



HIGHLAND CITY

AGENDA

HIGHLAND CITY PLANNING COMMISSION

Tuesday, August 28, 2018, 7:00 p.m.

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

CALL TO ORDER: Chris Kemp, Chair

- Attendance – Chris Kemp, Chair
- Invocation – Commissioner Abe Day
- Pledge of Allegiance – Commissioner Sherry Carruth

APPEARANCES:

Time has been set aside for the public to express their ideas, concerns, and comments on non-agenda items. Speakers will be limited to three (3) minutes.

OTHER BUSINESS:

1. Discussion on the General Plan Request for Proposals (RFP) solicitation.
2. Discussion on proposed amendments to the Development Code.

APPROVAL OF MINUTES:

- Approval of the June 27, 2018 meeting minutes.
- Approval of the July 18, 2018 meeting minutes.

PLANNING STAFF REPORT:

COMMISSION COMMENTS AND SUGGESTIONS:

ADJOURNMENT:

NEXT MEETING: *September 25, 2018* at 7:00 pm City Council Chambers

Legislative: An action of a legislative body to adopt laws or policies.

Administrative: An action reviewing an application for compliance with adopted laws and policies.

FOR SPECIAL ACCOMMODATIONS

Any individual with a qualified disability may request a reasonable accommodation by contacting the City Recorder at (801) 772-4506 at least 48 hours prior to the Commission meeting.

CERTIFICATE OF POSTING

The undersigned does hereby certify that the above agenda notice was posted in three public places within Highland City limits on this 23rd day of August, 2018. These public places being bulletin boards located inside the City offices and located in the Highland Justice Center, 5400 W. Civic Center Drive, Highland, UT; and the bulletin board located inside Lone Peak Fire Station, Highland, UT. On this 23rd day of August, 2018 the above agenda notice was posted on the Highland City website at www.highlandcity.org.

JoAnn Scott, Planning Coordinator



HIGHLAND CITY

PLANNING COMMISSION AGENDA REPORT ITEM #1

DATE: August 28, 2018
TO: Planning Commission
FROM: Nathan Crane, AICP
City Administrator/Community Development Director
SUBJECT: **DISCUSSION**– Request for Proposal for the Update of the Highland City General Plan. *Administrative*

STAFF RECOMMENDATION:

The Planning Commission reviews the Request for Proposals (RFP) and provides staff with input. This item is being presented for discussion only. No action is required.

BACKGROUND:

As part of the priority planning for 2018, the City has identified the need to update the Highland City General Plan. The General Plan was last updated in 2008.

Staff has prepared an RFP that outlines the goals and objectives of the update. The consultant will update the general plan to guide the community's planning and development by providing clear and predictable guidance to citizens, stakeholders, developers, staff and the City's elected and appointed officials. The scope of work includes an update of the 2008 General Plan, including the following elements: Land Use, Transportation, Economic, Moderate Income Housing, Environmental, and Parks and Trails. The successful consultant will be responsible for creating a Public Participation Plan that is thorough and transparent with a variety of methods and opportunities for public input. There are four phases to the project as follows:

- Phase 1 – Project Start Up
- Phase 2 – Vision and Gathering Input
- Phase 3 – Development of the General Plan
- Phase 4 – Presentation of the Final Draft for Adoption

The proposed selection timeline is as follows:

- RFP Issue September 6, 2018
- RFP Due Date October 1, 2018
- Interviews/Meetings November 2018
- Selection/kick off Winter 2019

FISCAL IMPACT:

The estimated cost is \$75,000.

ATTACHMENTS:

1. Proposed Request for Proposals



HIGHLAND CITY

REQUEST FOR PROPOSALS

2018 GENERAL PLAN UPDATE

Section 1: Introduction

Highland City is seeking a qualified consultant to assist staff with a comprehensive update to the City's General Plan as required by Utah State Code 10-9a-401. Proposals will be received until 6:00 PM, **DATE**, 2018, at the Highland City Offices, 5400 West Civic Center Drive, Suite 1, Highland, UT 84003.

Section 2: General Instructions, Terms and Conditions

1. Interested consultants should submit five (5) bound hard copies, and one (1) electronic copy of their proposal for services. Proposals or unsolicited amendments to proposals arriving after the proposal submission deadline will not be considered.
2. Proposals shall provide all required information listed in Section 9 of this RFP.
3. Proposals shall be received by **6:00 PM Date, 2018**.

Attention: Nathan Crane, AICP

City Administrator/Community Development Director
City of Highland
5400 West Civic Center Drive, Suite 1,
Highland, Utah 84003
ncrane@highlandCity.org

4. Proposals shall be binding for 90 days following the delivery date and time. The City of Highland reserves the right to reject any and all submissions and to waive any technicalities deemed to be in the City's best interest.

Section 3: Conditions of Award

An evaluation team will evaluate the submitted proposals. The City reserves the right to: 1) reject any or all proposals, or to make no award; 2) require modifications to initial proposals; 3) negotiate or 4) make partial or multiple awards. The City further reserves the right to excuse technical defects in a proposal when, in the sole discretion, such excuse is beneficial to the City.

The final, detailed scope of work, term, conditions, schedules and professional fees for the services will be determined during contract negotiations following the initial selection process. If an agreement with a selected firm cannot be reached during the time specified for negotiations, another qualified firm may be asked to enter the negotiations. After contract negotiations, the firm selected will be required to contract with City to provide the services described in the scope of work. Any selected firm will be required to honor the terms and conditions contained in the contract upon execution of the contract document.

Section 4: Availability of Funds

Notwithstanding anything in this RFP to the contrary, all payment obligations of the City are expressly dependent and conditioned upon the continuing availability of funds beyond the term of the City's current fiscal period ending upon the next succeeding **Date**. Financial obligations of the

City payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available in accordance with the rules, and regulations of Highland City and other applicable law. Upon the failure to appropriate such funds, any agreements entered into between the City and the selected firm based on this RFP shall be terminated.

Section 5: Amendments to the Request for Proposal

The City reserves the right to amend the RFP by an addendum at any time prior to the date set for receipt of proposals. Addenda or amendments to this RFP will be sent via email to all firms who respond to this RFP. If revisions are of such a magnitude to warrant, in the City's opinion, the postponement of the date for receipt of proposals, an addendum will be issued announcing the new date.

Section 6: Background

Highland City resides at the mouth of American Fork Canyon, situated between Lehi to the west, Alpine and Cedar Hills to the east. Geographically, Highland contains approximately 5440 acres, all of which is land. Highland was primarily an agricultural community and was settled by homesteaders in 1870. Since then, Highland City has been called a "bedroom community" with large residential lots, single-family homes, natural areas, and open space.

Section 7: Scope of the Project and Services

The City is seeking a consultant to update the general plan to guide the community's planning and development by providing clear and predictable guidance to citizens, stakeholders, developers, staff and the City's elected and appointed officials. The scope of work includes an update of the 2008 General Plan, including the following elements: Land Use, Transportation, Economic, Moderate Income Housing, Environmental, and Parks and Trails. The City is interested in applying its resources wisely and in a cost-effective manner. The City also recognizes that, although all elements of the general plan are important, some elements need more attention and greater detail than others.

It is the desire of the City to have wide-reaching, inclusive, and informative community participation program. The successful consultant will be responsible for creating a process that is thorough and transparent with a variety of methods and opportunities for public input.

Specifically, the scope of services will include, but will not be limited to, the following:

Phase 1 - Project Start-Up

The Consultant shall:

1. Conduct preliminary administrative tasks including, but not limited to:
 - a. Review the current General Plan and other background materials such as the
2. City's history and demographics
 - a. Review other appropriate local, regional, and state documents

- b. Review and have working knowledge of the City's master plans
 - c. Meet with City staff to discuss issues such as existing conditions, goals, opportunities, roles and responsibilities, development policies, implementation strategies and logistical issues
 - d. Gather base GIS data, maps and other technical information needed from staff
 - e. Prepare technical reports as needed that will help in addressing existing conditions
 - f. Have a Work Plan that identifies the types of data to be prepared and what base maps and inventory will be analyzed
3. Provide a workspace and supplies; however, the City will assist with coordinating a workspace or conference room when the consultant needs to work on site to collaborate with City staff on a regular basis.
 4. Prepare a Public Participation Plan, to be reviewed by staff and the advisory committee, and presented to the City Council for adoption. The Public Participation Plan should be designed to engage all segments of the community, in all locations, and to permit individuals to enter and exit the process as their time and interests allow. The Consultant will organize and facilitate all public participation events.
 5. The Public Participation Plan is expected to include a variety of methods for encouraging public participation including but not limited to visioning workshops, social media strategy, stakeholder meetings, and educational presentations to inform the community and decision makers on the latest trends and topics related to land use, transportation, environment and economic development. The consultant will attend civic organization meetings, conduct surveys, attend regular advisory committee meetings, attend public hearings with the Planning Commission, and City Council and other interested boards or commissions, and will employ the use of a Web site and social media. The Public Participation Plan must include a general timeline for the implementation of the Public Participation Plan and other tasks identified in this scope of work.
 6. The Public Participation Plan shall include tracking of all comments with appropriate response.
 7. Conduct a kick-off meeting with an advisory committee that will be responsible for regularly reviewing the progress of the project and providing input to the consultant and staff in a public setting. City staff will assist in identifying public officials and stakeholders to appoint to this committee. The frequency of the advisory committee meetings will be determined during the preparation of the Public Participation Plan and may be adjusted as needed.
 8. Prepare a Project schedule and work plan with major work components, deliverables and milestones.

Phase 2 – Visioning and Gathering Input

The Consultant shall:

1. Employ the use of electronic media to notify and engage the public of upcoming events, solicit public input and keep the public apprised of the ongoing draft document. Provide, update, and manage an informative dedicated website for the General Plan Update that is linked to the City's web page. Prepare an informational brochure with Frequently Asked Questions (FAQ's) about the General Plan update process to be available through social media and distributed at public meetings.

2. Conduct visioning workshops, stakeholder meetings, advisory committee meetings, and other public meetings as identified in the Public Participation Plan in such a manner that encourages meaningful input and interaction.
3. Produce meeting minutes for all advisory committee meetings, workshops, stakeholder meetings and other public meetings. These documents shall be available electronically.
4. Summarize comments received from all meetings and electronic communication and present to staff and the advisory committee.
5. Produce Large-scale exhibits or electronic media for workshops.

Phase 3 – Development of General Plan

The Consultant shall:

1. Prepare a draft General Plan document consisting of an introduction, including a Vision
2. Statement approved by the advisory committee, all elements as required by Utah State Code and requested by the advisory committee, community goals, development policies, implementation strategies and all related graphics. The Plan shall include the following elements: Land Use, Transportation, Economic, Moderate Income Housing, Environmental, and Parks and Trails.
3. The draft plan shall be an electronic based design with the ability to be professionally printed. The Draft General Plan Elements shall be submitted in accordance with the periods set forth in the final work plan.
4. Create updateable GIS maps compatible with the City's GIS system.
5. Coordinate with all City Departments in the preparation of the elements in which the Department has an interest or responsibility.
6. Provide the services of an economic consultant to analyze Highland's economic growth and prepare goals for the elements related to this study in the appropriate elements.
7. Prepare a specific corridor plan for the SR92 corridor.
8. Produce General Plan drafts for review by staff and present to the advisory committee for review and input. Elements may be drafted and reviewed individually or in groups to make the process manageable for consultants and reviewers. Drafts are to be posted on the City's web page for the public to review and provide feedback.
9. Once the draft document has been reviewed and comments received, the consultant shall generate a final draft.

Phase 4: Presentation of Final Draft for Adoption

1. The Consultant shall:

- a) Provide a final document, including maps, in an electronic, electronic format acceptable for professional printing. The final General Plan is a policy document that must be technically accurate, user-friendly, concise and written in a manner that is easily understood. There shall be an emphasis on providing information visually through the use of diagrams, photographs, tables, and maps.
- b) Prepare an executive summary of the General Plan in pamphlet form that includes typical questions and answers and that folds out to the General Plan's future land use map. The consultant will produce the prototype and a final draft in an electronic format acceptable for professional printing.
- c) Present the final documents to the Planning Commission and City Council and

- d) identified in the Public Participation Plan and Work Plan.
- e) The City may request additional, closely related services as needed.

Section 9: Proposal Submission Requirements

Each proposal shall include at a minimum the following information:

1. **Primary Contact.** Provide the name and title of the person who will be the primary contact and manager for the contract, plus contact phone number(s), email and mailing address.
2. **Company Information.** Provide an overview of the history of the company, such as, but not limited to, range of services typically provided, expertise, number of employees and states in which company operates.
3. **Firm & Staff Qualifications.** Provide a summary of three (3) projects or related work that the firm has recently completed. Include similarities in scope of work and other relevant information as it pertains to this RFP. List key personnel and role for each example, as well as client reference contact information and a link to the completed product, if available. A list of additional similar projects beyond three may be provided without the inclusion of summaries. Provide at least three references from past clients for whom similar work has been completed on time and within budget.
4. **Approach & Methodology.** Review the scope of services and provide a detailed approach to and methodology for completing the services and providing the deliverables requested. This section shall also include a preliminary proposed timeline, initial cost estimate, and hourly rates for the key personnel identified.
5. **Acknowledgements.** The consultant shall provide a statement confirming that it has the available capacity within its current personnel and workload to complete this scope of work within the proposed timeline. The consultant also shall provide a statement noting any conflicts of interest that may exist with other clients or projects currently underway and that all data, drafts, materials, etc. will be owned by Highland City.
6. **Staffing.** Provide a matrix identifying the all staff assigned to the project and the amount of time each member will spend on the project.
7. **Budget.** The consultant shall provide an hourly rate schedule and an estimated number of hours to complete the two different components of the study. Estimated hours to be spent on specific tasks should be broken out to the greatest extent practicable. If hours are to be billed at different rates, a breakdown of hours per wage rate shall be provided.
8. **Appendix.** The appendix shall include professional resumes of key personnel and any relevant previous work product as deemed appropriate by the Consultant.

Section 10: Proposal Evaluation

It is the intent of the City to conduct a fair and comprehensive evaluation of all proposals received. Proposals, including any supplemental information requested by City, will be evaluated for their overall responsiveness to the requirements and evaluation criteria of this RFP, including the quality of the written proposal submitted. The contract will be awarded to the proposal that is most advantageous to the City. Review criteria includes but is not limited to the following:

- A. Demonstrated ability to satisfy the scope of services
- B. Cost
- C. Qualifications, references and demonstrated competence
- D. Professional qualifications of individuals assigned to the project
- E. Project schedule

Section 11: Timeline

RFP Issue	September 6, 2018
RFP Due Date	October 1, 2018
Interviews/Meetings	November 2018
Selection/kick off	Winter 2019

Section 12: Special Conditions

General Information

Reimbursement will not be made for costs incurred prior to a formal award. The proposal must be comprehensive and specify how the firm would complete all of the elements of the "Scope of Services".

Subcontracting

The selected firm will agree not to assign or sublet the whole or any part of the contract without the prior written consent of the City.

Changes in Scope of Services

The City must be contacted prior to any change of scope in the work to be performed after the original contract has been signed which is expected to result in an increase of cost in excess of quoted fees, prior to commencement of the work. An agreed change of scope in the work to be performed shall be documented as a written change order, be accepted by all parties, and made a part of the original contract by addendum.

Response Material Ownership

All material submitted regarding this RFP becomes the property of Highland City and will only be returned to the consultant at the City's option. Highland City has the right to use any or all ideas presented in reply to this RFP. Disqualification of consultant does not eliminate this right.

All material, data, etc will be owned by the City.

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Highland City Planning Commission June 27, 2018

The regular meeting of the Highland City Planning Commission was called to order by Planning Commission Chair, Christopher Kemp at 7:01 PM on June 27, 2018. An invocation was offered by Commissioner Bills and those assembled were led in the Pledge of Allegiance by Commissioner Day.

PRESENT: Commissioner: Christopher Kemp
Commissioner: Brittney Bills
Commissioner: Ron Campbell
Commissioner: Abe Day
Commissioner: Tim Ball

EXCUSED: Commissioner: Sherry Carruth
Commissioner: Jerry Abbott
Commissioner Alternate: David Harris

STAFF PRESENT: Community Development Director: Nathan Crane
Planning Coordinator: JoAnn Scott
Planning Commission Secretary: Heather White

OTHERS: *See attached attendance list*

PUBLIC APPEARANCES

Commissioner Kemp asked for public comment. None were offered.

PUBLIC HEARING ITEMS

1. PP-18-01
Request by Darin and Stephanie Juncker for Preliminary Plan approval of a 7-lot single family subdivision named Juncker Estates Plat A. The property is a 5.48 acre parcel located at approximately 5959 West 10100 North.

Commissioner Kemp opened the public hearing at 7:03 PM.

Mr. Crane reviewed the background and history of the property. He mentioned that the Council previously approved the property to be rezoned R-1-20. A citizen group wanted to file a referendum and the Council reconsidered their decision. The zoning was then changed to R-1-30.

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1 Mr. Crane mentioned that no public comment had been received since the notice for this meeting
2 was sent out and posted.

3
4 Commissioner Campbell thought the staff report had a typo and it should read that the proposed
5 density was 1.28 units per acre. He thought the city was avoiding cul-de-sacs and asked about the
6 proposed cul-de-sac for the project. Mr. Crane explained that Highland tried to do through
7 connections whenever possible and that there were development standards that needed to be
8 followed. He said in this particular case both property owners approached the city with
9 preliminary plans. Both property owners understood the limits of the infrastructure and both
10 want to do the cul-de-sac which followed the requirements of the development standards.

11
12 Commissioner Kemp asked for public comment. Hearing none, he closed the public hearing at
13 7:08 PM and called for a motion.

14
15 **MOTION:** Commissioner Day moved that the Planning Commission recommend approval of
16 the Juncker Estates Plat 'A' Preliminary Plat subject to the following three stipulations
17 recommended by staff:

- 18 1. The final plat shall be in substantial conformance with the preliminary plat dated May
19 15, 2018.
- 20 2. Final civil engineering plans are currently under review by the City Engineer.
- 21 3. All required public improvements shall be installed as per City Engineer's approval
22 and Highland City Standards and Specifications.

23 Commissioner Campbell seconded the motion. All present were in favor. The motion carried.

24
25
26 2. FP-18-01

27 *Request by Scott Wilkinson for The Church of Jesus Christ of Latter-Day Saints for*
28 *Preliminary Plat approval of a 1-lot subdivision named Highland Boulevard Church*
29 *Subdivision. The property is a 4.68 acre parcel located at approximately 11300 North*
30 *Highland Boulevard.*

31
32 Commissioner Kemp opened the public hearing at 7:09 PM.

33
34 Mr. Crane reviewed the background information. He said the site was currently under
35 construction and this approval was needed to be done as part of the requirements for the
36 Certificate of Occupancy.

37
38 Commissioner Kemp asked for public comment. Hearing none he closed the public hearing at
39 7:11 PM and called for a motion.

40
41 **MOTION:** Commissioner Campbell moved that the Planning Commission accept the findings
42 and recommend approval of the Preliminary Plat subject to the following four stipulations
43 recommended by staff:

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- 1 1. The recorded plat conform to the final plat date stamped January 2018 except as
2 modified by there stipulations.
- 3 2. Water shares shall be dedicated, or documentation of dedication shall be provided,
4 prior to recordation of the final plat as required by the Development Code.
- 5 3. All public improvements shall be installed as required by the City Engineer.
- 6 4. The civil construction plans shall meet all requirements as determined by the City
7 Engineer.

8 Commissioner Bills seconded the motion. All present were in favor. The motion carried.
9

10
11 3. CU-18-01/SP-18-02

12 *Highland Hideaway Storage is requesting Conditional Use and Site Plan approval for*
13 *the expansion of their existing site within the Professional Office (PO) zone. This*
14 *property is located at 11251 North Sunset Drive.*
15

16 Commissioner Kemp opened the public hearing at 7:12 PM.
17

18 Mr. Crane explained that the request was to expand Highland Hideaway Storage. He reviewed
19 the details of the request and the history of the approved PO (Professional Office) District. Mr.
20 Crane reviewed the proposed site plan. He pointed out that outdoor storage was allowed in the
21 PO District, but it would be covered with a canopy. He mentioned that the current 10 foot side
22 yard setback requirement was not required when the project was originally approved in 2003. He
23 said it was not typical to have a building setback in storage uses because the exterior walls were
24 used as part of the storage structure. Mr. Crane mentioned that the PO District did not mention a
25 specific standard for a mini storage, however, it was on the plans when the district and
26 development agreement were first approved. Mr. Crane mentioned that there had been code
27 enforcement issues in the area, but the city could not stop a developer application based on
28 performance on other sites.
29

30 Commissioner Kemp asked for public comment.
31

32 Resident Manuel Bueno mentioned that he sent an email to the city. He said it was nice that the
33 storage units were hidden a little from the road and that the area looked decent. He thought there
34 was foresight in the original planning and hoped that the new part could be as "hideaway" as
35 possible and not go above the other buildings. He talked about the unfinished medians in the area
36 on Highland Boulevard and requested that the developer be required to finish them. He wasn't
37 sure the original and current conditions were being met with lights, etc. He suggested that the
38 owner and developer be made to fulfill their obligations. Commissioner Kemp said the current
39 issues with the property would be turned over to code enforcement to take care of. He said it was
40 not the first time the city had received complaints with lights and other things they had agreed to
41 but not followed through on.
42

43 Resident Spencer Shin wondered what the area on the right side of the plans would be. He said it
44 was different than what was presented in the neighborhood meeting. Commissioner Kemp

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1 explained that it was a covered outdoor storage area and that it met the code standards as long as
2 it was covered.

3
4 Commissioner Kemp asked for more public comment. Hearing none, he asked for comments
5 from commissioners.

6
7 Commissioner Day wondered what the outdoor storage be used for. He wondered why there was
8 a 10 foot setback on the west but not on the north side of the property and wondered if setbacks
9 should be required for the new storage units. Developer Andrew Patterson explained that they
10 were only seeking approval for Highland Hideaway Phase 3 Plat A, which did not include the
11 area that Mr. Shin was speaking of. They wanted to talk to the church more before they did
12 anything with it. He said if it were to be developed, it would be used for storage of extra
13 equipment that could not easily fit in units. Mr. Patterson was not sure of the reason for the
14 different setbacks. Mr. Crane explained that the staff did not know the reason for the different
15 setbacks because the record of the property was not clear. He said the code for the PO District
16 was silent on setbacks and mini storage was part of the allowed uses in the PO District.

17
18 Commissioner Kemp said the city had received three or four complaints about the lights and
19 asked Mr. Patterson to find out what was happening. Mr. Patterson explained that the lighting
20 system was malfunctioning, but had since been fixed. He said they switched to a digital lighting
21 system which would be easier to maintain and control. He mentioned that they would use LED
22 lights for future phases which would keep light pollution down.

23
24 Commissioner Ball was concerned about the traffic impact, especially at peak times. He
25 wondered if a traffic and safety study had been done to ensure sufficient access. He asked about
26 the impact to city infrastructure and if the development would generate revenue. Mr. Crane said
27 the project would use the same access points that were currently used with nothing additional
28 provided. He was not sure if a traffic study was done at the time of the original approvals, but
29 staff believed the current access was sufficient. He said the expansion would not have additional
30 impact on city infrastructure. Mr. Crane said revenue from the storage units would be mainly
31 property tax with the possibility of some sales tax.

32
33 Mr. Bueno asked about the access points and specifically an existing dirt road. Mr. Crane
34 explained that the dirt road was used to access an existing water line. He said the general public
35 would have access off the main road.

36
37 Commissioner Kemp closed the public hearing at 7:35 PM. He asked for comments from the
38 commissioners.

39
40 Commissioner Day talked about the history of the development. He said many years ago the city
41 received complaints from residents on the north because the facility was allowing storage of
42 items that weren't permitted without being covered. He wondered if the planning commission
43 should recommend the type of covering to be used because there were homes on the hill that
44 looked into the facility. He suggested using a covering that looked like a home roof so it blended
45 into the rest of the environment. Commissioner Day wondered if the developer was required to
46 finish the medians. Mr. Crane explained that the church would be doing some of the

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1 improvements. He said the general understanding was that Patterson development would make
2 improvements as development occurred. He said there would be some xeriscape landscaping but
3 no trees because it was a drainage area. He explained that it was on MAG's (Mountainland
4 Association of Governments) long-range plans to widen the road so the city didn't want to pay
5 for and install a lot of improvements because it would be taken out in the future.

6
7 Hearing no additional comments, Commissioner Kemp called for a motion.

8
9 **MOTION:** Commissioner Campbell moved that the Planning Commission accept the findings
10 that recommend approval of the Conditional Use and Site Plan approval for Highland Hideaway
11 Storage subject to the following four stipulations as recommended by staff:

- 12 1. The development shall conform to the site plan dated September 21, 2017 except as
13 modified by these stipulations.
- 14 2. In accordance with Section 4-109, the Conditional Use Permit will expire if a
15 building permit is not issued within one year of approval by City Council.
- 16 3. The outdoor storage yard shall include a canopy as required in Sections 3-4913.2 and
17 3-4929.
- 18 4. All lighting shall meet the requirements of Section 3-49-15 with the exception that
19 the foot-candle shall not exceed one foot candle at the property line.

20
21 Commissioner Day asked to possibly amend the motion. He wondered if the city should look
22 more into the setback and the reasons why it was only on one side. Mr. Crane explained that
23 setbacks were usually used for aesthetics, fire separation, access to backyards, and safety. The
24 separation of buildings and the wall were used as fire barriers in this case. He said an access road
25 was on the other side of the development. Commissioner Kemp suggested looking into setbacks
26 in the future and considering whether the code needed to be amended or not depending on the
27 use surrounding it. Commissioner Day thought the motion was sufficient as stated.

28
29 Commissioner Bills seconded the motion. All present were in favor. The motion carried.

30 31 32 **APPROVAL OF MINUTES**

33
34 **MOTION:** Commissioner Day moved to approve the minutes from the May 22, 2018 Planning
35 Commission meeting. Commissioner Campbell seconded the motion. All were in favor. The
36 motion carried.

37 38 39 **PLANNING STAFF REPORT**

40
41 Mr. Crane mentioned that the next Planning Commission meeting would be on July 18th at 7:00
42 PM. He said a neighborhood meeting would be held on July 26th at 6:30 PM for the Dry Creek
43 Lake Park. Regarding city staffing, Planner Tara Tannahill was hired and will begin on July 2

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1 and Operations and Maintenance Director Justin Parduhn resigned and last day is be July 5th.
2 Mr. Crane said Mr. Parduhn did a good job and his institution and knowledge will be missed.

3
4 Mr. Crane said the Council wanted to do a General Plan update during the next fiscal year and
5 members of the Planning Commission will be asked to be involved with a technical advisory
6 committee. The city would also work with a consultant. He asked commissioners to let him
7 know if they wanted to be involved with choosing a consultant or the RFP for the General Plan
8 update. Mr. Crane mentioned that members of the Council also wanted to create an Economic
9 Development plan.

10
11 Mr. Crane reviewed current road construction and repair projects around Highland. He
12 mentioned that the State property by the high school was being marketed for sale or lease.

13 14 15 **ADJOURNMENT**

16
17 **MOTION:** Commissioner Campbell moved to adjourn the meeting. Commissioner Bills
18 seconded the motion. All present were in favor. The motion carried.

19
20 The meeting was adjourned at 7:54 PM.
21

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Highland City Planning Commission July 18, 2018

The regular meeting of the Highland City Planning Commission was called to order by Planning Commission Chair, Christopher Kemp at 7:00 PM on July 18, 2018. An invocation was offered by Commissioner Ron Campbell and those assembled were led in the Pledge of Allegiance by Commissioner Tim Ball.

PRESENT: Commissioner: Christopher Kemp
Commissioner: Ron Campbell
Commissioner: Sherry Carruth
Commissioner: Abe Day
Commissioner: Tim Ball

EXCUSED: Commissioner: Jerry Abbott
Commissioner: Brittney Bills
Commissioner Alternate: Brady Brammer
Commissioner Alternate: David Harris

STAFF PRESENT: Community Development Director: Nathan Crane
Planner: Tara Tannahill
Planning Coordinator: JoAnn Scott
Planning Commission Secretary: Heather White

OTHERS: Meghan Bond, Phillip Winston, and Adam Watts

PUBLIC APPEARANCES

Commissioner Kemp asked for public comment. None was offered.

PUBLIC HEARING ITEMS

1. TA-18-03
Text amendment to Section 3-705 of the Development Code relating to the placement of signs on public property.

Commissioner Kemp explained that the public hearing for TA-18-03 was continued to a future meeting at the request of the city council.

OTHER BUSINESS

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1
2 2. SP-18-03

3 *Request by Northstar Builders for Site Plan approval of a 10,000 square foot two-story*
4 *professional office building located in the Town Center Overlay-Flex Use Zone at 10907*
5 *N. Alpine Highway.*
6

7 Ms. Tannahill reviewed the details of the proposed site plan.
8

9 Commissioner Day arrived at 7:05 PM.
10

11 Ms. Bond mentioned that the building would have medical offices. She said the landscape would
12 be xeriscape on the whole site. Commissioner Campbell was in favor of the xeriscaping and
13 hoped there would be more in the future.
14

15 Commissioner Ball asked what the potential financial impact would be on the city in terms of net
16 revenue. Commissioner Kemp said there were no projections done to determine the impact to the
17 city.
18

19 Commissioner Day wondered if the design and elevation of the building fit with the others in the
20 area and asked about a sign. Ms. Bond said the building elevation was consistent with other
21 buildings in the area. She said a monument sign would be in the northeast section.
22

23 **MOTION:** Commissioner Campbell moved that the Planning Commission accept the findings
24 and recommend approval of the site plan for Case SP-18-03 subject to the following four
25 stipulations recommended by staff:

- 26 1. Development of the site shall comply with the site plan and building elevations dated July
27 16, 2018 except as modified by these stipulations.
- 28 2. All signage shall require a separate permit and meet the requirements of the Development
29 Code.
- 30 3. Prior to issuance of a building permit, the applicant shall revise the lighting to meet the
31 requirements of the Development Code.
- 32 4. Final civil engineering plans shall be reviewed and approved by the City Engineer. The
33 site shall meet all requirements of the City Engineer.

34 Commissioner Carruth seconded the motion. All present were in favor. The motion carried.
35
36

37 **APPROVAL OF MINUTES**

38

39 Commissioner Kemp mentioned that the approval of the June 27, 2018 minutes would be
40 continued to the next meeting.
41
42

43 **PLANNING STAFF REPORT**

DRAFT

1
2 Mr. Crane reported that the city council approved the plat for the Junker Estates, the one-lot
3 subdivision for the LDS church on Highland Blvd., and the site plan and conditional use permit
4 for Hideaway Storage. Mr. Crane mentioned that the city was trying to get an agreement with
5 UDOT to construct the Murdock Connector then turn it over to Highland. He reported on current
6 road construction projects and said the south side of 6000 West was repaved. He mentioned that
7 Patterson Construction had not yet submitted a revised plan for the Groves project.

8
9

10 **COMMISSION COMMENTS AND SUGGESTIONS**

11
12 Commissioner Campbell mentioned that he thought there needed to be a serious discussion in the
13 future regarding xeriscaping. Mr. Crane agreed and said there was a big push for water
14 conservation. He thought it could be addressed as a broad policy in the General Plan, but the
15 regulations would be addressed in the Development Code.

16
17

18 **ADJOURNMENT**

19
20 **MOTION:** Commissioner Campbell moved to adjourn the meeting. Commissioner Day
21 seconded the motion. All present were in favor. The motion carried.

22
23

The meeting was adjourned at 7:16 PM

24
25