



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 Thayne</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