



HIGHLAND PLANNING COMMISSION AGENDA

TUESDAY, JUNE 24, 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: Chair Christopher Howden

Invocation: Commissioner Audrey Moore

Pledge of Allegiance: Trent Thayn

1. UNSCHEDULED PUBLIC APPEARANCES

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

2. 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 - May 27, 2025** *Heather White, Deputy City Recorder*

3. ACTION ITEMS

- a. **PUBLIC HEARING/ORDINANCE: PO Zone Daycare Development Agreement Land Use (Legislative)**
Rob Patterson, City Attorney/Planning & Zoning Administrator
Consideration of a potential development agreement; however, agreement is not finalized, so the public hearing and review of the agreement must be continued to the next meeting.
- b. **PUBLIC HEARING/ORDINANCE: Text Amendment Expiration of Approvals and Applications Land Use (Legislative)**
Rob Patterson, City Attorney/Planning & Zoning Administrator
The Commission will hold a public hearing to consider proposed amendments that would establish expiration procedures for land use applications and approvals.

4. DISCUSSION ITEMS

Items in this section are for discussion and direction to staff only. No final action will be taken.

- a. **ACTION: Proposed PO Zone Amendments Land Use (Legislative)**
Rob Patterson, City Attorney/Planning & Zoning Administrator
The Planning Commission will review an initial draft from staff of potential amendments to the PO Professional Office Zone and give direction to staff.

5. COMMUNICATION ITEMS

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

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, City Attorney/Planning & Zoning Administrator, 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.highlandcity.org).

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 19th day of June, 2025
Attorney/Planning & Zoning Administrator

Rob Patterson, City

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


TUESDAY, May 27, 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 Chris Howden

Invocation: Commissioner Audrey Moore

Pledge of Allegiance: Commissioner Chris Howden

The meeting was called to order by Commissioner Chris 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 Moore and those in attendance were led in the Pledge of Allegiance by Commissioner Howden.

PRESIDING: Commissioner Chris Howden

COMMISSIONERS

PRESENT: Jerry Abbott, Sherry Kramer, Audrey Moore, Debra Maughan, Wesley Warren

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, David Wilkins, Troy Harris, Amanda Bunnell, Scott Oldroyd, Michelle Saunders, Logan Johnson

1. UNSCHEDULED PUBLIC APPEARANCES

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

None was offered.

2. CONSENT ITEMS

Items on the consent agenda are of a routine nature. 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 – April 22, 2025 *Heather White, Deputy City Recorder*

Commissioner Moore MOVED to approve the April 22nd meeting minutes. Commissioner Maughan SECONDED the motion. All present were in favor. The motion carried unanimously.

3. ACTION ITEMS

a. PUBLIC HEARING/ORDINANCE: PH – General Plan – Transportation Element Amendments
– *General Plan Amendment (Legislative)*

Rob Patterson, City Attorney/Planning & Zoning Administrator

The Planning Commissioner will consider and provide recommendation regarding two amendments to the transportation element of the City's General Plan.

Mr. Patterson explained that the proposed amendment made two changes: 1. reclassified 11200 North from a 2-lane residential collector to a local street, and 2. allowed the city to approve alternative street standards. He reviewed the history of 11200 North and reported that the city engineer thought a collector road was not needed in the area. If approved, it would mean that 11200 North could not be widened in the future without amending the general plan through public process. He spoke about the second amendment and explained that it would add language to the list of factors/considerations that the city addressed in approving or constructing streets and rights-of-way. It would allow the city to approve alternative standards in limited circumstances. He talked about situations in which a full right-of-way might not be possible. He said it would allow a city-owned property connection. Commissioner Warren wondered if the proposed amendment would allow a larger cross section. Mr. Patterson did not think it would allow for larger cross sections. He said having less right-of-way was more common.

Commissioner Howden opened the public hearing at 7:28 PM and called for public comment.

Resident David Wilkins thought the reclassification made sense and thought that 11200 North should be a local road. He said it was used heavily as a residential street by pedestrians and kids playing. He thought the second proposed amendment needed public review and council approval. He thought connecting the street seemed to undo it as a local road. If used for emergency access, he hoped that it would have removable pylons.

Resident Troy Harris said he did not want the street to go through. He thought taking bollards down would take emergency personnel as much time as it would take to drive around the block. He talked about compromising the safety of the neighborhood. Mr. Harris proposed that the city either scrap the plan permanently or sell the property to him. He said locals did not want the street to go through. He maintained the city-owned property in the past and was willing to buy it and develop in a way that would allow public use.

Resident Amanda Bunnell mentioned that she had small boys who loved to play, scooter, and bike. The neighborhood was one of her favorite things because there was not a lot of traffic. She wondered who would benefit from the street connection. Commissioner Warren said it could be a connection for kids on bikes. His vision for the road would be no traffic, but it would be better than the rocks that currently existed. Ms. Bunnell said she was very much against making 11200 N a through road and did not think it was worth making a connection for emergency vehicles. She thought something could be done in order to make it look nicer.

Resident Scott Oldroyd agreed with making 11200 N a residential road but thought there were pros and cons with the second proposed amendment. He said there were risks associated with having flexibility. He agreed with Mr. Harris. He thought it would be faster for emergency vehicles to drive around rather than having to remove bollards. He wondered how often the police wanted to be able to drive through the road. He suggested that Mr.

Harris maintain the city owned property with the neighborhood's help while alleviating the city's responsibility.

Resident Michelle Saunders explained that her kids played with kids on 11200 North. She said she loved and hated the light and feared that more traffic would funnel into it if 11200 N became a through street. She thought the city should sell the property to Mr. Harris so he could maintain it.

A resident living on 11200 North mentioned that she bought her house six or seven months ago because the area had less traffic. She was against connecting 11200 N. She talked about previously living by Alpine Highway and did not like the traffic. She thought the city-owned property should be sold to Mr. Harris and that the safety of kids should come first above convenience.

Commissioner Howden closed the public hearing at 7:46 PM.

Commissioner Kramer said she recently drove the area and did not think that changing the code was justified, especially in this situation. She said the area was a maze of winding roads and cul-de-sacs that had been functioning quite well for as long as it existed. Previous councils permitted a cul-de-sac on the east end which showed that it was never intended to go through. Commissioner Kramer said it would be nice to take care of weeds and create a wider asphalt pedestrian right-of-way. She thought that if there was a situation in the future where a road was deemed a necessity, and was not the required width, the amendment could be revisited case by case. As of now she was against the proposed amendment.

Commissioner Moore talked about neighborhoods and how they changed as kids grew up. She pointed out that the neighborhood might be full of kids now, but in the future, it would be full of teenage drivers. She asked residents to consider that as they thought about street access. She explained that the city was trying to improve connectivity for pedestrian walkways and trail systems as well as for vehicles. She talked about emergency access, particularly with snow and how difficult it was in cul-de-sacs. She agreed with designating 11200 N as a local road. She said flexibility was important but thought it should be only for unique circumstances.

Commissioner Maughan said she frequently walked in the area and completely agreed with Commissioner Kramer. She thought emergency vehicles could go around as fast as they could go through. She thought the neighborhood should stay exactly how it was with the path cleaned up.

Mr. Harris mentioned that the neighbors came together and put in the rock/gravel base. He said boulders had to be added on the east side later to keep UTVs and motorcycles from driving on it; posted signs were ignored.

Commissioner Abbott explained that the proposed amendments cleaned up what already existed. He pointed out that sometimes developers could not build a full right-of-way, and commissions and councils would review those situations. He thought the proposed amendments would clean up the code and help Highland be a more professional city. Passing the amendments would not force the road to go through. He talked about good connectivity for kids. He said not passing the amendment would not keep the city from putting the road through. He thought the provision that allowed different rights-of-way would be used sparingly and would be very circumstantial.

Commissioner Warren said he was in favor of the proposed amendment but was not in favor of the road going through. He could see the benefit of the amendments. He thought the city had a chance to make the road a connector before, but now it was too late. Regarding the 11200 N connection, Commissioner Warren said he wanted to ask the fire chief if it was of any particular benefit. He would like to see the city-owned property finished somehow for connectivity and easier access. He wondered if there would be liability issues if the property was privately owned. Mr. Patterson explained that the owner would take on the liability. He said the city did not like to do easements on private property. Instead, it could be a public trail corridor.

Commissioner Howden thought the redesignation of the road made sense but was not in favor of the formal designation that allowed the city to adjust things.

The commissioners discussed areas within Highland that could benefit from the proposed amendments. Commissioner Abbott pointed out that passing the amendment would take some of the liability from the city. Mr. Patterson explained that Highland had a very wide right-of-way. He said the intent of the proposed amendment was to give the option for smaller rights-of-way if a larger one did not work.

Commissioner Abbott MOVED that the Planning Commission redesignate 11200 North to be a local street.

Commissioner Maughan SECONDED the motion.

The vote was recorded as follows:

<i>Commissioner Jerry Abbott</i>	<i>Yes</i>
<i>Commissioner Tracy Hill</i>	<i>Absent</i>
<i>Commissioner Christopher Howden</i>	<i>Yes</i>
<i>Commissioner Claude Jones</i>	<i>Absent</i>
<i>Commissioner Debra Maughan</i>	<i>Yes</i>
<i>Commissioner Audrey Moore</i>	<i>Yes</i>
<i>Commissioner Trent Thayn</i>	<i>Absent</i>
<i>Commissioner Alternate Sherry Kramer</i>	<i>Yes</i>
<i>Commissioner Alternate Wesley Warren</i>	<i>Yes</i>

The motion carried 6:0

Commissioner Abbott MOVED to approve the second amendment allowing the city to have flexibility through the approval process on city roads in special circumstances.

Commissioner Warren SECONDED the motion.

Discussion on the motion: Commissioner Maughan voiced concern about the vague wording. She loved the idea of what they were trying to do but was afraid that a future planning commission or council could use it in a way that was not intended.

The vote was recorded as follows:

<i>Commissioner Jerry Abbott</i>	<i>Yes</i>
<i>Commissioner Tracy Hill</i>	<i>Absent</i>
<i>Commissioner Christopher Howden</i>	<i>No</i>
<i>Commissioner Claude Jones</i>	<i>Absent</i>
<i>Commissioner Debra Maughan</i>	<i>No</i>
<i>Commissioner Audrey Moore</i>	<i>Yes</i>
<i>Commissioner Trent Thayn</i>	<i>Absent</i>
<i>Commissioner Alternate Sherry Kramer</i>	<i>No</i>
<i>Commissioner Alternate Wesley Warren</i>	<i>Yes</i>

The motion failed 3:3.

4. DISCUSSION ITEMS

Items in this section are for discussion and direction to staff only. No final action will be taken.

a. Daycare Development Agreement Land Use (Legislative)

Rob Patterson, City Attorney/Planning & Zoning Administrator

The Commission will review and give direction regarding a potential legislative development agreement to facilitate the construction of a daycare facility within the PO zone on the Professional Office “B” site.

Mr. Patterson reviewed and compared the original master site plan to the proposed site plan. He said a development agreement would override the originally approved master site plan. The proposed site plan included a one-story building that allowed 100+ kids. Peak traffic would be between 7-9 AM and 4-6 PM. He showed concept elevations. The commissioners reviewed access points, drop-offs, and traffic. They agreed that backed-up traffic and parking needed to be thought out.

Developer Logan Johnson said they would build and develop the site then lease it to a daycare group. He talked about the drop off route. He said one benefit was that they would not have strict start times. Drop-off and pick up would be stretched over 1 ½ hours.

Commissioner Kramer talked about the location of the playground and her concerns with its proximity to the road, safety and pollution. Commissioner Howden asked about restricted turning and voice concern about the danger of a left turn going north. Mr. Patterson said he would speak with the city engineer about it. Mr. Johnson thought their tenet might want a full turn. He talked about fencing and said it would probably be solid concrete or wrought iron. Commissioner Moore spoke about the safety of kids and thought fencing needed to be substantial in case it needed to stop cars. The commissioners said they liked the general concept.

5. COMMUNICATION ITEMS

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

ADJOURNMENT

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

The meeting ended at 8:36 pm.

I, Heather White, Deputy Recorder, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on May 27, 2025. The document constitutes the official minutes for the Highland City Planning Commission Meeting.



PLANNING COMMISSION AGENDA REPORT ITEM #3a

DATE: June 24, 2025
TO: Planning Commission
FROM: Rob Patterson, City Attorney/Planning & Zoning Administrator
SUBJECT: PO Zone Daycare Development Agreement
TYPE: Land Use (Legislative)

PURPOSE:

Consideration of a potential development agreement; however, agreement is not finalized, so the public hearing and review of the agreement must be continued to the next meeting.

STAFF RECOMMENDATION:

Staff has been working with the group seeking a legislative development agreement to facilitate a single-building, single-story daycare facility on the site on the southwest corner of Sunset Drive and Highland Boulevard. While the parties have put together a draft development agreement, the developer has not yet finalized the proposed site plan and building elevations for City review. Accordingly, staff recommends continuing this item until the July 22, 2025, Planning Commission meeting.

PRIOR REVIEW:

On May 27, 2025, the Commission discussed the potential daycare and development agreement. After discussing the developer's plans and the concept site plan and elevations, the Commission indicated support for the project and agreement.

BACKGROUND & SUMMARY OF REQUEST:

Because the applicant has not finalized the exhibits for the development agreement--the proposed site plan and proposed building layout and elevations--this item is not ready for formal review.

STAFF REVIEW & PROPOSED FINDINGS:

A public hearing is required to be held on this development agreement. However, staff would recommend postponing that hearing until the public can review the full, proposed draft agreement.

MOTION:

I move that the Planning Commission CONTINUE this item and the public hearing until the July 22, 2025, meeting.

ATTACHMENTS:



PLANNING COMMISSION AGENDA REPORT ITEM #3b

DATE: June 24, 2025
TO: Planning Commission
FROM: Rob Patterson, City Attorney/Planning & Zoning Administrator
SUBJECT: Text Amendment Expiration of Approvals and Applications
TYPE: Land Use (Legislative)

PURPOSE:

The Commission will hold a public hearing to consider proposed amendments that would establish expiration procedures for land use applications and approvals.

STAFF RECOMMENDATION:

Staff recommends that the Planning Commission hold a public hearing, consider the proposed amendments, and recommend APPROVAL of the proposed amendments.

PRIOR REVIEW:

None

BACKGROUND & SUMMARY OF REQUEST:

There have been several recent cases where a land use approval, permit, or application has remained pending for an inordinate amount of time. Examples include:

- PO zone amendment, which was started in 2023, but was continued for over 1 year waiting on the applicant to submit new information
- Fence permits that were issued, but the fence not built for multiple years, during which time fencing regulations changed
- Site plan approval that was issued in 2022, but no construction has begun, and the current status is unknown.
- Several land use applications for which fees were not paid or required information was not submitted for months.

Highland City does not have specific deadlines for these items. The only deadlines that the City has relate to building permits (per building code - 180 days with no activity) and subdivision plats. Utah State law provides that the validity of a land use application is conditioned on the applicant proceeding to implement the approval with "reasonable diligence."

Because the City does not have any specific standard, and the state standard is loose, staff have been hesitant to revoke any permits or establish time limits for applications or approvals. This leads to permits and projects remaining in limbo for an indefinite period of time, even as City regulations and standards are updated, leaving the project non-conforming.

Staff therefore proposes adopting specific deadlines and expiration periods for all land use applications and approvals:

- Incomplete applications expire 14 days after the city's request for payment of fees or submission of necessary information
- Complete applications lapse after 180 days of inactivity (as with building permits)
- Approvals/permits lapse after 1 year if the applicant does not begin development/construction
- Approvals/permits lapse after 1 year of inactivity after the applicant begins development/construction

Delays caused by the City do not count against the applicant. And except for incomplete land use applications, the city must notify the applicant 14 days in advance of the potential expiration of the application or approval. There is also a process to request an extension of time, if necessary, which can be applied for after the applicant receives the notice.

This would not replace any current process. It will allow staff to clear out old applications and approvals that have not had activity for a long period of time. For current applications and approvals, staff would start their expiration time from the date the amendments are approved, giving them additional time to move their projects forward to completion. If the application or approval expires, the applicant would need to start the process over again as a new application, including paying all current fees and complying with all current requirements.

STAFF REVIEW & PROPOSED FINDINGS:

Staff has prepared these amendments to help the staff administer and close out projects that are not progressing within a reasonable timeframe. This will help ensure that current City standards are applied to current projects and encourage applicants to move their projects forward.

MOTION:

I move that the Planning Commission recommend ADOPTION of the proposed amendments related to expiration of land use approvals and applications.

ATTACHMENTS:

1. Approval and Application Expiration

Table 2-704A

LAND USE APPLICATION OR MATTER	1. REVIEWING BODY	2. RECOMMENDING BODY††	3. LAND USE AUTHORITY	4. APPEAL BODY‡
Extension of Expiration of Application or Approval**	DRC	—	DABZA	AA

~~**Conditional use permits, subdivision approvals, site plan approvals, architectural approvals~~

2-705 Land Use Application and Approval Expiration

Applicants must move their land use applications and projects to either approval or denial in a reasonably expeditious manner and must proceed after approval to implement the approval with reasonable diligence. Where a different timeframe for the expiration or termination of a land use application or approval has not been established by ordinance or by the terms of approval, a land use application or approval shall lapse, expire, and be terminated as set forth below:

1. For a land use application or approval other than a building permit:
 - a. Incomplete land use applications shall lapse and expire if the information, documents, materials, or fees required to complete the application are not provided by the applicant within 14 days after request.
 - b. Complete land use applications that remain inactive for 180 days may be terminated upon 14 days' written notice.
 - c. Issued land use approvals may be terminated and the approval revoked and terminated upon 14 days' written notice if the applicant fails to begin construction or development activities or otherwise fails to implement the approval within one year of approval.
 - d. Issued land use approvals may be terminated, and the approval revoked and terminated, upon 14 days' written notice if the applicant, after beginning construction or otherwise implementing the approval, ceases activity on or otherwise suspends or abandons the approved project for a period of one year.
2. Building permits shall be accepted, approved, rejected, and shall expire within the timeframes set forth under applicable building code and Utah State law.
3. Delay or inactivity caused by the city shall not result in terminating a land use application or approval for inactivity.
4. Requests for extensions of the timeframes set forth herein shall be reviewed by the Land Use Authority for the land use application or matter at issue, with appeals taken to the Appeal Body for the land use application or matter at issue.
 - a. An extension may be granted if the applicant demonstrates good cause for the extension and that substantial effort is being applied to complete the application or implement the approval, as appropriate.
 - b. An extension shall not be granted if:

- i. the application or approval no longer conforms to current, applicable land use regulations, land use decisions, or other City ordinances and standards;
 - ii. geological, geophysical, or other conditions have changed or been identified that require compliance with Chapter 8; or
 - iii. the applicant desires or has attempted to modify the application since approval in a manner not permitted under the land use regulations, land use decisions, and other City ordinances and standards applicable to the application.
5. Upon expiration, revocation, or lapse of an application or approval, no fees shall be refunded. The applicant must begin the application and approval process again, including resubmission of any required applications and payment of any applicable fees. Such application shall be subject to all land use regulations, land use decisions, and other City ordinances and standards in effect at the time of submission of a complete application.



PLANNING COMMISSION AGENDA REPORT ITEM #4a

DATE: June 24, 2025
TO: Planning Commission
FROM: Rob Patterson, City Attorney/Planning & Zoning Administrator
SUBJECT: Proposed PO Zone Amendments
TYPE: Land Use (Legislative)

PURPOSE:

The Planning Commission will review an initial draft from staff of potential amendments to the PO Professional Office Zone and give direction to staff.

STAFF RECOMMENDATION:

Staff recommends that the Planning Commission discuss the proposed amendments and give direction to staff on any areas of concern.

PRIOR REVIEW:

A proposed amendment to the PO zone was recently addressed and rejected by the City. The Planning Commission and the City Council directed staff to independently review and propose amendments to the PO zone to address concerns with the functionality and utility of the zone.

BACKGROUND & SUMMARY OF REQUEST:

Staff has prepared an initial draft of potential changes to the PO zone to try and incorporate the Planning Commission and Council's direction. These amendments update virtually every portion of the PO zone regulations. Staff's primary objectives--as staff understood the direction--was to accomplish the following:

- Decouple the original master plan (master site plan, landscaping plan, and design exhibits) from the PO zone, but retain certain restrictions to avoid allowing development that is drastically different from what was originally planned.
- Resolve internal inconsistencies within the zone
- Ensure the zone is more generally applicable to any property that may be zoned PO

The proposed amendments attempt to accomplish these goals.

As to the original master plan, staff proposes removing those exhibits from the zoning ordinance entirely and not replacing them with new exhibits. Staff could not find a straight-forward way of amending the PO zone with new design regulations while also retaining the original design restrictions. Instead, staff proposes the adoption of new design, building height, and other restrictions to be incorporated directly into the zoning regulations. The goal would be to have these new regulations mandate the types of designs and appearances the Commission wants, rather than relying on a separate exhibit to accomplish that. The new proposed design regulations largely conform to those Commission Abbott previously

prepared and shared with the Commission and address facade design, entrance design, fenestration, massing, landscaping, hardscaping, and open areas, and ornamentation.

The new proposed building height regulations provide three different height standards to address different situations. Building cannot be higher than the lower of the following:

- 35 feet measured from the lowest finished grade elevation near the building
- 35 feet measured from the top of curb along the property frontage

There is also a provision that allows buildings to be built at least 15 feet from the highest finished grade, so that on a steep lot, a building is able to have a floor "above-ground." To mitigate concerns with the one-story restriction for buildings 1-3 on the east side of Highland Blvd., staff proposes directly incorporating that one-story restriction for those properties within the building height regulations. So regardless of the maximum building height, those three sites will continue to be restricted to a single story unless they obtain legislative approval for a change.

The other amendments attempt to fill in details that were not in the original zone (parking requirements, loading areas, xeriscaping, subdivision requirements), clarify allowed and prohibited uses (added numerous prohibited uses to ensure allowed uses are more consistent), remove references to the old exhibits, remove obsolete language that does not generally apply to all property within the PO zone, and update the regulations to conform to other city ordinances (sensitive lands, conditional use processes). Staff also proposes allowing for setback reductions down to 5' for side and rear setbacks where property is not adjacent to residential properties. This has already generally been allowed within the storage unit area.

While staff has not currently proposed any design or architectural exhibits to accompany these amendments, staff could add those exhibits if desired. Staff would support adding images of the desired PO zone-style buildings as examples.

Finally, staff proposes to resolve the discrepancy between the PO zone located along Highland Blvd and the PO zone along North County Blvd by rezoning the property on North County Blvd to RP - residential professional. This would not affect the development rights of that property and reduce the conflict between building styles. However, staff would welcome the Commission's direction.

STAFF REVIEW & PROPOSED FINDINGS:

The proposed amendments are a first draft. Staff intends to have several discussions regarding these amendments to ensure they match Highland City's, developers', and residents' expectations and needs. These amendments are not proposed for approval at this meeting. Staff intends to introduce these amendments to the Commission and then continue discussion of the amendments at a future meeting, after the Commission has had sufficient time to review the proposals. Staff also wants to share these amendments with developers and residents to get their feedback. Staff is seeking direction from the Commission on areas where staff did not meet the Commission's desires for the zone or on other items that should be added to or removed from the PO zone amendments:

- Does the Commission believe that the PO zone needs a separate exhibit for architectural design?
- Does the Commission want any additional regulations or changes to the design, building height, or other regulations?
- What else should staff consider in preparing these amendments?

MOTION:

No action - for discussion only.

ATTACHMENTS:

1. PO Zone - Proposed Amendments 06.19.2025

3-4901 Introduction: Purpose/Intent

The ~~design-regulations guidelines~~ provided herein for the Professional Office (“P.O.”) Zone have been ~~devised-adopted as a method of to~~ achieving a high quality, cohesive design for professional office development in Highland City. ~~These The regulations guidelines set forth herein 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, the Planning Commission and the City Council 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, ~~residential-scale~~ architecture, landscape design, parking, signage, lighting and other details--are the subject of this ordinance. The ~~guidelines-regulations~~ express the desired character of future development. Each ~~guideline-regulation~~ shall be considered in terms of how it applies to a given project. The intent of the ~~guidelines-regulations~~ must be met in order for a project to be approved during the plan review process. ~~All of the above 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 ~~scale and~~ flavor;
 - 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, t~~The only uses allowed within the P.O. Zone shall be Conditional Uses described below, 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 Authority in accordance with Chapter 4. ~~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~~ units and associated office uses not ~~to exceed exceeding nine (9)~~ 13.6 acres in total within the zone as set forth in Exhibit "A".

3-4903 Other and Prohibited Uses

1. If a proposed business use has not been expressly identified as a permitted, conditional, or prohibited use, a request to classify the proposed business use as an existing use or a petition to approve the proposed business use may be made in accordance with Chapter 3, Article 1 of this Code.

2. The following uses are prohibited:

- a. 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.
- b. General retail
- c. Convenience stores
- d. Gas stations
- e. Sales, rental, or leasing of motor vehicles, recreational and off-road vehicles, boats, and similar conveyances.
- f. Restaurant and food services
- g. Slaughtering of animals or live animal processing
- h. Sexually Oriented Businesses

3-4904 Development ~~Standards~~Requirements

- ~~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 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 original 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.~~
 - ~~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).~~
 - ~~d. Development site shall be located in the vicinity the Mieron 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.~~

1. Development of property zoned P.O. requires the following approvals:

- a. If a project will develop only a portion of a lot or parcel, or project will develop multiple lots or parcels as a single project, subdivision plat approval is required to ensure the property aligns with the scope of the site plan and adequate provision is made for access and public infrastructure.
- 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;

- ~~a.c.~~_____ Architectural review approval, which includes review of building height, design, materials, and aesthetics;
 - ~~b.d.~~_____ Conditional use permit approval, for conditional uses; and
 - ~~e.~~_____ Construction approvals, including building permits, sign permits, and right of way permits.
- ~~e.2.~~_____ Site plan, architectural review, and conditional use permit approvals may be submitted simultaneously. Building permits shall not be issued prior to site plan, architectural review, and conditional use permit approval.

3-4905 Site Size and Coverage

1. There is no minimum or maximum site size, provided that the coverage and setback requirements shall apply to each individual lot or parcel sought to be developed. If a lot or parcel cannot be independently developed, a subdivision or subdivision plat amendment to combine or adjust property boundaries shall be submitted in accordance with Chapter 5 prior to site plan approval.
2. 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 Exhibit "A".~~
- 1.3. 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 intent, goals, and design requirements of the professional office zone ~~ing guidelines~~. In no case, however, shall site coverage exceed 40 percent.
4. In all site plan configurations, landscaping, including ~~and/or~~ natural open space areas, shall occupy no less than thirty-five percent (35%) of the total land area under development_;
5. Reduction of landscaped areas may ~~with minor deviations being~~ allowed as ~~approved~~ by the site plan Land Use Authority if necessary to provide adequate access, circulation, parking, and loading areas and if the applicant provides enhanced landscaping and alternative building design that mitigates the visual and physical impacts, including temperature, of additional hardscape areas. This may include roof or second story terraces and balcony areas, green walls, gardens, and courtyards.
6. All landscaping plans and open space designations must be approved by the site plan Land Use Authority.
- 2.7. Coverage shall be based on the size of the lot or parcel being developed. If a site plan includes multiple lots or parcels, the area of such lots or parcels may not be counted for coverage requirements for a different site plan.

3-4906 Building Setbacks

~~It shall be within the authority of the~~ The site plan Land Use Authority ~~shall to~~ determine, ~~for any lot in this district,~~ which property line or lines shall be considered as front, side, or rear lines for ~~the setback purposes~~ purpose of administering this ordinance. All buildings, primary and accessory, shall conform to the setback requirements of this section.

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 parking area, 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 up to ten feet, ~~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-two~~ (32) 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 ~~R~~rear setbacks for storage areas near the City boundaries ~~(i.e. along the Miron/Lehi border)~~ can be reduced to five (5) feet.
- 5.6. Side and rear setbacks for property lines that abut non-residential districts may be reduced to five (5) feet, subject to the approval of the site plan Land Use Authority, if the reduction promotes more efficient use of property, allows a superior response to the intent, goals, and design requirements of the professional office zone, and all building and fire code requirements are met.

3-4907 Building Height

1. Except as required to comply with Subsection (2), the maximum height of any building in the Professional Office zone shall not exceed thirty-five (35) feet measured from the lower of the following:
 - a. Top of foundation at its closest point to finished grade where finished grade is at its lowest elevation adjacent to the building, provided that the bottom of the first finished floor is not more than 24 inches above finished grade.
 - b. Highest point on the top back of curb along the property's public street frontage. If a property has multiple frontages, height shall be measured from curb adjacent to the street with the greater vehicular use. 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.
2. No building shall be constructed to a height of less than the height of 105 feet or one story above finished grade from the point where finished grade is at its highest elevation and meets the foundation.
3. Building height shall be measured to the highest part of the building, including parapets and other screening features, and HVAC and other mechanical equipment, but not including chimneys and similar structures.
4. Buildings on property fronting the east side of Highland Boulevard between Timpanogos Highway and Sunflower Drive shall comply with the following:
 - a. Buildings shall not be constructed in excess of one story, regardless of any other provision, guideline, or regulation set forth in this Article.
 - b. Buildings may have a single basement level that is located entirely beneath the point where finished grade is at its highest elevation and meets the foundation.

3-4908 Screening Walls/Fences/Hedges

- ~~1. Except as specifically set forth herein, No wall, or fence is required for the buildings designated on the site plan as buildings 1-7. An, and walls and fences are discouraged to preserve a more~~ open, rural, ~~and~~ natural setting ~~is preferred.~~
- ~~2. Fences and walls shall only be permitted where reasonably necessary to screen refuse, storage, or loading areas. For uses that require enhanced security, or where necessary to preserve the privacy of the site or adjacent properties, a fence or wall may be permitted as part of conditional use permit review. Screen walls along residential districts may be required if the Land Use Authority determines that screening promotes the intent and goals of the zone and mitigates the visual, sound, or other impacts of the site and use. An outside wall shall be installed and maintained along the areas used for authorized storage unit uses 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.~~
- ~~2.3.~~ 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.
- ~~3.4.~~ No signs or sign supports shall be permitted on any wall or fence.
- ~~4.5.~~ ~~Notwithstanding the requirements listed above, w~~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.
- ~~5.6.~~ ~~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. Except as specifically set forth herein, fences and walls shall comply with section 3-612.~~

~~a.b.~~ 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.c.~~ 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.

~~e.d.~~ All walls and fences shall be of the same or a compatible design and material as walls and fences on adjacent properties within the Professional Office zone to establish a harmonious appearance. New, extended, and reconstructed walls and fences shall conform to this requirement. 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 articles.

~~d.e.~~ 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.f. On a corner lot, n~~ 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.g.~~ Colors will be limited to natural tones. No bright or neon colors will be allowed.

~~i.h.~~ 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

1. ~~Parking in the amount and location as specifically set forth in 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 as follows:-~~

a. Professional office uses: 4.0 parking spaces per 1,000 square feet.

b. Storage uses:

i. 3.0 parking spaces per 1,000 square feet of office areas.

ii. 1.0 parking space per every 15 storage units. Parking for storage units shall be provided as part of the access driveways for the storage units. Such driveways shall be planned and constructed to accommodate simultaneous parking, loading/unloading, and vehicular access. Parking spaces for storage units are not required to be marked as individual stalls.

c. 2% (minimum of one) of parking spaces provided for office uses shall be accessible parking spaces in accordance with Federal regulations and guidance.

2. Commercial Vehicle Parking.

a. Vehicles that display any form of advertising of a commercial enterprise, including phone numbers, logos, or associated artwork, are prohibited from parking, including for loading and unloading purposes, in public or private street rights-of-ways or private parking lots within public view (visible from a public roadway), except for loading and unloading purposes within storage unit areas that are entirely screened from public view. No more than one such vehicle per professional office unit may be parked within private parking lots visible from a public or private right-of-way.

b. Loading Areas

i. Each site that contains a use requiring loading and unloading of commercial vehicles or that contains buildings with over fifteen thousand (15,000) square feet floor area shall provide adequate, screened, on-site loading areas. If a site is developed without loading areas, no use requiring loading areas shall be permitted on the site unless a revised site plan with adequate loading areas is submitted and approved in accordance with this Article

and such loading area is installed in accordance with the approved revised site plan.

- ii. Loading and unloading of vehicles shall occur on-site within designated, approved, and properly screened loading areas and only between 7:00 a.m. and 10:00 p.m.
- iii. Loading areas shall not be located within driveways.
- iv. Each loading berth shall not be less than twelve (12) feet wide, twenty-five (25) feet long and, if enclosed or covered, fourteen (14) feet high. Adequate turning and maneuvering space shall be provided on-site.
- v. Loading areas shall be located away from the right-of-way to which the building or site is oriented and screened from public view with buildings, landscaping, or grading. If such screening is not feasible, walls and fences may be approved by the Land Use Authority.

3. Drop-off Areas. If a proposed use involves drop-off of clients, customers, or employees, the parking area shall be designed to accommodate temporary parking and drop-off without reducing the required permanent parking spaces.

4. The requirements set forth herein may be adjusted with the approval of the Land Use Authority if the applicant demonstrates, in accordance with accepted engineering and planning standards and an engineered traffic circulation plan, that alternative design standards will provide adequate parking, access, loading, and maneuvering areas.

~~1.—~~

~~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~~

2.5. Landscaping of Parking Areas.

a. Landscaping of parking areas shall conform to Section 3-4911.

b. Large parking areas shall be avoided by using multiple parking areas or by breaking up the parking area with planter islands, peninsulas, or

similar landscaping features to reduce the visual and physical impact of the parking area.

- c. 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.

a.d. Planter "islands" shall be provided at both ends of rows of parking spaces and in other areas where feasible to facilitate circulation. ~~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.

- b.e. Vehicles shall be prevented from overhanging into landscaped areas through extended curbs or the use of concrete wheel stops.

3.6. 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 if bicycle access and use is reasonable or likely for the proposed use as determined by the Land Use Authority. ~~Randomly strewn bieceles are not only unsightly, but can create a safety hazard.~~ Bicycle parking areas shall be located so to minimize conflict with pedestrian walkways.

~~e. 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.~~

- c. Regardless of changes in occupancy or type of use, no increase in the amount of parking shall be allowed without submission of a new site plan. Conversion of landscape areas to parking or loading areas shall be prohibited unless necessary to serve the existing or proposed uses and decrease impacts to adjacent properties. ~~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, d~~Design and location of access drives shall comply with City design, spacing, and access requirements and this section. In the event of a conflict, the Land Use Authority shall determine the standard that applies upon recommendation from the city engineer. "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 provided, designed, and constructed in conformance with the applicable city design specifications and requirements. 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, parking areas, accesses, and roadways shall also conform to the requirements of the ~~Uniform~~ Fire Code with regard to providing emergency vehicle access.

- o. Where ~~access impacts, connects to, or commercial developments abuts~~ State ~~H~~highways, ~~state approval and access permits must be obtained prior to site plan approval must be required to regulations adopted by the State of Utah.~~
- p. ~~Driveways and Curb Openings shall conform with Exhibit "A".~~

3-4911 Landscaping

The following ~~guidelines for landscaping~~ shall apply to all developments within the professional office district, and a landscape plan conforming to the following requirements shall be submitted for review in connection with site plan approval:

1. Landscaping shall enhance the overall visual appearance of the development and should incorporate planters, gardens, courtyards, terraces, shade structures, and seating areas to enhance the residential character of the site and provide outdoor spaces for employees and visitors.
2. ~~The A fully dimensioned comprehensive landscaping site plan, attached hereto as Exhibit "B", and incorporated herein as a specific requirement of this zone,~~ shall be dimensioned, to scale, and include, but not be limited to, each of the following:
 - a. List of plants
 - b. Size of plants
 - c. Location
 - d. Irrigation plan
 - e. Hardscape
3. ~~A fully dimensional, comprehensive site plan shall be submitted and approved by the site plan Land Use Authority prior to each building approval.~~
- 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 shall be prepared by a registered licensed landscape architect.
5. Landscaping shall incorporate xeriscaping and water-wise landscaping methods~~When inorganic ground cover is used, it shall be in combination with live plants. Natural landscaped areas and the preservation of natural open space is encouraged.~~
6. Landscaping of a site shall be harmonious with adjacent properties within the professional office district by use of identical or compatible vegetation, trees, and organic and inorganic ground cover.
7. All landscaping shall have an automatic irrigation system.

8. Installation. All required landscaping shall be properly installed, irrigated, and maintained prior to use inauguration or occupancy of each specific building site.
9. 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. Front Setback Areas. Landscaping in these areas shall consist of an effective, attractive, and water-wise 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. 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.~~ 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.~~ 13.12. Other Non-Parking Areas. All unpaved areas not utilized for parking and storage shall be landscaped as set forth herein~~utilizing ground cover shrub and tree materials, and/or dry landscaped materials.~~
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.
- ~~14.~~
- ~~15.14.~~ 15.14. Total Landscaping. In all cases of professional office development, landscaping and natural open space shall meet the coverage requirements set forth in Section 3-4905~~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, buildings, parking areas, landscaping and open space, and adjacent developments 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.~~ Hardscape ~~can~~ includes such items as curbing, benches, sculptures, water fountains, enriched paving treatments, cobblestone walkways, etc. Hardscapes should be provided that integrate and support landscaping and open/green spaces. ~~A detailed plan of~~
 2. 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.
1. ~~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.1.~~ 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, or any other material or object except those items permitted by this ordinance to be stored within storage units~~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

All signs shall conform to Chapter 3, Article 7.

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~~required. ~~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 lighting plan shall be submitted for approval with the site plan 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. Cuts and fills shall be avoided.
2. ~~Man-made land forms shall be graded to avoid u~~Unnatural sharp or straight edges and planes shall be avoided. 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 in accordance with City standards 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 b~~Berms shall not be higher than -height of thirty-six (36) inches from top of adjacent curb ~~is the maximum desired.~~
6. Retaining walls used to raise or lower grade shall be prohibited unless the applicant demonstrates that the site cannot feasibly be developed without retaining walls. If retaining walls are permitted, they shall be made from materials that preserve a rural and natural appearance, such as natural stone.
- 5-7. All grading and site development shall conform to Chapter 8.

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 visible on site or~~ from adjacent public streets and properties as set forth herein.
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-~~4920~~-4919 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.

~~3-4921-4920~~ Change Of Use

1. 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.
2. Any person who desires to occupy vacant floor space, or to change the use of floor space, shall be required to first obtain the following:
 - a. A new or amended conditional use permit for the proposed use; and
 - b. A building permit and a certificate of occupancy for a tenant improvement from the City.
- ~~3. 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 4921 Architectural Design Requirements

~~The architectural design (including design, rendering, and a list of building materials) of each professional office building and the storage shed complex 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 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 requirements guidelines~~ provided in this ~~Article 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 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~~Facade design. ~~The following architectural design guidelines apply to all uses:~~

- a. Building material and design shall of a type typically associated with residential construction, including gables, hips, and sheds, with overhangs between two to three feet to soften the building's appearance and maintain residential scale, in accordance with one of the following approaches:
 - i. 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.
 - ii. Modern Approach: Combine concrete, steel, or glass with warm materials like wood paneling or weathered steel for accent areas.
- b. The base material should extend no higher than 12 feet. For two-story sections, lighter materials such as wood or stucco should be used on the second story.
- c. 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.
- d. Primary siding materials shall consist of brick, stone, stucco, cementitious fiber board, natural wood, or materials of similar quality and durability.
- ~~a.e.~~ The siding materials listed below are prohibited ~~in any P.O. building in Highland City:~~
 - i. Weeping mortar
 - ii. Plastic or vinyl siding

- iii. Lava rock
- iv. Asphalt or ~~hardboard-plywood~~ siding

~~v. Plywood siding~~

~~vi.v.~~ Stucco walls divided by wood dividers

~~vii.vi.~~ Metal grills ~~and/or facades~~

~~viii.vii.~~ Non-colored-anodized and/or unpainted aluminum or other untreated metal siding, except for flagpoles.

~~ix. Aluminum siding~~

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

3. Details and Ornamentation

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

~~b. 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. Residential-scale ornamentation shall be provided in accordance with one of the following approaches:~~

~~i. Traditional Approach: Use architectural details such as molded cornices, decorative trim, and window shutters. Incorporate elements like brick quoins, gable accents, and stone lintels.~~

~~ii. 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.~~

~~e.iii.~~

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

- a. The first story of a building may have no more than 40% fenestration.
- b. Other stories shall have no more than 30% fenestration that aligns with the design and location of fenestration on the first story.
- c. Fenestration should be residential-scale windows and doors that vary in size and design, incorporating features like casement windows, French doors, or double-hung windows. Storefront windows and sliding glass doors are discouraged, unless opening onto patios or green space areas. Glass-and-steel commercial-type facades are prohibited.
- d. Fenestration should be designed to avoid direct sightlines into neighboring properties. Where direct views are unavoidable, screening should be provided such as frosted or shaded glass or landscaping, berming, or fencing that maintains privacy.
- e. Fenestration shall be in accordance with one of the following approaches:
 - i. Traditional Approach: Windows arranged in groups, such as pairs or triplets, with traditional trim, muntins, and shutters. Include front doors with decorative sidelights and transoms. Second story windows should include arched windows, a prominent bay window, or other residential treatment.
 - ii. Modern Approach: Frameless glass or aluminum frames creating sleek, clean lines. Large windows and glass doors may be included facing terraces, patios, and open spaces, but should not be used to create retail-style storefronts.

5. Entrances.

- a. Every building shall provide a residential-style architectural element over each entrance that identifies the entrance, such as a pediment, portico, stoop or porch, in accordance with one of the following approaches:
 - i. Traditional Approach: The entrance may be 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 residential feel.

- ii. Modern Approach: A clean-lined, minimalist entry can be designed with a cantilevered overhang, large sliding doors, and accent lighting. The porch or entry should be connected to the landscape with modern materials like concrete or wood.
- b. The entrance element shall be centrally located and connected to adjacent parking areas, sidewalks, and landscaping with hardscape walkways.
- d.c. The entrance element shall be offset from the façade to provide a clear, welcoming entry point to the building.

3-~~4919~~ 4922 Roof Design

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

1. Roof design shall of a type typically associated with residential construction, including gables, hips, and sheds, with overhangs between two to three feet to soften the building's appearance and maintain residential scale, in accordance with one of the following approaches:

a. Traditional Approach: Steeply pitched gable roofs with overhangs, dormers, and deep eaves.

b. Modern Approach: 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.

1.2. 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

2.3. 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

4. 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.—

3-4923 Massing Requirements~~Non-Conforming Structures And Uses~~

~~Non-Conforming Structures and Uses are not Allowed.~~

1. Each building's massing should be broken down into smaller, more approachable components by incorporating cantilevered sections, variation in façade depth, roof peaks and overhangs, and using varied building materials to reduce the visual impact of the building and avoid overwhelming the surrounding environment.
2. Buildings with two stories shall conform to the following requirements:
 - a. The second story element shall not exceed 65% of the total building footprint. The height of the two-story element should not exceed the maximum allowed building height. The second story may incorporate dormers, terraces and balconies, or other methods to reduce the footprint and impact of the second story.
 - b. The single-story element shall not be less than 35% of the total building footprint and should have a maximum height of 25 feet. The first floor should be designed horizontally in nature. Recessed or cantilevered features may help enhance the horizontal nature of the first floor.

3-4924 ~~Irrigation Water Requirements~~ Property Dedications

1. All property necessary for public rights-of-way and other public areas shall be dedicated to the city in accordance with city standards.
2. Water rights and shares shall be dedicated to the city in accordance with section 5-5-112. ~~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, landscape plan, and architectural design review. There shall be submitted to the ~~Zoning Administrator~~ city a plan for the use and development of each tract for the purposes of and meeting the requirements set forth in this ~~ordinance~~Article. Said plan shall be accompanied by information concerning ~~the number of persons to be employed,~~ the effects on surrounding property, ~~and other the current and proposed~~ physical conditions of the site, including the effect of the project on adjacent streets, ~~and -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 refuse collection and screening, and all other details required by this Article.
- 1.2. A landscaping plan that meets the requirements of Section 3-4911 and the character and extent of landscaping, planting and other treatment for adjustment to surrounding property.
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.
- 2.4. Traffic studies addressing the internal circulation of the site and the impact of the site and use on public rights-of-way.
5. Architectural review approval. 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.
- 3.6. The site plan shall provide for the construction, improvement, and dedication of all public improvements necessary or required to serve the proposed development, including right-of-way improvements, utility facilities,
- 4.7. 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.
- 5.8. Conditional use permit. Additional requirements associated with a Conditional Use Permit application in accordance with Chapter 4, 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 Lane 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 designated ~~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 assurances ~~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 stores 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.