



HIGHLAND PLANNING COMMISSION MINUTES

TUESDAY, July 28, 2026

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

Approved September 22, 2026

7:00 PM REGULAR SESSION

Call to Order: Chair Christopher Howden

Invocation: Commissioner Audrey Moore

Pledge of Allegiance: Chair Christopher Howden

The meeting was called to order by Commission 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 Commission Chair Christopher Howden.

PRESIDING: Chair Christopher Howden

COMMISSIONERS

PRESENT: Jerry Abbott, Sherry Kramer, Debra Maughan, Audrey Moore, Wesley Warren, Alternate Steve Scharmann

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

OTHERS PRESENT: Jon Hart, Elizabeth Rice

1. UNSCHEDULED PUBLIC APPEARANCES

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

No comments were 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 30, 2026 General City Management**
Heather White, Deputy City Recorder

Commissioner Kramer MOVED to approve the June 30, 2026, meeting minutes. Commissioner Warren SECONDED the motion. All present were in favor. The motion carried unanimously.

Highland Planning Commission Minutes ~ July 28, 2026

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 – Sight Triangle Regulations *Land Use (Legislative) Rob Patterson, City Attorney/Planning & Zoning Administrator*

The Planning Commission will hold a public hearing to consider a proposed amendment to the Development Code regarding sight triangle regulations.

Mr. Patterson explained that there were multiple sight triangle regulations standards within city code. The proposed amendments created one standard and added clarification. He explained the purpose for sight triangle regulations and reviewed the details of the proposed amendment. Current city code included 14-foot sight triangle regulations. Staff recommended implementing sight triangle regulations only for commercial driveways because of the variety of residential driveways. Staff also recommended that nothing over three feet was permitted within the sight triangle or to regulate the width of tree trunks and spacing. He mentioned that most of the trees would be in park strips and could be maintained by the city.

The Planning Commission discussed sight triangle measurements and regulations. They would apply to both public and private roads. The Commissioners discussed the need to designate school zones if they wanted to apply more regulations in specific areas.

Commission Chair Howden opened the public hearing at 7:19 PM and asked for public comment.

Resident Liz Rice voiced concern for houses that already had landscaping. She planned to replace her driveway in the future and did not think it was 14 feet from the corner. She had concerns about regulating sight triangles for residential driveways.

Commission Chair Howden asked for additional comments. Hearing none, he closed the public hearing at 7:20 PM and asked for additional discussion. He mentioned that commercial zones already had sight triangle regulations.

Planning Commissioners discussed tree trimming height standards. Mr. Patterson pointed out that trees hanging over a road needed to be trimmed to 14 feet and trees over sidewalks needed to be trimmed to eight feet. Most commissioners liked the idea of allowing trees within the sight triangle for shade. Commissioner Warren talked about the importance of keeping city-maintained trees trimmed so bikers were not hit by limbs.

Commissioner Abbott MOVED that the Planning Commission recommend approval of the proposed sight triangle amendments, removing it from residential, with keeping to AASHTO (American Association of State Highway and Transportation Officials) standards, with the exemption to plants and trees that need to be trimmed from three to eight feet and to be changed per the wording suggested by staff.

Commissioner Moore SECONDED the motion.

The vote was recorded as follows:

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

Commissioner Wesley Warren

Yes

Alternate Commissioner Steve Scharmann

Yes

The motion carried 7:0

b. PUBLIC HEARING/ORDINANCE: Landscaping Amendments Land Use (Legislative)

Rob Patterson, City Attorney/Planning & Zoning Administrator

The Planning Commission will hold a public hearing to consider amendments to the Development Code related to landscaping and water conservation standards, including standards that would allow residents to qualify for landscape modification rebates.

Mr. Patterson explained that the Parkway detail had been updated and that the Planning Commission was a big proponent of waterwise landscaping efforts. He said the council previously discussed different rebate options. Since then, CUWCD (Central Utah Water Conservancy District) relaxed some of the rebate restrictions. The standards to qualify for the CUWCD rebate required following State standards. Staff suggested adopting State regulations which gave residents the opportunity to potentially qualify for double the rebate. Standards were focused on prohibiting non-functional grass, prevent excessive turf, and prevent non-living landscaping.

Commissioner Moore recalled that sprinkler overspray was an issue brought up during previous discussions and thought watering needed to be part of the emphasis. Mr. Patterson explained that waterwise practices included drip irrigation for non-lawn. Lawn could still use spray, but regulations restricted lawn in narrow areas in order to avoid overspray. He said other watering recommendations in the code went into more detail.

Mr. Patterson reviewed the proposed regulations and showed pictures of what residential landscaping might look like. He mentioned that there was a process with CUWCD in order to get the rebate. Interested residents needed to talk with CUWCD first in order to get plan approval. If the proposed amendments were adopted, staff would promote the regulations and possible rebate options because it would benefit the city. The proposed regulations only applied to front and side yards.

Referring to the example landscaping picture, Commissioner Moore voiced concern about using a lot of concrete and worried about water drainage. She wondered if the city was promoting the use of concrete. Mr. Patterson said the proposed amendments included restrictions on the percentage of impervious surfaces used. It also included regulations for drainage purposes. Artificial grass would be considered non-living ground material, but not impervious. It would not count as part of the requirement of living material. A front yard could not be all artificial grass but parts of it could be.

Mr. Patterson showed an example of landscaping using the proposed commercial standards and didn't think new commercial developers would have a problem. He said most commercial sites already complied with the proposed amendments.

Mr. Patterson suggested implementing a limit for impervious material used outside of driveways, gathering areas, and activity zones. He proposed using 10-25 %. The Commissioners were in favor of educating residents and putting recommendations for irrigation systems, mulch depth, and plumbing fixtures in newsletters, etc. They did not think recommendations should be included in city code.

Commission Chair Howden spoke about park strips with only rock. He said it was very hot without landscaping and asked that the city be more effective about developer requirements for park strips. He thought developers needed to finish landscaping in park strips before they were given bonds. Commissioners discussed options of doing away with park strips by placing sidewalks next to streets on residential roads. Another option was to require irrigation sleeves.

Commission Chair Howden opened the public hearing at 7:48 PM and asked for public comments. Hearing none, he closed the public hearing at 7:48 PM and asked for additional discussion.

Mr. Patterson explained that the proposed amendment was written in a way that would apply to all zones within the city.

Commissioner Warren MOVED that the Planning Commission recommend approval of the proposed landscaping amendments, including the following:

- *Hardscaped limitation within landscaped areas be limited to 25%*
- *Nonbinding recommendations on sprinklers, mulch, and plumbing fixtures not be adopted*

Commissioner Steve Scharmann SECONDED the motion.

Question on the motion: Commissioner Kramer asked about the visual difference between 20% and 25%. Mr. Patterson explained that a standard R-1-40 lot typically had a front yard area of 4,000-5,000 sf. Maximum impervious material allowed would be 400-800 sf if the maximum was 25%. He said it might be the equivalent of a large entryway.

The vote was recorded as follows:

<i>Commissioner Jerry Abbott</i>	<i>Yes</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>Absent</i>
<i>Commissioner Wesley Warren</i>	<i>Yes</i>
<i>Alternate Commissioner Steve Scharmann</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. ACTION: Current Residential Setback and Building Height Regulations** *Land use (Legislative)*
Rob Patterson, City Attorney/Planning & Zoning Administrator
The PC will review current building setbacks and height regulations.

The Planning Commissioners reviewed current building setbacks and height regulations. They talked about concerns with natural grade vs. finished grade. They voiced concern with measuring building height from finished grade and discussed various scenarios. There was interest in exploring definitions of how to measure the height of buildings. Mr. Patterson said he could research how it was measured in other cities. The Commissioners discussed height requirement wording changes to “back of curb” or “natural grade”. They agreed that redevelopment grading should be no higher than the previous grade.

The Commissioners talked about accessory buildings that could be converted into dwelling units. They emphasized that buildings should not be changed to dwelling units if setbacks were not met. They were fine with the setbacks as presented.

5. COMMUNICATION ITEMS

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

Mr. Patterson mentioned the Utah Land Use Institute Fall Conference on October 22-23 and said he would email information about it. He encouraged the commissioners to attend. He reviewed upcoming city meetings. He mentioned that he could not attend the regularly scheduled August Planning Commission meeting. All agreed that the meeting would be moved to Thursday, August 27 at 7:00 PM.

ADJOURNMENT

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

The meeting ended at 8:20 pm.

I, Heather White, Deputy Recorder, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on July 28, 2026. The document constitutes the official minutes for the Highland City Planning Commission Meeting.

WELCOME TO THE HIGHLAND
PLANNING COMMISSION MEETING

JULY 28, 2026

PLEASE SIGN THE ATTENDANCE SHEET



1



7:00 PM REGULAR SESSION

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

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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: June 30, 2026 *General City Management*

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SIGHT TRIANGLE REGULATIONS

Land Use (Legislative)

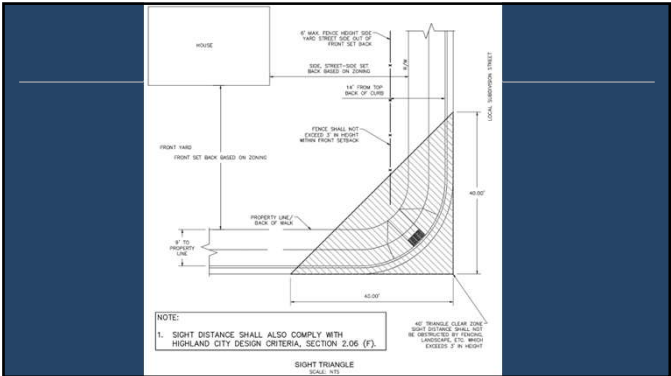
Item 3a. Public Hearing/Ordinance
Presented by: Rob Patterson, City Attorney/Planning & Zoning Administrator

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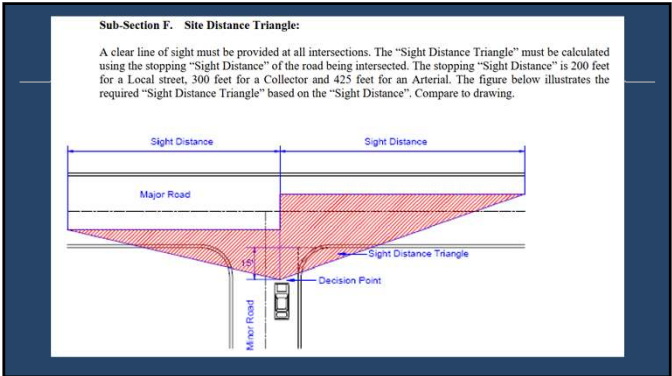
Background

- Sight triangles prohibit anything over 3' at corners
- City has multiple sight triangle regulations that have not been updated in some time
- 2024 -Updated general design and construction standards with planning and engineering review
 - Included two complementary sight triangle standards
 - 40' local road intersection standard
 - AASHTO sight triangle regulations
- Proposed amendments update code to match current design and construction standards

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Amendments

- Updated code throughout to refer to "sight triangle" instead of clear view, clear vision, etc.
- Provided standard for measuring 3' height limit
 - Sidewalk or road surface if no sidewalk
- Clarified fire hydrant clearance
- Clarified adjacent property owner maintains triangles
- Removed outdated sight triangle regulations and replaced with current standard
 - 40' triangle at intersections AND
 - As required per AASHTO standard (non-local road)

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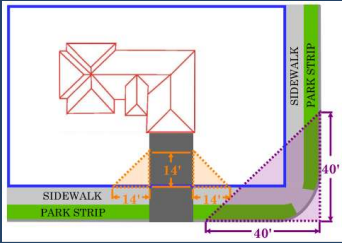
Issues for Consideration

- Driveways
 - Current code: Nothing within 14' of driveway
 - Options:
 - Make a 14' sight triangle for driveways (staff prefers commercial only, but can apply to residential as well)
 - No driveway sight triangle
- Trees and tall vegetation
 - Current code: allow if spaced 20' apart
 - Options:
 - Staff recommends removing exception
 - Can keep with clarification - 12" trunk, trimmed 3'-8', 20' apart

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Diagram

- Sight Triangle with Driveway 14' triangle



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Staff Review

- Legislative decision, public hearing required
- Public notice published July 16 - no comments
- Staff believes amendments clarify and consolidate code to reflect current standards
- Staff seeks specific direction on driveway sight triangles and tree/tall vegetation exception
- Staff recommends approval with Commission's direction

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Proposed Motion

- I move that the Planning Commission recommend approval of the proposed sight triangle amendments including the following:
 - The 14-foot driveway sight triangles regulations
 - 1. be removed from code
 - 2. be applied to all property
 - 3. be applied only to non-residential property
 - The exception for trees and tall vegetation
 - 1. Be removed from code
 - 2. Be updated with the language proposed by staff

[Commission may specific different amendments]

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LANDSCAPING AMENDMENTS

Land Use (Legislative)

Item 3b. Public Hearing/Ordinance

Presented by: Rob Patterson, City Attorney/Planning & Zoning Administrator

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Background

- Commission has discussed landscaping regulations and water-wise requirements on several occasions
 - Prohibited turf in park strips and require xeriscape
 - Updated parkway detail landscaping to require xeriscape
- City previously discussed “flip the strip” and similar rebate programs
 - Participation previously required implementing specific, strict landscaping standards, so city declined

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Background

- Rebate program required standards have now been relaxed somewhat
 - CUWCD offers \$1.50/SF rebate without standards
 - Rebate doubles (\$3/SF) with state assistance if landscaping standards are adopted
 - Standards prohibit non-functional lawn and using water-wise methods for NEW development
 - Rebate program helps existing development convert to water-wise landscaping
- Information about programs included in packet

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Issues for Consideration

- Are the benefits of the regulations (water conservation, rebate program eligibility) worth the impact on development and future residents?

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Amendments

- Updated code throughout to point to new proposed landscaping standards
- Updated park strip regulations for clarity and to distinguish park strips from parkways
- New parkway detail regulations that codify existing standards and requirements
- New driveway regulation to require driveways to not create run-off onto adjacent property

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Amendments

- New and updated general definitions
 - Landscaping – traditional and water-wise methods, and landscaped areas do not include buildings, driveways, sidewalks, parking areas, and similar (site plan)
 - Park strip – moved definition to general definitions
 - Parkway detail – added definition based on current standard
 - Xeriscape – changed to “water-wise landscaping,” updated language, and relocated the 25% living plant requirement to new landscaping regulation

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Amendments – Program Eligibility

- New water-wise landscaping general regulation
- No lawn in areas smaller than 8’ wide
- No lawn in park strips, “paths,” or slopes >25%
- New residential development limited to 50% lawn in front and side yards
- New non-residential development - 20% lawn
- Zero-scape not permitted. Non-lawn areas must have plants that create 50% living ground cover
- Enforcement/education with permits and plats

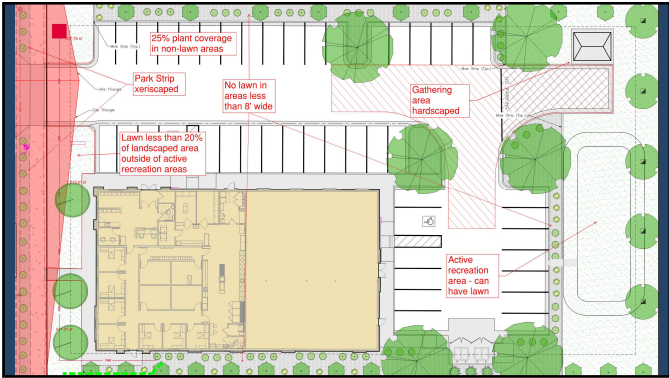
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Amendments – Other Changes

- Limit impervious materials outside of driveways, gathering areas, and activity zones to 10% of landscaped areas (more - 25%?)
- Include recommendations—but not requirements—as to water conservation methods
 - Irrigation systems
 - Mulch depth
 - Plumbing fixtures
- These changes not required for rebate program

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Staff Review

- Legislative decision, public hearing required
- Public notice published July 16 – no comments
- If the Commission believes it is worth it to impose more water-wise landscaping regulations, staff believes the regulations accomplish this
- Staff seeks specific direction on
 - Hardscape allowance – 10%, more (25%?), or no regulation
 - Whether to include non-binding recommendations on drip irrigation, mulch depth, and plumbing fixtures

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Proposed Motion

- I move that the Planning Commission recommend approval of the proposed landscaping amendments including the following:
 - The hardscape limitation within landscaped areas
 - Be limited to 10% [25%, other]
 - Not be adopted
 - The non-binding recommendations on sprinklers, mulch, and plumbing fixtures
 - Be included
 - Not be adopted

[Commission may specific different amendments]

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CURRENT RESIDENTIAL SETBACK
AND BUILDING HEIGHT REGULATIONS

Land Use (Legislative)

Item 4a. Discussion

Presented by: Rob Patterson, City Attorney/Planning & Zoning Administrator

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Main Building	R-1-40	R-1-30	R-1-20	Open Space
Front	30'	30'	30'	25'-30'
Rear	30'	30'	30'	10'-30'
Side	15' (NC 10'/24')	10' min / 25' comb	10'/25' (NC 10'/24')	10' min / 25' comb
Street-Side	30'	30'	30'	None provided
Height	35', grade of bldg.	35', grade of bldg.	35', grade of bldg.	35', grade of bldg.

Accessory Buildings 200 SF or Permanent	Pool Structures 120 SF or 14' Height	Pools Permanent Installations
Front – 30'/home	Front – 30'/home	Front -31'/home
Rear – 10'	Rear – 10'	Rear – 11'/6' without PUE
Side – 10'	Side – 10'	Side – 11'/6' without PUE
Street/Pkwy-Side – 20'	Street/Pkwy-Side – 20'	Street-side & Trail/landscape – 11'
Main Building – 6'	Main Building – 6'	Main Building - None
Height – 25' grade	Height – 25' grade	
Coverage: 7% other zones R-1-40 5% (7% 2+ acres)	Coverage: Not counted as accessory building unless qualify as accessory building	Coverage: Not counted as accessory building unless covered

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COMMUNICATION ITEMS

a. Update on Previous Items/Recommendations

- Ricks Subdivision Preliminary Plat – Final Plat application submitted

b. Training Opportunity

- Utah Land Use Institute Fall Conference – Oct 22-23
- City pay registration (\$75) in-person (Sandy) or online

c. Future Meetings and Events

- August 4, City Council Meeting, 6:00 PM City Hall
- Tax Meetings: Aug 6 (Information); Aug 11 (Final Hearing)
- August 18, City Council Meeting, 6:00 PM City Hall
- August 25, Planning Commission Meeting – Reschedule?
 - Wednesday August 26?

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