



HIGHLAND CITY

HIGHLAND PLANNING COMMISSION AGENDA

TUESDAY, MARCH 25, 2025

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

7:00 PM REGULAR SESSION

Call to Order: Trent Thayn

Invocation: Jerry Abbott

Pledge of Allegiance: Claude Jones

1. UNSCHEDULED PUBLIC APPEARANCES

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

2. PRESENTATIONS

- a. **Open and Public Meetings Act Training** *Rob Patterson, City Attorney/Planning & Zoning Administrator*

3. CONSENT ITEMS

Items on the consent agenda are of a routine nature. They are intended to be acted upon in one motion. Items on the consent agenda may be pulled for separate consideration.

- a. **Approval of Meeting Minutes - February 25, 2025** *Heather White, Deputy City Recorder*

4. ACTION ITEMS

- a. **ORDINANCE: PO Zone Text Amendment Land Use (Legislative)**
Rob Patterson, City Attorney/Planning & Zoning Administrator
The Planning Commission will address questions and provide recommendations on items requested by the City Council related to the PO Zone text amendment.

5. COMMUNICATION ITEMS

Communication items are informational only. No final action will be taken.

- a. **Planning Commission Policies and Handbook** *Jay Baughman, Assistant City Administrator/Community Development Director*
- b. **General Plan Update** *Jay Baughman, Assistant City Administrator/Community Development Director*

ADJOURNMENT

In accordance with Americans with Disabilities Act, Highland City will make reasonable accommodations to participate in the meeting. Requests for assistance can be made by contacting the City Recorder at (801) 772-4505 at least three days in advance of the meeting.

ELECTRONIC PARTICIPATION

Members of the Planning Commission may participate electronically during this meeting.

CERTIFICATE OF POSTING

I, Rob Patterson, certify that the foregoing agenda was posted at the principal office of the public body, on the Utah State website (<http://pmn.utah.gov>), and on Highland City's website (www.highlandut.gov).

Please note the order of agenda items are subject to change in order to accommodate the needs of the Planning Commission, staff and the public.

Posted and dated this agenda on the 20th day of March, 2025

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL PLANNING COMMISSION MEETINGS.
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HIGHLAND PLANNING COMMISSION MINUTES

TUESDAY, February 25, 2025

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

Awaiting Formal Approval

VIRTUAL PARTICIPATION

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

 Email comments prior to meeting: planningcommission@highlandcity.org

7:00 PM REGULAR SESSION

Call to Order: Chair Christopher Howden

Invocation: Commissioner Trent Thayn

Pledge of Allegiance: Commissioner Tracy Hill

The meeting was called to order by Commissioner Christopher Howden as a regular session at 7:00 pm. The meeting agenda was posted on the *Utah State Public Meeting Website* at least 24 hours prior to the meeting. The prayer was offered by Commissioner Thayn and those in attendance were led in the Pledge of Allegiance by Commissioner Hill.

PRESIDING: Commissioner Christopher Howden

COMMISSIONERS

PRESENT: Jerry Abbott, Tracy Hill, Claude Jones, Debra Maughan, Audrey Moore, Trent Thayn

CITY STAFF PRESENT: Assistant City Administrator/Community Development Director Jay Baughman, City Attorney/Planning & Zoning Coordinator Rob Patterson, Deputy Recorder Heather White

OTHERS PRESENT: Jon Hart, Brian Garrett, Carrissa Powell, Cherice Park, John Day, Wesley Warren, Tim Park, Nicolas Pantos, David Peterson, Sherry Kramer, Curtis Miner

1. PLANNING COMMISSION APPOINTMENTS AND CHAIR ELECTION

a. Commission Makeup and Chair/Vice Chair Election

Commissioner Abbott MOVED to nominate Commissioner Howden to serve as Planning Commission Chair and Commissioner Thayn as Vice Chair. Commissioner Maughan SECONDED the motion. All present were in favor. The motion carried unanimously.

2. UNSCHEDULED PUBLIC APPEARANCES

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

None was offered.

3. CONSENT ITEMS

Items on the consent agenda are of a routine nature. They are intended to be acted upon in one motion. Items on the consent agenda may be pulled for separate consideration.

- a. **Approval of Meeting Minutes – December 10, 2024** *Heather White, City Deputy Recorder*
- b. **Approval of Meeting Minutes – January 28, 2025** *Heather White, City Deputy Recorder*

Commissioner Moore MOVED to approve the minutes for the December 10th and January 28th meetings. Commissioner Hill SECONDED the motion. All present were in favor. The motion carried unanimously.

4. ACTION ITEMS

- a. **ACTION: Public Hearing – Pantos Preliminary Plat Land Use (Administrative)**
Rob Patterson, City Attorney/Planning & Zoning Administrator
The Planning Commission will conduct a public hearing and consider granting preliminary plat approval for the seven-lot subdivision known as Pantos Subdivision.

Mr. Patterson reviewed the details of the Pantos Preliminary Plat application. He explained that the property was an old county parcel. The proposed plat followed the county meets and bounds description, however, there was concern raised by residents that it did not align with historical fence lines. He said even though the parcel followed the record, there might be potential legal issues on the actual boundary line. He talked about boundary gaps in county records and questions relating to fence lines. He explained that the city did not handle property boundary disputes. Staff recommended approval because it complied with city zoning standards.

Commissioner Howden opened the public hearing at 7:15 PM and asked for public comment.

Resident Brian Garrett wondered if there would be enough acreage to have seven lots if the boundary line was changed. He voiced concern with new residents complaining about odors from animals on his property. Mr. Patterson explained that the property owner might have room for only six lots if the total area dropped below 280,000 square feet. He talked about surveys, county records, chain of title, and the current discrepancies. Mr. Patterson stated that Highland City permitted animal rights within residential zoning.

Resident Carrie Powell said there was a straight fence line on the northeast portion of the property. She said she was originally given a document stating they would receive property from the Pantos family, at no cost, which straightened the northeast boundary. After speaking with neighbors, the Powells decided not to sign the document. They then heard that the fence line was the law. Regrettably, they never signed the document. She said the fence line did not match the property description.

Resident Cherice Park said they were also asked to sign documents. After speaking with neighbors, reviewing fence lines of 20+ years, and speaking to an attorney, they were told that they could not sign any document that released any of the property because they still held a mortgage on the property. The mortgage company could call the mortgage due if they were to sign anything. They wanted the fence line to remain, but their hands were tied

because it was not within their right to sign anything due to legal ramifications.

Resident John Day said they lived north of the property for 37 years and he was happy that the Pantos family was able to develop their property. He asked about the note pertaining to concrete pads. Mr. Day said built his driveway 15 years ago with permission and was now concerned that it was illegal. Mr. Patterson explained that the surveyor noted there were concrete pads extending onto the Pantos property. He suggested that Mr. Day speak with Mr. Pantos, and maybe an attorney, regarding the surveyor's note. He suggested that Mr. Day also speak to a Patterson Homes representative since it was understood that they were now the new owners.

Resident Welsey Warren wondered if there would be a sidewalk on 10400 North. Mr. Patterson explained that the development would only do their portion of the sidewalk and that there were no plans for the city to extend it at this time.

Resident Tim Park thought the developer would want to respect the boundary of acquiescence. He said the fence was put up at least 35-40 years ago and thought that it made sense for them to recognize the boundary as such.

Resident Nicolas Pantos said his father bought the ground in 1954 when his grandfather served in the war. His family lived there 30 years before Highland was a city and had paid property taxes longer than anyone. He hoped the community would approve the seven-lot development.

David Peterson, civil engineer for the project, said it was not in his purview to address boundary issues but thought the Pattersons would be happy to speak with residents.

Commissioner Howden asked for additional public comment. Hearing none, he closed the public hearing at 7:39 PM. He asked for additional comments. Mr. Patterson spoke about options that residents had regarding the boundary dispute and the responsibility of the city to consider the subdivision application.

Mr. Pantos mentioned that they had closed on the sale of the property with Patterson contingent on seven lots being approved. If seven lots were not approved, they would be willing to come back to the city.

Commissioner Thayn said, based on his experience, it was common for boundary lines not to match up. He found the best way to resolve the issue was to work with all property owners. Commissioner Maughan pointed out that surveying was done differently 30-50 years ago compared to how it was done today. She thought the preliminary plat was premature and said the property owners needed to work things out before the commissioners made a decision. Mr. Peterson said he preferred a stipulation in the motion that would allow them to proceed with the development process. He said Pattersons would want to work out the boundary dispute and be good neighbors.

Commissioner Abbott MOVED that the Planning Commission approve the Preliminary Plat for the Pantos Subdivision and that they meet the sufficient square footage to allow for seven (7) lots.

Commissioner Moore 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 Maughan</i>	<i>Yes</i>
<i>Commissioner Audrey Moore</i>	<i>Yes</i>
<i>Commissioner Trent Thayn</i>	<i>Yes</i>

Commissioner Alternate Sherry Kramer Absent
Commissioner Alternate Wesley Warren Absent

The motion carried 7:0

b. ORDINANCE: PO Zone Text Amendment – Land Use (Legislative)

Rob Patterson, City Attorney/Planning & Zoning Administrator

The Planning Commissioner will consider the proposed text amendment for the PO Zone and the proposed architectural theme exhibit.

Mr. Patterson explained that the PO Zone was in two locations within the city; west of Highland Blvd and an area next to the high school. He explained that the PO Zone had a very specific set of exhibits for a portion of the Highland Blvd property, however, the PO Zone was not fully addressed in those exhibits. The developer of the property west of Highland Blvd asked for an amendment in order to make the PO zone a little more general. They also wanted to remove exhibits that made it very specific as well as replace architectural guidelines. He reviewed the original master site plan and exhibits compared to the proposed amendments.

Curtis Miner, architect representing Pattersons, hoped the proposed amendments were a solution to resolve issues with the PO Zone. He said the requested amendments required a master site plan to ensure that new development was compatible with adjacent properties. A master site plan would become a product of the application. He mentioned that design and needs for tenets had changed and were outdated since the original renderings 20 years ago. Many of the amendments to language and strategy made it consistent with Highland City zoning documents. He talked about how the residential style was a much broader range of styles now than it was 20 years ago. He said they did not want to abandon the residential style but would like to make it more transitional. It would give builders more flexibility. He pointed out that proposed building heights seemed to offer equal treatment in residential and commercial areas.

Commissioner Howden opened the public hearing at 8:13 PM and asked for public comments.

Resident Sherry Kramer mentioned that she attended the planning commission meeting when residents from the French Country development voiced frustration with building designs that looked very industrial and commercial. She encouraged the planning commission to think about the Country French residents whose homes were not the more modern-looking style. She thought they would prefer buildings that looked more similar to homes.

Commissioner Howden closed the public hearing at 8:15 PM.

Commissioner Thayn talked about how the original exhibits were outdated, but that current styles would soon be outdated as well.

Commissioner Abbott voiced concern about the proposed amendments. He was concerned that two-story buildings would replace approved plans for one-story buildings. He said the residents built their homes based on a particular master plan. He recounted the history between the developer wanting to change aspects of the master plan and residents' comments and concerns. He voiced concern that the County French residents would lose their views if two-story buildings were permitted throughout the PO Zone. He thought Patterson had a history of trying to get more than what was originally planned. He said a 35-foot peaked roof was much different than a 35-foot flat roofed building. Referring to pictures in Mr. Miner's presentation, Commissioner Abbott suggested having pictures that represent one-story buildings as well as residential looking structures instead of large boxed commercial buildings.

The planning commission considered the pictures presented as representations of approved architectural style.

They reviewed the original plat and considered how the proposed changes would affect different areas. They considered building heights, style, and whether or not it should be applied to the PO Zone generally.

Commissioner Abbott pointed out that there was already a master plan in place for the property. Changes could be made to the PO Zone but also hold to the master plan. He suggested agreeing on architectural elements. He thought the flexibility given to the developer would restrict the city.

Commissioner Thayn suggested having a stipulation that if they wanted to change the existing master plan they needed to come back to the city which would allow for public comment. Commissioner Abbott said that if the amendment was approved, the developer could come back to the city with a proposed two-story building. He talked about what residents voiced in previous meetings. He recalled that they wanted a residential feel and not a boxy commercial feel.

Commissioner Thayn MOVED that the Planning Commission recommend approval of the proposed text amendments and architectural design exhibits with the two (2) following stipulations:

- 1. The top middle and bottom left examples in the architectural design exhibit would be replaced with two of the residential examples presented by Patterson Homes, specifically the example from Saltair and the example from Mountain Ridge Way.*
- 2. The previously approved master site plan would remain as the approved master site plan for the properties shown therein, and applicants who want to change that plan would need to amend or update the plan through the new master site plan process.*

Commissioner Jones SECONDED the motion.

Questions on the motion:

Planning Commissioners asked for clarification of the motion. Commissioner Thayn thought that if a master site plan already existed, it should remain in place. He wanted the public to be able to comment on proposed amendments to any existing master plans. New pictures, as discussed and referred to in the motion, would show updated examples of architectural styles.

The vote was recorded as follows:

<i>Commissioner Jerry Abbott</i>	<i>No</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 Maughan</i>	<i>Yes</i>
<i>Commissioner Audrey Moore</i>	<i>Yes</i>
<i>Commissioner Trent Thayn</i>	<i>Yes</i>
<i>Commissioner Alternate Sherry Kramer</i>	<i>Absent</i>
<i>Commissioner Alternate Wesley Warren</i>	<i>Absent</i>

The motion carried 6:1

5. COMMUNICATION ITEMS

Communication items are informational only. No final action will be taken.

a. General Plan Update and Process

Mr. Baughman explained that the document sent to commissioners was a rough draft based on feedback received from the public. He explained how public comments were gathered. He said additional combined workshops would be held with the city council. The first meeting will be March 11th. Mr. Baughman proposed that workshops be held on the second Tuesday of every month. Commissioner Howden thought the planning commission should be proactively planning. He disagreed with how the surveys were conducted. He was concerned that the town council and commissioners would talk in general terms during upcoming workshops and said they needed to talk specifically about each topic. After discussing the general plan update process, the commissioners asked to receive an email listing the different topics in the general plan.

b. Meeting Time

The Planning Commissioners agreed to keep the meeting start time at 7:00 PM.

ADJOURNMENT

Commissioner Moore MOVED to adjourn the meeting. Commissioner Thayn SECONDED the motion. All were in favor. The motion carried.

The meeting ended at 9:48 pm.

I, Heather White, Deputy Recorder, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on February 25, 2025. The document constitutes the official minutes for the Highland City Planning Commission Meeting.



PLANNING COMMISSION AGENDA REPORT ITEM #4a

DATE: March 25, 2025
TO: Planning Commission
FROM: Rob Patterson, City Attorney/Planning & Zoning Administrator
SUBJECT: PO Zone Text Amendment
TYPE: Land Use (Legislative)

PURPOSE:

The Planning Commission will address questions and provide recommendations on items requested by the City Council related to the PO Zone text amendment.

STAFF RECOMMENDATION:

Staff recommends that the Planning Commission address the three questions from the City Council and provide recommendations on each question.

PRIOR REVIEW:

On July 25, 2023, the Planning Commission first considered this amendment. At that time, the proposed amendment proposed changes to the PO zone and removed the original site plan and building exhibits, but did not include new design or site plan exhibits. The Commission held a public hearing, and there were no comments received during, before, or after the hearing until after the Commission made its recommendation in February 2025. After reviewing the proposed changes, the Planning Commission continued the item and directed the applicant to provide exhibits that would demonstrate and limit the scope of permitted architectural themes within the PO zone.

On August 29, 2023, the Planning Commission again considered the requested text amendment. Representatives of Patterson Homes provided potential exhibits and architectural styles for the Commission to review and indicate preferences. The Commission generally agreed that it would prefer building designs that broke up the facade, used different materials, had different roof heights, and were more traditional or transitional (between a 3-story commercial box and a traditional house design). The Commission provided this feedback to the applicant and continued the item.

On February 25, 2025, the Commission again considered the requested text amendment. Patterson Homes made additional adjustments to the proposed text amendment to include, among other things, the master site plan process, and they consolidated and updated the proposed architectural design exhibits. A representative of Patterson Homes explained the updated architectural design exhibit and referenced modern-style homes within Highland as examples of "residential" styles that included flatter roofs and more modern design aesthetics. The Commission reviewed and generally supported the text changes. The discussion by the Commission focused on two primary issues:

- Whether the architectural design exhibit and all of the more modern style commercial buildings shown therein was appropriate for the PO Zone
- Whether to remove all of Exhibit C--the building-specific architectural design requirements--or

just remove the building elevations/drawings

Eventually, there was a motion to recommend approval of the proposed text amendments and the architectural design exhibit, with the following stipulations:

- The top middle and bottom left examples in the architectural design exhibit would be replaced with two of the residential examples presented by Patterson Homes, specifically the example from Saltair and the example from Mountain Ridge Way. (The applicant is working on a revised exhibit and will have it prepared for the Council meeting).
- The previously approved master site plan would remain the approved master site plan for the properties shown therein, and applicants who want to change that plan would need to amend or update the plan through the new master site plan process.

A vote was called on the motion, and it passed 6-1, with Commissioner Abbott opposed.

The City Council considered the text amendment and the Commission's recommendation on March 4, 2025. After receiving feedback from the public and hearing from the applicant, the Council discussed whether to retain the one-story limitation for the buildings fronting on the east side of Highland Boulevard and whether other regulations regarding roof design or height should be imposed. The Council decided that it would like additional review by the Planning Commission, and voted to send the item back to the Planning Commission to address specific questions the Council had.

BACKGROUND & SUMMARY OF REQUEST:

The PO zone was first adopted in 2003. When the PO zone was adopted, it was created as a site-specific zoning ordinance and it included three exhibits as part of the zone: Exhibit A, a master site plan, Exhibit B, a master landscape plan, and Exhibit C, architectural renderings and design requirements for the buildings shown on the master site plan. The purpose of the PO zone is to achieve "a high quality, cohesive design for professional office development." HDC 3-4901. The PO zone regulations are intended, according to the code, to:

- a. Promote the overall functionality, safety and visual attractiveness of professional office buildings, storage facilities, accompanying substructures, and surrounding landscape;
- b. Promote architecture with a residential flavor;
- c. Promote development which works in harmony with the open, rural atmosphere of Highland City;
- d. Prevent the erection of buildings or substructures with an industrial or a pre-fabricated appearance; and,
- e. Allow some flexibility of architecture so as to encourage creativity of design.
- f. Promote the successful completion of the project and of the ability of professional and service entities to succeed by carefully reviewing financial statements and character references of developers, builders and users submitted to the Planning Commission.

Many of the design regulations of the PO zone are similar to that of the City's residential zones, which makes sense given the purposes of the PO zone, as described above. Setbacks are comparable to residential setbacks (20'-25' front, 10' side unless near residential, then 30' side, 30' rear), and building height is limited to 35', same as residential zones. However, the exhibits to the PO zone, particularly Exhibit C, impose greater restrictions than that of residential properties, such as one-story building limits for certain buildings and specific design requirements.

Since its initial adoption, the PO zone has expanded in two areas: it now includes the property just north

of the existing flex office buildings and south of the church on the west side of Highland Blvd. and a parcel near Lone Peak High School. Despite this expansion, the PO zone and its exhibits were not modified, which leaves the zoning code internally inconsistent. The zone requires all development to conform to the site plan, landscaping plan, and architectural renderings in the zone exhibits, but those exhibits do not encompass all property within the zone.

This has led staff and the Council to ignore the PO zone exhibits for development outside of the original master site plan. For example, on June 4, 2019, the Council approved a site plan and architectural plan for the building on the PO zone property near the high school (south of the assisted living center). There was no discussion or reference to any of the PO zone exhibits as part of that review and approval. It appears the city simply applied the material and design requirements spelled out in the PO zone.

In 2019 and 2021, the Patterson development group asked to deviate from the original site plan and design exhibits of the PO zone. These requests were focused on a particular property, denoted in the original master site plan as "Professional Office 'C'", however, rather than an update to the PO zone as a whole. Both times, the City approved the changes, resulting in the flex office buildings and the smaller building adjacent to the flex offices on the west side of Highland Boulevard near the storage unit facility. The current application, while intended by the applicant to facilitate their proposed development of the "building 3" site from the PO zone master site plan, does address the PO zone as a whole to make it more functional for all properties within the zone.

APPLICATION

Patterson Homes seeks to amend the PO zone to accomplish the following:

1. Remove the original exhibits of the PO zone, which are the master site plan, master landscape plan, and building-specific architectural renderings and design requirements for the buildings within the master site plan.
2. Change and clarify the language of the PO zone to provide more generalized direction and regulation of development within the PO zone. One change to be highlighted is the removal of a contradiction in the code in how building height is measured that aligns the PO zone with general city code.
3. Require master site planning for new development within the PO zone.
4. Establish an architectural theme guide for new development within the PO zone that encompasses existing PO zone development and allows the developer to deviate from the originally approved building architecture and design requirements.

COUNCIL QUESTIONS

The City Council voted on March 4 to return this item to the Planning Commission to receive the Commission's recommendations regarding the following three questions:

1. What did the Commission recommend regarding the one-story limit currently in the code for the buildings on the east side of Highland Blvd? Given the overall zone limit of 35 feet building height, is the Commission recommending keeping or removing the one-story limitation for those buildings?
2. Regarding building heights, did the Commission have a recommendation regarding building height as it related to roof types (i.e., height of flat roofs vs. pitched/gable roofs)?
3. Regarding building heights, did the Commission have a recommendation regarding how to measure building height? Should it be measured from the average grade of the lot, as currently in the code, or should building height be measured from the highest point of finished grade as is currently allowed for all residential zones and is what the city's code generally requires?

In response to these items, Commissioner Abbott has prepared additional guidance that could be adopted or implemented with the code change for the Commission's consideration. This guidance would give expand upon the design exhibit and give requirements for design, aesthetics, and massing of future buildings. The suggestions from Commissioner Abbott are attached to this report.

RESIDENT QUESTIONS AND CONCERNS

Staff and officials have received questions and comments from residents since the Council's March 4 meeting that generally support requiring high-quality, residential designs for the PO zone. There were some additional requests in these comments:

- Reposition building 3 and the parking lot. Staff is concerned with this request as a practical matter. The plan has always been for buildings 2 and 3 to share a single access and parking lot. Shifting the parking lot for building 3 to the east could make it difficult for the building to meet setbacks, require more paving/asphalt and less landscaping than is allowed under city code, and/or require a new access to Highland Boulevard, which is both not permitted under city code and not recommended from a street and traffic management standpoint.
- Residential style of buildings 4 and 6. If the PO zone is amended as requested by the applicant, these buildings would conform to the new architectural requirements.
- Medians. Medians are required to be completed, and the Patterson development group will be working on these requirements as a condition of obtaining occupancy of the buildings.
- Elevation of buildings 4 and 6 being kept at street level. These buildings were originally agreed upon and planned in the PO zone to be three-story buildings (basement and two above-grade stories), and per the PO zone, could be built to up to 35 feet from the average grade of the lot. Staff recommends removing building-specific restrictions in favor of general design and building requirements, and staff does not recommend making new building-specific regulations for buildings 4 and 6. If the original building requirements from Exhibit C are kept for building 3, then it seems that those same building requirements should be kept for buildings 4 and 6.
- Use of lot south of church. The property south of the church on the west side of Highland Boulevard is zoned PO, but has no restrictions in the exhibits of the original PO zone as to what can be built there. Updating the PO zone as has been discussed would give direction to staff as to what can be permitted on that lot and require that any buildings on that lot conform to the new building design requirements. Staff strongly recommends against designating the property as open space. Forcing property to remain open space/undeveloped may constitute a taking of property for which compensation may be owed.

STAFF REVIEW & PROPOSED FINDINGS:

Staff is comfortable with the proposed changes to the zone text and recommends approval of those changes. This includes the change to the building height code. The current PO zone is out of sync with general City code. The PO zone has a zone-specific building height regulation: "The maximum height of any building in the Professional Office zone shall not exceed thirty-five (35) feet. The height is measured from one location along any elevation where the "Grade of Building" (as defined in 10-102(23)) to the highest part of the building is at its greatest vertical distance. On sloped lots where the grade difference exceeds four feet in elevation the averaged maximum "Height of Building" (as defined in 10-102 (26)) in the Professional Office Zone shall not exceed thirty-five (35) feet. No building shall be constructed to less than the height of 10 feet or one story above finished grade."

This code is internally inconsistent. It indicates that height is measured from an average grade on sloped lots, but it also references the general City Code definition of "height of building." That City Code defines "height of building" for all zones as "The largest vertical distance between the "Grade of

Building” and the highest point of the building. The greatest vertical distance on one side of a home between the foundation where the grade of the lot is at its highest elevation to the highest peak of any exposed roofline. Structures including chimneys, church towers, and similar structures, are excluded in determining height." [HDC 10-102\(38\)](#).

So the PO zone talks about building height as an average, but incorporates the general code definition of building height, which does not look at average grade. Because of this contradiction, and the requirement under state law that ambiguity is resolved in favor of developers, staff would use the general city code definition, not the average height definition. If nothing were changed in the code, building height would still be measured from the highest point of finished, not average grade. The proposed text amendment would simplify this code to remove the contradiction and just follow the general city code definition, which staff would prefer, as it is more consistent across zones and easier to administer.

Staff also supports the removal of the original site and landscaping plans and the building-specific design requirements, as those do not encompass all of the property zoned PO. However, staff would not recommend approving those changes unless the City also approves a new architectural design and theming exhibit, as staff believes that a new exhibit is necessary to flesh out the PO zone text regarding architectural design to ensure that new development is compatible with the City's vision and goals for the PO zone. However, staff does not have a recommendation regarding whether the proposed new architectural exhibit contains the architectural designs and themes that the City wants for the PO zone. So while staff recommends adoption of a new architectural exhibit, staff does not recommend for or against the currently proposed architectural exhibit with or without additional regulations. Whether the proposed buildings and designs, and any accompanying guidance, are appropriate for the PO zone is a question for the Commission and Council to address.

MOTION:

I move that the Planning Commission recommend the following in connection with the proposed PO zone text amendment:

1. One-story restriction [should / should not] be kept for the buildings on the east side of Highland Boulevard.
2. Building height [should / should not] differ based on roof type.
3. Building height in the PO Zone should be measured from [average grade of lot / finished grade per general definitions].

The Commission may make additional or different recommendations.

ATTACHMENTS:

1. O - PO Zone Amendments_02.2025_From PC
2. Highland Office Exhibit A Updated 3-3-2025
3. Commissioner Abbott PO Zone Guidance
4. PO Zone Exhibit A - Site Plan (Original)
5. PO Zone Ex A Amended Site Plan
6. PO Zone Exhibit B - Landscaping
7. PO Zone Exhibit C - Building Design

ORDINANCE NO. 2025-_____

**AN ORDINANCE AMENDING THE PROFESSIONAL OFFICE ZONE, CHAPTER 3,
ARTICLE 4.9 OF THE HIGHLAND CITY DEVELOPMENT CODE**

WHEREAS, Highland City previously established the PO (Professional Office) zone and applied it to certain property within Highland, which zoning regulations included three exhibits consisting of a master site plan, landscaping plan, and building-specific architecture and design requirements;

WHEREAS, Highland City has rezoned additional property as PO, which additional property is not included within the previously adopted zoning exhibits;

WHEREAS, a duly noticed public hearing was held by the Planning Commission regarding the proposed amendments described herein on July 25, 2023;

WHEREAS, the Planning Commission conducted additional meetings regarding the proposed amendments on August 29, 2023, and February 25, 2025, after which the Commission recommended adoption of certain amendments to the PO zone regulations;

WHEREAS, the Highland City Council provided notice of and conducted a public hearing regarding the proposed amendments and to review the recommendation of the Planning Commission on March 4, 2025;

WHEREAS, the Highland City Council desires to amend the PO zone to remove the site-specific exhibits, adopt a new architectural design exhibit, amend certain design regulations within the PO zone, and clarify PO zoning regulations;

WHEREAS, the Highland City Council finds that the proposed amendments further the goals and intent of the PO zone to allow flexibility of architecture to promote functional, safe, and attractive professional office buildings that have a residential flavor, while still requiring development to harmonize with the open, rural atmosphere of Highland City and avoid industrial or pre-fabricated appearances

WHEREAS, the Highland City Council finds that the proposed amendments further the public welfare and are in the interest of the public.

NOW THEREFORE, BE IT ORDAINED by the Highland City Council as follows:

SECTION 1. The Highland Development Code is amended as shown in Exhibit 1, attached hereto.

SECTION 2. The architectural design and theming exhibit described as Exhibit A, is adopted for the PO zone.

SECTION 3. All ordinances and parts and provisions thereof in conflict with this ordinance are repealed to the extent of such conflict.

SECTION 4. The City Recorder, under the supervision of the City Administrator and City Attorney, may make non-substantive corrections to any portion of this ordinance

for grammatical, typographical, numbering, and consistency purposes in accordance with the expressed intent of the City Council.

SECTION 5. This ordinance shall take effect immediately upon its adoption and publication, in accordance with law.

ADOPTED AND PASSED BY THE CITY COUNCIL OF HIGHLAND CITY, UTAH, this _____ day of _____, 2025.

Mayor

ATTESTED:

City Recorder

EXHIBIT 1

Development Code Amendment

3-4901 Introduction: Purpose/Intent

The design guidelines provided herein for the Professional Office (“P.O.”) Zone has been devised as a method of achieving a high quality, cohesive design for professional office development in Highland City. These guidelines will serve as design criteria to developers, builders, engineers, architects, landscape architects and other professionals in preparing plans for construction. In addition, these articles will lend guidance to staff and the Land Use Authority in the review and evaluation of future development projects related to professional office development. There are certain key design elements which contribute significantly to the visual order and consistency of the entire professional office area. These common features--site planning, architecture, landscape design, parking, signage, lighting and other details--are the subject of this ordinance. The guidelines express the desired character of future development. Each guideline shall be considered in terms of how it applies to a given project. The intent of the guidelines must be met in order for a project to be approved during the plan review process. An applicant must submit an overall project plan (“Master Site Plan”) that shows how the project is consistent with ~~aAll of the above and previously approved master and development site plans for adjacent developed sites within the P.O. zone. must be consistent with the Site Plan attached hereto as Exhibit “A”;~~ the Landscape Plan attached hereto as Exhibit “B”; ~~and the Architectural Details, attached hereto as Exhibit “C”.~~

1. The purpose of this ordinance is to define a range of goods and services which may be offered by professional and service entities within the community and to establish guidelines for the physical development of such professional and service entities.
2. The overall intent of these regulations is to establish a standard for professional office and storage facility development and maintenance which:
 - a. Promotes the overall functionality, safety and visual attractiveness of professional office buildings, storage facilities, accompanying substructures, and surrounding landscape;
 - b. Promotes architecture with a residential flavor in keeping with Exhibit “A”;
 - c. Promotes development which works in harmony with the open, rural atmosphere of Highland City;
 - d. Prevents the erection of buildings or substructures with an industrial or a pre-fabricated appearance; and,
 - e. Allows some flexibility of architecture so as to encourage creativity of design.
 - f. Promotes the successful completion of the project and of the ability of professional and service entities to succeed by carefully reviewing

financial statements and character references of developers, builders and users submitted to the Planning Commission.

3-4902 Conditional Uses

The P.O. Zone is intended to allow the provision of professional services, and not general retail commercial. As noted in the following sections, the only uses allowed within the P.O. Zone shall be Conditional Uses which satisfy the primary intent or purpose for the Zone. All such conditional uses are subject to additional conditions considered appropriate and necessary by the conditional use Land Use. Those uses which are incompatible with the desired land use for the P.O. Zone are prohibited. Following is a list of conditional uses for the P.O. Zone, subject to the standards and procedures established in this Code.

1. Professional offices and services including but not limited to: architects, engineers, contractors, real estate offices, property managers, and mortgage and title offices.
2. Financial or legal offices consisting of but not limited to: banks, insurance offices, and law or accounting offices.
3. Medically related offices/services consisting of but not limited to: doctor's office, dentist's office, pharmacy, physical therapy, optometrists, chiropractors, counselors, and psychiatrists.
4. Other types of Professional Services including but not limited to: information technology services, marketing, travel and employment agencies, journalists, collection agencies, educational services, daycares, music studios, photography studios, churches, colleges & schools (academic, preschools, special education, indoor instruction only).
5. Art and craft galleries, and studios for the teaching of arts and crafts.
6. Storage sheds not exceeding nine (9) acres in total within the zone as set forth in Exhibit "A".

3-4903 Prohibited Uses

1. In the P.O. Zone, any use not expressly listed as a conditional use shall be evaluated by the conditional use Land Use Authority to determine if said use
 - a. Is consistent with the intended use of the zone; and
 - b. Is compatible with other listed uses; and
 - c. Is compatible with the uses of the adjacent properties.
2. Residential occupancy is not allowed in the professional offices or storage sheds themselves, but living quarters for full-time employees having onsite responsibilities for this storage facility may be permitted as part of the conditional use process.

3-4904 Development Standards

1. The area to be zoned P.O. ~~(a legal description of which is incorporated in Exhibit "A" (Amended: 10/19/04))~~, shall be recommended by the Recommending Body and approved by the Land Use Authority pursuant to the City's legislative authority and discretion, and shall have the following characteristics:
 - a. ~~Development site, excluding dedicated roads, shall be approximately twenty-three (23) acres (excluding the roadway). In order to e~~Encourage uses consistent with the objectives of the professional office district and to ensure adequate site planning, the entire site must be master planned at the time of site plan approval, even though it may be developed in stages or phases. Each phase must adhere to the intent of the original Master Site Plan except as subsequently approved by the site plan Land Use Authority. The project must have a minimum of four-hundred (400) feet of frontage on a dedicated public street, unless the Recommending Body and Land Use Authority, as part of the zoning process, find and determine that a smaller frontage is suitable for the project.
 - b. Although the professional office district may provide services to citizens from surrounding communities, i.e., Alpine, Cedar Hills, American Fork, etc., it shall cater primarily to the citizens of Highland City.
 - c. ~~The cumulative total, including the roadway, of professional office zoned property in Highland City shall not exceed twenty seven (27) acres (the size of the entire site).~~
 2. ~~Development site shall be located in the vicinity the Micon property at the border of Lehi City and Highland City. more specifically defined as: north of the intersection of State Road 92 and Highland Blvd~~
- 3-2.** Development of property zoned P.O. requires the following approvals:
- a. Master Site Plan approval per 3-4901, which includes review and approval of overall building location and footprint, access and parking areas, and compatibility with adjacent developments. If a master site plan was previously approved for a property, including master site plans previously approved and adopted as part of the P.O. zone, the applicant must comply with such master site plan unless they receive new master site plan approval as set forth herein.
 - a.b. Site plan approval, which includes review and approval of site coverage, building setbacks, screening and fences, parking, loading and driveway areas, traffic circulation, landscaping and hardscaping, transition and buffering between adjacent uses, lighting, grading, drainage, utility design, and other engineering design elements;
 - b.c. Architectural review approval which includes review of building height, design, materials, and aesthetics;
 - e.d. Conditional use permit approval, for conditional uses; and

d.e. _____ Construction approvals, including building permits, sign permits, and right of way permits.

3-4905 Site Coverage

Coverage regulates the area of the site that may be covered by the building footprint. Covered walkways, roof structure overhangs, and other solar protection or aesthetic structural elements should not be included in building coverage calculations. These guidelines also help protect area dedicated to landscape and parking. Site Coverage shall conform with the bBuilding footprint square footage as approved on the Master Site Plan located in the Lot Calculations on for each lot. Exhibit "A" subject to the following:-

1. Coverage of a site by a building structure shall not exceed thirty (30) percent of the total site. This coverage may be increased, subject to the approval of the site plan Land Use Authority, if the project demonstrates superior response to the professional office zoning guidelines. In no case, however, shall site coverage exceed 40 percent.
2. In all site plan configurations, landscaping and/or natural open space shall occupy no less than thirty-five percent (35%) of the total land area under development, with minor deviations being allowed as approved by the site plan Land Use Authority. All landscaping plans and open space designations must be approved by the site plan Land Use Authority.

3-4906 Building Setbacks

It shall be within the authority of the site plan Land Use Authority to determine, for any lot in this district, which property line or lines shall be considered as side or as rear lines for the purpose of administering this ordinance.

1. No building shall be closer to a public street right-of-way than twenty-five (25) feet unless all parking is provided in the rear of the building, in which case it may be no closer than twenty (20) feet. No building, with the exception of any portion that contains a drive-up window or counter, shall be closer than eight (8) feet from any private road or driveway. Structures which are adjacent to a plaza, mall, or other permanent pedestrian open space under the same ownership as the structure may abut the space and have openings into it. Those professional office buildings directly bordering residential property to the rear shall have no parking in the rear.
2. The public street right-of-way line shall be considered the front property line of a lot. Where a lot is bordered on two or more sides by a public street right-of-way, all such sides shall be considered as front property lines, and the area between the front property line and the building lines shall be known as the front setback area in all cases. Canopies, overhangs, and similar coverings may

project into the front setback area, as much as 10', if approved by the architectural review Land Use Authority.

3. Side setback areas shall be a minimum of ten (10) feet including canopies and overhangs except where a side property line abuts a residential district, in which case the setback area shall be a minimum of thirty (30) feet.
4. Rear setback areas shall be a minimum of thirty (30) feet except where a rear property line abuts a residential district, in which case the rear setback area shall be a minimum of twenty-five (25) feet.
5. Side and Rear setbacks for storage areas near the City boundaries (i.e. along the Micron/Lehi border) can be reduced to five (5) feet.

3-4907 Building Height

The maximum height of any building in the Professional Office zone shall not exceed thirty-five (35) feet. The height is measured from one location along ~~the highest~~ any elevation where the "Grade of Building" (as defined in 10-102(23)) ~~to the highest part of the building is at its greatest vertical distance.~~ ~~On sloped lots where the grade difference exceeds four feet in elevation the averaged~~ maximum "Height of Building" (as defined in 10-102(26)) in the Professional Office Zone shall not exceed thirty-five (35) feet. No building shall be constructed to less than the height of 10 feet or one story above finished grade.

3-4908 Screening Walls/Fences/Hedges

No wall, or fence is required for the buildings, ~~except as approved or required on the Master Site Plan. designated on the site plan as buildings 1-7.~~ An open, rural, natural setting is preferred. An outside wall shall be installed and maintained along ~~the any~~ approved storage portion of the site. Following are acceptable means of providing such screening:

1. Walls. A wall shall consist of concrete, stone, brick, tile, or similar type of solid masonry material a minimum of six (6) feet high and a maximum of twelve (12) feet high, and a minimum of eight (8) inches thick.
2. Berms. A berm shall be no less than thirty (30) feet in width at the base facing an arterial road and no less than twenty (20) feet in width at the base facing any other street or property. It shall be constructed of earthen material and it shall be landscaped. Grading of berms is further detailed in Section 3-4318 of this Code.
3. No signs or sign supports shall be permitted on any wall or fence.
4. Notwithstanding the requirements listed above, where the finished elevation of the property is lower at the boundary line, or within five (5) feet inside the boundary line, than an abutting property elevation, such change in elevation may be used in lieu of, or in combination with, additional screening to satisfy the screening requirements for this zone.

5. Note. Since walls and hedges are a main visual feature in any development, regulations related to the placement, size and appearance of such structures must be enacted. The following standards shall apply to the installation of all fences, walls, hedges or other visual obstructions used for the purpose of screening, either around the perimeter of the development site or within the development site:
- a) No stand-alone wall, hedge or other visual obstruction in excess of six (6) feet shall be allowed on any professional office development site, unless along a boundary which abuts a city boundary or residential zone, or a part of the storage shed complex, in which case the height shall not exceed eight (8) feet. Storage shed walls which are also a wall of a storage structure shall not exceed twelve (12) feet in height.
 - b) When there is a difference in the ground level between two adjoining lots, the height of any fence, wall, or hedge constructed along the property line shall be determined by using the finished grade of the highest contiguous lot.
 - c) Only one (1) type of fence or wall design shall be permitted on any one (1) parcel or development. The design may include an appropriate mix of materials subject to the guidelines of these.
 - d) The use of chain link, barbed wire, electrified fence, or razor wire fence in conjunction with any fence, wall, or hedge, or by itself is prohibited, unless required by any law or regulation of the State of Utah.
 - e) On a corner lot, no fence, wall, hedge, sign or other structure, shrubbery, mounds of earth, or other visual obstruction over thirty-six (36) inches in height above the nearest street curb elevation shall be erected, placed, planted, or allowed to grow within a traffic safety sight area.
 - f) To protect safe sight-distance for vehicular movement, sight obstructing fences, or walls or other obstructions shall not exceed thirty-six (36) inches in height when located in a front setback.
 - g) Wall materials shall consist of masonry construction finished with a light colored stucco, or mortar washed brick.
 - h) Colors will be limited to natural tones. No bright or neon colors will be allowed.
 - i) Any hedges used as screening shall be consistent in appearance to the general landscape of the site. Such hedges may be geometric in shape, but shall be pruned and maintained so as to avoid unsightly appearance and to avoid vehicular sight hazards.

3-4909 Parking

Parking ~~shall be provided in substantial conformance with~~ in the amount and location ~~as specifically set forth in the approved Master Site Plan~~ Exhibit "A". There shall be provided at the time of erection of any building, the minimum required off-street

parking space. Requirements are calculated on square footage of professional office or storage space and shall be based upon floor area devoted to the principal use.

1. Commercial Vehicle Parking. Vehicles that display any form of advertising of a commercial enterprise, including phone numbers, logos, or associated artwork, are prohibited from parking in street right-of-ways or private parking lots within public view (visible from a public roadway).
 - a. Parking for commercial vehicles is limited to properly screened loading areas and other approved off-street parking that is properly screened
 - b. Commercial vehicles include, but are not limited to, cars, trucks, vans, trailers, fork lifts, ~~and~~
2. Landscaping of Parking Areas.
 - a. Where possible, siting parking areas lower than adjacent roadways and continuing streetscape grading, berms, hedges, and other landscape treatment into parking areas is encouraged, with intent to reduce their visual impact and to screen the parking from the adjacent roadway.
 - b. Planter "islands" between parking bays shall measure six (6) feet from the outside edge of the curb, or five (5) feet inside dimension, to provide adequate space for tree trunks, hedges or parking lot light supports and to allow for proper maintenance.
 - c. Vehicles shall be prevented from overhanging into landscaped areas through extended curbs or the use of concrete wheel stops.
3. Other Considerations.
 - a. Circulation within the parking areas shall provide for free flow of vehicular traffic. The on-site parking and traffic circulation plan shall be a part of the traffic impact analysis required as a part of the preliminary site plan review required by Section 3-4926 of this Code.
 - b. Bicycle parking areas with suitable racks shall be provided in convenient locations. Randomly strewn bicycles are not only unsightly, but can create a safety hazard. Bicycle parking areas shall be located so to minimize conflict with pedestrian walkways.
 - c. Provision for loading/unloading areas for local transit buses (e.g. UTA) are encouraged on-site or along the periphery of the site (e.g. bus bays). Such loading areas shall be located as far as practicable from intersections and access drives so as not to interfere with the safe operation of streets and driveways or impede traffic flow.
 - d. Regardless of changes in occupancy or type of use, no increase in the amount of parking shall be allowed. Sufficient parking to meet the requirements of actual tenants shall be provided on-site.

3-4910 Driveway And Curb Openings

1. Unobstructed and direct driveways of sufficient width to safely accommodate projected 20 year turning volumes as determined by the Traffic Impact Analysis required by Section 3-4926 shall be provided. Loading driveways may coincide with driveways to parking facilities.
2. In establishing permissible curb openings and sidewalk driveway crossings for access to private property, they shall not be authorized where they are unnecessary or where they would reasonably interfere with the movement of vehicular traffic, with public improvements, or with the rights of the public in the adjacent street or alley, and in no case shall any curb opening be of greater length than necessary for reasonable access to the property to be served thereby. In determining the length of curb openings and spacing of driveways, the end transitions in each case will be considered a part of the length of the curb opening.
3. Unless otherwise specified by this ordinance, design and location of access drives shall comply with "Guidelines for Driveway Location and Design", a Recommended Practice of the Institute of Transportation Engineers, 1987, or as revised.
4. The following standards shall apply in determining the size of curb openings and location of driveways:
 - a. Access shall be by not more than one (1) driveway opening for each two-hundred (200) feet or fraction thereof of frontage on any street.
 - b. Driveway openings shall be offset a minimum of 350 feet from the centerline of major arterials at intersections, but in no case shall be located within the operational area of the intersection (which includes turning lanes with associated tapers) as defined in the "Guidelines" referred to above.
 - c. In order to minimize the number of access points from adjacent streets driveway openings and driveways shall be shared at property lines between parcels whenever possible.
 - d. Driveway design shall incorporate reservoir space or "throat area" at entrances to provide sufficient queue storage for exiting vehicles and adequate deceleration distance for entering vehicles, as well as separating conflict points on site.
 - e. Where the construction of more than one curb opening is required, a concrete safety curb between driveway openings, along and inside the property line, shall be provided when the property located between two driveways is used for the purpose of movement, storage, or parking vehicles.
 - f. No driveway opening will be approved which results in vehicles encroaching on any portion of the street right-of-way for loading, standing, or unloading.

- g. Driveway openings must serve only legal off-street parking spaces or loading zones.
- h. Curb openings shall be entirely within the extension of the side property lines extended perpendicular to the street center line.
- i. Driveway openings and driveways shall be paved and shall provide for adequate storm drainage.
- j. Curb returns for driveway approaches shall be of the radius type and be provided with wheelchair ramps and shall meet all applicable State and Federal regulations pertaining to access for the handicapped.
- k. Any unused or abandoned driveway openings or portion thereof shall be restored to the original curb section at the expense of the abutting property owner. Upon refusal or neglect of the owner or agent to restore the curb and gutter to their original section, the City shall proceed to do such work, and all expenditures so incurred shall be charged against the owner or agent.
- l. Improvements within the public right-of-way shall be designed and constructed in conformance with the applicable specifications. All driveway geometrics shall be selected to provide for passage of the AASHTO design vehicle deemed to be appropriate to the development. As a minimum this shall be an AASHTO single unit truck.
- m. No object shall be so situated as to interfere with the required sight distance at intersections, on or off site, including driveway openings, and intersecting driveways, as set forth in the AASHTO "Policy on Geometric Design of Highways and Streets," latest edition, hereinafter referred to as the AASHTO Policy on Geometric Design.
- n. Circulation roadways shall also conform to the requirements of the Uniform Fire Code with regard to providing emergency vehicle access.
- o. Where commercial developments abut State Highway access permits must be required to regulations adopted by the State of Utah.
- p. Driveways and Curb Openings shall conform with [the master site plan](#)~~Exhibit "A"~~.

3-4911 Landscaping

The following guidelines for landscaping shall apply to all developments within the professional office district:

- 1. Landscaping shall enhance the overall visual appearance of the development.
- ~~2. A fully dimensioned comprehensive landscaping site plan, attached hereto as Exhibit "B", and incorporated herein as a specific requirement of this zone, shall include, but not be limited to:~~
 - ~~a. List of plants~~
 - ~~b. Size~~
 - ~~c. Location~~

- ~~d. Irrigation plan~~
- ~~e. Hardscape~~

~~3.2.~~ A fully dimensional, comprehensive landscapesite plan shall be submitted and approved by the site plan Land Use Authority prior to each building approval, which plan—and shall include a minimum of:

- a. List of Plants
- b. Size
- c. Location
- d. Irrigation Plan
- e. Hardscape

~~4.3.~~ Minimum caliper for all trees shall be 2" and minimum shrub size shall be one gallon.

~~5.4.~~ The City may require that landscaping plans be prepared by a registered landscape architect.

~~6.5.~~ When inorganic ground cover is used, it shall be in combination with live plants.

~~7.6.~~ All landscaping shall have an automatic irrigation system.

~~8.7.~~ Installation. All required landscaping shall be properly installed, irrigated, and maintained prior to use inauguration or occupancy of each specific building site.

~~9.8.~~ Maintenance. Maintenance of approved landscaping shall consist of regular watering, pruning, fertilizing, clearing of debris and weeds, the removal and replacement of dead plants, and the repair and replacement of irrigation systems and integrated architectural features.

~~10.9.~~ Front Setback Areas. Landscaping in these areas shall consist of an effective combination of street trees, trees, ground cover, and shrubbery continuously along all public rights-of-way less area for drive entrances. Areas on the East and South side of Highland Blvd shall be a minimum of five (5) feet wide. Areas on the West and North side of Highland Blvd shall be a minimum of twenty (20) feet wide. Where appropriate, setback areas shall be bermed.

~~11.10.~~ Other Setback Areas. The entire area between the side and rear property lines and a point ten (10) feet in back thereof will be landscaped, except for any access driveway in said area. Natural landscaped areas & the preservation of natural open space is encouraged.

~~12.11.~~ At Intersections. Landscaping along all streets and boundaries shall be limited to a height of not more than three (3) feet within the area required for minimum sight distance as specified in the AASHTO Policy on Geometric Design for the following intersections:

- a. A vehicular trafficway or driveway and a street;
- b. A vehicular trafficway or driveway and a sidewalk;

- c. Two or more vehicular traffic ways, driveways, or streets.
- ~~13.12.~~ 14.12. Other Non-Parking Areas. All unpaved areas not utilized for parking and storage shall be landscaped utilizing ground cover shrub and tree materials, and/or dry landscaped materials.
- ~~14.13.~~ 15.13. Parking Areas. Landscaping shall be separated from the parking area by wall or curb at least six (6) inches higher than the parking area.
- ~~15.14.~~ 16.14. Total Landscaping. In all cases of professional office development, landscaping and natural open space shall occupy no less than thirty-five percent (35%) of the total land area under development.

3-4912 Hardscape

1. Hardscape should be used in coordination with architecture and landscaping to provide a link between the street edge and individual developments. Attention to Hardscape details can create visual unity by relating different developments to a unifying theme. In addition, proper hardscaping can improve pedestrian safety and movement, and the visual enjoyment of public areas.
2. Hardscape can include such items as benches, sculptures, water fountains, enriched paving treatments, cobblestone walkways, etc. A detailed plan of Hardscape design shall accompany landscape plans and shall be subject to review by the site plan Land Use Authority to determine continuity with overall development plan and harmony with the development of surrounding properties.
3. The following specifications shall apply to Hardscape curbing and are found in Section 3-4911. Driveway and Curb Openings:
 - a. Access shall be by not more than one (1) roadway for each two-hundred (200) feet or fraction thereof of frontage on any street.
 - b. Curb cuts shall be offset a minimum of 350 feet from the centerline of major arterials at intersections, but in no case shall be located within the operational area of the intersection (which includes turning lanes with associated tapers), as defined in the "Guidelines" referred in Section 3-4311.
 - c. Curb cuts and driveway aisles shall be shared at property lines between parcels whenever possible.

3-4913 Substructures; Storage/Refuse Collection, Etc.

1. The following articles shall relate to the screening and location of storage and refuse collection areas:
 - a. No outdoor storage is allowed in the professional office zone.

2. Storage Area.

- a. All substructures erected for the purpose of screening storage areas shall be accomplished with materials and architecture which are compatible with that of the primary building structure.
- b. There shall be no visible storage of motor vehicles, trailers, airplanes, boats, or their composite parts: loose rubbish, garbage, junk, or their receptacles; tents, or building materials except those items permitted by this ordinance in the storage shed site. Covered storage (roofs without side walls) of boats and recreational vehicles on the storage shed site is allowed, as long as it is visually screened as described herein.
- c. Building materials for use in the same premises may be stored on the parcel during the time that a valid building permit is in effect for construction.

3. Refuse.

- a. Every parcel with a building or structure shall have a trash receptacle on the premises. The trash receptacle shall be of sufficient size to accommodate the trash generated.
- b. The refuse collection area shall be located upon the lot so as to provide clear and convenient access to refuse collection vehicles.
- c. The receptacle shall be screened from public view on at least three (3) sides by a solid wall six (6) feet in height and on the fourth side by a solid gate not less than five (5) feet in height. The gate shall be maintained in working order and shall remain closed except when in use. The wall and gate shall be architecturally compatible with the surrounding buildings and structures.
- d. Freestanding refuse containers in retail or public areas which are intended for public use shall be constructed of cast concrete, ceramic or wrought iron, with an inset for a trash can and shall be constructed so as not to allow dispersal of the container or trash by the strong winds common to the area. The containers shall be natural in color and/or of a design commensurate with surrounding architectural themes.
- e. All outdoor refuse collection areas shall be visually screened from access streets and adjacent property by a complete opaque screen. Professional office owner and/or manager shall be responsible for the abatement, clean-up and removal of all garbage or refuse thrown, placed, or blown on surrounding property or streets rights-of-way. Every effort shall be made by said owner and/or manager to avoid the spread of such refuse or garbage to the surrounding area.
- f. No refuse collection areas shall be permitted between a frontage street and the building line. No refuse collection area shall be located within forty (40) feet of any residential use or zone.

- g. Refuse removal and trash collection operations shall occur between the hours of 7:00 a.m. and 10:00 p.m.

3-4914 Signs/Sign Illumination

(Section deleted 7/5/05)

3-4915 Lighting

The following articles shall relate to guidelines for exterior lighting of any professional office development. These articles relate to parking lighting, sign lighting, architectural lighting, safety lighting, and landscape lighting.

1. Lighting shall be stationary. No lighting shall blink, flash, or be of unusually high intensity or brightness.
2. Lighting shall be directed away from all adjacent properties and public streets and rights-of-way.
3. Lighting shall be shielded or recessed so that direct glare and reflections are contained within the boundaries of the parcel.
4. Parking lot lighting shall be reviewed by the site plan Land Use Authority. Parking lot lighting may consist of bollard lights no more than four (4) feet in height or light poles no more than fifteen (15) feet in height. Type and location of light pole or bollard shall be approved by the site plan Land Use Authority. Any approved parking lot lighting types shall have a cap to direct all light toward the ground. The maximum foot candles at the center of a parking lot shall be 2. Parking lot lighting shall not be operable between the hours of 11:00 p.m. and 6:00 a.m. Lighting standards for the storage shed area shall not exceed 15 feet in height or the height of the primary building, whichever is less.
5. Street lighting and parking lot lighting contribute to the safety and security of each development, improving night visibility. Unique lighting fixtures may provide easy identification of entrance and exit ways for motorists. Such lighting shall be encouraged, however, lighting potentially visible from adjacent properties shall be subdued and shall not interfere with vehicular traffic.
6. Use of mercury vapor or exposed fluorescent lights is prohibited. Energy efficient warm, white lighting, such as high pressure sodium or quartz halogen, is encouraged.
7. Automatic timers on lighting shall be encouraged. Well designed systems can maximize personal safety during nighttime use while saving energy.
8. Lighting may be used to enhance landscaping and reinforce architecture, with dramatic up lighting or wall shadow effects with plant materials encouraged.
9. Light fixtures shall be consistent in styling with the design theme proposed for that development.
10. Service area lighting shall be contained within service yard boundaries, with light sources concealed.

11. Lighting shall not cast any glare onto adjacent lots and streets in such a manner as to decrease the safety of pedestrian and vehicular movement.
12. A lightning plan shall be submitted for approval at the time of the application for a building permit.
13. Lighting in the storage shed area may remain on at all times for safety and security reasons.
14. The maximum average allowable foot candles on the ground in the professional office area shall be 5.
15. The maximum average allowable foot candles on the ground in the storage shed area shall be 2.
16. Eastside lighting shall be limited to building mounted only.

3-4916 Projections

The following list represents the only projections/construction that shall be permitted within the required setback areas:

1. Front Setback. Roof overhangs
2. Rear/Side Setbacks. Roof overhangs, and any projection/substructure which is determined by the architectural review Land Use Authority to substantially contribute to public safety.

3-4917 Grading

The following guidelines shall apply to grading of professional office properties:

1. Grading shall conform to natural topography as much as possible and result in a harmonious transition of the man-made grades with the natural terrain.
2. Man-made land forms shall be graded to avoid unnatural sharp or straight edges and planes. The top and toe of graded slopes shall be rounded to avoid a harsh machine-made appearance.
3. Parking lots shall be graded for proper drainage with surface water diverted in such a way as to keep the parking area free of accumulated water, snow, or ice. All surface drainage shall be contained within development site and approved by City Engineer.
4. Parking lots shall have minimum and maximum percent grades as set forth by the City Engineer.
5. Berms are to be graded in gentle, undulating naturalistic forms. No straight, steep or erodible slopes are permitted. Provisions are to be made for drainage around or through berms as necessary. Generally, a berm height of thirty-six (36) inches from top of adjacent curb is the maximum desired.

3-4918 Utilities/Equipment

The following articles shall relate to the installment, location and screening of utilities and other exterior equipment:

1. All utilities, including drainage systems, sewer, gas and water lines, electrical, telephone and communications wires, and related equipment, irrigation ditches and/or pipes, shall, where possible, be installed and maintained underground.
2. ~~No m~~Mechanical equipment (including, but not limited to, components of plumbing, processing, heating, cooling, and ventilating systems) shall be screened from view from adjacent streets and properties as set forth herein.
~~visible on site or from adjacent property.~~
3. No exterior components of such mechanical equipment (e.g. piping, stacks and duct work, fans and compressors) shall be mounted on any building wall unless they are an integrated architectural design feature. Any such components shall only be permitted with the approval of the architectural review Land Use Authority.
4. Roof mounted mechanical equipment shall be hidden from view by building parapets of equal height.
5. If building parapets do not provide adequate screening of mechanical equipment ~~from the upper floors~~, screening shall be installed as an integral part of the overall architectural design, and painted such a color as to allow its blending with its visual background.
6. Equipment and mechanical devices shall not be located in any required setback area or side yard except for electrical or telephone equipment installed by the utilities and HVAC equipment located within the eave line of the building. Screening shall be provided so that equipment located in the area is screened from view from all adjacent streets and properties. Such screening shall be accomplished with materials and designs that are compatible with the architectural character of the building.
7. Electric transformers, utility pads, cable TV and telephone boxes shall be located in public rights-of-way and under ground or screened with walls, fences or vegetation or otherwise enclosed in a manner harmonious with the overall architectural theme.
8. Each licensed business will provide public rest rooms of sufficient size to service potential customers including men and women. The rest rooms shall be designed in accordance with the UBC to accommodate handicapped persons.

3-4919 Roof Design

The following articles shall apply to roof structure and design in any commercial development:

1. The following roofing materials are prohibited, either because of their appearance, or because they are not likely to perform satisfactorily in the climate of Highland City:
 - a. Untreated aluminum or metal (except that copper may be used)
 - b. Reflective materials
 - c. Brightly colored roofing materials such as bright red, blue, yellow, neon colors, or similar colors that are highly visible
2. The following roof shapes are prohibited in Highland city, either because of their appearance, or because of their poor performance:
 - a. Mansard or fake mansard roofs
 - b. Gambrel roofs
 - c. Curvilinear roofs
 - d. Domed roofs
 - e. Geodesic domes
 - f. Conical roofs
 - g. A-frame or modified A-frame roofs
3. Skylights and solar panels must be designed to fit flush with the roof surface, or up to a maximum of two feet above the roof's surface. No reflective materials may be used unless thoroughly shielded to prevent reflection into nearby properties.

3-4920 Nuisances

1. No portion of the property shall be used in such a manner as to create a nuisance to adjacent sites, such as, but not limited to, vibration, sound, electromechanical disturbance and radiation, electromagnetic disturbance, air or water pollution, dust emission of odorous, toxic, or noxious matter, or placement, dumping or blowing refuse, paper or other garbage.
2. Noise Attenuation. All professional office areas within Highland City shall be subject to the noise limitations established in Municipal Code Section 8.16.100 Nuisance of Noise and Light.
3. Dust Mitigation. All excavations in excess of 1/4 acre shall obtain and file with the City a dust mitigation plan.
4. Grading, Sedimentation and Erosion Control. All building permits shall be accompanied by a grading, sedimentation, and erosion control plan which shall at a minimum include environmental fencing surrounding the project and best management practices.

3-4921 Change Of Use

Any person who desires to occupy vacant floor space, or to change the use of floor

space, shall be required to first obtain a certificate of occupancy from the City. Any person constructing or altering a building in the professional office zones shall first obtain a building permit from the City for such construction or alteration, and then shall obtain a certificate of occupancy from the City before the building being constructed or altered is occupied.

3-4922 Architectural Design

The architectural design (including design, rendering, and a list of building materials) of each professional office building and the storage shed complex shall meet the standards defined herein and conform to the architectural character, style, and themes as shown on Exhibit A. Building elevations shall be provided and approved as part of a architectural review approval for any project within the P.O. Zone. ~~are attached hereto as Exhibit "C" and incorporated herein as a specific requirement of this zone.~~ The location of each building on the site plan shall conform with the intent of the approved master site plan is designated in Exhibit "A", which locations are also incorporated herein as a specific requirement of this zone. Prior to the issuance of building permits for any use, the architectural review Land Use Authority shall review the proposed development plans to assure compliance with the architectural design guidelines provided in this and other sections of Article 4.9 of Highland City's P.O. Zone. Any appeals of final decisions on architectural compliance shall be heard by the architectural review Appeal Body.

1. Overall Architectural Outline.

- a. The proposed development shall be of a quality and character which is consistent with the community design goals and policies including but not limited to: scale, height, bulk, materials, cohesiveness, colors, roof pitch, roof eaves and the preservation of privacy.
- b. The design shall improve community appearance by avoiding excessive variety and monotonous repetition.
- c. Proposed signage and landscaping shall be an integral architectural feature which does not overwhelm or dominate the structure or property.
- d. Lighting shall be stationary and deflected away from all adjacent properties and public streets and rights-of-way.
- e. Mechanical equipment, storage, trash areas, and utilities shall be architecturally screened from public view.
- f. With the intent of protecting sensitive land uses, any proposed design shall promote a harmonious and compatible transition in terms of scale and character between areas of different land uses.
- g. All building elevations shall be architecturally treated.
- h. Both sides of all perimeter walls or fences shall be architecturally treated, except for the side that is inside a storage building

- i. Each licensed business will provide public rest rooms of sufficient size to service potential customers including men and women. The rest rooms shall be designed in accordance with the UBC to accommodate handicapped persons.
2. Architectural Guidelines. The following architectural design guidelines apply to all uses:

1. The primary exterior materials shall consist of brick, stone, stucco, glass, metal panel, cementitious fiber board or materials of similar quality and durability.

1.2. The ~~siding~~ materials listed below are prohibited in any P.O. building in Highland City:

- a. Weeping mortar
- b. Plastic or vinyl siding
- c. Lava rock
- d. Asphalt or ~~hardboard~~ plywood siding

~~1. Plywood siding~~

- e. Stucco walls divided by wood dividers

~~2. Metal grills and/or facades~~

- f. Non-colored-anodized and/or unpainted aluminum, except for flagpoles.
- g. Aluminum siding

2.3. Architectural design in Highland City has primarily been simple. Highly ornate buildings are inconsistent with the architecture of the community and shall be prohibited.

3.4. Different exterior siding materials add interest to a building, and to the community as a whole, however, the use of too many exterior materials, like excessive ornamentation, detracts from the values of adjoining properties. Exterior walls of any building may be sided with up to three different materials per building, but no more than three materials may appear on any one wall, including ornamental siding. Trim shall not be counted as a siding material. If trim covers more than 10% of a side of the building, it shall be counted as a siding material on that side.

4.5. Colors shall be limited to soft shades and/or earth tones. No bright or neon colors shall be allowed on exterior of buildings.

3-4923 Non-Conforming Structures And Uses

Non-Conforming Structures and Uses are not Allowed.

3-4924 Irrigation Water Requirements

Developments occurring under the provisions of this Article must comply with the irrigation water requirements of Sections 5B8-112 and 7-103 of this Code and the Annexation and Development Agreement entered into between the parties.

3-4925 Submittal Requirements

All uses proposed for development under this Article shall be subject to site plan review. There shall be submitted to the Zoning Administrator a plan for the use and development of each tract for the purposes of and meeting the requirements set forth in this ordinance. Said plan shall be accompanied by information concerning the number of persons to be employed, the effects on surrounding property, and other physical conditions, including the effect of the project on adjacent streets and shall include the following:

1. A site plan showing lot lines and defining the area to be occupied by buildings, the areas and configurations to be used for parking, the location of roads, driveways, signs, and walks, the spaces for loading, location of garbage containers, and location of utilities.
- ~~1.2.~~ A landscaping plan that meets the requirements of section 3-4911 of this ordinance and the character and extent of landscaping, planting and other treatment for adjustment to surrounding property.
- ~~2.3.~~ Enough information on land areas adjacent to the proposed development to indicate adjacent land uses, zoning classifications, circulation systems, public facilities, and unique natural features of the landscape.
- ~~3.4.~~ Elevations and/or architectural renderings of buildings' facades facing public rights- of-way and district boundaries where the premises abut areas zoned for residential uses, said elevations or renderings being sufficiently complete to show building heights and roof lines, the location and height of any walls, signs, and light standards, openings in the facade, and the general architectural character of the building.
- ~~4.5.~~ Any additional information as required by the Reviewing Body, Recommending Body, or Land Use Authority to evaluate the character and impact of the proposed development.
- ~~5.6.~~ Additional requirements associated with a Conditional Use Permit application, see General Provision Section.

3-4926 Action On Site Plan

The site plan Recommending Body shall review the site plan and make a recommendation to the site plan Land Use Authority. The site plan then will be reviewed by the site plan Land Use Authority.

1. Findings necessary to granting approval for the site plan are:
 - a. The proposed use and development of land conforms to the provisions of this ordinance, and requirements of Engineering, Fire Department, Flood Control, Business License, and Planning Department.
 - b. The development is otherwise not detrimental to the public health, safety, general welfare, or to adjacent property, or to the orderly development of the City.
 - c. Approval of a traffic impact analysis (TIA) for the proposed development, to be completed by a competent transportation engineer at the developer's expense. Said TIA shall, as a minimum, address the suitability of the proposed parking, street access, driveway, and on-site traffic circulation systems and the impact on the adjacent street system.
 - d. Demonstration that adverse impacts on neighboring residential properties have been reasonably mitigated.

3-4927 Appeals

Any appeals from any final decision of the site plan Land Use Authority shall be heard by the site plan Appeal Body.

3-4928 Security: Site Improvements/Project Completion

The following articles shall apply to all professional office developments within Highland City.

1. Site Improvements.
 - a. Guarantee. To guarantee the construction, repair and/or replacement of required public improvements, the permittee shall post a bond in the form of a cash deposit per Chapter 6, Guarantee of Performance, in this Code.

3-4929 Storage Facilities

The following articles shall apply to the storage facilities within the Professional Office zone.

1. All goods and wares shall be stored within an enclosed building, except that boats and trailers may be stored in structures containing a roof with no side walls where screened from outside view. This provision shall not be interpreted to permit the storage of partially dismantled, wrecked or inoperable vehicles.
2. No storage facilities shall be used for the storage of hazardous materials in violation of the provisions of the Uniform Fire Code or the Uniform Building Code.
3. The repair, reconstruction or construction of any boat, vehicle, small engine, furniture or other items which require the use of gasoline, paint remover or similar materials is prohibited.
4. It shall be unlawful for any owner, renter or operator of a storage facility or any unit located therein to offer for sale or sell any item of personal property within the storage facility, or to conduct any type of commercial activity on the premises, other than the leasing of the storage units, leasing of moving vehicles, or to permit the same to occur.
5. A maximum of two (2) moving vehicles may be displayed outside the enclosed storage facility, with the ability to store an additional maximum of six(6) moving vehicles inside the storage facility, provided that said vehicles are stored in structures containing a roof with no side walls where screened from outside view.
6. No other residence or dwelling structure is allowed, except as is provided in 3-4903(2). No storage facility shall be used for permanent or temporary living quarters.
7. The applicant shall provide to the Planning Commission for their approval rules and regulations governing the use of the storage units. Said rules and regulations shall become a condition of approval in the conditional use process and shall include as a minimum rules governing hours of operation and a traffic circulation and mitigation plan.

EXHIBIT 'A'



Prepared by Commissioner Abbott for Commission consideration:

BUILDING DESIGN, THEMING, AND MASSING REQUIREMENTS

PROFESSIONAL OFFICE ZONE

Designing a professional office building with the appearance of a residential home requires blending both traditional and modern design elements. The goal is to create an inviting, human-scale structure that feels familiar and comfortable while serving the needs of an office environment. Below are design review guidelines that incorporate both 1-story and 2-story elements, balancing modern and traditional aesthetics, including massing requirements.

1. Human-Scale Massing and Proportions

- Guideline: The building's massing should be broken down into smaller, more approachable components to avoid overwhelming the surrounding environment. This helps ensure that the office building feels more like a home.
- Application:
 - 2-Story Elements: Use stepped-back upper floors to reduce the perceived height and bulk. The second story can be smaller in footprint than the first to avoid a "top-heavy" look. The roofline should be varied with dormers or gables to reduce the visual mass.
 - 1-Story Elements: The 1-story sections should be more horizontal in nature, extending outward with lower ceilings to create a sense of intimacy and proportion. Consider recessed or cantilevered features to enhance the horizontal scale.
- Massing Requirement: The 2-story should not exceed 65% of the total building footprint. The height of the 2-story portion should not exceed 35 feet (measured from the lowest part of the building pad) to maintain a residential scale. The 1-story sections should not be less than 35% of the total building footprint and should have a maximum height of 25 feet to prevent them from looking too commercial.

2. Roof Forms and Overhangs

- Guideline: Use roof forms typically associated with residential homes, including gables, hips, and sheds, with overhangs to soften the building's appearance.

- Application:
 - Traditional Approach: For a more classical home appearance, use steeply pitched gable roofs with overhangs, dormers, and deep eaves. This gives the building a cozy, traditional feel.
 - Modern Approach: A modern take could use flat or gently sloping roofs with wide overhangs, integrating clean lines and large glass panels. A terrace could be included for a modern aesthetic appeal.
- Massing Requirement: Ensure the roof height does not exceed 35 feet in total to maintain a residential scale. Use overhangs (at least 2-3 feet) on 1-story elements to reinforce the domestic character.

3. Building Materials and Textures

- Guideline: Use materials commonly associated with residential construction, including natural wood, brick, stone, and stucco, to soften the professional office appearance.
- Application:
 - Traditional Approach: Use brick or stone at the base of the building, combined with wood or stucco above for a multi-textured, residential look. Incorporate traditional detailing like exposed rafter tails or trim around windows.
 - Modern Approach: For a modern interpretation, combine concrete, steel, or glass with warm materials like wood paneling or weathered steel for accent areas. This creates a contrast that feels both residential and contemporary.
- Massing Requirement: The base material should extend no higher than 12 feet to avoid a commercial look. For 2-story sections, lighter materials such as wood or stucco should be used above to keep the massing lighter and more residential.

4. Window and Door Patterns

- Guideline: Use residential-scale windows and doors that vary in size and design, incorporating features like casement windows, French doors, or double-hung windows.
- Application:
 - Traditional Approach: Windows should be arranged in groups, such as pairs or triplets, with traditional muntins and shutters. Include front

doors with decorative sidelights and transoms. The use of arched windows or a prominent bay window on the 2-story section can add charm.

- Modern Approach: Large, floor-to-ceiling windows or sliding glass doors that open into patios or green spaces provide a more modern look while still maintaining the home-like feel. Use frameless glass or aluminum frames to create sleek, clean lines.
- Massing Requirement: Windows should not exceed 30% of the façade for the 2-story section to maintain a balanced look. For 1-story sections, a larger percentage of glazing (up to 40%) is acceptable, as long as it feels proportional to the space.

5. Entrances and Porches

- Guideline: A welcoming, residential-style entrance should be featured, such as a front porch or portico.
- Application:
 - Traditional Approach: The entrance can include a front porch, with columns and decorative elements like railings or a canopy. For a 2-story section, an entryway might include a covered porch or portico to emphasize the home's residential feel.
 - Modern Approach: A clean-lined, minimalist entry can be designed with a cantilevered overhang, large sliding doors, and accent lighting. The porch or entry can be connected to the landscape with modern materials like concrete or wood.
- Massing Requirement: The porch or entry should be at least 8-12 feet deep to evoke the feeling of a welcoming, home-like space. The entrance should be centered on the façade for balance, with a clear path leading to it.

6. Integration of Outdoor Spaces

- Guideline: Incorporate gardens, courtyards, and terraces to further enhance the residential character and provide outdoor spaces for employees to relax.
- Application:
 - Traditional Approach: Include formal gardens or pathways leading to the building. A rear courtyard or garden can provide a relaxing space that feels residential.

- Modern Approach: Design roof terraces, outdoor seating areas, or integrated green walls that provide a modern residential feel. Landscape features such as water fountains, sculptures, or natural stone walls can enhance the aesthetic.
- Massing Requirement: Outdoor areas should be integrated with the building, ensuring they are visible and accessible from multiple points. The building's mass should wrap around these spaces, creating a seamless connection between indoors and outdoors.

7. Architectural Details and Ornamentation

- Guideline: Include ornamental details that provide a sense of craftsmanship and care, characteristic of residential architecture.
- Application:
 - Traditional Approach: Use architectural details such as molded cornices, decorative trim, and window shutters. Incorporate elements like brick quoins, gable accents, and stone lintels.
 - Modern Approach: Modern detailing can include clean lines, geometric shapes, and minimalist ornamentation, using wood slats, steel accents, or textured concrete surfaces for visual interest.
- Massing Requirement: The detailing should be proportional to the scale of the building. The ornamentation should not dominate the façade but rather enhance it, typically applied at human scale (6-12 feet above the ground).

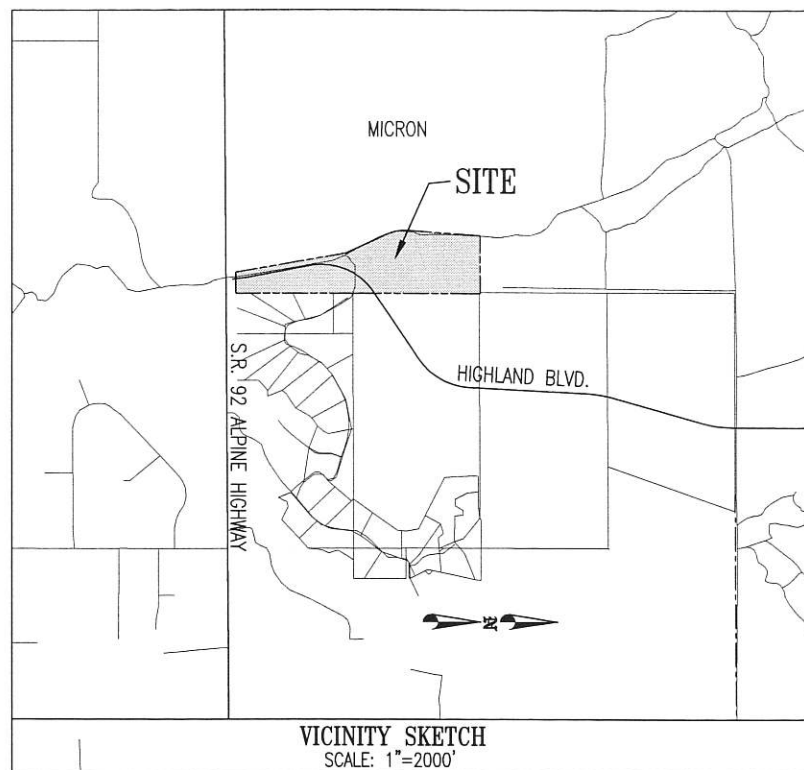
8. Privacy and Neighborliness

- Guideline: Ensure that the design maintains privacy and respects the surrounding community, avoiding the typical glass-and-steel façades of corporate buildings.
- Application:
 - Traditional Approach: Place offices in the upper floors of the 2-story section, where they have less visibility from the street. Lower floors could be used for common areas or meetings, which are less likely to be perceived as private spaces.
 - Modern Approach: Use landscaping or privacy screens like vertical gardens or trellises to shield interior spaces from neighboring buildings while maintaining openness.

- **Massing Requirement:** The placement of windows and openings should be designed to avoid direct sightlines into neighboring properties. Use frosted or shaded glass for privacy while still allowing natural light.

Conclusion

By thoughtfully combining modern and traditional design elements with human-scale proportions, massing, and residential-like features, an office building can take on the appearance and charm of a home. These design review guidelines offer a balanced approach to creating a welcoming, functional space that blends seamlessly with its surroundings while meeting the practical needs of a professional environment.



GENERAL NOTES

- 1. THIS PLAN PRESENTED AS PART OF NEW HIGHLAND CITY PROFESSIONAL OFFICE ZONE.
- 2. DEVELOPMENT DENSITIES, BUILDING AREAS, & GENERAL LAYOUT ALREADY ESTABLISHED AS PER SETTLEMENT AGREEMENT BETWEEN CITY, SUNCREST, & SUNSET MT.
- 3. HIGHLAND BLVD. (FORMERLY SUNCREST DRIVE) TO BE CONSTRUCTED BY SUNCREST DEVELOPMENT AS PER AGREEMENT.
- 4. SEE SEPERATE LANDSCAPE ANALYSIS AND PLAN.
- 5. CONSTRUCTION OF OFFICE BUILDINGS & STORAGE UNITS MAY BE PHASED.

LOT CALCULATIONS

PROFESSIONAL OFFICE A	2.33 AC	
BUILDINGS	20,400 SF	
OPEN SPACE	0.93 AC	40%
PARKING/DRIVES	1.17 AC	50%
PARKING STALLS	79 STALLS	
PROFESSIONAL OFFICE B	1.43 AC	
BUILDINGS	13,600 SF	
OPEN SPACE	0.79 AC	55%
PARKING/DRIVES	0.64 AC	45%
PARKING STALLS	61 STALLS	
PROFESSIONAL OFFICE C	1.68 AC	
BUILDINGS	13,600 SF	
OPEN SPACE	0.75 AC	44%
PARKING/DRIVES	0.93 AC	56%
PARKING STALLS	67 STALLS	

BOUNDARY DESCRIPTION

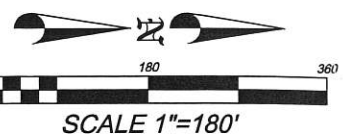
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RUNNING THENCE S 00°04'59" E 1217.49 FEET; THENCE S 89°43'13" W 137.44 FEET; THENCE S 89°43'27" W 63.51 FEET; THENCE N 09°40'00" W 1163.41 FEET; THENCE N 24°19'21" W 489.78 FEET; THENCE ALONG THE ARC OF A 398.77 FOOT RADIUS CURVE TO THE RIGHT 195.96 FEET (CURVE HAS A CENTRAL ANGLE OF 28°09'21" AND A CHORD BEARING N 10°14'41" W 193.99 FEET); THENCE N 03°50'00" E 762.68 FEET; THENCE N 89°51'49" E 579.86 FEET; THENCE S 00°00'07" W 1327.98 FEET TO THE POINT OF BEGINNING.

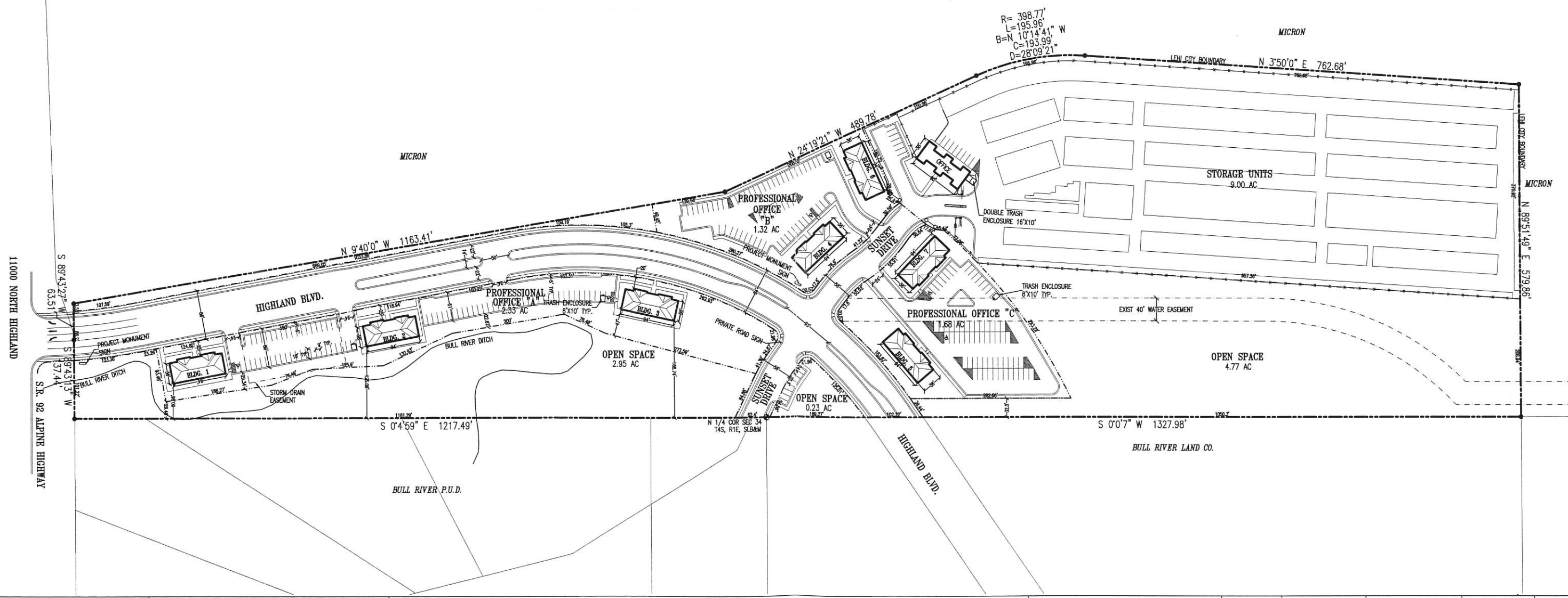
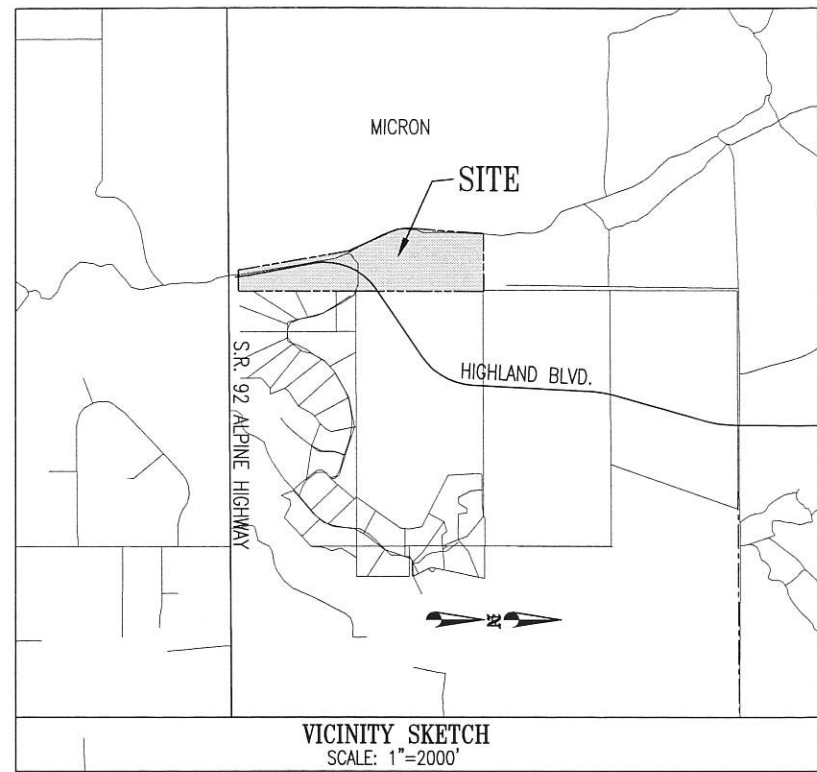
PARCEL CONTAINING 26.22 ACRES

TABULATIONS

TOTAL PROPERTY	26.22 AC	
SUNCREST DRIVE	3.07 AC	
NET DEVELOPED AREA	23.15 AC	100%
SUNFLOWER DRIVE	0.44 AC	2%
PROFESSIONAL OFFICE A	2.33 AC	10%
PROFESSIONAL OFFICE B	1.43 AC	6%
PROFESSIONAL OFFICE C	1.68 AC	7%
STORAGE UNITS	9.00 AC	39%
OPEN SPACE BY STORAGE	4.77 AC	21%
OPEN SPACE BY BULL RIVER DITCH	3.18 AC	14%
OPEN SPACE BY HIGHLAND BLVD.	0.32 AC	1%



VICINITY SKETCH
SCALE: 1"=2000'



GENERAL NOTES

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LOT CALCULATIONS

PROFESSIONAL OFFICE A	2.33 AC	
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OPEN SPACE	0.93 AC	40%
PARKING/DRIVES	1.17 AC	50%
PARKING STALLS	79 STALLS	
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PARKING/DRIVES	0.64 AC	45%
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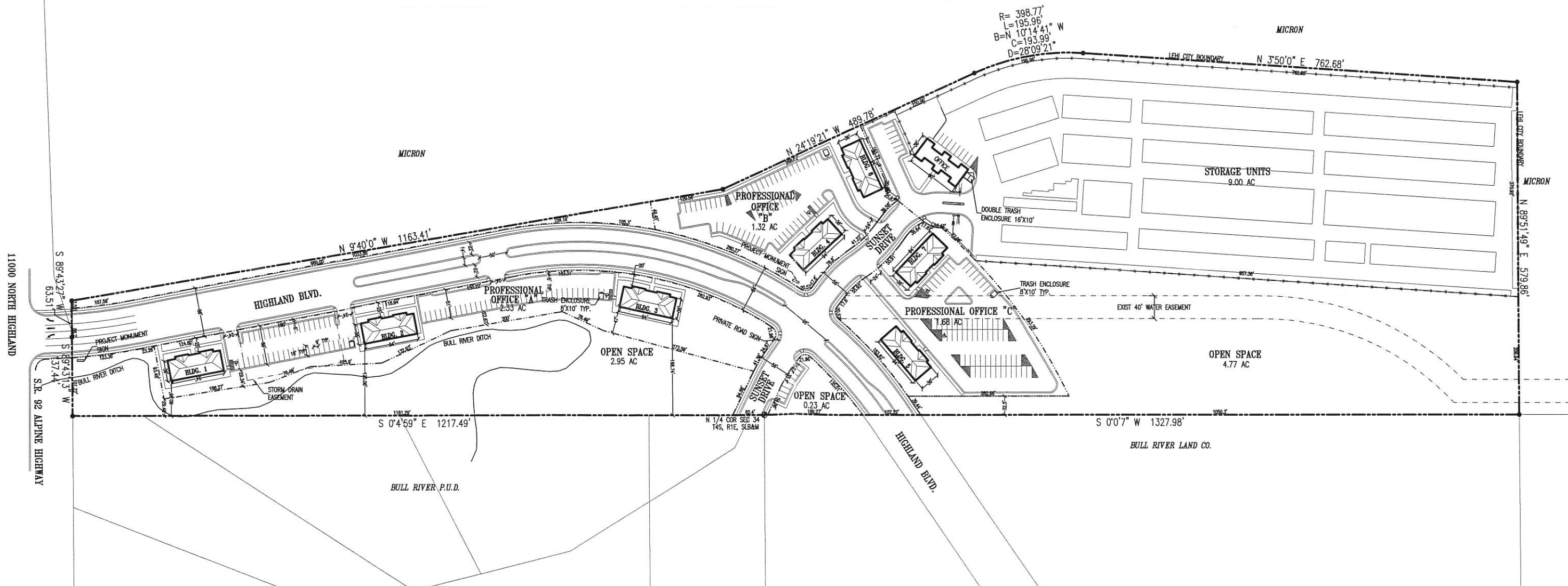
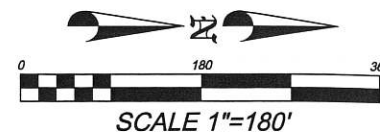
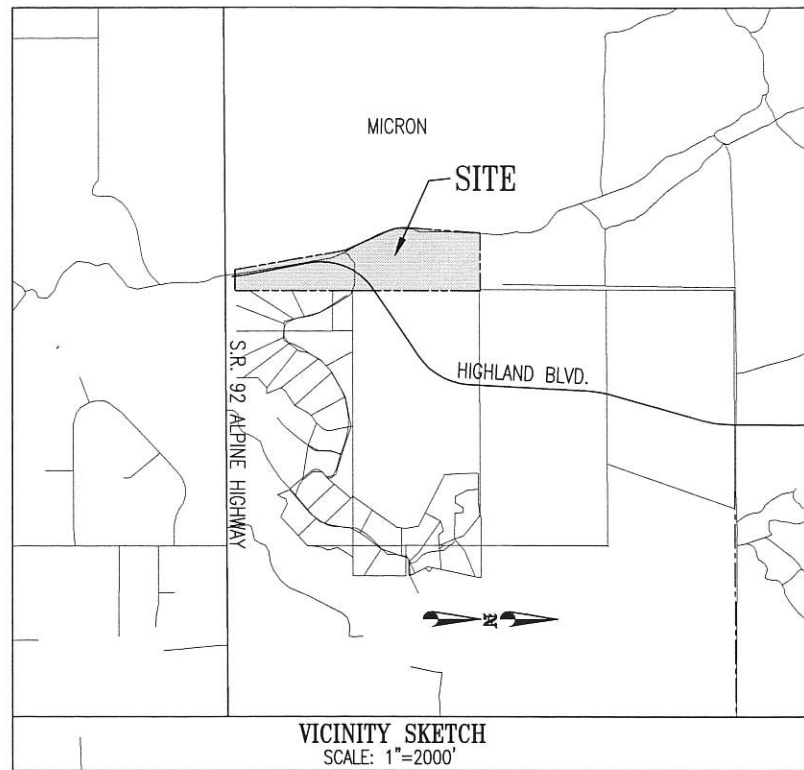
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PARCEL CONTAINING 26.22 ACRES

TABULATIONS

TOTAL PROPERTY	26.22 AC	
SUNCREST DRIVE	3.07 AC	
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PROFESSIONAL OFFICE A	2.33 AC	10%
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OPEN SPACE BY STORAGE	4.77 AC	21%
OPEN SPACE BY BULL RIVER DITCH	3.18 AC	14%
OPEN SPACE BY HIGHLAND BLVD.	0.32 AC	1%



HIGHLAND, UTAH

SUNSET MT. PROPERTIES,
11009 N. 6400 W. HIGHLAND, UT 84003
756-7303

SUNSET MOUNTAIN PROFESSIONAL OFFICE - SITE PLAN

SOWBY & BERG CONSULTANTS
45 N. 490 W. 492-1277
AMERICAN FORK, UTAH 84003

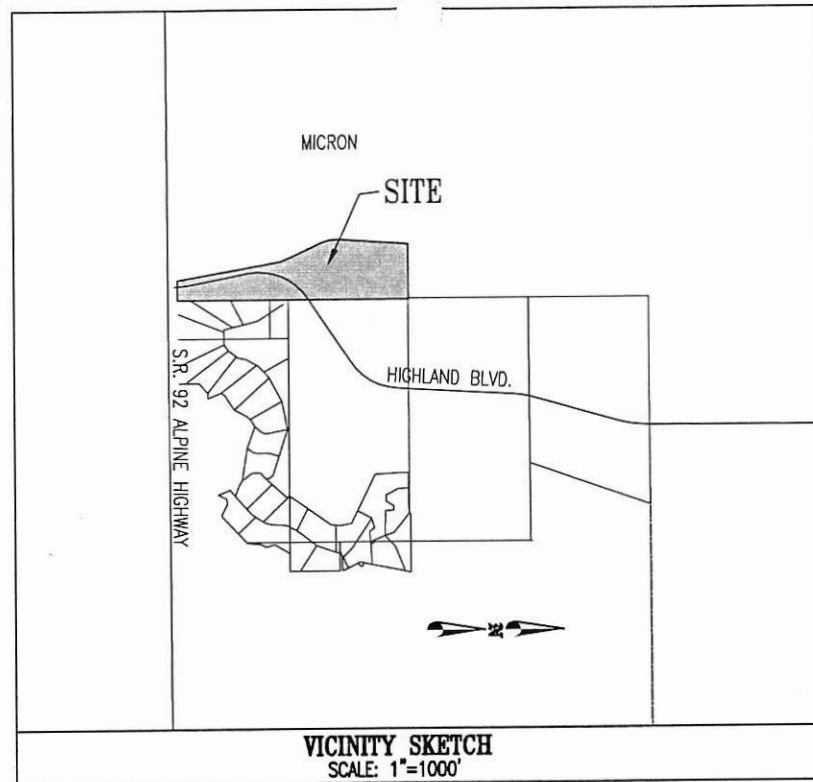
SCALE:
1"=180'

DESIGN BY: SES
DRAWN BY: AAM

DATE: NOV 14, 2003
REV: NOV 26, 2003

DRAWING NAME:
SCP05

SHEET NO.
1



STORAGE TABULATIONS

BUILDING LETTER	SIZE OF BUILDING
A	16,050 SF
B	6,300 SF
C	11,520 SF
D	12,000 SF
E	1,600 SF
F	4,050 SF
G	2,220 SF
H	2,750 SF
I	2,500 SF
J	3,000 SF
K	1,800 SF
L	1,400 SF
M	3,600 SF
N	4,800 SF
O	7,200 SF
P	8,400 SF
Q	6,100 SF
R	11,600 SF
S	10,150 SF
T	8,700 SF
U	12,000 SF
V	9,700 SF
W	9,000 SF
X	1,200 SF
Y	2,850 SF
Z	9,300 SF
AA	3,150 SF
BB	9,300 SF
CC	6,400 SF
DD	8,300 SF
TOTAL UNITS	196,940 SF

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5. CONSTRUCTION OF OFFICE BUILDINGS & STORAGE UNITS MAY BE PHASED.

LOT CALCULATIONS

PROFESSIONAL OFFICE A	1.93 AC
BUILDINGS	20,400 SF
OPEN SPACE	0.98 AC 51%
PARKING/DRIVES	0.71 AC 37%
PARKING STALLS	77 STALLS
PROFESSIONAL OFFICE B	1.29 AC
BUILDINGS	13,600 SF 24%
OPEN SPACE	0.42 AC 33%
PARKING/DRIVES	0.56 AC 43%
PARKING STALLS	57 STALLS
PROFESSIONAL OFFICE C	1.29 AC
BUILDINGS	13,600 SF 24%
OPEN SPACE	0.28 AC 21%
PARKING/DRIVES	0.70 AC 54%
PARKING STALLS	60 STALLS

BOUNDARY DESCRIPTION

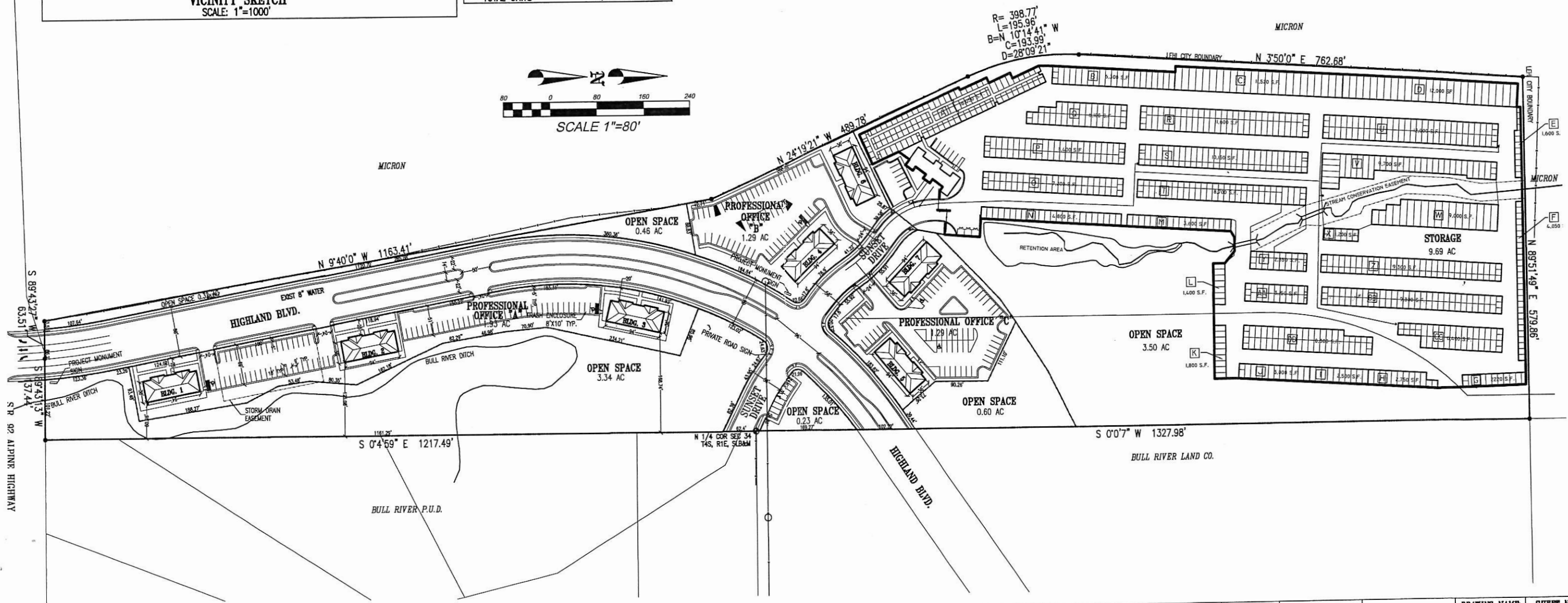
BEGINNING AT A POINT WHICH IS THE NORTH QUARTER CORNER OF SECTION 34 TOWNSHIP 4 SOUTH, RANGE 1 EAST, SALT LAKE BASE & MERIDIAN.

RUNNING THENCE S 00°04'59" E 1217.49 FEET; THENCE S 89°43'13" W 137.44 FEET; THENCE S 89°43'27" W 63.51 FEET; THENCE N 09°40'00" W 1163.41 FEET; THENCE N 24°19'21" W 489.78 FEET; THENCE ALONG THE ARC OF A 398.77 FOOT RADIUS CURVE TO THE RIGHT 195.96 FEET (CURVE HAS A CENTRAL ANGLE OF 28°09'21" AND A CHORD BEARING N 10°14'41" W 193.99 FEET); THENCE N 03°50'00" E 762.68 FEET; THENCE N 89°51'49" E 579.86 FEET; THENCE S 00°00'07" W 1327.98 FEET TO THE POINT OF BEGINNING.

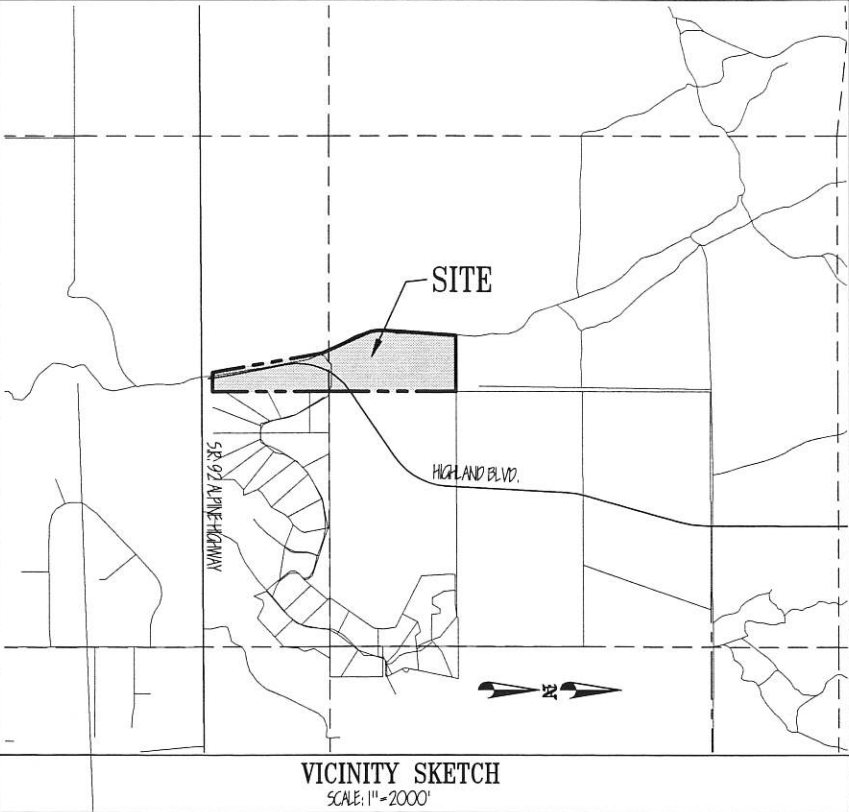
PARCEL CONTAINING 26.22 ACRES

TABULATIONS

TOTAL PROPERTY	26.22 AC
HIGHLAND BLVD	3.03 AC
NET DEVELOPED AREA	23.19 AC 100.0%
SUNSET DRIVE	0.49 AC 2.1%
PROFESSIONAL OFFICE A	1.93 AC 8.3%
PROFESSIONAL OFFICE B	1.29 AC 5.6%
PROFESSIONAL OFFICE C	1.29 AC 5.6%
STORAGE UNITS	9.69 AC 41.8%
STREAM CONSERVATION EASEMENT	0.36 AC 1.5%
OPEN SPACE BY STORAGE	3.50 AC 15.1%
OPEN SPACE BY BULL RIVER DITCH	3.57 AC 15.4%
OPEN SPACE BY HIGHLAND BLVD.	0.46 AC 2.0%
OPEN SPACE BY OFFICE C	0.60 AC 2.6%
TOTAL ACCESSIBLE OPEN SPACE	8.13 AC 35.1%



SUNSET MOUNTAIN PROPERTIES LANDSCAPE ANALYSIS & PLAN



LANDSCAPE NOTES

THE PURPOSE OF THIS LANDSCAPE ANALYSIS AND PLAN IS TO ESTABLISH LANDSCAPE GUIDELINES THAT WILL BE FOLLOWED TO ENHANCE THE PROPOSED SUNSET MOUNTAIN PROPERTIES PROJECT AND LESSEN ITS IMPACT ON ADJOINING PROPERTIES. THE PLAN CONSISTS OF THE MAIN ITEMS LISTED BELOW.

1. COMPLETELY LANDSCAPE THE HIGHLAND BLVD. ROADWAY RIGHT-OF-WAY INCLUDING THE MEDIAN AND PLANTER STRIPS ON THE SIDE. THIS PLAN GIVES DETAILS OF THOSE PROPOSED ACTIONS.
2. ENHANCE AND MAINTAIN THE EXISTING OPEN SPACE ON THE EAST SIDE OF THIS DEVELOPMENT (BOTH THE Drier, MORE OPEN, NORTHERLY AREA AND THE SOUTHERLY, MORE HEAVILY VEGETATED, BULL RIVER DITCH AREA) AS SHOWN ON THIS PLAN. SEE NOTES ON THIS PLAN THAT DESCRIBE THE VIEWS, SCREENING, PLANTING, ETC., THAT ARE SUGGESTED.
3. LANDSCAPE AROUND THE NEW BUILDINGS & PARKING LOT AT TIME OF CONSTRUCTION. A COMPREHENSIVE & DETAILED LANDSCAPE & ILLUMINATION PLAN FOR EACH BUILDING AND PARKING LOT AREA WILL BE COMPLETED AT THE TIME OF EACH BUILDING PERMIT.
4. LANDSCAPING MAINTENANCE FOR THE ENTIRE PROJECT IS TO BE COMPLETED BY THE PROFESSIONAL OFFICE ASSOCIATION. EACH UNIT OR OWNER IS TO CONTRIBUTE AS PER THE CC&R'S TO BE ESTABLISHED.

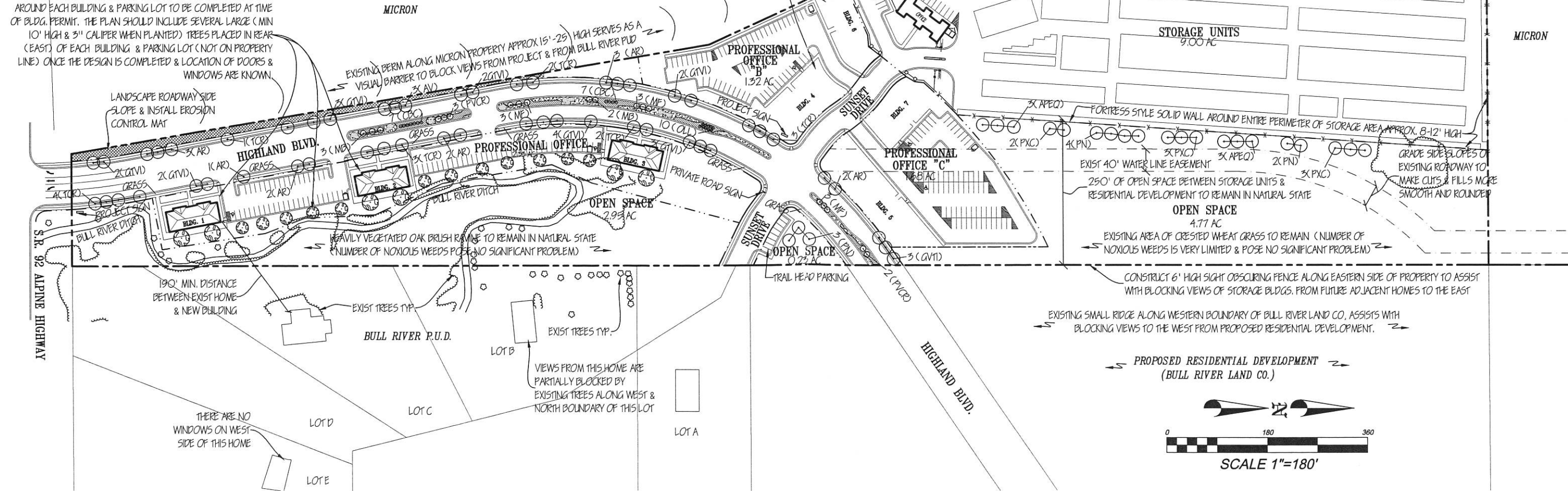
LEGEND

[Pattern]	MEDIUM BARK WITH PERENNIALS (SUCH AS YARROW, DAYLILY, LYSINE)
[Pattern]	3"-6" RIVER ROCK
[Pattern]	3'-4' LANDSCAPE BOULDERS
[Pattern]	STABILIZING WITH GROUND COVER

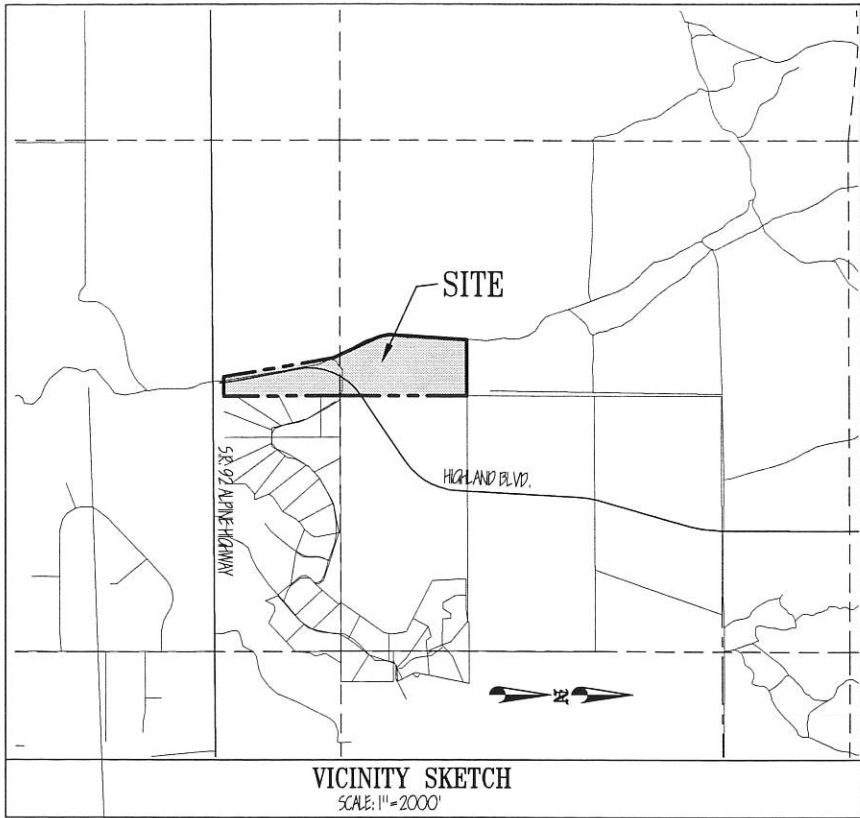
TREE PLANTING LIST

QTY	SYMBOL	BOTANICAL NAME	QTY	SYMBOL	BOTANICAL NAME
9	MF	MALUS FLORIBUNDA	11	CBC	CORAL BEAUTY COTONEASTER
5	PVCR	PRUNUS VIRGINIANA 'CANADA RED'	10	OLL	OTTA LYKEN LAUREL
8	PXC	POPULUS X CANADENSIS	21	GTVI	QUEDITSIA TRIACANTHOS VAR. INERMIS
15	TCR	TILIA CORDATA GREENSPIRE	9	PN	PINUS NIGRA
5	MB	MALUS BACCATA	6	APEQ	ACER PLATANOIDES 'EMERALD QUEEN'
16	AR	ACER RUBRUM			

A COMPREHENSIVE & DETAILED LANDSCAPE & ILLUMINATION PLAN AROUND EACH BUILDING & PARKING LOT TO BE COMPLETED AT TIME OF BLDG. PERMIT. THE PLAN SHOULD INCLUDE SEVERAL LARGE (MIN 10' HIGH & 3" CALIPER WHEN PLANTED) TREES PLACED IN REAR (EAST) OF EACH BUILDING & PARKING LOT (NOT ON PROPERTY LINE) ONCE THE DESIGN IS COMPLETED & LOCATION OF DOORS & WINDOWS ARE KNOWN.



SUNSET MOUNTAIN PROPERTIES LANDSCAPE ANALYSIS & PLAN



LANDSCAPE NOTES

THE PURPOSE OF THIS LANDSCAPE ANALYSIS AND PLAN IS TO ESTABLISH LANDSCAPE GUIDELINES THAT WILL BE FOLLOWED TO ENHANCE THE PROPOSED SUNSET MOUNTAIN PROPERTIES PROJECT AND LESSEN ITS IMPACT ON ADJOINING PROPERTIES. THE PLAN CONSISTS OF THE MAIN ITEMS LISTED BELOW.

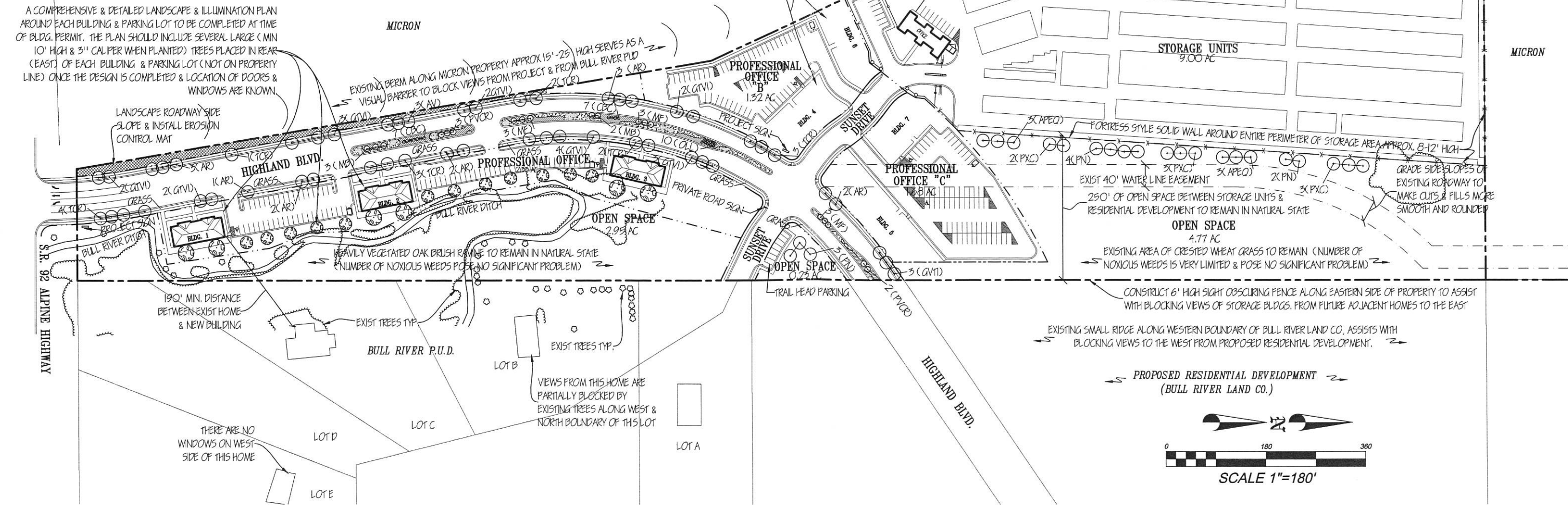
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LEGEND

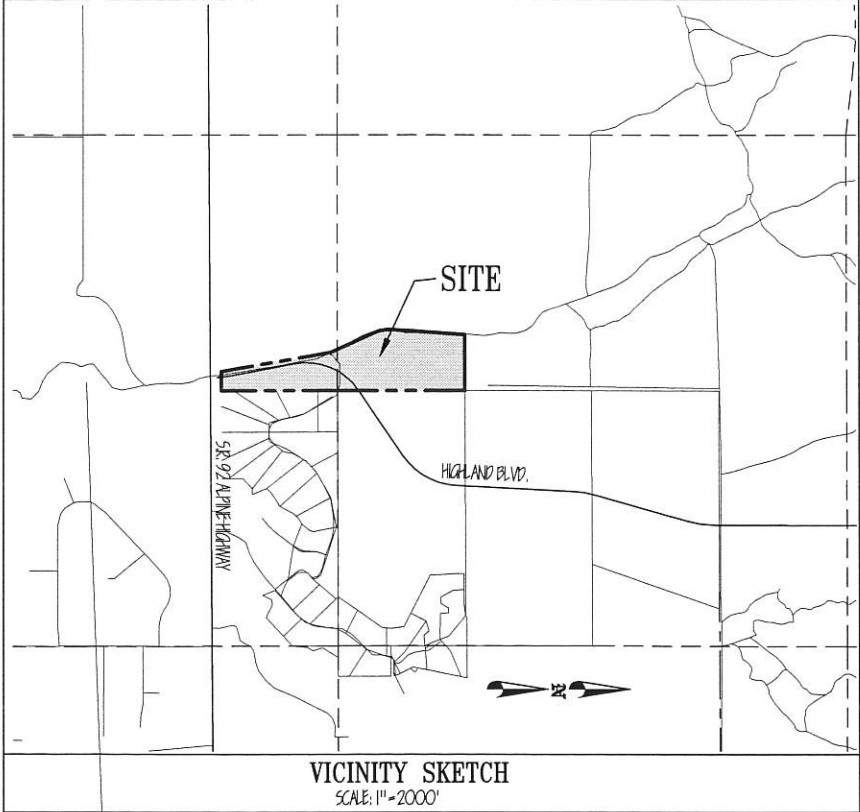
	MEDIUM BARK WITH PERENNIALS (SUCH AS YARROW, DAYLILY, LYSINE)
	3'-6" RIVER ROCK
	3'-4' LANDSCAPE BOULDERS
	STABILIZING WITH GROUND COVER

TREE PLANTING LIST

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9	MF	MALUS FLORIBUNDA	11	CBC	CORAL BEAUTY COTONEASTER
5	PVCR	PRUNUS VIRGINIANA 'CANADA RED'	10	OLL	OTTA LYKEN LAUREL
8	PXC	POPULUS X CANADENSIS	21	GTVI	GLEDITSIA TRIACANTHOS VAR. INERMIS
15	TCR	TILIA CORDATA GREENSPIRE	9	PN	PINUS NIGRA
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16	AR	ACER RUBRUM			



SUNSET MOUNTAIN PROPERTIES LANDSCAPE ANALYSIS & PLAN



LANDSCAPE NOTES

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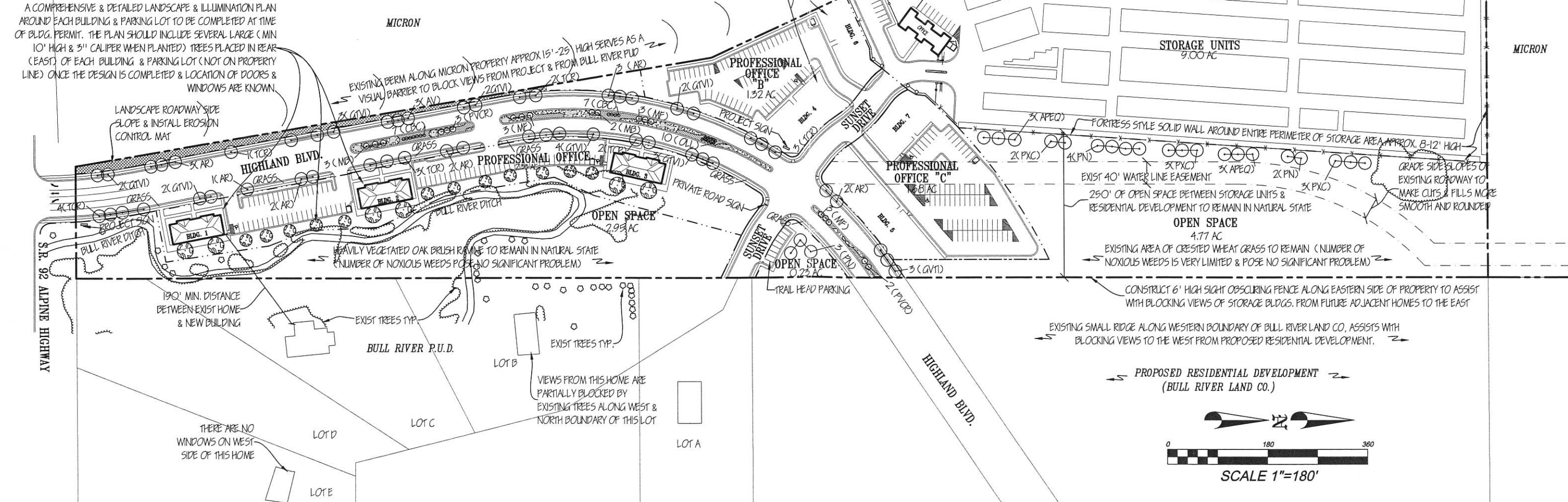
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LEGEND

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16	AR	ACER RUBRUM			



BULL RIVER HOMEOWNERS ASSOCIATION

11 September 2003

COMMENTS and SUGGESTIONS by HOMEOWNERS OF BULL RIVER for the SUNSET MOUNTAIN DEVELOPMENT

BUILDING HEIGHTS

- The three southern buildings would be best if one story, especially the northern most.
- Finished materials will be used on exposed basement foundations.

COLORS

- Earth tones are preferred, please see samples.
- Roofing, architectural shingles in charcoal colors

LIGHTING

- Minimum lights on east side of buildings
- Controlled or directed lighting in parking areas
- Street lights should also be directed lighting

LANDSCAPING

- Preserve existing native vegetation
- Use a mix of evergreen and deciduous trees for new landscaping
- Some trees on the east side of the buildings to soften the visual impact
- Use trees to screen parking areas
- Trees in parking strips (both sides of road) and median area. This will help minimize the road noise, which is a major concern.
- Extend the landscaped median as far south as possible.
- The landscaping east of the storage units should be mass plantings in clumps to give a natural appearance.

Building 1

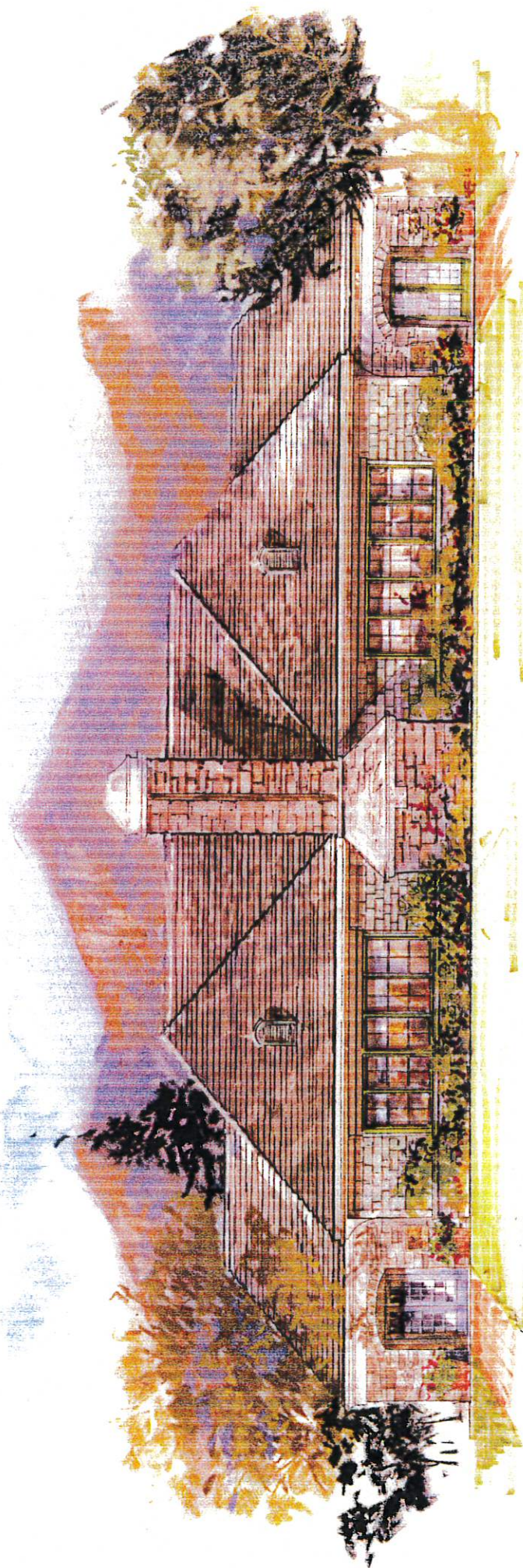
Building 1

Specifications:

One story building
3400 sq ft main floor
3000 sq ft basement

Building Materials

Front and sides-
 Cultured Stone
 Shingle Siding- hardy plank
 Wood Trim- resawn & stained fascia material and/or natural timber
Rear- stone trim with stucco
Colors- earth tones or muted variations as per renderings
 Emphasis on grey, brown and green
Matching colored window frames
Aged metal accents
Roofing Materials- Heavy grade asphalt 1/4" thickness (appearance of shingles)



Building 2

Building 2

Specifications:

One story building
3400 sq ft main floor
3000 sq ft basement

Building Materials

Front and sides-

Cultured Stone

Shingle Siding- hardy plank

Wood Trim- resawn & stained fascia material and/or natural timber

Rear- stone trim with stucco

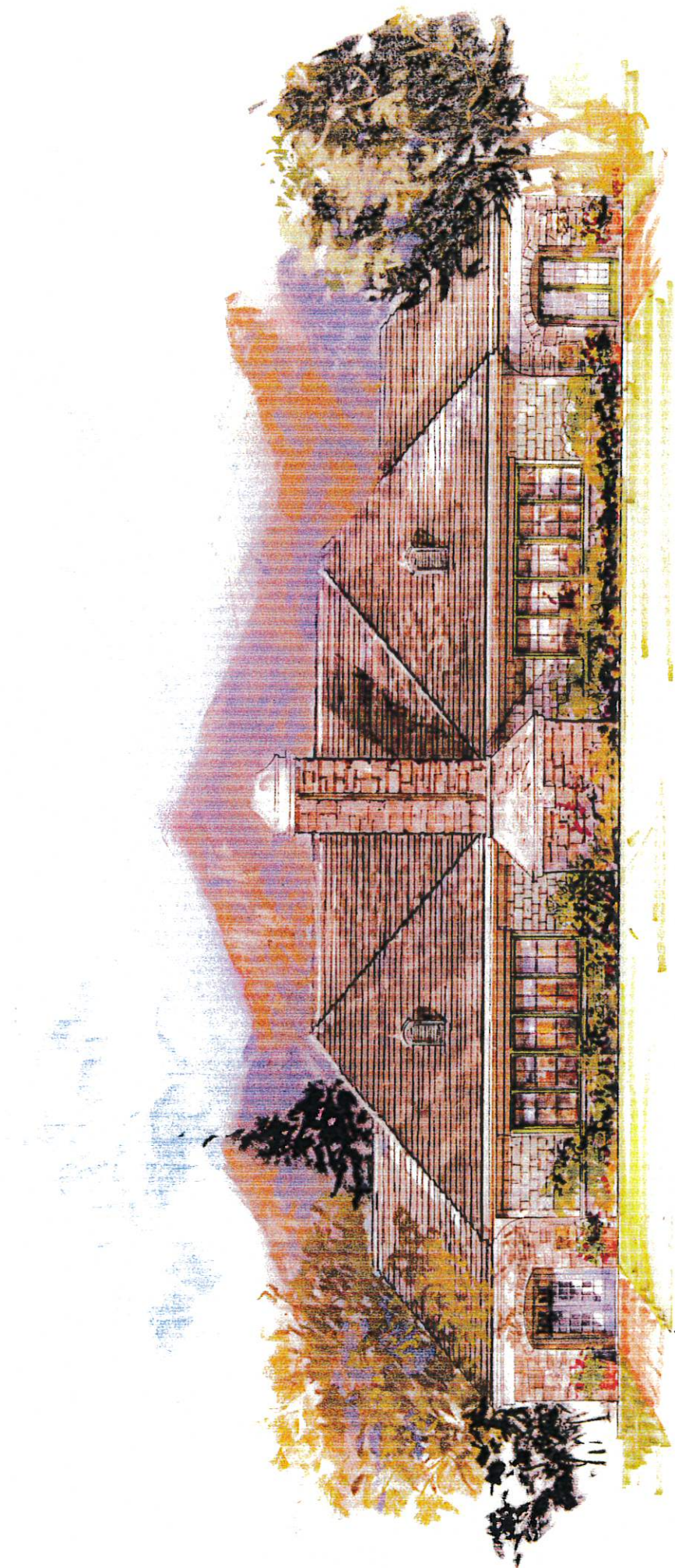
Colors- earth tones or muted variations as per renderings

Emphasis on grey, brown and green

Matching colored window frames

Aged metal accents

Roofing Materials- Heavy grade asphalt 1/4" thickness (appearance of shingles)



Building 3

Building 3

Specifications:

One story building
3400 sq ft main floor
3000 sq ft basement

Building Materials

Front and sides-

Cultured Stone

Shingle Siding- hardy plank

Wood Trim- resawn & stained fascia material and/or natural timber

Rear- stone trim with stucco

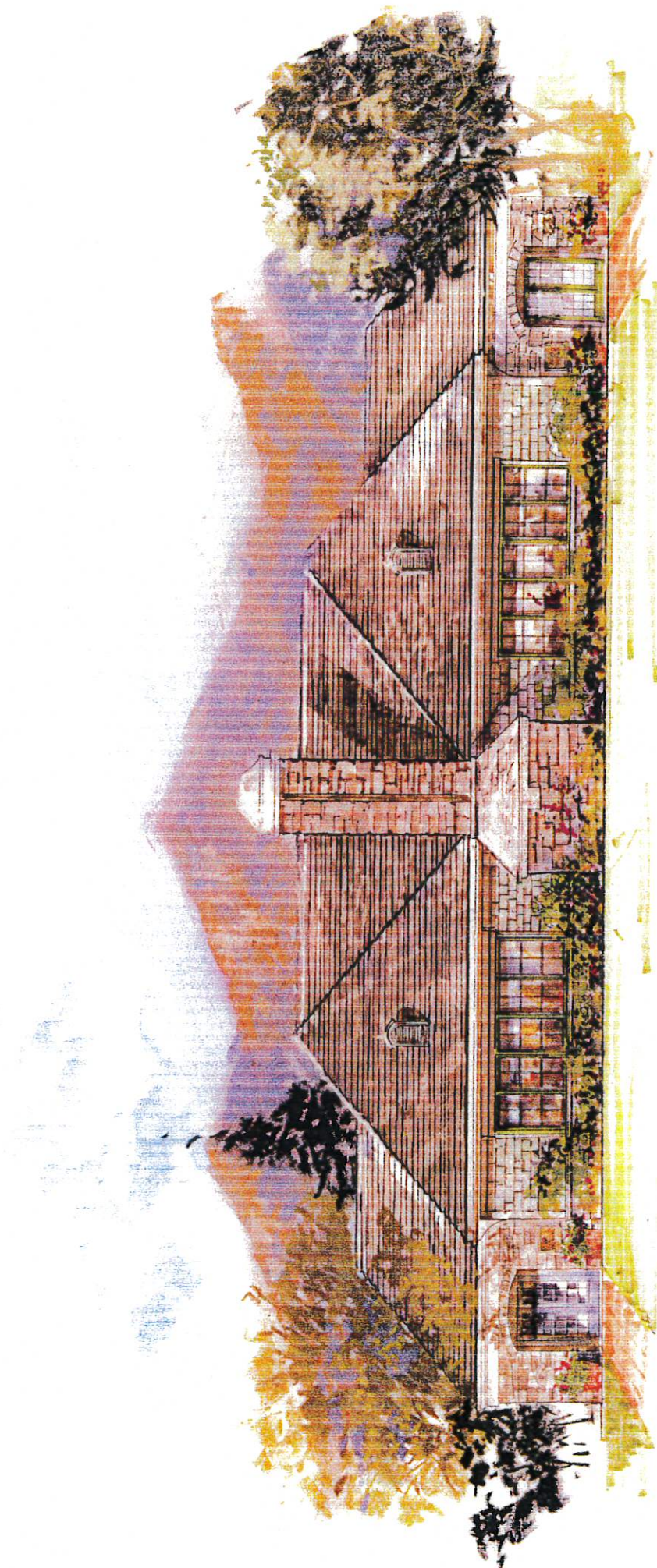
Colors- earth tones or muted variations as per renderings

Emphasis on grey, brown and green

Matching colored window frames

Aged metal accents

Roofing Materials- Heavy grade asphalt 1/4" thickness (appearance of shingles)



Building 4

Building 4

Specifications:

Two story building
3400 sq ft main floor
3000 sq ft upstairs
3000 sq ft basement

Building Materials

Front and sides-
 Cultured Stone
 Shingle Siding- hardy plank
 Wood Trim- resawn & stained facia material and/or natural timber
Rear- stone trim with stucco
Colors- earth tones or muted variations as per renderings
 Emphasis on grey, brown and green
Matching colored window frames
Aged metal accents
Roofing Materials- Heavy grade asphalt 1/4" thickness (appearance of shingles)



Building 5

Building 5

Specifications:

Two story building
3400 sq ft main floor
3000 sq ft upstairs
3000 sq ft basement

Building Materials

Front and sides-
 Cultured Stone
 Shingle Siding- hardy plank
 Wood Trim- resawn & stained facia material and/or natural timber
Rear- stone trim with stucco
Colors- earth tones or muted variations as per renderings
 Emphasis on grey, brown and green
Matching colored window frames
Aged metal accents
Roofing Materials- Heavy grade asphalt 1/4" thickness (appearance of shingles)



Building 6

Building 6

Specifications:

Two story building
3400 sq ft main floor
3000 sq ft upstairs
3000 sq ft basement

Building Materials

Front and sides-

Cultured Stone

Shingle Siding- hardy plank

Wood Trim- resawn & stained fascia material and/or natural timber

Rear- stone trim with stucco

Colors- earth tones or muted variations as per renderings

Emphasis on grey, brown and green

Matching colored window frames

Aged metal accents

Roofing Materials- Heavy grade asphalt 1/4" thickness (appearance of shingles)



Building 7

Building 7

Specifications:

Two story building
3400 sq ft main floor
3000 sq ft upstairs
3000 sq ft basement

Building Materials

Front and sides-

Cultured Stone

Shingle Siding- hardy plank

Wood Trim- resawn & stained facia material and/or natural timber

Rear- stone trim with stucco

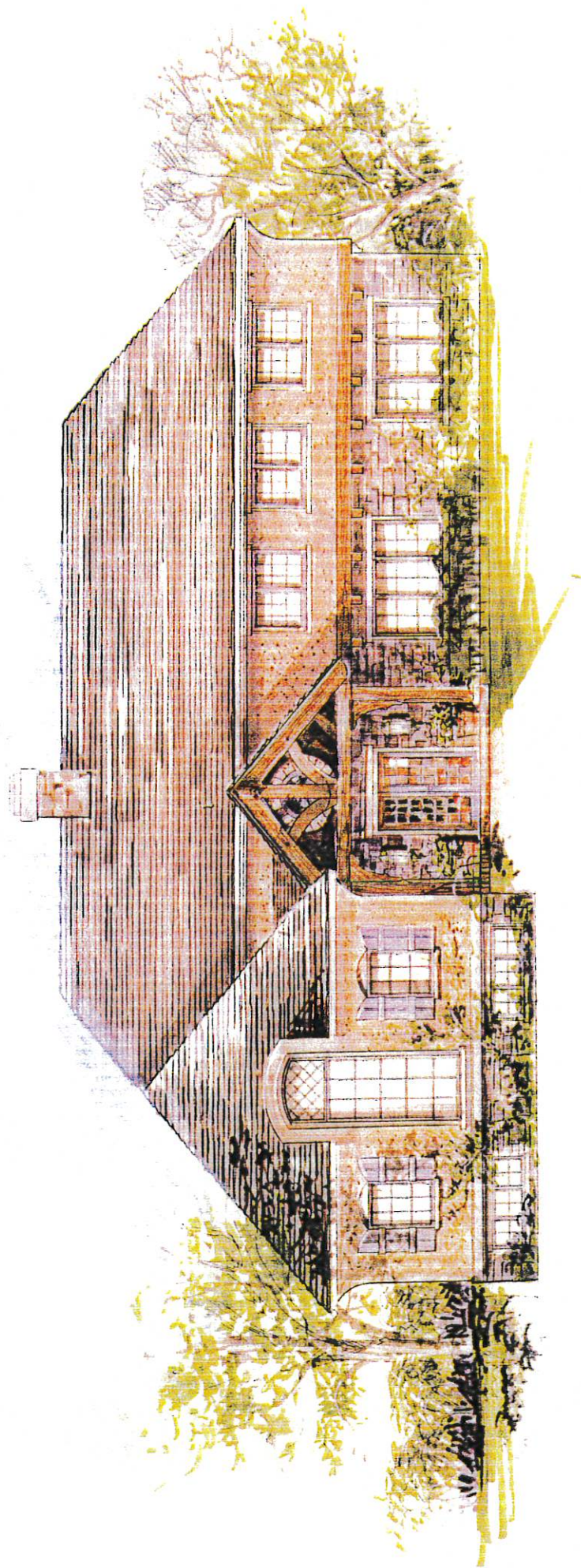
Colors- earth tones or muted variations as per renderings

Emphasis on grey, brown and green

Matching colored window frames

Aged metal accents

Roofing Materials- Heavy grade asphalt 1/4" thickness (appearance of shingles)



Storage Area

Storage Office

Specifications:

Two story building
3400 sq ft main floor
3000 sq ft upstairs
3000 sq ft basement

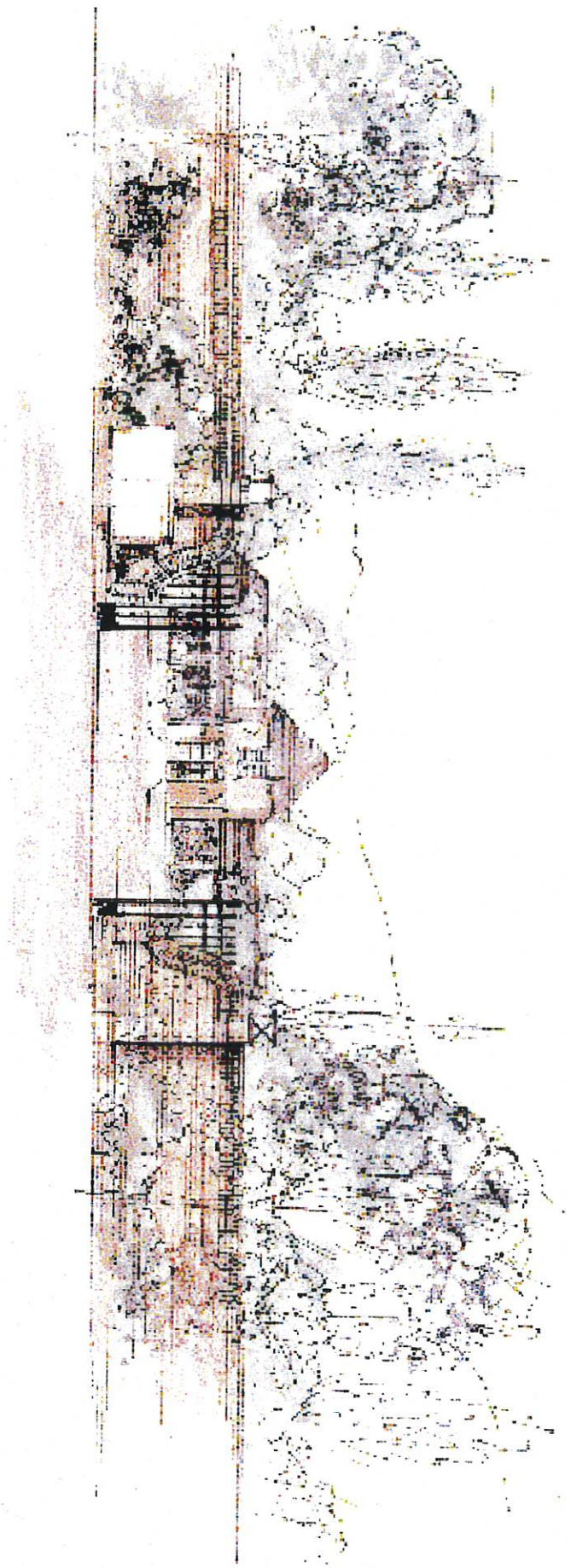
Building Materials

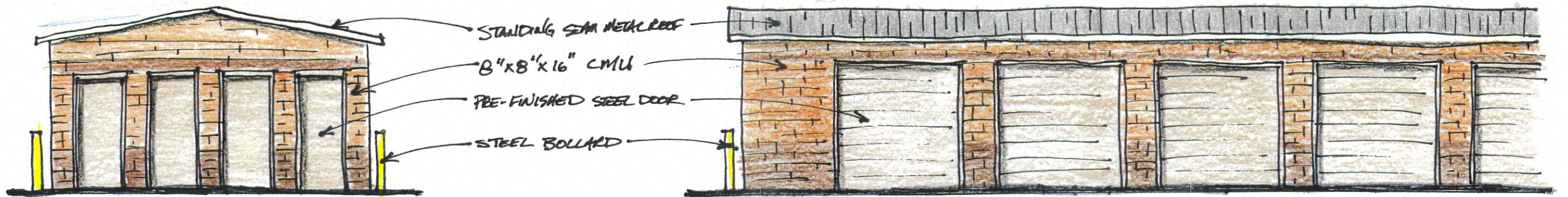
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Matching colored window frames
Aged metal accents
Roofing Materials- Heavy grade asphalt 1/4" thickness (appearance of shingles)

Storage Sheds

Brick and Wrought-Iron entry gate
Colored cinder block outer and visible walls (plain cinder block wall adjacent to Lehi border/ Micron)
Colored metal roofing
Colors- earth tones or muted variations as per renderings

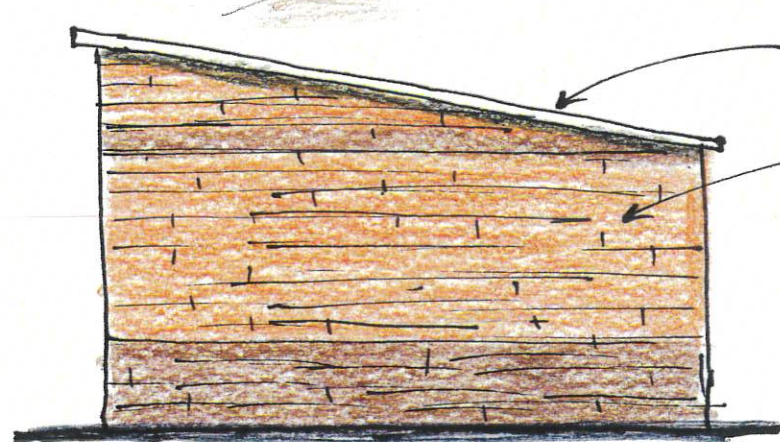






SIDE ELEVATION

FRONT ELEVATION



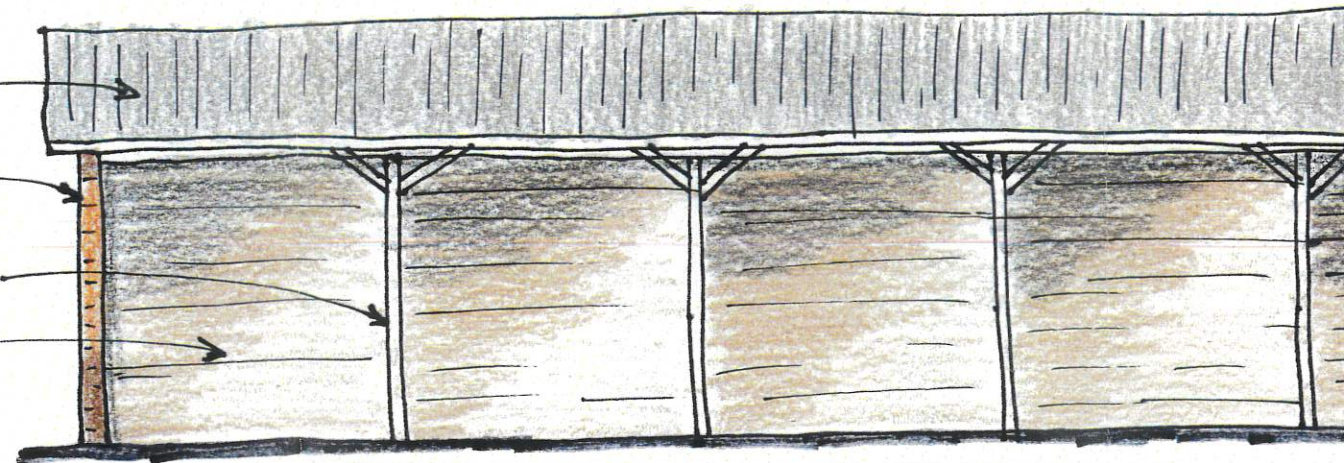
SIDE ELEVATION

STANDING SEAM
METAL ROOF

8"x8"x16" CMU

PAINTED 6x6 POST

OPEN BAY



FRONT ELEVATION