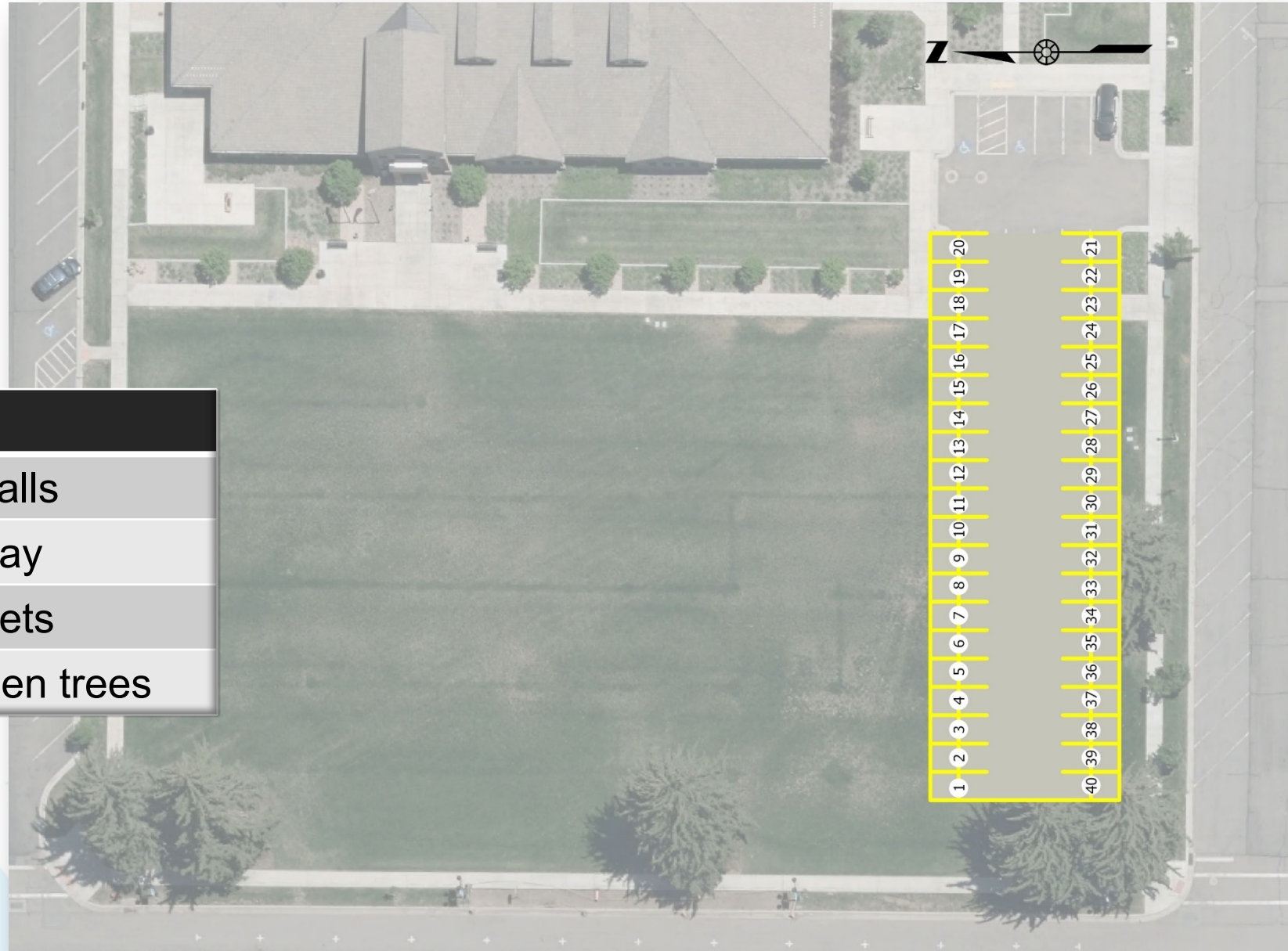


Features

103 new angled on-street parking stalls

58 net new parking stalls

Proposed Public Safety Building Parking



Features

34 net new parking stalls

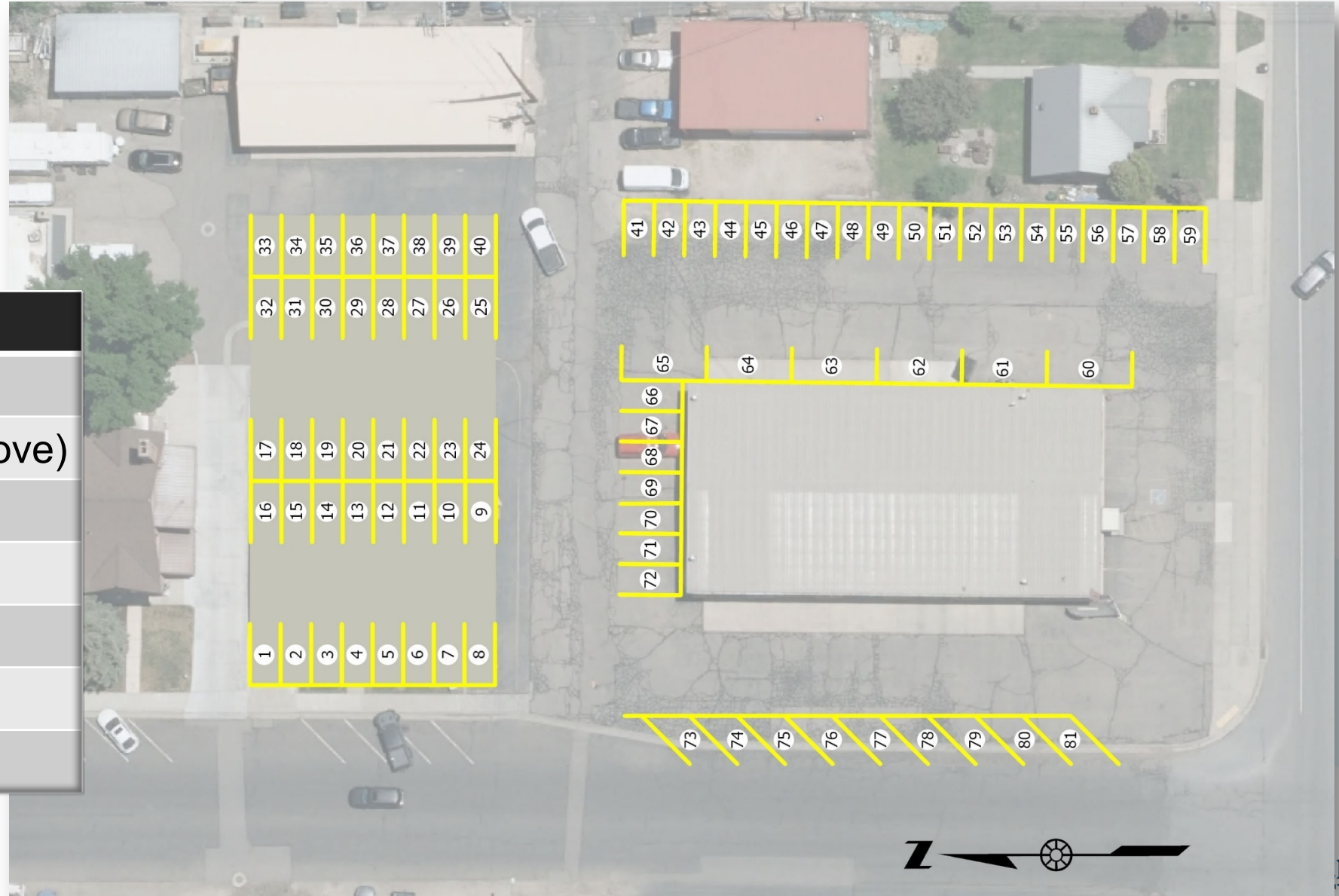
Utilize existing driveway

Landscape along streets

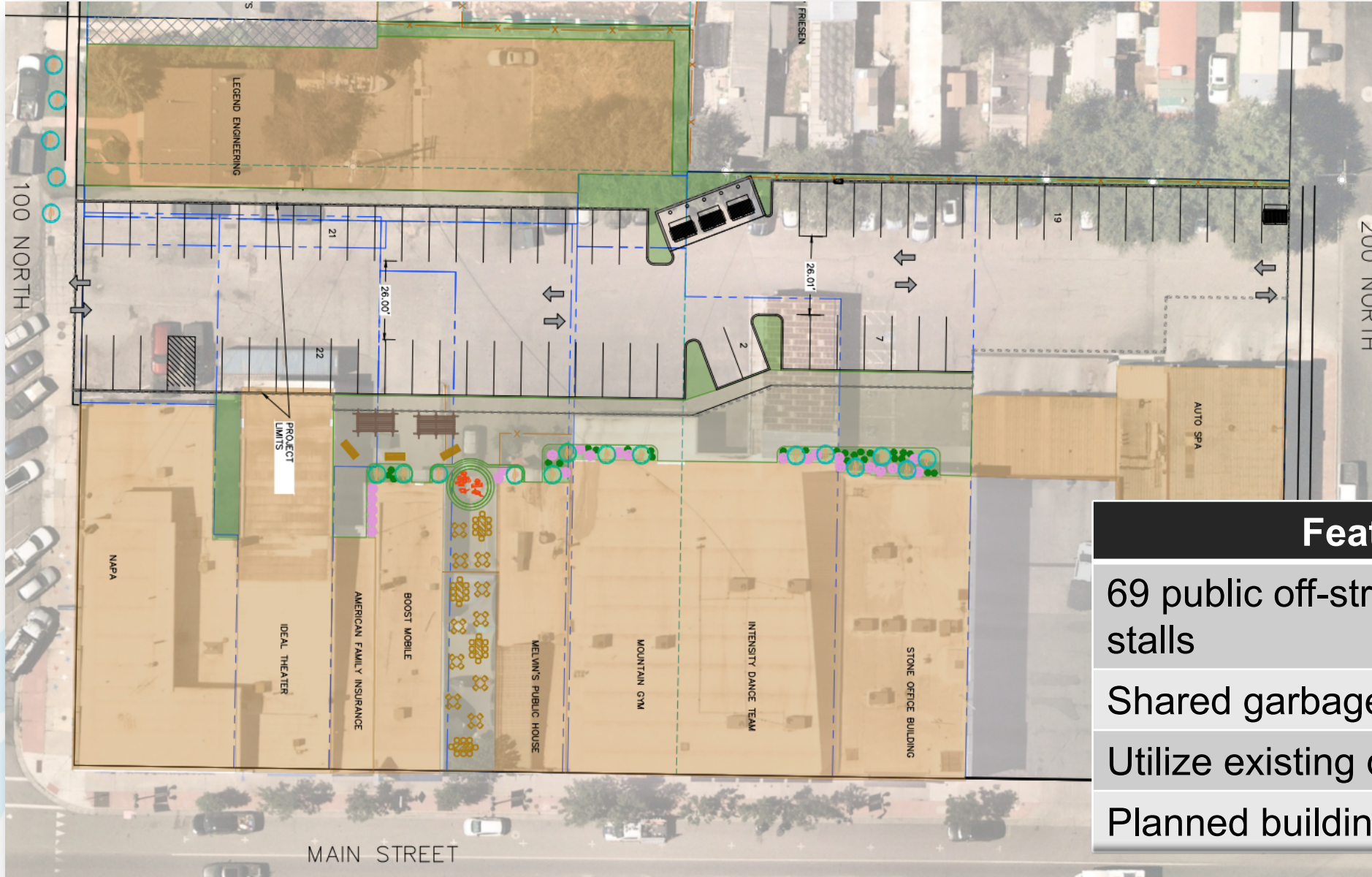
Save existing evergreen trees

Proposed HPL & Fire Station Parking

Features
72 off-street parking stalls
6 employee stalls (inc. above)
9 on-street parking stalls
Wide central driveway
Utilize existing driveways
No landscaping
Off-street circulation



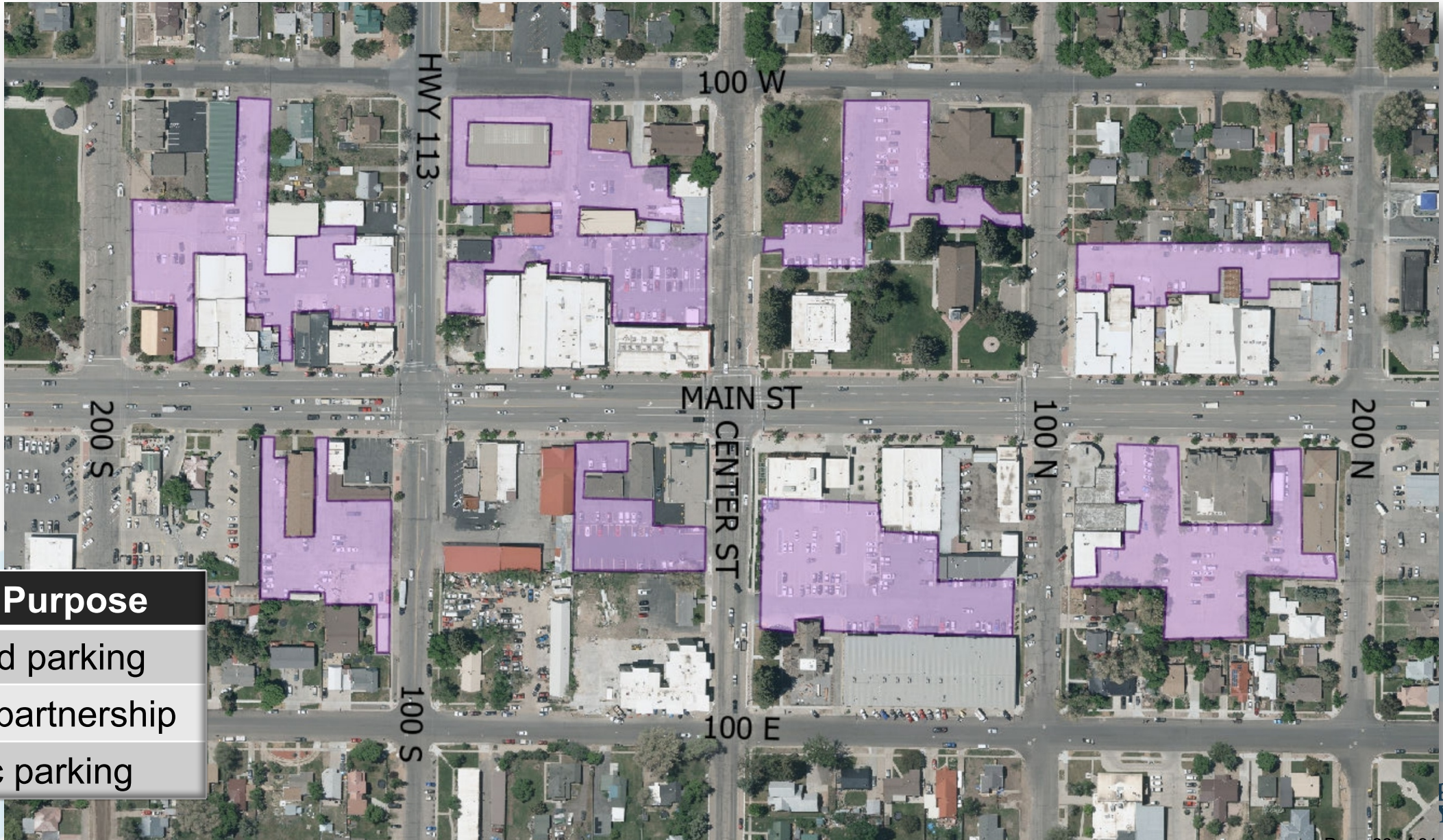
Proposed Block 103 Improved Parking Lot



Features

- 69 public off-street parking stalls
- Shared garbage bins
- Utilize existing driveways
- Planned building expansion**

Potential Shared Public Parking Lots



Features & Purpose

Privately owned parking

Public-Private partnership

Off-peak public parking

Proposed Parking District



Description

Recommended by Roger Brooks

100 N to 400 S, 150 W to 150 E

Future separate parking standards

Implement Parking Fee-in-Lieu

Financing mechanism for parking

Establish a Parking Fee-in-Lieu

2024 Roger Brooks Recommendation	
Use	Fee*
Retail/Office (x1)	\$4,000
Hotel/studio (x1)	\$4,000
1 bed residential (x1.5)	\$6,000
2 bed residential (x2)	\$8,000
3 bed residential (x3)	\$12,000

*This amount represents 1/2 of the estimated cost for construction, land value not included

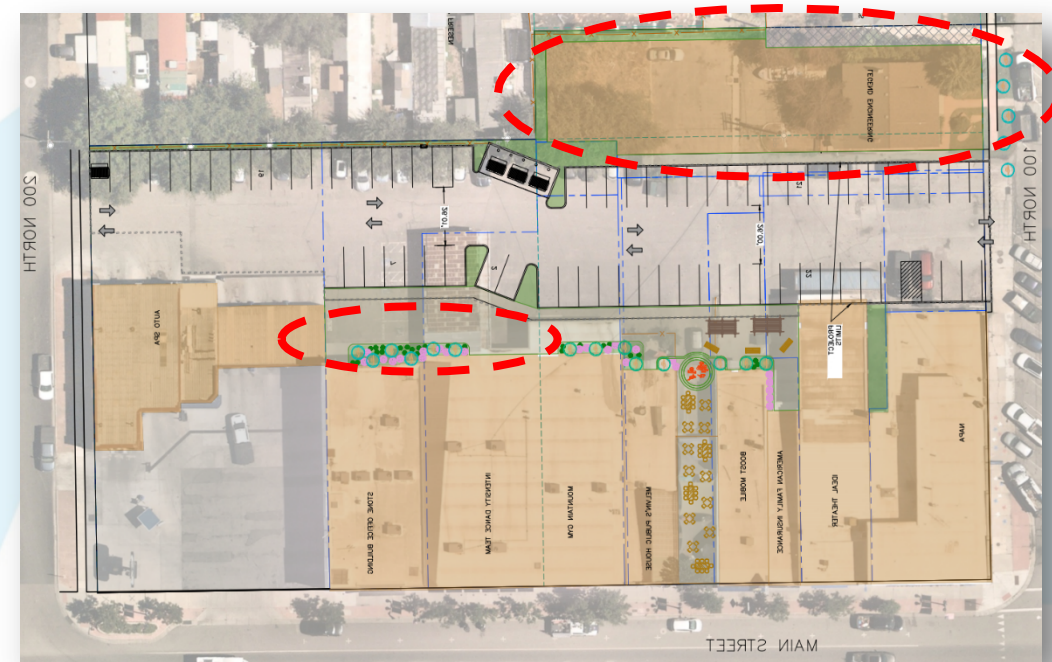
Need for City Investment in Parking

Planned Building Expansions

- Chay Dickman
- Legend Engineering
- Parking needed for each expansion
- No room to add parking
- **Building expansions cannot occur without City investing in parking**

Parking Fee-in-Lieu

- Paid by those constructing new buildings or additions
- Used to purchase properties and build parking
- Already permitted but:
- **Fee Amount is not yet set**



2025 Parking Stall Costs

Area	Land Value*	Land Value	Construction**	Total Cost/Stall
300 sf	\$19/sf	\$6,000	\$12,000	\$18,000

*2025 Tax Assessor value for a vacant downtown commercial parcel, rounded to nearest \$1,000

**2025 estimate by Legend Engineering, rounded to nearest \$1,000

3 Different Methods to Calculate Fee-in-Lieu

Use	METHOD 1: ½ Construction Cost	METHOD 2: ½ Total Cost	METHOD 3: Actual Cost*
Retail/Office (x1)	\$6,000	\$9,000	\$18,000
Hotel/studio (x1)	\$6,000	\$9,000	\$18,000
1 bed residential (x1.5)	\$9,000	\$13,500	\$27,000
2 bed residential (x2)	\$12,000	\$18,000	\$36,000
3 bed residential (x3)	\$18,000	\$27,000	\$54,000

Challenges:

- If fee is too high, property owners will not invest in downtown
- If fee is too low, City won't be able to build parking

Summary of 2025 Parking Stall Improvements

Type	Stalls Created
Wasatch Wave-Tabernacle	22 off-street stalls
	3 on-street stalls
100 East	58 on-street angled stalls*
TOTAL	83 new stalls**

*103 total painted on-street angled stalls, 58 net new stalls

****7% of the City's goal for 1,200 new parking stalls.**

Recommended Parking Stall Improvements 2026

Type	Stalls Created
Public Safety Building ('26-'27)	34 on-street stalls
HPL & Fire Station ('26-'27)	72 off-street stalls
	9 on-street stalls
Block 103 ('26-'27)	69 off-street stalls
100 West ('26-'27)	TBD
TOTAL	184* new parking stalls

***15% of the City's goal for 1,200 new parking stalls. With 2025's improvements, this represents 267 total new stalls or 22% of the 1,200 goal.**

Unfinished Parking Business*

Parking Priority List

2026-2027 To Do List

1. Construct 100 West angled on-street parking**
2. Pursue Shared Parking Agreements**
3. Create a parking district
4. Establish a Parking Fee-in-Lieu
5. Install HPL & Fire Station Parking
6. Install Public Safety Parking
7. Improve Block 103 Parking

Continuing & Future Steps

1. Create angled on-street parking**
2. Create 1200 new public parking spaces**
3. Acquire strategic properties**
4. Establish parking fees
5. Utilize event parking with public partners
6. Establish transit stops
7. Build 2 future parking structures

***As recommended by Roger Brooks 2024 Parking Study**

****Underway**



PLANNING

Discussion

FY '27 Policy & Budget Priorities
Established: 1/24/26; Adopted: 2/4/26

City Council (CC) Policy/Budget Priorities					
Priorities	Description/Strategy	Operationalizing Strategy	Target	Responsible	Status/Budget Instructions
Leadership Role in 2034 Olympic Games Planning	Assume leadership role in planning and leveraging 2034 Olympic Games for benefit of the community and to advance economic opportunities for Heber City	A)Initial opportunities include 1) locating Soldier Hollow parking closer to downtown; 2) host a “live site” at Heber City Park during the Games; 3) advance Heber Valley Corridor design and construction; and 4) transform Hwy 40 through downtown into a walkable, pedestrian friendly atmosphere; 5) improved walkability from back of event center, over railroad tracks, to HVR. 6) Create Council committee to represent Heber and lead initiative. B)Evaluate initiative to place Olympic art along rail trail segment located in Heber	A) Ongoing B) Ongoing	MB/CC	FY27: No outlay.
Execution of Envision Central Heber Initiative	Begin taking assertive and strategic actions to realize Envision Central Heber vision	<p><u>Main Street District (MSD)</u></p> <p>Trailhead Plaza Design and Construction (Main Street Park)</p> <ol style="list-style-type: none"> Complete Terracon public outreach initiative as presented at Council’s January ’26 retreat. Adopt preferred Plaza design and phasing plan. Commence design. Complete phasing as funding resources permit. <p>Parking</p> <ol style="list-style-type: none"> Finalize downtown parking policy (in-lieu) and begin executing strategy for increasing parking opportunities in downtown area Leverage shared parking agreements in downtown area to increase parking opportunities. <p>C-Street Pedestrian Alley</p> <ol style="list-style-type: none"> Terracon completes their Brown Field grant work, including design of “C” street cross section—public outreach/framing info. Adopt policy to require redevelopment to recognize “final” C-street pedestrian avenue. Working with UDOT for pedestrian crossing concepts, to maximize safety, on Midway Lane between Hwy 40 and 100 W. <p>Infrastructure</p> <ol style="list-style-type: none"> Complete design for 100 W. for blocks between 500 N. and 600 S. Construction priority would focus on blocks between 100 N and 300 S. Develop strategy to bury power lines under “C” street. Mainstreet Enhancements: develop concept plan for Main Street enhancements. Transitioning to shovel ready plans to present to UDOT/Legislature for funding. 	<p>Plaza</p> <ol style="list-style-type: none"> April ‘26 April ‘26 TBD TBD <p>Parking</p> <ol style="list-style-type: none"> Q4 ‘26 Q4 ‘26 <p>C-Street</p> <ol style="list-style-type: none"> Q2 ‘26 Q2 ‘26 Ongoing <p>Infrastructure</p> <ol style="list-style-type: none"> TBD TBD TBD 	<p>Plaza Terracon/TK/ KS/CC</p> <p>Parking MB/TK/CC</p> <p>C-Street Terracon/TK/ RF</p> <p>Infrastructure RF/CC</p>	<p>Trailhead Plaza</p> <ol style="list-style-type: none"> Underway as of 1/26/26. FY27: TK includes outlay to complete design. Source: TAP Tax <p>Parking</p> <p>FY27: No outlay. Work can be done in-house.</p> <p>C-Street</p> <ol style="list-style-type: none"> Underway Jan. 26 <p>FY27: No outlay; complete FY’26</p> <p>Infrastructure</p> <ol style="list-style-type: none"> Design Underway TBD Awarded Federal \$120k grant for Main Streety Transportation Safety Study. Currently entering into grant agreement. FY27: 100 W construction commences in spring ’27.

City Council (CC) Policy/Budget Priorities					
Priorities	Description/Strategy	Operationalizing Strategy	Target	Responsible	Status/Budget Instructions
		<p>Funding</p> <ol style="list-style-type: none"> Evaluate and seek all available funding opportunities to execute Envision Central Heber initiatives <p>Property Acquisition</p> <ol style="list-style-type: none"> Acquire strategic properties, through purchase, to advance Central Heber Vision. Priority property is County fire station property and key private parcels. <p>Downtown Business Development</p> <ol style="list-style-type: none"> Quantify current business mix and hours of operation in downtown area. Work with and educate property owners on Envision Central Heber initiative. Work to achieve 10/10/10 mix. Conduct market analysis. <p>Fire Station Property Improvement</p> <ol style="list-style-type: none"> Plan for exterior and internal improvements Develop and execute strategy to fill building with uses <p>County Administration Parcel</p> <ol style="list-style-type: none"> Partner with County to finalize design for parcel that's aligned with Envision Central Heber plan. <p>Branding & Promotion</p> <ol style="list-style-type: none"> Finalize naming and branding for C-Street and park. Develop and implement promotion plans for downtown <p>Transportation: Downtown Transit Links</p> <ol style="list-style-type: none"> Evaluate transit stops in downtown area based on data. <p><u>Arts & Recreation District (ARD)</u></p> <ol style="list-style-type: none"> Continue focused discussion with stakeholders to realize vision for area. Initial plan presented on 1/20/24. Wasatch County currently developing alternative plan. 	<p>Funding Ongoing</p> <p>Property Acquisition Q2'26</p> <p>Business Development 1.Q3'26 2.Ongoing 3.Ongoing 4.FY'27</p> <p>Fire Station 1.Q2 '26 2.ASAP after purchase</p> <p>County Parcel TBD</p> <p>Branding 1.Q2. '26 2. Q4 '26</p> <p>Transit 1.TBD</p> <p>Art & Rec. District Ongoing</p>	<p>Funding MS/NO</p> <p>Property MB/CC</p> <p>Business TK/CAMS/MB</p> <p>Fire Station 1.TK 3.MB/TK/DK</p> <p>County Parcel MB/CC</p> <p>Branding RB MB/CC</p> <p>Transit TK</p> <p>Art & Rec. MB/CC</p>	<p>Funding</p> <p>Property Acquisition Wasatch County drafting a PSA. FY27: No outlay Purchase expected in FY'26. Utilize revenues from 4th amendment to Jordanelle Ridge Agreement.</p> <p>Business Development Verify with Dallin Kocher that his grant money can be leveraged for market analysis.</p> <p>Fire Station FY27: Remodel cost estimates budgeted with CRA funds.</p> <p>County Parcel FY27: No outlay expected until plan reviewed and approved.</p> <p>Branding & Promotion FY27: No outlay for branding. Include funding for promotion plan.</p> <p>Transit FY27: No outlay-internal work.</p> <p>Arts & Recreation District (ARD) FY27: No outlay expected.</p>
Airport Compliance	Remain compliant with FAA grant assurances and settlement agreements	1.OK3 Settlement compliance 2. Master Plan Funding—Funding plan and execution	1.Ongoing 2.ASAP	TB/JC/CC	FY27: Fund expected legal and engineering costs.
Heber Valley Arts Center	Continue support for Arts Center	1.Continue strong relationship with stakeholders—WCAC & Jordanelle Ridge 2. Outdoor Amphitheater---complete feasibility study and identify next steps.	1-Ongoing 2.April '26	CC/MB/JC	1-Ongoing 2-Expected to be done April '26 FY27-No outlay.

City Council (CC) Policy/Budget Priorities					
Priorities	Description/Strategy	Operationalizing Strategy	Target	Responsible	Status/Budget Instructions
Dog in Park Policy	Review City's existing ordinance to allow for dogs in city parks with conditions.	1-Program a policy discussion with City Council regarding an amendment to the City's ordinance to allow dogs in city parks with conditions, such as leashes. 2-Provide for necessary signage, waste stations, and education.	1-Prior to summer '26 HMOM 2-Prior to HMOM	MS/MK/CC	FY27: No outlay. Internal work.
Dark Sky	Update policies to include 1) amortization for commercial and residential properties; 2) eliminate lights in soffits; 3) strengthen existing code; 4) enforcement; and 5) address existing non-compliant commercial lots. Include funding for street light retrofit. Work with UDOT to eliminate unnecessary streetlights. Education program. Seek public feedback on dark sky initiatives, celebrate dark sky week, and seek dark sky certification.	1-Policies: Update existing policy to include council requested items. 2-Include funding in FY'27 budget for street light retrofit. 3-Develop and execute game plans to eliminate un-necessary UDOT lights. 4-Establish and launch education program. 5-Identify desired feedback and preferred medium to collect dark sky feedback--then execute plan. Lay plans to celebrate dark sky week beginning in '26 and achieve dark sky certification in subsequent year.	1-Q2 '26 2-Q2 '26 3-Q2 '26 4-Q2 '26 5-Q2 '26 survey & celebration. Q2 '27 certification.	1)TK 2)MK 3)MK 4)RB 5)MS/LM	FY27: Outlay dependent on available revenue sources. Expect costs to be in FY '26 budget.
Transportation Infrastructure	Program, design, fund, and construction of transportation infrastructure improvements presented by RF at Council's annual retreat held in January '26.	Begin process of prioritizing and budgeting for presented improvements.	TBD	RF	FY27: Outlay will be determined during budget development process.
Gateway/Park/Way Finding Signs	Finalize and implement plans for gateway, park, and wayfinding signs.	1-Finalize designs for gateway/park/way findings signs. 2-Implement designs	1.Q2'26 2.FY'27	RB/MK	FY27: Outlay for 1 sign.
Affordable Housing Plan	Move the needle on developing and realizing affordable housing in Heber community.	1-Affordability Ideas A) Negotiate greater affordability with new MDAs (80% AMI to 120% to 60% AMI) B) Explore City owned land opportunities, swapping land, use of County and/or District property for AH C) Affordable Housing University D) Consider code alternatives, such as STR moratorium in downtown area; limit institutional investors; limits on application fees; yard maintenance costs, slumlord penalty, etc. E) Complete Needs Assessment while seeking input and partnership with County.	A-Ongoing B-Ongoing C-Commence Q2 '26 D-Q3 '26 E.O2 '26	TK/MB/JC/CC	FY27: No outlay. Inhouse work.
Historic Preservation	Establish a Historic Preservation District in downtown area	1-Identify district boundary 2-Draft historic district policy	1.Q4'26 2.Q4'26	TK	Underway: Historic building inventory to commence Spring '26. FY27: No Outlay. Inhouse work.
Community Reinvestment Agency (CRA)	Establishment of one or more interlocal agreements with WCSD and WC	Remain in holding pattern until work on County administration parcel project is completed and New London (Richie) development group finishes lobbying WCSD.	Hold	MC/CC	
Targeted Tax Relief	Assess ways to reduce property tax burden on homeowners in Heber City matching Wasatch County's current program requirements.	1-Access alternatives and present to Council at the annual budget workshops.	1-Completed in conjunction with FY '27 budget.	SN	FY27: Project decrease in general fund revenue.

Heber City Council
2026 Strategic Retreat Action Register

Execution Strategy					
Action Item	Description	CC	Target	Responsible	Status/Budget Instructions
Meeting Efficiency	Identify tools, training, and/or rules for improving council meeting efficiency.	All	ASAP	MB/JC/CC	
Staffing Needs/Consultant Utilization/Expansion Space/Organization Chart	<p>Staffing 1.Evaluat FY '27 staffing requests with respect to available funding. Include as part of budget workshop presentations alternatives for funding staffing requests.</p> <p>Consultants 1. Create a summary sheet(s) to itemize current use of consultants, outsourcing and partnerships. Intent of summary sheet is to evaluate whether cost savings and other advantages could be achieved hiring staff to do the same work. Basic data to include firm name, scope of work, hours of work, amount paid annually, etc. Summary sheet to be presented in April/May budget workshops</p> <p>Expansion Space 1.Complete research on court consolidation alternatives. Research to include utility of court space and HL&P building. Decision on HL&P building future not to be made until staffing, consultant and expansion space research and work is completed and presented to the city council.</p> <p>Organization Charts 1.Provide organization charts as part of budget workshops.</p>	All	Findings to be presented in conjunction with FY '27 budget workshops.	Staffing 1.MBSN Consultants 1.LEAD/MB/SN Expansion Space 1.PS/MB Organization Charts 1.MB	
Parks	<p>Muirfield Park 1.Identify capital stack for completing project—part in FY '26 and FY '27. 2.Bid, award, and construct in current calendar year. POSTT 1.Seek feedback from POSTT on list of initiatives/concerns/opportunities discussed during day two of retreat. Red Ledges 1.Arrange for a Red Ledges representative to update City Council on status of final trail obligations.</p>	All	Muirfield Bid release in early spring '26. POSTT: Q2 '26 Red Ledges: Q2 '26	RF/MB/SN	Construction plans at 90% Split project costs between FY '26 and FY '27.
City Property Maintenance	Develop and execute plans to “better” maintain city owned properties, specifically plants, weeding and litter maintenance.	Mike	'26 Summer growing season	MK	Strategy is already in development. Staffing request included in FY'27.
City Lobbyist	Lobbyist report to Council. On going two-way communication.	All	ASAP	MB	FY'27: Eliminate outlay.
N. Village Preservation Fee	1.Present to City Council alternatives for N. Village Preservation Fee 2.Adopt policy for outlay of fees.	All	Q3 '26 Q3 '26	TK	FY27: No outlay.
America 250	Design and execute plans for establishing an America 250 memorial in Muirfield Park	All	Before July '26	MB/MK	FY27: No outlay. Current FY cost
Business Documentation	Business processes are documented to ensure ease of employee transitions.	Cheatwood	Q3'26		FY27: No outlay. Inhouse work.
Inflationary Tax Increase	Consider annual inflationary tax increase.	All	FY '27 Budget	SN	FY27: Will conduct assessment
Economic Development	Coordinate with Dallin Kocher for an Economic Development Report to city council.	Cheatwood	Q2 '26	MB	FY27: No outlay
Recycling	Improve Heber City organization’s recycling ethic—at public gathering places, buildings, etc.	All	Q3'26	MS/MK	FY27: Include funding for containers at major city parks/facilities.
AAB Bylaws	Review proposed bylaw changes with a subcommittee of council, staff and AAB members.		Q3'26	TB/JC	FY27: No outlay