



HIGHLAND CITY

HIGHLAND CITY PLANNING COMMISSION MINUTES


Tuesday, November 28, 2023

Approved December 19, 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: planningcommission@highlandcity.org

6:04 PM WORK SESSION - ACCESSORY DWELLING UNITS (ADUs)

Call to Order – Chair Audrey Moore

Invocation – Commissioner Trent Thayn

The meeting was called to order by Commissioner Audrey Moore as a work session at 6:04 PM. The meeting agenda was posted on the *Utah State Public Meeting Website* at least 24 hours prior to the meeting.

PRESIDING: Commissioner Audrey Moore

COMMISSIONERS

PRESENT: Jerry Abbott, Tracy Hill, Chris Howden, Claude Jones, Debra Maughn, Audrey Moore, and Trent Thayn

CITY STAFF PRESENT: City Administrator Erin Wells, Assistant City Administrator/Community Development Director Jay Baughman, Planning Commission Secretary Heather White

OTHERS PRESENT: Jon Hart, Liz Rice

Commissioner Howden thought it was important to discuss details concerning detached accessory dwelling units. He said there were many neighbors who would need to leave Highland as they aged because they couldn't keep up with the maintenance of larger yards. Commissioner Moore agreed and said she thought it was important to not only address the issue for an aging population, but also for a younger population who might not be able to afford housing.

Commissioner Jones arrived at 6:07 PM.

Commissioner Howden proposed that the city allow some sort of detached dwelling unit with the following regulations:

- use same utility metering as the main house
- smaller in size – maximum 1,000 sf (square feet)

- other structures (barn or garage) could house an ADU with a maximum of 1,000 sf
- at least one of the living units (main house or ADU) needed to be owner occupied
- limit one ADU per residential lot
- permitted on lots only within the R-1-40 zone
- current city code would apply to detached ADUs, except include a requirement for off-street parking
- building materials of the detached ADU would need to be complimentary to the main house
- minimum setback 20 ft (feet)
- maximum height 25 ft
- ADU property could not be sold off or separated in any way from the main house – no flag lots
- Implement an impact fee for a detached ADU

Commissioner Howden explained that the current code for ADUs required some kind of attachment to the main house. Commissioner Abbott thought that the city would need to impose an impact fee for basement apartments if they were to apply an impact fee for ADUs. Most of the commissioners agreed that an impact fee for detached ADUs was not appropriate unless it was imposed for all types of ADUs.

They discussed the need for parking regulations and some voiced concerns with parking issues associated with ADUs. They also discussed the importance of being able to drive emergency vehicles near an ADU as well as being able to maneuver emergency equipment into an ADU.

It was suggested that the detached ADU square footage be part of the total out building square footage.

Additional discussion was needed regarding the maximum square footage of an ADU. Some commissioners thought 1,000 sf might be too small and that 1,200 or 1,500 sf might be a better size. It was explained that the idea was to keep the size of ADUs smaller in order to limit the number of people that could live in each one. Commissioner Abbott mentioned that a big family could live in 1,500 sf, but 1,000 sf might be better suited for two people. He said the intent of an ADU was for a retired couple or a student. He said the owner occupancy provision would limit rentals.

There was concern with possible issues regarding height of an ADU and further discussion was needed.

They discussed different scenarios about ADUs. Ms. Wells wondered how the city would handle a situation in which someone wanted to convert a garage to an ADU. Commissioner Abbott said that only the maximum square footage of an ADU would be able to be converted into living space.

Commissioner Howden said he would create a proposal for ADUs then email it to the commissioners for review by the end of next week. He suggested that further discussion take place at the next Planning Commission meeting.

The meeting adjourned at 7:00 PM.

I, Heather White, Planning Commission Secretary, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on November 28, 2023. The document constitutes the official minutes for the Highland City Planning Commission Meeting.

/s/Heather White
 Planning Commission Secretary



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7:02 PM REGULAR SESSION

Call to Order – Chair Audrey Moore

Invocation – Commissioner Trent Thayn

Pledge of Allegiance – Commissioner Jerry Abbott

The meeting was called to order by Commissioner Audrey Moore as a work session at 7:02 PM. The meeting agenda was posted on the *Utah State Public Meeting Website* at least 24 hours prior to the meeting.

PRESIDING: Commissioner Audrey Moore

COMMISSIONERS

PRESENT: Jerry Abbott, Tracy Hill, Chris Howden, Claude Jones, Debra Maughn, Audrey Moore, and Trent Thayn

CITY STAFF PRESENT: City Administrator Erin Wells, Assistant City Administrator/Community Development Director Jay Baughman, City Attorney Rob Patterson, Planning Commission Secretary Heather White

OTHERS PRESENT: Jon Hart, Liz Rice

1. UNSCHEDULED PUBLIC APPEARANCES

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

None was offered.

2. CONSENT ITEMS

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

- a. **Approval of Meeting Minutes** *General City Management - Heather White, Planning Commission Secretary*
Planning Commission Work Session – August 29, 2023 and Regular Planning Commission Meeting – August 29, 2023

- b. **ACTION: 2024 Planning Commission Meeting Schedule** *General City Management - Jay Baughman, Assistant City Administrator/Community Development Director*
The Planning Commission will consider the 2024 Regular Meeting Schedule. The Commission will take appropriate action.

Commissioner Howden MOVED to approve Consent Items a and b.

Commissioner Thayn SECONDED the motion.

The vote was recorded as follows:

<i>Commissioner Jerry Abbott</i>	<i>Yes</i>
<i>Commissioner Tracy Hill</i>	<i>Yes</i>
<i>Commissioner Christopher Howden</i>	<i>Yes</i>
<i>Commissioner Claude Jones</i>	<i>Yes</i>
<i>Commissioner Debra Maughn</i>	<i>Yes</i>
<i>Commissioner Audrey Moore</i>	<i>Yes</i>
<i>Commissioner Trent Thayn</i>	<i>Yes</i>

The motion carried 7:0

3. PLANNING COMMISSION AND STAFF COMMUNICATION ITEMS

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

- a. **Development Oversight Review Committee** - *Jay Baughman, Assistant City Administrator/Community Development Director*

Mr. Patterson mentioned that the approval of SB 174 created subdivision process changes. He explained that if a zoning change was needed, the process did not change. However, if a proposed subdivision met code, the council would not review it. He explained that according to SB 174, a preliminary plat may be approved by the planning commission and a final plat would be approved by city staff instead of a public body. Because of the new process, the city was considering the formation of a Development Oversight Review Committee. The committee would consist of two planning commission members, city engineer, city attorney, and the community development director.

Commissioner Howden wondered if staff could require changes during the final approval process. Mr. Patterson explained that staff should not be making changes or additional requests. He said staff might make recommendations, but they shouldn't make changes for the final plat.

The commissioners liked the idea of having commission members as part of the new committee. It was suggested that commissioners who attended the meeting in which a specific preliminary plat was approved also attend the Development Oversight Review Committee for the final plat approval of the same subdivision. Some voiced concern with the availability of commissioners during business hours. It was decided that two commissioners would attend the committee meetings depending on availability. Priority would be given to commissioners who attended the meeting when preliminary plat was approved. Timing of committee meetings was discussed. Commissioner Thayn voiced concern with scheduling during lunch. Ms. Wells said she envisioned committee meetings being shorter and held only as needed.

b. General Plan Update Proposal Review Committee - *Jay Baughman, Assistant City Administrator/Community Development Director*

Mr. Baughman mentioned that Highland received three proposals from firms to update the General Plan. He asked for at least two commissioners to be involved in an ad hoc committee to review proposals. Commissioner Maughn, Commissioner Moore, and Commissioner Howden volunteered to be on the committee.

ADJOURNMENT

Commissioner Howden moved to adjourn the meeting. Commissioner Jones seconded the motion. All were in favor. The motion carried.

The meeting was adjourned at 7:28 PM.

I, Heather White, Planning Commission Secretary, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on November 28, 2023. The document constitutes the official minutes for the Highland City Planning Commission Meeting.

/s/Heather White
Planning Commission Secretary

**Welcome to the Highland
Planning Commission Meeting
November 28, 2023**

Please Sign the Attendance Sheet



1



6:00 PM WORK SESSION

ACCESSORY DWELLING UNITS


2



7:00 PM REGULAR SESSION

Call to Order - Audrey Moore, Chair
Invocation - Commissioner Trent Thayne
Pledge of Allegiance - Commissioner Jerry Abbott

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UNSCHEDULED PUBLIC APPEARANCES

Time set aside for the public to express their ideas and comments on non-agenda items.

- Please state your name clearly.
- Limit your comments to three (3) minutes.

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CONSENT ITEMS

A. Approval of Meeting Minutes: August 29, 2023
General City Management

B. 2024 Planning Commission Meeting Schedule
General City Management

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CONSENT ITEMS

2024 Meeting Calendar

Regular Meeting	Date
January	23
February	27
March	26
April	23
May	28
June	25
July	23
August	27
September	24
October	22
November	19
December	10

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DEVELOPMENT CODE CHANGES

Item 3a - Communication
 Presented by - Jay Baughman, Assistant City Administrator/Community Development Director
 Rob Patterson, City Attorney

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Timeline and Goals

- Timelines
 - High-level discussion Council: Nov 11, 2023
 - High-level discussion Planning Commission: Nov 14, 2023
 - Planning Commission Recommendation: December 13, 2023
 - City Council decision: January 16, 2023
- Deadline (per state law): February 1, 2024

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SB 174 - Subdivision Process Changes

- Subdivision process changes
 - State law prohibits council (body or member) involvement
 - Specific processes for application submittal requirement
 - Strict review times (4 cycles each for preliminary & final plat)
- Approval Entity
 - Cannot be city council
 - Preliminary plat may be approved by Planning Commission
 - Final plat must be approved by staff (no public body)

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Review Body Suggestions

- Minor Subdivisions - Combined preliminary/final plat
 - Current: up to 3 lots with no major road/utility extensions
 - Proposed: lot splits only (2 lots) with no road/utility extensions
- Open space subdivision process
 - Leave for reference, but ensure cannot be used again
- Final Plat Approval Body
 - City engineer, attorney, community development director
 - **2 Planning Commission members**

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PLANNING COMMISSION AND STAFF COMMUNICATION ITEMS

a. **Future Meetings**

- August 1, City Council, 7:00 pm, City Hall
- August 15, City Council, 7:00 pm, City Hall
- August 29, Planning Commission, 7:00 pm, City Hall
- September 5, City Council, 7:00 pm, City Hall

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