



# HIGHLAND PLANNING COMMISSION MINUTES

Tuesday, April 23, 2024

Approved May 28, 2024

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

## 7:00 PM REGULAR SESSION

Call to Order: Chair Audrey Moore

Invocation: Commissioner Tracy Hill

Pledge of Allegiance: Chair Audrey Moore

The meeting was called to order by Commissioner Audrey Moore as a regular session at 7:03 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 Tracy Hill and those in attendance were led in the Pledge of Allegiance by Chair Audrey Moore.

**PRESIDING:** Commissioner Audrey Moore

**COMMISSIONERS:** Jerry Abbott - absent  
Tracy Hill - present  
Christopher Howden - absent  
Claude Jones - present  
Debra Maughan - present  
Audrey Moore - present  
Trent Thayn – present  
Sherry Kramer (Alt.) - present  
Wesley Warren (Alt.) - present

**CITY COUNCIL:** Mayor Kurt Ostler - present  
Council Member Ron Campbell - present  
Council Member Kim Rodela - present

**CITY STAFF PRESENT:** Assistant City Administrator /Community Development Director Jay Baughman, City Attorney Rob Patterson, City Recorder Stephannie Cottle

**OTHERS PRESENT:** Jon Hart, Paul Evans, Aubrey Larsen, Sam Taylor, Josh Gibbons, Ryan Hales

## 1. UNSCHEDULED PUBLIC APPEARANCES

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

There were no public comments.

## 2. CONSENT ITEMS

Items on the consent agenda are of a routine nature. They are intended to be acted upon in one motion. Items on the consent agenda may be pulled for separate consideration.

### a. Approval of Meeting Minutes - January 23, 2024 and February 27, 2024

*Commissioner Maughan asked for a correction on the January 23rd minutes. Claude Jones offered the invocation, not Debra Maughan.*

*Commissioner Trent Thayn MOVED to approve the minutes from January 23, 2024, with the suggested correction.*

*Commissioner Sherry Kramer SECONDED the motion. The*

*vote was recorded as follows:*

<i>Commissioner Jerry Abbott</i>	<i>Absent</i>
<i>Commissioner Tracy Hill</i>	<i>Yes</i>
<i>Commissioner Christopher Howden</i>	<i>Absent</i>
<i>Commissioner Claude Jones</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>
<i>Commissioner Sherry Kramer (Alt.)</i>	<i>Yes</i>
<i>Commissioner Wesley Warren (Alt.)</i>	<i>Yes</i>

*The motion carried 7:0.*

*Commissioner Debra Maughan MOVED to approve the minutes from February 27, 2024.*

*Commissioner Tracy Hill SECONDED the motion.*

*The vote was recorded as follows:*

<i>Commissioner Jerry Abbott</i>	<i>Absent</i>
<i>Commissioner Tracy Hill</i>	<i>Yes</i>
<i>Commissioner Christopher Howden</i>	<i>Absent</i>
<i>Commissioner Claude Jones</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>
<i>Commissioner Sherry Kramer (Alt.)</i>	<i>Yes</i>
<i>Commissioner Wesley Warren (Alt.)</i>	<i>Yes</i>

*The motion carried 7:0.*

## 3. ACTION ITEMS

**a. ACTION: Public Hearing: CU-24-01 Church Pavilion Conditional Use Permit *Land Use (Administrative)***

*Rob Patterson, City Attorney/Planning & Zoning Administrator*

The Planning Commission will hold a public hearing to consider and make a recommendation to the City Council on a request from the Church of Jesus Christ of Latter-day Saints for a conditional use permit to construct a pavilion.

Rob Patterson stated that the Church of Jesus Christ of Latter-day Saints is applying for a conditional use permit to build a pavilion on the northwest corner of the property located east of North County Blvd off Ole Bish Lane. He gave a brief educational overview of conditional use permits, highlighting their purpose in allowing cities to impose conditions on certain land uses to mitigate potential negative impacts. Regarding the pavilion conditional use permit, he stated that the applicant has withdrawn their request for a drinking fountain associated with the pavilion. With that change, staff is only recommending one stipulation: that a building permit be obtained and building codes complied with during construction.

Commissioner Maughan asked about the height of the pavilion, to which Mr. Patterson responded that the maximum height for an accessory structure is 25 feet. This pavilion will be 13 feet 3 inches in height.

Chair Audrey Moore opened the public hearing at 7:11 pm

Paul Evans, representative for the applicant, stated he had no further information, but would be happy to answer any questions.

Chair Audrey Moore closed the public hearing at 7:12 pm.

*Commissioner Debra Maughan MOVED that the Planning Commission accept the findings and recommend APPROVAL of the conditional use permit subject to the one stipulation recommended by staff.*

- 1. Approval is for conditional use permit only. Separate building permit is required, and actual construction to comply with all applicable building code requirements.*

*Commissioner Audrey Moore SECONDED the motion.*

*The vote was recorded as follows:*

<i>Commissioner Jerry Abbott</i>	<i>Absent</i>
<i>Commissioner Tracy Hill</i>	<i>Yes</i>
<i>Commissioner Christopher Howden</i>	<i>Absent</i>
<i>Commissioner Claude Jones</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>
<i>Commissioner Sherry Kramer (Alt.)</i>	<i>Yes</i>
<i>Commissioner Wesley Warren (Alt.)</i>	<i>Yes</i>

*The motion carried 7:0*

#### **4. DISCUSSION ITEMS**

Items in this section are for discussion and direction to staff only. No final action will be taken.

**a. DISCUSSION: Introduction of General Plan Consultant and Plan Workshop with Council**

Council Member Kim Rodela arrived at 7:14 pm.

Rob Patterson, City Attorney/Planning & Zoning Administrator opened the discussion by stating that the General Plan update is underway. A selection committee has been working through the bid and interview process and Landmark Design has been selected to perform the General Plan update. He stated that the Planning Commission's role is to make a recommendation on the plan.

Sam Taylor, principal owner of Landmark Design introduced himself, as well as Aubrey Larsen. He said they will also be working with Ryan Hales and Josh Gibbons from Hales Engineering to complete the transportation element, and Fred Philpot from LRB Finance will be working on the economic development and housing analysis.

Mr. Taylor addressed the importance of reopening the general plan process with community involvement. He emphasized the role of the Planning Commission in shaping the general plan and stated that the Commission's recommendation would proceed to the City Council for approval. The discussion outlined the public outreach strategy, which includes forming an advisory committee involving both Commission and Council members, hosting three public meetings to gather community input on needs and plan alternatives, and offering an online feedback platform called "Social Pinpoint" for those unable to attend in person. The engagement process aims to capture the vision of both the Commission and the wider community. Additionally, periodic updates will be provided to the Commission throughout the process to ensure alignment with their objectives.

There was a high-level discussion regarding the transportation element of the General Plan with the Planning Commission requesting new traffic data be collected and presented with the draft plan.

Mr. Taylor continued that the initial analysis would include examining various aspects such as existing land use, available land, demographic trends, projected trends, traffic conditions, economic footprint, and sales tax revenue. The purpose of this analysis, often referred to as a market analysis, is to gain a thorough understanding of the community's current situation and to identify key factors that will inform the development of the general plan. We will also couple this study with public feedback. There will be a series of 3 public meetings: first, looking at general impressions of what residents want; second, present concepts; third, present a draft plan. After the public meetings, final adjustments will be made, with adoption of the new General Plan around the end of 2024 or early 2025.

Mayor Kurt Ostler engaged Mr. Taylor in a discussion regarding surveys and various ways to receive public input stressing that different demographic groups respond differently to surveys via paper and electronic means. Commissioner Sherry Kramer requested that we don't discount passionate residents. Mayor Ostler also spoke about the Patterson Property, known as the Longhorn property, and the need for a plan for that property, as well as creating senior housing options.

Commissioner Claude Jones asked if Landmark Design worked with government programs for funding. Mr. Taylor said they can make recommendations; however, they don't facilitate outreach to those programs.

Discussion continued regarding active transportation, park strips and landscape architecture. Mr. Taylor said he would be using the newly adopted Active Transportation Plan as part of the analysis for the General Plan. They will not be updating the municipal or development code but may make suggestions if a trend shows the need for a change.

Council Member Ron Campbell requested that the final General Plan be very clear. He suggested high resolution maps, with colors and terminology that are easy for residents to understand.

Council Member Kim Rodela asked if the General Plan will consider the state perspective regarding home

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shortages, transportation, and water. She stated that every city needs to do their part. Mr. Taylor stated they will meet state mandates, but ultimately, it is City Council who will adopt the new plan.

Continued discussion focused on the importance of aligning the general plan with the city's vision and community needs. Planning Commission and Council Members emphasized the need for sensitivity regarding housing options for various demographics, such as children and seniors. Mr. Taylor addressed potential zoning changes to accommodate the community's vision and again, highlighted the significance of public feedback in shaping the plan. Considerations were made regarding the timing of addressing affordable housing requirements and the potential for redevelopment in the future. Mr. Taylor emphasized the need for a long-term perspective, particularly in areas like parks, while also acknowledging the need to address current needs within a ten to fifteen-year timeframe.

Commissioner Debra Maughan suggested that this plan be in force until Highland has reached its build-out.

Commissioner Wesley Warren mentioned the need for a strong emphasis on capturing the unique character of Highland within the general plan. He highlighted the pivotal role of the library as a central hub of community engagement and suggested incorporating its perspective into the planning process to better reflect the city's essence. Additionally, discussions revolved around potential enhancements for the existing library and community center, and the utilization of trails for both recreational and commuting purposes. Council Member Ron Campbell agreed that the library would be a good resource to pull into this process and would be in favor of a library expansion or new building.

Chair Audrey Moore reviewed the calendar of upcoming events and meetings.

## **ADJOURNMENT**

*Commissioner Trent Thayne MOVED to adjourn the meeting. Commissioner Debra Maughan SECONDED the motion. All were in favor. The motion carried.*

*The meeting ended at 8:08 pm.*

I, Stephannie Cottle, City Recorder of Highland City, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on April 23, 2024. This document constitutes the official minutes for the Highland City Planning Commission Meeting.



Stephannie Cottle, CMC  
City Recorder

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## 3

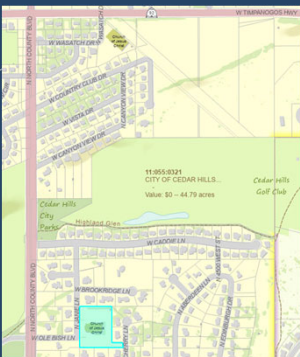
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## 5

## 6

Vicinity Map

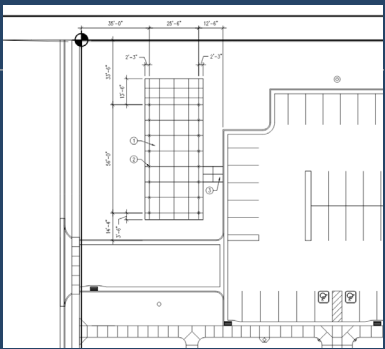
- East of North County Blvd off of Ole Bish Lane



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Proposed Use

- Pavilion and drinking fountain NW corner of lot



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Conditional Use Standard - General

- Conditional use permits (CUPs) are an administrative decision
- CUPs must be approved "if reasonable conditions are proposed, or can be imposed, to mitigate the reasonably anticipated detrimental effects of the proposed use"
- Conditions and detrimental effects must be stated on the record
- Conditions and mitigation requirements must be based on objective standards in City ordinances

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Conditional Use Standards – Review Criteria

- CUPs must comply with applicable federal, state, and local law
- City Zoning:
  - Setbacks are met. Front setback is 30' or "consistent with the primary dwelling" – since there is no dwelling, staff believes 30' is appropriate
  - Meets other setback, height, lot coverage, and size requirements for accessory structure within R-1-40 zone.
- After CUP is issued, actual construction must comply with construction/building code

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Conditional Use Standards – Review Criteria

- The City has six general categories of review criteria or factors to be considered with each CUP under HDC 4-104(3):
  - Site of structure or use
  - Impact of building/use on surrounding uses
  - Conditions related to safety of persons and property
  - Conditions related to health and safety
  - Conditions related to environmental issues
  - Conditions related to complying with general plan and neighborhood characteristics

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Conditional Use Standards – Review Criteria

- Staff's only concern was with the water fountain and how that line would be connected to the City's culinary water system
- City's standard is to only permit one utility connection per lot, and the lot is served by an existing water meter and connection. Adding a second meter/line would not meet this standard and require road cuts, impacting City infrastructure
- Staff recommends that the water service to the pavilion be required to connect to existing water meter, and no new meter/lateral be permitted from Janie Lane

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Conditional Use Standards – Review Criteria

- With an outdoor fountain, staff had a concern regarding safety of the culinary system **\*\*THIS HAS BEEN REMOVED PER APPLICANT\*\***
- Staff recommends that the water service to the pavilion be required to be installed with a backflow preventer

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Staff Recommendation


- Based on information received from the applicant that no drinking fountain is to be installed, staff recommends that the Planning Commission hold a public hearing, accept the findings, and recommend **APPROVAL** of the conditional use permit subject to one (1) stipulation:
  - Approval is for conditional use permit only. Separate building permit is required, and actual construction to comply with all applicable building code requirements.

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Proposed Motions

- I move that the Planning Commission accept the findings and recommend **APPROVAL** of the conditional use permit subject to the one (1) stipulation recommended by staff.

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**DISCUSSION: INTRODUCTION OF GENERAL PLAN CONSULTANT AND PLAN WORKSHOP**

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

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Landmark Design Inc – General Plan Consultant

TASKS	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
Planning Process	1	2	3	4	5	6	7	8	9	10	11	12
Community Engagement & Outreach												
A. Plan Advisory Committee	*				*				*			
B. Project Website												
C. Public Meetings			*	1		*	2			*		
D. Focus Interviews						*						
E. City Leadership Briefings										*		
F. Social Pinpoint Online Engagement (Optional)												
1. Review Existing Plans & Documentation												
2. Research & Analysis												
3. Core Plan & Plan Elements												
4. Draft Plan										*		
5. Draft Final Plan											*	
6. Approval & Adoption/Final Plan Delivered												*

Kick-off/Advisory Committee Meeting

Public Meeting/Workshop

1. Public Forum (Scoping)

2. Alternative Future Public Workshop

3. Draft Plan Open House

City Leadership Briefing

Draft Plan Review

Plan Development

Adoption

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Goals, Important Issues, and Objectives

- Direction and information for staff and Landmark as we begin general plan process
- What are your goals and objectives for the City's updated general plan?
- What issues do you think should be addressed?

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## PLANNING COMMISSION AND STAFF COMMUNICATION ITEMS

**a. Future Meetings**

- April 30, City Council – Budget Workshop, 7:00 pm, City Hall
- May 7, City Council, 7:00 pm, City Hall
- May 8, City Budget Open House, 5 pm, City Hall
- May 21, City Council, 7:00 pm, City Hall
- May 28, Planning Commission, 7:00 pm, City Hall