HIGHLAND CITY COUNCIL AGENDA

TUESDAY, JUNE 10, 2025

City Council & Planning Commission General Plan Meeting

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

VIRTUAL PARTICIPATION

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

Email comments prior to meeting: council@highlandut.gov

6:00 PM WORK SESSION

Call to Order: Mayor Kurt Ostler
Invocation: Council Member Brittney P. Bills
Pledge of Allegiance: Commissioner Debra Maughan

1. 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 *General City Management*
Stephannie Cottle, City Recorder
March 11, 2025

b. Approval of Meeting Minutes *General City Management*
Stephannie Cottle, City Recorder
April 8, 2025

2. PRESENTATIONS

a. General Plan - Land Use *Jay Baughman, Assistant City Administrator/Community Development Director, Rob Patterson, City Attorney/Planning & Zoning Administrator*
The City Council and Planning Commission will discuss the Land Use Element of the General Plan,with a focus on economic development and the city's moderate income housing goals.

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 City Council may participate electronically during this meeting.

CERTIFICATE OF POSTING
I, Stephannie Cottle, the duly appointed City Recorder, 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 City Council, staff and the public.

Posted and dated this agenda on the 6th day of June 2025 Stephannie Cottle, CMC |UCC, City Recorder

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL CITY COUNCIL MEETINGS.

HIGHLAND CITY COUNCIL MINUTES

Tuesday, March 11, 2025

Waiting Formal Approval

CITY COUNCIL & PLANNING COMMISSION JOINT MEETING

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

7:00 PM WORK SESSION

Call to Order: Mayor Kurt Ostler
Invocation: Commissioner Trent Thayn
Pledge of Allegiance: Council Member Doug Cortney

The meeting was called to order by Mayor Kurt Ostler as a joint meeting at 7:05 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 Planning Commissioner Trent Thayn and those in attendance were led in the Pledge of Allegiance by Council Member Doug Cortney.

PRESIDING:	Mayor Kurt Ostler

COUNCIL MEMBERS:

Brittney P. Bills	Present
Ron Campbell	Present
Doug Cortney	Present
Kim Rodela	Present
Scott L. Smith	Present

PLANNING COMMISSION MEMBERS:

Jerry Abbott	Absent
Tracy Hill	Absent
Christopher Howden	Absent
Claude Jones	Absent
Sherry Kramer	Present
Debra Maughan	Present
Audrey Moore	Present
Trent Thayn	Present
Wesley Warren	Present

CITY STAFF PRESENT: City Administrator Erin Wells, Assistant City Administrator/Community Development Director Jay Baughman, City Attorney/Planning & Zoning Administrator Rob Patterson, City Recorder Stephannie Cottle

OTHERS PRESENT: Jon Hart, Sam Taylor, Aubrey Larsen

DRAFT

1. PRESENTATIONS

a. Highland City General Plan *Jay Baughman, Assistant City Administrator/Community Development Director, Rob Patterson, City Attorney/Planning & Zoning Administrator*
The City Council and Planning Commission will discuss the elements of the Highland City General Plan.

Sam Taylor and Aubrey Larsen of Landmark Design used the aid of a PowerPoint presentation to facilitate discussion among the City Council and Planning Commission regarding the Water Use and Preservation element of the proposed 2025 General Plan update. Mr. Taylor first provided a summary of the intent and role of a general plan in a municipality and noted Utah Code allows for general plans to contain any elements the City feels appropriate, but four core sections are required: land use, housing, transportation, and water use and preservation. Landmark Design anticipates an individual workshop for each of the five elements included in Highland's General Plan: water use and preservation; transportation; land use, housing and economic development; parks, trails and open space; and environment/public facilities. Landmarks approach to drafting each element of the General Plan includes:

1. **Define the current conditions**
    a. Technical Analysis
    b. Input from Community Outreach
2. **Determine desired future conditions**
    a. Plan preparers make recommendations
    b. Planning Commission/City Council decide which to take
3. **Outline the path to move towards those desired conditions**
    a. Goals and Implementation Strategies

The goals for the discussion are to verify data and explore strategies, policies, and ideas related to water use and preservation.

Ms. Larsen then provided some context for the discussion regarding water use and preservation; State Bill (SB) 110, which was adopted in 2022, requires most municipalities and all counties to amend their general plans to address how land use planning impacts water use. The amendments must be adopted by December 2025 and must meet grant checklist requirements in order for the City to receive awarded grant funding. She then presented the requirements that must be included in the water use and preservation element of the Plan:

- The effect of permitted development or development patterns on water demand and water infrastructure. **This is asking you to develop a water budget** *(an estimation of water flows into and out of a system tied to current & future land use, population, and conservation).*
- **Methods of reducing water demand and per capita water use** for **existing** and **future** development
- Modifications that can be made to a local government's operations to **reduce and eliminate wasteful water practices**.
- If the city is located within the Great Salt Lake Watershed, they must consider how their general plan water element will **impact Great Salt Lake**.
- Consider how **regional water conservation goals** will be achieved through the general plan water element.

She presented a graph illustrating regional water conservation goals for Highland and other parties of Utah County along the Provo River; regional goals can include indoor use, outdoor use, and general water conservation. The Planning Commission must recommend the following:

- Water **conservation policies** to be determined by the municipality.
- **Landscaping options** within a public street for current and future development that **do not require the use of lawn or turf** in a park strip. (this requirement has already been met).

- **Changes to an ordinance** that promotes the inefficient use of water.
- **Low water use landscaping standards** for any new:
    - Commercial, industrial or institutional development.
    - Common interest community (a property where owners share common rights and obligations e.g. a condo)
    - Multifamily housing project.

Ms. Larsen then shifted to the topic of collecting and analyzing data that has informed the proposed water use and conservation element of the General Plan; community insights indicate the following:

- **88% of residents** share a moderate to major concern for the future of the City's water supply *(2022 USU Wellbeing Project Survey)*
- Residents are concerned about the future water supply, but since it **isn't an immediate or visible threat**, it isn't a primary focus.
- Residents show some support for conservation measures such as converting **underutilized park lawns to water-efficient landscapes** and **incentivizing water-saving practices** in public and private spaces.
- Residents expressed the most interest in **rebate programs and other forms of technical and financial assistance** for installing water-wise landscapes and other resource-intensive water-saving efforts.
- Current incentives are either inadequate or unavailable, leaving many residents **without the motivation or resources** needed to make these changes.

She noted Landmark Design also reviewed a number of Highland City data sources, including the 2022 Conservation Plan, website, City Code, Master Plans, and several documents prepared by the State of Utah and State Universities. She reviewed the structure of the proposed water use and conservation element of the General Plan. Each element has a purpose, current condition, and desired condition section. Chapter one provides the introduction and purpose statement for the element. Chapter two provides a snapshot of the Highland water systems. Chapter three discusses the relationship between land use and water use. Chapter four highlights the tracking of Highland water use and demand. Chapter five discusses regional conservation goals. Chapter six provides information looking to the future and a conclusion for the element.

Council Member Scott L. Smith arrived at 7:10 p.m.

Ms. Larsen then stated she and Mr. Taylor would like to engage in discussion with the group regarding what Highland is currently doing as well as recommendations to meet the State requirements pertaining to water use and conservation. She asked which options have the most merit for Highland to pursue and she encouraged consideration of public interest, ease of implementation, impact/reach of the action and if it helps to fulfill a State requirement. Based on the Department of Wildlife Resources (DWR) best management practices (BMPs), Utah's Regional M&I Conservation Goals, and Utah Growing Water Smart the categories of policy options made actionable are:

1. Ordinances, Standards, & Development Policies
2. Rebates, Incentives, & Rewards
3. Water Conservation Coordinator, Committee, or Team
4. Physical System
5. Outreach & Education
6. Water Conservation Pricing
7. Planning & Goal Setting

Examples of ordinances, standards, and development policies include water-efficient landscaping ordinances; time of day watering requirements; and a water conserving plumbing code. Current efforts being administered in Highland include:

- All new developments are required to connect to the pressurized irrigation system.
- Developers are required to provide water rights to the City.
- Time of day watering requirement.
- Maximum number of watering days.
- Sensitive land ordinance protects watershed recharge zones, wetlands, streams, etc.
- **2020 Development Code Updates**
    - **All park strips are required to be landscaped using xeriscape or water-wise methods.**
    - The City's "Landscaping" definition was updated to mean the use and integration of traditional landscape design methods including xeriscape.
    - "Xeriscape" was added to the Development Code definitions.
- **2023 Parkway Detail Update**
    - **All new parkway details are required to be xeriscaped.**
    - Xeriscaping is now required in new parkway detail, and the City worked with developers to provide at least partial xeriscaping between 2019-2023.

The current proposal BMP number one, is to amend city code to require water efficient landscaping in new and reconstructed commercial, industrial, institutional, multifamily housing projects, and residential landscapes. Examples of low water use landscaping requirements include:

- Limitations on the use of turf
- Promotion of Low Impact Development (LID) principles
- Limitations on ponds, pools, and other features that promote unnecessary water evaporation
- Restrictions on "zero-scapes" and artificial turf
- Recommendations for water-conserving landscape design
- Requirements for drip irrigation

Other ideas and options also include:

- Seek or use existing funding **to transition existing parkway details** and other city-maintained park strips from turf to xeriscape
- Determine **further opportunities to integrate water-wise principles and language** into appropriate City Ordinances, Standards, and Development Policies (e.g. Highland City Design Standards)
- Other ideas (ordinances, standards, & development policies)?

The group engaged in philosophical discussion of imposing uniform water efficient landscaping requirements to the entire City or whether the requirements should be adjusted and tailored to each land use zone in the City; the need to provide a clear definition of xeriscape because many believe that replacing grass with gravel is xeriscaping. The group concluded they do want to require water efficient landscaping in new and reconstructed commercial, industrial, institutional, multifamily housing projects, and some residential landscapes. They did not want the same requirements that will be imposed on commercial uses to also be imposed on residential landscapes, but they did want to make some adjustments to residential landscape requirements.

Ms. Larsen then discussed BMP number two, examples of rebates, incentives, and rewards for water conservation:

- Meet recommended community water efficiency standards that **help residents to take advantage of rebate programs** offered by the State/Central Utah Water Conservancy District (CUWCD) (see letter in Water Conservation Plan).
- Adopt a **Highland-sponsored** water conservation incentive program(s)
- Other ideas (rebates, incentives, & rewards)?

The group indicated they would like information about what other cities are doing in terms of rebates or incentives,

particularly those cities that have developed their own rebate or incentive program. They concluded by expressing a willingness to explore the rebate programs offered by the CUWCD.

Ms. Larsen noted BMP number three is the creation of a water conservation coordinator position, committee, or team charged with coordination of public information campaigns. The group discussed assigning this responsibility to the Assistant Public Works Director, who would be required to provide water use reports on an annual basis. City Administrator Wells indicated Public Works staff will be able to provide meaningful information regarding water use, but she does not believe it is appropriate to assign public information efforts to that Department. The data provided by Public Works could be used to develop conservation strategies. The group supported that idea.

Ms. Larsen indicated BMP number four relates to the City's physical water system. Current and developing efforts related to the system include:

- Existing **pressurized irrigation system**.
- **Smart irrigation systems** installed at new public parks and facilities.
- The Highland Gravel Pit area, now owned by Central Utah Water Conservancy District, is one of two potential sites being considered for a **future aquifer recharge project**. Aquifer recharge refers to the process of replenishing underground water sources in order to provide stable, long-term water storage.

The group discussed the status of installing smart irrigation controllers at City facilities, to which Ms. Wells noted that project should be completed in the next few years, as it is dependent on several factors. Metering private connections to the pressurized irrigation system is also underway and the group discussed technology that will give users easy access to their meter data.

Ms. Larsen noted BMP number five relates to outreach and education. Examples of ideas for the group to consider include sharing water conservation resources with the public, educating customers on water conservation BMPs, and collaboration on education events and programs. The group discussed specific ideas for outreach and education and there was support for pursuing youth education programs through the local schools regarding water conservation.

Ms. Larsen referred back to BMP number one relating to standards and policies and stated she did not get a response from the group regarding whether to require all new parkway details to be xeriscaped. The group communicated they support xeriscaped parkway details for new projects but were unsure about whether to immediately pursue landscaping conversion on existing parkway details.

Ms. Larsen stated BMP number six relates to water conservation pricing and includes options like setting tiered rates with higher rates for higher consumption, charges for secondary water based on individual use, and high-water use notifications. There were no recommendations from the group regarding this BMP.

The final BMP, number seven, relates to planning and goal setting; the City currently has a Water Conservation Plan that was adopted in 2022 and should be updated every five years. Ideas and options for this BMP include:

- Link water supply and demand, conservation, recharge and reuse priorities and policies **across all related plans** (e.g. Water Conservation Plan, Stormwater Management Plans, Capital Improvement Plans, etc.)
- **Develop a Drought Response or Water Shortage Plan** (preserves and protects public health, safety, and welfare during periods of drought, temporary water shortage and supply interruption.)

The group supported the idea of developing a drought response or water shortage plan. The engaged in philosophical discussion and debate of appropriate water restrictions during drought conditions; and plans for

upgrading the pressurized irrigation system in the future.

Ms. Larsen concluded that the next work session meeting with the group will focus on the transportation element of the General Plan. There was discussion about the structure and format of that meeting and the need for presentation materials to be provided to the group well in advance of the meeting. The group also discussed the option of breaking into smaller groups that would not constitute a quorum and drive throughout the City to view different areas that will be discussed during the transportation work session.

ADJOURNMENT

The meeting concluded at 8:50 pm.

I, Stephannie Cottle, City Recorder of Highland City, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on March 11, 2025. This document constitutes the official minutes for the Highland City Council/Planning Commission Meeting.

Stephannie Cottle, CMC, UCC
City Recorder

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HIGHLAND CITY COUNCIL MINUTES

Tuesday, April 8, 2025

Waiting Formal Approval

City Council & Planning Commission Joint Meeting

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

7:00 PM WORK SESSION

Call to Order: Mayor Kurt Ostler
Invocation: Commissioner Sherry Kramer
Pledge of Allegiance: Resident Liz Rice

The meeting was called to order by Mayor Kurt Ostler as a regular session at 7:05 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 Sherry Kramer and those in attendance were led in the Pledge of Allegiance by Resident Liz Rice.

PRESIDING:	Mayor Kurt Ostler

COUNCIL MEMBERS:

Brittney P. Bills	Present
Ron Campbell	Present
Doug Cortney	Present
Kim Rodela	Absent
Scott L. Smith	Present

PLANNING COMMISSION MEMBERS:

Jerry Abbott	Present
Tracy Hill	Absent
Christopher Howden	Present
Claude Jones	Absent
Sherry Kramer	Present
Debra Maughan	Absent
Audrey Moore	Present
Trent Thayn	Absent
Wesley Warren	Present

CITY STAFF PRESENT: City Administrator Erin Wells, Assistant City Administrator/Community Development Director Jay Baughman (electronically), City Attorney/Planning & Zoning Administrator Rob Patterson, City Engineer/Public Works Director Chris Trusty

OTHERS PRESENT: Jon Hart, Aubrey Larsen, Liz Rice, Josh Gibbons, Joseph Browning, Alex Nielsen

DRAFT

1. PRESENTATIONS

a. Highland City General Plan *Jay Baughman, Assistant City Administrator/Community Development Director, Rob Patterson, City Attorney/Planning & Zoning Administrator*
The City Council and Planning Commission will discuss the Transportation Elements of the General Plan.

Assistant City Administrator/Community Development Director Baughman introduced the topic of tonight's work session; there are many elements of a General Plan, transportation being a major element. The City has historically used its Master Transportation Plan as the transportation element of the General Plan, and Administration and the consultant proposes to do the same again for this General Plan update. However, there are some differences between the two documents and tonight, the representatives of Landmark Design and Hales Engineering will be reviewing the transportation element of the General Plan.

Aubrey Larsen of Landmark Design used the aid of a PowerPoint presentation to remind the group of the role of the General Plan in the community:

- A general plan is an advisory guide to land use decisions.
- It describes where you are, where you want to be, and how you will get there.
- A general plan does NOT create regulations or requirements but may recommend new policies or regulations as implementation strategies.
- Under state law, public infrastructure cannot be authorized or constructed if it does not conform to the general plan.

Utah code allows for General Plans to contain any elements a City feels appropriate; however, four sections are required, one being transportation. She then turned the time to Josh Gibbons of Hales Engineer. Mr. Gibbons introduced Joseph Browning and Alex Nielsen from his team, and he continued the use of the PowerPoint presentation to continue to discuss the transportation element of the General Plan. One common approach to planning and drafting each element of the Plan is to:

1. **Define the current conditions**
    a. Technical Analysis
    b. Input from Community Outreach
2. **Determine desired future conditions**
    a. Plan preparers make recommendations
    b. Planning Commission/City Council decide which to take
3. **Outline the path to move towards those desired conditions**
    a. Goals and Implementation Strategies

Mr. Browning stated there are three different entities that contribute to transportation planning efforts: the Utah Department of Transportation (UDOT), Mountainland Association of Governments (MAG), and cities. UDOT is currently planning some improvements to the intersection of North County Boulevard and State Road (SR) 92, or Timpanogos Highway; funding for this project is scheduled for 2026. MAG has been planning improvements to the Timpanogos Highway commuter lanes and widening Canyon Crest Road (4800 West) to five lanes. There are two main types of plans that cities can utilize for transportation planning; first is the transportation element of the General Plan, which does the following:

- Provides a high-level overview of the community's transportation system.
- Outlines the general location and function of current transportation infrastructure.
- Offers a snapshot of the city's existing transportation network, highlighting key strengths and areas that need improvement.

- May include general guidance for roadway maintenance and long-term infrastructure planning.

The other type of plan is a Transportation Master Plan, which is the type of plan Hales Engineering is working on for the City; it is a long-term, locally developed strategy that guides the planning, management, and investment in a community's transportation system. It includes project lists, level of service analysis, policy guidance (e.g., access management), infrastructure inventories, and growth projections. He then reviewed the initial data collection and analysis steps in the planning process relative to traffic safety and enforcement, parking issues and code compliance, road and sidewalk maintenance, and pedestrian and bicycle infrastructure. Hales has done its best to consider and incorporate prior planning documents into the updated Plan, including the Highland City General Plan from 2008, the Alpine and Highland Active Transportation Plan from 2023, and the Traffic Calming and Pedestrian Safety Manual from 2023. Data sources that have informed current recommendations include traffic counts from 33 different intersections and roadway locations in recent months and years; this data has been used to communicate existing level of service conditions for roadways in the community, and he displayed a map illustrating the level of service on a grading scale ranging from grade A to F.

There was high level discussion among the Council, Planning Commission, and the consultants regarding the classification of different roadways included on the map and the factors that contribute to the roads grade or level of service determination. There was also a brief focus on roadways included on the map that are subject to a UDOT or MAG project and how that can interfere or conflict with City projects and planning efforts.

Mr. Gibbons then provided an overview of the Transportation Master Plan structure; the introduction section includes goals and community input, as well as discusses land use and the manner in which future growth determines future transportation needs and conditions. Section two identifies existing conditions:

A. Existing Level of Service
    - Current traffic flow and congestion
    - Identify deficiencies
B. Existing Active Transportation & Transit
    - Current multi-modal network
    - Identify gaps and connection opportunities
C. Short-term Projects
    - Capital facilities projects
    - Recommendations for further study

Section three discusses future conditions:

A. Future Level of Service
    - Congestion due to future growth
B. Long-term Projects
    - New roadway projects
C. Grid Network / Functional Classification
    - Set appropriate road spacing & grid network
D. Future Active Transportation & Transit
    - Future multi-modal network
E. Transportation Policies and Guidelines
    - Access management
    - Road cross-sections

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Section four is the conclusion of the document, and it identifies funding sources and next steps relative to future plan iterations. Mr. Gibbons then offered the following prompts for discussion among the group:

- How does the City want to apply the concepts to improve transportation mobility and safety?
- Considerations may include public interest, ease of implementation, cost for implementation, impact/reach of the action

Concepts related to a grid type of transportation network include functional classification, street spacing, access spacing, and access turn control. He presented a graphic illustrating functional classification, which is a combination of mobility and access. For functional classification, the following is needed:

- Goals:
  - Define key roadways for high mobility to reduce traffic on other roads
  - Provide access on minor roads
- Classifications:
  - Arterials - high mobility, connecting communities
  - Collectors - mixed mobility/access
  - Local Streets - frequent access
- Variety in classifications protects residential streets
- A complete grid network reduces the need to overcompensate on other facilities

There was brief discussion about classification of roads in Highland City, with Council Member Smith noting that he feels Alpine Highway has been improperly classified by UDOT. Mr. Gibbons stated the classification he has included in the draft Plan is based upon the 2008 General Plan, where the road is called a collector road. This identifies the need to update the Plan and appropriately classify roads. He would consider Aline Highway to be an arterial road rather than a collector road because the speed limit is high and there is minimal access to the road.

Street spacing is based upon population and development density; per Highland City densities, there should be an arterial street every mile and a collector street every half mile to give drivers access to the types of streets they need for their commutes. In terms of access spacing, goals include maintaining mobility and/or access standards of each functional classification and maximize safety. He presented a chart illustrating the City's current standards in terms of access spacing:

Roadway Classification	Minimum signal spacing (A)	Street spacing (B)	Driveway spacing (C)	Corner distance (D)
Arterial	2,640 ft	660 ft	350 ft	350 ft
Major collector	1,320 ft	330 ft	150 ft	150 ft
Minor collector	1,320 ft	330 ft	150 ft	150 ft
Neighborhood Collector	1,320 ft	330 ft	150 ft	150 ft
Local	N/A	250 ft	100 ft	30 ft

For access turn control, there is a need to avoid conflicts between access points; potential mitigations include restricting left-turn movements, relocating accesses, and removing accesses.

Council Member Smith asked if Hales has looked at traffic conditions in surrounding communities and how the failure of other cities to complete transportation projects has contributed to certain conditions in Highland; he

does not believe Highland City should be providing arterial roads throughout in order to handle increased traffic caused by inaction in other cities. Mr. Gibbons stated that when looking at future traffic volume projections for Highland, Hales will take into consideration future plans in other cities. He noted 700 North is an example that he can use relative to that issue and in speaking with American Fork, that is a project that will move forward fairly soon and that will be a great transportation connection that impacts Highland City as well. This led to high level discussion among the group about the conditions of other roadways in surrounding communities that has caused motorists to opt to drive through Highland City because it is easier or faster for them. City Attorney/Planning & Zoning Administrator Patterson stated that engineers provide recommendations to communities based upon transportation standards, but it is the role of the Highland City Planning Commission and City Council to make decisions based on actual conditions and what is best for City residents in terms of transportation needs. Mr. Gibbons agreed and noted it would be best if neighboring communities worked together and recognized the impact a project can have on one another, but that is not always reality.

Mr. Gibbons then referred to a one-page summary of five sample sites in which data has been collected:

#	Location	Context & Considerations
1	Highland Blvd	Ideal spacing as an arterial; potential future widening; heavy bike corridor
2	11200 North	Potential need to complete the connection to have a complete collector road
3	10400 North	Ideal spacing as a major collector (3-lane cross-section); busy intersections
4	Canal Blvd	Ideal spacing as an arterial; recent concerns with speeding
5	9600 North	Additional east-west connection ideal as a collector; many residential driveways

He suggested it would be helpful for the individuals in the group to visit the sites for themselves and gain their own understanding of current conditions and what they feel is best for the future of each of these locations. This information will help to guide the finalization of the Transportation Master Plan. He facilitated review, as well as discussion and debate among the group regarding the conditions and recommendations that have been identified for each of the five locations; he indicated the feedback provided will be used by his team as they proceed with refining the planning documents.

ADJOURNMENT

The meeting concluded at 9:07 pm.

I, Stephannie Cottle, City Recorder of Highland City, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on April 8, 2025. This document constitutes the official minutes for the Highland City Council/Planning Commission Meeting.

Stephannie Cottle, CMC, UCC
City Recorder

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Goals and Policies

With the zoning pattern already established and a mostly infill expectation for new development, support for alternative housing types is a difficult goal to achieve. The City can still find creative ways to make a reasonable allowance for affordable housing types that would be acceptable and even welcomed by residents. The City may choose to focus on solutions, such as basement accessory dwelling units, senior housing (some of which may include deed restrictions to maintain affordability) and multi-family housing mixed-use developments The goals, policies, and implementation measures below build on these ideas.

Goal: Support for alternative housing type.

Policy: Proactively encourage the development of moderate income and senior housing as follows:

Implementation Measure: develop a moderate income housing project for residents who are disabled or 55 years old or older;
Timeline and Implementation Plan:

2024	Work with the Planning Commission and City Council to draft an age-restricted senior housing residential zone. Work with the Planning Commission and City Council to determine areas in the City where this zoning could be approved.
2026	Adopt the new senior housing zone.
2028	If no property owners have requested to rezone in appropriate areas, rezone areas determined to be appropriate by the Planning Commission and City Council.

Implementation Measure: zone or rezone for higher density or moderate income residential development in commercial or mixed-use zones near major transit investment corridors, commercial centers, or employment centers;
Timeline and Implementation Plan:

2023-2025	Permit the remaining 425 lots for the townhomes, carriage lots, and cottage lots that have yet to apply for building permits in the Ridgeview Planned Development.
2024	Remove the requirement to include a commercial aspect in Planned Development (PD) Districts.
2026	Work with the Planning Commission and City Council to update the Land Use Plan in the General Plan to allow for higher density housing adjacent to the Commercial Retail, Commercial-1, and appropriate Planned Development zones.
2027	Work with the Planning Commission and City Council to research and draft an ordinance creating a residential zone with higher density such as a senior housing zone.

Implementation Measure: create or allow for, and reduce regulations related to, internal or detached accessory dwelling units in residential zones;

Timeline and Implementation Plan:

2023	Include in the City's annual survey a question to gauge support for detached accessory dwelling units in residential zones.
2025	Review the results of the annual survey. If there is significant support for detached accessory dwelling units, work with the Planning Commission and City Council to update the Development Code to allow for them; if there is not significant support from the residents, determine an alternative way to reduce regulations for internal accessory dwelling units.

Policy: Maintain quality housing stock and the current aesthetic style of Highland City.

Implementation Measure: Adopt design guidelines for medium and higher density housing based on residents' opinions and perceptions of the community character. The guidelines should not be cost prohibitive to affordable housing.