



HIGHLAND PLANNING COMMISSION MINUTES

TUESDAY, February 25, 2025

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

Approved March 25, 2025

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: Chair Christopher Howden

Invocation: Commissioner Trent Thayn

Pledge of Allegiance: Commissioner Tracy Hill

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

PRESIDING: Commissioner Christopher Howden

COMMISSIONERS

PRESENT: Jerry Abbott, Tracy Hill, Claude Jones, Debra Maughan, Audrey Moore, Trent Thayn

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

OTHERS PRESENT: Jon Hart, Brian Garrett, Carrissa Powell, Cherice Park, John Day, Wesley Warren, Tim Park, Nicolas Pantos, David Peterson, Sherry Kramer, Curtis Miner

1. PLANNING COMMISSION APPOINTMENTS AND CHAIR ELECTION

a. Commission Makeup and Chair/Vice Chair Election

Commissioner Abbott MOVED to nominate Commissioner Howden to serve as Planning Commission Chair and Commissioner Thayn as Vice Chair. Commissioner Maughan SECONDED the motion. All present were in favor. The motion carried unanimously.

2. **UNSCHEDULED PUBLIC APPEARANCES**

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

None was offered.

3. **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 – December 10, 2024** *Heather White, City Deputy Recorder*
- b. **Approval of Meeting Minutes – January 28, 2025** *Heather White, City Deputy Recorder*

Commissioner Moore MOVED to approve the minutes for the December 10th and January 28th meetings. Commissioner Hill SECONDED the motion. All present were in favor. The motion carried unanimously.

4. **ACTION ITEMS**

- a. **ACTION: Public Hearing – Pantos Preliminary Plat Land Use (Administrative)**
Rob Patterson, City Attorney/Planning & Zoning Administrator
The Planning Commission will conduct a public hearing and consider granting preliminary plat approval for the seven-lot subdivision known as Pantos Subdivision.

Mr. Patterson reviewed the details of the Pantos Preliminary Plat application. He explained that the property was an old county parcel. The proposed plat followed the county meets and bounds description, however, there was concern raised by residents that it did not align with historical fence lines. He said even though the parcel followed the record, there might be potential legal issues on the actual boundary line. He talked about boundary gaps in county records and questions relating to fence lines. He explained that the city did not handle property boundary disputes. Staff recommended approval because it complied with city zoning standards.

Commissioner Howden opened the public hearing at 7:15 PM and asked for public comment.

Resident Brian Garrett wondered if there would be enough acreage to have seven lots if the boundary line was changed. He voiced concern with new residents complaining about odors from animals on his property. Mr. Patterson explained that the property owner might have room for only six lots if the total area dropped below 280,000 square feet. He talked about surveys, county records, chain of title, and the current discrepancies. Mr. Patterson stated that Highland City permitted animal rights within residential zoning.

Resident Carrie Powell said there was a straight fence line on the northeast portion of the property. She said she was originally given a document stating they would receive property from the Pantos family, at no cost, which straightened the northeast boundary. After speaking with neighbors, the Powells decided not to sign the document. They then heard that the fence line was the law. Regrettably, they never signed the document. She said the fence line did not match the property description.

Resident Cherice Park said they were also asked to sign documents. After speaking with neighbors, reviewing fence lines of 20+ years, and speaking to an attorney, they were told that they could not sign any document that released any of the property because they still held a mortgage on the property. The mortgage company could call the mortgage due if they were to sign anything. They wanted the fence line to remain, but their hands were tied

because it was not within their right to sign anything due to legal ramifications.

Resident John Day said they lived north of the property for 37 years and he was happy that the Pantos family was able to develop their property. He asked about the note pertaining to concrete pads. Mr. Day said built his driveway 15 years ago with permission and was now concerned that it was illegal. Mr. Patterson explained that the surveyor noted there were concrete pads extending onto the Pantos property. He suggested that Mr. Day speak with Mr. Pantos, and maybe an attorney, regarding the surveyor's note. He suggested that Mr. Day also speak to a Patterson Homes representative since it was understood that they were now the new owners.

Resident Welsey Warren wondered if there would be a sidewalk on 10400 North. Mr. Patterson explained that the development would only do their portion of the sidewalk and that there were no plans for the city to extend it at this time.

Resident Tim Park thought the developer would want to respect the boundary of acquiescence. He said the fence was put up at least 35-40 years ago and thought that it made sense for them to recognize the boundary as such.

Resident Nicolas Pantos said his father bought the ground in 1954 when his grandfather served in the war. His family lived there 30 years before Highland was a city and had paid property taxes longer than anyone. He hoped the community would approve the seven-lot development.

David Peterson, civil engineer for the project, said it was not in his purview to address boundary issues but thought the Pattersons would be happy to speak with residents.

Commissioner Howden asked for additional public comment. Hearing none, he closed the public hearing at 7:39 PM. He asked for additional comments. Mr. Patterson spoke about options that residents had regarding the boundary dispute and the responsibility of the city to consider the subdivision application.

Mr. Pantos mentioned that they had closed on the sale of the property with Patterson contingent on seven lots being approved. If seven lots were not approved, they would be willing to come back to the city.

Commissioner Thayn said, based on his experience, it was common for boundary lines not to match up. He found the best way to resolve the issue was to work with all property owners. Commissioner Maughan pointed out that surveying was done differently 30-50 years ago compared to how it was done today. She thought the preliminary plat was premature and said the property owners needed to work things out before the commissioners made a decision. Mr. Peterson said he preferred a stipulation in the motion that would allow them to proceed with the development process. He said Pattersons would want to work out the boundary dispute and be good neighbors.

Commissioner Abbott MOVED that the Planning Commission approve the Preliminary Plat for the Pantos Subdivision and that they meet the sufficient square footage to allow for seven (7) lots.

Commissioner Moore SECONDED the motion.

The vote was recorded as follows:

Commissioner Jerry Abbott	Yes
Commissioner Tracy Hill	Yes
Commissioner Christopher Howden	Yes
Commissioner Claude Jones	Yes
Commissioner Debra Maughan	Yes
Commissioner Audrey Moore	Yes
Commissioner Trent Thayn	Yes

Commissioner Alternate Sherry Kramer Absent
Commissioner Alternate Wesley Warren Absent

The motion carried 7:0

b. ORDINANCE: PO Zone Text Amendment – Land Use (Legislative)

Rob Patterson, City Attorney/Planning & Zoning Administrator

The Planning Commissioner will consider the proposed text amendment for the PO Zone and the proposed architectural theme exhibit.

Mr. Patterson explained that the PO Zone was in two locations within the city; west of Highland Blvd and an area next to the high school. He explained that the PO Zone had a very specific set of exhibits for a portion of the Highland Blvd property, however, the PO Zone was not fully addressed in those exhibits. The developer of the property west of Highland Blvd asked for an amendment in order to make the PO zone a little more general. They also wanted to remove exhibits that made it very specific as well as replace architectural guidelines. He reviewed the original master site plan and exhibits compared to the proposed amendments.

Curtis Miner, architect representing Pattersons, hoped the proposed amendments were a solution to resolve issues with the PO Zone. He said the requested amendments required a master site plan to ensure that new development was compatible with adjacent properties. A master site plan would become a product of the application. He mentioned that design and needs for tenets had changed and were outdated since the original renderings 20 years ago. Many of the amendments to language and strategy made it consistent with Highland City zoning documents. He talked about how the residential style was a much broader range of styles now than it was 20 years ago. He said they did not want to abandon the residential style but would like to make it more transitional. It would give builders more flexibility. He pointed out that proposed building heights seemed to offer equal treatment in residential and commercial areas.

Commissioner Howden opened the public hearing at 8:13 PM and asked for public comments.

Resident Sherry Kramer mentioned that she attended the planning commission meeting when residents from the French Country development voiced frustration with building designs that looked very industrial and commercial. She encouraged the planning commission to think about the Country French residents whose homes were not the more modern-looking style. She thought they would prefer buildings that looked more similar to homes.

Commissioner Howden closed the public hearing at 8:15 PM.

Commissioner Thayn talked about how the original exhibits were outdated, but that current styles would soon be outdated as well.

Commissioner Abbott voiced concern about the proposed amendments. He was concerned that two-story buildings would replace approved plans for one-story buildings. He said the residents built their homes based on a particular master plan. He recounted the history between the developer wanting to change aspects of the master plan and residents' comments and concerns. He voiced concern that the County French residents would lose their views if two-story buildings were permitted throughout the PO Zone. He thought Patterson had a history of trying to get more than what was originally planned. He said a 35-foot peaked roof was much different than a 35-foot flat roofed building. Referring to pictures in Mr. Miner's presentation, Commissioner Abbott suggested having pictures that represent one-story buildings as well as residential looking structures instead of large boxed commercial buildings.

The planning commission considered the pictures presented as representations of approved architectural style.

They reviewed the original plat and considered how the proposed changes would affect different areas. They considered building heights, style, and whether or not it should be applied to the PO Zone generally.

Commissioner Abbott pointed out that there was already a master plan in place for the property. Changes could be made to the PO Zone but also hold to the master plan. He suggested agreeing on architectural elements. He thought the flexibility given to the developer would restrict the city.

Commissioner Thayn suggested having a stipulation that if they wanted to change the existing master plan they needed to come back to the city which would allow for public comment. Commissioner Abbott said that if the amendment was approved, the developer could come back to the city with a proposed two-story building. He talked about what residents voiced in previous meetings. He recalled that they wanted a residential feel and not a boxy commercial feel.

Commissioner Thayn MOVED that the Planning Commission recommend approval of the proposed text amendments and architectural design exhibits with the two (2) following stipulations:

- 1. The top middle and bottom left examples in the architectural design exhibit would be replaced with two of the residential examples presented by Patterson Homes, specifically the example from Saltair and the example from Mountain Ridge Way.*
- 2. The previously approved master site plan would remain as the approved master site plan for the properties shown therein, and applicants who want to change that plan would need to amend or update the plan through the new master site plan process.*

Commissioner Jones SECONDED the motion.

Questions on the motion:

Planning Commissioners asked for clarification of the motion. Commissioner Thayn thought that if a master site plan already existed, it should remain in place. He wanted the public to be able to comment on proposed amendments to any existing master plans. New pictures, as discussed and referred to in the motion, would show updated examples of architectural styles.

The vote was recorded as follows:

<i>Commissioner Jerry Abbott</i>	<i>No</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>Absent</i>

The motion carried 6:1

5. COMMUNICATION ITEMS

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

a. General Plan Update and Process

Mr. Baughman explained that the document sent to commissioners was a rough draft based on feedback received from the public. He explained how public comments were gathered. He said additional combined workshops would be held with the city council. The first meeting will be March 11th. Mr. Baughman proposed that workshops be held on the second Tuesday of every month. Commissioner Howden thought the planning commission should be proactively planning. He disagreed with how the surveys were conducted. He was concerned that the town council and commissioners would talk in general terms during upcoming workshops and said they needed to talk specifically about each topic. After discussing the general plan update process, the commissioners asked to receive an email listing the different topics in the general plan.

b. Meeting Time

The Planning Commissioners agreed to keep the meeting start time at 7:00 PM.

ADJOURNMENT

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

The meeting ended at 9:48 pm.

I, Heather White, Deputy Recorder, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on February 25, 2025. The document constitutes the official minutes for the Highland City Planning Commission Meeting.

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CONSENT ITEMS

3a. Approval of Meeting Minutes: December 10, 2024
General City Management

3b. Approval of Meeting Minutes: January 28, 2025
General City Management

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PUBLIC HEARING: PANTOS
PRELIMINARY PLAT
Land Use (Administrative)

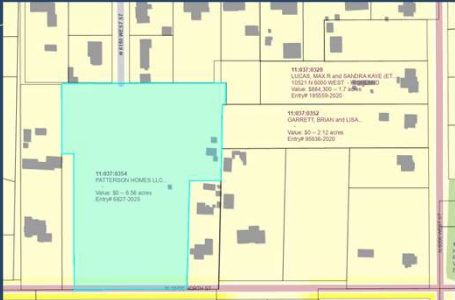
Item 4a. – Action Item

Presented by – Rob Patterson
City Attorney, Planning & Zoning Administrator

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Vicinity

6100 W
10400 N



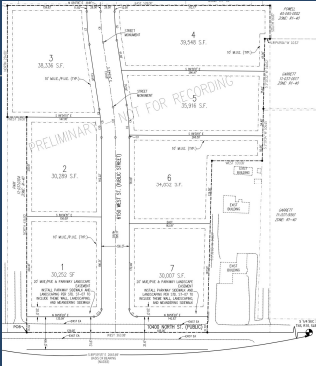
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Background

- ~6.56 acres
- Zoned R-1-40
- Preliminary plat requires Planning Commission approval after a public hearing, then final plat will be approved by DAB

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Proposed Plat



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Proposed Plat

- 7 lots
- Each lot min 30,000 sqft
- Each lot min 130' frontage
- 10400 N improvements (66' collector)
- 6150 W improvements (56' local road)
- Parkway detail along 10400 N (29' wide, 9' ROW, 20' easement within lots 1 and 7)

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Staff Review

- Plat and lots meet R-1-40 standards for size, location, and frontage
- Property is dedicated for 10400 N to meet 66' collector ROW and extended 6150 W to meet 56' local road ROW
- No sensitive lands
- Fire marshal reviewed and has no concerns.

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Notice

- Notice to adjacent property owners mailed 2.13.25
- Notice of hearing published 2.13.25
- Staff received comments/concerns from two neighbors regarding property line issue

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Property Line Concern

- Subdivision follows county records, but there are gaps in property and property lines may not align with existing/historical fence/boundaries
- Title Report notes there are potential issues as disclosed in Aztec Engineering Survey 12-13-2024:
 - Concrete pads extending past Greenland Acres subdivision
 - Fences as shown on and off the property boundaries
 - Fence line encroachment with Powell land in NE corner

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Property Line Concern



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Staff Recommendation

- Staff recommends the Commission hold a public hearing and approve the preliminary plat.
- To address the property line concern, if warranted, Commission could add a stipulation:
 - Applicant must resolve any title issues and demonstrate to city attorney's satisfaction that boundaries of subdivision are accurate

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Proposed Motion

- I move that the Planning Commission APPROVE the preliminary plat for the Pantos subdivision.
 - [Applicant must resolve any title issues and demonstrate to city attorney's satisfaction that boundaries of subdivision are accurate]
 - [Planning Commission may specify additional or different stipulations as part of motion]

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PO ZONE TEXT AMENDMENT

Land Use (Legislative)

Item 4b. - Action Item
Presented by - Rob Patterson
City Attorney, Planning & Zoning Administrator

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PO Professional Office Zone

- West side of Highland Blvd
- Office lot across from Lone Peak High School



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Background

- July 2023 - Commission first discussed text amendment and continued item for applicant to prepare exhibits that would demonstrate and limit the scope of permitted architectural themes
- August 2023 - Applicant presented draft exhibits to receive feedback on the types of architecture the Commission was in favor of
- Discussion with applicant occurred in latter portion of 2024, and now is being presented again

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Text Amendment

- Removes prior site-specific site plan, landscaping plan, and architectural design details
- Changes text to remove references to exhibits
- Provides new architectural design exhibit
- Requires all sites to be master planned prior to site plan or architectural design
- Change screening of HVAC/mechanical equipment to require screening from adjacent streets and properties, but requiring completely hidden

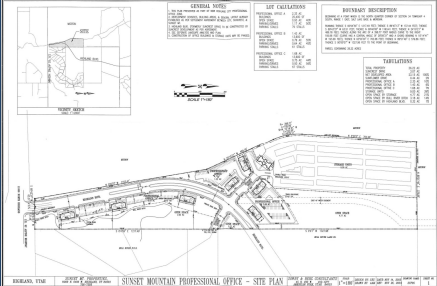
22

Text Amendment

- Clarify site plan requirements
- Remove front setback landscaping requirement that was in partial conflict with front setback requirements for zone

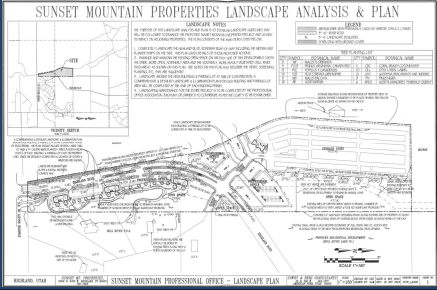
23

Original PO Zone Exhibit A



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Original PO Zone Exhibit B



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Original PO Zone Exhibit C

Building 3

Specifications:

One story building
3400 sq ft main floor
3000 sq ft basement

Building Materials

Front and sides-
Cultured Stone
Shingle Siding- hardy plank
Wood Trim- resawn & stained fascia material and/or natural timber
Rear- stone trim with stucco
Colors- earth tones or muted variations as per renderings
Emphasis on grey, brown and green
Matching colored window frames
Aged metal accents
Roofing Materials- Heavy grade asphalt 1/4" thickness (appearance of shingles)

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Original PO Zone Exhibit C



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New Proposed Exhibit

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Staff Review and Recommendation

- Staff supports the text changes that allow the PO zone to be more generally applicable, as there are properties zoned PO that are not covered by the current PO zone exhibits
- Staff is comfortable with the text amendments proposed by the applicant
- Whether the architectural design exhibit aligns with the PO zone is a legislative decision for the Commission and Council

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Proposed Motion

- Motion to Approve
 - I move that the Planning Commission recommend APPROVAL of the proposed amendments and exhibit for the PO Zone.
- Motion to Continue
 - I move that the Planning Commission continue this item
 - [May add direction to staff or the applicant for what additional information/changes the Commission wants]

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PLANNING COMMISSION AND STAFF COMMUNICATION ITEMS

- a. General Plan Update and Process
- b. Meeting Time
- c. Future Meetings
 - March 4, City Council, 7:00 PM, City Hall
 - March 11, Combined Council/Commission General Plan Meeting, City Hall
 - March 18, City Council, 7:00 PM, City Hall
 - March 25, Planning Commission, 7:00 PM, City Hall

Highland City Planning Commission PO Zone Text Amendment

24 February 2025

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Purpose of Amendment Request

- Modify the existing PO Zone to:
- 1. Require a "Master Site Plan" to ensure development is compatible with adjacent properties.
 - 2. Require compliance with updated architectural design standards (see Exhibit 'A').
 - 3. Remove references to site specific and outdated design guidelines.
 - 4. Make technical edits and adjustments to better conform with other Highland City code sections.
 - 5. Prepare the PO Zone to be used in other locations in Highland, if needed.

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Highland Residential Architecture



Saltaire Drive

3

Highland Residential Architecture



Mountain Ridge Way

4

Highland Residential Architecture



Bull River

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Highland Residential Architecture



Yorkshire Court

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