



HIGHLAND CITY

HIGHLAND CITY PLANNING COMMISSION MINUTES

Tuesday, August 23, 2022
Approved September 27, 2022

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

VIRTUAL PARTICIPATION

 YouTube Live: <http://bit.ly/HC-youtube>

 Email comments prior to meeting: planningcommission@highlandcity.org

7:00 PM REGULAR SESSION

- Call to Order – Jerry Abbott, Chair
- Invocation – Commissioner Jay Roundy
- Pledge of Allegiance – Commissioner Jerry Abbott

The meeting was called to order by Commissioner Jerry Abbott 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 Jay Roundy and those in attendance were led in the Pledge of Allegiance by Commissioner Jerry Abbott.

PRESIDING: Commissioner Jerry Abbott

COMMISSIONERS

PRESENT: Jerry Abbott, Chris Dayton, Christopher Howden, Claude Jones, Audrey Moore, and Jay Roundy

CITY STAFF PRESENT: City Attorney Rob Patterson, City Planner and GIS Specialist Kellie Smith, Planning Commission Secretary Heather White

OTHERS PRESENT: Jon Hart, Jean Shoae, Mayor Kurt Ostler

1. SWEARING IN NEW PLANNING COMMISSIONERS

Stephannie Cottle, City Recorder, will issue the Oath of Office to Chris Dayton as a new Commissioner Alternate.

Ms. Cottle issued the Oath of Office to Planning Commission Alternate Chris Dayton. He introduced himself and spoke of his background.

2. UNSCHEDULED PUBLIC APPEARANCES

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

None were offered.

3. CONSENT ITEMS

Items on the consent agenda are of a routine nature or have been previously studied by the Planning Commission. They are intended to be acted upon in one motion. Commissioners may pull items from consent if they would like them considered separately.

a. Approval of Meeting Minutes *Administrative*
Regular Planning Commission Meeting – July 26, 2022

Commissioner Howden MOVED to approve the minutes from the July 26, 2022 meeting. Commissioner Moore SECONDED the motion. All present were in favor. None were opposed. The motion carried.

4. SITE PLAN/ARCHITECTURAL REVIEW - HIGHLAND GROVE PLAZA

Legislative - Kellie Smith, Planner & GIS Analyst

The Planning Commission will consider a request by Jean Shoaee representing Seeg Office Highland LLC, for approval of site and architectural plans for an office building located at approximately 10806 N 5400 W. The Planning Commission will take appropriate action.

Ms. Smith reviewed the history and details of the application. She explained that the proposed use for a two-story attorney's office was an approved use in the Town Center Flex-Use zone. She mentioned that the site plan was changed since the staff report was sent. She reviewed the changes which included the building location and size, the shared access into the property, parking, landscaping plan, and an amended architectural plan. She mentioned that they needed to add a visible entry element that faced the public right of way.

Mr. Jean Shoaee explained the plan for the building. He said they would make the entrances the same with the portico also on the sidewalk side and would satisfy building codes. He mentioned that the upper floor would be a law office, but other businesses would occupy the main floor.

The planning commission discussed entrance features, building location, landscaping, and code requirements. They discussed current parking concerns with residents parking on the street. Ms. Smith recommended that the portico entrance be only on the entrance facing the right of way rather on both sides. Commissioner Abbott voiced concern with how the building fit on the property.

Commissioner Roundy commended Mr. Shoaee for having semiarid plants in the landscaping plan. He explained that two of the main plants were banned in most cities and thought it would be an easy amendment in the landscaping plan.

The commissioners discussed the details of the portico entrance. Mr. Shoaee assured the commissioners that they would make it work according to city codes. He said they would make it smaller or move posts if needed. Ms. Smith explained that the portico on the west entrance would not go into the right of way and would not be on the sidewalk.

Commissioner Abbott asked for additional discussion. Hearing none, he called for a motion.

Commissioner Moore MOVED to accept the findings and approve the architectural plans of the Highland Grove Plaza subject with the three (3) following stipulations recommended by staff:

- 1. Architecture, materials, and colors shall be consistent with the building elevations dates August 22, 2022 except as modified by these stipulations.*
- 2. All signage shall require a separate permit and meet the requirements of the Development Code.*
- 3. The portico entrance element must face the right of way on the west side of the building as required in section 3-4713 of the Development Code.*

Commissioner Howden SECONDED the motion.

The vote was recorded as follows:

<i>Commissioner Jerry Abbott</i>	<i>Yes</i>
<i>Commissioner Chris Dayton</i>	<i>Yes</i>
<i>Commissioner Tracy Hill</i>	<i>Absent</i>
<i>Commissioner Christopher Howden</i>	<i>Yes</i>
<i>Commissioner Claude Jones</i>	<i>Yes</i>
<i>Commissioner Audrey Moore</i>	<i>Yes</i>
<i>Commissioner Jay Roundy</i>	<i>Yes</i>
<i>Commissioner Trent Thayn</i>	<i>Absent</i>

Motion carried 6:0

Commissioner Roundy voiced concern with individuals parking on roads near businesses. He said people across the street had a hard time getting to their property. He wondered if the shared drive would encourage people to park against the curb. Mr. Patterson explained that Highland could control parking on city property.

Commissioner Abbott explained that he liked having shared access because it reduced the number of driveway approaches, allowed few areas for cars to cross sidewalks, and allowed more scenic elements. Commissioner Moore added that she liked the shared access for emergencies and emergency vehicles.

Commissioner Abbott asked for additional discussion. Hearing none, he called for a motion.

Commissioner Howden MOVED that the Planning Commission accept the findings and recommend approval of the site plan of the Highland Grove Plaza office building subject to the following four (4) stipulations recommended by staff:

- 1. Development of the site shall comply with the site plan received August 23, 2022 except as modified by these stipulations.*
- 2. Final civil engineering plans shall be reviewed and approved by the City Engineer. The site shall meet all requirements of the City Engineer.*
- 3. The landscaping plan be updated to reflect the site plan of the building fronting N Town Center East.*
- 4. The site plan must include the continuation of the wider sidewalk and tree grates along N Town Center East.*

Commissioner Dayton SECONDED the motion.

The vote was recorded as follows:

<i>Commissioner Jerry Abbott</i>	<i>Yes</i>
<i>Commissioner Chris Dayton</i>	<i>Yes</i>
<i>Commissioner Tracy Hill</i>	<i>Absent</i>
<i>Commissioner Christopher Howden</i>	<i>Yes</i>
<i>Commissioner Claude Jones</i>	<i>Yes</i>
<i>Commissioner Audrey Moore</i>	<i>Yes</i>
<i>Commissioner Jay Roundy</i>	<i>Yes</i>
<i>Commissioner Trent Thayn</i>	<i>Absent</i>

Motion carried 6:0

5. PUBLIC HEARING: GENERAL PLAN AMENDMENT - MODERATE INCOME HOUSING *Legislative - Kellie Smith, Planner & GIS Analyst*

The Planning Commission will hold a public hearing to consider a proposal by Highland City staff to amend the Moderate Income Housing element of the General Plan to update strategies and include an implementation plan. The Planning Commission will take appropriate action.

Ms. Smith explained that the Moderate Income Housing (MIH) plan was part of the Highland General Plan. She said Utah cities had specific strategies they had to consider adopting in their MIH plan. In 2022, HB 462 updated the strategies and required implementation elements that included a timeline with specific benchmarks for each chosen strategy. She said municipalities were required to update their general plans by October 1, 2022. She reviewed the current goals and policies and proposed timelines and explained that the amendment was adding an action plan for the existing goals.

Commissioner Abbott voiced concern that the goals were not very clear and gave the impression that Highland would rezone property. Ms. Smith explained that the goals based on direction from the council were not changed at all, and that the proposed timelines were generalized and flexible.

The planning commission discussed the timelines and if they should be adjusted. They discussed ADUs (accessory dwelling units) and if it would work for senior housing. They discussed possible restrictions for ADUs.

Commissioner Abbott opened the public hearing at 8:52 PM and asked for public comment. Hearing none, he closed the public hearing at 8:53 PM.

Based on discussion and input from the Planning Commissioners, Mr. Patterson suggested the following changes to the proposed amendments as listed in the staff report:

1. Change timeline wording to: "Within the next five years the city will update the development code to modify or add regulations for age-restricted senior housing options compatible with current zoning including exploring options for detached accessory dwelling units."
2. Leave proposed timeline as written.

3. Leave proposed timeline as written.
4. Change timeline wording to: “Within the next five years the city will monitor ADUs and will also seek citizen input on ways to facilitate ADUs in unique circumstances and for senior housing options.

Commissioner Howden MOVED to accept the findings and recommend approval of the proposed amendment to the Moderate Income Housing element of the General Plan that updates strategies and includes an implementation plan and timeline for each strategy as articulated by Dr. Patterson.

Commissioner Jones SECONDED the motion.

The vote was recorded as follows:

<i>Commissioner Jerry Abbott</i>	<i>Yes</i>
<i>Commissioner Chris Dayton</i>	<i>Yes</i>
<i>Commissioner Tracy Hill</i>	<i>Absent</i>
<i>Commissioner Christopher Howden</i>	<i>Yes</i>
<i>Commissioner Claude Jones</i>	<i>Yes</i>
<i>Commissioner Audrey Moore</i>	<i>Yes</i>
<i>Commissioner Jay Roundy</i>	<i>Yes</i>
<i>Commissioner Trent Thayn</i>	<i>Absent</i>

Motion carried 6:0

Commissioner Howden excused left the meeting at 8:55 PM.

6. PLANNING COMMISSION AND STAFF COMMUNICATION ITEMS

The Planning Commission may discuss and receive updates on City events, projects, and issues from the Planning Commissioners and city staff. Topics discussed will be informational only. No final action will be taken on communication items.

a. Future Meetings

- September 6, City Council, 7:00 pm, City Hall
- September 20, City Council, 7:00 pm, City Hall
- September 27, Planning Commission, 7:00 pm, City Hall
- October 4, City Council, 7:00 pm, City Hall

Ms. Smith spoke about potential upcoming training opportunities.

ADJOURNMENT

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

The meeting adjourned at 8:58 PM.

I, Heather White, Planning Commission Secretary, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on August 23, 2022. The document constitutes the official minutes for the Highland City Planning Commission Meeting.

/s/Heather White
Planning Commission Secretary

Welcome to the Highland
Planning Commission
Meeting
August 23, 2022



HIGHLAND CITY

1

Please sign the
attendance sheet and fill
out a comment card if
you wish to speak to the
Planning Commission



HIGHLAND CITY

2



7:00 PM REGULAR SESSION
Invocation – Planning Commissioner Audrey Moore
Pledge of Allegiance – Planning Commissioner Claude Jones

3



**SWEARING IN OF
COMMISSIONERS**

4



PUBLIC APPEARANCES
Time set aside for the public to express their ideas and
comments on non agenda items. Please limit comments to
(3) three minutes.

5

CONSENT ITEMS

2a. Approval of Meeting Minutes: July
26, 2022 *Administrative*

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HIGHLAND GROVE PLAZA
ADMINISTRATIVE

Item #4 - Site Plan
Presented by - Kellie Smith *Planner & GIS Analyst*

7

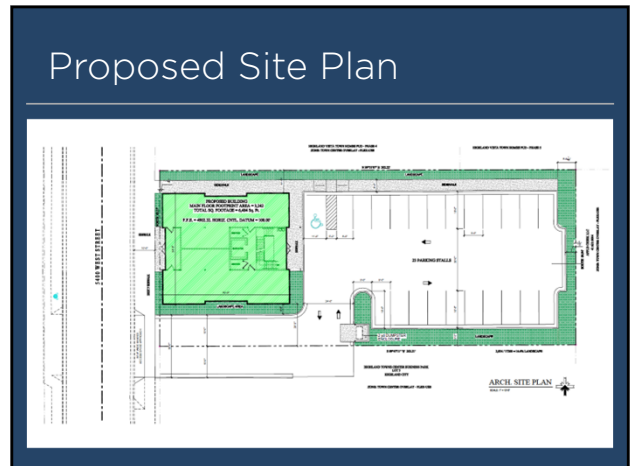


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Background

- Recorded subdivision - Highland Towne Center Business Park Amended Plat C Lot #7
- General Plan Land Use - Mixed Use
- Zoning - Town Center Flex Use

9

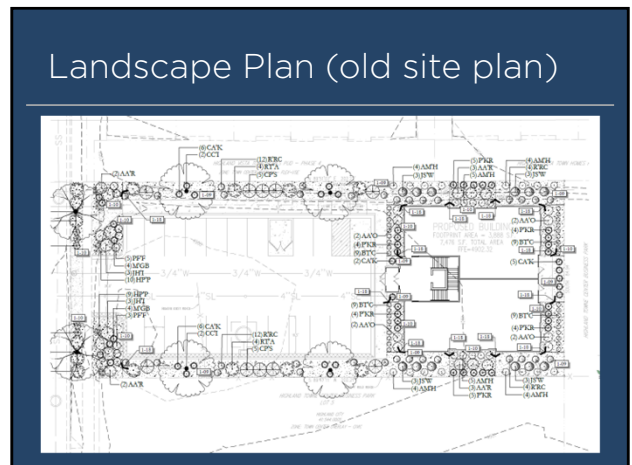


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Access & Parking

- 3.5 stalls required per 1,000 sq ft; the size of the building was reduced to 6,484 square feet allow for 23 parking stalls (stipulation removed)
- 30'-wide shared access; center line on property line

11



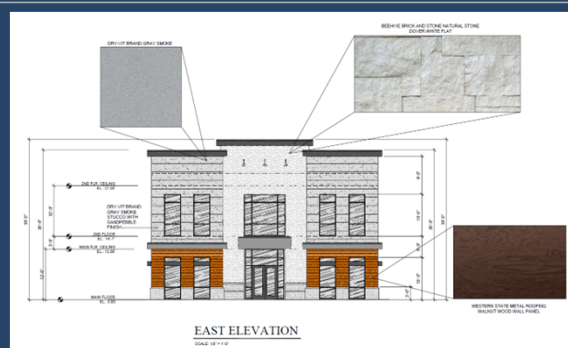
12

Landscaping

- The landscaping percentage was verified; the site plan reflects 16.4%, meeting the 15% minimum
- The wide sidewalk and tree grates will continue from the north (stipulation)

13

Elevation - East



14

Elevation - West



15

Elevation - North



16

Elevation - South



17

Architectural Review

- Building height: 38' (allowed max of 50')
- Colors: light greys, white, brown
- Materials: stucco, beehive brick and natural stone, metal with walnut wood design
- Portico entry needs to be facing the right-of-way that the building faces (3-4713.2a Architectural Design)

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Proposed Motion 1 - Architecture

Staff recommends that the Planning Commission **APPROVE** the architectural plans:

1. Architecture, materials, and colors shall be consistent with the building elevations dated **August 22, 2022** except as modified by these stipulations.
2. All signage shall require a separate permit and meet the requirements of the Development Code.
3. **The portico entrance element must face the right-of-way on the west side of the building as required in section 3-4713 of the Development Code.**

I move that the Planning Commission accept the findings and **APPROVE** the architectural plans for Highland Grove Plaza subject to the **three (3)** stipulations recommended by staff.

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Proposed Motion 2 - Site Plan

Staff recommends that the Planning Commission recommend **APPROVAL** of the site plan subject to the following stipulations:

1. Development of the site shall comply with the site plan received August **23, 2022** except as modified by these stipulations.
2. Final civil engineering plans shall be reviewed and approved by the City Engineer. The site shall meet all requirements of the City Engineer.
3. The landscaping plan be updated to reflect the site plan of the building fronting N Town Center East.
4. The site plan must include the continuation of the wider sidewalk and tree grates along N Town Center East.

I move that the Planning Commission accept the findings and recommend **APPROVAL** of the site plan for the Highland Grove Plaza office building subject to the **four (4)** stipulations recommended by staff.

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MODERATE INCOME HOUSING

LEGISLATIVE

Item #5 - General Plan Amendment - Public Hearing
Presented by - Kellie Smith *Planner & GIS Analyst*

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Background

- 2008 - General Plan adopted including a MIH element
- 2018 - HB 259; specific MIH strategies required
- 2019 - General Plan updated to include strategies
- 2022 - HB 462; updated MIH strategies; implementation plan

22

Prior Council Direction

- August 16, 2022, the City Council discussed possible adjustments to existing MIH strategies in the General Plan
- The Council agreed that they wanted to keep the existing implementation measures and did *not* want to add any new strategies

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HB462

- Total of 24 strategies
 - 3 of the strategies required
 - If the city has 5 of the specific strategies, the city qualifies for enhanced prioritization of TIF/TTIF and ARPA local match program funds
- Implementation Plan (timeline)
 - Specific benchmarks for each chosen strategy; should provide flexibility for the municipality
 - "...sets out a clear course of achievable, measurable actions that can be taken within a given time period."

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Current General Plan

Policy: Proactively encourage the development of moderate income and senior housing as follows:

- **Implementation Measure:** Examine regulations for Senior Housing projects in the land use code with the specific examination of parking requirements for such. **(H & U)**
- **Implementation Measure:** Review and consider updating the regulations in mixed-use zones in the land use code to provide for a greater variety of housing types. **(F)**
- **Implementation Measure:** Explore potential programs or partnerships with the Mountainland Association of Governments (MAG). **(O)**
- **Implementation Measure:** Review and update the regulations for the Accessory Dwelling Unit (ADU) within the land use code for potential modifications and incentives to encourage the creation of additional housing options for residents. **(E)**

Policy: Maintain quality housing stock and the current aesthetic style of Highland City.

- **Implementation Measure:** Adopt design guidelines for medium and higher density housing based on residents' opinions and perceptions of the community character. The guidelines should not be cost prohibitive to affordable housing.

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Proposed Amendment

- Senior Housing
 - **Timeline: Within the next five (5) years, the City will update the Development Code to add regulations for an age-restricted senior housing residential zone.**
 - **Over the next ten (10) years, if the last large undeveloped properties in Highland are proposed to be developed, the City will review the properties for potential Senior Housing projects.**
- Mixed-use zones/greater variety of housing types
 - **Timeline: As most of Highland's mixed-use developments are relatively new, over the next twenty (20) years, the City will continue to monitor the mixed-use developments for potential redevelopment.**

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Proposed Amendment cont.

- Partnerships with MAG
 - **Timeline: Within the next five (5) years, the City will do a comprehensive update of the General Plan. As part of this comprehensive update, the City will work with MAG to qualify for the Community Development Block Grant (CDBG) to help Highland City identify regional MIH priorities. This will help the City make goals, policies, and implementation measures to address those priorities.**
- ADUs
 - **Timeline: On an ongoing basis, the City will monitor ADUs and will also seek citizen input on ways to facilitate ADUs in unique circumstances.**

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Citizen Participation

- Public Hearing Notices
 - Daily Herald
 - State and city websites
 - 3 public places
- No resident correspondence received.

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Recommendation

The Planning Commission's motion will need to address the following:

1. Add or remove specific implementation measures in the Moderate Income Housing element of the General Plan. To be compliant with Utah Code the General Plan must include at least three (3) of the specific strategies. To qualify for prioritization in certain State funding, the General Plan must include at least five (5).
2. Determine implementation plans for each of these implementation measures. The implementation plan should include achievable, measurable actions that can be taken within a given time period.

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Recommendation & Proposed Motion

Staff recommends the Planning Commission hold a public hearing and recommend **APPROVAL** of the proposed General Plan amendment.

I move that the Planning Commission accept the findings and recommend **APPROVAL** of the proposed amendment to the Moderate Income Housing element of the General Plan that updates strategies and includes an implementation plan for each strategy.

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**PLANNING COMMISSION AND STAFF
COMMUNICATION ITEMS**

6a. Future Meetings

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