



HIGHLAND CITY

# HIGHLAND CITY COUNCIL AGENDA

WEDNESDAY, AUGUST 13, 2025

## City Council & Planning Commission General Plan Meeting

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

### VIRTUAL PARTICIPATION



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



Email comments prior to meeting: [council@highlandut.gov](mailto:council@highlandut.gov)

### 6:00 PM WORK SESSION

Call to Order: Mayor Kurt Ostler

Invocation: Commissioner Jerry Abbott

Pledge of Allegiance: Council Member Scott L. Smith

### 1. CONSENT ITEMS

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

Items on the consent agenda may be pulled for separate consideration.

- a. **Approval of Meeting Minutes** *Stephannie Cottle, City Recorder*  
June 10, 2025

### 2. PRESENTATIONS

- a. **General Plan** *Jay Baughman, Assistant City Administrator/Community Development Director, Rob Patterson, City Attorney/Planning & Zoning Administrator*  
The City Council and Planning Commission will discuss parks, recreation, and trails related to the General Plan. There will also be a discussion regarding environmental issues.

### ADJOURNMENT

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

### ELECTRONIC PARTICIPATION

Members of the City Council may participate electronically during this meeting.

### CERTIFICATE OF POSTING

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

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

Posted and dated this agenda on the 12th day of August 2025

Stephannie Cottle, CMC|UCC, City Recorder

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



## HIGHLAND CITY

# HIGHLAND CITY COUNCIL MINUTES

Tuesday, June 10, 2025

## City Council & Planning Commission General Plan Meeting

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

### 6:00 PM WORK SESSION

Call to Order: Mayor Kurt Ostler

Invocation: Council Member Brittney P. Bills

Pledge of Allegiance: Commissioner Debra Maughan

The meeting was called to order by Mayor Kurt Ostler as a work session at 6:09 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 Council Member Brittney P. Bills and those in attendance were led in the Pledge of Allegiance by Mayor Kurt Ostler.

PRESIDING: Mayor Kurt Ostler

#### COUNCIL MEMBERS:

Brittney P. Bills	Present
Ron Campbell	Present
Doug Cortney	Present
Kim Rodela	Present (via YouTube)
Scott L. Smith	Present

#### PLANNING COMMISSIONERS:

Jerry Abbott	Present
Tracy Hill	Absent
Christopher Howden	Present
Claude Jones	Absent
Sherry Kramer	Present (via YouTube)
Debra Maughan	Present (arrived at 6:31 pm)
Audrey Moore	Absent
Trent Thayn	Absent
Wesley Warren	Present

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

OTHERS PRESENT: Jon Hart, Liz Rice, Kristin Richey, Kristen Chevrier, Fred Philpot, Sam Taylor

## 1. CONSENT ITEMS

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

- a. **Approval of Meeting Minutes General City Management**  
*Stephannie Cottle, City Recorder*  
March 11, 2025
- b. **Approval of Meeting Minutes General City Management**  
*Stephannie Cottle, City Recorder*  
April 8, 2025

*Council Member Doug Cortney MOVED to approve the meeting minutes from March 11, 2025 and April 8, 2025.*

*Council Member Ron Campbell SECONDED the motion.*

*City Council Members Brittney P. Bills, Ron Campbell, Doug Cortney, and Scott L. Smith voted in favor. Planning Commission Members Jerry Abbott, Christopher Howden, Wesley Warren voted in favor.*

*The motion passed unanimously.*

## 2. PRESENTATIONS

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

Sam Taylor, Landmark Design representative, used the aid of a PowerPoint presentation to facilitate review and discussion of the Land Use Element of the General Plan, including economic development and housing. He noted this is the second workshop regarding the topic and he summarized the feedback that was provided during the first open house of the topic – the strongest theme of that conversation being connection between neighbors, street networks, gathering spaces, etc. Also, during the first open house on the topic, Landmark Design asked several questions about the vision that local leaders and residents have for Highland in the next 10 years; the feedback and answers to those questions will help to inform recommendations regarding land use in the General Plan. The 2024 resident survey coupled with community engagement insights has also helped to guide the consultants on topics such as strategic commercial development; ideas that have been generated include the following:

- Focus on the Town Center:
  - Expand existing footprint
  - Allow for mixed uses that support desired business types
  - Implement design standards that encourage high-quality development and architectural character
  - Invest in infrastructure improvements in the district that promote walkability and a cohesive experience
  - Beautify main streets and prominent buildings.
  - Implement additional wayfinding signage and public art/spaces.
- Target major corridors:
  - A majority of residents have expressed interest in expanding the City's commercial base.
  - Highway Transitional Areas are appropriate areas to be considered zoning for mixed-uses (housing, redevelopment and small-scale commercial).
  - Provides a transition between low-density residential and higher-impact commercial areas.

- Reduce business barriers:
  - Reduce restrictions on business hours, alcohol, parking, etc.
  - Establish specific incentives in return for reduced impact fees.
- Business retention expansion:
  - Focus on supporting and growing existing local businesses.
  - Regularly survey business needs and challenges.
  - Offer small-scale financial incentives for expansion or modernization.
  - Facilitate networking opportunities.
- Host regular events and programming:
  - Farmers markets (build on the success of existing market), night markets, art walks, and street festivals can draw foot traffic and generate interest. The City could partner with local artists, musicians, and community groups (Highland Library) to animate public spaces.
- Encourage mixed-use or office development:
  - Increase daytime demand by attracting co-working spaces, small offices, or creative studios (residential professional uses?). May require incentives to promote use of existing buildings.
- Promote local identity:
  - Focus branding and storytelling around a unique theme (e.g., historic district, arts corridor, event (Highland Fling?), etc.). Use signage, murals, or wayfinding to highlight and unify the area.
  - The Longhorn Property is the gateway to Highland; how can it help to promote local identity (special gateway treatments)?
- Senior economy/aging in place:
  - Leverage the economic power and needs of aging populations.
  - Promote healthcare services, home renovation businesses, and mobility providers.
  - Attract retirees by marketing quality of life and healthcare access as pillars of the economy.
  - Develop intergenerational programming to integrate seniors and youth.
- Promote/support local entrepreneurship:
  - Encourage residents to start businesses within the community.
  - Establish a small business incubator (this will depend on budget).

Throughout the presentation, the group engaged in discussion with Mr. Taylor about topics such as commercial development sights on the horizon that are different from the established Town Center; blight that has occurred in different areas of the City and addressing those conditions with different types of commercial or mixed-use development; population projections and the amount of commercial development that is appropriate/supportable based upon those projections; quality design of commercial development.

Fred Philpot then polled the group; they were asked what measures should the City use to support existing and desired businesses in Highland. The group was able to select multiple options, which included:

- Focus on Town Center (10);
- Target major highway corridors (2);
- Reduce business barriers (hours, alcohol, parking, etc.) (2);
- Business retention/expansion (6);
- Host regular events and programming (10);
- Encourage mixed use or office development (5);
- Promote local identity (7);
- Senior economy/aging in place (8);
- Promote/support local entrepreneurship (8);
- Other ideas? Please share (3).

The group engaged in philosophical discussion and debate about the best ways to support existing and desired businesses in Highland; this included topics such as creating a Chamber of Commerce; providing spaces that

accommodate different types of businesses, or businesses that grow out of their original space; improving the expertise of City staff charged with supporting economic development; clearly defining the term ‘senior population’ in order to identify the types of programs/economic offerings that should cater to the population; specifically restricting uses on different commercial properties in the community; and the strong community desire for larger lots and a rural feeling.

Mr. Philpot summarized the broad discussion of measures the City should use to support existing and desired businesses in Highland. He feels the group is focused on clarifying and expanding the Town Center and what the future phases of the development should look like; it seems the group is open to higher densities and mixed-use development occurring within the Town Center. He noted another thing he has heard is the need to support the existing business community and perhaps dedicating some resources to establish something like a Chamber of Commerce. He did not get the sense there is support for expanding the commercial footprint beyond the Town Center and the Ridgeview area. The group agreed that is accurate, but they engaged in high level discussion regarding the areas that are considered as being part of the Town Center and the points to which commercial development should be allowed to expand. Mr. Philpot and City staff indicated that the City could assign a land use designation – such as mixed-use development – to the properties surrounding the Town Center, and as long as a developer applies for a zone allowed under that land use designation, they will be allowed to develop. The group supported mixed-use for the area surrounding the Town Center and Highland Mains but also discussed the idea of using overlay zoning to regulate density and the types of commercial uses allowed.

Mr. Taylor thanked the group for their participation this evening and noted the topic of the next meeting will be moderate-income housing.

## **ADJOURNMENT**

*The work session adjourned at 8:02 pm.*

I, Stephannie Cottle, City Recorder of Highland City, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on June 10, 2025. This document constitutes the official minutes for the Highland City Council and Planning Commission work session meeting.

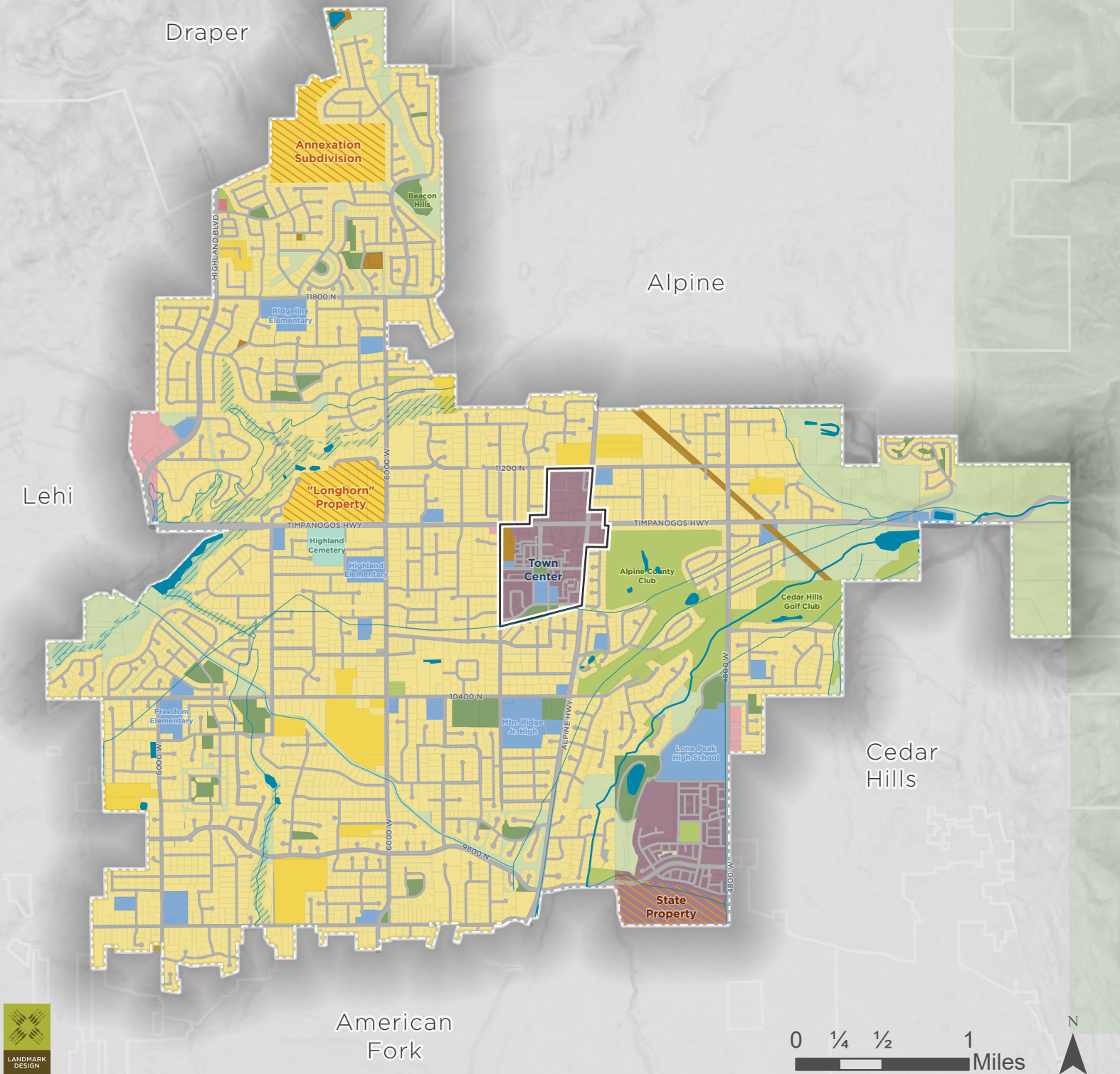
Stephannie Cottle, CMC, UCC  
City Recorder



HIGHLAND CITY

## Future Land Use

- Town Center
- Future Planned Development
- Existing Residential to Remain
- Residential Infill
- Commercial
- Mixed Use
- Office
- Civic/Education/Religious
- Public Park
- Private Recreation/Golf Course
- Open Space
- Cemetery
- Utility
- Forest Service Land
- Riparian/Wetland
- Waterbody
- Canal/Ditch
- Stream/River - Perennial
- Stream/River - Intermittent





# Future Land Use Descriptions **DRAFT**

## Residential Uses

- **Location:** Future residential uses are envisioned to account for nearly 60 percent of the total land area, representing the largest land use in the community.
- **Purpose & Character:** Highland's residential neighborhoods are a defining strength, central to the City's identity and a major reason people choose to call Highland home. The community's pattern of low-density, large-lot single-family homes is reflective of the semi-rural, family-oriented character Highland is known for. Residential neighborhoods are closely connected by open spaces, trails, and greenways that weave through the City, offering residents beauty, quite, and direct access to nature. While honoring these established patterns, Highland envisions supporting a modest range of thoughtfully placed housing options. The goal is to ensure that residents can plant roots, raise families, and remain in the community through every stage of life.
- **Preferred Land Uses:**
  - **Low-Density Single-Family Homes:** Characterized by large lots and strong neighborhood identity.
  - **Medium-Density Single-Family Homes:** Typically located within planned developments (primary residential subdivisions), with lot sizes under half an acre.
  - **Open Space Residential:** Clustered homes with usable shared open space and trail access.
  - **Senior-Friendly Housing:** Options such as small cottages or courtyard homes, ideally situated near trails, parks, and amenities.
  - **Educational and Civic Uses:** Integration of schools, civic buildings, and places of worship as part of the neighborhood fabric.

## Mixed-use, Commercial, and Office Uses

- **Location:** The vision for future mixed-use, commercial, and office development is to focus on Highland's unified Town Center, with limited new development anticipated at the southern gateway along North County Boulevard. The Town Center is intended to serve as the heart of the community—a central gathering place that brings people together and reflects Highland's identity. As the primary hub for civic life, local businesses, and events, the Town Center is a focal point for community connection and activity.
- **Purpose & Character:** Mixed-use, commercial, and office areas in Highland are envisioned to serve the community's everyday needs while reflecting the city's rural setting and small-town feel. These areas should be walkable, well-

landscaped, and human-scaled, blending naturally with nearby residential neighborhoods. The intent is to create vibrant, attractive centers that include locally serving businesses, professional offices, civic uses, and senior-friendly housing—places that strengthen connection and reflect Highland’s distinct sense of place.

- **Preferred Land Uses:**

- **Mixed Use:** Thoughtfully integrated commercial retail, office, and residential uses in a walkable, attractive setting.
- **Commercial:** Neighborhood-scale retail, food services, and personal services that meet the daily needs of residents, with high-quality architecture and landscaping, generally part of mixed use developments.
- **Office:** Low-impact professional, medical, and private education uses that are compatible in scale with surrounding uses.
- **Senior-Friendly Housing:** Small-scale senior living options, including assisted living and age-restricted housing, ideally located near trails, parks, or commercial amenities.
- **Civic & Public Gathering Spaces:** City Hall, Library, Community Center, and other public spaces designed for community use and interaction.

## Institutional, Schools, and Religious Uses

- **Location:** Institutional, educational, and religious uses are currently integrated throughout Highland and are typically located within or adjacent to residential neighborhoods. Future siting of such uses should consider access, buffering, and compatibility with surrounding development, while supporting the city’s goals for connectivity, open space, and neighborhood cohesion.
- **Purpose & Character:** Institutional, school, and religious uses are essential components of Highland’s community identity, providing spiritual, educational, and civic services in a manner that supports the city’s family-oriented and rural residential character. These uses should be designed to enhance the neighborhoods they serve—offering welcoming, well-maintained facilities that contribute to Highland’s sense of place and provide opportunities for gathering, learning, and service.
- **Preferred Land Uses:**
  - **Religious Facilities:** Churches, temples, and other places of worship integrated into the neighborhood fabric, with appropriate site and building design to minimize impacts on adjacent residential areas.
  - **Educational Uses:** Public and private K-12 schools, early childhood education centers, and specialized learning facilities that support Highland families and children.



- **Civic and Institutional Uses:** Libraries, government buildings, cultural centers, and public safety facilities that provide essential services and community space.
- **Open Space Integration:** Where appropriate, shared open space, trails, and recreational facilities associated with schools or religious sites to enhance public access and community benefit.

## Parks, Trails, & Open Space

- **Location:** Parks and natural open spaces woven throughout Highland are integral to the City's character. Existing assets include community and neighborhood parks, a growing trail network, and large areas of natural open space.
- **Purpose & Character:** Highland's open space system defines its identity, offering natural beauty, recreational opportunities, and connection with nature. These spaces support the city's rural, low-density character while promoting health, wellness, and community connection. The city's parks and trails are designed to be accessible, scenic, and compatible with surrounding land uses. As Highland continues to grow, open space preservation will remain a high priority, ensuring that future generations enjoy the same quality of life and access to nature.
- **Preferred Land Uses:**
  - **Neighborhood and Community Parks:** Spaces for recreation, sports, play, and social gathering that serve the needs of all ages and abilities.
  - **Private Recreation (Min Parks/Golf Courses):** Small parks that serve neighboring subdivisions as well as private recreation uses such as golf courses.
  - **Natural Open Space:** Preserved areas that protect visual character, sensitive lands, and ecological functions while offering opportunities for passive recreation.
  - **Trails and Pathways:** Multi-use trails and trailheads that link neighborhoods, parks, schools, and civic spaces, with connections to regional trail systems where feasible.
  - **Greenways and Buffers:** Linear open spaces along creeks, canals, or roadways that provide visual relief, stormwater functions, and opportunities for trail development.
  - **Open Space Residential:** Clustered housing development that conserves large tracts of usable, publicly accessible open space or natural land.

## Other Future Land Use Considerations

### The “Longhorn” Property (65.3 acres)

The future of the privately owned “Longhorn” property has been a focal point of community discussion for many years, with residents advocating for its role in preserving Highland’s distinctive character. The overarching desire is to maintain the City’s rural feel, large lot sizes, and abundant open spaces. A favored vision for the “Longhorn” property includes significant open space buffering Bull River, with large residential lots “feathering” into future low-density single-family homes. Thoughtfully designed senior housing could also be a good fit for the property. Any approach should actively maintain open spaces, protect scenic viewsheds, and celebrate this area as Highland’s most prominent gateway. Residents strongly desire uses for this property that contribute to the community’s aesthetics and overall quality of life, ensuring it remains a hallmark of Highland’s unique identity.

### Vacant State of Utah Property (54 acres)

With limited vacant land left, the state-owned property south of Ridgeview Subdivision presents a strategic opportunity to create preferred residential uses that support all phases of life from young families to seniors. A vision for this location could be low-maintenance homes designed with accessibility and livability in mind. Drawing from the positive example of the Coventry Subdivision, the site could include well-designed townhomes or similar units that offer quality design features, options to downsize, and access to open space and trails. With attention to landscaping, traffic flow, and integration with the surrounding area, the development could add needed housing while respecting Highland’s character and avoiding the issues associated with overly dense development.

### Future Annexation (98.4 acres)

The future annexation area should integrate seamlessly with Highland’s established land use patterns. Development within this area is envisioned to mirror the prevailing character of neighboring residential landscapes, featuring small subdivisions connected by generous open spaces. A core objective is to preserve the community’s rural and open feel, ensuring that new growth enhances rather than detracts from Highland’s distinctive identity. Other considerations for this area include the provision of essential public facilities, including schools, future neighborhood parks, and a comprehensive trail system.

### Strengthening the Town Center

The Highland Town Center will continue to evolve into the heart of the community—a central gathering place that brings people together and reflects Highland’s unique

identity. As the primary hub for civic life, local businesses, and community events, the Town Center is an essential part of Highland's future identity.