



HIGHLAND PLANNING COMMISSION MINUTES

TUESDAY, MARCH 25, 2025

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

Approved April 22, 2025

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: Vice Chair Trent Thayn

Invocation: Commissioner Jerry Abbott

Pledge of Allegiance: Commissioner Claude Jones

The meeting was called to order by Commissioner Trent Thayn as a regular session at 7:02 pm. The meeting agenda was posted on the *Utah State Public Meeting Website* at least 24 hours prior to the meeting. The prayer was offered by Commissioner Abbott and those in attendance were led in the Pledge of Allegiance by Commissioner Jones.

PRESIDING: Commissioner Trent Thayn

COMMISSIONERS

PRESENT: Jerry Abbott, Claude Jones, Sherry Kramer, Audrey Moore

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, Traci and David Barnes, Manuel Bueno, Jan Eyering, Doug Courtney

1. UNSCHEDULED PUBLIC APPEARANCES

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

None was offered.

2. PRESENTATION

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

Mr. Patterson reviewed the Open and Public Meetings Act. He talked about taking actions and conducting deliberations openly. He reviewed the definition of a meeting and explained that group text messages were not considered to be a meeting.

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*

Commissioner Moore MOVED to approve the February 25, 2025 meeting minutes. Commissioner Abbott SECONDED the motion. All present were in favor. The motion carried unanimously.

4. ACTION ITEMS

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

Rob Patterson, City Attorney/Planning & Zoning Administrator

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

Mr. Patterson reviewed the location of the PO Zones within the city and explained that the council asked the commission to revisit the proposed text amendment that was addressed at the last planning commission meeting. He reviewed the history of the PO Zone for Patterson Homes property, including site plans that were previously rejected. He said Patterson Homes was trying to consolidate previous changes with the proposed amendment, but maybe not how Highland wanted it to be changed. He reviewed what was proposed and showed pictures of building types that would be permitted. He mentioned that staff had not spent time rewriting the proposed code amendment because the city allowed anyone to submit text amendments. He said that staff had not pushed the amendment because it was a suggested change from a property owner.

The planning commission spoke about the history with Patterson Homes and concerns that they did not keep to the original master plan. They talked about how a PO Zone amendment would affect other PO Zone areas not owned by Patterson Homes. They agreed that any amendments to the PO Zone should be written for all areas. The commissioners talked about building heights and methods for measuring.

Commissioner Thayn asked for comment from the public.

Resident Liz Rice said she liked Patterson Homes, but had concerns that they would tear down buildings A and B and make them really high. She said high-rise buildings near homes would reduce home values. She liked the buildings currently on Patterson Homes' property. Ms. Rice thought 35 feet was quite high and was concerned that the buildings might look really commercial.

Resident Traci Barnes said she would be looking at Patterson Homes commercial building 3 from her house. She was told that it would be one story and look like a home. She said those details were agreed upon in 2003 and then again in 2011. Her neighbor would be looking at building 3 from his front window. She talked about building heights and preferred that they were measured from the street. She mentioned that Patterson Homes had not done the island landscaping at all. She asked that the city define what kind of landscaping needed to be done and hold the developer to it.

Resident David Barnes said they bought their home with the understanding that the commercial buildings would

be one story and look like homes. He said if building height was not measured from street level the building height could be very tall and affect the value of their home. He asked the city to maintain the requirement of home-looking commercial buildings.

Resident Manuel Bueno voiced concern that Patterson Homes agreed to certain development standards but now wanted to change them. He thought building 3 on the east side should remain a one-story building. He talked about other buildings on Patterson Homes property and thought that commercial buildings were supposed to be residential in nature. He asked that building height be measured from the street. He encouraged the city to have public input and a hearing if a master plan amendment was submitted.

Resident Jan Eyring said she complained to the city in 2019 about plans from Patterson Homes. She said the plans did not have the traditional feel and lacked landscaping. She hoped that Patterson Homes would go back to the original plans. She said the two-story building was an eyesore that did not fit in. She hoped that building height would be measured from the street. She thought both sides of the street should look the same whether it be residential homes or commercial buildings.

Council Member Doug Courtney thanked the commissioners for revisiting the PO Zone amendment. He said the council appreciated the work the planning commission did and that they needed clarification on certain details.

The commissioners continued to discuss. They agreed that the PO Zone amendment should be city-led as a stand-alone code. They agreed that the master plan for the Patterson Homes property should stay in place. They talked about other PO Zone areas being limited to one story. Commissioner Abbott pointed out that current architectural guidelines stipulated the consideration of surrounding architecture. The commissioners agreed to use the 35-foot maximum height requirement that already existed. They talked about building height measurements of commercial zones and measurement options. Mr. Patterson explained that the current code was unclear on how to measure. All agreed that they preferred to have recommendations from staff instead of from a developer. They asked that the amendment be written in a way that would keep existing restrictions for building 3 but could also be applied to all PO Zone areas. They asked for the code to have some kind of revision control. Speaking to those in attendance, Commissioner Sherry Kramer talked about the meeting she attended in 2019. She said the city was interested in residents' comments regarding the Patterson Homes property. She thought homes in the area were timeless. She preferred that building height be measured from curb rather than parking lot.

Ms. Barnes mentioned that buildings 4 and 6 were included in the original Patterson Homes plan and asked that the originally approved plan remain in place with the residential feel of the buildings. Commissioner Abbott pointed out that it was property owners' rights to ask for changes. He said they did not have to be approved by the city, but the property owner could ask.

Commissioner Abbott MOVED that the Planning Commission continue the business item to the next planning commission meeting with the direction for staff to look at the PO Zone and uncouple the existing Patterson Homes master plan including exhibits, landscaping, etc., to stand alone and remain in place so that changes be a process of legislative matter, then to have staff look at the PO Zone with suggestions as discussed and write a draft for a stand-alone PO Zone, and that it be given to commissioners one week before the next meeting.

Commissioner Kramer SECONDED the motion.

The vote was recorded as follows:

Commissioner Jerry Abbott	Yes
Commissioner Tracy Hill	Absent
Commissioner Christopher Howden	Absent
Commissioner Claude Jones	Yes
Commissioner Debra Maughan	Absent

Commissioner Audrey Moore	Yes
Commissioner Trent Thayn	Yes
Commissioner Alternate Sherry Kramer	Yes
Commissioner Alternate Wesley Warren	Absent

The motion carried 5:0

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*

Mr. Baughman mentioned that he and Mr. Patterson were developing a Policies and Handbook for new members of the planning commission. He said it would also include ethics training.

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

Mr. Baughman mentioned that the commissioners could participate in a scheduled outing in preparation for the upcoming general plan review. He said it was not organized by staff and encouraged commissioners to reach out to the mayor.

ADJOURNMENT

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

The meeting ended at 8:26 pm.

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

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PO ZONE TEXT AMENDMENT

Land Use (Legislative)

Item 4a. – Action Item
Presented by - Rob Patterson
City Attorney, Planning & Zoning Administrator

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PO Professional Office Zone

- West side of Highland Blvd
- Office lot across from Lone Peak High School



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Background

- February 25, 2025 – Commission considered the requested amendment from Patterson Homes to amend the PO zone and voted 6-1 to make the following recommendation to the City Council:
 - 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.

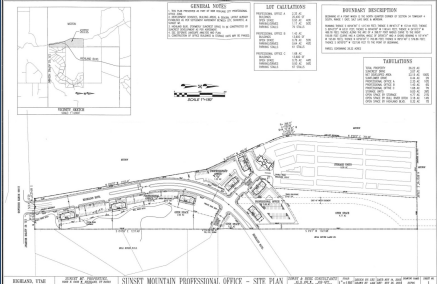
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Background

- March 25, 2025 – City Council considered the requested amendment from Patterson Homes and the Planning Commission's recommendation
- The Council focused on building height concerns, especially for buildings with a modern aesthetic (flat roofs) and the one-story/two-story restriction currently imposed by Exhibit C for the buildings on the east side of Highland Boulevard. They voted to ask the Commission for additional/clarifying recommendations on three questions.

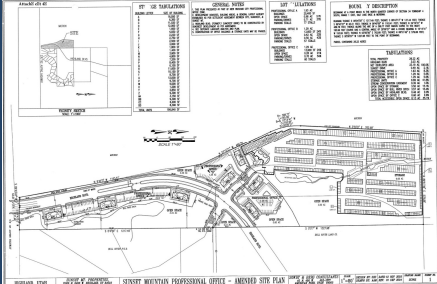
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2003 Original PO Zone Exhibit A

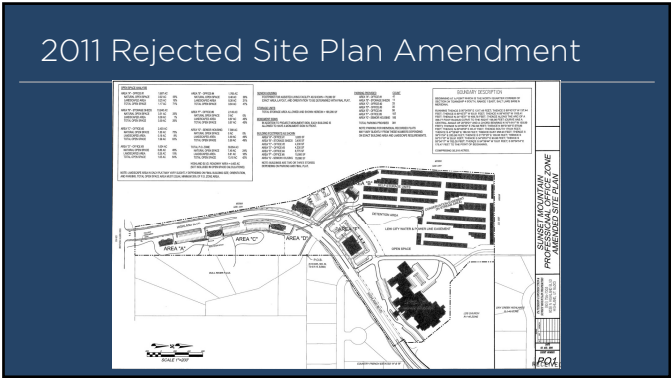


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2005 Amended PO Zone Exhibit A



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2011 Rejected Site Plan Amendment

- ORDINANCE - Amending the Highland City Development Code Article 4.9 Professional Office (PO) Zone, allowing assisted living facilities subject to a conditional use permit in the PO District, amending the approved Professional Office District site plan to identify future office and assisted living use areas and to create development standards for assisted living uses.
- Motion to approve failed 2-3.
- “No further direction was given and it was noted the ordinance stands as previously enacted.”

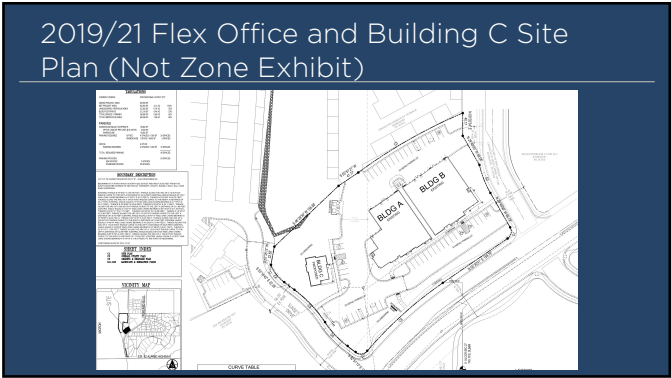
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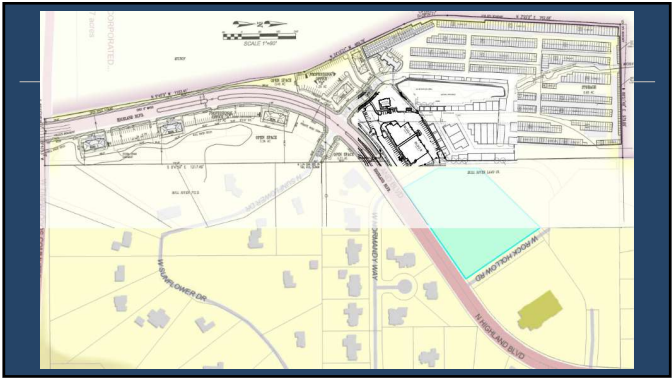
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Original PO Zone Exhibit C

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

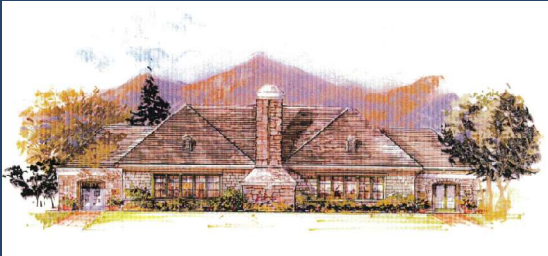
Matching colored window frames

Aged metal accents

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

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Original PO Zone Exhibit C



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Text Amendment

- Removes prior site-specific site plan, landscaping plan, and architectural design details (including one-story/two-story requirements) that were exhibits A-C
- Revises text for clarity (screening HVAC, setback/landscaping codes) and for conformance with general code, including building height section
- Provides new architectural design exhibit
- Requires all sites to be master planned prior to site plan or architectural design
- Clarify site plan requirements

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New Proposed Exhibit



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Additional Architectural Guidance?

- Current Exhibit C has both architectural drawings and written design requirements (size, material, style, etc.)
- Proposed change would remove all of Exhibit C (drawings and written design requirements) and replace with a single architectural theming exhibit
- City can also include new written design requirements (suggestion from Commissioner Abbott) either to exhibit or to code itself. Staff would prefer all written requirements to be in code.

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Council 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 suggested in PO zone) or measured from the highest point of finished grade (general city code standard)?

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Building Heights

- Current PO Zone 3-4907: 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.
- Current "Height of Building" Definition in Chapter 10: 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.

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Staff Review and Recommendation

- Staff supports the text changes that remove the current exhibits and allow the PO zone to be more generally applicable, as there are properties zoned PO that are not covered by the current PO zone exhibits and avoids the confusion around the multiple site plans and amendments
- Whether the architectural design exhibit aligns with the PO zone is a legislative decision for the Commission and Council
- Whether to adopt additional architectural design guidance (as suggested by Commissioner Abbott or otherwise) is a legislative decision for the Commission and Council

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Proposed Motion

- I move that the Planning Commission recommend the following in connection with the proposed POzone text amendment:
 - One-story restriction [should / should not] be kept for the buildings on the east side of Highland Boulevard.
 - Building height [should / should not] differ based on roof type.
 - Building height in the PO Zone should be measured from [average grade of lot / finished grade per general definitions].
- Commission may make different/additional recommendations

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PLANNING COMMISSION AND
STAFF COMMUNICATION ITEMS

a. Planning Commission Policies and Handbook

b. General Plan Update - Transportation Element April 8, 2025

c. Future Meetings

- April 8, Combined Council/Commission General Plan Meeting, City Hall
- April 15, City Council, 7:00 PM, City Hall
- April 22, Planning Commission, 7:00 PM, City Hall

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