



# HIGHLAND PLANNING COMMISSION MINUTES

**TUESDAY, January 27, 2026**

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

**Approved February 24, 2026**

## **7:00 PM REGULAR SESSION**

Call to Order: Chair Chris Howden

Invocation: Commissioner Tracy Hill

Pledge of Allegiance: Commissioner Audrey Moore

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 Hill and those in attendance were led in the Pledge of Allegiance by Commissioner Moore.

**PRESIDING:** Commissioner Chris Howden

## **COMMISSIONERS**

**PRESENT:** Jerry Abbott, Tracy Hill, Sherry Kramer, Debra Maughan, Audrey Moore, 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, Liz Rice

## **1. UNSCHEDULED PUBLIC APPEARANCES**

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

No comments were given.

## **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 – October 28, 2025 General City Management**

*Heather White, Deputy City Recorder*

*Commissioner Hill MOVED to approve the October 28, 2025 meeting minutes. Commissioner Warren*

SECONDED the motion. All present were in favor. The motion carried unanimously.

### 3. ACTION ITEMS

**a. PUBLIC HEARING/ORDINANCE: Text Amendment –Preconstruction Meetings and Requirements: Development Code Update (Legislative)**

*Rob Patterson, City Attorney/Planning & Zoning Administrator*

The Planning Commissioner will hold a public hearing to consider proposed amendments related to preconstruction meetings.

Mr. Patterson explained that Highland City had a long-held practice that required developers of subdivisions and new commercial projects to hold a preconstruction meeting with city staff after site plan/subdivision approval. This meeting was held prior to the start of any development work. He explained that the proposed amendment would add a new section to the development code with clear language about the process and requirements before on-site development could begin. Mr. Patterson reviewed the process of holding a preconstruction meeting after site plan/subdivision approval, paper copy submission requirements, fees/bonds to be paid, improvement agreements, and needed permits. The commissioners discussed the proposed amendment and were in favor of having a written process in order to make expectations clear.

Commissioner Howden opened the public hearing at 7:06 PM and asked for public comment. Hearing none, he closed the public hearing at 7:06 PM.

*Commissioner Maughan MOVED that the Planning Commission recommend approval of the proposed amendments related to preconstruction requirements.*

*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 Debra Maughan</i>	<i>Yes</i>
<i>Commissioner Audrey Moore</i>	<i>Yes</i>
<i>Commissioner Trent Thayn</i>	<i>Absent</i>
<i>Commissioner Sherry Kramer</i>	<i>Yes</i>
<i>Commissioner Alternate Wesley Warren</i>	<i>Yes</i>

*The motion carried 7:0*

**b. PUBLIC HEARING/ORDINANCE: Text Amendment –Development Assurance Requirements: Development Code Update (Legislative)**

*Rob Patterson, City Attorney/Planning & Zoning Administrator*

The Planning Commission will hold a public hearing to consider proposed amendments related to development assurances.

Mr. Patterson explained that the proposed changes added clarification. He gave an example of how development assurances worked and the different options available for developers. He spoke of performance guarantees and warranty assurances. Mr. Patterson explained that the amendment was to mainly clarify information developers needed to submit to calculate assurances. Additionally, staff proposed text changes

that cleaned up redundant or unclear language; clarified the City's right to use and collect assurance proceeds to cover all administrative, legal, and construction costs and the costs to clear any liens or encumbrances; added a provision that the City would return any excess assurance proceeds that were not required to cover the City's costs; established the timing of when assurances were to be provided; and included a reference to the newly proposed preconstruction code language.

Commissioner Howden opened the public hearing at 7:18 PM and asked for public comment. Hearing none, he closed the public hearing at 7:18 PM and asked for additional discussion.

Commissioner Warren wondered what would happen if a guarantee/assurance ended up being drastically over or under actual costs. Mr. Patterson said the city would have extra money if it was over. He hoped city engineers would notice if an estimate was under. The city would not be able to finish all improvements if there wasn't enough from the developer.

*Commissioner Maughan MOVED that the Planning Commission recommend approval of the proposed amendments related to development assurances.*

*Commissioner 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>Yes</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 Sherry Kramer</i>	<i>Yes</i>
<i>Commissioner Alternate Wesley Warren</i>	<i>Yes</i>

*The motion carried 7:0*

#### **4. DISCUSSION ITEMS**

*Items in this section are for discussion and include supplementary information in the packet. No final action will be taken.*

##### **a. General Plan, 2026 Goals, and Detached ADUs General City Management** *Rob Patterson, City Attorney/Planning & Zoning Administrator*

City Staff and the Planning Commission will review the adopted General Plan and discuss goals for the upcoming year.

Mr. Patterson reviewed staff projects for the year. He said some were at the council's direction. They included:

- Update home occupation/business license regulations to reflect current procedures (in-home instruction/daycare licenses included)
- Update sign code
- Consolidate and update parking standards
- Create a single, comprehensive Land Use Table for all uses in all zones
- Create a single process for site plan applications
- Update sight triangle regulations, which are inconsistent
- State law updates

- Development applications

Additionally, goals related to the General Plan included:

- Draft and adopt an ADU ordinance for detached ADUs
- Draft and adopt a senior housing zone and/or explore a senior housing PD strategy, to apply to strategic areas such as the state-owned property south of Ridgeview

Mr. Patterson asked the commissioners if they had goals for the upcoming year. Commissioner Abbott suggested presenting the list to the city council before working on anything. Everyone agreed. The commissioners discussed various needs around the city and identified the following items:

- Draft ordinance for ADUs
- Trail maintenance/safety – include signs, paint, or markings. This would help identify trail locations or directions to the trail, safety, speed, slippery trail warnings, etc. Commissioner Kramer spoke of multiple individuals who had biking accidents while using city trails. (Commissioners Howden and Kramer)
- Senior housing facility with a memory care option – Maybe the Senior Care Assisted Living Overlay Zone could be written more broadly. Discuss option of a senior group home (Commissioners Moore, Maughan, and Hill)
- Updated fencing standards – specifically pertaining to stamped concrete (not fiberglass or plastic) along main roadways (Commissioner Kramer)
- Buried electrical lines – required by developers. Mr. Patterson will check with Rocky Mountain Power regarding existing power lines. (Commissioner Kramer)
- Updated Road Improvement Plan –very out of date (Commissioner Warren)
- Sidewalk Audit – include bike lanes, specifically around schools. He talked about receiving emails from kids who were not able to ride to school due to safety issues (Commissioner Warren)
- Flag lots (Commissioner Warren)
- Supporting local businesses – public/private partnership within city main (Commissioner Warren)
- Implement down-lighting or dark sky regulations (Commissioners Maughan and Kramer)
- Placemaking and city entrances – create cohesiveness within the city (Commissioners Maughan and Warren)

Commissioner Howden reviewed the previously proposed ADU regulations. Commissioner Abbott added that single family lots should not allow three separate dwelling units; an ADU should not be approved on a lot with a basement apartment or vice versa. He thought the square footage of an ADU should be limited. Commissioner Howden asked the commissioners to read through the proposed regulations for ADUs, make notes, suggest changes, etc.

## 5. COMMUNICATION ITEMS

Items in the section are for notification and update. No final action will be taken.

### a. 2026 Planning Commission Membership and Changes

Mr. Patterson would try to keep the commissioners informed about land use bills in the legislature. He suggested that they request to receive emails from The League of Cities and Towns.

## 6. CLOSED MEETING

The Planning Commission will recess to convene in a closed meeting to discuss items, as provided by Utah Code Annotated §52-4-205.

Commissioner Howden *MOVED* that the Planning Commission recess the regular Planning Commission meeting to convene in a closed meeting in the Executive Conference Room to discuss pending or reasonably imminent litigation as provided by Utah Code Annotated §52-4-205.

Commissioner Maughan *SECONDED* the motion.

The vote was recorded as follows:

Commissioner Jerry Abbott	Yes
Commissioner Tracy Hill	Yes
Commissioner Christopher Howden	Yes
Commissioner Debra Maughan	Yes
Commissioner Audrey Moore	Yes
Commissioner Trent Thayn	Absent
Commissioner Sherry Kramer	Yes
Commissioner Alternate Wesley Warren	Yes

The motion carried 7:0

Commissioner Howden *MOVED* to end the closed meeting at 8:50 PM.

Commissioner Abbott *SECONDED* the motion.

The vote was recorded as follows:

Commissioner Jerry Abbott	Yes
Commissioner Tracy Hill	Yes
Commissioner Christopher Howden	Yes
Commissioner Debra Maughan	Yes
Commissioner Audrey Moore	Yes
Commissioner Trent Thayn	Absent
Commissioner Sherry Kramer	Yes
Commissioner Alternate Wesley Warren	Yes

The motion carried 7:0

## **ADJOURNMENT**

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

The meeting ended at 8:51 pm.

I, Heather White, Deputy Recorder, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on January 27, 2026. The document constitutes the official minutes for the Highland City Planning Commission Meeting.

**Welcome to the Highland  
Planning Commission Meeting**

**January 27, 2026**

*Please Sign the Attendance Sheet*



1



**7:00 PM REGULAR SESSION**

Call to Order -Chair Christopher Howden  
Invocation - Commissioner Tracy Hill  
Pledge of Allegiance - Commissioner Audrey Moore

2



**UNSCHEDULED PUBLIC APPEARANCES**

Time set aside for the public to express ideas and comments on non-agenda items or agenda items for which no public hearing will be held.

- Please state your name clearly.
- Limit your comments to three (3) minutes.

3

**CONSENT ITEMS**

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2a. Approval of Meeting Minutes: October 28, 2025 *General City Management*

4



**TEXT AMENDMENT -  
PRECONSTRUCTION MEETINGS AND  
REQUIREMENTS**

*Development Code Text Amendment (Legislative)*

Item 3a. - Public Hearing/Action Item  
Presented by - Rob Patterson, City Attorney/Planning & Zoning Administrator

5

**Background**

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- City has long had a practice of preconstruction meetings that are held after subdivision or site plan approval, but before any work commences
- In addition to the preconstruction meeting, there are some other procedural/permitting issues that must occur prior to work
- These practices and requirements are not clearly identified in the City's code

6

### Proposed Amendment

- Adds section 2-706, which establish requirements that must be met after plan approval, before work:
  - Hold preconstruction meeting after site plan/subdivision approval, before beginning work
    - Applicant brings paper copies of plans to be stamped approved for construction and then kept on-site
    - Applicant brings engineer and contractor to meet public works
  - Pay construction and SWPP inspection fees
  - Assurance estimates and assurances, as necessary
  - Execute public improvement agreement
  - Get UPDES/SWPP permit

7

### Staff Review and Recommendation

- Public notice posted January 15, 2026
- No comments received
- Staff recommends that the Planning Commission hold a public hearing and recommend approval of the proposed amendments to solidify the City's preconstruction procedures and requirements into the City's development code

8

### Proposed Motion

- I move that the Planning Commission recommend APPROVAL of the proposed amendments related to preconstruction requirements.
  - [Planning Commission may specify different or additional amendments as part of motion]

9



### TEXT AMENDMENT - DEVELOPMENT ASSURANCE REQUIREMENTS

*Development Code Text Amendment (Legislative)*

Item 3b. - Public Hearing/Action Item  
 Presented by - Rob Patterson, City Attorney/Planning & Zoning Administrator  
 Jay Baughman, Assistant City Administrator/Community Dev. Director

10

### Background

- Highland City requires certain monetary assurances in connection with subdivisions and non-residential developments (site plans)
- Much is regulated by state law
- Adding some clarifications on the process to avoid conflicts and speed up process

11

### Example - Highland Acres Subdivision

- Building a road, extending water and sewer lines, and installing a public parkway detail - \$1,000,000
- Final plat and development plans approved
- Developer wants to sell lots, which requires the plat to be recorded with the County.
- City wants to wait to record plat so to ensure the public improvements will be installed, so we don't have home lots that don't have services

12

### Example – Option 1 – Build First

- Developer installs all public improvements (roads, utility lines, public landscaping)
- Developer asks city to inspect and accept the completed improvements
- City inspects and accepts
- Developer provides warranty assurance – 10% of total cost (\$100,000) – and water rights/shares
- City records plat, developer sells lots

13

### Example – Option 2 – Bond First

- Developer provides \$1,100,000 performance guarantee (completion assurance) in cash or letter of credit
  - 100% of total costs of improvements
  - 10% added cost for administration
- City records plat, developer sells lots
- Developer installs public improvements
  - If developer fails to install improvements, City can use the \$1,100,000 to complete the improvements in their place
- Developer asks city to inspect and accept the improvements
- City inspects and accepts, releases \$1,100,000 performance guarantee
- Developer provides warranty assurance \$100,000 (10%) and water

14

### Example – Option 3 – Both

- Developer installs half of improvements, City inspects and accepts
- Developer wants to sell lots to get funds for remaining improvements
- Developer provides \$600,000 performance guarantee
  - 100% of total costs of remaining improvements (50% of 1,000,000)
  - 10% added cost of total amount for administration
- City records plat, developer sells lots
- Developer installs remaining public improvements
- Developer asks city to inspect and accept the improvements
- City inspects and accepts, releases \$600,000 performance guarantee
- Developer provides warranty assurance \$100,000 (10%) and water

15

### Proposed Amendment

- Clarifying the information that needs to be submitted to calculate the assurances
  - Engineer’s estimate or contractor’s bid
  - Must break down costs by infrastructure improvement (roads, water, sewer, etc.), materials, quantities, cost
    - Culinary Water
      - 8” ductile iron pipe | 1,000 linear feet | Unit price \$40 per LF | Cost \$40,000
  - Need 1 estimate or bid that gives total costs
  - If option 3 (partial build) need new or updated and certified estimate or bid that shows remaining improvements

16

### Proposed Amendment – Clean-up

- Removed duplicate language (general requirements repeated in later sections)
- Reorganized some sections to align with code structure (e.g., moved timing of assurances into section dealing providing and releasing assurances, out of section for type and amount of assurances)
- Added that assurances can be used to clear liens from public improvements/property
- Added reference to preconstruction meeting

17

### Staff Review and Recommendation

- Public notice posted January 15, 2026
- No comments received
- Staff recommends that the Planning Commission hold a public hearing and recommend approval of the proposed amendments to update and clarify the City’s development assurance requirements.

18

### Proposed Motion

- I move that the Planning Commission recommend APPROVAL of the proposed amendments related to development assurances.
- [Planning Commission may specify different or additional amendments as part of motion]

19



### DISCUSSION - COMMISSION GOALS AND 2026 PROJECTS

Item 4a. - Public Hearing/Action Item  
 Presented by - Rob Patterson, City Attorney/Planning & Zoning Administrator  
 Jay Baughman, Assistant City Administrator/Community Dev. Director

20

### Staff Projects (some at Council direction)

- Business license, home occupation, and in-home instruction/daycare licenses
- Sign code
- Parking standards update and table
- Land use table - correlation/simplification of all zones and uses
- Unified site plan process
- Unified sight triangle regulations
- New state laws
- Development applications - 10700, Highland Mains, Highland Blvd Church, Flex office phase 3 - PO zone

21

### General Plan

- General Plan adopted January 20, 2026
- Specific and general goals in plans
  - Specific Moderate Income Housing goals
    - Detached ADUs, potential mixed-use (completed), senior housing zone
  - General goals
    - Water Conservation
    - Road and trail projects
    - Public recreational goals, partnerships, etc.

22

### Commission Goals

- Proposed detached ADU ordinance
  - How to update/complete?
- Other goals?

23



### PLANNING COMMISSION AND STAFF COMMUNICATION ITEMS

- Future Meetings and Events**
  - February 3, City Council, 6:00 PM City Hall
  - February 5, City Council Budget Retreat
  - February 17, City Council Meeting, 6:00 PM City Hall
  - February 24, Planning Commission Meeting, 7:00 PM City Hall
    - Swear-in new members
    - Appoint chair/vice-chair
- Legislative Update**

24

Motion to Adjourn to Closed Meeting

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I move that Planning Commission recess the regular Planning Commission meeting to convene in a closed meeting in the executive conference room to discuss pending or reasonably imminent litigation, as provided by Utah Code Annotated §52-4-205.

-Roll call vote

25



**CLOSED MEETING**

The Highland Planning Commission has recessed the regular Planning Commission meeting to convene in a closed meeting to discuss pending or reasonably imminent litigation, as provided by Utah Code Annotated §52-4-205.

The regular Planning Commission meeting will conclude after the closed meeting

26