



HIGHLAND PLANNING COMMISSION MINUTES

TUESDAY, February 24, 2026

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

Approved March 31, 2026

7:00 PM REGULAR SESSION

Call to Order: Chair Chris Howden

Invocation: Commissioner Audrey Moore

Pledge of Allegiance: Commissioner Trent Thayn

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 Thayn.

PRESIDING: Commissioner Chris Howden

COMMISSIONERS

PRESENT: Sherry Kramer, Debra Maughan, Audrey Moore, Trent Thayne, Wesley Warren

CITY STAFF PRESENT: City Attorney/Planning & Zoning Coordinator Rob Patterson, Deputy Recorder Heather White

OTHERS PRESENT: Jon Hart, Jeff Anderson, Brad Broadhead, Doug Courtney

1. UNSCHEDULED PUBLIC APPEARANCES

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

None was 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 – January 27, 2026 General City Management

Heather White, Deputy City Recorder

Commissioner Warren MOVED to approve the January 27, 2026 meeting minutes. Commissioner Maughan SECONDED the motion. All present were in favor. The motion carried unanimously.

3. ACTION ITEMS

a. **PUBLIC HEARING/ORDINANCE: Text Amendment –Parkway Detail Accessory Structure**

Setback: *Development Code Update (Legislative)*

Rob Patterson, City Attorney/Planning & Zoning Administrator

The Planning Commissioner will hold a public hearing to consider a text amendment proposed by John Armstrong, Highland City resident, to reduce the currently required side-yard setbacks for accessory structures near parkway details.

Mr. Patterson explained that John Anderson owned property adjacent to the parkway detail on 4800 West. The parkway detail was done partially within the city's right of way and with 20 feet of it within two lots that front 4800 West. The code required a 20 ft setback from the parkway detail. Mr. Patterson said the general request was to reduce the setback. He pointed out that there were a lot of setback inconsistencies in the area. He pointed out locations along Alpine Highway where the parkway detail was outside of the property line. He explained that Mr. Armstrong's property was restricted because the property line was partially within the parkway detail. Mr. Armstrong's home was required to be 30 ft from the property line, which was 10 ft from the parkway detail. Any accessory structure needed to be 40 ft from the property line in order to be 20 ft from the parkway detail. Because of the code requirements, accessory structures adjacent to parkway detail might be more restricted than the home. This restricted Mr. Armstrong's desired use of his property.

Commissioner Kramer arrived at 7:07 PM.

Commissioner Howden opened the public hearing at 7:08 PM and asked for public comment.

John Armstrong requested approval of a development code text amendment that clarified how accessory building setbacks were measured when a parkway detail was present. He explained that his lot required a 49 ft setback from the street resulting in an accessory structure being subject to a greater setback than the primary home on the same lot. However, the code uses "or" instead of "and", and the code did not state that the setback was cumulative or in addition to the width of the parkway detail. The current additive interpretation was not explicitly stated in the code. He talked about a permitted accessory building directly across the street. He said the amendment did not remove the parkway details or reduce landscaping. It simply clarified that the parkway detail counted towards the setback rather than triggering additional setbacks. He said his proposed amendment created a clear and objective measurement from the right of way, restored proportionality between primary and accessory structures, and ensured consistent application city-wide. He said his goal was to create a structure that could house toys instead of creating visual pollution.

Resident and Builder Chad Broadhead said Mr. Armstrong gave him about 15 examples where the code had been enforced differently within the city. He said accessory structures were right next to the parkway detail in a number of areas. He said because of the 29 ft easement Mr. Armstrong would lose his R-1-40 zoning if the road was ever widened in the future which would create a burden on the property owner. The accessory building would provide more privacy and help with road noise. The hope was to put the building next to the fence which would help to screen the property and would benefit the city. He pointed out that under the current code the house was permitted to be closer to the street than the axillary building.

Commissioner Howden asked for additional comments. Hearing none, he closed the public hearing at 7:13 PM and asked for discussion.

Commissioner Kramer wondered why the bigger setback was initially approved. Mr. Patterson said he looked through previous meeting minutes and thought the city officials wanted to make sure there was enough of a setback for corner lots. He thought they might not have fully anticipated this effect. He said the proposed amendment would apply only to lots along a road. He talked about the history of how the city determined a

setback and explained that this was a very specific rule for streets with parkway detail.

Commissioner Moore wondered if widening the road was a concern. Mr. Patterson said there was no plan to widen the road at this location at this time. He said the current plan was to do intersection improvements and turn lanes next to SR-92. If the road was ever widened there would probably be an acquisition of property because it was a city easement on their property. He said the result would be a legal non-conforming status of the property.

Commissioner Warren stated that he would fight any widening of the road. He was not in favor of spot zoning but thought this was more of an issue of vague language. He couldn't think of any future unintended consequences by supporting the proposed amendment. He wondered if staff could see any problems with it. Mr. Patterson reviewed his proposed text amendment.

Commissioner Maughan acknowledged that the property owner wanted a shed but voiced a general concern with potentially allowing two-story accessory buildings so close to sidewalks. She was leery about setting a precedent. She suggested having the setback the same as the house. Commissioner Kramer agreed. She pointed out that an accessory building would take away part of the view for anyone behind the property.

Commissioner Thayn wondered about access to the accessory building. Mr. Patterson explained that a separate regulation prohibited access across the parkway detail.

Commissioner Thayn pointed out that other residents could build accessory buildings 10 ft from their property line. Mr. Patterson explained that other residents could build right outside a trail easement without additional setbacks. He said the parkway detail required a much bigger setback.

Commissioner Warren didn't see why the parkway detail needed to be an exception to other types of setbacks, especially when it was the largest type of setback in the city. Commissioner Thayn agreed and didn't see why it needed to be different than the rest. He said it wasn't a safety issue and wasn't going to block anything. He didn't see anything wrong with the request or making it a standard within the city especially because it would line up with other setbacks and allow the property owner to enjoy the same privileges as others. He said his biggest concerns were safety and access and didn't see that anything was infringed upon.

The commissioners talked about the purpose of setbacks and discussed possible implications throughout the city.

Commissioner Thayn MOVED that the Planning Commission recommend approval that the city council adopt the alternative amendments as proposed by staff.

Commissioner Warren SECONDED the motion.

The vote was recorded as follows:

<i>Commissioner Jerry Abbott</i>	<i>Absent</i>
<i>Commissioner Tracy Hill</i>	<i>Absent</i>
<i>Commissioner Christopher Howden</i>	<i>No</i>
<i>Commissioner Sherry Kramer</i>	<i>No</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 Wesley Warren</i>	<i>Yes</i>

The motion carried 4:2

Mr. Broadhead added that he had a lot of experience out of state and with high-end communities. He thought the height regulations in city code had a lot of loopholes. He said as a builder he could artificially elevate an accessory building and still stay within code. He thought there were a lot of things within the code that needed to be revised.

b. PUBLIC HEARING/ORDINANCE: Text Amendment –Signs in Residential Professional Zone: Development Code Update (Legislative)

Rob Patterson, City Attorney/Planning & Zoning Administrator

The Planning Commission will hold a public hearing to consider options to amend the City's sign regulations related to the R-P (Residential Professional) zone.

Mr. Patterson explained that the R-P (Residential Professional) zone applied to three areas within Highland. The zone allowed for one monument sign per highway frontage with restrictive setbacks. The first two property developers built both of the monument signs on each of the frontages which restricted the third office from having any sign along the street. The council thought it was unfair and instructed staff to consider ways to alleviate it without a drastic change. Mr. Patterson proposed two options to consider: 1. allow for an additional monument sign or 2. allow a commercial center freestanding sign. Mr. Patterson reviewed the details of each option.

Commissioner Howden opened the public hearing at 7:44 PM and asked for public comment. Hearing none, he closed the public hearing at 7:44 PM and asked for additional discussion.

The commissioners agree to not permit an additional freestanding sign. They liked the change to allow one sign per business. They talked about monument signs and setback restrictions on signs with a 6-ft maximum height. They talked about making Highland look good while not driving businesses away.

Commissioner Kramer MOVED that the Planning Commission recommend that the city council adopt Option 1 to allow additional monument signs within the R-P zone.

Commissioner Warren SECONDED the motion.

The vote was recorded as follows:

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

The motion carried 6:0

c. PUBLIC HEARING/ORDINANCE: Rezone - TI Well Utility Project - POSTPONED

4. DISCUSSION ITEMS

Items in this section are for discussion and include supplementary information in the packet. No final

action will be taken.

a. ACTION: Planning Commission Priorities, Detached ADU Discussion *General City Management
Rob Patterson, City Attorney/Planning & Zoning Administrator*

The Planning Commission will review and discuss their priorities and detached ADU proposal.

The Planning Commission reviewed the goals for 2026 as discussed during the last meeting. They agreed that the following topics would be prioritized:

- ADUs
- Trail visibility - signage, usability and safety
- Include senior housing facility options in city code
- Placemaking and city entrances
- Down lighting and dark sky intent
- Types of accessory structures
- Review setbacks

Lower priority was given to the clarification of fencing materials and buried electrical lines. Commissioners thought it was important that the city make the updated Road Improvement Plan more visible on the website and that it be updated regularly. They concluded that flag lots would not be included in the ADU discussions.

Commissioner Howden asked the commissioners to review the draft of ADU regulations. Mr. Patterson would create a document that could be edited by all commissioners.

Commissioner Howden mentioned that this year's chair and vice chair will be appointed during the next meeting on March 31.

ADJOURNMENT

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

The meeting ended at 8:48 pm.

I, Heather White, Deputy Recorder, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on February 24, 2026. The document constitutes the official minutes for the Highland City Planning Commission Meeting.

**Welcome to the Highland
Planning Commission Meeting**

February 24, 2026

Please Sign the Attendance Sheet



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7:00 PM REGULAR SESSION

Call to Order –Chair Christopher Howden
Invocation – Commissioner Sherry Kramer
Pledge of Allegiance – Commissioner Trent Thayn

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.

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CONSENT ITEMS

2a. Approval of Meeting Minutes: January 27, 2026 *General City Management*

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**TEXT AMENDMENT – PARKWAY
DETAIL ACCESSORY STRUCTURE
SETBACKS**

Development Code Text Amendment (Legislative)

Item 3a. Public Hearing/Action Item
Presented by: Rob Patterson, City Attorney/Planning & Zoning Administrator
Sponsored by: John Armstrong

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Background to Request

- Mr. Armstrong owns property along 4800 W
- Parkway detail along 4800 W, which includes a 20-foot-wide easement along west side of lot
- City Code 3-4109(4)(c)(i): “All accessory buildings shall be set back at minimum an amount of twenty feet (20’) from the side lot line which abuts a street or twenty feet (20’) from the Parkway Detail.”
- As staff interprets this code, this imposes a 40-foot setback from the road

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Request from Applicant

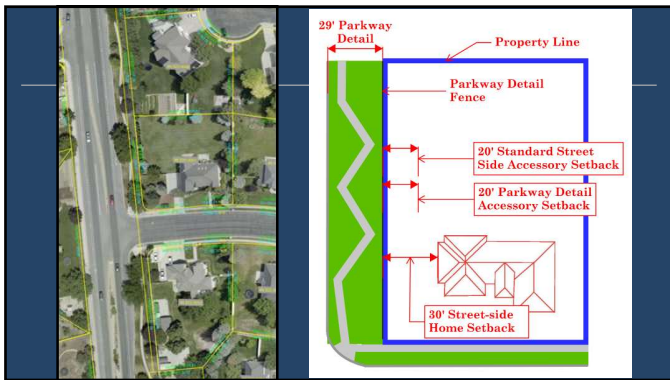
- Amend 3-4109(c)(i) to measure side setback for accessory buildings to be 30' from curb, and not an additional setback from parkway detail/easement

7

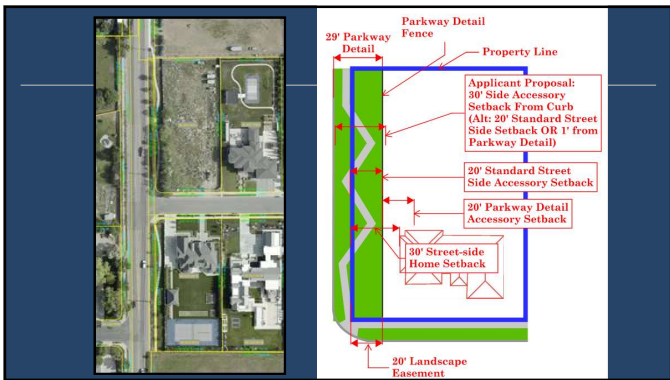
Staff Review

- City has changed its street-side accessory building setbacks several times
- Setbacks have therefore not always been consistent
- Some parkway details are located within the right-of-way, while others, like Mr. Armstrong's lot, are partially in an easement on a private lot
 - Either way, legal result is the same (20' setback from parkway)
 - But practically, developable space of a lot is reduced with an easement more than if parkway is in ROW

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Staff Recommendation

- Public notice posted February 12, 2026
- No comments received
- Staff recommends that the Planning Commission hold a public hearing, hear from the applicant, and determine whether to recommend approval or denial of Mr. Armstrong's proposed amendment
- Staff has no recommendation on the policy, but if Commission supports Mr. Armstrong's request, staff recommends different language (20' from street or 1' from parkway) and applying to all residential zones

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Proposed Motion

- I move that the Planning Commission recommend that the City Council:
 - Adopt the amendments as proposed by the Applicant; OR
 - Adopt the alternative amendments as proposed by Staff; OR
 - Reject the proposed amendments.

With options 1 and 2, the Commission may specify additional or different standards to be adopted.

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TEXT AMENDMENT - SIGNS IN RESIDENTIAL PROFESSIONAL ZONE

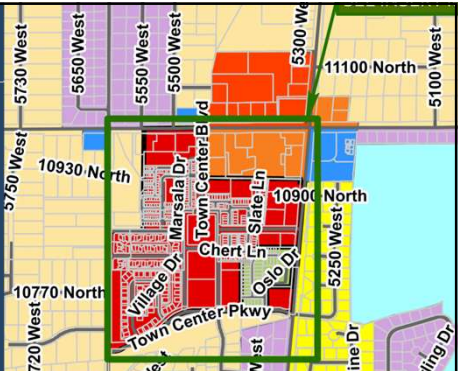
Development Code Text Amendment (Legislative)

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

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Zoning

- RP Zone in Blue



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Background

- RP Zone has limited sign allowances
 - 1 monument sign per highway frontage
 - No commercial center freestanding signs
- SE corner of Alpine Highway and SR-92 is RP, with all available monument signs exhausted by Wells Fargo and Intermountain Clinic - no sign for third building
- Due to interest from City Council and owner of building, staff has proposed amendments to allow additional signs similar to adjacent commercial zones

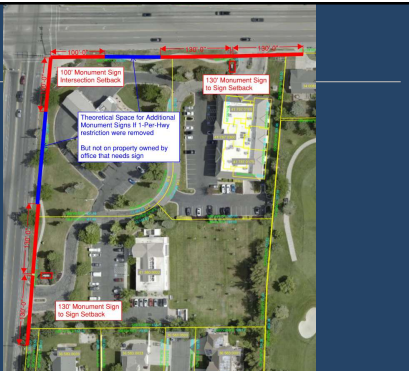
15

Monument -- CCFS



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Current

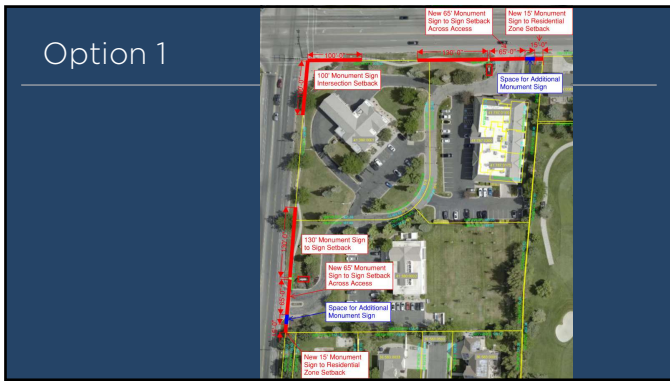


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Option 1 - Additional Monument Signs

- Removes 1-per-highway restriction, but adds 1-per-business restriction
- Adds 15-foot residential zone setback
- Modifies 130-foot sign-to-sign setback to allow for signs within 65 feet if across from driveway access
- No impact to Move Studio or dental office location (still allowed 1), would allow two additional monument signs in corner area, one on each highway driveway

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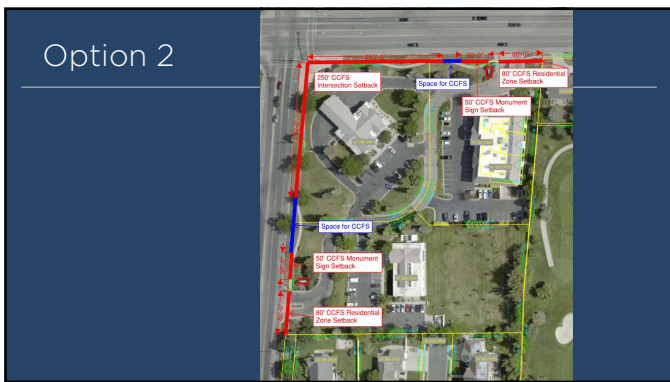


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Option 2 - Allow CCFS

- No changes to monument sign regulations
- Allows commercial center freestanding signs mostly as per Town Center or C1 zone
 - 1 per highway frontage
 - 80-foot residential zone setback
 - 50-foot monument sign setback
 - 250-foot intersection setback (400' in other zones)
 - 15' height, 3' stone base, 243 SF per side
- No impact to Move Studio or dental office location because each less than 4 acres
- Option requested by owner of third office building (though asked to be permitted to have it adjacent to driveway)

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Staff Review and Recommendation

- Public notice posted and mailed February 12, 2026
- No comments received other than owner of third building in corner area requesting CCFS
- Staff recommends that the Planning Commission hold a public hearing and consider which, if any, options for additional signage the Commission would recommend the City Council adopt.
 - Either or Both options (monument and/or CCFS) or none or other amendments

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Proposed Motion

- I move that the Planning Commission recommend that the City Council:
 - 1. Adopt Option 1 to allow additional monument signs within the R-P zone; AND/OR
 - 2. Adopt Option 2 to allow commercial center freestanding signs within the R-P zone; OR
 - 3. Make no changes

With options 1 and 2, the Commission may specify additional or different standards to be adopted.

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DISCUSSION - COMMISSION GOALS AND 2026 PROJECTS

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

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Commission Goals

- Proposed detached ADU ordinance
 - How to update/complete? Staff can draft the specific text amendment based on Commission's direction once there is some level of consensus
 - Subcommittee? Work session? Action item on next/future agenda?
- Other Goals
 - Next topic – what should be addressed?

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Goals from January Meeting

- Senior housing facility with a memory care option
- Updated fencing standards along main roadways
- Undergrounding electrical lines – required by developers
- Flag Lots
- Implement down-lighting
- Placemaking and city entrances
- Accessory structures and shipping containers
- Bike lanes

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SELECT CHAIR/VICE CHAIR FOR 2026

Item 4b. – Discussion Item
Presented by – Rob Patterson, City Attorney/Planning & Zoning Administrator

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Background

- Commission required to elect chair and vice-chair at first meeting in February each year
 - Can be same or different
- Current Chair: Chris Howden
- Current Vice-Chair: Trent Thayn
- Because not on agenda, will ratify in consent in March meeting

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PLANNING COMMISSION AND STAFF COMMUNICATION ITEMS

- Future Meetings and Events**
 - March 3, City Council, 6:00 PM City Hall
 - March 20, Land Use Institute Conference, Virtual Meeting, 8 AM - 4 PM
 - Attendees?
 - March 24, City Council, 6:00 PM City Hall
 - **March 31, Planning Commission Meeting, 7:00 PM City Hall**
 - 5th Tuesday
- Legislative Update**

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