



HIGHLAND PLANNING COMMISSION MINUTES

TUESDAY, May 26, 2026

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

Approved June 30, 2026

7:00 PM REGULAR SESSION

Call to Order: Chair Christopher Howden

Invocation: Chair Christopher Howden

Pledge of Allegiance: Commissioner Debra Maughan

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 Howden and those in attendance were led in the Pledge of Allegiance by Commissioner Maughan.

PRESIDING: Chair Christopher Howden

COMMISSIONERS

PRESENT: Jerry Abbott, Sherry Kramer, Debra Maughan, Audrey Moore, Trent Thayn, Wesley Warren

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

OTHERS PRESENT: Jon Hart, Drew Parcell, Doug Courtney, Elizabeth Rice

1. UNSCHEDULED PUBLIC APPEARANCES

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

None was given.

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 – April 28, 2026 General City Management

Heather White, Deputy City Recorder

Commissioner Warren MOVED to approve the meeting minutes from April 28, 2026. Commissioner Abbott

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. ACTION: Highland Mains Office Building Architecture Approval – Land Use (Administrative)
Rob Patterson, City Attorney/Planning & Zoning Administrator

The Planning Commission will review the proposed architecture of an office building within Highland Mains in the CR Zone.

Mr. Patterson reviewed the history and current status of Highland Mains. He explained that the applicant needed planning commission approval because they wanted to deviate from the original design. He reviewed the site plan and said the applicant was hoping to build a two-story office building with 31,500 sf per floor. The applicant wanted to condominium-ize the project with designs to house multiple tenants. Additional variety in façade was reviewed. He mentioned that the number of parking stalls provided was within code requirements.

Applicant Drew Parcell reviewed details about the project. He explained that tenants would lease their own space. Each office would have an outside entrance and second floor. It would not be a storage facility. They worked with the owner of Highland Mains and followed the development agreement. He talked about different kinds of tenants that the applicant thought might be interested in their project, including dentist or doctor offices, insurance, salon, etc. He said the building would not be set up for restaurants. The commissioners discussed changes to the façade and thought the building was more attractive as proposed. They liked the fact that the two developers worked together.

Commissioner Abbott MOVED that the Planning Commission accept the findings by staff and approve the building architecture and design for the lot 3 Highland Mains office building.

Commissioner Maughan SECONDED the motion.

The vote was recorded as follows:

<i>Commissioner Jerry Abbott</i>	<i>Yes</i>
<i>Commissioner Christopher Howden</i>	<i>Yes</i>
<i>Commissioner Sherry Kramer</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 Wesley Warren</i>	<i>Yes</i>

The motion carried 7:0

b. PUBLIC HEARING/ORDINANCE: Highland Mains Signage – Development Agreement Amendment Land Use (legislative)

Rob Patterson, City Attorney/Planning & Zoning Administrator

The Planning Commission will hold a public hearing to consider a proposed amendment to the legislative development agreement for Highland Mains related to signage.

Commissioner Howden recused himself from participating in the discussion and voting regarding Action Item 3b. stating that he had dealings with the owners. He asked that Commission Vice Chair Trent Thayn lead the discussion.

Mr. Patterson reviewed the details of the amendment and said the applicant wanted to install signs that were a little different than previously approved in the development agreement. The majority of changes were relatively minor to style or relocation/addition of wayfinding signs. He reviewed originally approved sign locations and compared it to an updated map with sign changes. He said the signs would not be digital and would not be illuminated internally. The planning commission reviewed turning lanes and entrances. Mr. Patterson showed the proposed sign compared to approved sign standards. He said commercial center freestanding signs were not allowed in the current development agreement but were regulated by code. In summary, he said the applicant was mainly asking for the signs to be 15 feet high, a reduction from 25 feet; no stone base; and three commercial center freestanding signs, one on Alpine Highway and two on SR-92.

Commissioner Thayn opened public hearing at 7:34 PM and asked for public comment.

Resident Doug Courtney pointed out that page 91 of the agenda packet specified that the letters on signs would be white with a black background. He also mentioned that the description indicated that the base of the sign would be aluminum with wood paint.

Resident Elizabeth Rice explained that the taller the sign on SR-92 the less visible it was to her. She talked about traffic speed on SR-92 and explained that the tall signs became a blur. The lower ones were more visible. She preferred the stone base.

Commissioner Thayn asked for additional comments. Hearing none, he closed the public hearing at 7:36 PM and asked for additional discussion.

Commissioner Moore thought composite material on signs would not last through winters and snow. She said it was important to have signs made out of durable material, like stone or cement, instead of wood or other materials. She also mentioned the winds in Highland. She thought the stone went along with the theme and didn't need to be removed. Commissioner Maughan agreed. She thought the original sign design was more attractive. Commissioner Abbott said he liked the monotone, the size of the sign with the major tenant on top but thought the rock on the bottom would be better. Commissioner Kramer recommended that the signs look more like the original. Commissioner Moore said it was important to maintain the integrity of the look for the area. The commissioners liked the proposed three shorter signs. They liked the general layout and number of proposed signs.

Commissioner Abbott MOVED that the Planning Commission recommend approval of the new layout with two signs on SR-92 and one on Alpine Highway, the tenant sign - adopt the adjustments and include three feet of stone on the bottom, and the monument sign - keep to the original but adjust to look like the proposal and incorporate the contrast to match the tenant sign.

Commissioner Moore SECONDED the motion.

The vote was recorded as follows:

<i>Commissioner Jerry Abbott</i>	<i>Yes</i>
<i>Commissioner Christopher Howden</i>	<i>Recused himself</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</i>	<i>Yes</i>
<i>Commissioner Wesley Warren</i>	<i>Yes</i>

The motion carried 6:0

- c. **PUBLIC HEARING/ORDINANCE: Amendments to Process for Approving New Business Use Development Code Update (Legislative)**
Rob Patterson, City Attorney/Planning & Zoning Administrator
The Planning Commissioner will hold a public hearing to consider amendments to the process by which a new business use may be permitted within a zone.

Mr. Patterson explained that the proposed changes brought Highland code in compliance with State Code. He reviewed the proposed process for approving a new business use.

Commissioner Howden opened the public hearing at 7:49 PM and asked for public comment. Hearing none, he closed the public hearing at 7:49 PM and asked for additional discussion. Hearing none, he called for a motion.

Commissioner Moore MOVED that the Planning Commission recommend that the City Council adopt the proposed amendments.

Commissioner Howden SECONDED the motion.

The vote was recorded as follows:

<i>Commissioner Jerry Abbott</i>	<i>Yes</i>
<i>Commissioner Christopher Howden</i>	<i>Yes</i>
<i>Commissioner Sherry Kramer</i>	<i>Yes</i>
<i>Commissioner Debra Maughan</i>	<i>Yes</i>
<i>Commissioner Audrey Moore</i>	<i>Yes</i>
<i>Commissioner Trent Thayne</i>	<i>Yes</i>
<i>Commissioner Wesley Warren</i>	<i>Yes</i>

The motion carried 7:0

- d. **PUBLIC HEARING/ORDINANCE: Planning Commission Requirements Amendments Development Code Update (Legislative)**
Rob Patterson, City Attorney/Planning & Zoning Administrator
The Planning Commissioner will hold a public hearing to consider amendments to the regulations and requirements that govern the Planning Commission to conform to new state law.

Mr. Patterson reviewed the new process for removal of a planning commissioner. He reviewed causes for which a commissioner could be removed and gave training on impermissible bias. New and existing training requirements were discussed.

Commissioner Howden opened the public hearing at 8:07 PM and asked for public comment. Hearing none, he closed the public hearing at 8:07 PM and called for a motion.

Commissioner Warren MOVED that the Planning Commission recommend that the City Council adopt the proposed amendments.

Commissioner Maughan SECONDED the motion.

The vote was recorded as follows:

<i>Commissioner Jerry Abbott</i>	<i>Yes</i>
<i>Commissioner Christopher Howden</i>	<i>Yes</i>
<i>Commissioner Sherry Kramer</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 Wesley Warren</i>	<i>Yes</i>

The motion carried 7:0

4. COMMUNICATION ITEMS

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

The commissioners discussed upcoming meeting dates. Mr. Patterson reviewed the council discussion regarding ADUs.

Commissioner Warren mentioned that Claude Jones, a former Planning Commissioner, recently passed away. His contributions and services to the city were acknowledged and appreciated.

ADJOURNMENT

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

The meeting ended at 8:10 pm.

I, Heather White, Deputy Recorder, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on May 26, 2026. The document constitutes the official minutes for the Highland City Planning Commission Meeting.

1



4



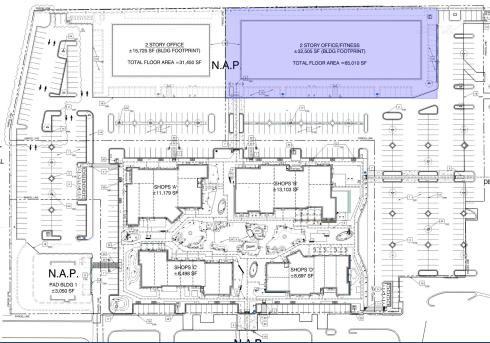
6

Vicinity - NE Corner of Highland Mains



7

Site Plan



8

Pre-Approved Architecture per DA



9

Pre-Approved Themes per DA



10

Application

- Lot 3 of the Highland Mains project was approved under DA and site plan for a 2-story office with ~32,505 SF per floor (total ~65,010 SF)
- Applicant plans to build a 2-story office, 31,500 SF per floor, total building size of ~63,000 SF
- Architecture is, in staff's opinion, different enough from pre-approved architecture themes from development agreement that Planning Commission review for compliance with CR zone is required

11

New Design

- Condominiumized project
- Designed to house multiple tenants
- Additional variety in facade, roofline, and massing
- Additional entrances



12



13

CR Zone Requirements

- Cannot use certain designs/materials – not used
- Up to 3 exterior materials, not including trim
 - Proposed faux wood, stone, architectural metal panels
 - Similar or complementary materials as buildings under construction in Highland Mains project
- Must be of quality and character to be consistent with community design goals
 - Maintains Highland Mains “mountain tonality” and Highland City’s requirement for earth-tone colors

14

Staff Review

- Planning Commission is land use authority per DA
- Staff believes the proposed design aligns with the Highland Mains project and the CR zone requirements
- Staff recommends approval of the building design
- Proposed findings supporting this recommendation are provided
- Administrative decision, no public hearing

15

Proposed Motion

- I move that the Planning Commission accept the findings proposed by staff and approve the building architecture and design for the lot 3 Highland Mains office building

[Commission may make a different motion. Commission would need to specify findings to support different motion]

16



HIGHLAND MAINS SIGN AMENDMENT

*Development Agreement Amendment
(Legislative)*

Item 3b. Action Item
Presented by: Rob Patterson, City Attorney/Planning & Zoning Administrator
Sponsored by: Midtown National Group

17

Background

- Highland Mains project (NW corner of SR-92 and Alpine Hwy) is subject to a development agreement (original 2007, amended 2022) and CR zoning
- Development agreement established pre-approved signage types, dimensions, and locations
- Deviation from the signage is allowed but must conform to City zoning regulations for signs

18

- Mid-Town National Group/MNG (Highland Mains developer) seeks to install signage that is somewhat different than previously approved in DA
- Because new signage proposal is not permitted under the DA or zoning regulations, applicant proposes amending the DA to replace the approved signage exhibit with a new approved signage exhibit (exhibit C)
- A development agreement authorizing a deviation from general zoning requirements is permissible if City follows zoning amendment and public hearing process

- Majority of changes are relatively minor adjustments to style or relocation/addition of wayfinding signs
 - Decrease from 4 to 3 monument signs (short/wide)
 - Increase pedestrian wayfinding from 3 to 7
- Sign locations mostly the same
- Major change relates to commercial center freestanding signs (CCF signs)
 - Increase from 2 (one each hwy) to 3 (+1 on SR-92)
 - Replaced previously approved monument signs

[illegible][illegible]

Figure 1 is a map of the University of Illinois at Chicago campus, showing the locations of the 11 study sites. The map includes the main campus area, the Loop Campus, and the South Campus. The 11 study sites are marked with colored dots and numbered 1 through 11. A legend identifies the colors: blue for Document Sign Type 'V', green for Information Workshopping Sign Type 'W', red for Information Workshopping Sign Type 'V', and yellow for Information Workshopping Sign Type 'W'. A scale bar indicates 0 to 100 feet. A north arrow is located in the bottom right corner.

Current: Monument short/wide

WOOD

STEEL PLATE

STONE BASE

LETTERS MOUNTED ON
STONE BASE

12"

6'

3'

30'

4'

10'

4

Proposed: Monument short/wide

2 PLAN
SCALE 1/4" = 1'-0"

1 SIGN 2 - DV MONUMENT "B"- FRONT
SCALE 1/4" = 1'-0"

25

Current: Monument (wayfinding)

STEEL PLATE

6'

18"

26

Proposed: Monument (wayfinding)

2 SIDE
SCALE 1/4" = 1'-0"

1 SIGN 4 - DV VEHICULAR WAYFINDING A- FRONT
SCALE 1/4" = 1'-0"

27

Current: Pedestrian wayfinding

8"

COFFEE → 5"

FITNESS ↑

9'

WOOD POSTS W/ STEEL FRAME

28

Proposed: Pedestrian wayfinding

1 SIGN 5 - DV PEDESTRIAN WAYFINDING A- FRONT
SCALE 1/4" = 1'-0"

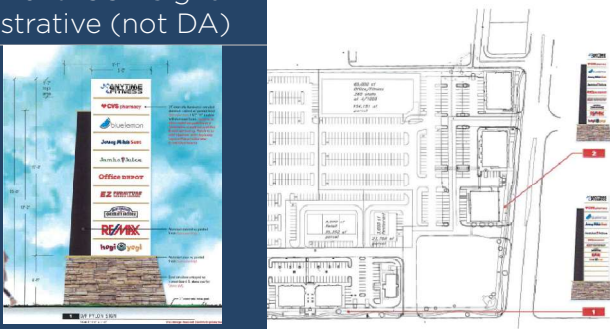
29

Current: CCF Signs

- CCF signs are not in current DA but are regulated by code
- Allowed 1 per highway (1 SR-92, 1 Alpine Hwy)
- 2022 - MNG proposed amendment to code to increase allowed height
 - As approved by Council, CCF signs can be 25 feet height (increased from 15 feet), including 3-foot stone base
 - Still limited to 1 per highway

30

Current: CCF Signs
Illustrative (not DA)



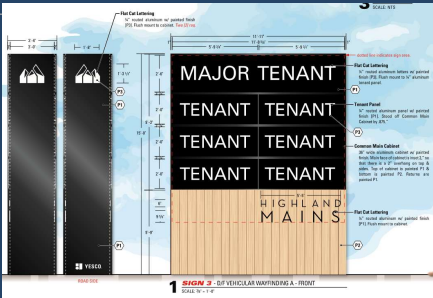
31

Proposed: CCF Signs

- 15 feet high, a reduction from 25 feet
- No stone base, but rather faux wood
- 3 CCF signs (increasing by 1)
 - 1 on Alpine Highway, 2 on SR-92
- Location of CCF signs per exhibit (disregard monument sign and intersection setbacks in code)

32

Proposed: CCF Signs



33

Staff Review

- Staff has no concerns with signage style or location changes or increased pedestrian wayfinding signs
- With CCF sign changes, it is a policy choice
 - 25-foot height currently in code is 10 feet more than allowed for other CCF signs in other commercial zones
 - Reducing to 15 feet is consistent with other zones (existing Meiers sign)
 - Allowing 2 15' signs on SR-92 is more than other zones, but may cause less visual impact than one 25' sign
 - Buildings along SR-92 are ~20'-25' high

34

Staff Review

- Other tenants:
 - Staff proposed provision for consideration to require MNG to allow all businesses in CR zone ability to share CCF signs on commercially reasonable terms
 - Applicant is opposed to this requirement
 - Buildings/businesses not part of "Highland Mains" (interior) already have frontage and signage on SR-92 or Alpine Hwy
 - These businesses have opted not to build CCF sign to-date
 - MNG owns most buildings along SR-92 and Alpine Highway in CR Zone and does not seek additional signage for them
 - Interior development of Highland Mains has less visibility and needs signage for advertising and wayfinding purposes
 - Cost of CCF sign is being borne by interior lots
 - Staff does not have a strong opinion either way

35

Staff Review

- Legislative decision that Commission provides recommendation to Council, and Council makes final decision
- Public hearing required
- Notice published April 16 and May 14
- No comments received
- Staff recommends the Commission hold a public hearing, hear from the applicant, and provide a recommendation

36

Proposed Motion

- I move that the Planning Commission recommend [APPROVAL or DENIAL] of the proposed amendment to the 2007 Development Agreement for the Highland Mains project.
- [Commission may specify additional or different terms or conditions to be adopted in the amendment]

37



TEXT AMENDMENT - NEW USE

APPROVAL PROCESS

Development Code Text Amendment (Legislative)

Item 3c. Public Hearing/Action Item

Presented by: Rob Patterson, City Attorney/Planning & Zoning Administrator

38

Background

- 2025 - state adopted law requiring cities to provide process for potentially approving new business uses
 - Some confusing provisions in 2025 law regarding whether adding new uses to a list of permitted uses in a zone was a legislative or administrative decision
 - City adopted code per state law
- 2026 - state revised the law to clarify that adding new businesses uses to permitted/conditional uses in zone is a legislative decision

39

Proposed Amendments

- Makes the process for reviewing and approving new uses in a zone legislative
 - Per state law, the normal requirement to have land use ordinances reviewed by commission is overridden, so request is heard directly by council
 - Requires adoption of an ordinance
 - Use may be either permitted or conditional use
 - Allows Council to consider any fact or factor relevant to a legislative decision
 - Appeals are handled as appeal of legislative item (district court) not appeal of administrative item (hearing officer)

40

Staff Recommendation

- Proposed ordinance aligns city code with state law
- Public notice posted May 14, 2026
- No comments received
- Staff recommends that the Planning Commission hold a public hearing and recommend adoption of the ordinance

41

Proposed Motion

- I move that the Planning Commission recommend that the City Council adopt the proposed amendments.

[Commission may specify different or additional amendments]

42



TEXT AMENDMENT – PLANNING COMMISSION REQUIREMENTS

Development Code Text Amendment (Legislative)

Item 3d. – Public Hearing/Action Item
Presented by – Rob Patterson, City Attorney/Planning & Zoning Administrator

43

Background

- SB 284, 2026, requires cities to adopt certain requirements regarding planning commission duties, removal, recusal, and training

44

Proposed Amendments - Removal

- State law requires city to have process for removal of commissioner by council and describe the causes for which a commissioner can be removed
 - Using public funds for political purposes (state law)
 - Violating Municipal Officer Ethics Act (state law)
 - Acting with intent to influence a land use decision or appeal that creates “impermissible bias” or an unacceptable risk of “impermissible bias” (state law)
 - Failing to recuse from discussion/vote when required
 - Repeatedly failing to attend Commission meetings

45

Impermissible Bias

- Standard for agency decision-making processes to ensure due process in administrative decisions
 - Ensures that decisions are made by “neutral decisionmaker”
 - “Clear demonstration of partiality” or “a showing of direct, pecuniary interest automatically requires disqualification of the decision maker”
 - “Prior manifested prejudice” or “preconceived attitudes on points of law or policy” (though this is rarely severe enough) may constitute impermissible bias
 - Judge had demonstrated active hostility toward employment disability claimant and favoritism toward employer – impermissible bias and violation of due process

46

Avoiding Impermissible Bias

- No financial interest in outcome of decision
- Limit outside research – review record presented by staff and applicant
- Limit outside consultation/discussion
 - Keep debate and discussion part of meeting (ex parte communication)
- Avoid predetermining issues
- Address issues, not people
- Avoid “public clamor” – denying or limiting a lawful application due to neighbors’ concerns
 - Does not restrict decisionmakers from hearing concerns that are related to city code and standards

47

Proposed Amendments - Recusal

- State law requires city to describe when commissioners must recuse themselves from both discussion and debate on an item
 - No specific recusal requirements in state law
 - Staff proposes:
 - Conflict of interest, including financial interest, ownership, or association with applicant or property
 - Otherwise creating/introducing impermissible bias into process

48

Proposed Amendments - Training

- State law has required commissioners to complete 4 hours of training per year for some time
 - 1 hour from attending 12 commission meetings
 - 3 hours from outside sources
- New state law added new topics for training
 - Ex parte communication
 - Conflict of interest
 - 1 hour required training for new commissioners includes Commission's administrative, legislative, and quasi-judicial functions
- Proposed city code amendment states that commissions will complete training requirements per state law

49

Staff Recommendation

- Proposed ordinance aligns city code with state law
- Public notice posted May 14, 2026
- No comments received
- Staff recommends that the Planning Commission hold a public hearing and recommend adoption of the ordinance

50

Proposed Motion

- I move that the Planning Commission recommend that the City Council adopt the proposed amendments.

[Commission may specify different or additional amendments, particularly as to causes for removal or requirements for recusal]

51



PLANNING COMMISSION AND
STAFF COMMUNICATION ITEMS

a. Update on DADUs

b. Future Meetings and Events

- June 2, City Council Meeting, 6:00 PM City Hall
- June 16, City Council Meeting, 6:00 PM City Hall
 - Final [Interim] Budget Adoption
 - If library tax increase remains in budget, hearing on tax increase held Aug 11, 6 PM)
- June 23, Planning Commission Meeting, 7:00 PM City Hall

52