



HIGHLAND CITY

HIGHLAND PLANNING COMMISSION MINUTES

TUESDAY, August 26, 2025

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

Approved September 23, 2025

7:00 PM REGULAR SESSION

Call to Order: Chair Chris Howden

Invocation: Commissioner Debra Maughan

Pledge of Allegiance: Commissioner Trent Thayn

The meeting was called to order by Commission Chair 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 Debra Maughan and those in attendance were led in the Pledge of Allegiance by Commissioner Trent Thayn.

PRESIDING: Chair Chris Howden

COMMISSIONERS

PRESENT: Jerry Abbott, Tracy Hill, Sherry Kramer, Debra Maughan, Audrey Moore, Trent Thayn

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, Wesley Warren, Thomas Lehnardt

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 – June 24, 2025** *Heather White, Deputy City Recorder*

Commissioner Maughan asked that “said” be inserted in the second paragraph, third sentence on Page 3. The sentence should read “He *said* there were fence permits that received approval two to three years ago and had not been installed.”

Commissioner Abbott MOVED to approve the June 24, 2025 meeting minutes with the grammar correction. Commissioner Maughan SECONDED the motion. All present were in favor. The motion carried unanimously.

3. ACTION ITEMS

a. PUBLIC HEARING/ORDINANCE: PH – Fences Near Trails and Open Space –
General Plan Amendment (Legislative)

Rob Patterson, City Attorney/Planning & Zoning Administrator

The Planning Commissioner will hold a public hearing and consider a recommendation on options for regulations for fences near trails and open space.

Mr. Patterson explained that the city recently dealt with a question about privacy fences along open space areas and trails. The council asked that the planning commission consider the issue. He reviewed current fencing regulations and explained that fencing along less visible trails and open space was limited to four feet of privacy fencing with up to two feet of open style fencing on top. The planning commission discussed three options presented by Mr. Patterson as well as a fourth option proposed by Commissioner Maughan, for letting residents build whatever they wanted. They considered homeowners’ privacy, safety along trail corridors, and the need for personal responsibility.

Commissioner Howden opened the public hearing at 7:15 PM and called for public comment.

Resident Wesley Warren said after researching the issue he leaned towards Option 2 which would amend the current code to allow full privacy fencing near open space areas but not trail corridors where trails existed or were planned. He used trails frequently and some parts of the trail system with privacy fencing felt very closed in to the point where the open space feel of the city was lost. He said he asked other residents about their experience with privacy fencing. No one mentioned that they wished they could put up a big fence. Everyone said they liked the open feel and that the setback from the trail was big enough. He wondered if the code said anything about enforcement. He thought allowing privacy fences on trail corridors that did not currently have a trail would allow something there now that would not be permitted in the future. He thought fencing on open space was not a big deal because it was a much bigger open area. Mr. Patterson mentioned that enforcement was based on complaints if fencing was installed without permits. He said the matter could escalate if it was not resolved, but it usually did not need to be escalated.

Commissioner Howden asked for additional comments. Hearing none, he closed the public hearing at 7:20 and called for additional discussion.

Commissioner Moore was fine with the open style fencing near trails and open space and understood that residents with smaller lots might be concerned with privacy. She was amenable to Option 2 to allow privacy fencing if a trail was not officially planned.

Commissioner Howden asked the commissioners to consider what they wanted Highland to look like. He said a fair amount of Highland was characterized by the open space concept with a shared communal

visual aesthetic. He said if everyone started putting up 6 foot fencing it would look like walled compounds with “no man’s land” area between. The commissioners talked about reasons for fencing due to pools or keeping deer out. They discussed the use of greenery for more privacy. Commissioner Abbott voiced concern about having different styles of fencing in one area, but other commissioners thought it was already happening in some neighborhoods. They reviewed the proposed options.

Commissioner Thayn mentioned that he agreed with Commissioner Maughan and thought residents should be able to do whatever fencing they want within the restrictions that were already in place. He preferred to have solid privacy fencing on everything.

Commissioner Maughan voiced concern with the wording of the proposed amendments. She asked that “certain open space” be clearly defined within the code. Mr. Patterson explained that the current code had a complex set of rules. Some areas of open space and trails permitted privacy fences due to the size of the open space, but others did not. Commissioner Maughan was concerned about permitting someone to have a certain type of fence but not allowing others down the street to do the same.

Commissioner Hill was more in favor of allowing residents to do what they wanted.

Commissioner Kramer mentioned that she used the trails a lot. She thought the kind of fencing made a huge difference when it felt closed in, even in the daytime, and impacted the visual aspect of what was beautiful and different about Highland. She felt strongly about keeping 4-foot fencing along trails. She suggested that people close blinds or use vegetation for privacy if needed.

Commissioner Abbott MOVED that the Planning Commission recommend Option 1 – As-is/no amendment.

Commissioner Kramer SECONDED the motion.

The vote was recorded as follows:

<i>Commissioner Jerry Abbott</i>	<i>Yes</i>
<i>Commissioner Tracy Hill</i>	<i>No</i>
<i>Commissioner Christopher Howden</i>	<i>Yes</i>
<i>Commissioner Claude Jones</i>	<i>Absent</i>
<i>Commissioner Debra Maughan</i>	<i>No</i>
<i>Commissioner Audrey Moore</i>	<i>No</i>
<i>Commissioner Trent Thayn</i>	<i>No</i>
<i>Commissioner Alternate Sherry Kramer</i>	<i>Yes</i>
<i>Commissioner Alternate Wesley Warren</i>	<i>Not Voting</i>

The motion failed 3:4

Commissioner Moore MOVED to recommend Option 2 - Allow full privacy fencing near open space areas but not trail corridors where trails existed or are planned.

Commissioner Tracy Hill SECONDED the motion.

The vote was recorded as follows:

<i>Commissioner Jerry Abbott</i>	<i>Yes</i>
<i>Commissioner Tracy Hill</i>	<i>Yes</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>Yes</i>
<i>Commissioner Alternate Sherry Kramer</i>	<i>Yes</i>
<i>Commissioner Alternate Wesley Warren</i>	<i>Not Voting</i>

The motion carried 5:2

b. ACTION: Highland Town Plaza Lot 3 Site Plan and Architecture Review *Land Use (Administrative)*

Rob Patterson, City Attorney/Planning & Zoning Administrator

The Planning Commission will review and make a recommendation regarding a proposed site plan and building architecture for a commercial building in the Town Center Commercial District.

Mr. Patterson reviewed the proposed site plan and building architecture for Lot 3 in the Town Center Commercial District. He reviewed changes to the parking plan and city regulations. He said the area had 55 extra parking spaces than what was required by code. He said the fire marshal reviewed the circulation plan and supported the change to Wendy's parking lot. A traffic study determined that a traditional drive-thru would not work on Lot 3; it should only be used as a pick-up window.

Applicant Thomas Lehnardt with WPI reviewed traffic flow through the pick-up window, new parking for Wendy's, and garbage pick-up. Commissioner Abbott wondered what would happen if someone treated the pick-up window as a drive-through. Mr. Lehnardt explained that staff would be trained to tell drivers to park if they still needed to order. He said the tenant understood that it was not to be a drive-through and drivers should not enter until their food was ready. Commissioners agreed that traffic signage would help with traffic flow. They talked specifically about a "pick up only" sign before entering as well as a "yield" sign upon exiting the pick-up lane. They thought the restaurant would be popular and would need signage.

Regarding landscaping, Mr. Patterson explained that Lot 3 was part of the original concept as a single, master planned project. Staff was comfortable with using calculations for the overall landscaping plan. Any additional landscaping would reduce parking and impede traffic circulation. Mr. Patterson reviewed the building architecture and said the major change was more rock as requested by staff. He said it matched nicely with other buildings in the area.

Commissioner Kramer MOVED that the Planning Commission recommend approval of the Highland Town Plaza Lot 3 site plan and building architecture, subject to proposed findings and the following one (1) stipulation recommended by staff and following one (1) recommendation from the planning commission:

- 1. The corrections and comments provided in the staff review comment sheet, dated August 21, 2025, be addressed and corrected to the city engineer's approval prior to construction.*
- 2. Highly recommend that developer adds signage for better ingress and egress.*

Commissioner Moore SECONDED the motion.

The vote was recorded as follows:

<i>Commissioner Jerry Abbott</i>	<i>Yes</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>Yes</i>
<i>Commissioner Audrey Moore</i>	<i>Yes</i>
<i>Commissioner Trent Thayn</i>	<i>Yes</i>
<i>Commissioner Alternate Sherry Kramer</i>	<i>Yes</i>
<i>Commissioner Alternate Wesley Warren</i>	<i>Not Voting</i>

The motion carried 7:0

4. COMMUNICATION ITEMS

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

Commissioners reviewed future meetings.

ADJOURNMENT

Commissioner Maughan MOVED to adjourn the meeting. Commissioner Hill SECONDED the motion. All were in favor. The motion carried unanimously.

The meeting ended at 8:07 pm.

I, Heather White, Deputy Recorder, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on August 26, 2025. The document constitutes the official minutes for the Highland City Planning Commission Meeting.

1



4



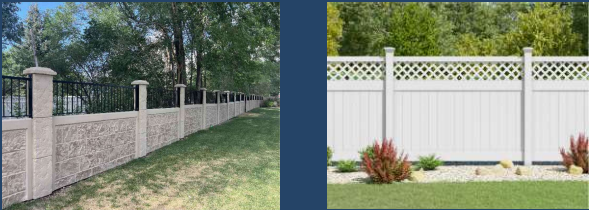
6

Current Code – Option 1 (As-Is)

- Fences near trails OR open space areas that are less than 30 feet wide and not visible from public areas within 300 feet are limited to 4 feet of privacy fencing, with 2 feet of open-style fencing on top
- This applies to any open space or trail corridor, regardless of whether it is actually used for trail/access purposes

7

Current Code – Option 1 (As-Is)



8

Current Code – Option 1 (As-Is)

- Fences currently required to have top 2' open



9

Amend Code – Option 2 (Not Open Space)

- Fences near trail corridors ~~for open space areas~~ that are less than 30 feet wide and not visible from public areas within 300 feet are limited to 4 feet of privacy fencing, with top 2 feet open-style fencing
- Adds definition of “trail corridor”: property, including an easement, owned by Highland City that has a public trail facility or is planned to be used for public trail facilities or access. Does not include trails and multi-use paths that are immediately adjacent to or part of public rights-of-way.

10

Amend Code – Option 2 (Not Open Space)

- View Point could be private (open space), but not Foxwood (planned trail corridor)



11

Amend Code – Option 3 (Only Trails)

- Fences near trail corridors ~~for open space areas~~ that are less than 30 feet wide and not visible from public areas within 300 feet are limited to 4 feet of privacy fencing, with top 2 feet open-style fencing
- Adds definition of “trail corridor”: property, including an easement, owned by Highland City that has a public trail facility ~~for is planned to be used for public trail facilities or access~~. Does not include trails and multi-use paths that are immediately adjacent to or part of public rights-of-way.

12

Amend Code – Option 3 (Only Trails)

- Both View Point (open space) and Foxwood (planned but not existing trail) could be private



13

Options

- Option 1 – Leave code as-is, no amendment. Require fences near certain open space and trail areas (regardless of trail existence) to be partially open
- Option 2 – Amend code to remove open space, so fences near open space areas that are not used or planned for trails can be privacy fencing
- Option 3 – Amend code to remove open space and focus only on existing trails, so only fences near existing trails are required to be partially open

14

Proposed Motion

- I move that the Planning Commission recommend Option [1, 2, or 3] regarding fencing near trails and open space.
- [The Planning Commission may specify additional or different options to be recommended and considered]

15



HIGHLAND TOWN PLAZA LOT 3 SITE PLAN & ARCHITECTURAL REVIEW
Land Use (Administrative)

Item 3b. – Action Item
Presented by – Rob Patterson
City Attorney, Planning & Zoning Administrator

16

Background



17

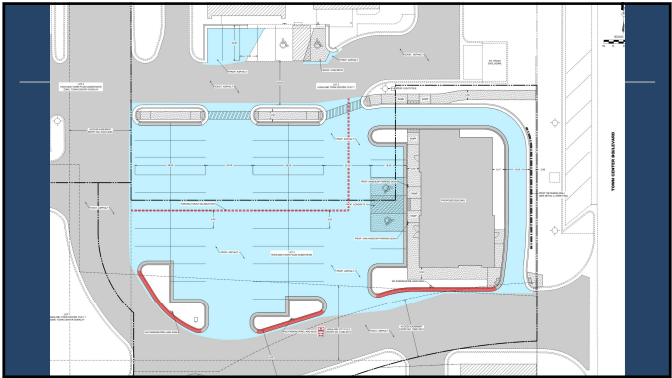
Background

- Lot 3 of Highland Town Center - last lot to be developed
- Within Town Center Commercial District
- Restaurant and drive-thru permitted uses
- Applicant is seeking two separate approvals for commercial development for lot 3:
 - Site plan approval
 - Building architecture approval

18



19



20

Site Plan Requirements

- Many improvements have been completed with previous development
 - Town Center Blvd
 - Fencing along southern property line
 - Major drive aisles and accesses to public ROWs
 - Road and internal site utility mains
- No new accesses or public ROWs
- No specific loading areas required under code
- Building setbacks: Due to recent code amendment, only minimum 10' setback from ROW

21

Site Plan Requirements - Parking

- Parking for retail use: 4 stalls per 1,000 SF
- Current parking:

	Calculated				
	Bldg Size (4x1k SF)	Required	Provided	Extra	
Lot 1	6200	24.8	25	36	11
Lot 2	4600	18.4	19	47	28
Meier's	13400	53.6	54	46	-8
Wendy's	3300	13.2	14	24	10
Lot 3	0	0	0	14	14
	27500	110	110	167	55

22

Site Plan Requirements - Parking

- Parking for retail use: 4 stalls per 1,000 SF
- Proposed parking:

	Calculated				
	Bldg Size (4x1k SF)	Required	Provided	Extra	
Lot 1	6200	24.8	25	36	11
Lot 2	4600	18.4	19	47	28
Meier's	13400	53.6	54	46	-8
Wendy's	3300	13.2	14	26	12
Lot 3	2600	10.4	11	25	14
	30100	120.4	121	180	57

23

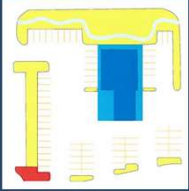
Site Plan Requirements - Parking

- Required vs Current vs Proposed Parking:
 - Wendys: 14 req, 24 current, 26 proposed (increase by 2)
 - Lot 3: 11 req, 14 current, 25 proposed (increase by 11)
- Even if both current parking on Lot 3 and Wendy's parking are not counted toward Lot 3's building's new parking requirement, Lot 3 is providing 11 new parking spaces, which meets code minimum
- Site plan better addresses Town Center Blvd parking (11 spaces on west, 13 on east)

24

Site Plan Requirements - Circulation

- City commercial design standards for Town Center encourages parking lanes to resemble grid pattern (see image), calls out Wendy's current site circulation as "very poor"
- Site plan reconfigures Wendy's site
- Allows more ingress/egress
- Fire marshal supports change
- Red-stripe curb on southern drive



25

Site Plan Requirements - Circulation

- Traffic Impact Study:
 - 250 total trips, 150 new (100 pass-by)
 - 34 total evening peak hour trips, 20 new (14 pass-by)
 - Peak hour new trips can be handled by 13 new parking spaces (Wendy's/Lot 3) + 11 currently mostly unused adjacent Town Center Blvd parking spaces
 - Peak hour would use 10 more parking spaces to handle all pass-by trips (Town Center Blvd. east [13], overall "extra" spaces)
 - Pick-up window does not interfere with circulation
 - Typical drive-through would not function; future tenants must follow pick-up window arrangement

26

Site Plan Requirements - Landscape

- Zone requires 15% "of the project area" be landscaped
- Lot 3 on its own does not quite have 15% landscaping (12%-14% with adjacent 10' sidewalk)
- Staff is comfortable treating "project area" as overall site being affected (Wendy's + Lot 3)
- Combined project has ~26.5% landscaping
- Adding landscaping to Lot 3 will reduce parking and impact circulation

27

Site Plan Requirements - Utilities

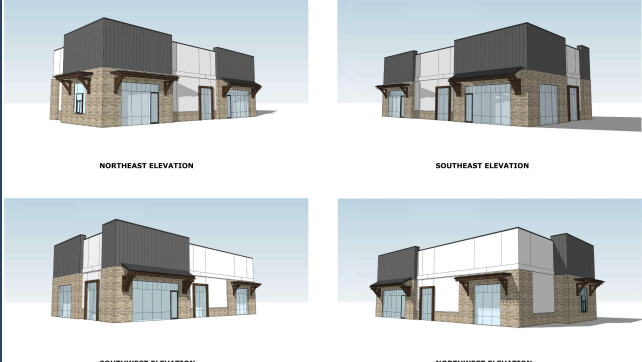
- Limited impact to public utility mains
- Staff review comments address remaining issues
 - Relocate Wendy's PI meter to the new parking island
 - Require TSSD approval for sewer connection/traps
 - Provide details of culinary meter box
 - Ensure sewer manhole is covered and located appropriately
 - Clarify how gas and curb inlets function with retaining wall
 - Provide additional, specific details for storm drain system
- Existing refuse area to be expanded with similar design

28

Architecture and Design Requirements

- 40' max building height from top of curb
 - 24' proposed from finished grade, which is lower than curb
- Materials and Design
 - No prohibited roof or exterior materials and designs,
 - No excessive variety or monotonous repetition
 - 50% of first floor facade facing Town Center Blvd must be rock, brick, or stone - 50% of all facades is architectural stone measured from floor to ceiling of tenant space (first floor) provided
 - Walls must have break every 14' vertical - provided
 - Roofs must avoid long roof lines - provided
 - Awnings/canopies must be provided - provided
 - Colors to be earth tones (white approved) - provided
 - All building elevations architecturally treated - provided
 - Screen equipment from view - provided

29



NORTHEAST ELEVATION

SOUTHEAST ELEVATION

SOUTHWEST ELEVATION

NORTHWEST ELEVATION

30



31

Staff Review and Recommendation

- No public hearing/notice required
- Staff believes site plan and building design generally conform to City Code and recommends approval with one stipulation:
 - The corrections and comments provided in the staff review comment sheet, dated August 21, 2025, be addressed and corrected to the city engineer's approval prior to construction.

32

Proposed Motion

- I move that the Planning Commission recommend APPROVAL of the Highland Town Plaza Lot 3 site plan and building architecture, subject to proposed findings and the one (1) stipulation recommended by staff.
 - The corrections and comments provided in the staff review comment sheet, dated August 21, 2025, be addressed and corrected to the city engineer's approval prior to construction
- [Commission may specify additional or different conditions on approval to ensure site plan and architecture conform to applicable standards]

33



PLANNING COMMISSION AND STAFF COMMUNICATION ITEMS

- a. General Plan Update
 - September 23, First presentation/discussion of draft plan
- b. Future Meetings and Events
 - Aug 28, DAB, 2:00 PM, City Hall
 - Sloan Estates Final Plat
 - Inverness-Highland Blvd Plat
 - Sept 2, City Council, 6:00 PM, City Hall
 - Sept 16, City Council, 6:00 PM, City Hall
 - Sept 23, Planning Commission, 7:00 PM, City Hall

34