HIGHLAND PLANNING COMMISSION MINUTES

TUESDAY, September 22, 2026

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

Approved October 27, 2026

7:00 PM REGULAR SESSION

Call to Order: Chair Christopher Howden
Invocation: Commissioner Sherry Kramer
Pledge of Allegiance: Commissioner Audrey Moore

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

PRESIDING: Chair Christopher Howden

COMMISSIONERS PRESENT: Sherry Kramer, Audrey Moore, Trent Thayn, Wesley Warren, Alternate Commissioner Steve Scharmann

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

OTHERS PRESENT: Jon Hart, Mayor Brittney Bills, Heather Arnett, Diane Marshall, Scott Marshall, Dexter Francis, Terri Francis, Jim Ferrin, Margo Ferrin, Roger L. Bottomfield, Clint Wilson, Billie Wilson, Scott Welker, Michael Criddle, Henry Call, JeNeal Call, Susan Call, Jeff LaMay, Doug Holladay, Dave Larson, Jeannie Larson, Barry Tripp, Margie Tripp, Cindy and Scott Walker, Jeff and Katie Doug, Janet Miller, Marsha Anderson, Lawrence Williams, Leland Wright, Susan Wright, Trent Read, Brent Callister, Matt Gneiting, Scott Nelson, Dave Hymas, Colleen Shurtz, Grazia Query, Semiramis Kendall, Liz Blodgett, Rob Clauson, Berry Decocq, Chase Larsen, Melissa Jones, Brady Jones, Bruce Anderson, Sandra Anderson, Liz Rice, Kylie Lyman, Frank Metcalf, Deanna Metcalf, Al Metcalf, Dialene McFall, David Roberts, Chloe Roberts, Candace Robertson, Melanie Stucki, Chloe Banner, Aubrey Stucki, Sean Slattery, Nick Leydsman, Royce Riddle, Elyse Garlock, Doug Hatch, Chase Turner, Jan and Dave Hymas, DeNise Zylstra, Al Zylstra, Al Jr., Jenn Bergon, Jeremy Burgon, Kirsten Hodges, Nicole Miller, Parker Debenham, Melanie Hightower, Wendell Jung, Jordan Hightower, Billy Nerenberg, William Keil, Dustin Kendall

1. UNSCHEDULED PUBLIC APPEARANCES

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

None 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 – July 28, 2026 *General City Management*
Heather White, Deputy City Recorder

Commissioner Moore MOVED to approve the July 28, 2026 meeting minutes. Commissioner Kramer SECONDED the motion. All present were in favor. The motion carried unanimously.

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. PUBLIC HEARING/ORDINANCE: Skye Estates Assisted Living Project Development Agreement *Land Use (Legislative)*
Rob Patterson, City Attorney/Planning & Zoning Administrator
The Planning Commission will consider a proposed legislative development agreement with LIHAI, LLC, to facilitate a proposed assisted living project within the commercial subdistrict of the Skye Estates PD, located on the lot south of the clubhouse.

Mr. Patterson explained that the PD (planned development) was approved over ten years ago and had three general areas: single family residential, active living age-restricted senior living district, and professional office/retail district that included a clubhouse. The only undeveloped area was a portion within the professional office/retail district located on corner of Highland Blvd and Grant Blvd, south of the clubhouse. The applicant asked for approval of an assisted living facility project within the commercial lot that would be a change from the current PD regulations for the property. The proposal was for a two-story, 75-unit facility with memory care and assisted living units. The proposed building size was larger than what was currently permitted within the PD. Parking requirements would also need to be changed. Mr. Patterson reviewed proposed parking details and explained that 63 stalls would be used between the clubhouse site and the assisted living facility site. He talked about how parking stalls were calculated. He reviewed the concept site plan and said waterwise landscaping would be used. Trails and amenities would be finished.

Cole Cooper with Rob Clauson addressed the planning commission. Mr. Cooper discussed the history of the property. He thought the facility would be a perfect fit for the area as well as the community. Mr. Clauson said they had been approached by various commercial enterprises but did not think the area was compatible for a gas station or fast food. They spoke more about development approvals in 2013 and said they knew there would be shared parking with the clubhouse. Shared easements were recorded at the time of PD approval. They said they had been in communication with the HOA and had been working with them on a few requested changes.

Commission Chair Howden opened the public hearing at 7:26 PM and asked for public comment.

Terry Francis voiced concern with parking and how the spaces would be used daily. Of the 63 stalls, she thought five would be handicapped parking, leaving 58 spaces for the general public. According to the city's SCALO parking requirements, 45-50 stalls were needed for 75 units, employees, and visitors. She mentioned that the staff report estimated 10-12 employees. After visiting a similar assisted living facility, Ms. Francis said the facility was

on three acres with 63 parking stalls and 16 employees plus housekeepers, custodians, and food preparation employees. She said a family friend who had been over assisted living told her they usually had 20-30 employees for a facility the same size as the proposed facility. She mentioned that shift changes should not be overlooked as well as deliveries and emergency vehicles. Her calculations left about eight parking spaces to be used for the clubhouse during the day. Ms. Fancis said all parking spaces were frequently used when activities were held at the clubhouse (e.g. parties, luncheons, weddings), many of which occur during the day. Over 220 homes used the clubhouse. She said the current proposal would add 19 stalls to Lot B then claim access rights to the stalls on Lot A (clubhouse). It was a basic question of equity because the facility would use clubhouse parking every day while Skye Estates residents had little opportunity to use the facility parking. Ms. Francis was concerned that clubhouse parking would already be in use on days that it was needed for the clubhouse. She said the city should consider the possibility that inadequate parking could cause vehicles to spill onto surrounding streets most days. She asked the commissioners to look beyond the total number of spaces shown on the plan and consider how the shared parking arrangement would function.

Brian read from the Highland City website and wondered how the lot could have been zoned commercial. He said putting an assisted memory care facility in the middle of a neighborhood with a lot of children was asking for problems. He said six in 10 people with memory disorders wandered. He talked about someone who wandered into the comfort station in Riverside Country Club and lit it on fire. He mentioned people wandering into pools and said it made zero sense to have that around kids and families. He was “vehemently” against the proposed assisted living facility and could not imagine how the city could allow the facility in good conscious.

Jim Ferrin thought an assisted living facility was a fine use for the location. He was shocked and wondered why the PD had no specified minimum setback requirement. He pointed out that there was a 42,000-sf limit on the building size and believed that the previous planning commission was as careful, intelligent, and responsible as the current planning commission. He thought the planning commission 13 years ago considered the area and intentionally restricted the building size to 42,000 sf. Mr. Ferrin asked the commissioners to add reasonable setback requirements to the PD or to adhere to the 42,000-sf limit. He asked the commissioners to not recommend the facility because developers asked to increase the building size by 61%. He pointed out that the building size seemed to be the only restriction on the lot.

David Roberts said he had 30 years of experience in fire service. He visited all the assisted living facilities in the area. The proposed facility had no covered pull-through and was a problem. Stalls would need to be eliminated in order to add a pull-through. Fire engines would be parked on the street as a 24-hour service, idling with lights on. He talked about roads and residents that would be frequently impacted by emergency vehicles with lights and sirens. He voiced concern with supply trucks having to back in/out while kids rode on scooters. Mr. Roberts pointed out the many residents in attendance and said they loved the clubhouse and the view from it would be gone if the facility was approved.

Scott Welker was the attorney representing the HOA (homeowner’s association). He said this facility could not be compared to other assisted living facilities because of some unique things, mainly because it was within and part of the HOA. The impact that it had on the community was much more personal and more impactful. The shared parking was unique. The 55+ communities used the clubhouses a lot, especially during the day. Peak usage would be during the day at the same time that the assisted living facility also needed parking. Referring to the traffic studies, Mr. Welker said 13-18 parking stalls would be left for the clubhouse, but it would need 24 at peak usage. He said the numbers didn’t work because peak usage was at the same time for both buildings. He said parking would spill out onto residential streets. He said the developer had to get consent from the HOA to move forward because of the recorded easement agreement and the CCRs. He thought it made more sense for the developer to get approval from the HOA before getting approvals from the city.

Douglas Holladay said he had two family members in assisted living facilities with underground parking, otherwise it would be difficult to find parking. Parking was a major concern for him and thought underground

parking might be a solution. He thought the clubhouse might be used by residents of the new facility. Setbacks should be re-examined.

Dexter Francis spoke of his service on Skye Estate's board. He talked about working for Walt Disney Imagineering and his experience with designed spaces. He said the PD was a designed space and the development agreement contained specific instructions for the preservation and nature of the community. He understood that the planning commission had the job to ensure that the requirements approved in 2013 were protected, preserved and carried forward. Living in Skye Estates was a unique experience and he would hate to see that damaged. He said PDs were different and talked about maintaining and preserving the history and essence/presence in the community. He wondered why the city would want to change something that was working as well as it was and what justified making the change? He hoped the commissioners did not look at it as only an economic decision. He said hours were spent reviewing drawings, talking about options and alternatives, and all in the context of what was best for the residents. He encouraged the commissioners to look at the bigger picture.

Cindy Walker voiced concern about safety. Traffic was directed through Skye Estates when the roundabout was constructed. She was terrified for her grandchildren and other children in the community. Everyone would feel scared, threatened, and want to move out if the project was approved. Ms. Walker pled with the commissioners not to approve the assisted living project.

Kylie Lyman talked about the closeness of the community and how well the HOA operated with neighbors in mind. She believed that people should be able to do what they wanted with the land they owned, but this would affect the neighborhood. More communication from the developer would be appreciated. She was against the project and said it would not work for the community. She thought the one-acre lot was not sufficient for the city's needs. The facility in Saratoga Springs was bigger, but visitation was very different. She thought this facility would be visited more, which would lead to higher impact to the area.

Sean Slatterly was led to believe that the commercial element would eventually be a dentist's office, bike shop, dry cleaner, or something that helped the residents in Skye Estates on a daily basis. The assisted living project was a surprise, and he voiced concerns with emergency vehicle sirens at all hours of the day and night. He said it would affect all of Highland Blvd. Mr. Slatterly mentioned that the CCRs designated Grant Blvd as a non-parking area. He wondered what would happen with overflow parking and thought cars should be towed if parked on Grant Blvd. He had a family member that worked in assisted living and looked into statistics for staffing. Based on his research, Mr. Slatterly thought 12 employees was not accurate.

Michael Criddle spoke about a friend who lived in a facility in Arizona. Mr. Criddle said he might want to live in this facility if the developers did something on a smaller scale and fit within the square foot restriction with reasonable setbacks and aesthetics. Instead, he thought the current proposal was a grab for biggest profits on least amount of land.

Heather Arnett seconded a lot of things that had been said. She voiced concern with safety on Grant Blvd. The neighborhood was segmented into an upper and lower portion, and the children went back and forth. Safety on the road was always a concern for parents. The constant threat on Grant Blvd was concerning the parents of 120 children in Skye Estates. She asked the commissioners to consider the children. The neighborhood looked out for each other, and they wanted safety to be the monumental concern.

Melanie Stucki moved in a few years ago and mentioned that she was confused about zoning in Utah. It made zero sense to her to have commercial zoning on the lot. Her concerns were access and safety. She talked about the hundreds of new homes that would be built and one lane roads. She talked about accidents and people leaving the facility and concerns for their safety being so close to Highland Blvd.

Jeff Doug helped develop and build two assisted living facilities. There was no way they would have been able to

build in a community like this. There had to be more setbacks and space due to safety. He said kids road bikes to the clubhouse in summer and he could not imagine what it would be like if the project was approved at the current size. There were rules for the maximum size building on the lot, and he thought the developer needed to get back to that. He thought there could be a better solution if they worked with the developer.

Al Zylstrup worked in the school system for over 30 years. He was concerned that the plan made the area so crowded that it did not give kids the ability to stretch. A closed community was not healthy for children. Highland allowed kids to ride bikes everywhere. He said the mental health of the children needed to be considered.

Wendell Jung said Sterling Point did not make up the majority of the community so the project would not be a benefit to Sterling Point. He mentioned that his mother had been in a facility for several years that was spacious and well planned. He said additional parking would be needed for physical therapists and doctors visiting patients. Parking would also be needed for occasional activities that family members were invited to. Parking at his mother's facility was maxed out during these occasions. He asked that the impact of extended activities be considered.

A resident mentioned that he had a beautiful view from his window and if approved the view would go away. He was grateful for other comments. He thought a good decision would be a negative one for the developer. He thought the developer asked the city to break the law by permitting a bigger building. He talked about the backed-up traffic along Grant Blvd.

Janet Miller mentioned that her brother was an administrator for assisted living facilities for 40+ years in various locations in the nation. She said people did not realize that crime rates increased and drug deals went down in facility parking lots. She said location did not matter.

Trent Read thought the developer was trying to make a good faith effort while also trying to make a profit. He suggested that the developer work through the HOA or that the HOA buy the property. He was sympathetic to the developer's position in wanting to do something with the lot. He suggested underground parking.

Matt Gneiting had experience in real estate within the senior living industry. He thought commercial zoning should not have ever been in the middle of a residential neighborhood and never should have been included in a PD because of the way parking was and the nature of the property. He speculated that 13 years ago no one knew what to do with the property but knew there would be long term value with commercial zoning. He thought the city and developers slapped something together without guardrails and designs of a well thought out process. Now the city, developers and residents were left to inherit the problem. Mr. Gneiting said the clubhouse was completely residential and the parking lot was completely full at times because it was used for parties, family socials, missionary events, and wedding receptions. He said it felt like the proposed development needed to stick within the constraints of the existing zone. Mr. Gneiting said Skye Estates residents experienced the feel of commercial this past summer when the roundabout was constructed. He spoke about traffic on Grant Blvd, Saltaire Dr, 11800 N, and Highland Blvd and said it was intense and poorly communicated to the residents. Some drivers on Highland Blvd still drove through the neighborhood if they were stuck behind someone slow in order to beat traffic to 11800 N. He said bringing a commercial element to the neighborhood would impose a traffic burden, specifically on Saltaire Blvd and Grant Blvd. Regarding senior care, Mr. Gneiting said fire trucks and ambulances were a challenge. He said Highland Glen had 300+ emergency visits per year. He suggested that the city arrange a land swap with developers to find a better location for the facility. Mr. Gneiting said shared parking would not work; it should not have been a combined element and showed lack of forethought. He knew the city wanted to have more senior housing, but Skye Estates' residents did not want to subsidize the developer's project or the city's needs.

Nick Leydsman said he was told the commercial property was for a low-rise medical building that was only open during business hours. The proposed plan turned it into a 24-hour facility opened during holidays when the

clubhouse was most used along with 75 family members trying to visit residents in the facility. He remembered when the PD was considered 13 years ago and thought there was a commercial element because of a compromise for smaller lots that the developer wanted. He mentioned that Ridgeline Elementary school was 82,000 sf on 12 acres with 200 ft setback from the main road. He thought something as large as the proposed project would be an eyesore as the gateway into the neighborhood. He talked about traffic safety issues with facility residents wandering out. He asked the commissioners to reject the proposal as presented and suggested a land swap.

Jeff Zwick talked about love and support for the Skye Estates community. He voiced concern about the construction process for a large facility. He said Grant Blvd would need to be closed in order to move necessary utilities and traffic would be directed through Skye Estates. He voiced concerns about safety and said the construction would have a massive negative impact. He was against the current proposal.

Parker Debenham thought that this would be one step toward becoming Lehi. He said everyone lived in Highland and Alpine in order to avoid Lehi zoning. He believed this could have been avoided by having a limit of individual units per acre within a residential area. He suggested amending HOAs and adding a limit to future development.

Chuck Lee pointed out that there was no representation from people who would be living in the assisted living facility. He had seen the clubhouse parking completely full at times. He voiced concern for visitors hoping to see loved ones who might not be able to find parking.

Chase Turner opposed the project as proposed. He mentioned his experience as a builder of master planned communities and was very familiar with the process of designing and developing them. He thought the clubhouse was to be at the entrance of the community. He thought it was likely that there was a tradeoff for the commercial component in the development. He said there were numerous reasons to oppose the project as proposed, many which had already been mentioned and as outlined in the attorney's letter in the packet. Mr. Turner added that the project as proposed was not compatible with what was intended in the PD documents and on record for the property. The project would negatively impact the entrance and integrity of the community. It would block the intentional view of the existing clubhouse. He said parking was not allowed under the current PD. Parking was generally capped to prevent overbuilding. The proposal increased the building size beyond what the PD allowed. The project as proposed did not meet the requirements and intent of the PD and was not fit for the community.

Commission Chair Howden asked for additional public comment. Hearing none, he closed the public hearing at 8:33 PM and asked for additional comments.

Commissioner Warren arrived at 8:33 PM. He apologized for arriving late and mentioned that he was listening to the meeting before he arrived.

Commissioner Moore thought Highland needed assisted living facility. She said there were many different levels of memory care. She said the memory care side of the facility would be locked down. She spoke of her experience with an assisted living facility and having a family member stay in one. She was surprised by some of the comments because the facility would serve Skye Estates residents. She thought the proposed building size was too big for an acre. She thought the direction that the building faced was limiting. She voiced concern about setbacks. She thought the facility was too big for a one-acre lot and felt it was important to have outdoor space for assisted living facility residents to be outside safely.

Commissioner Thayn said he was partial to the developers as well as residents. He thought the project was too big for the lot but also wondered who would take care of aging Highland residents. He talked about ways to keep Highland residents in the city. He said he saw both sides and encouraged working together to make something work.

Commissioner Kramer talked about the city's recently revised master plan. She said discussions frequently turned to the need for some kind of assisted living or memory care facility within Highland. She talked about researching and touring other facilities and discovered that residents might drive and frequently walked around the facility. She thought it was important for the facility to be beautifully landscaped with wide sidewalks big enough to accommodate walking was well as wheelchairs. She thought the proposed building was too large for the lot.

Commissioner Scharmann drove around Skye Estates recently and was amazed at how congested it was. He thought the roundabout was very tight. He thought the proposed building was too big for the lot. He spoke of a family member who was living in an assisted living facility. He thought that having the ability to walk the grounds was very important. He was more in favor of a 42,000-sf building or having the HOA buying the property.

Commissioner Warren asked about the history of the lot. Mr. Patterson explained that up until recently, Highland required a commercial aspect to every PD. He said there was a previously approved site plan for an athletic complex, but plans changed and the clubhouse was built. Since then, there were no other plans submitted for the property. Commissioner Warren thought it was important to keep in mind that something would be developed on the lot. He said it was necessary to weigh the current proposal with what could be. For him, a development like this was an ideal situation because it served the community and was a relatively quiet business and facility. He thought it agreed with the updated general plan and character of the city. Commissioner Warren wondered if there were other staff concerns about parking. Mr. Patterson said parking was always tricky. Parking for worse case meant there was enough parking for annual events, but increased wasted space, maintenance impacts, heat, and runoff issues. He explained that parking could be planned with circulation in mind. Another strategy was to provide parking for what was needed most of the time. Commissioner Warren thought the project was perfect for Highland, the area and lot. He had concerns about the size of the facility and would like to see it a little smaller. He thought the current proposal was better than anything else for the property and said he leaned on the expertise of city staff and Hales Engineering.

Commission Chair Howden preferred that an assisted living facility was located closer to city center. He acknowledged that the landowner had previous approval for a medical office space. He also thought the building should be smaller. He asked about setbacks. Mr. Patterson said general setbacks did not apply to the lot because it was within the PD. Practical limitations applied to the site like landscaping and parking requirements. Commission Chair Howden asked for clarification regarding parking restrictions on Grant Blvd. Mr. Patterson said it was a city right of way that would probably be restricted closer to Highland Blvd, but he was not sure if it was red-striped or had no parking signs posted. Commission Chair Howden asked that staff look into whether or not parking was permitted on Grant Blvd.

Commissioner Thayn asked the applicant to address some of the questions regarding the facility. Adam Lambert with Rim Rock construction said they built 30 facilities in Utah, including Ashford Assisted Living & Memory Care, Covington Senior Living, and Saratoga Living. They were state regulated facilities that required a license to operate. Covered turnarounds were required and included in the plans. He said all state requirements would be met, including the memory care lockdown.

Commissioner Warren wondered what would happen if the project wasn't approved as presented. Mr. Cooper mentioned that they had an additional parking study by Hales Engineering on a 25,000-sf medical facility. The study showed that it increased the flow of traffic by five times. Four two-story buildings, as was permitted by the PD, would block the clubhouse with increased flow of traffic and increased safety issues. Mr. Lambert said any development had an economy of scale and 75 units worked for an assisted living facility. Mr. Cooper mentioned that they had met with the HOA presidency. Mr. Clauson said they were not part of the HOA and were separate from Skye Estates. He said the bigger building allowed them to do what they needed to do and it was a safer alternative.

Mr. Patterson explained that the arrangement between ownerships and HOAs was a private dispute that the city did not weigh in on. He mentioned that without further approval the developer could construct 5,000 sf - 42,000 sf buildings split between one to four buildings. He said any retail, restaurant, medical and office uses were allowed, including drive-throughs and gas stations.

Commissioner Warren MOVED that the Planning Commission recommend approval of the proposed Skye Estates Assisted Living Development Agreement.

Commissioner Thayn SECONDED the motion.

The vote was recorded as follows:

Commissioner Jerry Abbott	*Absent*
Commissioner Christopher Howden	*No*
Commissioner Sherry Kramer	*No*
Commissioner Debra Maughan	*Absent*
Commissioner Audrey Moore	*No*
Commissioner Trent Thayn	*Yes*
Commissioner Wesley Warren	*Yes*
Alternate Commissioner Steve Scharmann	*No*

The motion failed 2:4

Commission Chair Howden called for an additional motion or discussion. Commissioner Warren though it was important to consider what could be built on the lot in the future. He thought the proposed project was the best option.

Commissioner Thayn MOVED to continue with the suggestion that the developer and HOA talk and work together.

Commissioner Steve Scharmann SECONDED the motion.

The vote was recorded as follows:

Commissioner Jerry Abbott	*Absent*
Commissioner Christopher Howden	*No*
Commissioner Sherry Kramer	*No*
Commissioner Debra Maughan	*Absent*
Commissioner Audrey Moore	*Yes*
Commissioner Trent Thayn	*Yes*
Commissioner Wesley Warren	*Yes*
Alternate Commissioner Steve Scharmann	*Yes*

The motion carried 4:2

b. PUBLIC HEARING/ORDINANCE: Text Amendment – Building Height Regulations
Development Code Update (Legislative)
Rob Patterson, City Attorney/Planning & Zoning Administrator
The Planning Commission will hold a public hearing to consider proposed amendments to the Development Code regarding building height regulations.

Mr. Patterson reviewed how building heights were currently measured. The proposed amendment changed and simplified building height regulations and aligned them with state law. The amendments proposed two ways of measuring building height: average elevation of top back of curb (or sidewalk or road if no curb) or average elevation of existing grade at all corners of the proposed building.

The planning commission discussed whether or not to include basements in measurements. They talked about different ways to measure building heights and current trends in roof heights. They considered how the proposed measurements would impact houses on different lots. They considered using measurements from existing or natural grade, back of curb, and foundations.

Commissioner Thayn thought it was important that the changes did not restrict residents from doing what was previously permitted. The commissioners agreed that the intent was to keep builders from significantly increasing the grading of a lot before building a house.

The commissioners agreed that top of house foundation should not exceed two feet above grade.

Commission Chair Howden opened the public hearing at 9:51 PM and called for public comment.

Wendell Jung wondered if the amendment applied only to residential lots. Mr. Patterson explained that the changes would apply to residential and commercial because the "grade of building" definition would be changed. He said it would apply to chapels as well as multi-family housing.

Commission Chair Howden asked for additional comment. Hearing none, he closed the public hearing at 9:53 PM and called for a motion.

Commissioner Howden MOVED that the Planning Commission recommend approval of the proposed amendments related to building height with the following specifications:

- *Top of curb, or*
- *Existing grade at the lowest point*

Commissioner Warren SECONDED the motion.

The vote was recorded as follows:

Commissioner Jerry Abbott	*Absent*
Commissioner Christopher Howden	*Yes*
Commissioner Sherry Kramer	*Yes*
Commissioner Debra Maughan	*Absent*
Commissioner Audrey Moore	*Yes*
Commissioner Trent Thayn	*Yes*
Commissioner Wesley Warren	*Yes*
Alternate Commissioner Steve Scharmann	*Yes*

The motion carried 6:0

4. COMMUNICATION ITEMS

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

Commission Chair Howden reminded the commissioners of a training opportunity on October 27.

ADJOURNMENT

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

The meeting ended at 9:56 pm.

I, Heather White, Deputy Recorder, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on September 22, 2026. The document constitutes the official minutes for the Highland City Planning Commission Meeting.

Welcome to the Highland Planning Commission Meeting

September 22, 2026

Please Sign the Attendance Sheet

HIGHLAND CITY

1

HIGHLAND CITY

7:00 PM REGULAR SESSION

Call to Order – Chair Christopher Howden
Invocation – Commissioner Sherry Kramer
Pledge of Allegiance – Commissioner Audrey Moore

2

HIGHLAND CITY

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

2a. Approval of Meeting Minutes: July 28, 2026 *General City Management*

4

HIGHLAND CITY

SKYE ESTATES ASSISTED LIVING DEVELOPMENT AGREEMENT

Land Use (Legislative)

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

5

Background

- Skye Estates PD approved 2012-2013
  - Single-family district (Skye Estates)
  - Senior living district (Stirling Pointe)
  - Commercial district
    - Clubhouse
    - Vacant lot
- Commercial district generally allows retail, medical, office, school, clubhouse, and sports/fitness uses
- Vacant lot ~1.47 acres

6

Vicinity



7

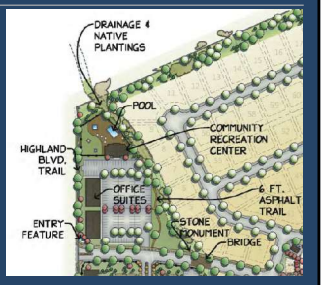
Commercial District Regulations

- **Density** – 1 to 4 buildings, 5,000 SF - 42,000 SF
- Recreation area – 10,000 SF landscaping, 3 benches, 3 canopy picnic/lunch tables
- Building Height – 40 feet
- Building Exterior – certain materials, colors
- **Parking** – "maximum of 148 parking stalls" based on city code requirement of "3 parking stalls per 1000 square feet of office space"
  - No separate parking for clubhouse vs office/retail

8

Commercial District Regulations





9

Proposed Development Agreement

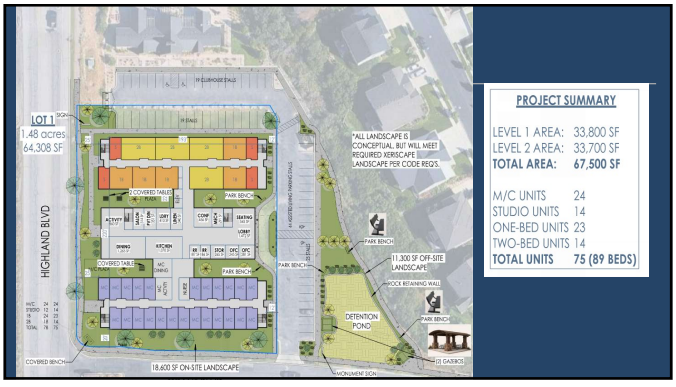
- Does not directly amend Skye Estates PD
- Allows for specific deviations from Skye Estates PD for the specific project/concept approved in the DA
  - If developer desires to pursue a different project, default Skye Estates PD regulations would govern unless another amendment/DA is approved
- Because DA allows deviations from current zoning requirements, DA requires legislative review, public hearings, and approval

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Proposed Development Agreement

- Specifically allows assisted living project
- Allows building size to exceed Skye Estates PD
  - 67,500 SF total building size (33,800 SF footprint)
- Allows modified parking requirement
  - 63 total stalls, as recommended by Hales
- Provides on- and off-site landscaping and additional amenities well beyond PD requirements
- Allows staff to be land use authority for site plan and architecture approval, if conform to plans

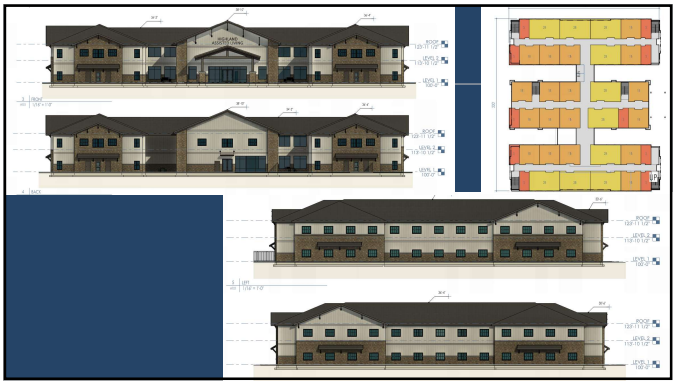
11



12



13



14

Building Size

- Building size needed to facilitate 75 units (89 beds)
- Reviewing minutes of approval meetings, staff cannot find original reason for max/min dimensions
- Skye Estates PD does not specify maximum or minimum setbacks or locations for buildings, so building location (impact to neighbors) is variable
- Staff's opinion, size of building is dependent on whether to allow reduction of parking
  - All minimum landscaping is provided

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Parking – Skye Estates PD

- Skye Estates PD imposes a maximum, not a minimum, parking requirement and indicates parking is based on city's general office standard of 3 stalls / 1,000 SF building
  - Maximum parking of 148 parking stalls
- Unclear what standard applies if not office use
  - 3/1000 for facility would be 203 stalls
- Unclear what parking standard applies to clubhouse
- Proposed DA requires 63 parking stalls

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Parking – Clubhouse

- No specific parking standard for clubhouse
  - PD planned 3,200 SF clubhouse, no parking requirement
  - If parked at 3/1,000, would require 10 parking stalls
- Clubhouse built at 4,500 SF per building permit
  - 3,900 above ground, 600 basement
  - If parked at 3/1,000, would require 14 parking stalls
- Assume clubhouse used unused parking from office
  - 42,000 office = 126 stalls
  - Maximum parking of 148 leaves 22 stalls for clubhouse

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Parking – SCALO Standard

- Senior Care Assisted Living Overlay SCALO zone
  - The Ashford/Highland Glen near Lone Peak HS
  - 0.5 stalls per unit, 1 per employee during business hours
- Skye Estates Facility - 44 – 50 parking stalls
  - 75 Units = 37.5 -> 38 parking stalls
  - 7-12 employees = 7-12 parking stalls
  - Would leave 13-18 parking stalls for clubhouse from proposed 63
    - Aligns with 3/1000 parking for clubhouse

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Parking – Proposed Standard

- 63 stalls (39+24) based on both uses combined anticipated peak needs – Hales Engineering Study
- Existing 74-unit facility, ~0.47 stalls per unit
  - Usage somewhat consistent throughout day (avg. 20-24)
  - Peak observed usage was 4 pm 1 day with 35 cars
  - Hales recommended 10% buffer (1 extra unit and fluctuation), so 39 stalls
- Existing clubhouse usage (Fri-Sat in Aug), observed peak at 5-6 pm at 24 stalls used, 24 required

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Traffic and Comparison

- Hales traffic study concluded minimal impacts
  - 156 daily visits (312 trips)
  - Peak hours 8-9 visits (16-18 trips)
- Hales also provided comparison study
  - 25,000 SF medical facility – permitted under PD
  - Would generate 2.7x traffic, peak hours 4.3-4.9x worse
    - 426 daily visits (852 trips)
    - Peak hours 35-44 visits (70-88 trips)
  - Require 75 parking stalls under PD standard (66 needed)
- Office/Retail uses have higher traffic impacts

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Parking – Staff Summary

- 3/1000 is not correct standard for assisted living
- Proposed 63 parking stalls does appear to conform to both the observed need for both uses (Hales Study) and the City's standards using SCALO parking for the facility + 3/1000 parking standard for clubhouse
- Provides 20 new shared parking stalls
- May be times where total parking is insufficient

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Staff Review

- Project aligns with and advances general plan
  - Current general plan calls for assisted living facilities
  - Reduces unsupportable commercial space in city
- 2008 general plan noted need for assisted living facilities, 68 beds by 2020, 126 beds by 2030
  - Currently 58 beds, and with new facility, 147 total beds
- Parking appears adequate
- If no additional parking is needed, and landscaping needs are met, building size can be increased to facilitate 75 units

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Public Notice

- Legislative decision, public hearing required
- Application – hear from applicant
- Public notice published Sept 10
  - Concerns from neighbors, representatives of HOA boards
  - Size of building
  - Parking adequacy
  - Legality of facility using clubhouse property/parking/access
    - Recorded cross-access easement
    - Disputes over private easement rights are not City's jurisdiction

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Proposed Motion

- I move that the Planning Commission recommend [APPROVAL | DENIAL] of the proposed Skye Estates Assisted Living Development Agreement

[Commission may specify changes or conditions on approval to be incorporated into development agreement if desired]

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BUILDING HEIGHT AMENDMENTS

Land Use (Legislative)

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

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Background

- Commission discussed concerns with current standard for measuring building heights
  - Particularly concern that building height is primarily measured from finished grade, not existing grade, allowing lot to be regraded to increase building height
- Directed staff to look at other measurement options

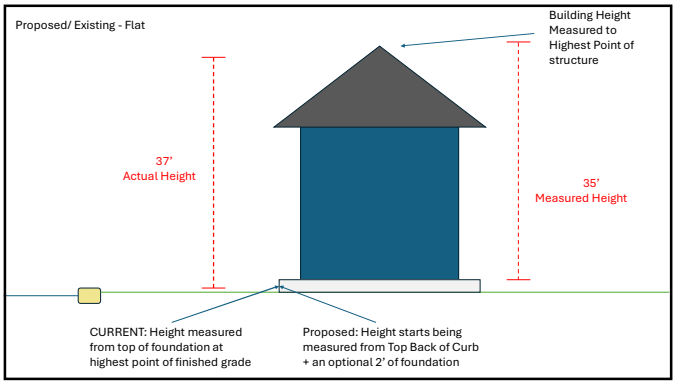
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Proposal

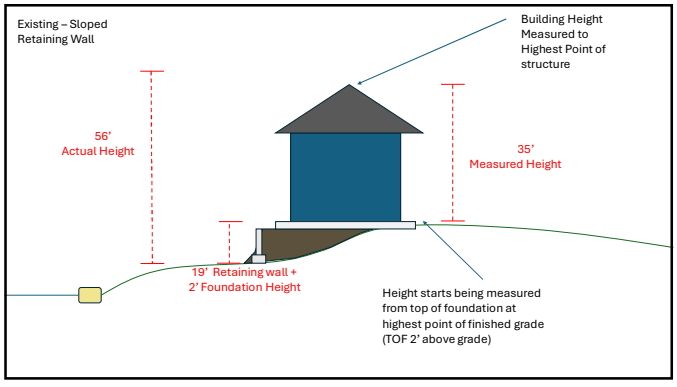
Measure from one of the following:

- Top back of curb along front yard frontage (or sidewalk/road if no curb)
  - Measure from curb elevation directly; OR
  - Measure from top of foundation, limited to 24" above curb
    - Retains existing practice and most plat notes
- Elevation of corners of exterior walls of proposed building at existing grade
  - Average corner elevation; OR
  - Lowest corner elevation

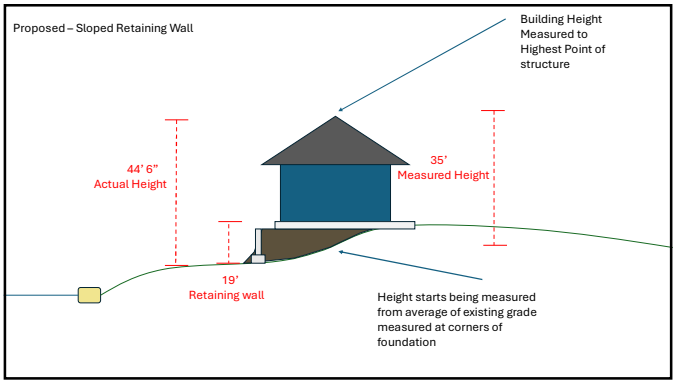
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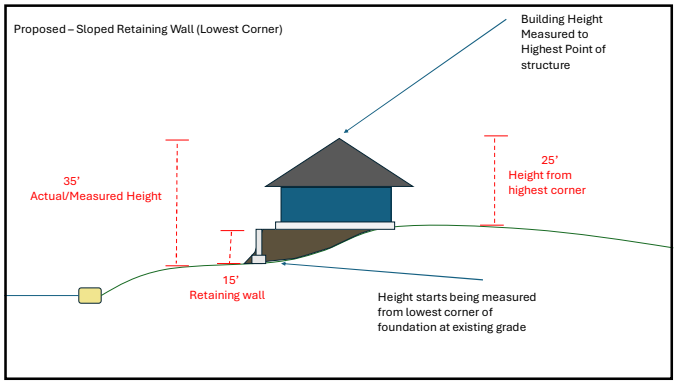
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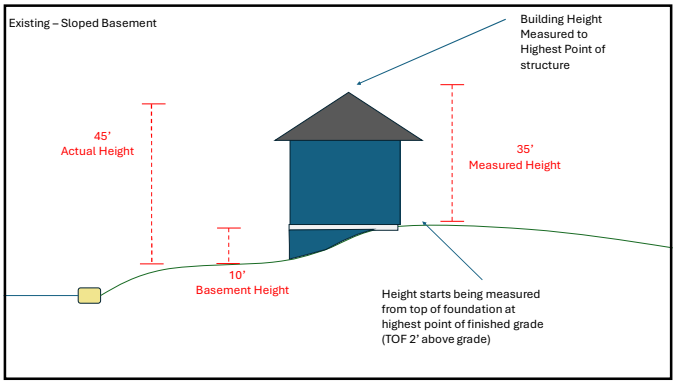
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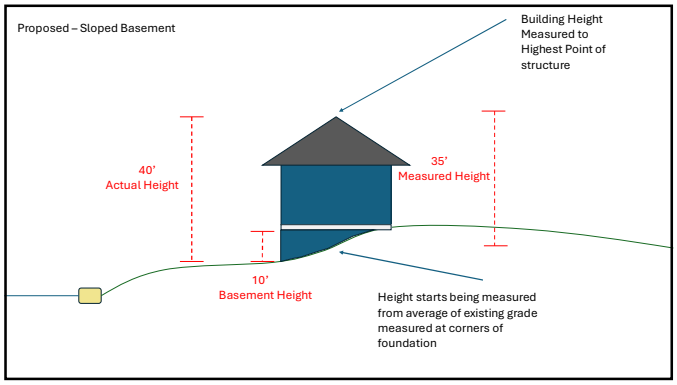
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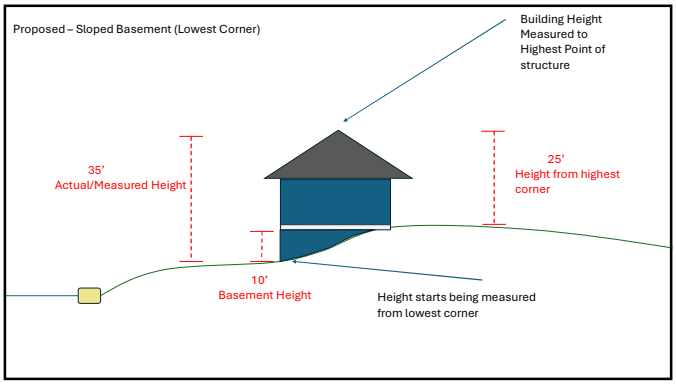
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Amendments

- Redefine "Grade of Building" as reference point for building height measurements to reflect new building height measurement requirements
- Add definition of "existing grade" per building code
  - "The elevation of the ground surface as it exists prior to excavation or filling"
- Clean up language and remove outdated references
- No amendments to Town Center or PO zone
- Amend all other zones to reflect updated code

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Proposed Motion

- I move that the Planning Commission recommend approval of the proposed amendments related to building height, with the following specifications
  - [Not] include 2-foot foundation above curb allowance
  - For height measured from existing grade, measure from [average | lowest] corner elevation

[Commission may specify additional or different amendments to be recommended]

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HIGHLAND CITY
COMMUNICATION ITEMS
a. Update on Previous Items/Recommendations
• DADUs approved – decreased height (25') and size (1250 SF)
• Sight Triangles approved – removed tree exception
• Water-wise landscaping approved – added maintenance requirements
b. Training Opportunity
• Utah Land Use Institute Fall Conference – Oct 22-23 – 5 registered
c. Future Meetings and Events
• Oct 6, City Council Meeting, 6:00 PM City Hall
• Oct 20, City Council Meeting, 6:00 PM City Hall
• Oct 27, Planning Commission Meeting
• Senior Living component in PD - MIH goal

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