



HIGHLAND PLANNING COMMISSION MINUTES

TUESDAY, June 30, 2026

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

Approved July 28, 2026

7:00 PM REGULAR SESSION

Call to Order: Chair Christopher Howden

Invocation: Commissioner Wesley Warren

Pledge of Allegiance: Commissioner Sherry Kramer

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 Warren and those in attendance were led in the Pledge of Allegiance by Commissioner Kramer.

PRESIDING: Chair Christopher Howden

COMMISSIONERS

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

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

OTHERS PRESENT: Jon Hart, Doug Courtney, Elizabeth Rice, Ty Ricks

1. UNSCHEDULED PUBLIC APPEARANCES

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

Resident Liz Rice reminded the commissioners that they could vote no. She said she had voted no within the last six months and had residents tell her that they learned more from people who voted no and had a different perspective than when everyone agreed.

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 26, 2026 General City Management

Heather White, Deputy City Recorder

Commissioner Moore MOVED to approve the meeting minutes from May 26, 2026. Commissioner Warren

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

3. ACTION ITEMS

Items in this section are to be acted upon by the city council. A report will be given on these items.

a. ACTION: PUBLIC HEARING – Ricks Subdivision Preliminary Plat Approval Land Use
(Administrative) Rob Patterson, City Attorney/Planning & Zoning Administrator

The Planning Commission will hold a public hearing to consider a proposed preliminary subdivision plat application from Ty Ricks on behalf of JHL Holdings, Inc.

Mr. Patterson explained that the city council recently amended the R-1-40 zone to allow density calculations to be rounded up or down to the nearest whole number. Mr. Ricks was able to acquire additional property that was now part of the proposed subdivision. The property was now 220,000 square feet. He reviewed the details of the proposed preliminary subdivision plat.

Commissioner Howden wondered about water rights for the property. Mr. Patterson explained that water rights for pressurized irrigation needed to be dedicated to the city, but culinary water rights had already been dedicated to the city via the Highland Water Company. He explained that three-acre feet of pressurized irrigation water was required to be dedicated per acre of development and half of that needed to be stored water from a reservoir. Irrigation water needed to be dedicated before final plat.

Commissioner Warren asked if 6800 West would be widened? Mr. Patterson explained that a southern portion of 6800 West was widened a couple years ago, but there were no current plans to do more. Commissioner Warren mentioned that there was a need for a sidewalk near the southeast corner of Madison Ave and 6800 West. Mr. Patterson explained it could not be required for subdivision approval, but staff could look at it and talk with the applicant.

Commissioner Howden opened the public hearing at 7:14 PM and asked for public comment. Hearing none, he closed the public hearing at 7:14 PM and called for a motion.

Commissioner Maughan MOVED that the Planning Commission accept the findings and approve the Ricks Subdivision Plat 'A' Preliminary Plat subject to the following two (2) conditions recommended by staff:

- 1. The boundary adjustment and acquisition of property from Lot 1, Wright Highland Lot Split, shall be completed prior to recordation of the final plat.*
- 2. Approval of the preliminary plat does not constitute approval of subdivision improvement plans or a final plat for this development. These items shall be submitted by the applicant in accordance with city development code and design standards pursuant to the preliminary plat approval. With such submittals, all review comments provided by City staff to the applicant on June 25, 2026, related to the preliminary plat and preliminary utility plans must be corrected, and all submittals must otherwise conform to current city standards and requirements.*

Commissioner Thayn SECONDED the motion.

The vote was recorded as follows:

<i>Commissioner Jerry Abbott</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 Thayn</i>	<i>Yes</i>

Commissioner Wesley Warren

Yes

The motion carried 6:0

4. COMMUNICATION ITEMS

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

Mr. Patterson reviewed recent discussions and actions taken by the city council. He reviewed upcoming meetings. Commissioner Moore proposed that the planning commission reach out to Claude Jones's family and volunteered to coordinate. All agreed. Commissioner Howden reminded the commissioners that they could add items to the agenda.

ADJOURNMENT

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

The meeting ended at 7:19 pm.

I, Heather White, Deputy Recorder, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on June 30, 2026. The document constitutes the official minutes for the Highland City Planning Commission Meeting.

1



3

4

5

6

Application

- ~5.05 acre
- Zoned R-1-40
- No proposed phasing
- Preliminary plat
 - Planning Commission is land use authority
 - Public hearing required
 - Application entitled to approval if meets code requirements
- Final plat and subdivision improvement plans will be reviewed and approved by DAB

7

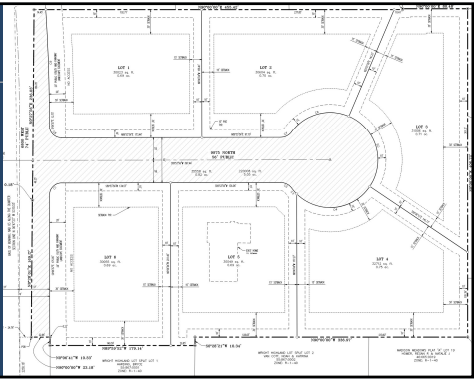
Vicinity

- 9975 N 6800 W



8

Plat



9

Proposed Subdivision

- R-1-40, as amended, calculates density by dividing total area by 40,000, rounding to nearest number
 - Original property 218,157 SF
 - Additional 1,852 SF acquired from the owner of adjacent lot (lot remains with 30,629 SF)
 - $218,157 + 1,852 = 220,009$ SF.
 - $220,009 / 40,000 = 5.5$ lots, rounded up to 6.
- Each lot has minimum 30,000 SF
- Each lot has minimum 130' frontage

10

Utilities and Roads

- 6800 West will be widened, improved, and dedicated to City standards for 74' collector
 - Angled crosswalk on north side will be corrected
 - Parkway will be provided to align with north parkway
- New road/cul-de-sac 9975 North improved and dedicated to City standards for 56' local road
- Utilities extended from 6800 West
- Standard PI dedication of 3 acre-feet per acre, no culinary water dedication requirement

11

Staff Review

- Planning Commission is land use authority
- Administrative decision, public hearing required
- Public notice published/mailed June 18 – no comments
- Staff believes proposed plat meets R-1-40 requirements
- Staff recommends approval with 2 stipulations
 - Boundary adjustment with Lot 1, Wright Highland Lot Split be completed prior to recordation of the final plat
 - Final plat and subdivision plans to conform to city submittal requirements, including addressing staff comments
- Proposed findings supporting recommendation and approval are provided in staff report

12

Proposed Motion

- I move that the Planning Commission accept the findings proposed by staff and approve the Ricks Subdivision Plat 'A' Preliminary Plat subject to the two conditions recommended by staff.

[Commission may make a different motion. Commission would need to specify findings to support different motion]

13

HIGHLAND CITY

COMMUNICATION ITEMS

a. Update on Previous Items/Recommendations

- DADUs scheduled for future Council work session
- Highland Mains Signage – Council approved as recommended
- New Business Use Process – Council approved as recommended
- Planning Commission Requirements – Council approved with 2 changes
 - Removal reasons (3 consecutive meetings, not do training after notice)

b. Future Meetings and Events

- July 7, City Council Meeting, 6:00 PM City Hall
- June 21, City Council Meeting, 6:00 PM City Hall
- June 28, Planning Commission Meeting, 7:00 PM City Hall
- Tax Meetings: July 27 & Aug 6 (Information); Aug 11 (Final Hearing)

14