



# HIGHLAND PLANNING COMMISSION MINUTES


**TUESDAY, August 27, 2024**

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

**Approved September 24, 2024**

## VIRTUAL PARTICIPATION

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

 Email comments prior to meeting: [planningcommission@highlandcity.org](mailto:planningcommission@highlandcity.org)

## 7:00 PM REGULAR SESSION

Call to Order: Chair Audrey Moore

Invocation: Commissioner Christopher Howden

Pledge of Allegiance: Commissioner Trent Thayn

The meeting was called to order by Commissioner Audrey Moore 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 Howden and those in attendance were led in the Pledge of Allegiance by Commissioner Thayn.

**PRESIDING:** Commissioner Audrey Moore

## COMMISSIONERS

**PRESENT:** Tracy Hill, Christopher Howden, Claude Jones, Debra Maughan, Trent Thayn, Wesley Warren

**CITY STAFF PRESENT:** Assistant City Administrator/Community Development Director Jay Baughman, City Attorney/Planning and Zoning Administrator Rob Patterson, Deputy Recorder Heather White

**OTHERS PRESENT:** Wendy Hart, Elizabeth Rice

## 1. UNSCHEDULED PUBLIC APPEARANCES

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

None was 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 General City Management**  
*Heather White, City Deputy Recorder*  
June 25, 2024, Planning Commission meeting minutes

*Commissioner Howden moved to approve the June 25, 2024 meeting minutes. Commissioner Jones seconded the motion. All present were in favor. The motion carried unanimously.*

## 3. ACTION ITEMS

- a. **PUBLIC HEARING/ORDINANCE: Text Amendment - HB 476 (Water-Wise Notice, Subdivision Process, Sidewalk Assurances) Development Code Update (Legislative)**  
*Rob Patterson, City Attorney/Planning & Zoning Administrator*  
The Planning Commission will hold a public hearing to consider amendments to the Highland City Development Code due to state law amendments found in HB 476.

Mr. Patterson explained that HB 476 was recently passed in the 2024 general legislative session. The amendments proposed by staff related to HB 476 addressed three items: water wise landscaping notice requirements, subdivision review procedures, and bonding for sidewalks. He explained that Highland had a park strip xeriscaping requirement for new developments. Staff proposed that developers be required to notify home buyers about the xeriscaping requirements for park strips. Mr. Patterson reviewed changes to subdivision review procedures. He explained that the new law permitted sidewalks to be bonded separately. State Law permitted cities to withhold certificates of occupancy. He asked the commissioners to consider including it in the city code. He said cities could not prohibit or withhold building permits, plat recordation, or acceptance of other public improvements due to lack of public sidewalks.

The commissioners discussed possible ramifications from the new state law. They wondered if it might keep people from moving into new homes or if it would impact the housing market. Commissioner Howden talked about the likelihood of sidewalks breaking throughout the construction process. He thought it was a good change. Mr. Patterson did not think bonding requirement amendments would have a significant impact on the housing market.

Commissioner Moore opened the public hearing at 7:19 PM and called for public comment.

Resident Elizabeth Rice wondered why Highland had park strips. She talked about monitoring water usage on her ½ acre corner lot and the amount of water that went into the park strip by her house. She said she contacted five groups over the last two months regarding grants for replacing plants in park strips. She thought there needed to be more incentives for established residents of Highland. She hoped that the city would change all watering in park strips. Ms. Rice was not fond of rock but having the ability to cap off 15 sprinkler heads in the park strip would be a huge water savings for her. She asked the planning commission to start having conversations with the city council about participating in incentive programs. She mentioned that a lot of her neighbors ripped out their trees because roots were buckling the sidewalks.

Commissioner Moore thought it was a great idea and pointed out that the commissioners had previously discussed the topic. Commissioner Howden said they needed to consider who would pay for the grants. Ms. Rice mentioned that Highland opted out of some of the incentive programs but thought there should be some kind of program the city could participate in. She did not expect Highland to pay for it and thought there was state or federal money

that could be used.

Commissioner Moore closed the public hearing at 7:30 PM and called for additional comments. Hearing none, she called for a motion.

*Commissioner Howden MOVED that the Planning Commission accept the findings and recommend approval of the proposed amendments to the Highland City Development Code.*

*Commissioner 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>Yes</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 Alternate Sherry Kramer</i>	<i>Absent</i>
<i>Commissioner Alternate Wesley Warren</i>	<i>Yes</i>

*The motion carried 7:0*

**b. PUBLIC HEARING/ORDINANCE: Text Amendment - Building Permit Public Improvements Development Code Update (Legislative)**

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

The Planning Commission will consider amendments to the Highland City Development Code clarifying public improvement requirements for undeveloped lots.

Mr. Patterson explained that the proposed amendments to the development code were to clarify public improvements for undeveloped lots. He reviewed the amendment to definitions for “zoning lot” and “nonconforming lot of record”. He discussed why the definitions mattered and said it would help staff know when building permits could be issued and when to require new public improvements. He explained that if a lot had no new impacts, the city could not require additional public improvements.

Commissioner Moore opened the public hearing at 7:38 PM and called for public comment. Hearing none, she closed the public hearing at 7:39 PM and called for a motion.

*Commissioner Maughan MOVED that the Planning Commission accept the findings and recommend approval of the proposed amendments to Chapters 10 and 11 of the Highland Development Code.*

*Commissioner Jones 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>Yes</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 Alternate Sherry Kramer</i>	<i>Absent</i>
<i>Commissioner Alternate Wesley Warren</i>	<i>Yes</i>

*The motion carried 7:0*

#### **4. COMMUNICATION ITEMS**

Communication items are informational only. No final action will be taken.

**a. General Plan Update** *Jay Baughman, Assistant City Administrator/Community Development Director*

Mr. Baughman encouraged the Planning Commissioners to attend the Utah Chapter of the American Planners Association Conference in Provo on October 10 – 11. He encouraged them to attend the community open house for the General Plan update on September 18 at 5:00 PM.

#### **ADJOURNMENT**

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

The meeting ended at 7:46 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 27, 2024. The document constitutes the official minutes for the Highland City Planning Commission Meeting.