



HIGHLAND PLANNING COMMISSION MINUTES

Tuesday, June 24, 2025

Approved August 26, 2025

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

7:00 PM REGULAR SESSION

Call to Order: Chair Christopher Howden

Invocation: Commissioner Audrey Moore

Pledge of Allegiance: Trent Thayn

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

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

CITY STAFF PRESENT: City Attorney/Planning & Zoning Administrator Rob Patterson, City Recorder Stephannie Cottle

OTHERS PRESENT: Jon Hart, Liz Rice, Kristin Richey

1. UNSCHEDULED PUBLIC APPEARANCES

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

There was no public comment.

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

Commissioner Audrey Moore *MOVED* to approve the minutes from May 27, 2025.

Commissioner Sherry Kramer *SECONDED* the motion.

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

The motion carried 6:0

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.

Commissioner Wes Warren MOVED to CONTINUE the PO Zone Daycare Development Agreement item.

Commissioner Tracy Hill SECONDED the motion.

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

The motion carried 6:0

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.

Mr. Patterson explained that there were no expirations for many permits or land use applications. The proposed amendment would establish specific deadlines and expiration periods for all land use applications. He reviewed proposed expiration periods for various applications and approvals. He mentioned that, if approved, he would send letters to current applicants explaining new deadline regulations. He also mentioned that city-caused delays would not count against applicants.

Commissioner Thayn wondered what “inactivity” meant. Mr. Patterson explained that it pertained to the applicant. He spoke of an example when an applicant for a text amendment was given direction from the planning commission and didn’t reach out to the city for another six or eight months. Commissioner Warren wondered what would be considered “inactivity” in relation to a fence permit. Mr. Patterson explained that the code was not meant to be punitive. He understood that reasonable time was needed to complete each step of an application.

Commissioner Moore wondered how the proposed amendment would affect improvements on personal property. Mr. Patterson said that finishing basements or outbuilding construction would not change. He said there were fence permits that received approval two to three years ago and had not been installed. Since then, fencing regulations changed so their fence would no longer meet current code requirements. He said the permit would now state that they had one year to build the fence.

Commissioner Chris Howden opened the public hearing at 7:10 PM and asked for public comment. Hearing none, he closed the public hearing at 7:10 PM and called for a motion.

Commissioner Tracy Hill MOVED that the Planning Commission recommend ADOPTION of the proposed amendments related to expiration of land use approvals and applications.

Commissioner Trent Thayn SECONDED the motion.

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

The motion carried 6:0.

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.

Mr. Patterson explained that the city rejected the developer-proposed amendment in March and gave direction to staff to create a city-led draft amendment. Mr. Patterson reviewed the proposed changes made to the existing code as well as new standards that he thought needed to be part of the code. He encouraged the commissioners to thoroughly review the draft.

Mr. Patterson asked for direction pertaining to the PO Zone next to Lone Peak High School. He wondered if it should remain in the PO Zone or rezoned to Residential Professional Zone. The commissioners talked about the general use of the area. They discussed the definition and uses permitted in the Residential Professional Zone.

Commissioner Kramer thought it would be wise to keep the property in the PO Zone. Other commissioners

agreed. They thought keeping the exhibits as examples was helpful. There were different opinions regarding building height. Mr. Patterson said he would propose different options for the commissioners to consider. He also asked the commissioner to send any other design considerations they wanted to propose.

Commissioner Warren wondered how the changes would address broadening the scope. Mr. Patterson explained that site specific language was removed. He said building designs were replaced with building design standards that could apply to any property. There was a specific area called out in the code which was the one-story restriction on the east side of Highland Blvd.

Commissioner Moore wanted to make sure that the commissioners were okay with the flat roof design. Commissioner Howden explained that the Bull River residents asked that the commercial buildings look like homes in the area. He pointed out that some of the homes had flat roofs. Mr. Patterson said he could include the photos as examples, but did not want to make the photos part of the design requirements.

5. COMMUNICATION ITEMS

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

Commissioner Howden reviewed upcoming meetings.

ADJOURNMENT

Commissioner Wes Warren MOVED to adjourn the regular meeting and Commissioner Audrey Moore SECONDED the motion. All voted in favor and the motion passed unanimously.

The meeting adjourned at 7:34 pm.

I, Heather White, Deputy City Recorder of Highland City, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on June 24, 2025. This document constitutes the official minutes for the Highland City Planning Commission.

Heather White Deputy
City Recorder

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Proposed Motion

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

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APPROVAL AND APPLICATION
EXPIRATION

Development Code Amendment (Legislative)

Item 3b. – Public Hearing/Action Item

Presented by – Rob Patterson

City Attorney, Planning & Zoning Administrator

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Background

- Staff has had a few issues with applications or approvals that remain pending for long periods
 - PO Zone text amendment, began 2023, finished 2025
 - Highland Grove Plaza Site Plan, approved 2022
 - Several pending plat amendments that are incomplete
 - Fence permits that were issued 2-3 years ago but not built, and code has changed since then

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State Law

- Utah Code 10-9a-509(1)(f):“The continuing validity of an approval of a land use application is conditioned upon the applicant proceeding after approval to implement the approval with reasonable diligence.”
- Utah Code 10-9a-509(1)(g): City “may not impose on an applicant who has submitted a complete application a requirement that is not expressed” in state law or city code, standards, and ordinances

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Current Code

- Building permits – per building code and state law
 - Permits must be reviewed and approved/denied within a short period of time (14-17 days)
 - Permits that remain inactive for 180 days lapse
- Subdivision – city code
 - Minor subdivisions – 180 days to record
 - Preliminary plat – 1 year to final plat, or 5 years for phased developments if one phase is submitted within 1 year
 - Final plat – 1 year to record
- Conditional use permits
 - 1 year for construction activity to begin

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Proposed Amendments

- Incomplete applications – 14 days after request
- Complete application – 180 days of inactivity
- Approvals/permits– 1 year to begin construction, but will lapse if there is 1 year of inactivity
- City-caused delays don’t count against applicant
- Extensions available so long as attempting to move forward, no new code/standards, no changes, and no newly discovered sensitive lands
- Extension LUA is same as permit LUA, and zoning administrator decides approval/application is expired

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Practical Effects

- Will send notice to all current pending applications and approvals of new deadlines and start the clock from the time the council approves code
- Gives all applicants additional time to build or seek extension

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Proposed Motion

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

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PO ZONE AMENDMENTS

Land Use (Legislative)

Item 4a - Discussion

Presented by - Rob Patterson

City Attorney, Planning & Zoning Administrator

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Background

- After developer-proposed PO amendment was rejected in March, Council and Planning Commission directed staff to prepare amendments to PO zone
 - Decouple original master plan (site, landscaping, building) from zoning ordinance
 - Update code to make it generally applicable
- Amendments proposed by staff are a first draft
 - Planning Commission feedback
 - Resident feedback
 - Developer feedback

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Overview of Current Approach

- Removed all exhibits entirely - no more master plan
- One story (+basement) limitation directly in code for sites on east side of Highland Boulevard
- Removed all references to specific site plan area and zoned area

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New Standards

- Clarified site design, layout, and sizing requirements
- Established property/water dedication requirements
- Added parking standards
- New commercial vehicle parking and loading standards
- New prohibited uses (focused on excluding retail)

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Updated Standards

- Building heights - More complex approach:
 - Measured from foundation at lowest finished grade OR
 - Measured from curb, whichever is lower
 - But not lower than 15 feet above highest finished grade
- Landscaping includes xeriscape
- Fencing standards revised to align with fence code and allow only where needed for privacy/screening

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Updated Standards


- Updated all building and site design standards to incorporate suggestions from Commissioner Abbott
 - Landscaping and hardscaping
 - Grading and retaining walls generally limited/prohibited
 - Facade, entrance, and ornamentation standards
 - Fenestration - limits on large, storefront-like windows
 - Roof design (pitched roofs not required)
 - Building massing - variation between 1/2-story elements

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Questions

- PO zone area near Lone Peak High School - keep or rezone to residential professional?
 - Does the Commission like building design for PO zone?
- Should we have building design examples as exhibits for the design requirements?
- Building height?
- One-story restriction?
- Other design considerations?

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Next Steps

- Review proposed amendments
- Share with residents and developers
- Provide feedback to staff on any additional changes by July 14 so staff has time to incorporate into amendments for July 22 meeting
- Review and potential recommendation July 22 meeting (together with daycare development agreement)

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**PLANNING COMMISSION AND
STAFF COMMUNICATION ITEMS**

a. General Plan Update - Land Use Element July 8, 2025

b. Future Meetings

- July 1, City Council, 6:00 PM, City Hall
- July 8, Council/Commission General Plan Meeting, 6:00 PM, City Hall
- July 15, City Council, 6:00 PM, City Hall
- July 22, Planning Commission, 7:00 PM, City Hall

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